



## **ORDINARY COUNCIL MEETING**

# **AGENDA**

**Updated following Public Briefing  
held Monday 17<sup>th</sup> June 2024**

**NOTICE IS HEREBY GIVEN that an  
Ordinary Meeting of Council will be held  
in the Council Chambers, Welcome Road, Karratha,  
on Friday, 28 June 2024 at 5pm**

  
\_\_\_\_\_  
**VIRGINIA MILTRUP  
CHIEF EXECUTIVE OFFICER**



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

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

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

The City of Karratha warns that anyone who has any application lodged with the City of Karratha must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the City of Karratha in respect of the application.

Signed: \_\_\_\_\_  
Virginia Miltrup Chief Executive Officer

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

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

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

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

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

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

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

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

### INTERESTS AFFECTING IMPARTIALITY

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

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

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

### IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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# AGENDA

## 1 OFFICIAL OPENING

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

## 2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED

**Councillors:**

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

<b>Staff:</b>	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 Gillian Furlong

**Members of Public:**

**Members of Media:**

**3 PUBLIC QUESTION TIME**

**4 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**5 REQUESTS FOR LEAVE OF ABSENCE**

**6 DECLARATIONS OF INTEREST**

Cr Scott declared an interest in the following items:

- Financial interest in Item 11.2 Major Events Sponsorship and Attraction Program KPCA as Cr Scott is the owner of a venue KPCA has chosen to host a networking event at.

Cr Simpson declared an interest in the following items:

- Impartiality interest in Item 11.2 Major Events Sponsorship and Attraction Program KPCA as Cr Simpsons employer funds KPCA.

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

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**OFFICER’S RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on 27 May 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 30 APRIL 2024

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	14 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Statement of Financial Activity</li> <li>2. Variance Commentary – Statement of Financial Activity by Nature</li> <li>3. Statement of Financial Position</li> <li>4. Net Current Funding Position</li> </ol>

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#### PURPOSE

To provide a summary of Council’s financial position for the period ending 30 April 2024.

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#### OFFICER’S RECOMMENDATION

**That Council RECEIVE the Financial Statements for the financial period ending 30 April 2024 as shown in Attachments 1 to 4.**

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#### BACKGROUND

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

#### DISCUSSION

The attached Monthly Financial Report for April 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 30 April 2024:



Financial Activity Statement compared to the Budget as of 30 April 2024:

2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Surplus Impact
<b>Operating Activities</b>							
Revenue (incl. Rates)	131,228,517	135,168,007	121,614,437	124,574,858	2,960,421	2.4%	↑
Expenditure	(114,822,455)	(115,820,127)	(95,786,111)	(94,832,351)	953,760	-1.1%	↑
<b>Investing Activities</b>							
Inflows	7,903,088	4,157,713	2,995,717	2,573,422	(422,295)	-14.1%	↓
Outflows	(41,258,084)	(26,830,154)	(16,870,037)	(12,200,341)	4,669,696	-27.7%	↑
<b>Financing Activities</b>							
Inflows	6,969,982	7,566,631	0	0	0	0.0%	
Outflows	(26,254,084)	(37,480,762)	(7,401,477)	(3,189,483)	4,211,994	-56.9%	↑
<b>Non-Cash Items</b>	31,470,521	28,477,738	24,470,656	25,134,765	664,109	2.7%	↓
Restricted PUPP Surplus BFWD 1 July	62,129	62,129	62,129	62,129	0	0.00%	
Unrestricted Surplus BFWD 1 July	4,739,380	4,739,380	4,739,380	4,739,380	0	0.00%	
Restricted PUPP Surplus CFWD	31,064	31,064	31,064	31,064	0	0.00%	
<b>Surplus/(Deficit) 23/24</b>	<b>7,929</b>	<b>9,490</b>	<b>33,793,630</b>	<b>46,831,314</b>	<b>13,037,684</b>	<b>38.58%</b>	<b>↑</b>

\*Refer to variance commentary attachment for material differences.

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

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

**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 Ended 30 April 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b>	> 1	N/A	N/A	81.48
The Current Ratio identifies a local government’s liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government is able to cover its immediate cash commitments				
<b>Asset Sustainability Ratio (ASR)</b>	> 0.90	0.56	0.80	0.35
The ASR measures how effectively a local 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				
<b>Operating Surplus Ratio (OSR)</b>	> 15%	38.5%	15.1%	27.1%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes. The City’s ratio is higher than expected due to delays in capital projects, less reliance on capital grant funding, and increased fees & charges and interest income				
<b>Own Source Revenue Coverage Ratio (OSRC)</b>	> 0.90	1.34	0.97	1.16
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				
<b>Debt Service Cover Ratio (DSCR)</b>	> 2	36.7	40.4	40.0
The DSCR measures a local government’s ability to repay its debt using cash. As the City has minimal debt, it exceeds the basic standard of greater than 2.0				

**Statement of Financial Position**

	Apr-24	Mar-24	% Change	Comments
<b>Current</b>				
<b>Assets</b>	136,868,083	140,149,644	-2.34%	Decrease in Unrestricted Cash, Cash Equivalents and Trade Receivables.
<b>Liabilities</b>	6,167,915	7,812,049	-21.05%	Decrease in Trade and Other Payables.
<b>Non-Current</b>				
<b>Assets</b>	752,387,702	754,234,229	-0.24%	Decrease in Infrastructure and Property Plant & Equipment.
<b>Liabilities</b>	7,514,351	7,514,351	0.00%	Nil Movement
<b>Net Assets</b>	875,573,518	879,057,472		

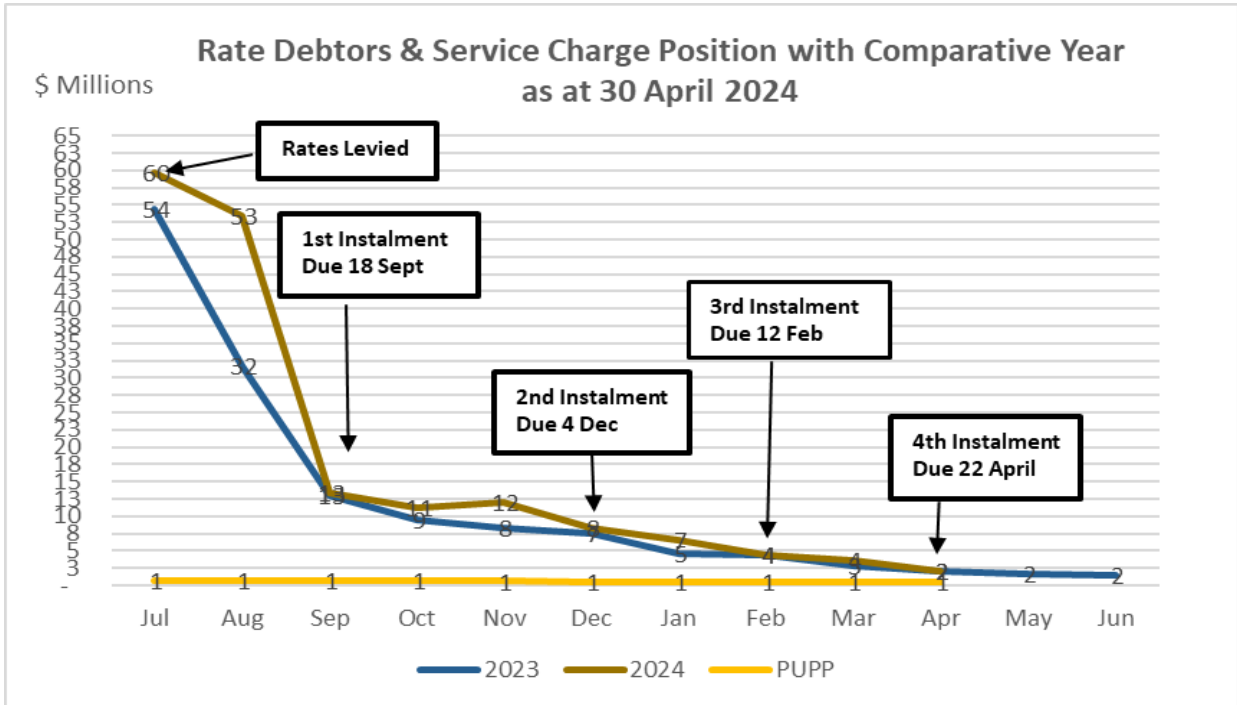
**Debtors Schedule**

The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of April 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 \$5m, reflecting the loans receivable, accrued revenue and GST receivable.

	April	March	Change %	% of Current Total
<b>Sundry Debtors</b>				
<b>Current</b>	5,135,920	4,491,643	14%	88.2%
<b>&gt; 40 Days</b>	178,110	565,177	-68%	3.1%
<b>&gt; 60 Days</b>	198,083	248,005	-20%	3.4%
<b>&gt; 90 Days</b>	307,706	325,704	-6%	5.3%
<b>Total</b>	<b>5,819,818</b>	<b>5,630,529</b>	3%	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>2,018,845</b>	<b>3,554,466</b>	-43%	100%
<b>PUPP Debtors</b>				
<b>Total</b>	<b>518,503</b>	<b>546,728</b>	-5.2%	100%

A total of \$60.6 mil of Rates (including ESL and waste charges) has been paid to end of April 2024, representing a collection rate of 96.8% to date (comparative to 96.5% on 30 April 2023).



There was no material change in March in the PUPP Debtors balance. PUPP payments have now been received on 99.77% of properties and of those paid, 99.22% have paid in full, with 0.55% paying by instalments.

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
S500	Julian Sebastian Ackad	-	5,745.70	-	Reimbursement of unsightly property clean up fees from direction issued by Rangers. Reminder email sent 09/05/24
B366	Offshore Services Australasia Pty Ltd	-	17,755.08	-	January 2024 Aircraft Landings invoiced 29 February 2024. Reminder email sent 07/05/24.

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

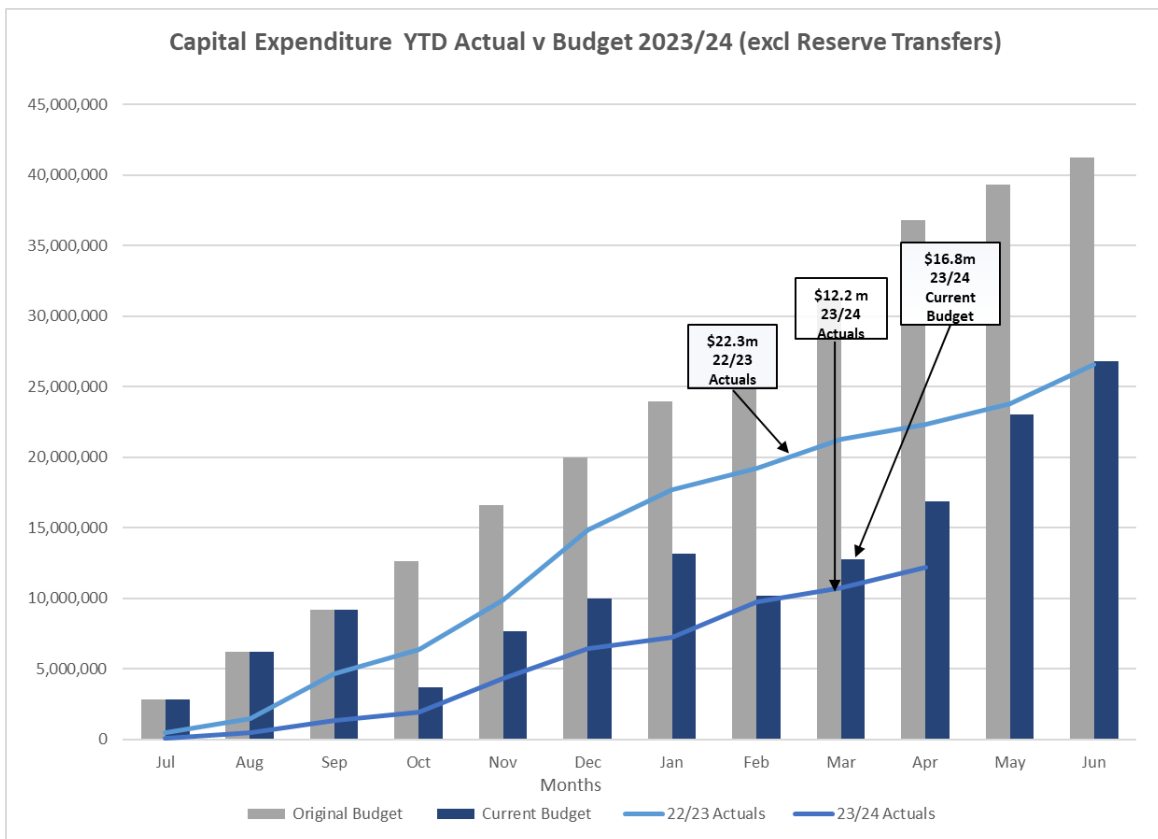
**Capital Expenditure**

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 \$12.1 million on its capital program to the end of April, representing an underspend of \$4.6 million (27.6%) against YTD budget (down from 16% in March 24).

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

CAPITAL EXPENDITURE						
	YTD			ANNUAL		
Asset Class	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	30-Apr-24			30-Jun-24		
Land	75,000	20,324	-72.9%	20,000	1,820,000	-98.9%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	6,418,851	5,872,513	-8.5%	8,499,135	7,504,614	78.3%
Equipment	123,783	241,121	94.8%	767,500	487,783	49.4%
Furn & Equip	925,143	492,852	-46.7%	1,467,000	1,407,961	35.0%
Plant	1,527,727	1,626,042	6.4%	1,964,000	2,481,727	65.5%
Inv Property	329,000	0	-100.0%	0	347,000	0.0%
Infrastructure	7,446,031	3,946,412	-47.0%	28,515,947	12,756,567	30.9%
<b>Totals</b>	<b>16,845,535</b>	<b>12,199,265</b>	<b>-27.6%</b>	<b>41,233,582</b>	<b>26,805,652</b>	<b>45.5%</b>



**Financial Statements**

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

- Statement of Financial Activity by Nature.
- 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 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 RECEIVE the Financial Reports for the financial period ending 30 April 2024 and APPROVE the following actions:

- a) \_\_\_\_\_
- b) \_\_\_\_\_

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 30 April 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 APRIL 2024 TO 30 APRIL 2024**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Senior Creditors Officer
<b>Date of Report:</b>	27 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. List of Payments - April 2024 2. Purchase Cards Report - April 2024 3. Fuel Cards Report - March 2024

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**PURPOSE**

To advise Council of payments made for the period from 1 April 2024 to 30 April 2024.

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**OFFICER'S RECOMMENDATION**

That Council **ACCEPT** payments totalling **\$8,442,835.40** as detailed in **Attachments 1, 2 and 3** being made up of:

1. **Trust Payments: nil;**
2. **BPay Payments 480 to 498 and EFT Payments 81515 to 82067 (Inclusive): \$5,470,477.01;**
3. **Cheque Voucher: nil;**
4. **Cancelled Payments: nil;**
5. **Direct Debits: nil;**
6. **Credit Card Payments (April 2024): \$30,794.62;**
7. **Payroll Payments: \$2,941,563.77**

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**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 April 2024 to 30 April 2024 (including credit card transactions – April 2024) totalled \$8,442,835.40 which included a sample of large payments as follows:

- Australian Taxation Office – BAS March 2024 - \$246,420.00
- Dampier Plumbing – Karratha Airport, Norman Road Water Mains Upgrade - \$418,461
- Plus Architecture – Lot 7018/7020 Sharpe Avenue – Progress Claim - \$208,945
- MSS Security – Airport Security Screening Services - \$238,370
- Insight Enterprises – Microsoft Licencing Year 1 - \$492,564



Consistent with CG-11 Regional Price Preference Policy, 50% of the total value of external payments reported for the period were made locally. This result is slightly lower than the prior month. In April 2024, 65% of the number of invoices paid were for local suppliers, the same for the prior period.

**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 April 2024 to 30 April 2024 and credit card payments for the period 29 March 2024 to 30 April 2024 totalled \$8,442,835.40. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

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**COUNCILLOR QUESTION:**

Regarding payment 10700 Shire of Wyndham, what is the invoice concerning building design?

**CITY RESPONSE:**

The City is unable to verify its own building design plans, so another council is doing that for us.

**9.3 INVESTMENTS FOR PERIOD ENDED 30 APRIL 2024**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	17 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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**PURPOSE**

To provide a summary of Council's investment position for the period ending 30 April 2024.

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**OFFICER'S RECOMMENDATION**

**That Council RECEIVE the Investment Report for the financial period ending 30 April 2024.**

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**BACKGROUND**

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

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

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

**DISCUSSION**

Details of the investments are included in the report

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

**Schedule of Cash and Financial Investments**

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

Institution	Accounts	Principal Investment \$	Balance 30 April 2024 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		2,077,167	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	20,000,000	20,982,049.34	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,464,205.52	5.15	12 months	Jun-24	Reserve TD
CBA	Reserve Term Deposit	10,000,000	10,390,780.85	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,338,630.14	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,424,939.74	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,134,863.01	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,063,133.15	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,063,493.15	5.15	12 months	Feb-25	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	5,000,000	5,223,600.01	5.59	12months	Jul-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,059,720.55	5.19	12months	Jan-25	Muni TD
WBC	Municipal Term Deposit	3,500,000	3,523,335.89	5.07	3months	Jun-24	Muni TD
NAB	Municipal Term Deposit	5,000,000	5,009,589.04	5.00	3months	Jul-24	Muni TD
WBC	Municipal (Transactional)		22,283,652.19	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,669.00				
N/A	<b>TOTAL</b>	<b>99,500,000</b>	<b>127,047,829</b>				

The balance of all Term Deposits includes interest accrued to 30 April 2024

Table 10.1a. Schedule of Cash and Financial Investments

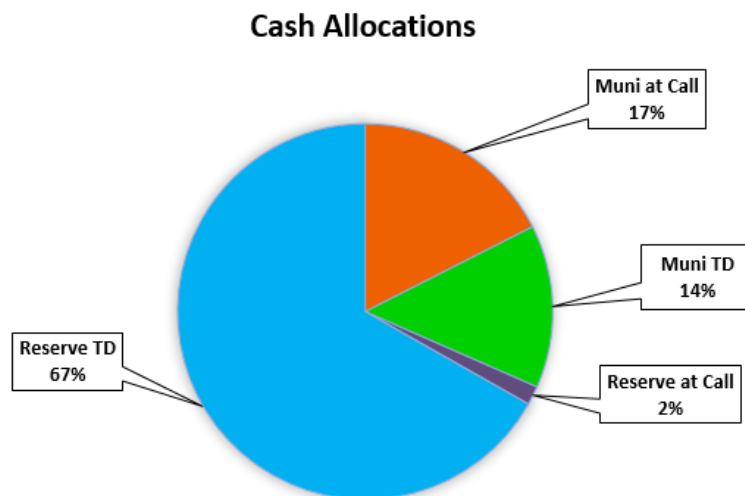
On average, the City is earning 5.21% across Municipal Term Deposits and 5.28% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of April. 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 81% of our Cash and Financial Investments are invested in Term Deposits.



Graph 10.1a. Percentage of Cash Allocations

**Schedule of Maturity of Cash and Financial Investments**

In accordance with the City’s Investment Policy (CF3), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 44% of Cash and Financial Investments will mature in the next 3 months, 37% maturing in the next 4-6 months and 19% maturing in the next 7-12 months.

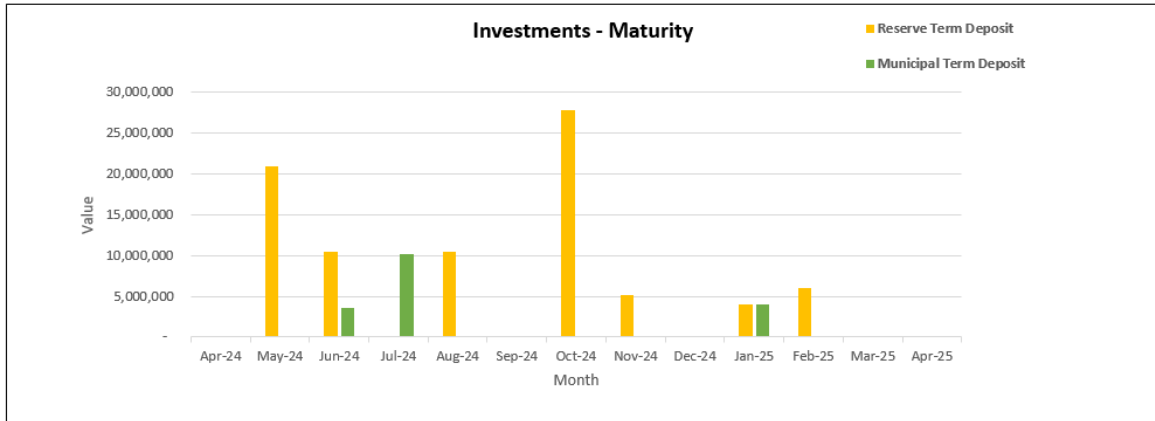


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

**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 April forecasts, based on the March budget review.

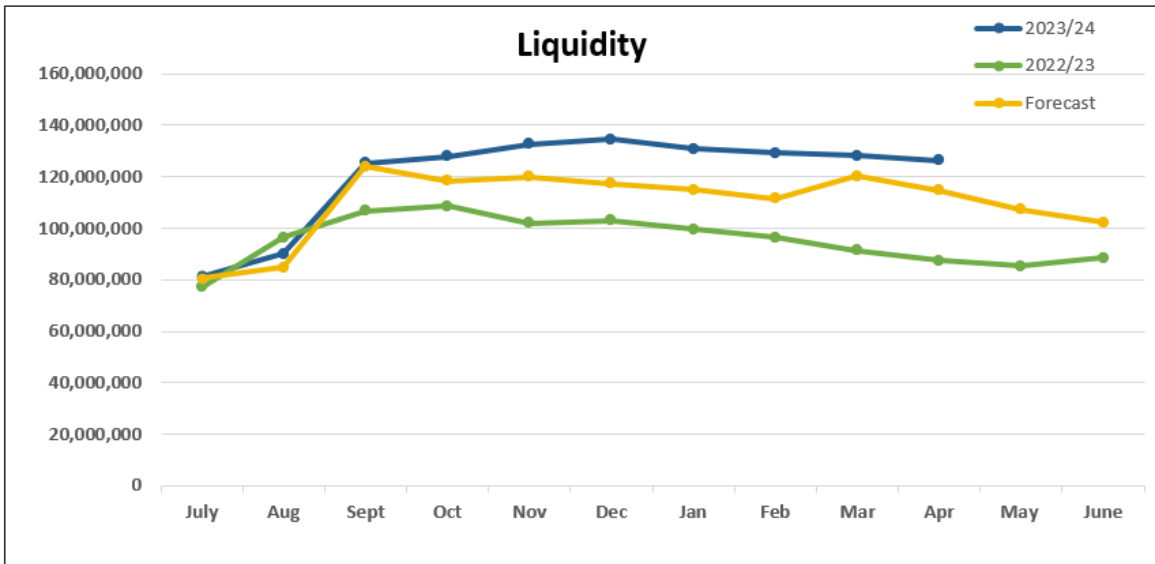


Table 10.1c. Schedule of Liquidity

**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 30 April 2024 \$	Year-to-Date 30 April 2024 \$	Life-to-Date 30 April 2024 \$
Total Income Received	33,250	331,333	2,199,387
Total Expenditure Paid	-	(18,391)	(119,373)
<b>Net Income</b>	<b>33,250</b>	<b>312,943</b>	<b>2,080,015</b>
<b>Annualised ROI</b>	<b>13.2%</b>	<b>12.5%</b>	<b>39.9%</b>

Table 10.1d. Aspen Medical – Hangar Lease Performance

*Ground and Hangar Lease – Babcock Offshore*

In March 2019, an agreement was entered into with Babcock Offshore in relation to the construction, purchase, lease and buy-back of a Hangar. The initial lease agreement, including the ground and hangar, covered a term of nine (9) years and no further terms, with annual rent increases of 4.5%. The option is available to repurchase the Hangar for a fixed price, plus a new Ground Lease for a five (5) year term at a pre-determined rate, increasing annually by 4%. The initial investment incurred was \$4,243,867, with the performance of the hangar and ground lease shown in the table below.

	Month 30 April 2024 \$	Year-to-Date 30 April 2024 \$	Life-to-Date 30 April 2024 \$
Total Income Received	47,701	474,045	2,394,372
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>47,701</b>	<b>474,045</b>	<b>2,411,983</b>
<b>Annualised ROI</b>	<b>13.5%</b>	<b>13.4%</b>	<b>35.2%</b>

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

*The Quarter HQ*

As part of Council’s investment strategy, reserve funds were used to purchase a commercial property ‘The Quarter HQ’ in June 2017 for \$20,000,000. The following table provides a summary of all income and expenditure for The Quarter for the current financial year:

	Month 30 April 2024 \$	Year to Date 30 April 2024 \$	Life to Date 30 April 2024 \$
Total Income Received	436,289	3,637,843	22,850,450
Total Expenditure Paid	57,772	(1,661,589)	(11,024,248)
<b>Net Income</b>	<b>494,061</b>	<b>1,976,253</b>	<b>11,826,203</b>
<b>Annualised ROI</b>	<b>29.6%</b>	<b>11.9%</b>	<b>8.7%</b>

Table 10.1f. The Quarter HQ Performance

### Ageing of Outstanding Lessees Balances

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 30 April 2024 by month.

Suite ID	Lessee	Current April 2024	March 2024	February 2024	January and Prior	Total	Commentary
0003	T0000699 - Pilbara Weddings & Events	5,035.58	5,946.08	3,877.43	-	14,859.09	Deed of Surrender actioned 31 January. Bond has been allocated. Payment plan accepted 24/04/2024.
L0102	T0000705 – Pilbara Ports Authority	12,402.06	12,402.06	-	-	24,804.12	Arrears notices have been issued, payment received towards balance in May.
0009	T0000716 – Onyx Group WA Pty Ltd	-	5,945.38	-	-	5,945.38	Lessee in liquidation. Deed of Surrender actioned 27 March. Bond yet to be allocated.

Table 10.1g. Aged Debtors of The Quarter

### Schedule of Loan Agreement

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

	Month 30 April 2024 \$	Year to Date 30 April 2024 \$	Life to Date 30 April 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	-	114,000	313,085
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

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

\*Interest Charges of \$12,666.67 for April received 1st May

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 \$34,139 and a life to date benefit of \$43,711. For the current month of April 2024, the opportunity cost is \$4,131. 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 30 April 2024; and
2. APPROVE the following actions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

Option 3

That Council NOT RECEIVE the Investment Report for the financial period ending 30 April 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 2024/25 BUDGET**

**File No:** FM.1  
**Responsible Executive Officer:** Director Corporate and Commercial  
**Reporting Author:** Manager Financial Services/CFO  
**Date of Report:** 28 June 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** 1. Draft 2024/25 Budget  
 2. Draft 2024/25 Fees & Charges  
 3. Letter of approval - City of Karratha Differential rating 2024-25

**PURPOSE**

For Council to consider the adoption of the Municipal Fund Budget for the 2024/25 financial year together with supporting schedules, including striking of the municipal fund rates and other consequential matters arising from the budget papers.

**OFFICER’S RECOMMENDATION 1**

That Council:

- IMPOSE** the following differential general and minimum rates on Gross Rental and Unimproved Values;

GRV/UV	Differential Rates Categories 2024/25	Proposed Rate in \$	Multiplier Lowest Rate in \$	Minimum Rate
GRV	Residential	0.076119	Lowest GRV	\$1,724
GRV	Commercial / Industrial	0.105689	1.39	\$1,750
GRV	Airport / Strategic Industry	0.152238	2.00	\$1,750
GRV	Transient Workforce Accommodation/ Workforce Accommodation	0.305799	4.02	\$1,750
UV	Pastoral	0.117051	Lowest UV	\$367
UV	Mining/Other	0.150100	1.28	\$367
UV	Strategic Industry	0.208808	1.78	\$367

- NOMINATE** the following due dates for rate payment in full or by instalments:

- Full payment and 1<sup>st</sup> instalment due date                      18 September 2024
- 2<sup>nd</sup> instalment due date    4 December 2024
- 3<sup>rd</sup> instalment due date    12 February 2025
- 4<sup>th</sup> and final instalment due date                                      22 April 2025

- GRANT** a concession of \$1,674, as detailed in the table below, in respect of the rates on each property in the Cossack town site, in recognition of the fact that the properties are not serviced and they are part of the heritage precinct:

Assess No.	Property Owner	Property Address	GRV	Calculated Rates	Concession	Rates Receivable
A107	B & J Quealy	101 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
A115	H Wilson (Estate Of)	112 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
A123	H Wilson (Estate Of)	116 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A131	H Wilson (Estate Of)	117 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A149	T Patterson	121 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A157	J Davies & J Branch	141 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
A165	J & S Mentessana	142 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A173	L Gibellini & S Ferrier	143 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A181	T Patterson	144 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A199	T Patterson	145 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A204	M Otto	149 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A212	G Van Waardenberg	150 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A220	T Patterson	151 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A238	T Patterson	152 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A246	T Patterson	153 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A254	H Wilson (Estate Of)	165 Cossack Road, Cossack	\$20	\$1,724	\$1,674	\$50
A262	T Patterson	167 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
A270	R Zappacosta	20 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
A288	V Bull & S Donovan	176 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
A91332	W Moore (Estate Of)	21 Perseverance Street, Cossack	\$20	\$1,724	\$1,674	\$50
<b>Total</b>				<b>\$34,480</b>	<b>\$33,480</b>	<b>\$1,000</b>

**4. WAIVE rates for the following properties owned or occupied by community/sporting associations:**

Incomplete/Pending Applications									
Assess No.	Property Owner/ Lessee	Property Address	Use	GRV	UV	Rate in \$	Rates	%	Waiver
A91931	Karratha Women's Place Inc	Unit LS1 11 Teesdale Place, Millars Well	Community Services	\$9,400	\$0	0.105689	\$1,724	100%	\$1,724
A46391	Karratha Arts & Learning Centre	23 Richardson Way, Bulgarra	Community Services	\$21,200	\$0	0.105689	\$2,241	100%	\$2,241
A91555	Karratha Bikers Association	L4903 Anderson Road, Karratha Industrial Estate	Community Club	\$0	\$0	0.105689	\$1,724	100%	\$1,724
A46554	Karratha BMX Club Inc	84 Rosemary Road, Baynton	Community Club	\$12,400	\$0	0.105689	\$1,724	100%	\$1,724
A46529	Karratha Business Enterprise Centre Inc	18 Hedland Place, Karratha	Community Services	\$207,980	\$0	0.105689	\$21,981	50%	\$10,991

A55681	Karratha Community Garden Inc	L52/11 Teesdale Place, Millars Well	Community Services	\$1,000	\$0	0.105689	\$1,724	100%	\$1,724
A91554	Karratha Enduro & Motocross Club Inc	L4903 Anderson Road, Karratha Industrial Estate	Community Club	\$0	\$128,000	0.1501	\$19,213	100%	\$19,213
A65587	Karratha Equestrian Centre	50 Robins Road, Mulataga	Community Club	\$22,000	\$0	0.105689	\$2,325	100%	\$2,325
A62872	Karratha Kats Sporting & Rec Club Inc	LOT 502 Tillbrook Close, Millars Well	Community Club	\$17,800	\$0	0.105689	\$1,881	100%	\$1,881
A34396	Karratha Recreation Club Inc	Lot 3000 Bayview Road, Bulgarra	Commercial/Tourism	\$49,700	\$0	0.105689	\$5,253	100%	\$5,253
A23931	Karratha Scout Group	70 Nairn Street, Bulgarra	Community Club	\$0	\$0	0.105689	\$1,724	100%	\$1,724
A73245	Nickol Bay Speedway Club Inc	Lot 115 Cinders Road, Karratha Industrial Estate	Community Club	\$14,400	\$288,000	0.1501	\$43,229	100%	\$43,229
A91842	Nickol Bay Sporting Shooters Association	Lot 298 Cinders Road, Burrup	Community Club	\$35,000	\$439,000	0.1501	\$65,894	100%	\$65,894
A69808	Nor-West Game Fishing Club Inc	Lot 22 Rosemary Island, Dampier	Community Club	\$0	\$0	0.105689	\$1,724	100%	\$1,724
A90724	Pilbara Health Network	66 Welcome Road, Karratha	Commercial/Tourism	\$570,000	\$0	0.105689	\$60,243	100%	\$60,243
A70661	Point Samson Community Association Inc	Lot 278, Pt Samson-Roebourne Road, Point Samson	Community Services	\$9,500	\$0	0.105689	\$1,724	100%	\$1,724
A91549	Reach Us Pilbara	Unit 2 3 High Street, Dampier	Community Services	\$0	\$0	0.105689	\$1,724	100%	\$1,724
A54554	The Grand Lodge of WA Freemasons Homes for The Aged Inc	5 Dwyer Place, Millars Well	Freemasons Activities	\$46,700	\$0	0.105689	\$4,936	100%	\$4,936
A92062	West Pilbara Softball Organisation Inc	L3001 Bayview Road, Bulgarra	Community Club	\$0	\$0	0.105689	\$1,724	100%	\$1,724
A1006	Yinjaa Barni Art Aboriginal Corporation	48 Roe Street, Roebourne	Community Services	\$14,700	\$0	0.105689	\$1,724	100%	\$1,724
<b>Total Waivers</b>									<b>\$233,444</b>

**5. NOTE rates exemptions applicable to the following properties:**

**Not Rateable in Accordance with Section 6.26(2)(a)(i) of the Local Govt Act - Crown Land Used for Public Purpose**

Assess No.	Property Owner/ Lessee	Property Address	Use	GRV	UV
A77359	Department for Child Protection	Address Withheld	Community Services	\$0	\$0

**Not Rateable in Accordance with Section 6.26(2)(d) of the Local Govt Act - Religious Properties**

Assess No.	Property Owner/ Lessee	Property Address	Use	GRV	UV
A1569	Apostolic Church Australia Limited	10 Roe Street, Roebourne	Clergy Premises	\$19,554	\$0
A4478	Apostolic Church Trust	12 Roe Street, Roebourne	Place of Worship	\$22,500	\$0
A35821	Australasian Conference Association Ltd	12 Mirfin Way, Pegs Creek	Clergy Premises	\$29,120	\$0
A35075	Baptist Union of Western Australia Inc	5 Finnerty Street, Bulgarra	Clergy Premises	\$27,040	\$0
A62864	Baptist Union of Western Australia Inc	77 Gawthorne Drive, Millars Well	Place of Worship	\$79,600	\$0
A55102	Church of Jesus Christ of Latter-Day Saints	17 Galbraith Road, Pegs Creek	Place of Worship	\$47,400	\$0
A54677	Jehovah's Witnesses Congregations	4 Gray Court, Millars Well	Place of Worship	\$28,400	\$0
A12209	The Roman Catholic Bishop of Geraldton	L138 Kurrajong Street, Wickham	Place of Worship	\$25,100	\$0
A54725	The Roman Catholic Bishop of Geraldton	19 Welcome Road, Karratha	Place of Worship	\$95,020	\$0
A69035	The Roman Catholic Bishop of Geraldton	371 High Street, Dampier	Place of Worship	\$18,500	\$0
A34184	Salvation Army (WA) Property Trust	1 Nelson Corut, Pegs Creek	Clergy Premises	\$41,600	\$0
A36843	Salvation Army (WA) Property Trust	6 Bond Place, Pegs Creek	Clergy Premises	\$30,680	\$0
A68420	Salvation Army (WA) Property Trust	2 Bond Place, Pegs Creek	Place of Worship	\$55,200	\$0
A35813	Seventh Day Adventist Church	15 Galbraith Road, Pegs Creek	Place of Worship	\$24,000	\$0
A12314	Trustees of the Diocese of North-West Australia	33 Herbert Way, Wickham	Clergy Premises	\$22,620	\$0
A34590	Trustees of the Diocese of North-West Australia	1/2 Samson Way, Bulgarra	Place of Worship	\$29,640	\$0
A34591	Trustees of the Diocese of North-West Australia	2/2 Samson Way, Bulgarra	Clergy Premises	\$24,600	\$0
A4509	Trustees of the Diocese of North-West Australia	41 - 49 Hampton Street, Roebourne	Place of Worship	\$8,800	\$0
A88991	Trustees of the Northern Diocese	160 Warton Street, Cossack	Vacant Land	\$0	\$0
A88992	Trustees of the Northern Diocese	94 Dampier Street, Cossack	Vacant Land	\$0	\$0

**Not Rateable in Accordance with Section 6.26(2)(e) of the Local Govt Act - Religious Schools**

Assess No.	Property Owner/ Lessee	Property Address	Use	GRV	UV
A65511	Roman Catholic Bishop of Geraldton	33 Rosemary Road, Stove Hill	Education	\$657,125	\$0
A88120	Roman Catholic Bishop of Geraldton	37 Wellard Way, Bulgarra	Education	\$206,700	\$0

**Not Rateable in Accordance with Section 6.26(2)(g) of the Local Govt Act - Charitable Purposes (Health, Education, Relief of Poverty & Community Service)**

Assess No.	Property Owner/ Lessee	Property Address	Use	GRV	UV
A65228	Aboriginal Lands Trust	L390 North West Coastal Highway, Roebourne	Vacant Land	\$0	\$0
A89223	Aboriginal Lands Trust	L44 Cape Lambert Road, Point Samson	Cultural site	\$0	\$0
A77929	Aboriginal Lands Trust	54 Hampton Street, Roebourne	Community Services	\$0	\$0
A90143	Australian Executor Trustees Limited	12 Mantaray Loop, Nickol	Community Services	\$33,800	\$0
A52950	Australian Executor Trustees Limited	6 Hutton Court, Nickol	Community Services	\$29,120	\$0
A57497	Australian Executor Trustees Limited	1 Watts Place, Baynton	Community Services	\$38,480	\$0
A88790	Australian Executor Trustees Limited	99 Baynton Drive, Baynton	Community Services	\$37,440	\$0
A27503	Australian Executor Trustees Limited	5 Dolphin Way, Bulgarra	Community Services	\$28,080	\$0
A78891	Australian Executor Trustees Limited	14B Snook Way, Pegs Creek	Community Services	\$19,240	\$0
A73773	Australian Executor Trustees Limited	13 Sing Place, Pegs Creek	Community Services	\$34,320	\$0
A32531	Australian Executor Trustees Limited	10A Schultz Court, Pegs Creek	Community Services	\$20,540	\$0
A22919	Australian Executor Trustees Limited	9 Lewington Way, Bulgarra	Community Services	\$28,080	\$0
A77024	Australian Executor Trustees Limited	9/2 Buchanan Circuit, Baynton	Community Services	\$27,560	\$0
A79181	Australian Executor Trustees Limited	9 Pinnacle Street, Nickol	Community Services	\$43,680	\$0
A43709	Australian Executor Trustees Limited	6 Corbett Place, Millars Well	Community Services	\$31,200	\$0
A58184	Australian Executor Trustees Limited	4 Leslie Loop, Baynton	Community Services	\$32,760	\$0
A78565	Australian Executor Trustees Limited	25 Mudlark Turn, Nickol	Community Services	\$39,000	\$0
A57837	Australian Executor Trustees Limited	10 Parker Close, Karratha	Community Services	\$43,680	\$0
A68690	Australian Executor Trustees Limited	11/27 Strickland Drive, Millars Well	Community Services	\$23,400	\$0

A87854	Australian Executor Trustees Limited	4 Yirrawarri Street, Baynton	Community Services	\$41,080	\$0
A27668	Australian Executor Trustees Limited	28 Dolphin Way, Bulgarra	Community Services	\$26,520	\$0
A48212	Australian Executor Trustees Limited	6 Bailey Court, Nickol	Community Services	\$32,240	\$0
A78479	Australian Executor Trustees Limited	21 Raynor Road, Baynton	Community Services	\$41,600	\$0
A68713	Australian Executor Trustees Limited	3/28 Strickland Drive, Millars Well	Community Services	\$23,920	\$0
A43319	Australian Executor Trustees Limited	1 Hill Place, Millars Well	Community Services	\$31,720	\$0
A2206	Australian Executor Trustees Limited	18 Fraser Street, Roebourne	Community Services	\$6,968	\$0
A2858	Australian Executor Trustees Limited	7 Lockyer Way, Roebourne	Community Services	\$14,040	\$0
A7599	Australian Executor Trustees Limited	57 Oleander Road, Wickham	Community Services	\$34,840	\$0
A408	Australian Executor Trustees Limited	1867 Pt Samson-Roebourne Road, Point Samson	Community Services	\$23,920	\$0
A28923	Australian Executor Trustees Limited	14 Clarkson Way, Bulgarra	Community Services - Relief of poverty	\$26,000	\$0
A52929	Australian Executor Trustees Limited	41A Delambre Drive, Nickol	Community Services - Relief of poverty	\$28,600	\$0
A56637	Australian Executor Trustees Limited	8 McCamey Loop, Baynton	Community Services - Relief of poverty	\$36,400	\$0
A78723	Australian Executor Trustees Limited	13 Wedgetail Eagle, Nickol	Community Services - Relief of poverty	\$36,400	\$0
A78140	Australian Executor Trustees Limited	32 Macmahon Way, Baynton	Community Services - Relief of poverty	\$39,520	\$0
A76656	Australian Executor Trustees Limited	6-26 Pelusey Way, Nickol	Community Services - Relief of poverty	\$23,660	\$0
A5117	Cheeditha Group Aboriginal Corporation	L48 North West Coastal Highway, Roebourne	Community Services	\$0	\$154,000
A69052	Department of Fire & Emergency Service	11 High Street, Dampier	Emergency Services	\$0	\$0
A55545	Empowering People In Communities (EPIC) Inc	6-10 Morse Court, Karratha	Community Services	\$38,500	\$0
A91497	Empowering People In Communities (EPIC) Inc	22 Balmoral Road, Karratha	Community Services	\$177,320	\$0
A88227	Foundation Housing Ltd	17B Crawford Way, Roebourne	Community Services	\$15,600	\$0
A77801	Foundation Housing Ltd	17-23 Calliance Way, Baynton	Charitable Purpose	\$233,480	\$0
A31479	Gumala Aboriginal Corporation	10 Hedland Place, Karratha	Community Services	\$23,540	\$0
A37190	Gumala Investments Pty Ltd	13 Mosher Way, Pegs Creek	Community Services - Relief of poverty	\$42,640	\$0
A42112	Gumala Investments Pty Ltd	9B Badock Place, Millars Well	Community Services - Relief of poverty	\$23,400	\$0
A37190	Gumala Investments Pty Ltd	13 Mosher Way, Pegs Creek	Community Services - Relief of poverty	\$42,640	\$0

A42111	Gumala Investments Pty Ltd	9A Baddock Place, Millars Well	Community Services - Relief of poverty	\$23,400	\$0
A48204	Gumala Investments Pty Ltd	4 Bailey Court, Nickol	Community Services - Relief of poverty	\$27,560	\$0
A77813	Gumala Investments Pty Ltd	55 Koolinda Parade, Baynton	Community Services - Relief of poverty	\$43,160	\$0
A78825	Gumala Investments Pty Ltd	6 Kookaburra Parkway, Nickol	Community Services - Relief of poverty	\$35,880	\$0
A88219	Gumala Investments Pty Ltd	3 Matebore Street, Nickol	Community Services - Relief of poverty	\$29,640	\$0
A88533	Gumala Investments Pty Ltd	1 Wagari Drive, Baynton	Community Services - Relief of poverty	\$38,480	\$0
A88603	Gumala Investments Pty Ltd	9 Thistle Loop, Nickol	Community Services - Relief of poverty	\$36,920	\$0
A88651	Gumala Investments Pty Ltd	3A Baddock Place, Millars Well	Community Services - Relief of poverty	\$31,200	\$0
A88869	Gumala Investments Pty Ltd	20 Rothschild Loop, Baynton	Community Services - Relief of poverty	\$44,200	\$0
A90146	Gumala Investments Pty Ltd	18 Mantaray Loop, Nickol	Community Services - Relief of poverty	\$33,800	\$0
A90149	Gumala Investments Pty Ltd	62 Mantaray Loop, Nickol	Community Services - Relief of poverty	\$33,800	\$0
A90155	Gumala Investments Pty Ltd	74 Mantaray Loop, Nickol	Community Services - Relief of poverty	\$33,800	\$0
A90171	Gumala Investments Pty Ltd	3 Bowerbird Drive, Nickol	Community Services - Relief of poverty	\$37,960	\$0
A90178	Gumala Investments Pty Ltd	8 Bluebone Street, Nickol	Community Services - Relief of poverty	\$37,960	\$0
A91557	Karratha Community House	51 Gardugarli Drive, Baynton	Community Services	\$24,000	\$0
A1462	Mawarnkarra Health Service Aboriginal Corporation	38 Sholl Street, Roebourne	Community Services	\$17,680	\$0
A4622	Mawarnkarra Health Service Aboriginal Corporation	20 Sholl Street, Roebourne	Community Services	\$220,000	\$0
A69874	Mingullatharndo Association Ltd	Lot 555 North West Coastal Highway, Roebourne	Community Services	\$0	\$10,000
A91274	Murujuga Aboriginal Corporation	Lot 3007 Burrup Road, Burrup	Public Purpose	\$0	\$0
A91275	Murujuga Aboriginal Corporation	Lot 3000 Burrup Road, Burrup	Public Purpose	\$0	\$2,119,000
A91882	Murujuga Aboriginal Corporation	Lot 589 Burrup Road, Burrup	Public Purpose	\$0	\$0
A3943	Ngarluma Aboriginal Corporation	43 Lockyer Way, Roebourne	Aged Care	\$30,160	\$0
A89260	Ngarluma Aboriginal Corporation	2 Todd Street, Roebourne	Aged Care	\$180,960	\$0
A34299	Nickol Bay Bush Fire Brigade	39 Hillview Road, Karratha	Emergency Services	\$0	\$0
A89344	One Tree Community Services Inc.	Lot 3002 Bayview Road, Bulgarra	Community Services	\$31,390	\$0
A55649	One Tree Community Services Inc.	Lot 3002 Teesdale Place, Millars Well	Community Services	\$99,750	\$0



A89917	One Tree Community Services Inc.	47 Lockyer Way, Roebourne	Community Services	\$0	\$0
A92072	One Tree Community Services Inc.	Lot 780 Carse Street, Wickham	Community Services	\$48,300	\$0
A89101	Pilbara Community Legal Service Inc	5-15 Sharpe Ave, Karratha	Charitable Purpose	\$22,020	\$0
A89102	Pilbara Community Legal Service Inc	5-15 Sharpe Ave, Karratha	Charitable Purpose	\$23,740	\$0
A89103	Pilbara Community Legal Service Inc	5-15 Sharpe Ave, Karratha	Charitable Purpose	\$237,410	\$0
A89106	Pilbara Community Legal Service Inc	5-15 Sharpe Ave, Karratha	Charitable Purpose	\$28,030	\$0
A54546	Returned Services League of Australia Karratha & Districts	7 Dwyer Place, Millars Well	Community Services	\$38,000	\$0
A90625	Roebourne District SES	Lot 501 Wickham Drive, Wickham	Emergency Services	\$0	\$0
A43521	Salvation Army Housing (WA)	7 Goodwyn Close, Millars Well	Community Services	\$62,400	\$0
A36851	Salvation Army (WA) Property Trust	4 Bond Place, Pegs Creek	Community Services	\$31,200	\$0
A68420	Salvation Army (WA) Property Trust	2 Bond Place, Pegs Creek	Community Services	\$55,200	\$0
A91323	St John Ambulance - Karratha	L42 Norman Road, Gap Ridge	Emergency Services	\$0	\$0
A4884	St John Ambulance - Roebourne	1-7 Sholl Street, Roebourne	Emergency Services	\$29,152	\$0
A11740	St John Ambulance - Wickham	Lot 110 Mulga Way, Wickham	Emergency Services	\$28,860	\$0
A90624	St John Ambulance - Wickham	Lot 500 Wickham Drive, Wickham	Emergency Services	\$15,469	\$0
A31152	State Emergency Service - Karratha	14 Balmoral Road, Karratha	Emergency Services	\$0	\$0
A91608	WA PCYC	2-6 Sholl Street, Roebourne	Community Services	\$52,750	\$0
A65456	Welcome Lotteries House Inc.	7 Morse Court, Karratha	Community Services	\$138,600	\$0
A1357	Yaandina Community Services Ltd	58 Hampton Street, Roebourne	Aged Care	\$0	\$0
A4973	Yaandina Community Services Ltd	2-6 Sholl Street, Roebourne	Community Services	\$91,600	\$0
A78636	Yaandina Community Services Ltd	60 Hampton Street, Roebourne	Community Services	\$990	\$0
A65341	Yaandina Family Centre Inc	56 Hampton Street, Roebourne	Aged Care	\$0	\$0

**Not Rateable in Accordance with Section 6.26(2)(j) of the Local Govt Act - Exemptions Under Any Other Written Law**

Assess No.	Property Owner/ Lessee	Property Address	Legislation	GRV	UV
A90381	Australian Broadcasting Corp.	183/26 Sharpe Ave, Pegs Creek	<i>Australian Broadcasting Corporation Act 1983 Section 71</i>	\$46,330	\$0

A90382	Australian Broadcasting Corp.	184/26 Sharpe Ave, Pegs Creek	<i>Australian Broadcasting Corporation Act 1983</i> Section 71	\$55,770	\$0
A76336	Australian Maritime Safety Authority	L37 Bayly Avenue, Gap Ridge	<i>Australian Maritime Safety Authority Act 1990</i> Section 37	\$0	\$0
A39388	Public Transport Authority of Western Australia	L1957 Pyramid Road, Karratha Industrial Estate	<i>Public Transport Authority Act 2003</i> Section 50	\$0	\$0
A34516	The University of Western Australia	4 Wilson Court, Pegs Creek	<i>University of WA Act 1911</i> Section 36	\$0	\$0
A88426	The University of Western Australia	15 Mujira Ramble, Baynton	<i>University of WA Act 1911</i> Section 36	\$48,880	\$0
A88008	The University of Western Australia	34 Winyama Road, Baynton	<i>University of WA Act 1911</i> Section 36	\$0	\$0
A89587	The University of Western Australia	U76, 23 Sharpe Avenue, Pegs Creek	<i>University of WA Act 1911</i> Section 36	\$0	\$0
A89625	The University of Western Australia	U114, 23 Sharpe Avenue, Pegs Creek	<i>University of WA Act 1911</i> Section 36	\$0	\$0
A88939	Indigenous Business Australia	129 Bajamalu Drive, Baynton	<i>Aboriginal and Torres Strait Islander Act 2005</i>	\$40,040	\$0

6. **ADOPT an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid;**
7. **ADOPT an interest rate of 4.5% where the owner has elected to pay rates and service charges through an instalment option;**
8. **ADOPT an interest rate of 7% pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable;**
9. **ADOPT an interest rate of 7% pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* for fees and charges and costs of proceedings to recover such fees and charges that remains unpaid after becoming due and payable; and**
10. **ADOPT the following rates payment incentives including a contribution of \$1,500 from municipal funds towards this scheme.**

**1<sup>st</sup> Prize:           \$2,000 sponsored by Westpac**  
**2<sup>nd</sup> Prize:           \$1,000 sponsored by the City of Karratha**  
**3<sup>rd</sup> Prize:           \$500 sponsored by the City of Karratha**

**OFFICER’S RECOMMENDATION 2**

**GENERAL FEES AND CHARGES FOR 2024/25**

That Council ADOPT the Fees and Charges detailed in Attachment 2.

**OFFICER’S RECOMMENDATION 3**

**OTHER STATUTORY FEES FOR 2024/25**

That Council ADOPT:

- a) the Fees and Charges for the City’s cemeteries included as Attachment 2;
- b) a swimming pool inspection fee of \$28; and
- c) the following charges for the removal and deposit of domestic and commercial waste:

Description	Amount	GST	Total
Residential MGB - 1 General Waste service per week and 1 Recycling service per fortnight, per year	\$353.70	Nil	\$353.70
Additional Residential MGB - 1 service per week, per year	\$176.90	Nil	\$176.90
Additional Residential Recycling MGB - 1 recycling service per fortnight, per year	\$176.90	Nil	\$176.90
Commercial/Industrial MGB - 1 service per week per year	\$353.73	\$35.37	\$389.10
Additional Commercial/Industrial MGB - 1 service per week, per year	\$353.73	\$35.37	\$389.10
Commercial/Industrial Recycling MGB - 1 recycling service per fortnight, per year	\$176.82	\$17.68	\$194.50

**OFFICER’S RECOMMENDATION 4**

**ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2024/25**

That Council ADOPT the following annual fees and allowances for payment of elected members:

**Statutory Fees and Allowances**

Annual Attendance Fee - Mayor .....	\$51,412
Annual Attendance Fee - Deputy Mayor and Councillors .....	\$34,278
Annual Allowance for the Mayor.....	\$97,115
Deputy Mayor Local Government Allowance (25% of Annual Allowance for the Mayor) .....	\$24,279
ICT Annual Allowance – Mayor, Deputy Mayor and Councillors.....	\$3,500
Maximum Travelling Expenses per Councillor (calculated on actual costs plus expenses as per Local Government Administration Regulation 34AD) ....	\$6,000
Meeting Fee - Independent Committee Member (per meeting).....	\$432

**Other Expenses**

Professional Development Allowance per Councillor .....	\$5,000
Mayor’s discretionary fund – Council related expenses.....	\$2,000

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**OFFICER’S RECOMMENDATION 5**

**MATERIAL VARIANCE REPORTING FOR 2024/25**

That Council ADOPT the level to be used in statements of financial activity in 2024/25 for reporting material variances being 10% or \$50,000, whichever is the greater amount.

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**OFFICER’S RECOMMENDATION 6**

**MUNICIPAL FUND BUDGET FOR 2024/25**

That Council ADOPT the Municipal Fund Budget as contained in Attachment 1 for the 2024/25 financial year which includes the following:

1. Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for that year of \$14,304,578;
2. Statement of Cash Flows on page 3;
3. Statement of Financial Activity on page 4 showing an amount required to be raised from rates of \$57,404,202;
4. Notes to and forming part of the Budget on pages 6 onwards; and
5. Supplementary Information – Fees and Charges.

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**BACKGROUND**

The 2024/25 Municipal Budget and related documentation is the culmination of some four months’ work by officers with input from all departments across the organisation and review by Councillors through a series of budget workshops and Councillor briefing sessions.

A key part of the budget process is identifying the ‘budget deficiency’ to be made up from the levying of council rates. Once an estimated budget deficiency was known, the City gave local public notice of its intention to levy differential rates.

**DISCUSSION**Strategic Focus Areas for 2024/25

The budget reflects the priorities of Council and the City of Karratha Community, while also delivering quality community and regulatory services, business improvements and the management of organisational risk.

In collaboration with Councillors, the following Strategic Focus Areas have been identified and resourced in the 2024/25 Budget:

1. Developing a Vision for the Future, and delivering a 10-year Strategic Community Plan;
2. Implementing the Housing Action Plan, and continuing to Advocate on issues of importance to our community;
3. Preparing a 10-year Community Infrastructure Plan, to plan for the delivery of future assets;
4. Delivering a capital works program to deliver and renew the City's assets;
5. Delivering a community events program that includes free, family-friendly activities, and high-profile events;
6. Advocating to airlines for more flight destinations;
7. Progressing Place Plans for each Town, in consultation with the Community;
8. Preparing for the Dampier Land Transfer, and advocating for next steps in the Wickham State Agreement;
9. Progressing plans for Future Land Use, including:
  - a. An updated CBD Precinct Plan.
  - b. Pursing Mulataga for residential housing.
  - c. Constraints mapping for the development of Dampier.
  - d. Identifying the best location for a new recreation and education precinct.
10. Introducing Livestreaming of Council meetings;
11. Improving governance through strategic planning and project management frameworks; and
12. Developing a Business Transformation Plan to focus on:
  - a. Organisational Culture.
  - b. Occupational Health and Safety.
  - c. Processes and Systems.
  - d. Improved Customer Service and Business Efficiency.

Cost of Living Measures

In the 2024 City of Karratha Annual Community Survey, Karratha residents and ratepayers stated that cost of living was their greatest concern.

The City has responded to that feedback by maintaining downward pressure on fees and charges, and delivering free and family-friendly community events. The popular ‘swim free in January’ initiative continues for another year.

Owner-occupiers are supported with a 20% reduction in the cost of aquatic entry and memberships and all Red Earth Arts Precinct events. For example, this would provide an annual saving of \$102 for a 12-month adult aquatic membership, or a \$10 saving on a \$50 family pass to the Cinema.

City investments continue to deliver value to ratepayers. In particular, the Quarter property is expected to generate a net operating result of \$2,724,734, which represents the equivalent of a 4.96% rate increase.

Revenue

The City’s revenue includes a 12% increase in fees and charges, mainly attributable to Airport and Waste activities.

A \$1.5m increase in interest earned reflects the higher interest rates environment applying to the City’s reserves.

The City has applied a 3.5% increase to rates, which is consistent with CPI (3.4% annualised at March 2024). Increased rates revenue of \$3.9m also includes \$672,104 of interim rates mainly derived by additional Transit Worker Accommodation.

Transfers from City reserves will fund \$20m in capital projects.

Differential Rates

In 2024/25 the City will require \$57.4 million from general rates revenue, being 35% of total revenue. 53% of operating revenue will come from other external sources including grants and fees and charges.

At its Ordinary Council Meeting on 29 April 2024 Council considered a differential rates model for 2024/25 and resolved to advertise the rates for public consultation (Resolution no. OCM240429-7). The advertised model incorporated a 3.5% increase to rates in the dollar across all differential rating categories.

The impact on the advertised differential rates and final differential rates proposed, inclusive of the Transient Workforce Accommodation/Workforce Accommodation rate in the dollar requiring approval from the Minister to be tabled at the meeting, is detailed below:

GRV/UV	Differential Rates Categories 2024/25	2024/25 Advertised Rate in \$	Multiplier Lowest Rate in \$	2024/25 Proposed Rate in \$
GRV	Residential	0.076119	Lowest GRV	\$1,724
GRV	Commercial / Industrial	0.105689	1.39	\$1,750
GRV	Airport / Strategic Industry	0.152238	2.00	\$1,750

GRV	Transient Workforce Accommodation / Workforce Accommodation	0.305799	4.02	\$1,750
UV	Pastoral	0.117051	Lowest UV	\$367
UV	Mining / Other	0.150100	1.28	\$367
UV	Strategic Industry	0.208808	1.78	\$367

*Rates waivers*

Applications for rates waivers from not-for-profit community groups have been assessed in accordance with CF-11 Rating Exemption Policy and pursuant to section 6.47 of the *Local Government Act*.

*Rates Payment Options*

Ratepayers are provided various payment options, enabling payment in full, payment by two instalments and payment by four instalments. These involve an instalment administration charge of \$10 per instalment after the first instalment, and instalment interest of 4.5% per annum.

Penalty interest for overdue rates and service charges will remain at 7% per annum pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995*. This is lower than the maximum allowable penalty interest rate of 11%.

*Financial Hardship (Rates)*

Under CF-05 Financial Hardship (Rate Relief) Policy, there is the opportunity for ratepayers to request flexible payment arrangements with a suspension of debt recovery while the payment plan is in place. Residential property owners experiencing financial hardship can apply for an interest waiver up to \$500.

*Rates Incentive Scheme*

The rate payment incentive scheme is undertaken by the City each year, the terms and conditions of which are available on the City’s website and are reviewed and updated annually.

*Penalty interest on rates*

Penalty interest on rates and service charges remains at 7% pursuant to Regulation 70 of the *Local Government (Financial Management) Regulations 1996* (where the maximum allowable penalty interest rate is 11%).

Expenditure

The City’s operating expenditure of \$130.1m reflects an increase of 13.33%. Expenditure increases have been driven by:

- New initiatives of \$1.46m.
- 13.7% increase in materials and contracts, amounting to \$4.4m, largely due to renegotiation of service and maintenance contracts.
- \$2.4m increase in depreciation to reflect updated asset valuations and increase in replacement costs.
- \$380k increase in utility charges, based on CPI increases.

*Employment Costs*

Employment costs have increased by \$7m, being 36% of operating expenditure. This compares favourably to other large regional local governments where employment costs range between 41% and 44% of operating expenditure.

Employment increases are required to resource strategies to deliver community expectations, to address areas of risk, and ensure wages remain market competitive. This includes:

- Enterprise Agreement increase of 4.5%.
- Additional \$150K in training, representing a 50% increase year-on-year.
- Additional \$257K for workers compensation insurance, representing a 75% increase year-on-year.
- Increased resources to support community activities, community engagement and place planning.
- Permanent increases to staffing levels to deliver improved governance, safety and risk management, and aligned to local government staffing benchmarks in similar sized organisations.
- Temporary increases to staffing levels during a period of business transformation to support the implementation of IT systems.

Capital Works

The Capital Works Program of \$52.1 million includes the following major projects:

<b>Project</b>	<b>\$</b>
Roebourne Streetscape Master Plan Phase 1 and Phase 2	\$6.5m
Hancock Way – construction of 6 Houses	\$5.9m
Complete Hillview/Balmoral Road upgrade	\$2.9m
Road Reseal Program	\$2.5m
KRMO Oval Playing Surface Lighting & Pole Upgrade	\$2.5m
Ten Year Footpath Program (2024-25 and 2025-26 program)	\$1.9m
Karratha Leisureplex Oval Lighting Replacement	\$1.6m
Airside Upgrade (multiple projects)	\$1.6m

The Capital Works Program has been funded through a combination of external and reserve funds and the remaining from municipal funds.

<b>Asset</b>	<b>Amount \$</b>	<b>Funded by Municipal Funds</b>	<b>External Funding</b>	<b>Funded by Reserve Funds</b>
Community Facilities	\$19,988,144	\$13,165,336	-	\$6,822,808
Fleet & Plant	\$1,606,365	\$1,111,365	-	\$495,000
Information Technology	\$645,000	\$645,000	-	-
Housing	\$6,956,371	-	-	\$6,956,371
Karratha Airport	\$5,510,000	\$1,315,000	-	\$4,195,000
Landfill & Waste	\$430,839	\$74,000	-	\$356,839
Parks & Gardens	\$3,487,562	\$3,287,562	\$200,000	



Transport	\$13,504,946	\$7,759,405	\$3,795,541	\$1,950,000
<b>TOTAL</b>	<b>\$52,129,227</b>	<b>\$27,357,668</b>	<b>\$3,995,541</b>	<b>\$20,776,018</b>

Councillor and Independent Committee Member Allowances

It is proposed that Councillor Fees and Allowances will increase, based on the 5 April 2024 determination by the Salaries and Allowances Tribunal for 2024/25, that saw a 4.0% increase applied.

An annual professional development allowance, per Councillor, of \$5,000 is included in the budget.

An allocation for travel expenses, per Councillor, for City business requirements and attending meetings and professional development, of actual expenses of up to \$6,000, is included in the budget.

An Independent Committee Member meeting fee of \$432 per meeting has been included, to remunerate independent members appointed by Council to the Audit and Organisational Risk Committee.

Fees & Charges

Fees and charges are detailed at Attachment 2, with the following features:

*20% discount for owner/occupiers – Red Earth Arts Precinct – as follows:*

Description	24/25 Fee	GST	24/25 Total Fee
<b>Red Earth Arts Precinct</b>			
<b>Ticket Charges Live Shows (Maximum Charge)</b>			
1 x Children's ticket	\$ 59.09	\$ 5.91	\$ 65.00
1 x Adult ticket	\$ 104.55	\$ 10.45	\$ 115.00
1 x Family Pass (2 adults & 2 children*)	\$ 190.91	\$ 19.09	\$ 210.00
1 x Concession ticket	\$ 86.36	\$ 8.64	\$ 95.00
Discount applies to residential home owners for ticket charges for live shows	20%		20%
<b>Ticket Charges Movies (Maximum Charge)</b>			
1 x Adult ticket	\$ 17.27	\$ 1.73	\$ 19.00
1 x Child ticket (3-17yrs)	\$ 10.91	\$ 1.09	\$ 12.00
1 x Family Pass (2 adults & 2 children or 1 adult/3 children*)	\$ 47.27	\$ 4.73	\$ 52.00
1 x Concession/Seniors ticket	\$ 13.64	\$ 1.36	\$ 15.00
Discount applies to residential home owners for ticket charges for movies	20%	GST Applicable	20%
1 x REAP Special Events Ticket	\$ 181.82	\$ 18.18	\$ 200.00
1 x REAP Special Events Ticket - Discount applies to residential home owners	20%	GST Applicable	20%
<b>Events</b>			
Arts Development & Events Program - (Maximum tickets)	\$ 300.00	\$ 30.00	\$ 330.00
Arts Development & Events Program - (Maximum tickets). Discount applies to residential home owners	20%	GST Applicable	20%
Red Earth Arts Festival maximum ticket - Child/Concession/Adult	\$ 290.91	\$ 29.09	\$ 320.00
Red Earth Arts Festival maximum ticket - Child/Concession/Adult. Discount applies to residential home owners	20%	GST Applicable	20%

*20% discount for owner/occupiers – Aquatic Services – as follows:*

Description	24/25 Fee	GST	24/25 Total Fee
<b>Recreation and Culture</b>			
Owner / Occupier (Ratepayer) local discount. Applies to all Aquatic (only) Facility memberships and multi pass purchases for KLP, WRP and RAC	20%	GST Applicable	20%
<b>Roebourne Pool Admissions</b>			
Multipass (10 entries) - Adults	\$ 32.73	\$ 3.27	\$ 36.00
Multipass (20 entries) - Adults	\$ 58.18	\$ 5.82	\$ 64.00
Multipass (10 entries) - Children/concessions	\$ 20.45	\$ 2.05	\$ 22.50
Multipass (20 entries) - Children/concessions	\$ 36.36	\$ 3.64	\$ 40.00
Family Pass - Total 4 people (2 adults + 2 children or 1 adult + 3	\$ 9.55	\$ 0.95	\$ 10.50
<b>Karratha Leisureplex - Memberships</b>			
Aquatics only (1 month)	\$ 61.82	\$ 6.18	\$ 68.00
Aquatics only (3 months)	\$ 149.09	\$ 14.91	\$ 164.00
Aquatics only (6 months)	\$ 270.91	\$ 27.09	\$ 298.00
Aquatics only (12 months)	\$ 481.82	\$ 48.18	\$ 530.00
<b>Karratha Leisureplex - Aquatics</b>			
Family pass (2 adults + 2 children, or 1 adult + 3 children)	\$ 17.27	\$ 1.73	\$ 19.00
Child - 10 entry pass	\$ 40.91	\$ 4.09	\$ 45.00
Child - 20 entry pass	\$ 72.73	\$ 7.27	\$ 80.00
Child - 50 entry pass	\$ 170.45	\$ 17.05	\$ 187.50
Concession - 10 entry pass	\$ 40.91	\$ 4.09	\$ 45.00
Concession - 20 entry pass	\$ 72.73	\$ 7.27	\$ 80.00
Concession - 50 entry pass	\$ 170.45	\$ 17.05	\$ 187.50
Adult - 10 entry pass	\$ 55.23	\$ 5.52	\$ 60.75
Adult - 20 entry pass	\$ 98.18	\$ 9.82	\$ 108.00
Adult - 50 entry pass	\$ 230.09	\$ 23.01	\$ 253.10
<b>Wickham Recreation Precinct - Memberships</b>			
Aquatics only 6 months (Concessions 10% discount)	\$ 90.91	\$ 9.09	\$ 100.00
Aquatics only 12 months (Concessions 10% discount)	\$ 127.27	\$ 12.73	\$ 140.00
<b>Wickham Recreation Precinct - Aquatic</b>			
Family Pass - Total 4 people (2 adults + 2 children or 1 adult + 3	\$ 10.91	\$ 1.09	\$ 12.00
Child - 10 entry pass	\$ 28.64	\$ 2.86	\$ 31.50
Adult - 10 entry pass	\$ 36.82	\$ 3.68	\$ 40.50
Concession - 10 entry pass	\$ 28.64	\$ 2.86	\$ 31.50

**Other fees and charges**

Where possible, fees and charges have been kept at CPI or lower. There are 928 fees and charges of which 256 remain unchanged and 283 fees and charges have increased by 3.5% or less.

11 fees and charges are new (including charges for Community facilities, cemetery plaque installation and building application fees).

**Reserve Funds**

Following is a summary of budgeted reserve movements for 2024/25:

Opening Balance 2024/25	Transfers to Reserve	Transfers from Reserve	Closing Balance 2024/25
\$107,929,444	\$18,588,938	(\$24,777,999)	\$101,740,383

**Variance Reporting**

The City continues to apply a materiality variance threshold of '10% or \$50,000 whichever is the greater' for 2024/25 which is consistent with Local Government Benchmarks:

Council	Material Variance Threshold (2023/24 values)
Shire of Ashburton	Greater of 10% or \$40,000
Town of Port Hedland	Greater of 10% or \$50,000

City of Busselton	10% and \$50,000
City of Rockingham	\$250,000
Town of Victoria Park	10% or \$50,000
City of Albany	\$100,000
City of Greater Geraldton	10% and \$50,000

### 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 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (by Absolute Majority), in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Section 6.12 of the *Local Government Act 1995* refers to the power to defer, grant discounts, waive or write off debts.

### COUNCILLOR/OFFICER CONSULTATION

Extensive consultation has occurred with all departments and through briefings and workshops with elected members on a regular basis since March 2024.

### COMMUNITY CONSULTATION

The proposed differential rates model was advertised and submissions were invited from ratepayers. One submission was received by the close of submissions and these were considered by Council at its May 2024 Ordinary Council Meeting.

### POLICY IMPLICATIONS

CF-10 Rating Equity Policy  
 CF-11 Rating Exemption Policy  
 CG-06 Councillor Fees, Allowances & Reimbursements  
 CF-05 Financial Hardship (Rate Relief) Policy

The Draft Budget 2024/25 applies the principles of rating equity in the setting of Council's differential rates and the provision of rating exemptions.

### FINANCIAL IMPLICATIONS

The Draft 2024/25 Budget provides for the following income and expenditure:

Operating Revenue	\$144.4m
Operating Expenditure	(\$130.1m)
Capital Expenditure	(\$70.9m) includes transfers to reserves
Capital Revenue	\$24.7m includes transfers from reserves
Surplus	\$10k

**STRATEGIC IMPLICATIONS**

Council’s Long Term Financial Plan (2022-2042) forecasts CPI of 3.5% for 2024/25. Similarly, annualised Perth CPI for the March 2024 quarter was 3.4%. The WA Local Government Cost Index, published by the WA Local Government Association (WALGA) is expected to fall to 3.1% in 2024/25 before declining 2.8% for both 2025/26 and 2026/27.

The cost pressures currently being experienced and expected to continue in 2024/25 and beyond, sound financial management means that it is possible to adopt a balanced budget with a predominant 3.5% increase in the rate yield across all categories.

The budget will provide the necessary resources to implement the 2024/25 Operational Plan which operationalises the Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2025.

**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	Delays in the adoption of the Budget may impact on the timing of cashflows from rates and other funding sources.
Service Interruption	Low	Delays in the adoption of the Budget may impact on the commencement of new projects and services.
Environment	N/A	Nil
Reputation	Low	The draft budget is expected to maintain the City’s strong reputation for sound financial management.
Compliance	Moderate	The Budget has been developed in accordance state government legislation and associated regulations.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The 2023/24 Budget was adopted by Council on 30 June 2023.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council ADOPT the proposed 2024/25 Budget with the following amendments:

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

**CONCLUSION**

The 2024/25 Budget continues the balanced approach to meeting community expectations, including a predominant rate increase of 3.5%. With the benefit of 53% of operating income

coming from external sources other than rates, the 2024/25 Budget will ensure both the immediate term needs of current residents are met while at the same time providing enhanced services and infrastructure developments to meet future requirements.

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**Recommendation 1:****COUNCILLOR QUESTION:**

Can we get more information about Australian Executor Trustees limited (community service) who are receiving a rates exemption?

**CITY RESPONSE:**

This is for the provision of housing to Eastern Guruma people under the Trust's charitable housing program for the relief of poverty. The City obtained a legal opinion, from McLeod's Solicitors that confirmed the applicability of a rating exemption for relief of indigenous disadvantage (relief of poverty).

The Gumala General Gumala Charitable Trust, managed by Gumala Investments Pty Ltd as Trustee, was established for the object of relief of poverty of the Traditional Owners, particularly those residing in the Region.

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**COUNCILLOR QUESTION:**

Is this on our advocacy strategy, as this (rates exemptions owned by charitable organisation) is increasing?

**CITY RESPONSE:**

Yes

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**COUNCILLOR QUESTION:**

How does one qualify to get on the list?

**CITY RESPONSE:**

Virginia: Under Local Government Act all land is rateable unless it is listed as exempt. Other than land used or held by the Crown (State Government) for a public purpose, a local government or a regional local government, exemptions from rates apply to:

- Land used or held exclusively for churches (religious bodies)
- Land used or held exclusively for schools
- Land used exclusively for charitable purposes
- Land vested in trustees for agriculture or horticultural show purposes
- Land owned by Co-operative Bulk Handling Limited (CBH)
- Land exempted by the Minister for Local Government
- 

In the case of land used exclusively for charitable purposes, the City would consider if the owner is a registered charity under the Australian Charities and Not-for-profits Commission (ACNC).

The City's advocacy position is discussed more broadly in the Advocacy Agenda paper later in this meeting.

No one begrudges charitable organisations being rates exempt, however the sector has changed substantially in the last 20 years, becoming much more 'professional' and the volume of eligible organisations has grown significantly, which places a higher rates burden on remaining rate payers.

**Recommendation 2:****COUNCILLOR QUESTION:**

Some of the City's services compete with the private sector. Where there is competition with the private market, can we make sure our fees are not competing with the private market in a negative way? Can we look at a policy around that?

**CITY RESPONSE:**

It is worth the City being clear about our pricing strategies for commercial services and ensure they are operating on a commercial or not-for-profit basis. One relevant example is the pricing of disposal of liquid waste, which we will discuss further at the Council Workshop on Monday.

**Recommendation 4:****COUNCILLOR QUESTION:**

Regarding Meeting Fee – Independent Committee Member of \$432, what is that for?

**CITY RESPONSE:**

This is for independent audit and risk members to sit on Audit and Organisational Risk Committee. They are paid a fee per meeting as per the decision of the Salaries and Allowances Tribunal.

## 9.5 DELEGATIONS REGISTER ANNUAL REVIEW

<b>File No:</b>	GV.10
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Governance Officer - Procurement
<b>Date of Report:</b>	27 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Delegations Register (amended)

### PURPOSE

For Council to consider the annual review of the Delegations Register.

### OFFICER’S RECOMMENDATION

**That Council ACCEPT the amended Delegations Register as attached to this report.**

### BACKGROUND

The *Local Government Act 1995* requires local government to keep a register of delegations and review the register once every financial year.

The Delegations Register provides an organisational record of any position, person or body appointed to exercise a power, discharge a duty or make a decision on behalf of Council. Delegations and authorisations enable City officers to perform local government functions in an efficient and timely manner.

Officers have conducted the annual statutory review of the Delegations Register and a summary of proposed changes is outlined in the table below:

Item Reference	Proposed Amendment	Rationale
Delegation 1.1 Tenders & Expressions of Interest	Add condition for Council to invite ongoing service contracts.	Provide visibility to Council of ongoing services and future commitments.
	Add sub-delegation to Directors to process tender contract variations that are of a minor nature and does not exceed \$5,000.	To improve operational efficiency during contract administration for minor variations.
Delegation 1.3 Disposal of Local Government Property	Amend type of leases / licences that apply in Authority 6 to “non-residential”.	There are some leases that sit outside the existing definition of commercial / community.
	Replaced managers delegation to dispose of property under \$1,000 with authorisation B2 in Appendix B.	The \$1,000 limit is an exempt disposal and as such is an authorisation, not a delegation.
	Include the Director of Community Experience and	Currently the Director Corporate & Commercial

Item Reference	Proposed Amendment	Rationale
	Director Strategic Projects and Infrastructure as delegates under Authority 6 to dispose of an interest in land by lease or licence.	and CEO are the only officers able to sign organisational leases or licences. This proposed change will create operational efficiencies.
Delete Delegation 1.19 Acknowledgement of Receipt of Primary and Annual Returns	Removed and replaced the delegation with an acting through authorisation in Appendix C.	This can be processed as “acting through” as there is no decision being made. Officers are only confirming a financial return has been received. Reducing unnecessary delegations under the <i>Local Government Act 1995</i> reduces administrative requirements for officers and Governance.
New Delegation 1.20 Rate Record Objections	Added new delegation from Council to the CEO regarding rate record objections.	Currently rate record objections must be submitted to Council which can cause delays. This delegation will allow the CEO to determine land owners who apply for rating exemption under s.6.26(2) of the Act and in accordance with Council rating policies. This proposed change will create operational efficiencies.
Delegation 6.3 Bush Fire Control Officers & Fire Weather Officers	Propose for the CEO to individually appoint the Fire Weather Officer and Deputy Chief Bush Fire Control Officer.	This will enable the CEO to direct appoint a suitably skilled officer rather than appointing by position title.
New Authorisation in Appendix B - B2. Authorisation to Dispose of Exempt Local Government Property	Replaced \$1,000 delegation to managers in delegation 1.3 with an authorisation.	This limit is exempt and not a delegation.
New – Appendix C Acting Through	Include known acting through functions centrally in the Delegations Register.	Provides visibility to officers and auditors of functions that are processed via “acting through”.
New Acting Through in Appendix C – C1. Notice of Outcome for Tenders, Expressions of Interest and Panel Applications	Enables Directors to sign correspondence regarding the outcome of a statutory process.	Operational efficiency.
New Acting Through in Appendix C – C2	Replacement of delegation 1.19.	Operational efficiency.



Item Reference	Proposed Amendment	Rationale
Acknowledging Receipt of Financial Returns		
Appendix D – Delegations / Authorisations by Role	Updated position summary with the proposed amendments as identified in this table.	Administrative.
	Reinstated the Senior Ranger position throughout the Delegations Register with the same delegations and or authorisations as a Ranger	Was removed from the Delegations Register due to extended vacancy in the role. The position has been filled.

**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 5.46(2) of the *Local Government Act 1995* requires delegations made under Division 5 be reviewed by the delegator at least once every financial year.

Delegations made by Council must be by absolute majority and in accordance with section 5.42 of the *Local Government Act 1995*. The CEO may delegate to any employee the exercise of any of the CEO’s powers or discharge of duties, in accordance with section 5.44 of the *Local Government Act 1995*.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between officers and Governance. Subject to acceptance by Council of the Delegations Register review, affected officers will be informed of any changes.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications at this time.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

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

- |                    |              |   |
|--------------------|--------------|---|
| Programs/Services: | 4.a.2.2      | Council Support   |
| Projects/Actions:  | 4.a.2.2.20.1 | Undertake annual review of Delegated Authority Register to ensure appropriate, inclusive and efficient decision making. |

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	Moderate	Delegations are required for the day-to-day operations of the City to ensure efficient decision making processes for community members and other stakeholders.
Environment	N/A	Nil
Reputation	Moderate	Delays experienced by community members and other stakeholders could affect Councils reputation.
Compliance	Moderate	The Delegations Register provides a detailed record of the roles with delegations and/or authorisations under the <i>Local Government Act 1995</i> and other applicable legislation. Delegation inductions, compliance training and the issuing of ID Cards and Certificates of authorisation is part of the process.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The Delegations Register is required to be reviewed annually and was last reviewed and accepted by Council on 30 June 2023.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council ACCEPT the amended Delegations Register as attached to this agenda item with the following variations and/or new delegations/authorisations \_\_\_\_\_.

**CONCLUSION**

The Delegations Register been reviewed in order to ensure it is current, meets the City’s operational requirements and is compliant with any statutory requirements.

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**COUNCILLOR QUESTION:**

Why has the authorisation delegation gone from a delegation to 1-2 people to the broader exec team?

**CITY RESPONSE:**

This applies to minor contract variations not exceeding \$5000, where it is within the Directors spending authority. A number of those minor contract variations exist within Strategic Projects and Infrastructure. The aim of this delegation is to enable operational efficiency improvement that is still working within existing policies.

Another example is in the signing of property leases. The Director of Strategic Projects and Infrastructure will sign leases at the airport. The Director of Community Experience will sign leases for community buildings.

**9.6 MINUTES OF THE AUDIT AND ORGANISATIONAL RISK COMMITTEE 20 MAY 2024**

<b>File No:</b>	FM.1
<b>Responsible Executive Officer:</b>	Director Corporate and Commercial
<b>Reporting Author:</b>	Manager Governance and Organisational Strategy
<b>Date of Report:</b>	27 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Partially Confidential - Audit and Organisational Risk Committee Meeting Minutes – 20 May 2024</li><li>2. Annual Financial Report for the Year Ended 30 June 2023</li><li>3. Auditor’s Independent Report 2023</li><li>4. Confidential - Management Report - Financial Audit and IT Audit</li></ol>

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**PURPOSE**

For Council to consider the Minutes of the Audit and Organisational Risk Committee held on 20 May 2024 and in particular the 2022/23 annual financial report and audit opinion from the Office of the Auditor General.

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**OFFICER’S RECOMMENDATION**

**That Council:**

1. **RECEIVE the Minutes of the Audit and Organisational Risk Committee held on 20 May 2024;**
2. **ACCEPT the Annual Financial Report for the year ended 30 June 2023;**
3. **ACCEPT the Independent Auditor’s Report from the Office of the Auditor General for 2022/23 dated 1 May 2024; and**
4. **NOTE the Management Report for the Financial and IT Audits provided by the Office of the Auditor General for the year ended 30 June 2023.**

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**BACKGROUND**

The Audit and Organisational Risk Committee met on 20 May 2024 to discuss the report provided by the Office of the Auditor General for the City’s financial affairs and information technology systems for the 2023 financial year. Details were noted in the Minutes of the Meeting.

Members of the Office of the Auditor General (OAG) met with representatives of the OAG and their subcontracted audit firm RSM Australia on 29 April 2024. An unqualified opinion was issued indicating that the City’s financial report is based on proper accounts and fairly represents, in all material respects, the results of the operations of the City for the year ended

30 June 2023 and its financial position at the end of that period in accordance with the Local Government Act 1995 (Act). The OAG identified one Emphasis of Matter related to Note 32 which states that the amounts reported in the previous financial report of 30 June 2022 have been restated and disclosed as comparatives in this financial report.

The confidential management reports noted two (2) significant risks and one (1) moderate risk in relation to the annual financial report regarding the maintenance of the asset register, capitalisation of assets and reconciliation of the reserve bank account. Three (3) moderate and three (3) minor risks were identified in the IT Audit with a further two (2) moderate and (2) minor risks unresolved from the previous year.

The Annual Financial Report and the Independent Audit Report, if accepted by Council, will then proceed to the forthcoming Annual Electors Meeting to be scheduled in the next 2 months.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

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

Regulations 10, 14, 16 and 17 of the *Local Government (Audit) Regulations 1996* refers to the reporting by auditors, compliance audits, function of the audit committee and internal audits on risk management, internal controls and legislative compliance.

**COUNCILLOR/OFFICER CONSULTATION**

Members of the Audit and Organisational Risk Committee, Chief Executive Officer, Director Corporate and Commercial Services, Chief Financial Officer, Finance staff and Governance staff met with the representative audit parties on 29 April 2024.

**COMMUNITY CONSULTATION**

An Annual Electors’ Meeting will be held to discuss the contents of the City’s Annual Report which will include the audit opinion and annual financial report for year ended 30 June 2023.

**POLICY IMPLICATIONS**

The Annual Financial Report was prepared in accordance with the Australian and International Accounting Standards.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

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

Programs/Services:	4.c.1.1	Management Accounting Services
Projects/Actions:	4.c.1.1.19.1	Conduct monthly and annual financial reviews and reporting
Programs/Services:	4.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.21.1	Assist the Office of Auditor General with financial and performance audits

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Nil	Nil
Financial	Moderate	The annual financial audit ensures that the presentation of financial reports are a true and fair representation of the financial affairs of the City. Significant controls and oversight are in place throughout the year to monitor financial performance. Audits assist in minimising risks.
Service Interruption	Nil	Nil
Environment	Nil	Nil
Reputation	Nil	Nil
Compliance	Nil	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The external audit is completed annually and reported to the Audit and Organisational Risk Committee and Council prior to the Annual Electors’ Meeting. Council considers the Independent Audit Report and Management Reports on an annual basis.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council DEFER consideration of this matter pending further information.

**CONCLUSION**

The sole focus of the 20 May 2024 Audit and Organisational Risk Committee meeting was to receive the Auditor’s Independent Report for 2023 and the Annual Financial Report for the Year Ended 30 June 2023.

The OAG has provided an unqualified audit report. The Management Report highlighted two significant, four moderate and three minor risks.

## 9.7 REVIEW OF CORPORATE BUSINESS PLAN 2020-2025 AND DRAFT 2024-2025 OPERATIONAL PLAN

<b>File No:</b>	CM.89
<b>Responsible Executive Officer:</b>	Director Corporate and Commercial
<b>Reporting Author:</b>	Manager Governance and Organisational Strategy
<b>Date of Report:</b>	27 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	2024-25 Integrated Strategic Planning Worksheet

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### PURPOSE

For Council to consider the review and proposed amendments to the Corporate Business Plan 2020-2025 and the 2024-2025 Operational Plan.

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### OFFICER'S RECOMMENDATION

**That Council ADOPT the amended Corporate Business Plan 2020-2025 and 2024-2025 Operational Plan as attached to this report.**

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### BACKGROUND

The City of Karratha adopted its first ever suite of Integrated Strategic and Planning documents on 17 December 2012. Overarching this suite of interrelated plans is the Strategic Community Plan 2020-2030, which identifies the aspirations of the community to meet our vision to be *Australia's most liveable regional city*. The Corporate Business Plan 2020-2025 provides specific detail of Council's commitment to the community by prioritising the programs and services Council will provide over this five-year period. The draft 2024-2025 Operational Plan (an annual slice of the Corporate Business Plan 2020-2025) further builds on the foundation already provided through previous Operational Plans that continue with the implementation of projects and actions identified to deliver the Corporate Business Plan.

In accordance with section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*, the City is required to undertake a review of its Corporate Business Plan every year to ensure it is consistent with the organisation's goals and objectives as determined by the Strategic Community Plan. Some minor modifications are proposed to the Corporate Business Plan to ensure the ongoing relevance of new programs and services.

### DISCUSSION

This review is a minor review of the Corporate Business Plan and Operational Plans and incorporates new initiatives and regular budget programming for operational areas. A major review of the Strategic Community Plan is currently underway and will be finalised later in 2024 in preparation for the 2025 reporting period. Major reviews of the Corporate Business Plan and Operational Plans are scheduled to be developed over the next twelve months following the development of the Strategic Community Plan and shall apply from July 2025.

### Corporate Business Plan 2020-2025

This review concluded with (5) five proposed amendments as outlined below:

Programs/Services	Comments
<b>Amended</b> 1.a.2.8 Planning Services	Retitled program from “Strategic Planning” to better reflect associated projects and actions for 2024/25 period.
<b>Added</b> 1.b.3.3 Waste and Sanitation Services	Program added towards supporting annual projects prior to the cyclone season.
<b>Amended</b> 1.b.4.1 Ranger Patrolling	Retitled program from “Community Patrols and Policing” to better reflect associated projects and actions for 2024/25 period.
<b>Amended</b> 1.d.1.5 Mosquito Management	Retitled program from “Pest Control Program” to better reflect associated projects and actions for 2024/25 period.
<b>Amended</b> 3.a.2.1 Emergency Management	Retitled program from “Ranger Services” to better reflect associated projects and actions for 2024/25 period.

### Draft 2024/25 Operational Plan

The Operational Plan aligns with the programming set by the Corporate Business Plan and is updated each year with proposed projects and actions for the coming financial year. Major projects identified within the Annual Budget are captured in the Operational Plan amongst other longer-term strategies referenced through informing documents such as the Strategic Asset Management Plan, Economic Development Strategy, Indigenous Engagement Strategy, Long Term Financial Plan, Workforce Plan, Sustainability Strategy, etc.

The draft Operational Plan comprises 228 projects/actions continuing from the 2023/24 Operational Plan plus 56 new project/actions. In summary, the review proposes the following changes in the number of programs/services, projects/actions and KPIs:

Strategic Community Plan 2020-2030	Corporate Business Plan 2020-2025		Operational Plan		Linked to Corporate Business Plan	
STRATEGIC THEMES	OUR PROGRAMS / SERVICES		OUR PROJECTS / ACTIONS		PERFORMANCE MEASURES (KPIs)	
	2023-24	2024-25	2023-24	2024-25	2023-24	2024-25
<i>Our Community – Inclusive and Engaged</i>	49	50	113	140	37	37
<i>Our Economy – Well Managed and Diversified</i>	20	20	58	45	18	16
<i>Our Environment – Thriving and Sustainable</i>	38	38	43	34	13	13
<i>Our Leadership – Proactive and Accountable</i>	40	40	70	65	34	32
<b>Total</b>	<b>147</b>	<b>148</b>	<b>284</b>	<b>284</b>	<b>102</b>	<b>98</b>

### Key Performance Measures

A review has been undertaken of the key performance indicators for the forthcoming financial year that measure the effectiveness of programs and services delivered by each service unit. A number of these measures have been recorded for a series of years providing valuable data on the City’s ongoing performance.

Proposed amendments to measures are listed in the below table under the applicable strategic theme.

### Strategic Themes

- Our Community – Inclusive and Engaged
- Our Economy – Well Managed and Diversified
- Our Environment – Thriving and Sustainable
- Our Leadership – Proactive and Accountable

Performance Measure	Responsibility	Target	Reporting	Comments
<b>Amended</b> 1.a.1.7.a Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct and Aquatic Centre and Roebourne Aquatic Centre	Community Facilities	619,089 <i>Q1 136,335 Q2 191,722 Q3 167,191 Q4 123,841</i>	Quarterly	Target amended from 578,167 patrons, upper tolerance amended from 635,984 patrons to 680,998 and lower tolerance amended from 520,350 patrons to 557,180. LY (9mo)= 495,248 patrons
<b>Amended</b> 1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	Community Facilities	31,321 <i>Q1 7,454 Q2 8,584 Q3 8,775 Q4 6,508</i>	Quarterly	Target amended from 23,000 patrons, upper tolerance amended from 25,300 patrons to 34,453 and lower tolerance amended from 20,700 patrons to 28,189. TY (9mo) = 24,813 patrons
<b>Amended</b> 1.b.4.3.a Swimming pool inspections are undertaken within legislated time frames	Regulatory Services	100%	Quarterly	KPI updated from “Number of private swimming pools that require re-inspection” to provide a measure of compliance. Lower tolerance is to be 80%.
<b>Amended</b> 1.c.1.3.f Maintain or improve the number of attendances at Children’s programs and events at the City’s libraries	Community Programs	10,000 <i>Q1 2,500 Q2 3,000 Q3 2,000 Q4 2,500</i>	Quarterly	Target reduced from 12,000 patrons as only 6,651 patrons have attended for the first 9 months to children’s activities. Upper tolerance reduced from 13,200 patrons to 11,000 and the lower tolerance has reduced from 10,800 patrons to 9,000. TY (9mo) = 6,651 patrons
<b>Amended</b> 1.c.1.3.g Maintain or improve the number of attendances to Adult’s programs and events at the City’s libraries	Community Programs	725 <i>Q1 200 Q2 200 Q3 150 Q4 175</i>	Quarterly	Target amended from 500 patrons to recognise an increase in attendances for adult activities. Upper tolerance increased from 550 patrons to 798 and the lower tolerance has increased from 450 patrons to 653. TY (9mo) = 575 patrons



Performance Measure	Responsibility	Target	Reporting	Comments
<b>Amended</b> 1.d.1.1.d Number of REAP visitations	Community Programs	59,500 <i>Q1 16,000</i> <i>Q2 17,000</i> <i>Q3 9,500</i> <i>Q4 17,000</i>	Quarterly	Target amended from 58,000 patrons to reflect increased visitations to REAP. Upper tolerance increased from 63,800 patrons to 65,450 and lower tolerance increased 52,200 patrons to 53,550. TY (9mo) = 43,461. LY = 56,413 patrons
<b>Amended</b> 2.a.1.1.b Maintain the value of Economic Development Grants that are approved by the City	City Growth	\$35,000	Annual	Target amended from \$250,000 to reflect ED grants only. Upper tolerance decreased from \$300,000 to 100,000 and lower tolerance decreased from \$200,000 to \$0.
<b>Deleted</b> 2.a.1.2.a Increase the number of formalised industry partnerships	City Growth			Industry partnerships captured within the grants programs.
<b>New</b> 2.a.1.2.b Maintain the value of Business Development Support Grants that are approved by the City	City Growth	\$170,000	Annual	New KPI. Upper tolerance is \$250,000 and lower tolerance is \$120,000.
<b>Deleted</b> 2.a.2.1.b Adoption of Council position on hydrogen and the Pilbara Clean Energy Cluster	City Growth			To be included into next years Economic Strategy Review.
<b>Deleted</b> 2.a.2.1.c Number of major events secured by the City of Karratha	City Growth			KPI to be addressed through developing an Arts and Events Strategy.
<b>Amended</b> 2.a.2.2.d Value of tour bookings made by the KTVC	City Growth	\$50,000	Quarterly	Target reduced from \$150,000 as estimates over inflated. Upper tolerance reduced from \$175,000 to \$100,000 and the lower tolerance has reduced from \$135,000 to \$30,000. LY = \$57,092
<b>Deleted</b> 2.c.1.1.b Average commercial lease cost per square	Planning Services			KPI has been removed as the City is unable to influence its measure.

Performance Measure	Responsibility	Target	Reporting	Comments
metre of advertised retail and office space in Karratha				
<b>New</b> 2.c.2.3.a Maximise occupancy of the Quarter HQ for office, retail or commercial purposes	Governance and Organisational Strategy	85%	Quarterly	New KPI to measure occupancy levels at the Quarter HQ as a significant investment income source to the Council. Upper tolerance 100%, lower tolerance 80%.
<b>Deleted</b> 2.d.2.1.a Number of businesses registered with an ABN within the City.	City Growth			Removed KPI as it is not considered an effective or impactful measure.
<b>Deleted</b> 2.d.2.1.b Number of positions applied for under the Pilbara DAMA.	City Growth			KPI removed as this is no longer being managed by the City of Karratha.
<b>New</b> 3.b.1.5.a Minimise the gap between performance and importance in the Annual Community Survey for Street Litter cleanup	Waste Fleet and Depot	-3	Annual	New KPI to measure community satisfaction in relation to street litter cleanup and management. Currently tracking at -6.35pts based on 2024 annual community survey. Upper tolerance 0, lower tolerance -7pts.
<b>Deleted</b> 3.d.2.1.a Number of subscriptions taken up through the Climate Clever Program	City Growth			No longer subscribed to this program.
<b>Deleted</b> 4.c.1.2.c Achieving the objectives of the National Asset Management Framework (benchmarking)	Financial Services			Measure no longer being used nationally.
<b>Deleted</b> 4.c.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3 month KPI reporting period.	Financial Services			KPI not a meaningful measure.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy *CG-8 Significant Decision Making Policy*, this matter is considered to be of high strategic significance in terms of social, economic, environmental, cultural & wellbeing issues and Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

Section 5.56(1) of the *Local Government Act 1995* requires local government authorities in Western Australia to plan for the future for their district.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* establishes requirements for Corporate Business Plans, including adoption of the Plans on the basis of Absolute Majority.

**COUNCILLOR/OFFICER CONSULTATION**

Review and development of the Corporate Business Plan and the draft 2024/25 Operational Plan included consideration of Councillor feedback from strategic planning and budget workshops as well as broad input from the Executive Management Group.

**COMMUNITY CONSULTATION**

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

Who	How	When	What	Outcome
Community	Facebook advertising	Annually	Annual Community Survey	Community Survey results considered as part of the review and development of the Corporate Business Plan and Operational Plan.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The projects and services in the draft 2024-2025 Operational Plan are reflected in the draft 2024-2025 Budget.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. The Operational Plan 2024-2025 aims to deliver on the strategic direction through projects and services that the Council will be delivering in the financial year 2024-25.

**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	Financial risks are addressed through an annual review of budgetary expenditure associated with the programs/services detailed within the Corporate Business Plan and the projects/actions detailed in the Operational Plan.
Service Interruption	N/A	Nil

Category	Risk level	Comments
Environment	N/A	Nil
Reputation	Low	The results of the Annual Community Survey are reflected in the Operational Plan in order to meet community expectations.
Compliance	Low	There is a statutory requirement to review the ISP documents to ensure that they are a living document.

**IMPACT ON CAPACITY**

Consideration has been given to resourcing to deliver the projects and services outlined in the Corporate Business Plan and the Operational Plan.

**RELEVANT PRECEDENTS**

The Operational Plan is reviewed and adopted by Council annually.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

1. ADOPT the Corporate Business Plan 2020-2025 as attached with the following amendments:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_, and
  
2. ADOPT the 2024-2025 Operational Plan as attached with the following amendments:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_.

Option 3

That Council DEFER consideration of the Corporate Business Plan 2020-2025 and 2024-2025 Operational Plan as amended pending further review.

**CONCLUSION**

The 2024-2025 Operational Plan continues to activate the Corporate Business Plan 2020-2025 by detailing the projects/actions and related resources by which community aspirations defined within the Strategic Community Plan will be achieved.

Community feedback, Councillor requests, new initiatives and consultation with all service areas has informed the draft 2024-2025 Operational Plan including ongoing analysis of the KPIs used to measure the City’s performance.

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**COUNCILLOR QUESTION:**

Regarding target occupancy at the Quarter, what is the impact now we have City staff occupying office space there?

**CITY RESPONSE:**

There is an internal charging process where the City pays rent to the Quarter for occupying the office space hence there is no financial impact to the bottom line by our tenancy. It increases the target occupancy rate.

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**COUNCILLOR QUESTION:**

Relating to 2.a.1.1.b., the previous target was \$250,000 and this has been amended to \$35,000. Can I have more information on why the target has changed so dramatically?

**CITY RESPONSE:**

We have split out the different kinds of grants which is why the numbers have changed.

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**COUNCILLOR QUESTION:**

Relating to 2.d.2.1.a, is there an explanation as to why tracking the number of registered businesses is not considered an effective or impactful measure?

**CITY RESPONSE:**

The measure of the number of businesses in Karratha is taken from the number of Australian Business Numbers (ABNs) registered in the City of Karratha from the Australian Business Registry. Once a business has registered their ABN they are not required to update it so it is possible that ABNs remain registered in Karratha but the business is either no longer active, or no longer operating in the region. For this reason, it is not considered an accurate measure of business activity in the region. Administration will consider options for alternative measures of business activity as part of the Economic Development Strategy review that is scheduled for 2024/25.

## 10 COMMUNITY EXPERIENCE REPORTS

### 10.1 AGE FRIENDLY STRATEGY - 2024-2026 IMPLEMENTATION PLAN AND MONITORING FRAMEWORK

<b>File No:</b>	CR.83
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Development and Partnerships Coordinator
<b>Date of Report:</b>	21 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. Progress Report 2. DRAFT Implementation Plan

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#### PURPOSE

For Council to receive and endorse the Age Friendly Strategy 2024-2026 Implementation Plan and Monitoring Framework.

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#### OFFICER'S RECOMMENDATION

That Council:

- RECEIVE the Progress Report (at Attachment 1) on actions delivered in the 2022/23 and 2023/24 period; and**
- ENDORSE the Draft Age Friendly Strategy 2024-2026 Implementation Plan and Monitoring Framework (at Attachment 2).**

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#### BACKGROUND

The City's Age Friendly Strategy 2021 – 2026, adopted in August 2021, aimed to enhance Karratha's liveability for seniors. A subsequent needs analysis by ACIL Allen was undertaken to document current and future needs of the senior population with respect to aged care, housing, and infrastructure.

At its meeting held 12 February 2024, Council received the Aged Care Needs Analysis and Action Plan report and supported the Officer recommendation to consider the findings of the report for inclusion in the Age Friendly Strategy and to:

- Report on actions delivered in 2022/23 and 2023/24; and
- Development of a detailed implementation plan and monitoring framework for 2024-2026 period, to be presented back to Council in June 2024.

#### DISCUSSION

Officers conducted a review of the Age Friendly Strategy and collated a report of actions delivered in the 2022/23 and 2023/24 period. See progress report at Attachment 1.

A detailed implementation plan and monitoring framework was developed to include the findings from the Aged Care Needs Analysis developed by ACIL Allen.

Consultation occurred with internal stakeholders to gather insights into the responsible business areas, the timeframe for actions to be delivered and 24/25 budget considerations.

In response to the internal stakeholder feedback, the Age Friendly Strategy 2024-2026 Implementation Plan and Monitoring Framework (Attachment 2) was developed to inform the actions taken by Council in the final 2 years of the City of Karratha Age Friendly Strategy 2021-2026.

Should the Draft Age-Friendly Strategy 2024-2026 Implementation Plan and Monitoring Framework be endorsed, the Community Development Team will establish and coordinate an internal technical working group, consisting of representatives from all business areas within the city with identified actions, to monitor and report on progress. The internal technical working group will provide biannual progress reports to Council detailing the status of each action.

**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**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has occurred with internal stakeholders to gather insights into responsible business areas, the timeframe for actions to be delivered and 2024/25 budget considerations. A draft version of the implementation plan and monitoring framework was shared with Management for comment and feedback. Officers then consolidated feedback received for inclusion into final draft document.

**COMMUNITY CONSULTATION**

Community engagement activities formed part of the scope of works to draft and shape the findings within the Aged Care Needs Analysis and Action Plan report.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

A budget of \$49,000 is proposed for the 2024/25 financial year for initiatives identified to progress next financial year, and will be presented to Council for consideration as part of the 2024-2025 Annual 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 2021-2022 provided for this activity:

Programs/Services:	1.c.1.2	Community Engagement
Projects/Actions:	1.b.1.4.23.1	Develop recommendations from the Aged Care Needs Study according to Council direction

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Community expect Council to deliver initiatives in line with the Age Friendly Strategy
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council has previously endorsed the Age Friendly Strategy 2021-2026.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

REJECT the Draft Age Friendly Strategy 2024-2026 Implementation Plan and Monitoring Framework; and instruct officers to:

1. \_\_\_\_\_; and
2. \_\_\_\_\_.

**CONCLUSION**

The City’s Age Friendly Strategy 2021 – 2026, adopted in August 2021, aimed to enhance Karratha’s liveability for seniors. A subsequent needs analysis by ACIL Allen was undertaken to document current and future needs of the senior population with respect to aged care, housing, and infrastructure. Officers conducted consultation with the internal technical working group to develop the draft Age Friendly Strategy 2024-2026 Implementation Plan and Monitoring Framework and incorporate the Aged Care Needs Analysis recommendations. The feedback from the internal technical working group has been integrated into the updated plan, enhancing the City’s ability to deliver improved liveability outcomes for seniors and inform future deliverables.

**COUNCILLOR QUESTION:**

Good step forward for us, how many people are in the cohort of retirees in Karratha? It is my feeling that majority of people retire here for family more so than the Sea change seen in other parts of the state. If we implement this plan, will we see more people retiring here?

**CITY RESPONSE:**

There are 721 people over the age of 65 living in the City of Karratha (based on Census data). The purpose of the plan is to work towards providing appropriate service and



accommodation options for people over the age of 65 to enable them to age in place. We would hope that this results in more people retiring in Karratha.

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**COUNCILLOR QUESTION:**

What has the feedback been from our Seniors?

**CITY RESPONSE:**

Officers have worked closely with Seniors through existing networks and drawing on feedback from engagement undertaken to initially develop the Strategy and subsequently have it endorsed by Council in 2021. The implementation plan supports the Strategy. A reference group will be established as we continue to improve our engagement processes.

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**COUNCILLOR QUESTION:**

Have we had any more information provided by the State government and their plan to build an over 55's lifestyle village in Karratha?

**CITY RESPONSE:**

The Pilbara Development Commission has engaged City staff in a discussion about potential sites and queried whether the City may be interested in managing any such facility. Preferred sites and management options have been discussed at Executive level, with advice provided on preferred locations close to shops and medical services. We have suggested that the State should approach specialised service providers before engaging the City further on discussion regarding management options.

## 10.2 STRATEGIC COMMUNITY PLAN 2025-2035 – PHASE 1 REPORT

<b>File No:</b>	CM.611
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Manager Community Planning
<b>Date of Report:</b>	24 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Major Review of Strategic Community Plan 2020 - 2030 Phase 1 Report

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### PURPOSE

For Council to receive and note the outcomes of the Phase 1 Report of the Major Review of the Strategic Community Plan (SCP) 2020-2030 Project.

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### OFFICER'S RECOMMENDATION

**That Council:**

1. **RECEIVE the Major Review of the SCP 2020-2030 Phase 1 Report as detailed in Attachment; and**
2. **AGREE to include the recommendations from the Major Review of the SCP 2020 2030 Phase 1 Report will now be considered as part of the Phase 3 of the Project, which will include:**
  - a. **Aggregating and summarising community responses received during the community engagement processes to produce an Engagement Summary Report, to be submitted to Council.**
  - b. **Drawing on all information collected to date for the project (which includes Phase 1 Report) to develop a draft structure of the SCP 2025-2035 document, to be presented to Council.**
  - c. **Delivery of co-design of a workshop with Council and the Executive Management Team to set the vision statement of the SCP 2025-2035 document.**
  - d. **Drafting the SCP 2025-2035 document for the City of Karratha for public consultation and feedback, and subsequent Council endorsement.**

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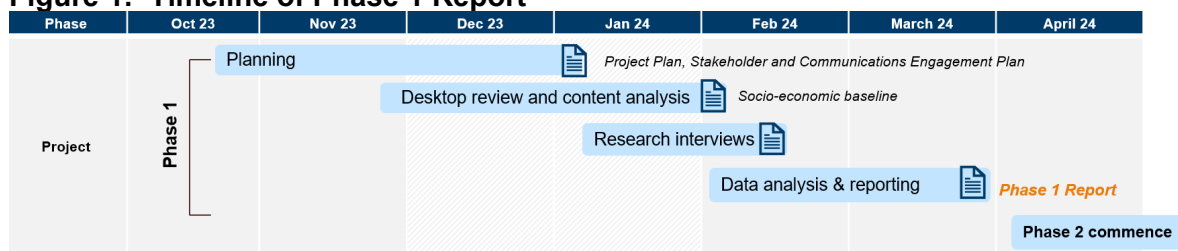
### BACKGROUND

The 'Strategic Community Plan 2020-2030' (the SCP) is the lead strategic document for the City of Karratha (the City) and was adopted in 2020. It describes the vision the Council will strive to achieve over the next decade for the City, where it will focus its efforts and how it will measure progress. The vision of the SCP is for the City to become Australia's most liveable regional city. In accordance with the *Local Government Act 1995* and the relevant regulation, the SCP is due for statutory major review in 2024 by the City.

The purpose of the SCP Review Project is to review and renew the SCP 202-2030 to reflect the evolving needs, priorities and aspirations of our community.

City Officers commenced planning for internal delivery of the SCP Major Review in October 2023. The project is being delivered through a multi-phase methodology (see Figure 1 and Table 1).

**Figure 1: Timeline of Phase 1 Report**



**Table 1: Overview of SCP Major Review Project Methodology**

Description	Timing	Description
Phase 1	<ul style="list-style-type: none"> <li>Phase 1 assessed the ongoing relevance of the current SCP’s content, design and implementation approach.</li> <li>The purpose of this was to generate high-quality evidence to inform the scope of future SCP revitalisation.</li> <li>A Phase 1 report with recommendations was produced as a final deliverable.</li> </ul>	4 Dec 2023 – 22 March 2024
Phase 2	<ul style="list-style-type: none"> <li>Phase 2 is the main community engagement phase.</li> <li>It has involved the delivery of a range of ‘visioning’ engagement activities to understand the communities’ aspirations and priorities for the City’s future and inform the development of a revised SCP document.</li> <li>The engagement activities and tools include:                             <ul style="list-style-type: none"> <li>Yarning sessions with Elders and other community members in Ieramagadu (Roebourne) (as guided by NYFL, NBAC and Yandi for Change).</li> <li>An online engagement platform, including a survey and other interactive feedback tools.</li> <li>7 x community visioning workshops. The workshops were hosted by an independent facilitator from 15 – 19 April 2024.</li> <li>Pop-up stalls across the City at various events (3 April – 19 May 2024)</li> <li>4 targeted Community Segment Focus Groups (16-29 May).</li> </ul> </li> <li>A new engagement brand (‘What We Make It’) was developed to drive community participation in the SCP Review consultation program.</li> </ul>	25 March – 29 May 2024
Phase 3	<ul style="list-style-type: none"> <li>A new SCP 2025-235 document will be drafted based on the outcomes of Phase 1 and 2, and the outcomes of Strategic Planning Workshops held with Council.</li> <li>A draft of the new SCP document will be shared with community for public feedback and comment, prior to Council endorsement.</li> <li>All feedback received will then be collated and presented to Council for consideration when confirming the final Strategic Community Plan 2024 - 2034.</li> </ul>	3 June – Dec 2024

**DISCUSSION**

The SCP 2020-2030 Phase 1 Report (Attachment) presents the findings from Phase 1 of the SCP Review Project. The purpose of Phase 1 was to assess the relevance and effectiveness of the current SCP and provide evidence-based recommendations to inform development of an improved SCP document.

This report has been informed by the following data sources:

- Review of the current SCP and associated City strategic planning documents.
- Stakeholder interviews with 16 internal stakeholders (predominantly executive and managerial staff) and four (4) interviews with external stakeholders from selected government agencies and community organisations.
- Review of selected best practice examples of strategic community plans within the Australian local government context.
- Review of relevant state government policies and strategies.
- Review of quantitative data sources, including Australian Bureau of Statistics (ABS) data and Annual Community Survey results.

The confidentiality of interviewees’ names and responses has been maintained in the report.

A summary of the key findings of the report and its recommendations to improve revision of the SCP in Phase 3 of the Project is presented below.

**1. Content**

Several key community needs are not adequately addressed by the content of the current SCP. Notably, cost of living and access to affordable housing are crucial aspects of community well-being that are not included in the plan.

The SCP also does not acknowledge the rich cultural diversity within the City of Karratha. This includes the needs and aspirations of the Aboriginal and Torres Strait Islander community, which form a large share of the population, as well as consideration of the needs of culturally and linguistically diverse people.

Another key gap is the outcome area of health, where core issues impacting community well-being, such as mental health, domestic/family violence, and access to services, are not comprehensively addressed in the SCP.

Strengthening the City’s environmental resilience and adapting to climate change also requires better consideration by the document.

Other issues identified as requiring potentially greater consideration in the SCP include:

- Transport and Connectivity
- Tourism, arts and culture
- Innovation and technology
- Strong leadership

There is a need for the SCP to clarify Council’s Role in delivering strategic direction and/or action for identified priorities areas (e.g. deliver, partner, regulate or advocate) and strengthen its monitoring and evaluation framework.

*Table 2: Content recommendations*

#	Title	Detail
C1	Monitoring and Evaluation Framework	<ul style="list-style-type: none"> <li>• Incorporate a well-defined framework for measuring and evaluating priorities and actions outlined in the SCP.</li> <li>• A measurement and evaluation process should be integrated into the City’s operational processes,</li> </ul>

		ensuring a systematic review against SCP for all activities.
C2	Administrative text	<ul style="list-style-type: none"> <li>• Improve brevity in upfront contextual and supporting ‘administrative’ information.</li> <li>• Exclude the organisational chart from future versions of the SCP.</li> </ul>
C3	Community Nuances	<ul style="list-style-type: none"> <li>• Capture and celebrate what makes the City of Karratha unique: location, lifestyle, environment, culture, diversity.</li> <li>• Acknowledge and represent our community’s diversity through engaging infographics and photos.</li> </ul>
C4	Detailed and Specific Language	<ul style="list-style-type: none"> <li>• Avoid motherhood statements, use specific and detailed language when outlining priorities and responses.</li> </ul>
C5	Vision Statement	<ul style="list-style-type: none"> <li>• Consider making the Visioning Statement more bold and aspirational to provide strategic clarity.</li> <li>• Consider using longer, descriptive paragraphs to represent what is imagined for the City in ten years.</li> </ul>
C6	Structuring Priority Areas	<ul style="list-style-type: none"> <li>• Provide more aspirational descriptive statements to describe Priority Areas rather than one word statements.</li> <li>• Avoid using quadruple bottom line framework to structure the SCP, as this contributes to a culture of ‘department silos’ within the administration.</li> </ul>
C7	City’s Role	<ul style="list-style-type: none"> <li>• Clarify the role the City may undertake in implementing the SCP, such as advocacy, empowerment, delivery, partner, is pivotal in providing clear strategic direction.</li> </ul>
C8	Community Aspirations	<ul style="list-style-type: none"> <li>• Consider summarising the insights gathered from community consultations to articulate the collective aspirations of the community.</li> </ul>
C9	Strategic Considerations	<ul style="list-style-type: none"> <li>• Consider the themes and issues outlined in Table 4 for strategic inclusion in drafting the next SCP:             <ul style="list-style-type: none"> <li>- A City of great places</li> <li>- Traditional Owners and Indigenous People</li> <li>- Cultural Diversity and Inclusion</li> <li>- Early years</li> <li>- Affordable housing</li> <li>- Health and wellbeing</li> <li>- Cost of Living</li> <li>- Sustainability and Climate Resilience</li> <li>- Connectivity</li> <li>- Tourism, arts and culture</li> <li>- Disaster resilience</li> <li>- Innovation and Technology</li> <li>- Strong Leadership</li> </ul> </li> </ul>

**2. Design**

The SCP is a document that is made by and for the community, ensuring community ownership of the document. General recommendations for improvement of the SCP include the improving the accessibility of the content (eg high-quality visuals, simplified contextual

information, use of infographics) and providing the document in a format that are inclusive for the community (eg video, interactive document).

*Table 3: Design recommendations*

#	Title	Detail
D1	Graphics and Text	<ul style="list-style-type: none"> <li>Choose infographics to display information</li> <li>Limit heavy text / tables for data</li> </ul>
D2	Photos	<ul style="list-style-type: none"> <li>Update photos and ensure all images being used are crisp and high quality with no pixelation. Limit use of staff in photographs, focus on people in our community.</li> </ul>
D3	Colour Palette	<ul style="list-style-type: none"> <li>Use a bold, clean, and crisp colour palette, avoid pastel/light colours.</li> </ul>
D4	Terminology	<ul style="list-style-type: none"> <li>Keep language simple and user-friendly, easily understandable by community.</li> <li>More people focused, less 'corporate' text.</li> </ul>
D5	Final Formats	<ul style="list-style-type: none"> <li>Explore opportunities to present the SCP in multiple formats including: Short explainer video (60 – 90 seconds); Standard PDF visual version; Online interactive PDF version; Long report version.</li> </ul>

### 3. Implementation

Issues relating to awareness, understanding, and practical application were identified as key barriers influencing the effective utilisation of the SCP by the administration and Council.

Overall, the existing SCP is underutilised as a primary guiding document for service delivery, with limited practical impact on day-to-day operations. Staff lack awareness of the SCP's existence and purpose, with the document currently not integrated into staff inductions. Projects, services and programmes are also retrospectively linked to the SCP, indicating a disconnect in the document's role and influence in organisational strategic forward planning. There are no clear progress measures or an evaluation process for monitoring the SCP, preventing the ability to assess progress and review of the document.

External stakeholders interviewed indicated they have limited understanding of the SCP's purpose and aspirations. Historically low engagement by the City with community was also seen as contributing to a lack of document ownership and awareness of the City's strategic direction in the community.

*Table 4: Implementation recommendations*

#	Title	Detail
I1	Internal Implementation Plan	<ul style="list-style-type: none"> <li>Develop an implementation plan outlining actions to ensure the document is operationally relevant. For example:                             <ul style="list-style-type: none"> <li>Include the SCP and its purpose in staff inductions and onboarding material. This could also extend to informing strategies and how they flow in to the SCP.</li> <li>Increase the visual presence of the SCP document across the organisation</li> <li>Consider including the SCP as a permanent agenda item at leadership meetings (EMT/EMG).</li> </ul> </li> </ul>
I2	External Communication Plan	<ul style="list-style-type: none"> <li>Develop an External Communication Plan outlining how the endorsed SCP will be communicated to community and stakeholders</li> <li>Consider how the City will report back to the community on monitoring of its implementation.</li> </ul>

I3	Community Survey	<ul style="list-style-type: none"> <li>Re-consider the timing of the City’s Annual Community Survey to ensure results can be considered as part of the next FY’s Operational Plan and Budget Setting.</li> </ul>
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**NEXT STEPS**

The findings and recommendations of the Phase 1 Report is proposed to be considered as part of the Phase 3 of the Project. Phase 2 of the project (Community Visioning Engagement process) will conclude at the end of May 2024.

The City will undertake the following activities as Phase 3 of the project:

Activity	Timeline
Aggregating and summarising community responses received during the community engagement processes to produce an Engagement Summary Report, to be submitted to Council.	Report presented to August 2024 Ordinary Council Meeting
Deliver a co-design workshop with Council to set the vision statement and priority areas of the SCP 2025-2035 document.	Week of 9 Sep 2024
Draft the SCP 2025-2035 document for the City of Karratha for public consultation and feedback, and subsequent Council endorsement.	November 2024 – March 2025

The final SCP 2025-2035 document will be presented to Council no later than March 2025 for endorsement, subject to no delays or changes in the project timeline.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

All local governments in Western Australia are required to produce a plan for the future under section 5.56 (1) of the Local Government Act 1995 (the Act). The Local Government (Administration) Regulations 1996 outline the minimum requirements to meet this prerequisite, which includes the development of a SCP and corporate business plan.

The SCP is a core component of the City’s implementation of the Integrated Planning and Reporting (IPR) Framework. The IPR Framework is a state-wide approach to local government planning for service delivery which requires the integration of community aspirations with the strategic planning and operation functions of Council.

Accordingly, the SCP is not a static or standalone document. It is the vision behind all City planning and roadmap for the community’s future. Due to the SCP’s role in the IPR Framework, the Phase 1 Report (along with community consultation outcomes in Phase 2) will inform the direction and content of all subordinate informing strategies.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with the City’s Management Team and Executive Leadership Team in the preparation of the report. The Draft Report has been reviewed with feedback provided by the Manager Governance and Director of Community Experience.

**COMMUNITY CONSULTATION**

No community consultation occurred as part of the Phase 1 Report. Extensive community consultation was undertaken in phase 2, with the findings to be considered as part of drafting of the final SCP 2025-2035 document.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Council has allocated \$120,000 in FY23/24 to deliver the SCP. No budget was used to deliver Phase 1 Report.

**STRATEGIC IMPLICATIONS**

Completion of a major review of the strategic community plan is an action in the 23 / 24 operational plan (4.a.2.1.23.1). Phase 3 will involve the development of a draft structure of the SCP 2025 – 2035, which will influence the connection of all of the activities and services that are delivered by Council. Phase 1 (this report) will inform this process.

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Lack of community awareness and engagement with Council’s new direction with the SCP review process. The risk control is regular communications with community and stakeholders.
Compliance	Low	There is a risk of failure to meet the planning requirements of the IPR Framework. The risk is being managed through executive review and direction of the SCP Review process and technical guidance from an external consultant.

**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**

Phase 1 of the SCP Major Review project was an important first step in reviewing and renewed City of Karratha’s SCP to reflect the evolving needs, priorities and aspirations of its community. The report has provided several key recommendations to improve the content, design and implementation of the renewed SCP document.

The findings and recommendations will be considered as part of Phase 3 of the project, which involves drafting the vision, strategic structure and design of the final SCP 2025-2035 document in collaboration with Council and Executive Management Team.



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**COUNCILLOR QUESTION:**

Do you think we did enough engaging with the community?

**CITY RESPONSE:**

Yes, the City provided many opportunities for the community to provide their input. Throughout the engagement period the City held several workshops, attended community events, held one-one meetings, conducted a survey and other interactive activities through the City's new online engagement platform.

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**COUNCILLOR QUESTION:**

When is the next census?

**CITY RESPONSE:**

The next census will take place in 2026.

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**COUNCILLOR QUESTION:**

Will the census roles be funded adequately?

**CITY RESPONSE:**

The Australian Bureau of Statistics is engaging with the City and other stakeholders to ensure the next census is well resourced. The local role will be employed for a period of 8 months.

## 11 DEVELOPMENT SERVICES REPORTS

### 11.1 PROPOSED SCHEME AMENDMENT NO. 61 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – LOT 500 MADIGAN ROAD, STOVE HILL

<b>File No:</b>	LP.366
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Senior Strategic Planner
<b>Date of Report:</b>	24 May 2024
<b>Applicant/Proponent:</b>	RFF Pty Ltd on behalf of Ausco Modular Pty Ltd
<b>Disclosure of Interest:</b>	Nil.
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Location Plan</li><li>2. Existing Zoning</li><li>3. Proposed Scheme Amendment Report</li><li>4. Zoning Table</li></ol>

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#### PURPOSE

For Council to consider an amendment to the City of Karratha Local Planning Scheme No. 8 (the Scheme). The proposed amendment is to rezone a portion of Lot 500 Madigan Road, Stove Hill from 'Rural Residential' to 'Tourism' and to allow 'Workforce Accommodation' as permitted or "P" use, rather than an "A" use that needs to be advertised prior to a local government decision, by including it as an 'Additional Use' with associated provisions in Appendix 4 – Additional Uses of the Scheme.

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#### OFFICER'S RECOMMENDATION

That Council:

1. **Require the following modifications to Amendment No. 61 of the City of Karratha Local Planning Scheme No. 8, as shown in Attachment 3:**
  - a. **The proposed Scheme Amendment removes references to the Additional Use in the proposed scheme text; and**
  - b. **The proposed Scheme Amendment removes reference to the Additional Use in the proposed scheme map.**
2. **Subject to the modifications detailed in Council Resolution Part (1) above, in accordance with Section 75 of the Planning and Development Act 2005, resolves to PREPARE Amendment No. 58 of the City of Karratha Local Planning Scheme No. 8 as shown in Attachment 3.**
3. **CLASSIFY proposed modified Scheme Amendment No. 61 as a 'Standard Amendment' in accordance with Part 5, Division 1, Regulations 34 and 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:**
  - a. **The Scheme Amendment is consistent with the City of Karratha's Local Planning Strategy, as endorsed by the Western Australian Planning Commission;**

- b. **The Scheme Amendment is consistent with the aims and objectives of the City’s Local Planning Scheme No. 8;**
  - c. **The Scheme Amendment is likely to have minimal impact on land that does not form part of this Scheme Amendment;**
  - d. **The Scheme Amendment is unlikely to result in significant environmental, social, economic or governance impact on the land; and**
  - e. **The Scheme Amendment cannot be reasonably defined as a basic or complex Scheme Amendment.**
4. **AUTHORISES the City to forward the proposed modified Scheme Amendment No. 61 to the Environmental Protection Authority pursuant to Section 81 of the *Planning and Development Act 2005*.**

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## **BACKGROUND**

### Existing Development

Lot 500 Madigan Road (**Attachment 1**) was previously two separate lots which were amalgamated in 2013.

These previous lots were known as:

- Lot 326 (zoned Tourism, with frontage to Madigan Road and developed with the existing Kingfisher Village workforce accommodation facility); and
- Lot 211 (zoned Rural Residential, with no legal road access and currently vacant).

When the lots were amalgamated, the existing zoning remained, resulting in the new lot being created with what is commonly referred to as split-zoning, being Tourism to the front (west) of the site and Rural Residential to the rear (east) of the site (**Attachment 2**).

No rezoning of the land was sought or actioned when the lots were amalgamated as ‘Transient Workforce Accommodation’ was a land use that could be considered in the Rural Residential zone at the time.

A brief history of the site is provided below:

### Previous Development Approvals

- In 2007, Development Approval (DA) No. 1735D was approved by Council for a TWA comprising of 173 beds and associated facilities on Lot 326 Madigan Road, Stove Hill (as the lot was previously known). No condition limiting the timeframe of the approved use was applied. The development was constructed in 2008.
- In 2008, another DA (1829D) was approved allowing an additional 72 TWA beds. These were also constructed in 2008.
- In 2011, the TWA received approval for another 40 beds (P2444). These additional 40 beds were never constructed and the approval has lapsed.
- In 2013, the Joint Development Assessment Panel (JDAP) approved an expansion of the TWA by 440 beds over former Lot 211, being the rear portion of the site (P3165). This approval was time-limited for a period of 10 years. Although not supported by the City, the JDAP issued numerous extensions of time to commence construction of the approved development in 2015, 2017 and 2019. The additional 440 beds were never constructed and the approval lapsed on 21 May 2023.

### Local Planning Framework

- In 2019, Scheme Amendment No.39 was gazetted which changed the local planning framework relating to Workforce Accommodation (previously known as Transient Workforce Accommodation).

- In lieu of the Transient Workforce Accommodation zone, which effectively sterilised lots by only allowing the one land use, Scheme Amendment No. 39 introduced Workforce Accommodation as a land use within the zoning table and prescribed the permissibility across several zones.
- Scheme Amendment No. 39 prescribed Workforce Accommodation as an “A” use (requiring advertising) across several zones, including the Tourism zone.
- Scheme Amendment No. 39 also resulted in Workforce Accommodation being an “X” (or prohibited) land use in the Rural Residential zone. This means that the local government is unable to consider or approve Workforce Accommodation proposals on any land zoned Rural Residential.

### **PROPOSED SCHEME AMENDMENT**

There are two components to proposed Scheme Amendment No. 61 to consider, being:

- Rezoning the rear portion of Lot 500 from Rural Residential to Tourism; and
- The introduction of the Additional Use of Workforce Accommodation as a “P” or permitted use, rather than an “A” or advertised use, subject to conditions relating to information required to be submitted through a development application.

The applicant has stated in their Amendment Report (**Attachment 3**) that the Scheme Amendment is proposed to facilitate an extension to the existing Workforce Accommodation facility that currently exists on the western portion of the site.

The proposed rezoning from Rural Residential to Tourism, is considered a Standard Amendment because:

- a. The Scheme Amendment is consistent with the City of Karratha’s Local Planning Strategy (the Strategy), as endorsed by the Western Australian Planning Commission;
- b. The Scheme Amendment is consistent with the aims and objectives of the Scheme;
- c. The Scheme Amendment is likely to have minimal impact on land that does not form part of this Scheme Amendment;
- d. The Scheme Amendment is unlikely to result in significant environmental, social, economic or governance impact on the land; and
- e. The Scheme Amendment cannot be reasonably defined as a basic or complex Scheme Amendment.

### Rezoning

The City of Karratha’s Local Planning Strategy (the Strategy) was endorsed by the Western Australian Planning Commission on 2 February 2021. The Strategy sets out the long term planning for the City, including any zoning or classification of land, and identifies the portion of Lot 500 currently zoned Rural Residential as being suitable to rezone to Tourism. The proposed rezoning will provide for a single zoning over the lot which is usually preferable to two differing zonings across a single lot.

The proposed rezoning is also not expected to have any meaningful impact of the ability to progress Rural Residential development within the City. All other Rural Residential zoned land in the Scheme is found in the area to the east of the subject site and is currently Unallocated Crown Land, with non-exclusive Native Title rights, and is owned by the State. A substantial body of work would be required to contemplate rural residential subdivision or development on this land (eg: environmental surveys, heritage surveys, negotiations with the Traditional Owners) and the Administration is aware of no current plan, by the State or any other party, to develop the Rural Residential zoned land for that purpose.

It is noted that the proposed change to the Tourism zone will mean that under the zoning table of the Scheme (see extract at **Attachment 4**) a suite of commercial and

accommodation land uses that were previously not able to be contemplated for approval on the rear half of the site, can now be considered. Should Council support the proposal, the existing permissibilities over the portion of the site currently zoned Tourism would apply to the whole of the site moving forward. This includes the ability to consider Workforce Accommodation which is an “A” use that requires advertising. As noted above, the applicant has indicated that the rezoning is sought to allow the further development of Workforce Accommodation on the site, subject to an application for development approval.

Given the proposal will not materially affect the potential for Rural Residential development in the City and that the Strategy specifically identifies this site as being suitable for Tourism zoning it is considered reasonable to support this part of the proposed Scheme Amendment.

#### Additional Use

Additional Uses are generally put into local planning schemes where it is identified that a site is suitable for a particular land use, yet the zoning does not permit the intended use (i.e. it is an “X” or Prohibited land use in that zone).

In this instance, the City is of the view that the Additional Use proposed, being Workforce Accommodation as “P” use is unnecessary as Part 3 of the Scheme already allows consideration of Workforce Accommodation as an “A” (needs to be advertised) use in the Tourism zone.

One of the key aspects of Scheme Amendment No. 39 was the removal of the Transient Workforce Accommodation zone from the Scheme and the designation of Workforce Accommodation as an “A” use across various zones in the City. This designation requires that all applications for Workforce Accommodation be advertised for public comment prior to determination and, as a discretionary (rather than permitted) land use, ensures that the relevant Scheme provisions and Policy framework is considered.

The City’s Local Planning Policy ‘DP10 – Workforce Accommodation’ was amended in December 2014 to, amongst other things, require that development applications for this land use include adequate demonstration of need for the proposed facilities. The Policy has a presumption against the approval of permanent Workforce Accommodation and details the Council’s expectations in respect to time-limited approvals.

Should the Scheme Amendment be approved as proposed, (i.e. inclusive of the Additional Use of Workforce Accommodation being a “P” use), the City would still receive development applications for new Workforce Accommodation proposals due to the physical works component of the proposal. The City could consider siting, built form, parking etc as per normal, however, the City would not be able to consider the suitability of the proposed use or apply the Scheme or Policy provisions that would otherwise ordinarily apply, including provisions relating to time limited approvals. This is not considered an acceptable outcome and is not supported by the Administration.

In light of the above, it is recommended the part of the proposed scheme amendment that is seeking to introduce an Additional Use right for the land use of Workforce Accommodation as a “P” or Permitted use be removed.

#### Existing Tourism Zoned Land

In response to the Scheme Amendment request and a number of other recent discussions regarding development on Tourism zoned land, Administration undertook a desktop audit of how Tourism zoned land within the City is currently being used. This audit indicated that approximately only 30% of Tourism zoned sites are being used exclusively or predominantly

for tourist development, which can likely be attributed to the many non-tourism based uses that are permitted under the existing planning framework.

A number of permitted land uses appear to be contradictory to the intent of the Tourism zone and include 'Service Commercial' type uses such as 'Motor Vehicle Sales', 'Service Station' and 'Dry-Cleaning Premises', as well as a number of 'Rural' uses. A broader review of how Tourism land uses are supported by the Scheme, which may consider the amount of land available for tourism purposes, the location of Tourism zoned land, the suitability of land uses currently permitted by the zoning table etc has been flagged to commence in the 2024/2025 financial year.

Should any changes be recommended to the current Tourism zoning or Scheme provisions as a result of a broader review, they will be required to be considered by Council and advertised to landowners and the public for comment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Any such review will be undertaken independent to the current Scheme Amendment request and should not prejudice the consideration of this matter by Council.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision Making policy, the proposed modified Scheme Amendment is considered to be of low significance in terms of social, economic, environmental, or cultural & wellbeing issues, or Council's ability to perform its role.

### **STATUTORY IMPLICATIONS**

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

- Resolve to prepare the proposed Scheme Amendment;
- Resolve to prepare a modified Scheme Amendment; or
- Resolve to not prepare the Scheme Amendment.

Under Part 5, Division 1, Regulation 34 of the Regulations 2015, the proposed Scheme Amendment is considered a standard amendment for the reasons described above.

In accordance with Section 85 of the *Planning and Development Act 2005*, the City is required to submit a copy of the proposed Scheme Amendment to the Environmental Protection Authority. The City must receive notification that the proposed Scheme Amendment won't require an assessment under the *Environmental Protection Act 1986* prior to the public advertising period.

### **COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

### **COMMUNITY CONSULTATION**

In accordance with Part 5, Division 1, Regulation 47 of the Regulations 2015 and Sections 81 and 82 of the *Planning and Development Act 2005*, should Council resolve to prepare the proposed amendment, the City must undergo a period of public advertising. In accordance with Section 83A of the *Planning and Development Act 2005*, prior to public advertising being undertaken, the City is required to submit the proposal to the Minister of Planning for approval to advertise the Scheme Amendment. The Minister may require modifications to the proposed Scheme Amendment prior to the community consultation period.

### **POLICY IMPLICATIONS**

There are no policy implications.



in the Strategy, however removes the Additional Use so the City can continue to consider Workforce Accommodation as an "A" use for this site. This allows the City and the public the opportunity to properly consider the impact of the use on the site, its surrounds and the community in general.

In light of the above, it is recommended that Council support the preparation of proposed Scheme Amendment 61 to rezone Lot 500 Madigan Road, Stove Hill from Rural Residential to Tourism subject to the following modifications:

- a) The proposed Scheme Amendment removes references to the Additional Use in the proposed scheme text; and
- b) The proposed Scheme Amendment Removes reference to the Additional Use in the proposed scheme map.

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**COUNCILLOR QUESTION:**

Kingfisher has issues getting 50-seater buses into the parking lot and then park on the road. Will this access issue be addressed with the expansion?

**CITY RESPONSE:**

There is no development or design associated with this scheme amendment request, it relates to zoning only. Should they wish to expand the camp at a later date, issues such as access will be addressed through the development application process.

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**COUNCILLOR QUESTION:**

Does the applicant know that they still have to apply to all criteria in the DP10 policy?

**CITY RESPONSE:**

The clear requirement and ability to refer to Local Planning Policy DP10 (when considering a development application for Workforce Accommodation) is one of the reasons the Officer recommendation seeks to remove the proposed inclusion of Workforce Accommodation as a "P" (permitted) use in the additional uses table, and retain the current land use permissibility, which already allows consideration of Workforce Accommodation in the Tourism zone.

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**COUNCILLOR QUESTION:**

Has there been any commentary from the applicant regarding the proposed change?

**CITY RESPONSE:**

The applicant was made aware of the modifications to the proposed Scheme Amendment recommended by Officers (to remove the inclusion of 'Workforce Accommodation' as an additional "P" use) during the review and assessment of the Amendment request. The applicant has indicated that their client is not supportive of the proposed change, and they have requested to raise the matter via a deputation to Council.



**11.2 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR KIMBERLEY PILBARA CATTLEMEN’S ASSOCIATION INCORPORATED ANNUAL CONFERENCE 2024**

**File No:** RC.119

**Responsible Executive Officer:** Director Development Services

**Reporting Author:** Economic Development Project Officer

**Date of Report:** 15 May 2024

**Applicant/Proponent:** Kimberley Pilbara Cattlemen’s Association Incorporated

**Disclosure of Interest:** Nil

**Attachment(s):**

1. KPCA Conference Application
2. KPCA Conference Host City Sponsor Benefits
3. Confidential: KPCA Conference Budget
4. KPCA Conference Evaluation

**PURPOSE**

For Council to consider a request from Kimberley Pilbara Cattlemen’s Association Incorporated (KPCA) to sponsor their annual conference to be held in Karratha under Policy DE03: Major Event Sponsorship and Attraction Program (MESAP Policy).

**OFFICER’S RECOMMENDATION**

That Council **APPROVE** sponsorship funding to Kimberley Pilbara Cattlemen’s Association Incorporated as follows:

Organisation Name	Project Name	Grant Amount (excl. GST)
Kimberley Pilbara Cattlemen’s Association Incorporated	Kimberley Pilbara Cattlemen’s Association Incorporated Annual Conference 2024	\$40,000

**BACKGROUND**

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

The KPCA submitted a final proposal to the City under the MESAP Policy on 22 April 2024. The KPCA is a not-for-profit organisation whose vision is to support and promote a resilient, profitable and sustainable beef industry through sustainable practices, technological innovation, and a focus on quality assurance and workforce development and inclusion.

The KPCA Conference is the Northern WA beef industry’s flagship event which has been held annually since 2017 with previous events held on a rotational basis between Broome and Kununurra. The 2024 event represents the first time the annual conference will be held in Karratha. The 2023 event was held in Broome attracting 184 attendees, with the 2024 event aiming to attract approximately 180-200 attendees.

The pastoral industry employs over 10,000 northern Western Australians, including pastoral families, Indigenous landowners, exporters, stockmen, road transport providers and dockside workers, and others who provide services to the trade, such as veterinarians and fodder suppliers. Ten percent of the Kimberley pastoral leases have tourism operations entwined in their day-to-day activities, while 61 percent of Pilbara properties have mining activities occurring on their lease.

The KPCA Annual Conference 2024 will be held in Karratha at the Red Earth Arts Precinct from 31 October – 1 November 2024. With the theme “Better Beef Business”, the event aims to address both current and long-term issues by providing an opportunity for all levels of government, business, pastoralists, service providers and industry sector representatives to attend.

Key topics to be discussed at the KPCA Conference 2024 include:

- Sustainable practices to deliver environmentally conscious and resource efficient beef production;
- Technological innovation exploring innovation in precision farming, data analytics and supply chain management;
- Quality assurance and traceability ensuring high standards in beef production;
- Market trends and consumer preferences ensuring industry success;
- Health and nutrition;
- Global perspectives including trade, collaborations and trends;
- Mental health and prioritising support, resilience and relationships; and
- Workforce development and trends including attraction and retention to stabilise the workforce.

The conference also has a key focus on cultural and environmental wellbeing with the topics and discussion addressing cultural heritage of Traditional Owners.

The KPCA Conference 2024 will offer a dynamic program including plenary sessions, workshops and an active exhibition space as well as a number of key social functions including a welcome function, social luncheon, ladies lunch and an industry Gala Dinner.

## **DISCUSSION**

### Proposal

The KPCA have invited the City to sponsor the 2024 Annual Conference as a Host City Partner. An investment of \$40,000 (excl. GST) is requested for the event.

The sponsorship entitlements include:

- Tickets:
  - Four full conference registrations;
  - Ten gala dinner tickets;
  - Six tickets to a choice of two social functions;
  - Two media passes;
  - Additional tickets available at member prices;
- An opportunity for the City to formally open and close the conference;
- Digital presence and marketing including:
  - Recognition as the Host City with branding and logo placement on all conference promotions and advertising;
  - Acknowledgement as Host City throughout the Conference;
  - Branded regional tourism video played during the Gala Dinner;
  - Banners on display at the conference and all social events;

- State and national branding and advertising opportunities across television, radio, newsprint and online digital platforms;
- Three targeted promotional advertisements in the KPCA Monthly Milestones newsletter throughout 2024;
- Full page advertisement in the Conference program;
- Exhibition stand or networking lounge in a prominent location; and
- Acknowledgement in post event communications and a full list of delegates.

A full copy of the application is included as **Attachment 1**. A full list of all the sponsorship entitlements is included as **Attachment 2** and the event budget is included as **Attachment 3**.

Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy and a copy of this evaluation is included as **Attachment 4**.

In summary, the evaluation determined that the proposal:

1. Aligns with the City’s strategies and plans and aligns with the MESAP Policy to attract large scale events to the region that supports local business;
2. Would provide moderate economic benefit to the region with indications that approximately 75% of the 2024 event budget expenditure, in excess of \$150,000 (excl. GST), would be with local businesses, plus an estimated visitor spend of about \$376,740 (excl. GST) from patrons visiting Karratha for the event;
3. Demonstrates a strong social and community impact;
4. Will not have an adverse environmental impact;
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad, national audience; and
6. KPCA and their event organiser have a strong track record of delivering this event in previous years in Broome, Port Hedland and Kununurra.
7. There is limited risk that the event will not continue without Council support. The organisers have confirmed that the event will proceed without City support, albeit on a smaller scale. Likely reductions include some or all social functions, currently booked with three local Karratha venues. Other considerations may involve scaling back on main conference event expenditure, such as a coffee cart, local speaker gifts, printing, and other ancillary expenses.

The KPCA Conference 2024 is considered a good opportunity for the City to support a conference that would complement the City’s current offering and bring both economic and social benefit to the City.

A summary of the economic return on investment for a number of recent events that the City has funded is included in the table below for comparison. This shows that for every dollar the City invests in supporting the Conference a return of \$13.17 is expected in the local economy.

Event	City Contribution (excl. GST)	Direct & Indirect Spend (excl. GST)	Return on Investment (excl. GST)
2023 Pilbara Summit	\$20,000	\$743,000	\$37.15
2023 Pilbara Summit	\$20,000	\$743,000	\$37.15
2023 Karijini Experience	\$10,000	\$35,000	\$3.50
2024 Developing Northern Australia Conference	\$142,000	\$802,550	\$5.65
2024 Pilbara Summit	\$33,000	\$821,000	\$24.88

Event	City Contribution (excl. GST)	Direct & Indirect Spend (excl. GST)	Return on Investment (excl. GST)
<b>KPCA Annual Conference 2024 – Officer Recommendation</b>	<b>\$40,000</b>	<b>\$526,740</b>	<b>\$13.17</b>

Administration has considered the sponsorship opportunity and is of the view that the requested investment of \$40,000 for Host City sponsorship provides good value for money and demonstrates a strong return on investment.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant internal departments.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The City’s MESAP Policy applies.

**FINANCIAL IMPLICATIONS**

As Council is considering this sponsorship application so late in the 2023/24 financial year the budget to fund the sponsorship will be taken from the 2024/25 budget, provided it is adopted by Council. The proposed MESAP budget for the 2024/25 financial year is \$112,000 with \$42,000 committed and \$70,000 remaining available to be allocated. If Council adopts the officer’s recommendation to fund \$40,000 (excl. GST) funding will fall within the budget and will leave \$30,000 available.

**STRATEGIC IMPLICATIONS**

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

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

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Nil.
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. There is limited risk that the event will not continue without Council support. The organisers have confirmed

Category	Risk level	Comments
		that the event will proceed without City support, albeit on a smaller scale.
Service Interruption	N/A	Nil.
Environment	Low	Low environmental risk as the event will be held in at the Red Earth Arts Precinct, with no foreseeable impacts on the natural environment and no residential noise impact.
Reputation	Low	Low reputational risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. KPCA and their event organiser have a strong track record of delivering this event in previous years. In addition, organisers have confirmed that the event will proceed without City support, albeit on a smaller scale. Risk will be managed through a funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through a funding agreement. The City will work with KPCA and the event management company to ensure the sponsorship is acquitted to a satisfactory standard.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council has endorsed proposals under the MESAP Policy and these are captured in the table provided in the Discussion section of this report.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council APPROVE sponsorship funding to Kimberley Pilbara Cattlemen’s Association Incorporated for the Annual Conference 2024 in accordance with the below:

Organisation Name	Project Name	Grant Amount
Kimberley Pilbara Cattlemen’s Association Incorporated	Kimberley Pilbara Cattlemen’s Association Incorporated Annual Conference 2024	

Option 3

That Council by DECLINE the request for sponsorship funding to Kimberley Pilbara Cattlemen’s Association Incorporated.

**CONCLUSION**

KPCA has requested total sponsorship of \$40,000 (excl. GST) for the delivery of their Annual Conference 2024 through the City's MESAP Program. The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that Council support the KPCA Annual Conference 2024 through a Host City Partner Sponsorship.

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**COUNCILLOR QUESTION:**

If the event is proposed for every second year, have we talked about a multi-year agreement?

**CITY RESPONSE:**

The applicant has not applied for a multi-year agreement. Given this is the first year we will assess the event before determining if a multi-year agreement is suitable.

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**COUNCILLOR QUESTION:**

Have they received funding from the Shire of Broome for the event held in Broome, and if so how much were they provided?

**CITY RESPONSE:**

Last year, the KPCA had a private sector sponsor (Gen Off Grid) as their platinum sponsor. The Shire of Broome was only approached for a small grant of \$500 linked with the venue that KPCA was using for the event.

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**COUNCILLOR QUESTION:**

Have they previously held an event in Karratha? Did the City provide funding for it?

**CITY RESPONSE:**

The KPCA conference was last held in Karratha in 2021. Previous events were held at Kununurra (2017), Port Hedland (2018), Broome (2019, 2022 and 2023). The City did not provide funding for the 2021 event.

**11.3 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR SEED INNOVATION FOUNDATION PTY LTD’S VENTURENORTH CONFERENCE & PLUS EIGHT LEAP BOOTCAMP 2024**

**File No:** RC.119

**Responsible Executive Officer:** Director Development Services

**Reporting Author:** Economic Development Coordinator

**Date of Report:** 28 May 2024

**Applicant/Proponent:** SEED Innovation Foundation Pty Ltd

**Disclosure of Interest:** Nil

**Attachment(s):**

1. VentureNorth Conference & Plus Eight LEAP Bootcamp 2024 Sponsorship Invitation
2. VentureNorth Conference 2024 Sponsorship Prospectus
3. Plus Eight LEAP Bootcamp 2024 Sponsorship Prospectus
4. Confidential: VentureNorth Conference & Plus Eight LEAP Bootcamp 2024 Budget
5. VentureNorth Conference & Plus Eight LEAP Bootcamp Evaluation

**PURPOSE**

For Council to consider a request from SEED Innovation Foundation Pty Ltd (SEED) to sponsor the VentureNorth Conference and Plus Eight LEAP Bootcamp 2024 under Policy DE03: Major Event Sponsorship and Attraction Program (MESAP Policy).

**OFFICER’S RECOMMENDATION**

That Council **APPROVE** by **Absolute Majority** sponsorship funding to SEED Innovation Foundation Pty Ltd as follows:

Organisation Name	Project Name	Grant Amount
SEED Innovation Foundation Pty Ltd	VentureNorth Conference	\$20,000 (excl. GST)
	Plus Eight LEAP Bootcamp	\$18,000 (excl. GST)
<b>TOTAL</b>		<b>\$38,000 (excl. GST)</b>

**BACKGROUND**

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

SEED is a local entity established in late 2023 which focuses on connecting the City of Karratha with Western Australia’s broader innovation ecosystem. The ecosystem includes organisations, people, technology and processes that work together to create an environment that supports innovation. SEED seeks to improve the culture of local

innovation, enhance visibility of opportunities, attract entrepreneurs and diversify investment in Karratha.

The City provided \$32,750 (excl. GST) to Woodbines Enterprises Pty Ltd (Woodbines) at its meeting on 28 August 2023 under Policy DE04: Economic Development Grant. This funding was provided to Woodbines for the delivery of an innovation and co-working space in the City of Karratha. As part of this grant it was intended to determine if a co-working space would be feasible, and subject to that being the case SEED would be established. Woodbines conducted research and determined that there was demand for suitably equipped coworking facilities in Karratha and SEED was then established. Woodbines are continuing to work with the City to deliver on the requirements of their grant to establish the coworking facilities in the City. The first stage of the grant deliverables has been completed including community, government and industry engagement and consultation, building design concepts and business and financial modelling. Woodbines are currently negotiating with a private landowner for a lease and considering the fit-out costs and funding required to enable this.

SEED forms part of a larger ecosystem that intends to develop entrepreneurs and connect them with education, investment funds and capital required to establish their business. Existing ecosystem members include educational institutions, investment matchmakers, SEED funding and investment funds, as well as other local entrepreneurs. SEED has recently secured funding from the State Government's New Industries Fund as part of the latest round of the X-TEND WA Program for the purpose of connecting the City of Karratha to WA's innovation ecosystem.

SEED has identified that the City of Karratha and the broader Pilbara region are significantly underrepresented in Western Australia's innovation ecosystem. They further noted a strong interest amongst investors and educators in working with entrepreneurs in the Pilbara region. SEED intend for the conference and bootcamp to advance the understanding of the innovation ecosystem in Karratha and to link local entrepreneurs with members of the WA ecosystem from Perth.

SEED submitted a proposal to the City under the MESAP Policy on 13 May 2024 to hold the VentureNorth Conference and Plus Eight LEAP Bootcamp 2024.

#### VentureNorth Conference

The VentureNorth Conference will be held on 23 July 2024.

The event features a variety of activities, including keynote speeches, panel discussions, workshops and networking sessions. The main activities will take place at the Red Earth Arts Precinct, with additional activities hosted at the Karratha International Function Area and three local restaurants.

Some of the key speakers and organisations that will be represented include:

- Hon. Stephen Dawson MLC - Minister for Emergency Services; Innovation and the Digital Economy, Science and Medical Research;
- Derek Gerrard – Purpose Ventures, Venture Capitalist, Entrepreneur;
- Marcus Tan – Venture Capitalist, Co Founder HealthEngine;
- Nicole Lockwood – Malka Foundation;
- Paula Taylor – Co-Founder First Nations X, Founder West Tech Fest;
- Peter Rossdeutscher – Co-Founder First Nations X, Venture Capitalist;
- Curtin University;
- Department of Jobs, Tourism, Science and Innovation.



Key topics to be discussed at the event include:

- Accelerating regional entrepreneurship;
- Attracting investment into the region;
- Building economic depth and resilience;
- Engaging the wider ecosystem;
- Role of government and university in building resilient ecosystems;
- Corporates supporting emerging technology and innovation; and
- Building sustainable regional hubs.

The organisers anticipate that the VentureNorth Conference will attract approximately 150 delegates, with approximately 30% being from the Pilbara, 60% from Perth and 10% from elsewhere in Australia.

#### Plus Eight LEAP Bootcamp

The Bootcamp is a full day event to be held on 27 July 2024. The Bootcamp is intended to provide the essential skills and capabilities needed for founders to start developing their ideas. The Bootcamp targets early-stage entrepreneurs who have an idea but need the tools and support to convert their idea into a business. It is focused on supporting a select group of approximately 20 local entrepreneurs from the City of Karratha with the aim of providing them with the tools to start a business within the innovation space. This may include potential entrepreneurs from innovative industries such as IT, financial technology, renewable energy, e-commerce, advanced manufacturing or new technology such as artificial intelligence, machine learning, blockchain technology and 3D printing. Generally businesses that are suited to the Bootcamp are those with high growth potential and a novel concept or idea.

The event will feature a blended delivery approach, combining elements of a hackathon and a facilitated workshop with approximately 70% practical activities, 20% mentorship and peer feedback and 10% traditional classroom-style learning with lectures. The event will utilise modern methodologies such as problem-led ideation, lean prototyping, customer development, problem validation, and business model development.

SEED intends to engage Spacecubed to deliver the Bootcamp. Spacecubed was established in 2012, to create shared office space, deliver growth programs for entrepreneurs and establish thriving innovation ecosystems. Spacecubed's Plus Eight Program was launched in 2016 as a seed-funded accelerator program helping local startups. The program focusses on supporting entrepreneurs through the startup lifecycle. Spacecubed has a proven track record delivering the Plus Eight LEAP Bootcamp across Australia.

The Spacecubed Plus Eight LEAP Bootcamp program forms part of a broader suite of programs that Spacecubed deliver. The Bootcamp can be followed by a six week Plus Eight Sprint course and a six month SEED funded accelerator program.

The Bootcamp agenda includes the following topics:

- Developing a winning business model;
- How to test and validate your idea;
- How to find your first customers;
- Building a strong financial model;
- Crafting the perfect pitch; and
- Pitching to a panel of mentors.

#### **DISCUSSION**

##### Proposal

SEED have invited the City to sponsor the VentureNorth Conference and Plus Eight LEAP Bootcamp for an investment of \$38,000 (excl. GST) split into:

Event	Sponsorship Request	Value (excl. GST)
VentureNorth Conference	Premier Parter Sponsorship	\$20,000
Plus Eight LEAP Bootcamp	Naming Sponsor	\$18,000

*VentureNorth Conference - Premier Partner Sponsorship*

The City will receive the following entitlements:

- Naming rights to the event;
- Opportunity for a five minute presentation during the event;
- Display banner in main conference room;
- Display banner in foyer;
- Four VentureNorth passes;
- Advertising in the conference program;
- Company logo featured on conference marketing;
- Delegate contact list of all attendees;
- Recognition as ‘name partner sponsor’ with company logo on all conference presentations; and
- Listing on conference website.

*Plus Eight LEAP Bootcamp - Naming Sponsorship*

The City will receive the following entitlements:

- Exclusive naming rights;
- Recognised as the delivery partner;
- Recognition on all digital and print media;
- Two display banners in the room throughout the event; and
- City officials can attend the event as observers.

A full copy of the invitation and sponsorship entitlements for both the VentureNorth Conference and Plus Eight LEAP Bootcamp is included as **Attachments 1, 2 and 3**. The budget for the event is included as **Attachment 4**.

Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy and a copy of this evaluation of both components of the VentureNorth Conference and Plus Eight LEAP Bootcamp is included as **Attachment 5**.

In summary, the evaluation determined that the proposal:

1. Aligns with the City’s strategies and plans and aligns with the MESAP Policy to attract conferences and events to the region, support local business and support business development, growth, diversification and innovation;
2. Would provide modest economic benefit to the region with an estimated local spend of approximately \$122,030 (excl. GST);
3. Has strong potential to generate additional economic benefits downstream through the events and development support to improve the local innovation culture, increase the visibility of opportunities, attract entrepreneurs, and diversify investment in the region;
4. Will have limited environmental impact;
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad audience of participants from throughout Australia, and in particular exposure to Western Australia’s innovation ecosystem; and
6. The delivery of the event is highly dependent on the financial support of the City. The organisers have indicated that although they have several funding streams for the VentureNorth Conference, they remain dependent on City for financial support. At the current scope, the organisers will require a minimum of \$28,000 to host the VentureNorth Conference and the Plus Eight LEAP Bootcamp. If the City decides on support less than \$28,000 the organisers will cancel the Plus Eight LEAP Bootcamp. If

the City decides not to provide funding at all, the VentureNorth Conference will continue, but the organisers may scale down some of its activities.

The VentureNorth Conference and Plus Eight LEAP Bootcamp 2024 is considered a good opportunity for the City to support a unique conference that would complement the City’s current offering and bring economic benefit to the City.

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

<b>Event</b>	<b>City Contribution (ex GST)</b>	<b>Direct &amp; Indirect Spend (ex GST)</b>	<b>Return on Investment (ex GST)</b>
2023 Pilbara Summit	\$20,000	\$743,000	\$37.15
2023 Karijini Experience	\$10,000	\$35,000	\$3.50
2024 Developing Northern Australia Conference	\$142,000	\$802,550	\$5.65
2024 Pilbara Summit	\$33,000	\$821,000	\$24.88
<b>VentureNorth Conference and Bootcamp</b>			
<b>VentureNorth Conference and Plus Eight LEAP Bootcamp – Officer Recommendation</b>	\$38,000	\$122,030	\$3.21
<b>VentureNorth Conference Only</b>	\$20,000	\$115,830	\$5.79
<b>Plus Eight LEAP Bootcamp Only</b>	\$18,000	\$6,200	\$0.34

Administration has considered the sponsorship opportunity and is of the view that the request for funding provides modest immediate economic return on investment. Due to its highly focused attendees, the bootcamp does not have the same level of direct economic return on investment in the City as other events that have been funded through the MESAP Policy. Although the immediate economic return on investment is comparatively low when compared to other similar events that the City has sponsored, this application does show the potential to generate strong return on investment through downstream economic benefits such as improved understanding of the innovation ecosystem and providing direct support to entrepreneurs to establish their businesses in the region. Additional downstream economic benefits may include:

- Establishing early-stage companies that develops new products or services;
- Developing new and innovative industries that increases the City’s economic sustainability;
- Diversifying the economy, thereby reducing the region's reliance on the resource sector;
- Attracting skilled professionals and investors; and
- Creating new job opportunities in emerging industries.

Because of these additional downstream benefits it is considered appropriate for the City to support the event for the full amount of funding requested.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant internal departments.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The City’s MESAP Policy applies.

**FINANCIAL IMPLICATIONS**

As Council is considering this sponsorship application so late in the 2023/24 financial year the budget to fund the sponsorship will be taken from the 2024/25 budget, provided it is adopted by Council. The proposed MESAP budget for the 2024/25 financial year is \$ 112,000 with \$42,000 committed. A further \$40,000 is proposed to be committed through a separate item in this Council Meeting Agenda. If Council decides to support this item as per the officer’s recommendation \$30,000 will remain available to be allocated. If Council adopts the officer’s recommendation in this report to fund \$38,000 (excl. GST) for sponsorship of the VentureNorth Conference and Plus Eight LEAP Bootcamp, the budget shortfall will be adjusted at the next available budget review.

**STRATEGIC IMPLICATIONS**

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

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

This initiative further aligns with the City’s Corporate Business Plan 2020-2025:

Programs/Services:	2.d.3.1	Economic Development
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**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	The event's delivery relies heavily on the City's financial support, with a minimum of \$28,000 required to host both the VentureNorth Conference and the Plus Eight LEAP Bootcamp. If the City provides less, the bootcamp will be cancelled, and some conference activities, including the number of speakers, venue, and marketing, may be scaled down; this risk will be managed through a funding agreement.
Service Interruption	N/A	Nil.
Environment	Low	Low environmental risk as the event will be held in at the Red Earth Arts Precinct and venues that are required to have the appropriate approvals and permits. No impacts are on the natural environment and/or residential noise.
Reputation	Low	Low reputational risk of the City providing funding to events that are not able to be delivered or are

Category	Risk level	Comments
		<p>delivered to an inadequate standard. Risk will be managed through a funding agreement.</p> <p>The event's delivery relies heavily on the City's financial support, with a minimum of \$28,000 required to host both the VentureNorth Conference and the Plus Eight LEAP Bootcamp. If the City provides less, the bootcamp will be cancelled, and some conference activities, including the number of speakers, venue, and marketing, may be scaled down; this risk will be managed through a funding agreement.</p>
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through a funding agreement. The City will work with SEED Innovation Foundation to ensure the sponsorship is acquitted to a satisfactory standard.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council has endorsed proposals under the MESAP Policy and these are captured in the table provided in the Discussion section of this report.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer's recommendation.

Option 2

That Council APPROVE by Absolute Majority sponsorship funding to SEED Innovation Foundation Pty Ltd as follows:

Organisation Name	Project Name	Grant Amount
SEED Innovation Foundation Pty Ltd	VentureNorth Conference	\$ (excl. GST)
	Plus Eight LEAP Bootcamp	\$ (excl. GST)
TOTAL		\$ (Excl. GST)

Option 3

That Council by DECLINE sponsorship funding to SEED Innovation Foundation Pty Ltd.

**CONCLUSION**

SEED has requested total sponsorship of \$38,000 (excl. GST) for the delivery of the VentureNorth Conference and Plus Eight LEAP Bootcamp 2024 through the City's MESAP Program. The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that Council support the sponsorship application for the full amount of funding requested.

**COUNCILLOR QUESTION:**

The time frame between approval and actual event is short. Is this event and timeline actually viable?

**CITY RESPONSE:**

The applicant has done quite a bit of work to get to this point and Officers are confident, based on their discussion with the applicant, that the event is viable.

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**COUNCILLOR QUESTION:**

The City previously gave \$32,000 to this company. Is this application being treated as separate to the amount given to the company previously?

**CITY RESPONSE:**

Yes, it is a separate application. It is for Council to determine if they would like to provide further funding to SEED for this proposal, noting that the State government has also provided funding and support for this event. Business innovation and entrepreneurship is not an area that local government specialises in, and Officers believe that having a passionate, local group looking to grow this potential in Karratha is something to be supported.

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

### **12.1 TO INVITE PANEL APPLICATIONS FOR CIVIL CONSTRUCTION AND MAINTENANCE SERVICES**

<b>File No:</b>	CM.619
<b>Responsible Executive Officer:</b>	Director Strategic Projects & Infrastructure
<b>Reporting Author:</b>	Director Strategic Projects & Infrastructure
<b>Date of Report:</b>	29 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

#### **PURPOSE**

For Council to consider inviting applications to join a panel of pre-qualified suppliers (Panel) for Civil Construction and Maintenance services.

#### **OFFICER’S RECOMMENDATION**

**That Council:**

- 1. AGREE to invite applications to join a Panel for Civil Construction and Maintenance Services for a period of three years in accordance with the scope of works outlined in this report.**
- 2. AGREE that the Panel for Civil Construction and Maintenance Services is to include;**
  - a. The appointment of between two and five contractors**
  - b. The maximum value of any one off project or maintenance works is capped at \$5m excluding GST; and**
- 3. ENDORSE the selection criteria as follows;**

Criteria	Weighting
<b>Price</b>	<b>40%</b>
<b>Relevant Experience</b>	<b>30%</b>
<b>Capacity to Deliver</b>	<b>30%</b>

#### **BACKGROUND**

The City of Karratha (City) owns in excess of \$1bn worth of assets of which approximately \$465m consist of sealed and unsealed roads, carparks, culverts, kerbs, pathways, boat ramps, stormwater drains and bridges.

Council makes provision in its Long-Term Financial Plan, 10 Year Capital Works Program and Annual Budgets for the replacement, renewal, and ongoing maintenance of its assets. Construction of new assets in accordance with a range of Council adopted plans and

strategies plus additional assets acquired as further land is developed means the City's asset portfolio is likely to increase over time.

The City Administration is structured with project management and asset maintenance teams who predominately have responsibility for planning construction of new, renewing and maintaining of the City's assets. Maintenance is typically planned and performed using a combination of inhouse professional qualified expertise, trade certified and general maintenance staff.

The work performed by the City Staff is supplemented by a range of service contractors specialising in their fields of expertise. Examples of preferred service contracts that support project delivery and asset maintenance for the City include Mechanical Services, Building Services, Electrical Services, Plumbing and Gas Services and Fire Systems Management amongst others. In the Civil Construction and Maintenance realm the City has preferred contracts for the Supply and Laying of Concrete and Kerbing, and the Supply and Laying of Asphalt and Profiling Services.

A combination of inhouse and contracted service has proven necessary, cost effective and advantageous providing best opportunity to ensure required service levels can be achieved. This approach has also enabled the City staff to leverage off the skills and experience of local contractors to value add to City projects and maintenance planning whilst supporting local economic development.

With significant economic activity occurring in Western Australia and specifically within our District, the labour market has tightened, providing challenges for the City in attracting and retaining necessary skills, and on occasion, securing contractors at competitive pricing to deliver works. During these times the City has had to prioritise works largely based on risk often resulting in delays to some work schedules, projects and programs. Further, due to current legislative provisions and City procurement policy requirements, the City has not been as agile and timely in completing reactive or urgent works due to the need for more formal quoting and tendering requirements.

In recent times more urgent remedial works at Cossack Rd Culvert and King Bay Road Culvert may have been served better by the City having the capacity to engage the civil construction market in a simpler manner, thus collectively working up design and construction solutions, procuring materials earlier and scheduling works versus more traditional City methods of engaging consultants for design and then construction contracts. Other projects such as the Balmoral / Hillview Road reconstruction project may also have benefited if a preferred contractor had been engaged in planning the methodology of the project to identify various constructability options and traffic management scenarios rather than relying on all Contractors tendering for the work to be required to do the same. The concerns raised with Officers post this tender is the time and costs taken to carefully plan the proposed works by each Contractor tendering with no guarantee that a Contractor would secure the works.

To address these and other issues and provide the City with more flexibility to deliver its projects and programs, Officers are proposing that the City seek to appoint a Panel of Civil Construction and Maintenance Service contractors who have extensive expertise and skills to assist the City with various construction and maintenance works. The scope of works proposed for this contract includes the following activities if required;

- Shoulder reconstruction on roads
- Re-sheeting and maintenance of unsealed roads



- Earthworks associated with maintenance and construction of drainage This includes the installation of concrete infrastructure such as culverts, spillways, and other assets that allow for effective water management and protection.
- Supply and installation of roads including, earthworks, pavement and wearing course construction, round-a-bout and other traffic management infrastructure associated with pavement construction, signage and line marking, kerbing and footpath installation, road safety infrastructure and the supply of materials.
- Earthworks associated with non-road infrastructure such as ovals, greenspaces, brick pavement, retaining walls, skateparks and buildings.
- Management and delivery of sub-divisions, including drainage infrastructure, service installation, stakeholder management of service providers and approvals, earthworks construction, pavement construction, wearing pavement course installation, kerbing installation, signage, and line marking installation.
- Desilting and maintenance of boat ramps and jetty's,
- Clearing and grubbing of land,
- Topsoil installation and revegetation,
- The supply and cartage of various materials,
- Construction of carparks and other parking infrastructure.
- Construction of pump tracks, BMX tracks and other community facilities.
- Excavation of trenches and shoring as required.
- Feature survey works and other survey functions associated with delivering items within this scope.
- The construction of civil assets such as boat ramps and shade structures.
- Management of sub-contractors in relation to delivering items within this scope.

In accordance with Council Policy CG12 - Purchasing, the decision to establish a Panel shall either be determined via Council resolution, or the relevant delegation of authority. Panels may be established for one supply requirement, or a few similar supply requirements under defined categories within a Panel. Panels are to be established for a minimum term of one (1) year and up to a maximum term of three (3) years, inclusive of any options to extend or renew the contract. Where a Panel is to be established, the City will endeavour to appoint at least three (3) suppliers to the Panel or each category within the Panel, on the basis that best value for money is demonstrated. A minimum of two (2) suppliers are required to establish a Panel, or for appointment to a category within the Panel.

When the City invites applications to join a Panel, the invitation must include:

- the evaluation criteria to be used to assess the applications;
- the expected number of suppliers that the City intends to put on the Panel;
- a description of how work will be distributed amongst the Panel members;
- what will happen if a Panel member decides to leave the Panel; and
- whether or not the City intends to purchase the goods or services exclusively from the Panel.

## **DISCUSSION**

Officers propose that a Panel is established for a three (3) year term consisting of a minimum of two (2) and a maximum of five (5) contractors. Establishing a Panel over a maximum three (3) year term could enable the City and contractors to establish and foster cooperative working relationships, enable time to assist in scheduling and planning of longer term works and assist to inform future budgets. Through including a minimum of two (2) and maximum of five (5) contractors Officers suggest that this approach will assist to ensure the City receives competitive pricing for each works proposed, that each panel member has a reasonable opportunity to secure work through the panel whilst also making the panel size manageable.

If supported, to select from the proposed Panel, Officers propose a Schedule of Rates would be established as part of the process for all the services required to enable a simple evaluation of cost based on time and effort per procurement activity. Officers would have the ability to then ensure that value for money was being achieved in reviewing the extent of time proposed per job knowing that rates were capped. Typical rates that could be sought include;

- Labour and plant rates of operators and machinery for various common use plant types.
- Labour rates for Project Managers, Engineers, HSE Advisors and Site Supervisors to allow for effective project management.
- Cost of materials
  - Clean fill
  - Top soil
  - Subbase material
  - Basecourse materials
  - Sand
  - Concrete disposal
  - Recycled concrete road base
  - Recycled Asphalt
  - Recycled Glass
  - Ballast
  - Rock associated with rock pitching and batter protection
  - Water

In seeking to establish a Panel the aim is to have multiple contractors appointed that can assist the City to facilitate the timely delivery of projects, renewals and maintenance of civil assets. The Panel would be accessed at times when the nature of the works required contractor engagement and was beyond the City's in house capacity to deliver.

If supported and a Panel is established, Officers propose the City would then engage and procure from the Panel using a simple Request for Quotation process selecting a contractor each time who best demonstrates the ability to provide timely services at a competitive price. As part of this process typical tender requirements would not be required therefore simplifying the procurement process for panel members and the City as contractors would have been prequalified to deliver the works. Officers also propose that Panel members would not be guaranteed a minimum volume of work, more so required to bid each time.

The Panel proposal is designed to create a readily available resource pool of both operators and equipment to supplement the City's workforce when required. The appointment and subsequent engagement of suppliers to the Panel is likely to also support economic development within the City noting that local contractors are likely to be more agile in their ability to service the City's needs. Further, as the City would be able to engage contractors on the Panel quickly for urgent and day-to-day operational requirements, this will reduce administration pressure through more formal and lengthy procurement processes. The use of a Panel should also enable improved budget estimation and forecasting reflective of an agreed schedule of rates.

While establishing a Panel offers many benefits there may on occasions be reasons not to use a Panel. This could include when panel members are unable to deliver works in a timely manner, no quotations are received, quotations received are deemed too high by Officers or the value of the proposed works is significant or complex and warrants consideration to an open tender. For these reasons Officers recommend that the preference be given to panel members to quote works up to an agreed value with any work proposed beyond that value

requiring a separate procurement process. Further if panel members can't deliver the works or prices are deemed unreasonable by Officers having first sought quotes from the Panel, then Officers propose that they would seek further prices through an open tender or quotation process.

In regard to establishing a potential value cap, a review was completed of more recent and proposed works consistent with the scope of works proposed in this Panel. This includes the following maintenance and renewal works;

• Cossack Road Culvert (proposed)	\$1.5m
• King Bay Road Culvert (proposed)	\$500k
• Coolawanyah / Dewitt Intersection Modifications (proposed)	\$1.2m
• Annual Road Resheeting Program	\$650k
• Hillview / Balmoral Road Reconstruction	\$5m
• Unsealed Rural Road Maintenance	\$185k
• Shoulder Grading	\$125k
• Gravel Resheeting	\$650k
• Drainage Maintenance	\$650k
• Boat Ramp Maintenance	\$300k

Examples of new projects that the Panel could be engaged to deliver include;

• Hancock Way Residential Subdivision	\$2.7m
• Kevin Richards Memorial Oval Car Park	\$630k
• Madigan Road Modification (for Development WA)	\$2.7m

Officers anticipate that the Panel would be accessed primarily for maintenance and asset renewal works noting the volume far outweighs new projects.

Based on the values highlighted above Officers propose that the cap for use of the Panel is established at \$5m excluding GST. Should any works exceed this value an open procurement process would be required.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

Section 3.57 of the *Local Government Act 1995* requires tenders be sought above a prescribed amount in accordance with regulations.

Regulation 11(2)(k) and Part 4 Division 3 — Panels of pre-qualified suppliers of the *Local Government (Functions and General) regulations 1996* prescribes a tender is not required if the goods or services are to be supplied by a pre-qualified supplier and how a Panel is to be established.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

Officers have consistently engaged with contractors during and post procurement processes to understand any issues and challenges that contractors are having in bidding for work and the City has had in awarding works.

**POLICY IMPLICATIONS**

Council Policy CG12 – Purchasing Policy is applicable to this matter.

Specifically, section 3.9 Panel of Pre-Qualified Suppliers is relevant to this matter which sets out the process for establishing a panel, distributing work amongst panel members and purchasing from a panel.

Officers propose the following selection criteria and weighting be applied to the evaluation of panel applications:

Criteria	Weighting
Price	40%
Relevant Experience	30%
Capacity to Deliver	30%

It is recommended that a minimum of two (2) and maximum of five (5) contractors are appointed to the Panel.

**FINANCIAL IMPLICATIONS**

All funding for construction and maintenance works delivered under the Panel would be included within the City’s approved 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:	1.a.1.1	Civil Infrastructure Works Construction & Maintenance
Projects/Actions:	1.a.1.1.20.3	Implement Stormwater and Culvert Renewal Programs
Projects/Actions:	1.a.1.1.20.4	Implement the Annual Resheeting Program
Projects/Actions:	1.a.1.1.21.1	Continue to Implement Drainage Maintenance program
Projects/Actions:	1.a.1.1.21.4	Continue to Implement Shoulder Grading Program
Projects/Actions:	1.a.1.1.21.6	Continue to Implement Boat Ramp Maintenance Program

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Officers propose that works are allocated to panel members based on capacity and on a competitive quotation basis  Officers propose to use Australian Standard contract 4902 as amended to administer the contract.
Service Interruption	Moderate	Recent experience suggests that delivering the City's projects and programs in a timely and affordable manner has proven difficult on occasions. By ensuring the City has contractors available to supplement City staff and plan and deliver works provides an improved opportunity to deliver on the City's annual projects and program requirements
Environment	N/A	Nil
Reputation	Moderate	By establishing a Panel the City has an opportunity to work more closely with contractors to plan and deliver works
Compliance	Low	Establishment of a Panel and distribution of works is required to comply with the relevant legislation and Council's <i>CG-12 Purchasing Policy</i>

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The City engages multiple contractors to provide specialised construction and maintenance services. The most recent was at the February 2024 Ordinary Meeting where Council awarded RFT 12-23/24 for the Supply and Laying of Concrete and Kerbing.

Establishing a Panel for Civil Construction and Maintenance Services creates a new precedent and contract at the City.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer's recommendation.

Option 2

1. AGREE to invite applications to join a Panel for Civil Construction and Maintenance Services for a period of three years in accordance with the scope of works outlined in this report; and
2. AGREE that the Panel for Civil Construction and Maintenance Services is to include;
  - a. The appointment of between \_\_\_\_ and \_\_\_\_ contractors
  - b. The maximum value of any one-off project or maintenance works is capped at \_\_\_\_ excluding GST; and

3. ENDORSE the selection criteria as follows;

Criteria	Weighting
Price	40%
Relevant Experience	30%
Capacity to Deliver	30%

Option 3

NOT PROCEED to invite applications to join a Panel for Civil Construction and Maintenance Services at this time.

**CONCLUSION**

Officers propose that the Council consider the establishment of a panel of pre-qualified contractors for Civil Construction and Maintenance Services. As detailed in this report Officers propose that this opportunity provides the following potential benefits:

- Supports greater collaboration between contractors and the City to trouble shoot issues
- Supports improvement to cost and budget estimation
- Provides an improved opportunity for the City to achieve its maintenance service levels
- Provides an improved opportunity for the City to deliver its construction programs
- Provides an opportunity for the City to be more agile in responding to issues as they arise
- Provides an opportunity to support local economic development

If the Officers recommendation is supported a further report would be presented to Council to consider applications and recommendations for appointment to the Panel.

**COUNCILLOR QUESTION:**

Are we governed by legislation around the type of criteria we put in? Could we put in local content criteria and have a heavier weighting (outside of the local price preference)?

**CITY RESPONSE:**

Council has a purchasing policy, as required under legislation, that governs its approach to procurement, including the criteria it uses when selecting a preferred contractor. A local pricing preference is considered as per the legislation and Council policy.

In terms of this proposed contract, capacity to deliver is proposed as a key consideration noting that utilising the panel for urgent and reactive maintenance works is proposed as part of the scope of works. This means this contract is well suited to companies that have a local presence but does not make it exclusive to local suppliers.

As the proposed weighting and selection criteria for this Contract varies from Council’s purchasing policy, a decision to agree on these criteria is part of the Officer’s recommendation.

**COUNCILLOR QUESTION:**

Will creating this panel preclude the City from going to tender for certain works?

**CITY RESPONSE:**

Yes, the panel is proposed to have a schedule of rates for various construction and maintenance activities.

The intention is that Officers would go to Panel Members and invite each to quote on various works as required. The contractor that best demonstrates the ability to perform the work within the required timeframe at the best cost would be awarded the contract. Contracts would only be awarded in accordance with Council's Budget allocation and relevant purchasing delegated authority. Where Officers don't believe value is being realised, the option to go to Open Tender will remain an option.

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**COUNCILLOR QUESTION:**

What is the advantage of being on the panel?

**CITY RESPONSE:**

There are several including but not limited to;

- Simplifies administration for the City in seeking quotes as opposed to tenders
- Simplifies the administration for contractors in preparing quotations
- Provides the opportunity to engage with the market earlier to schedule and plan works
- Will assist to improve budgeting and financial management

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**COUNCILLOR QUESTION:**

Is this the first time the city has had a panel?

**CITY RESPONSE:**

No, the City has had others in the past including a Plumbing Services Panel. This is the first panel of its type for construction and civil maintenance activities.

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**COUNCILLOR QUESTION:**

Is there a risk the panel members will be consistently above the budget?

**CITY RESPONSE:**

The aim is to improve the City's budgeting through earlier engagement and scoping of works with panel members. Any procurement through the Panel still has to have regard for Council's Budget allocation.

## 12.2 REQUEST TO CALL TENDERS FOR PEST CONTROL MANAGEMENT SERVICES

<b>File No:</b>	RFT0000015
<b>Responsible Executive Officer:</b>	Director Strategic Projects & Infrastructure
<b>Reporting Author:</b>	Contract Administration Officer
<b>Date of Report:</b>	28 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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### PURPOSE

For Council to consider calling Tenders for Pest Control Management Services.

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### OFFICER'S RECOMMENDATION

**That Council AGREE to invite Tenders for Pest Control Management Services for a period of three (3) years with two (2) x one (1) year extension options, exercisable at the sole discretion of the City and in accordance with the scope of works as outlined in this report.**

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### BACKGROUND

The City of Karratha (City) manages and maintains a number of facilities and staff houses which include preventative and reactive treatments for termites, Singapore ants, rodents and other pest and vermin.

Historically, the Council has supported calling of tenders and awarding contracts for these works. The current contract, RFT43-18/19, is a three (3) year contract with two (2) x one (1) year extension options. The second option was exercised 21 October 2023 and will expire 20 October 2024.

As the current contract is due to expire Officers propose consideration to tendering a further contract. If supported, the proposed scope of works includes carrying out preventative and reactive pest control works in accordance with the approved Pest Control Plan and/or Termite & Singapore Ant Control Plan for the various areas and buildings using a chemical barrier treatment in compliance with the following:

- AS3660.2-2014 Termite Management
- AS3660.3-2014 Termite Management
- AS4349.3-2010 Inspection of Buildings
- AS3660.1-2014 Termite management
- Health (Pesticides) Regulations 2011

### DISCUSSION

Historically the City has tendered the works due to the specialised nature of works as the local economy has several suppliers who may be capable of delivering the required services.



The City does not currently have the necessary resources or qualified pest control technicians to perform the works inhouse.

**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**

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**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

CG-12 Purchasing and CG-11 Regional Price Preference Polices are applicable to this matter.

Officers propose the following tender selection criteria that complies with Councils Purchasing Policy;

<b>Criteria</b>	<b>Weighting</b>
<b>Relevant Experience</b>	<b>20%</b>
<b>Capacity to Deliver</b>	<b>15%</b>
<b>Methodology</b>	<b>15%</b>
<b>Sustainability</b>	<b>5%</b>
<b>Price</b>	<b>45%</b>

**FINANCIAL IMPLICATIONS**

An allocation of \$60K 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 a minimum \$300K (excl GST) assuming an annual CPI increase may be applied.

**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.1.5	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	The contractor is to use approved pesticides in line with current regulations and standards.
Financial	Low	Expenditure to be monitored against approved budgets. Scheduled and reactive maintenance reduces risk of pest damage to the City’s assets.
Service Interruption	Low	Works to be conducted in line with the approved scheduled as arranged with the Facility Managers.
Environment	Low	The contractor is to use approved pesticides in line with current regulations and standards.
Reputation	N/A	Nil.
Compliance	Low	The contractor is to maintain appropriate pest control licences, certifications and registrations required under Federal, State and Local Government legislation for the duration of the contract.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

At the November 2019 OCM, Council resolved (Resolution 154474) to award a tender (RFT 43-18/19) for Pest Control Management Services.

**VOTING REQUIREMENTS**

Simple and Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council RESOLVES to not invite tenders for Pest Control Management Services and consider an alternate service delivery model with the City performing the services inhouse.

**CONCLUSION**

Council is requested to consider the request to invite tenders for Pest Control Management Services contract. Council has, in the past, supported inviting of tenders and awarded contracts for general Building Facilities Maintenance. The current Pest Control Management Services contract ends on 20 October 2024 and a new contract provides the opportunity to ensure the City’s pest control needs are met.

## **13 CHIEF EXECUTIVE OFFICER REPORTS**

### **13.1 ITEMS FOR INFORMATION ONLY**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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#### **PURPOSE**

To advise Council of the information items for June 2024.

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

That Council note the following information items:

**13.1.1 Community Experience Information Report April 2024**

**13.1.2 Development Services Update Report May 2024**

**13.1.3 Public Agenda Briefing Session Additional Information May 2024**

**13.1.4 Concession on Fees for City Facilities April 2024**

**13.1.5 Record of Tender Outcome Under Delegation**

**13.1.1 COMMUNITY EXPERIENCE INFORMATION APRIL 2024**

**File No:** CS.23  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** EA Community Experience  
**Date of Report:** 27 May 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

**PURPOSE**

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

**Attendance & Utilisation Summary**

<b>Facility Attendance</b>	<b>Apr 2023</b>	<b>Apr 2024</b>	<b>%</b>
The Youth Shed	695	955	+ 37%
The Base	834	1176	+ 41%
Total Library	6,691	10,434	+ 56%
Karratha Leisureplex	35,729	38,254	+ 7%
Wickham Recreation Precinct	3,480	3,552	+ 2%
Roebourne Aquatic Centre	468	195	- 58%
Red Earth Arts Precinct	98,032	81,186	- 17%
Arts Development & Events	3,793	1,102	- 71%
Indoor Play Centre	2,238	2,594	+ 16%
<b>Community Liveability Programs</b>	<b>Mar 2024</b>	<b>Apr 2024</b>	<b>%</b>
Security Subsidy Scheme properties	20	19	- 5%
Meet the Street Parties	0	1	+ 100%

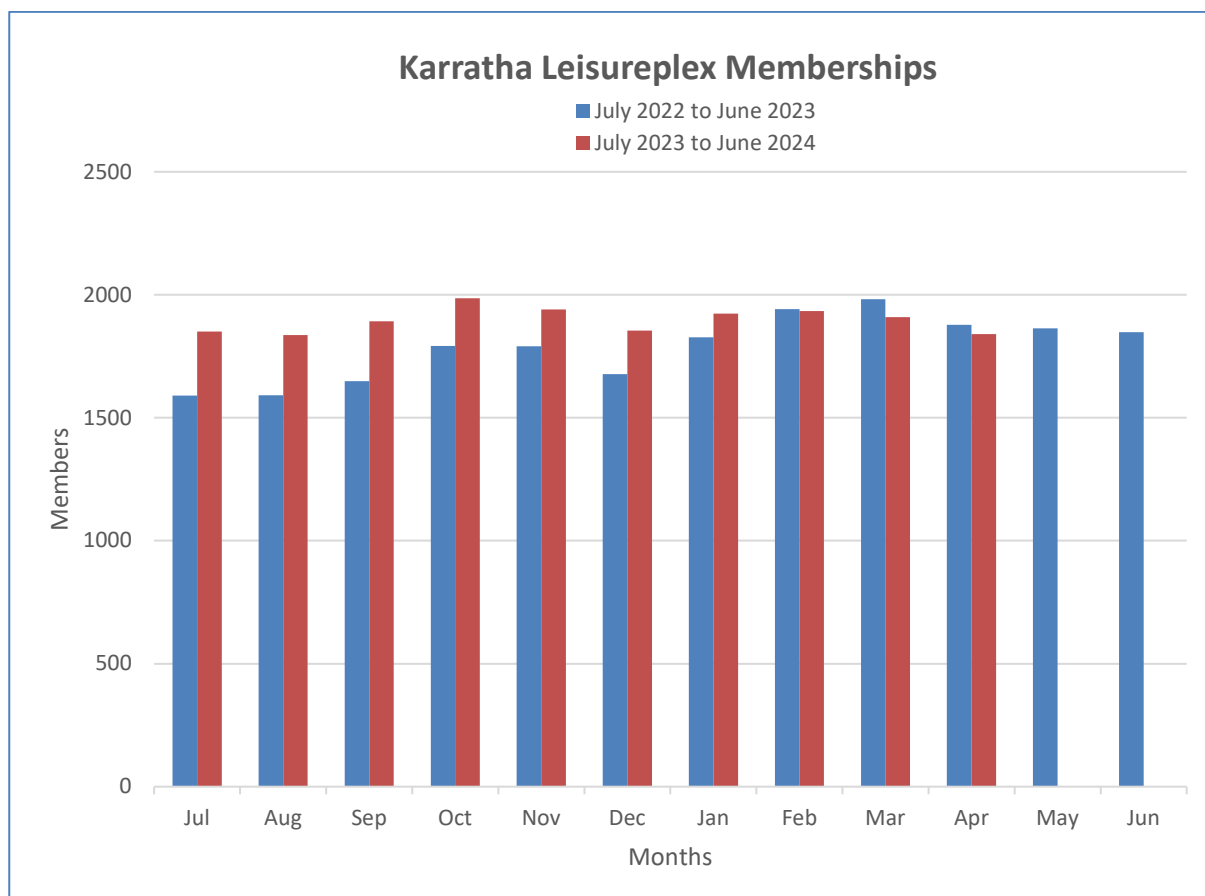
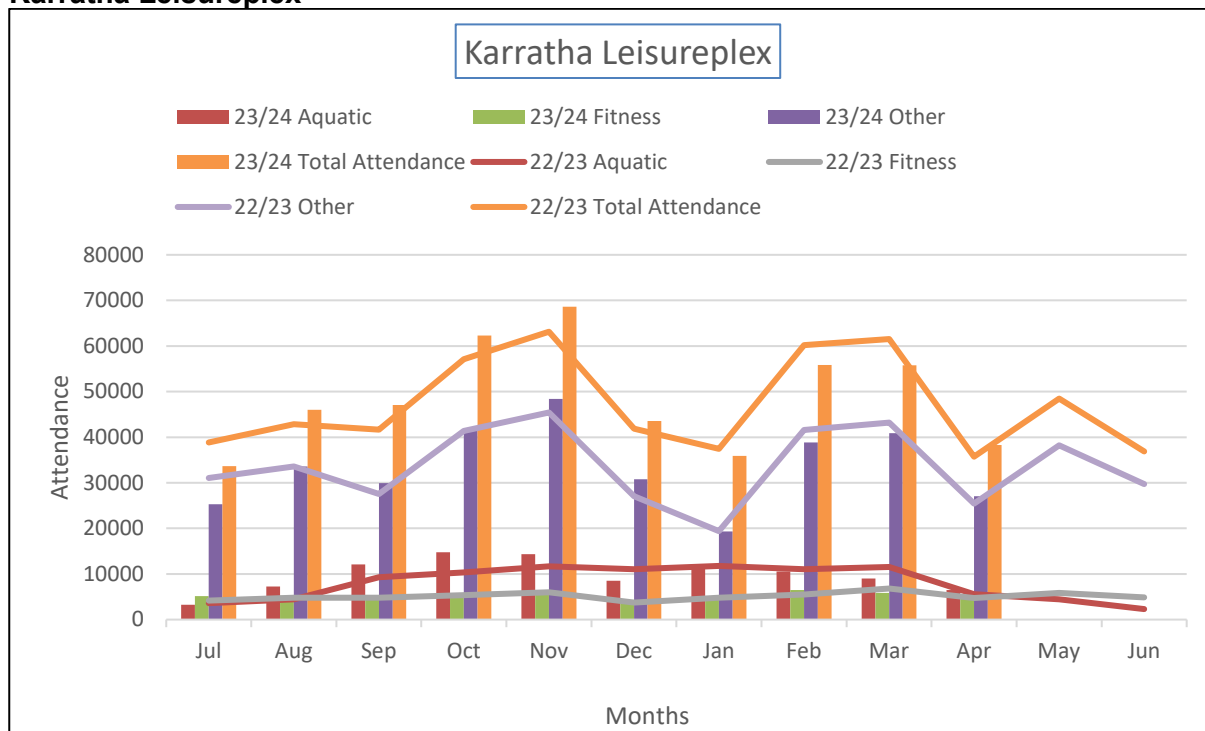
**Small Community Grants**

The following Small Community Grants were awarded for April 2024. The total contribution is \$4,000.

**April 2024**

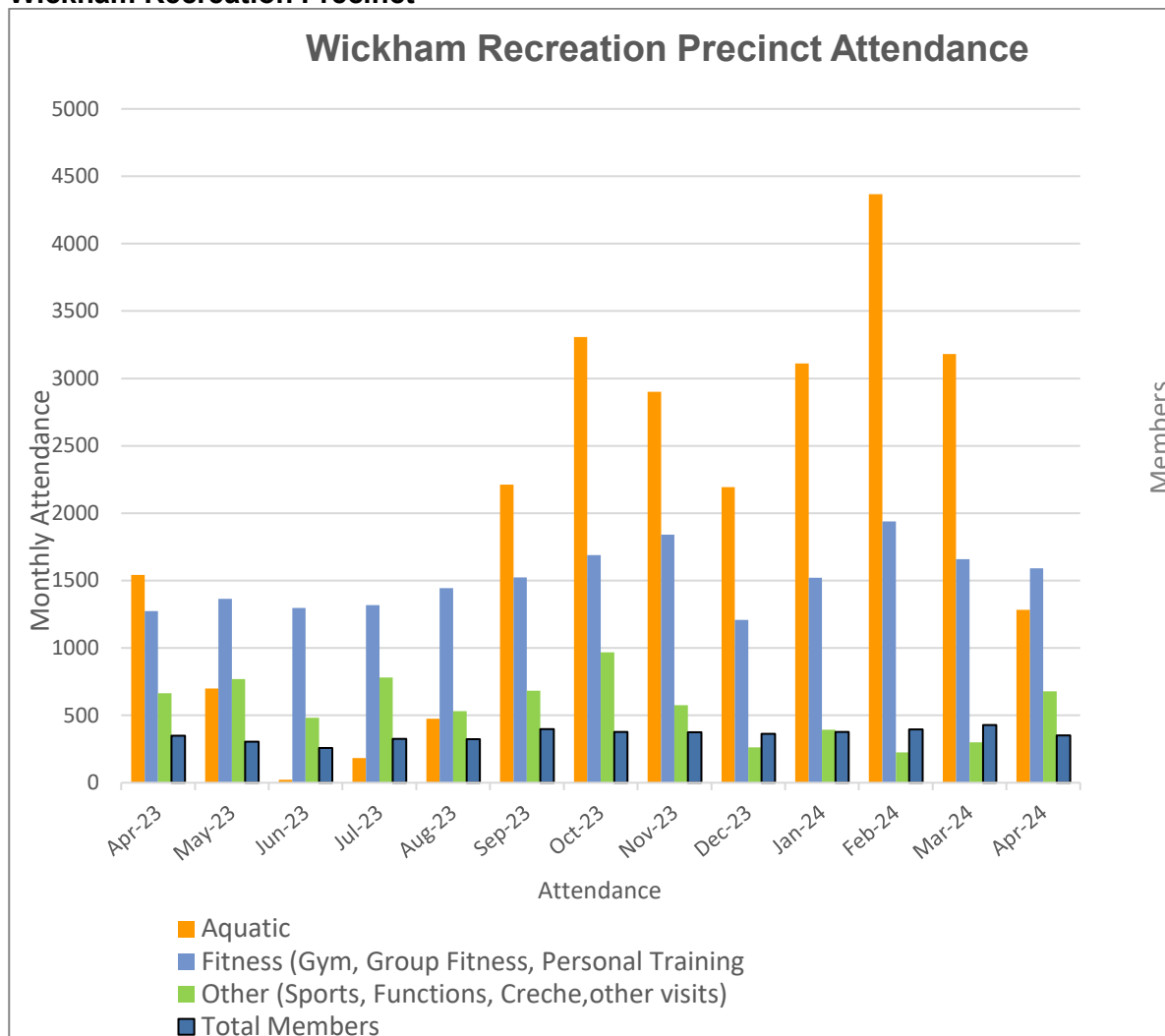
Town	Who	What	Awarded ex GST
Karratha	Northern Swimming Association	Funding to assist towards offsetting the costs of flights to attend coaching courses in both Canberra and Canada.	\$1,000
Wickham	Wickham Netball Association	Funding towards accredited netball coaching courses for 10 participants.	\$1,000
Karratha	Karratha BMX Club	Funding application to assist two members to compete at the BMX World Championships, USA.	\$2,000

**Karratha Leisureplex**



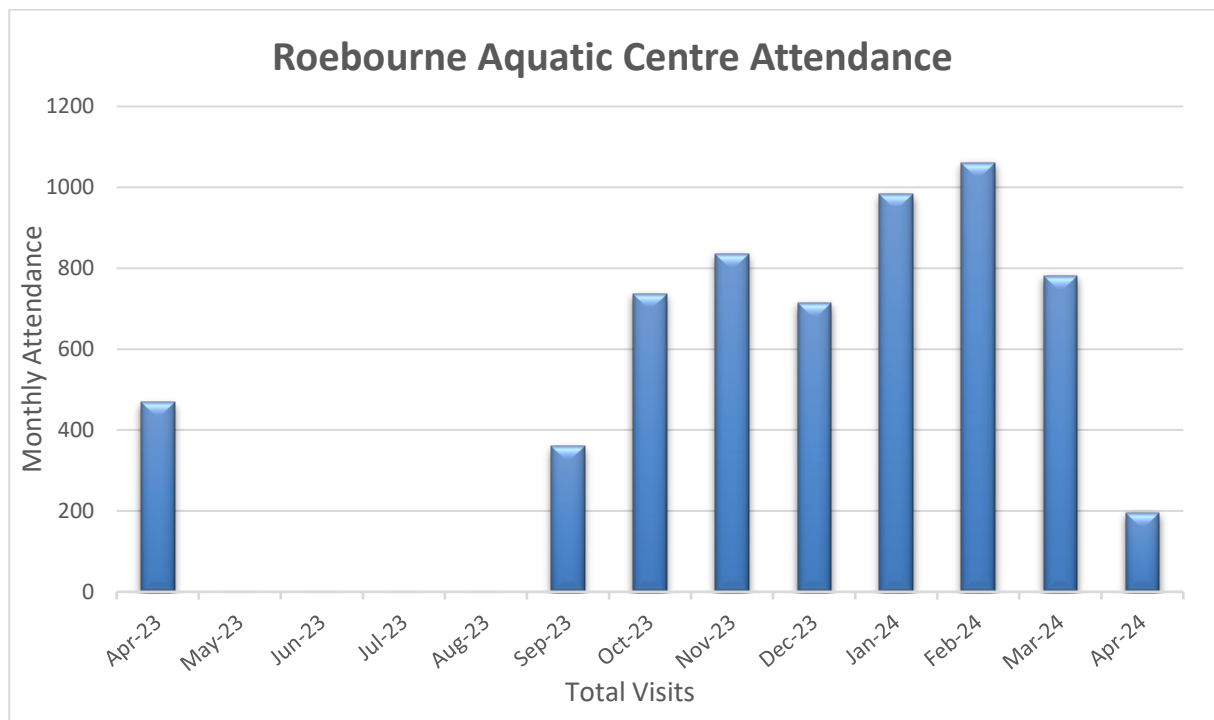
Total attendance was up by 7% on April 2023 with a total of 38,254 patrons. This can be attributed to the strong growth in netball and increased aquatic attendance in April. Memberships continued a downward trend (normal for this time of year) with a total of 1,840. 423 enrolments were received for Term 2 Swim School (winter).

**Wickham Recreation Precinct**



Wickham Recreation Precinct had a slight increase in memberships and group fitness attendance from April 2023. WAC has seen a slight decrease in aquatic entries in all categories compared with the same time last year due to the cooler weather.

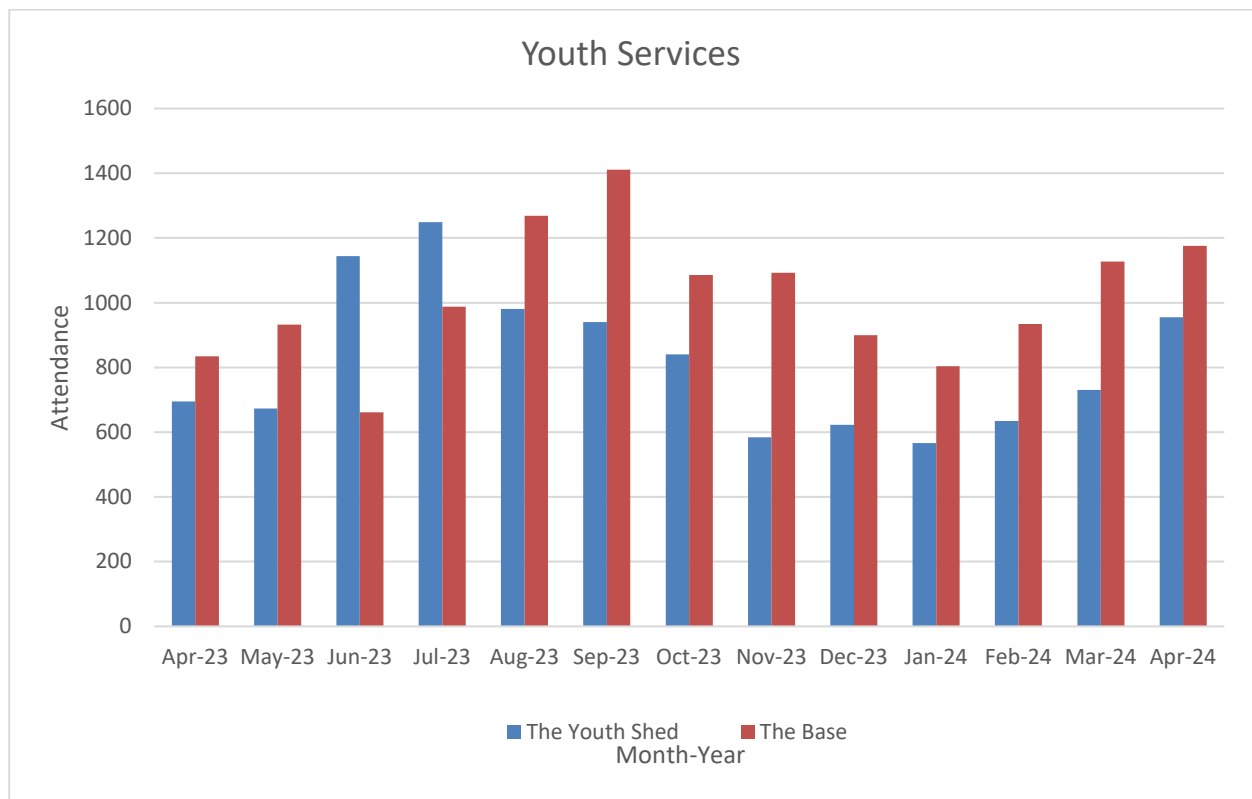
### Roebourne Aquatic Centre



Attendance at RAC dropped back to 195 due to cooler weather (468 at the same period last year). Most of the attendance in March and April is on the weekends.



### Youth Services



### Youth Week

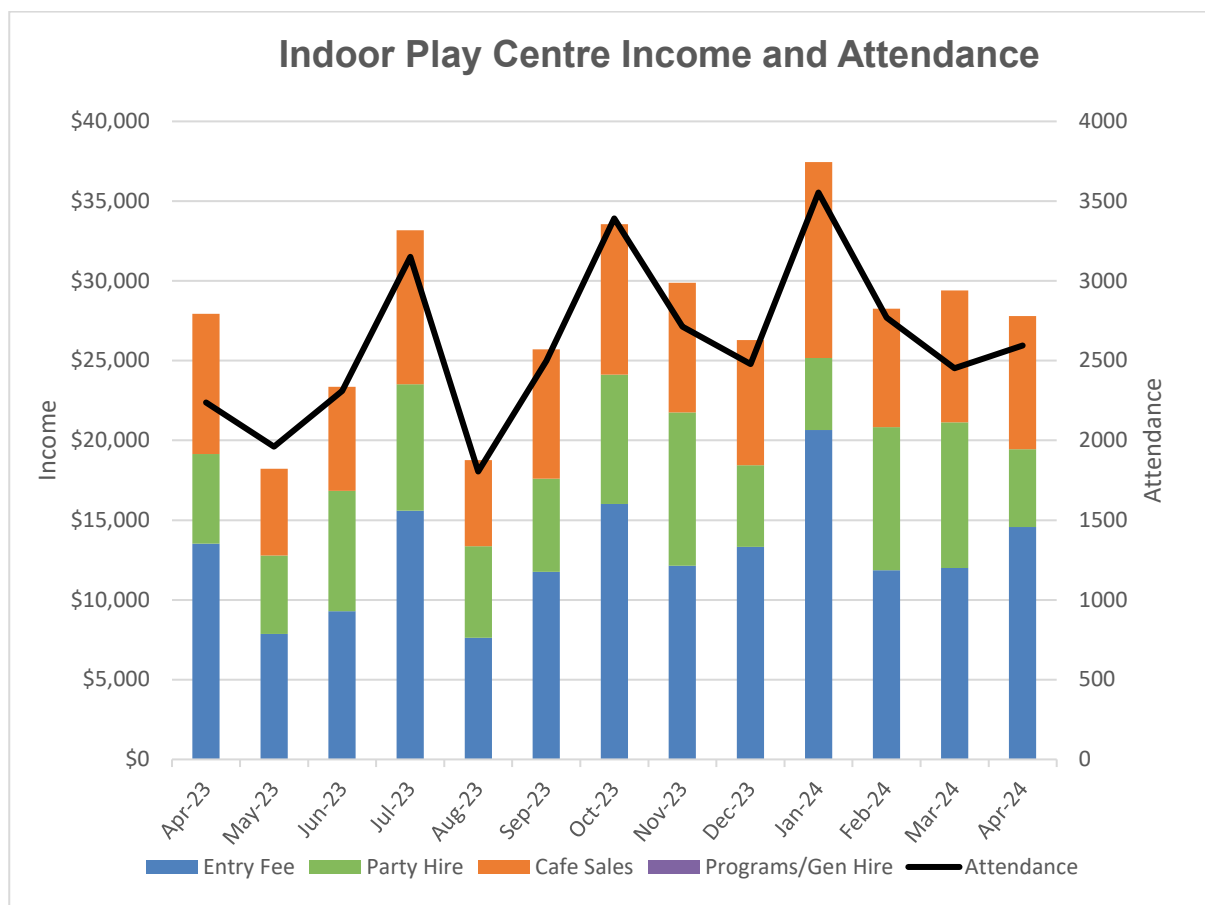
April 2024 was an eventful month with the successful celebration of Youth Week, drawing 1,102 participants attending activities at REAP. The 7-a-side AFL tournament was a standout event attracting 127 participants. Indoor laser tag was another highlight, with 96 individuals enjoying the high-energy activity, and the outdoor Laser Tag session at KLP saw a turnout of 90 participants, contributing to the overall success.

The Base had a solid increase in attendance during April due to the Youth Week activities programmed alongside the school holiday program. Many popular events were held and local youth were engaged and eager participants. These events included a skate competition, a sold out outdoor movie, laser tag, circus workshop, survivor challenge, hip hop dance workshop and the grand finale Water Bomb Wars.

The Youth Shed experienced a remarkable increase in attendance, with a total of 955 young people visiting the centre, reflecting a notable 31% growth compared to the previous month's 731 attendees. This surge in attendance also marks a substantial 37% rise from April last year. These numbers can be credited to the diverse array of school holiday programs offered during the Youth Week celebrations. Youth Week commenced with a silent disco event, and concluded with a Colour Run finale party, attracting over 60 participants to each gathering. Furthermore, the virtual bike ride challenge proved to be a massive success, with more than 60 young individuals actively participating and collectively biking an impressive total of 2,300 kilometres across Youth Week. The consistent delivery of engaging programming has played a pivotal role in not only showcasing the Centre and its services to the broader community, but also in fostering positive and beneficial activities that resonate with the youth, thereby contributing to the increased attendance and community engagement.

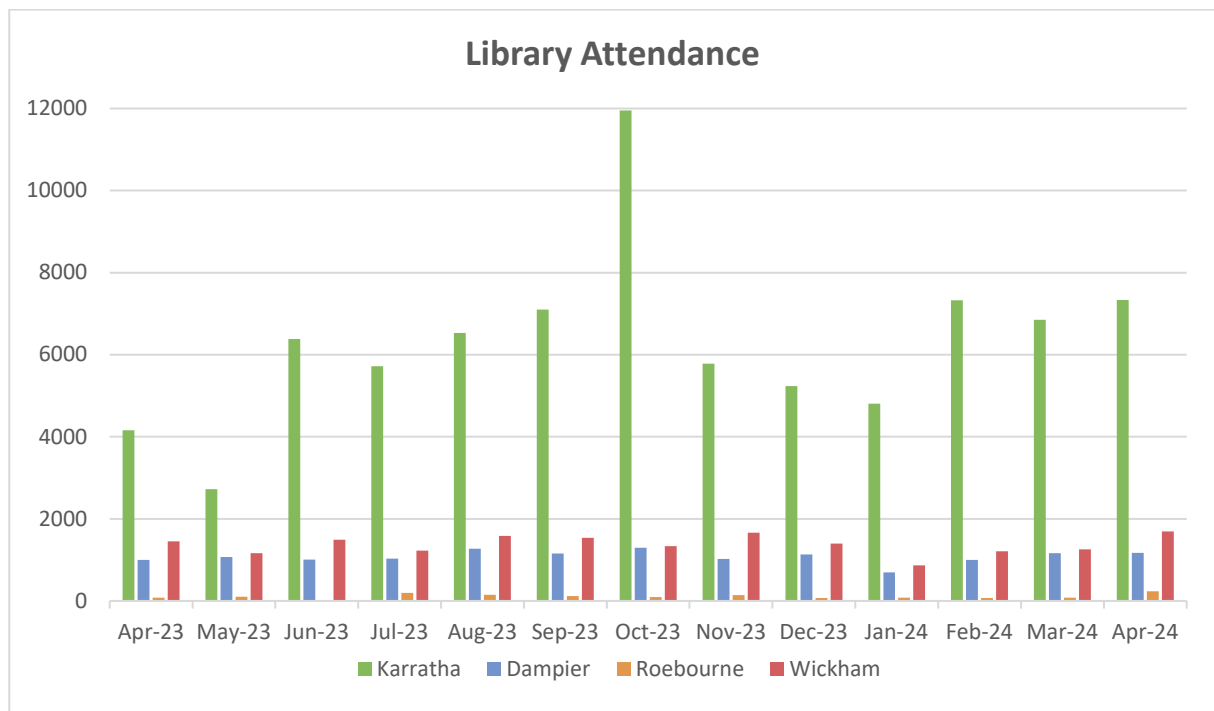
The variety and popularity of these activities added to the success of Youth Week in engaging the community and providing fun, interactive experiences for young people.

### Indoor Play Centre



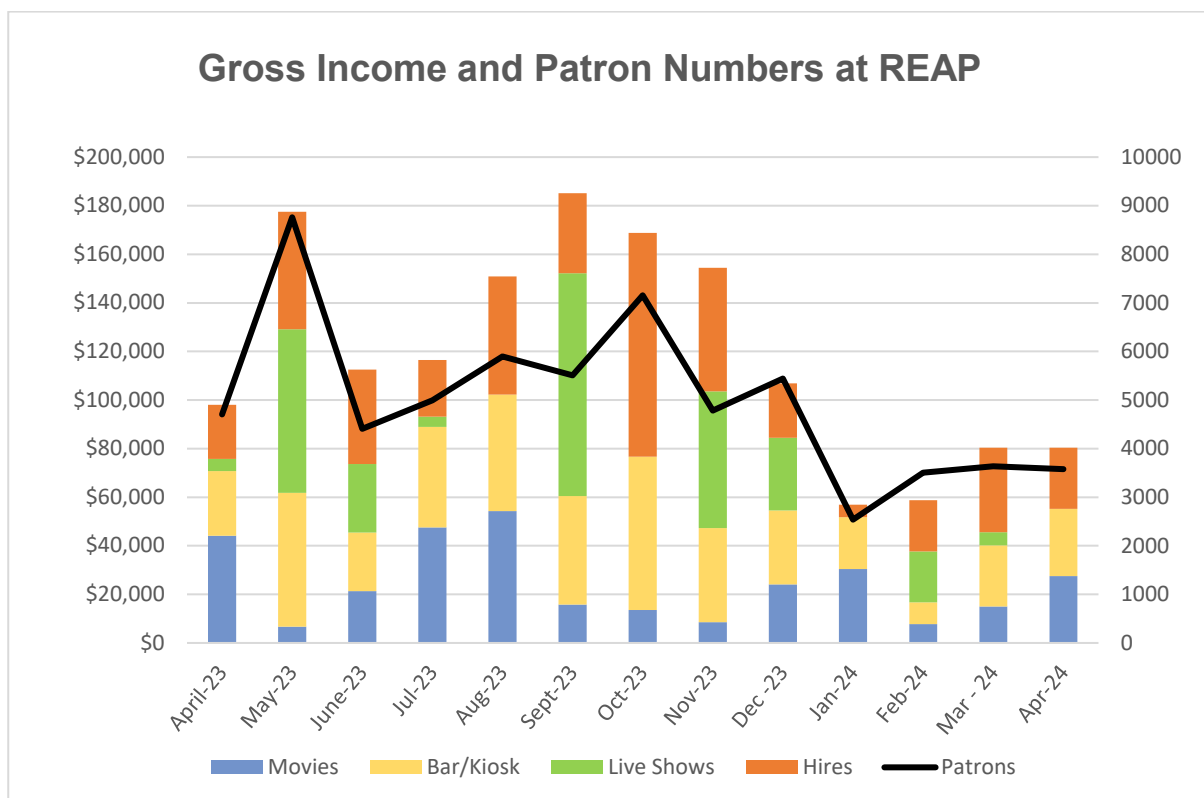
Indoor Play Centre attendance had an increase of 16% compared to April 2023. Whilst a good result in general entry, party numbers and café were down, resulting in a similar income to April last year.

**Library Services**



<b>11,268</b> Total memberships (95 new members signed up in April).	<b>3,070</b> Physical items and <b>1254</b> eResources borrowed.
<b>974</b> Individual computer log ins by members and guests (excludes Wi-Fi).	<b>2</b> External requests for local history information.
<b>641</b> Program participants at <b>41</b> programs, (including Story Time and Rhyme Time).	<b>71</b> Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
<b>962</b> Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning).	

**Red Earth Arts Precinct**



In April 2024, REAP experienced a decline in performance compared to April 2023. The decrease in overall revenue can be attributed to the lack of live shows.

**Movies:** We showcased several films, including the popular Kung Fu Panda and Godzilla x Kong. Kung Fu Panda, which attracted 600 people over 3 screenings, and Godzilla x Kong, with 400 people over 3 screenings.

**Bar/Kiosk:** Despite the overall decline, the Bar/Kiosk saw a slight increase in revenue, earning \$27,636 in April 2024 compared to \$26,658 in April 2023. This increase suggests higher spending per patron, especially during family movie screenings.

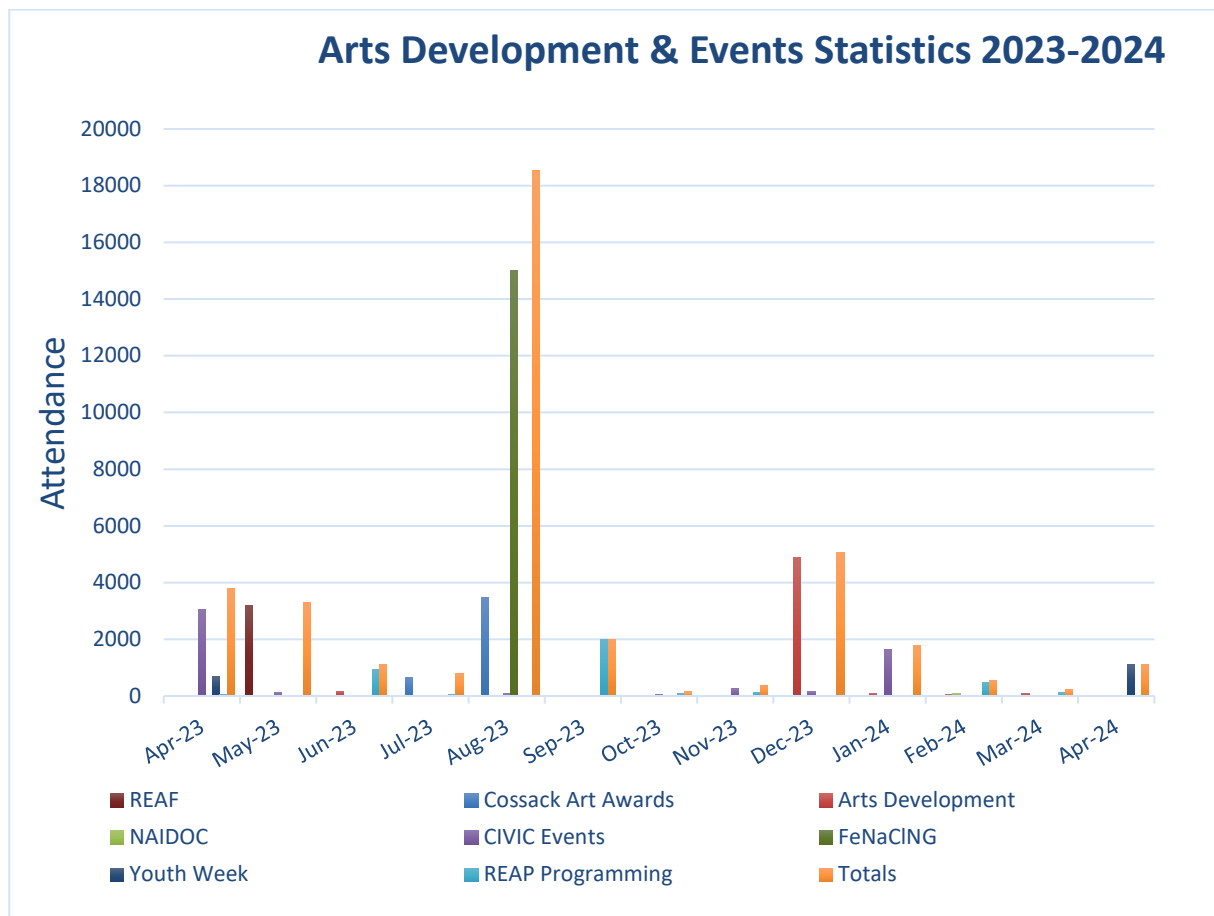
**Live Shows:** There were no live shows in April 2024, which is a significant change for the previous year when live shows contributed \$4,987 to the revenue. The absence of live shows was due to school holiday programming and in readiness for REAF 2024.

**Venue Hires:** Revenue from venue hires increased slightly to \$25,102 in April 2024 from \$22,248 in April 2023. This growth can be attributed to successful venue hire events, such as the Woodside KDDCI function.

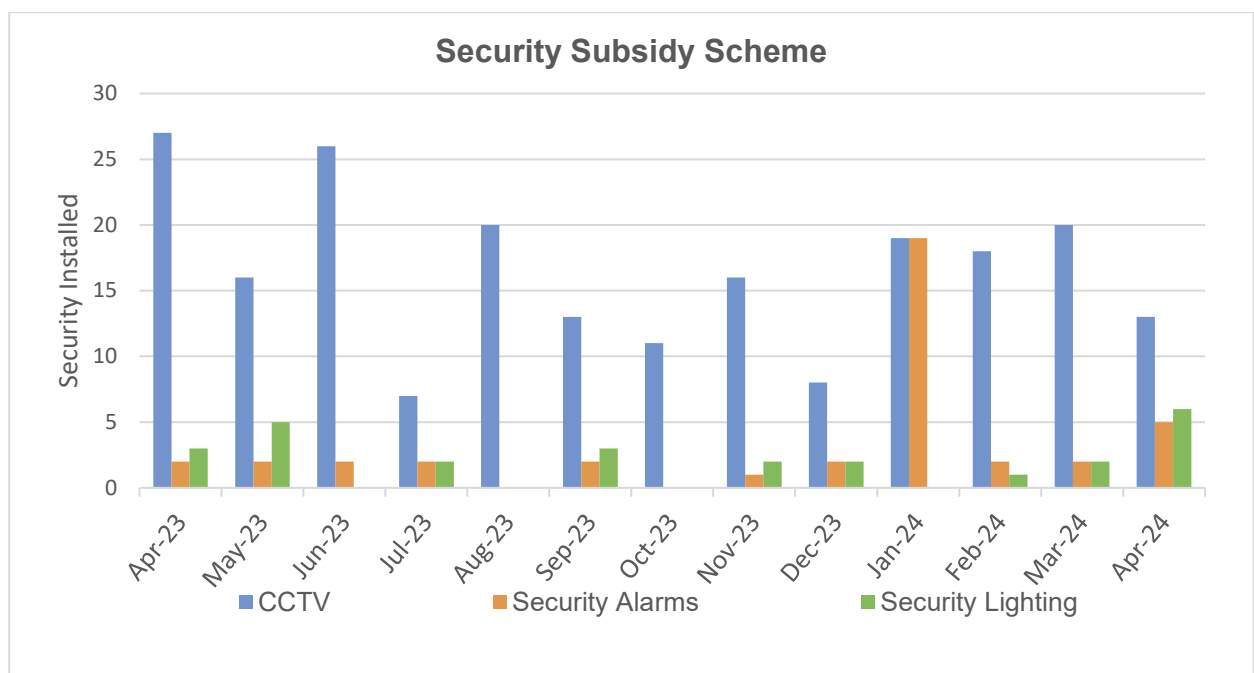
**Patrons:** The total number of patrons visiting the precinct decreased to 3,580 in April 2024 compared to 4,707 in April 2023.

**Total Revenue:** Overall, the total revenue for April 2024 was \$81,186 representing a significant decrease from April 2023's total of \$98,032. The main contributors to this decline were the absence of live shows.

**Arts Development & Events**

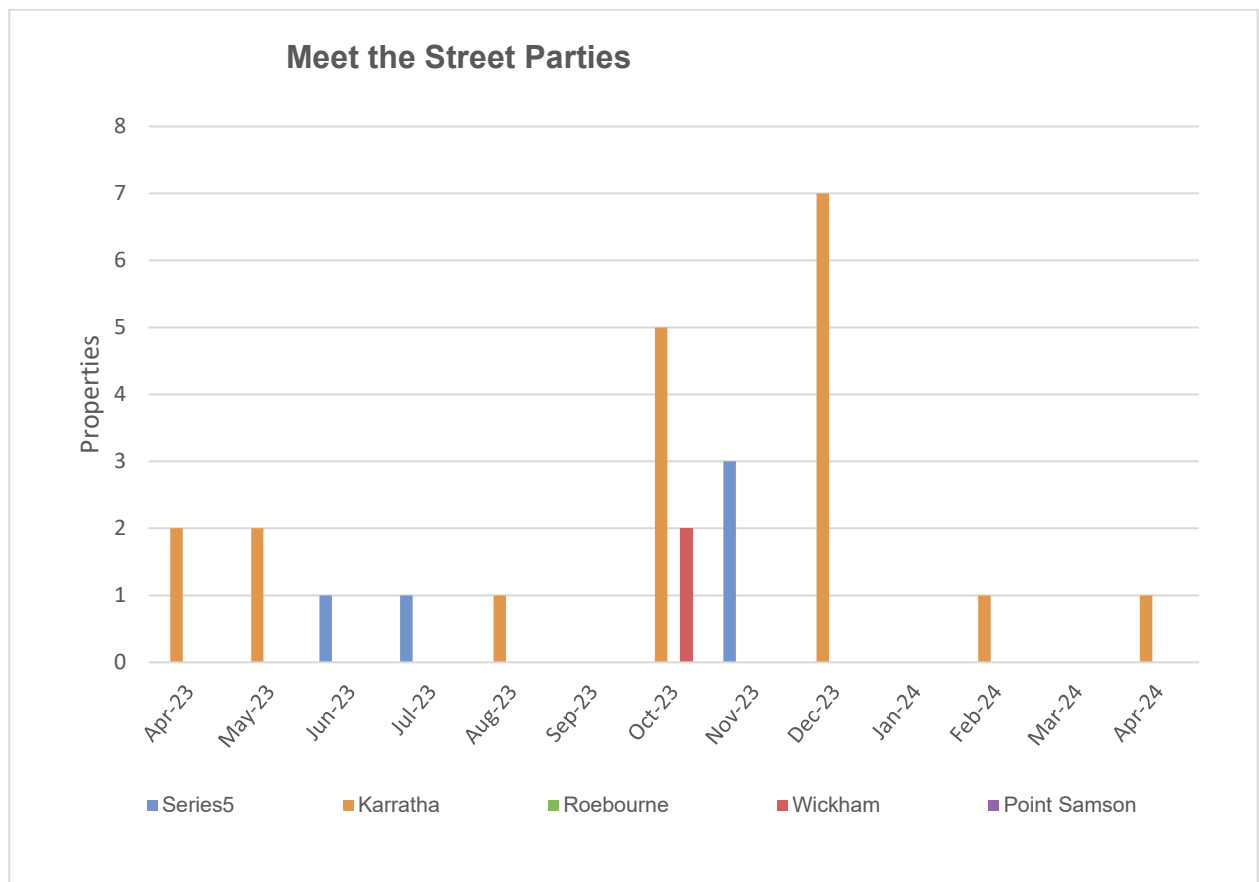


**Security Subsidy Scheme**



19 approved Security Subsidy properties in April 2024 with 6 rejected applications due to not being eligible or incorrect documentation presented.

**Meet the Street**



One Meet the Street party booked for April 2024, held in Karratha with 20 attendees.

**COUNCILLOR QUESTION:**

In relation to 13.1.1 REAP; the report indicates live shows tend to get more revenue. Can we budget to include more live shows next year due to the revenue they bring?

**CITY RESPONSE:**

Yes, we can consider for the next budget.

**13.1.2 DEVELOPMENT SERVICES UPDATE**

<b>File No:</b>	DB.32
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Statutory Planning Coordinator
<b>Date of Report:</b>	27 May 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	1. List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

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**PURPOSE**

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

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

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

**As of 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
<b>SAT</b>					
Nil					
<b>JDAP</b>					
DA24-024	Lot 2654 Bayview Road, GAP RIDGE	8/04/2024	<ul style="list-style-type: none"> <li>• Proposed Hotel and Restaurant development.</li> <li>• Application proposes:                             <ul style="list-style-type: none"> <li>○ Demolition of existing park homes, ablution blocks and related amenities, with the retention &amp; refurbishment of existing swimming pool, reception area and caretakers' facility;</li> <li>○ Guest accommodation consisting of 928 rooms, sited within 74 buildings;</li> <li>○ Associated amenities (gym, laundry);</li> <li>○ New restaurant, licenced bar and beer garden; and</li> <li>○ Associated areas of car parking, access and landscaping</li> </ul> </li> <li>• All new buildings within the proposal are of a modular construction.</li> <li>• Application has been advertised for comments/submissions, with the submission period closing 29 May 2024.</li> <li>• Application was advertised in the newspaper, on the City's website, letters to property owners and occupiers within 200m of the site and also on the City's Facebook page.</li> <li>• Independent design review undertaken on 29 May 2024.</li> <li>• The City's Responsible Authority Report is due on 4 July 2024.</li> </ul>	A/Manager Planning	Under Assessment / Ongoing



**13.1.3 PUBLIC AGENDA BRIEFING SESSION ADDITIONAL INFORMATION – 17 JUNE 2024**

**File No:** CM.191  
**Responsible Executive Officer:** Chief Executive Officer  
**Reporting Author:** Minute Secretary  
**Date of Report:** 17 June 2024  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**PURPOSE**

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 17 June 2024 and outline areas of the June 2024 Ordinary Council Meeting agenda with additional information following the meeting.

**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 also open to members of the public, where questions can be asked, and deputations/presentations can be made (time limited) to Council Agenda items only.

**MEETING PROCEEDINGS**

**Official Opening**

Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by the Mayor at 6:03pm on Monday 17 June 2024.

**Record of Attendance**

<b>Councillors</b>	Cr Daniel Scott	[Mayor]
	Cr Davia Gillam	[Deputy Mayor]
	Cr Gillian Furlong	
	Cr Brenton Johannsen	
	Cr Kelly Nunn	
	Cr Joanne Waterstrom Muller	
	Cr Tony Simpson	
<b>Officers</b>	Virginia Miltrup	Chief Executive Officer
	Simon Kot	Director Strategic Projects & Infrastructure
	Alistair Pinto	Director Corporate & Commercial
	Emma Landers	Director Community Experience
	Lee Reddell	Director Development Services
	Kate Jones	Minute Secretary
<b>Apologies</b>	Cr Travis McNaught	
	Cr Pablo Miller	
	Cr Sarah Roots	
<b>Media</b>	0	
<b>Public</b>	7	

**Declarations of Interest**

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

**Public Question Time**

There were no public questions.

**Petitions/Deputations/Presentations****Eliza Carbines, Co-Founder, SEED Innovation Foundation Pty Ltd (via MS Teams)****Item 11.3 SEED MESAP Grant**

SEED is requesting funding of \$38,000, which is for a premier sponsorship of the VentureNorth and Plus Eight LEAP Bootcamp 2024. These events are a forum designed to connect regional entrepreneurs and the City of Karratha to innovation ecosystems. SEED has also received funding from the WA State Government Department of Jobs, Tourism, Science and Innovation and other event partners.

Plus Eight LEAP is a bootcamp program and this grant will provide base level funding for venue hire, catering and workshop facilitators. We expect that over time this event will be an anchor point in the Pilbara, our goal is to rival events such as West Tech Fest in Perth.

City of Karratha provided early-stage funding of the company for scoping and designing a co-working space in Karratha.

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**COUNCILLOR QUESTION:**

You stated that approximately 30% of conference attendees will be local to the Pilbara, is there any way to bump the local numbers?

**SEED RESPONSE:**

We expect the bootcamp to have higher local attendance as it is specific to City of Karratha based entrepreneurs. The conference on 23<sup>rd</sup> July is open to anyone who wants to attend.

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**COUNCILLOR QUESTION:**

Are you confident there is the number of people in Karratha available to attend this event?

**SEED RESPONSE:**

This is a new concept for the city, so we are aware the numbers could be uncertain. However, we have to start somewhere and there is an element of build it and they will come. There are proven examples of success from this type of event in Toowoomba, Queensland, the South West, and more. So, we are not coming in with a completely unvalidated method, however it is the first time this type of event has been run in Karratha.

**Bron Christensen, CEO, Kimberley Pilbara Cattlemen's Association (via MS Teams)****Item 11.2 KPCA MESAP Grant**

The KPCA is enthusiastic about hosting our Conference in Karratha this year, and then every second year, on rotation with Broome. We believe that the provision of a set location, and one with so much to offer, will allow our members and delegates to plan for their attendance at these events well in advance and will assist to prioritise attendance.

The support of the Karratha City Council is greatly appreciated, as is the support of all the venues we have liaised with in the organising to date.

Hosting our Conference in Karratha this year and on rotation, assures our 60+ Pilbara Members that the KPCA is committed to providing our high level of representation across our entire region of the Pilbara and the Kimberley - and provides them with the benefit of a few less hours in the car on a bi-annual basis!

We are confident that the financial return of 13.16 times the requested investment of \$40,000 will be only one major benefit of your support with the social benefit of bringing 'country' to the 'city' and the social interactions far eclipsing this monetary gain. As someone commented earlier, we are looking forward to bringing the 'big belt buckles' to Karratha - not to mention the hats!

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**COUNCILLOR QUESTION:**

How many pastoral leases are there in the Pilbara?

**KPCA RESPONSE:**

With KPCA membership, approximately 70.

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**COUNCILLOR QUESTION:**

How many head of cattle is that? So that everyone gets an understanding of the scale.

**KPCA RESPONSE:**

Average herd size is about 8,000 head, so approximately 500,000 head.

**Agenda Items with Additional Information**

**9 CORPORATE & COMMERCIAL REPORTS**

**9.2 LIST OF ACCOUNTS – 1 APRIL 2024 TO 30 APRIL 2024**

Questions Arising from Briefing Session

**9.4 2024/25 BUDGET**

Addition of Attachment 3: Letter of approval - City of Karratha Differential rating 2024-25

Questions Arising from Briefing Session

**9.5 DELEGATIONS REGISTER ANNUAL REVIEW**

Questions Arising from Briefing Session

**9.7 REVIEW OF CORPORATE BUSINESS PLAN 2020-2025 AND DRAFT 2024-2025 OPERATIONAL PLAN**

Updated typographical error in 4.c.1.1.c.

Questions Arising from Briefing Session

**10 COMMUNITY EXPERIENCE REPORTS**

**10.1 AGE FRIENDLY STRATEGY - 2024-2026 IMPLEMENTATION PLAN AND MONITORING FRAMEWORK**

Questions Arising from Briefing Session

**10.2 STRATEGIC COMMUNITY PLAN 2025-2035 – PHASE 1 REPORT**

Questions Arising from Briefing Session

**11 DEVELOPMENT SERVICES REPORTS**

**11.1 PROPOSED SCHEME AMENDMENT NO. 61 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – LOT 500 MADIGAN ROAD, STOVE HILL**

Questions Arising from Briefing Session

**11.2 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR KIMBERLEY PILBARA CATTLEMEN'S ASSOCIATION INCORPORATED ANNUAL CONFERENCE 2024**

Questions Arising from Briefing Session

**11.3 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR SEED INNOVATION FOUNDATION PTY LTD'S VENTURENORTH CONFERENCE & PLUS EIGHT LEAP BOOTCAMP 2024**

Questions Arising from Briefing Session

**12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**

**12.1 TO INVITE PANEL APPLICATIONS FOR CIVIL CONSTRUCTION AND MAINTENANCE SERVICES**

Questions Arising from Briefing Session

**13 CHIEF EXECUTIVE OFFICER REPORTS**

**13.1 ITEMS FOR INFORMATION ONLY**

**13.1.1 COMMUNITY EXPERIENCE INFORMATION APRIL 2024**

Questions Arising from Briefing Session

**13.3 HOUSING DEVELOPMENT EXPRESSION OF INTEREST**

Questions Arising from Briefing Session

**13.4 ADVOCACY POSITION STATEMENTS**

Questions Arising from Briefing Session

**Closure**

The meeting closed at 7.33 pm.

**13.1.4 CONCESSION ON FEES FOR CITY FACILITIES**

**File No:** CR.38  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** EA Community Experience  
**Date of Report:** 30 April 2024  
**Disclosure of Interest:** Nil

**PURPOSE**

To provide Council with a summary of all concessions on fees for the City’s community facilities under Delegation 1.10 of the Delegations Register for the month of April 2024

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Wickham Wolves Football Club	To waive oval hire fees due to the Wickham AFL Oval being in poor condition and not suitable for a full training experience.	Director Community Experience	\$469.20
City of Karratha	To waive 12 x Les Mills Shapes group fitness class fees in celebration of the Wickham Community Hub 5 <sup>th</sup> Birthday celebrations and to encourage WRP memberships	Director Community Experience	\$192.00
City of Karratha	To waive 1 x 10 Group Fitness Entry Pack in support of WRP’s Mother’s Day Classic Walk/Run held in Point Samson.	Director Community Experience	\$144.00
Karratha Squash Club	To waive the hire of the Group Fitness Room for a fundraising Quiz Night raising funds to send Squash Club members to Country Week in Perth.	Director Community Experience	\$638.00
City of Karratha	To waive 21 x family and double passes to 7 REAF performances to be used as give aways by Triple M Radio, ABC Radio and Ngaarda Radio to promote REAF 2024.	Director Community Experience	\$1398.00

**13.1.5 RECORD OF TENDER OUTCOME UNDER DELEGATION**

**File No:** CM.112  
**Responsible Executive Officer:** Chief Executive Officer  
**Date of Report:** 30 May 2024  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

**PURPOSE**

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

**BACKGROUND**

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

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

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

<b>Tender No:</b>	RFT0000014	<b>Project Budget:</b>	\$470,000 excluding GST
<b>Tender Title:</b>	The Quarter HQ Sanitation Services		
<b>State-wide Advertising Commenced:</b>	1/05/2024	<b>Tender Closing Date/ Time:</b>	14/05/2024
<b>Scope of Works:</b>	Provide a high quality of cleaning service in all areas commensurate with the standards expected for a premium facility.		
<b>Selection Criteria:</b>	Relevant Experience	10%	
	Capacity to deliver	25%	
	Methodology	10%	
	Price	50%	
	Sustainability	5%	
<b>Submissions Received:</b>	Biparn Enterprises Blue Hat Group Pty Ltd T/A Damel Cleaning Services Karratha Cleaning Pty Ltd Pilbara Cleaning Yurra Pty Ltd		
<b>Tender Awarded:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Decision:</b>	22/05/2024
<b>Tender Awarded to:</b>	Karratha Cleaning Pty Ltd		
<b>Contract Value:</b>	\$159,064 ex GST		
<b>Contract Term:</b>	16 months	<b>Contract Options:</b>	One, one year

**13.2 ANNUAL REPORT 2022/23**

**File No:** IM.5  
**Responsible Executive Officer:** Chief Executive Officer  
**Reporting Author:** Manager Marketing & Communications  
**Date of Report:** 29 May 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Annual Report 2022/23

**PURPOSE**

For Council to consider the Annual Report for the financial year ended 30 June 2023.

**OFFICER’S RECOMMENDATION**

**That Council:**

- 1. ACCEPT the Annual Report 2022/23, subject to further formatting, styling and minor edits, as determined by the Chief Executive Officer; and**
- 2. HOLD the Annual Electors’ Meeting at 5.30pm on 19 August 2024.**

**BACKGROUND**

The Annual Report 2022/23 details the activities and achievements of the organisation over the 2022/23 financial year supported by the Annual Financial Report and the Independent Auditor’s Report. Reporting is provided against the City’s Strategic Community Plan 2020-2030, Corporate Business Plan 2020-2025 and Operational Plan 2022-2023.

**DISCUSSION**

Some highlights for 2022/23 period are outlined below:

<b>Strategic theme</b>	<b>Key achievements</b>
Our Community: Inclusive and Engaged	<ul style="list-style-type: none"> <li>• Supported 31 Meet the Street parties to the value of \$5,510 while 258 properties benefited from the Security Subsidy Scheme.</li> <li>• More than half a million visits across the Karratha Leisureplex, Wickham Recreation Precinct, and the Roebourne Aquatic Centre, with the Leisureplex achieving its highest membership base since opening.</li> <li>• Continued support of the Arts delivering the 30th Cossack Art Awards, the Red Earth Arts Festival as well as Arts Development partnerships with the WA Ballet, Black Swan Theatre Company, Perth Symphony Orchestra and Barking Gecko.</li> <li>• ‘Kids Swim and Shoot Free’ initiative saw 7,100 entries issued across January 2023, improving community access to Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre by removing entry fees for children.</li> <li>• Completed the ‘Grassing of the Greens’ project at Karratha Country Club with all 18 greens fully grassed and reticulated.</li> </ul>

Strategic theme	Key achievements
	<ul style="list-style-type: none"> <li>• Events delivered for seniors, youth, and people with disability or diverse background including Seniors Christmas Lunch, Silver Sneakers program, Seniors High Tea, Youth Services term and school holiday programming and International Day of People with Disabilities.</li> <li>• Welcomed 82 new Australian citizens to our community.</li> </ul>
<p>Our Economy: Well Managed and Diversified</p>	<ul style="list-style-type: none"> <li>• Allocated more than \$90,000 through the Take Your Business Online grant program and provided support to events and conferences.</li> <li>• Supported local business by progressing the Small Business Friendly Approvals Project and with the Karratha Districts Chamber of Commerce and Industry supported the Quarterly Business Briefings.</li> <li>• Provided continued funding of \$140,000 to support skills and education development through the Pilbara Universities Centre.</li> <li>• Hosted the Fourth OECD Meeting of Mining Regions and Cities bringing dignitaries and experts from across the world to Karratha.</li> <li>• Provided more than \$200,000 through the Major Event Sponsorship and Attraction Program.</li> <li>• Support of Wedgetail Aerospace Pty Ltd for funding to deliver a Pilbara Drone Operational Hub Proof of Concept through the Economic Development Grant Policy.</li> <li>• Delivered the Annual Business Climate Scorecard to understand the needs and priorities for local businesses.</li> </ul>
<p>Our Natural and Built Environment: Thriving and Sustainable</p>	<ul style="list-style-type: none"> <li>• Completed Landfill Capping Project of Cell 0 at the 7 Mile Waste Facility.</li> <li>• Winner of the General Appearance category in the Tidy Towns Sustainable Communities Awards 2022.</li> <li>• Certified as a Gold Waterwise Council, making us just the second regional council in the state to receive this recognition.</li> <li>• Continued focus on sustainable use and management of resources with the Climate Clever program and Reticulation Replacement Program.</li> <li>• Implementation of the State Waste Strategy 2030 supported by the City’s Waste Engagement and Education Plan.</li> <li>• Continued use of the Effluent Reuse Scheme to irrigate parks, ovals and verge gardens reducing the City’s reliance on valuable potable water sources.</li> </ul>
<p>Our Leadership: Proactive and Accountable</p>	<ul style="list-style-type: none"> <li>• 84% of the key performance measures achieved or substantially achieved for the 22/23 year.</li> <li>• Continued efforts to foster strong and productive relationships with indigenous and traditional owner groups through delivery events and partnerships.</li> <li>• Annual Community Survey conducted with more than 900 residents participating and overall score of 76 achieved.</li> <li>• Progressed initiatives aimed at improving the availability and affordability of housing including the Service Worker</li> </ul>



Strategic theme	Key achievements
	<p>Accommodation initiative, Hancock Way subdivision and Walgu Development.</p> <ul style="list-style-type: none"> <li>Managed over \$700m of assets including roads, bridges, recreation and community facilities, commercial properties including the Quarter HQ, as well as the Karratha Airport and Waste facilities.</li> </ul>

In summary, the Annual Financial Report indicated that the City had as at 30 June 2023:

	30 June 2023	30 June 2022	Inc/(Dec)
Net Result	\$21,127,343	\$14,363,886	\$6,763,457
Net Assets	\$842,425,271	\$821,077,828	\$21,347,443
Total Assets	\$866,644,896	\$851,996,662	\$14,648,234
Total Liabilities	\$24,219,625	\$30,918,834	(\$6,699,209)
Loan Liability	\$24,765	\$16,854	\$7,911
Cash Reserves	\$84,448,299	\$78,025,524	\$6,422,775
Property, Plant & Equipment	\$303,744,458	\$295,400,378	\$8,344,080
Investment Property	\$39,300,000	\$35,125,608	\$4,174,392
Infrastructure Assets	\$414,283,217	\$419,108,677	(\$4,825,460)
<b>Final Surplus (Restricted)</b>	<b>\$62,129</b>	<b>\$124,258</b>	<b>(\$62,129)</b>
<b>Final Surplus (Unrestricted)</b>	<b>\$4,126,240</b>	<b>\$4,745,519</b>	<b>(\$619,279)</b>

#### 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

The City is required to prepare an annual report for each financial year in accordance with Part 5 Division 5 of the *Local Government Act 1995* (the Act). The report is to be accepted no later than 31 December or two months following receipt of the final audit opinion by an absolute majority in accordance with section 5.54 of the Act. The audit opinion was received from the Auditor General on 1 May 2024. Section 5.27 of the *Local Government Act 1995* requires that a general electors’ meeting be held within 56 days to discuss the contents of the Annual Report.

#### COUNCILLOR/OFFICER CONSULTATION

Each directorate has had the opportunity to provide input into and review the Annual Report 2022/23. The Annual Financial Report and the Independent Auditor’s Report was accepted by the Audit & Organisational Risk Committee on 20 May 2024.

#### COMMUNITY CONSULTATION

No community consultation is required.

#### POLICY IMPLICATIONS

There are no policy implications.

#### FINANCIAL IMPLICATIONS

There are no financial implications.

#### STRATEGIC IMPLICATIONS

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

Programs/Services: 4.e.2.1 Publications and Media Notices  
 Projects/Actions: 4.e.2.1.19.1 Produce Annual Report

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Moderate	Failure to receive the Annual Report within two months following receipt of the final audit opinion will breach statutory requirements.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The Annual Report, Annual Financial Report and Auditor’s Report is considered by Council each year.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

1. ACCEPT the Annual Report 2022/23; with the following amendments:
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_; and
  
2. HOLD the Annual Electors’ Meeting at \_\_\_ am/pm on \_\_\_\_\_ 2024.

**CONCLUSION**

The Annual Report provides an overview of the achievements of the City in terms of statutory obligations, Strategic Community Plan outcomes and financial management for the 2022/23 financial year. The Annual Financial Report has been prepared in accordance with the *Local Government Act 1995* and indicates the City’s financial position as at 30 June 2023. The report will be presented to the community through the Annual Electors’ Meeting.

**13.3 HOUSING DEVELOPMENT EXPRESSION OF INTEREST**

<b>File No:</b>	CM.599
<b>Responsible Executive Officer:</b>	CEO
<b>Reporting Author:</b>	Manager, Corporate Development
<b>Date of Report:</b>	29 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Confidential - Housing Development EO10000001 Evaluation Report

**PURPOSE**

For Council to consider expression of interests received as part of the Housing Development.

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. AGREE to shortlist the following proponents from the Housing Development Expression of Interest to proceed to the next round of evaluation for the purposes of requesting additional information from each proposal including the financial, legal and governance structures required:**
  - a. AYR International.com
  - b. Co-operation Housing
  - c. Macro Capital Ltd
  - d. NXT International Pty Ltd t/as NXT TEC.
  - e. Developed Projects Pty Ltd
  - f. Acero Construction Pty Ltd
  - g. Davison Management P/L t/as Davis Property
  - h. Darizi Pty Ltd as Trustee for The Anthony D'Amelio; and
- 2. Requests the CEO to provide Council with a report summarising outcomes to close out the EOI.**

**BACKGROUND**

The City of Karratha much like many areas of Australia is in the grips of a housing crisis. Recent modelling completed suggests that the City will require a further 1200 houses in the next 5 years to support planned economic activity in the region. Failure to provide housing will impact negatively on middle income workers and the community in general where competition and rental prices would likely render Karratha unaffordable resulting in loss of economic and social benefits being realised during Karratha's continued growth.

Many barriers exist that prevent housing investment and construction including cost of construction, cost and availability of finance and insurance, cost of land and availability plus leasing terms and conditions.

In response, at its Ordinary Meeting on 25 March 2024, Council resolved to seek expressions of interest (EOI) from developers, builders, and other proponents to partner with the City and

address the current shortfall in housing stock through construction of residential dwellings on development-ready, residential, city-owned, undeveloped properties. Additionally, the City invited expressions from landowners of undeveloped, development-ready residential lands where the landowner determined the City can play an enabling role.

Expressions of Interest were advertised on 3 April 2024 and closed 15 May 2024. During this period the City also facilitated a series of briefing sessions to disseminate important information and convey instructions for potential proponents, including two virtual sessions held 10 April and 1 May, in Karratha on April 11 and Perth on April 17.

Upon closing, fifteen (15) EOIs were received from:

- Astana Developments Pty Ltd
- AYR International.com
- Casi Enterprises Pty Ltd t/as Briscola Homes
- Co-operation Housing
- GBSC Yurra Pty Ltd
- Macro Capital Ltd
- Bellsun Pty Ltd Atf Brady Family Trust
- M+J Builders Pty Ltd
- NXT International Pty Ltd t/as NXT TEC.
- Parnaco Pty Ltd t/as Park City Constructions
- Form Homes (AUS) Pty Ltd
- Developed Projects Pty Ltd
- Acero Construction Pty Ltd
- Davison Management P/L t/as Davis Property
- Darizi Pty Ltd as Trustee for The Anthony D’Amelio

Expression of Interest were then evaluated by a five (5) person panel comprising of:

- Chief Executive Officer
- Director Strategic Projects and Infrastructure
- Director Development Services
- Director Corporate and Commercial
- Manager Corporate Development

The EOIs were assessed initially for compliance with the EOI documents. They were then assessed against weighted qualitative criteria as follows;

<b>Criteria</b>	<b>Weighting</b>
Rapid delivery of additional housing stock to the local market	25%
Stimulating the local residential building market	25%
A feasible structure that enables the delivery of new housing stock and a clear financial and/or community benefit	25%
Partnership with industry, government, and local businesses to achieve quality outcomes	25%

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

The Chief Executive Officer has endorsed the recommendation.

**DISCUSSION**

As reported to Council at its March 2024 Ordinary Meeting, the aspirational deliverables of the Housing Development EOI include:

- Provide the market with details pertaining to undeveloped, development-ready lands within the Karratha town centre.
- Support the development of a mix of affordable housing (e.g., service/essential worker accommodation), government housing (local, state), and private rentals/sales.
- Aggregate demand: The aggregation of city-owned, undeveloped, development-ready lands may support scale economies and improve investment yields.
- Invite proposals, ideas, interest in the development of additional housing on the sites featured in the City’s inventory.
- Propose and consider a range of incentives that may boost the feasibility of housing projects in the City of Karratha including consideration to;
  - Discounted lands
  - Rates incentives
  - Facilitation of long-term leases
  - Support of infrastructure and/or affordability federal/state grants
  - Subsidy in the form of joint investment, project enablement grant, etc.
  - Other areas/actions where the proponent envisions the City can play a key role in ensuring project completion/viability

To provide guidance to the market and evaluate the EOI proposals, each proponent was requested to submit sufficient detail to be assessed against the weighted qualitative criteria as follows;

<b>Criteria</b>	<b>Deliverables</b>
Rapid delivery of additional housing stock to the local market	i. <i>Provide a high-level summary of the project proposal.</i> ii. <i>Provide a high-level project schedule/timeline for the successful delivery of additional housing stock to the local market.</i> iii. <i>Provide information that demonstrates that the respondent has sufficient capacity to deliver the project (e.g., key personnel, resourcing)</i> iv. <i>Detail any strategic initiatives or innovative technologies that may be implemented in delivering the project.</i> v. <i>Provide information pertaining to any experience delivering housing in the Pilbara and/or a comparable environment (e.g., Category D cyclone rating)</i> vi. <i>Provide concept drawings/illustrations.</i> vii. <i>Provide details of any assumptions that inform the proposal including:</i> a) <i>Cost of construction, developer costs</i> b) <i>Timeline</i> c) <i>Dwelling structure, materials, configuration, quantity</i> d) <i>Property management fees</i> e) <i>Financing and capital assumptions</i> f) <i>Rental revenues</i>
Stimulating the local residential building market	i. <i>Provide a description of the benefits the proposed project brings to the local residential building market including:</i> a) <i>opportunities for local suppliers and/or sub-contractors;</i> b) <i>projected number of direct and indirect jobs;</i> c) <i>estimated value of local content; and</i> d) <i>any other benefits.</i> ii. <i>Provide an overview of how the project will:</i> a) <i>create economies of scale to reduce the cost of building;</i>

	<ul style="list-style-type: none"> <li>b) <i>create a sustainable, long-term local building and construction industry; and</i></li> <li>c) <i>reinvest profits back into local developments.</i></li> </ul> <p>iii. <i>Provide training and development opportunities for locals</i></p>
A feasible structure that enables the delivery of new housing stock and a clear financial and/or community benefit	<ul style="list-style-type: none"> <li>i. <i>Provide an overview of the commercial principles that underpinning the project including:</i> <ul style="list-style-type: none"> <li>a) <i>An indicative budget for the total cost of the project</i></li> <li>b) <i>An indicative cost per dwelling</i></li> <li>c) <i>Anticipated financial return on investment (ROI) for the project and the City</i></li> <li>d) <i>Anticipated community benefit for the project and the City</i></li> </ul> </li> <li>ii. <i>Outline the financial structure proposed; and</i></li> <li>iii. <i>Detail the financial and operational risks associated with the proposed structure and strategies to minimise these risks</i></li> </ul>
Partnership with industry, government, and local businesses to achieve quality outcomes	<ul style="list-style-type: none"> <li>i. <i>Provide an overview of how the respondent will partner with industry, government, indigenous groups and/or local businesses to achieve the Project Objectives;</i></li> <li>ii. <i>Provide an explanation of the roles played by the City and the Respondent in the proposed project and a list of other partners and their roles; and</i></li> <li>iii. <i>Outline the proposed legal and commercial structures of the project.</i></li> </ul>

Based on the criteria, eight (8) proposals have been recommended to be shortlisted (in no particular order) having proposed a development that best met the criteria and in the Evaluation Panels opinion warrants further consideration:

Proponent	Proposal Summary
AYR International.com	Seeking finance, and potential joint venture to construct and own 37 modular multi storey Apartments on Lot 2638 Balmoral Road inclusive of commercial space, the property to be managed by Co-Operation Housing.
Co-operation Housing	Seeking land to plan, fund and construct up to 36 modular dwellings as part of a housing cooperative.
Macro Capital Ltd	Proposing to develop 32-34 modular units on Gregory Way in partnership with Timik Developments and LE Roberts Drafting and Design. Seeking a joint venture to provide land, invest and own a percentage of the development.
NXT International Pty Ltd t/as NXT TEC.	Propose to construct 19 double story proprietary modular residences on Nairn St and up to 25 single story residences along Hancock Way and Dawn Lane, Bulgarra. Seeking either a Development Agreement where the City provide land and construction finance, or the City sells the land and supports the ongoing leasing of properties.
Developed Projects Pty Ltd	Propose to construct up to 96 multi storey modular Apartments across three City own sites in Gregory Way, Nairn St and Ridley St, Bulgarra. Several options proposed including the City funding and owning the development outright or alternatively the City providing debt finance to enable development to proceed.
Acero Construction Pty Ltd	Propose to construct 37 modular dwellings incorporating houses and apartments on land owned by Acero Construction in Bajamula Loop Baynton. Seeking the City to purchase the development including all properties post construction.

<p>Davison Management P/L t/as Davis Property</p>	<p>Proposed a series of modular construction options across multiple lots owned by Otan in Jingarri Estate, Nickol. This includes Lot 678 for 20 townhouses, Lot 633 for 83 (19 townhouses and 68 x 1 bdr dwellings) and development of 7 standalone houses. The proponent has applied for Federal Government HAFF funding to support affordable housing. The Project is reasonably well-advanced partnering with Thomas Building. Subject to the funding outcome the proponent has proposed a series of equity, financing, and discount options.</p>
<p>Darizi Pty Ltd as Trustee for The Anthony D’Amelio</p>	<p>Proposed two options to finance or invest. Option 1 is to finance improvements to 36 Units in Dampier. Option 2 involves funding Lot 9000 Bowerbird, Nickol subdivision to create up to 45 lots and providing finance to prefund construction of dwellings over a 5 year period to sell.</p>

Each proposal shortlisted provides a range of opportunities to deliver additional housing in the City in the short term, under varying development and partnering approaches including finance only, co investment, joint venture construction and management and direct ownership. As predicted, all proposals require a degree of City support to enable development.

To assess the financial models, legal structures, compliance requirements and complete due diligence on each proposal, Officers propose to meet with each of the shortlisted proponents. These proposed deliberations offer the opportunity to further consider which proposal may offer the best social and economic outcomes to the City on the land proposed. Issues to consider amongst others in negotiations could include;

- Minimising risk to the City - this could include providing finance or support to multiple developers
- Optimising yield
- Favouring proposals that provide external capital
- Looking for innovation in design
- Using the City’s potential support to seek opportunities to generate affordable housing or key worker accommodation.

Through this lens it is anticipated that Officers would meet with each shortlisted proponent to clarify and explore the potential for each development. Post negotiations a further report will be provided to Council to consider which, if any proposals Council would support with further consideration to the financial, legal and governance structures required to progress each.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Officers have been developing and reporting via monthly Council Briefing Sessions on the City’s Housing Action Plan since August 2023. The Housing EOI is one initiative that the Council has supported to address the critical housing delivery failure and attempt to facilitate additional housing being constructed.

**COMMUNITY CONSULTATION**

No community consultation is required for this EOI process.

**POLICY IMPLICATIONS**

The following Council Policies are applicable to this matter:

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

The extent to which each proposal complies with Council Policy will be assessed post deliberations with each proponent.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with the Officers proposed recommendation.

**STRATEGIC IMPLICATIONS**

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

Strategic Community Plan 2020-2030

- 2.a. Diverse industry
  - 2.a.1 Partner with key industry and business groups to advocate for investment
- 2.c. Quality Infrastructure to support business investment
  - 2.c.1 Land and infrastructure is available for a variety of business investment purposes
  - 2.c.2 Public private partnerships are in place for the development of key infrastructure

Corporate Business Plan 2020-2025

- 2.a.1.1 Small and medium enterprise support
- 2.c.1.2 Land development and management
- 2.c.2.3 Treasury and investment management

Operational Plan 2023-2024

- 2.a.1.1.20.2 Advocate for partnerships to increase housing supply
- 2.c.1.2.20.5 Implement Residential Housing Investment program
- 2.c.2.3.19.1 Generate returns from property investment

**RISK MANAGEMENT CONSIDERATIONS**

There is one risk management consideration applicable.

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The EOI unto itself will not result in any debt finance financial investment, joint venture, sale of land or property construction.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	There may be negative public reaction to any foray by the City into housing investment and/or development.
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

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



**RELEVANT PRECEDENTS**

In February 2020, Council resolved (Resolution 154520) to note that Officers would be meeting with five (5) shortlisted proponents to clarify details of responses received to the City’s (then) Housing Investment program.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS**

Option 1

As per Officer’s recommendation.

Option 2

That Council AGREE to shortlist the following proponents from the Housing Development Expression of Interest to proceed to the next round of evaluation for the purposes of requesting additional information from each proposal including the financial, legal and governance structures required;

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Option 3

That Council NOT PROCEED further with any of the proposals from Housing EOI and instead focus its efforts on advocating that others play a more active role in addressing the current market failure that is occurring in the housing sector.

**CONCLUSION**

The Evaluation Panel believes that the shortlisted proponents provide a range of options that warrant further investigation. Each proponent offers a reasonable quantum of properties to be delivered in the short term with all requiring some form of City support to facilitate development.

In order to further interrogate each proposal, Officers propose to clarify each proponent offer in further detail to explore options and confirm all aspects of any support required including the legal, governance and financial agreements required. Post these deliberations a further report would be presented to Council to consider which proposals it may be willing to support.

**COUNCILLOR QUESTION:**

How long will the next stage take?

**CITY RESPONSE:**

In August we expect to have an update for council.

**COUNCILLOR QUESTION:**

Are we working to close out the EOI?

**CITY RESPONSE:**

Yes, ultimately this next stage of work will lead to closing out the EOI. Council will be notified in writing at a Council meeting that the EOI has closed.

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**COUNCILLOR QUESTION:**

Are we going back to talk to the unsuccessful applicants?

**CITY RESPONSE:**

Letters have been sent to notify these applicants of the outcome and include an offer to reach out for feedback if they would like to.

### 13.4 ADVOCACY POSITION STATEMENTS

<b>File No:</b>	CR.77
<b>Responsible Executive Officer:</b>	Chief Executive Officer
<b>Reporting Author:</b>	Chief Executive Officer
<b>Date of Report:</b>	12 June 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	City of Karratha Advocacy Position Statements 2024-2026

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#### PURPOSE

For Council to consider adoption of the City of Karratha's Advocacy Position Statements 2024-2026.

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#### OFFICER'S RECOMMENDATION

That Council:

**ADOPTS the City of Karratha Advocacy Position Statements, as detailed in the Attachment and outlined below:**

1. **Focus Area 1: Housing**
  - 1.1. **Housing as Critical Economic Infrastructure**
  - 1.2. **Housing for State Government Employees**
  - 1.3. **FBT Reform**
  - 1.4. **Stamp Duty Relief on Insurance and Property Transfers**
2. **Focus Area 2: Access to Health Services**
  - 2.1. **Step-Up Step-Down Facilities**
3. **Focus Area 3: Local Government Act & Regulations**
  - 3.1. **Review of Rating Exemptions for Charitable Purposes**

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#### BACKGROUND

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

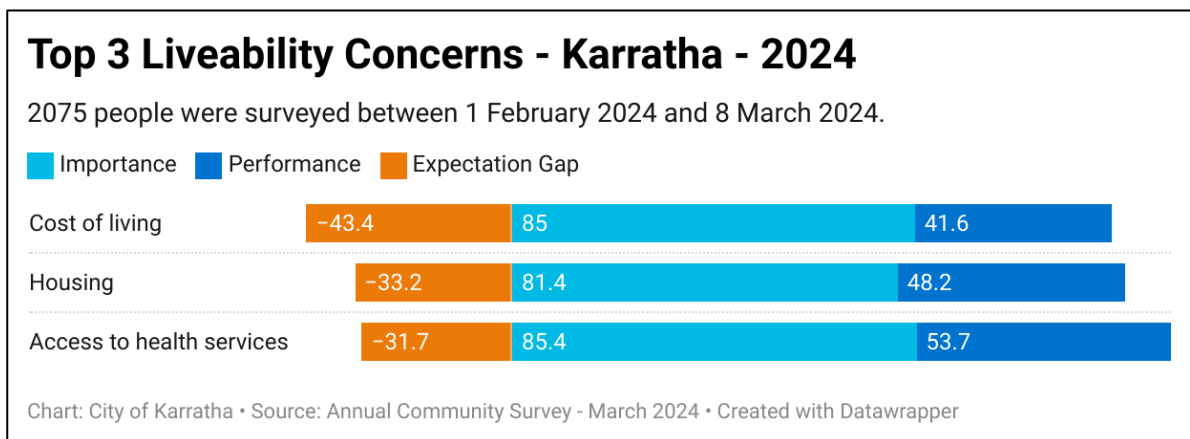
This agenda paper introduces the concept of Council adopting a series of Advocacy Position Statements to inform current and future advocacy strategies and plans.

#### DISCUSSION

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



In developing our strategies, the City seeks community feedback each year through the annual community survey and business survey, and develops a liveability gap analysis. This assists in prioritising opportunities for advocacy. Of particular importance are the top 3 liveability concerns identified by 2075 community respondents in the 2024 Annual Community Survey, which are:



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

Advocacy Position Statements (Attachment) provide a collation of the City of Karratha’s advocacy positions that are agreed by Council and will drive outcomes in the Strategic Community Plan. They are reviewed and updated at regular intervals, and additional Advocacy Position Statements will be updated from time to time.

These statements provide Karratha’s stakeholders with a deeper visibility of the vision, aspirations, and priorities of our community.

The Mayor and CEO will advocate formally and informally with key stakeholders on the City’s behalf in achieving these advocacy outcomes. This constitutes one element of a broader approach to stakeholder engagement and advocacy, and will often be supported by more comprehensive plans, and often linked to specific strategies, plans and projects.

**LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is considered to be of Moderate significance in terms of influencing the City’s activities and reputation.

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation with Council has taken place at multiple Council workshops between September 2023 and May 2024.

**COMMUNITY CONSULTATION**

Advocacy Position Statements reflect the outcomes of the Annual Community Survey conducted between 1 February 2024 and 8 March 2024, and other community engagement processes.

**POLICY IMPLICATIONS**

Advocacy Position Statements may relate to existing or proposed policies, as identified in the attachment.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

This item is relevant to the implementation of the Council’s approved Strategic Community Plan 2020-2030, the Corporate Business Plan 2020-2025, and the Operational Plan 2023-2024, as detailed in the paper.

**RISK MANAGEMENT CONSIDERATIONS**

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

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

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

Option 3

That Council:

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

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**COUNCILLOR QUESTION:**

Is it a good strategy to have a small quantity of advocacy positions at any one time?

**CITY RESPONSE:**

Yes. We may find when talking to a particular stakeholder that we are focussed on a single advocacy position. However, there may be times where more than one advocacy position overlaps in the same conversation.

**14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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

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

## **17 MATTERS BEHIND CLOSED DOORS**

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### **OFFICER'S RECOMMENDATION**

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

**ATTACHMENT TO ITEM 9.5 PARTIALLY CONFIDENTIAL - AUDIT AND ORGANISATIONAL RISK COMMITTEE MEETING MINUTES – 20 MAY 2024**

**ATTACHMENT TO ITEM 9.5 MANAGEMENT REPORT - FINANCIAL AUDIT AND IT AUDIT**

**ATTACHMENT TO ITEM 11.2 KPCA CONFERENCE BUDGET**

**ATTACHMENT TO ITEM 11.3 VENTURENORTH CONFERENCE & PLUS EIGHT LEAP BOOTCAMP 2024 BUDGET**

**ATTACHMENT TO ITEM 13.3 HOUSING DEVELOPMENT EOI0000001 EVALUATION REPORT**

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



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

The meeting closed at \_\_\_\_\_.

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