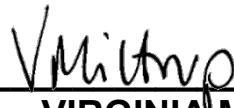




ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 28 October 2024 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

Signed: *VMiltrup*
Virginia Miltrup - Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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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 Gillian Furlong
Cr Brenton Johannsen
Cr Travis McNaught
Cr Kelly Nunn
Cr Sarah Roots
Cr Tony Simpson (via Teams)
Cr Joanne Waterstrom Muller

Staff:

Virginia Miltrup	Chief Executive Officer
Emma Landers	Director Community Experience
Alistair Pinto	Director Corporate & Commercial
Lee Reddell	Director Development Services
Simon Kot	Director Strategic Projects & Infrastructure
Miranda Geal	A/Manager Governance & Organisational Strategy
Kate Jones	Minute Secretary

Apologies:**Absent:****Leave of Absence:****Members of Public:****Members of Media:**

3 DECLARATION OF OFFICE CEREMONY

The Presiding Member welcomes and invites Anthony Anderson, Justice of Peace (JP) to conduct the swearing in ceremony for the newly elected Councillor, Jodie Swaffer. Ms Swaffer will make a 'Declaration by Elected Member of Council' and will be called upon by Anthony Anderson, JP to make their declaration in the prescribed form.

4 PUBLIC QUESTION TIME

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

The following student leaders have each requested to make a deputation. They recently participated in the first ever Karratha Interschool Public Speaking Tournament. Students will be sharing with Council their thoughts on the topics of "What does leadership mean to me" or "How can we make Karratha a better place for young people to live".

Alby Marmion	Pegs Creek
Mia Botha	St Pauls
Indi Garstone	St Pauls
Gillian Cheruiyot	Millar's Well

6 REQUESTS FOR LEAVE OF ABSENCE

Cr Waterstrom Muller has requested a leave of absence for the 18 November 2024 meeting.

OFFICER'S RECOMMENDATION

That Cr Waterstrom Muller's leave of absence for the 18 November 2024 Ordinary Council Meeting be approved.

7 DECLARATIONS OF INTEREST

Cr Waterstrom Muller declared an interest in the following item:

- Impartiality interest in 13.3 Waiver of Waste Disposal Fees – West Ngarluma Ngurin Aboriginal Corporation as Cr Waterstrom Muller's husband has a personal connection with Peter Jeffries and his family from West Ngarluma Ngurin.

8 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 16 September 2024, be confirmed as a true and correct record of proceedings.

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – September 2024	Location
2/09/2024	Activ Foundation - City to Surf Meeting	Karratha
5/09/2024	Cossack 2024 Winners Exhibition	Karratha
6/09/2024	PKUC Graduation Celebration	Karratha
10/09/2024	Senator Fatima Payman	Canberra
10/09/2024	Cecilia Tran and Kate Gurbiel, Adviser to the Hon Madeleine King MP	Canberra
10/09/2024	Senator the Hon Linda Reynolds CSC	Canberra
10/09/2024	Vincent Sheehy, Chief of Staff to the Hon Michael Sukkar MP	Canberra
10/09/2024	The Hon Peter Dutton MP	Canberra
10/09/2024	Senator The Hon Melissa Price	Canberra
10/09/2024	The Hon Darren Chester MP	Canberra
11/09/2024	The Hon Angus Taylor MP	Canberra
11/09/2024	Senator Slade Brockman	Canberra
11/09/2024	Senator Louise Pratt	Canberra
11/09/2024	Phoebe Drake Policy Adviser to the Hon Anothony Albanese MP	Canberra
11/09/2024	Senator the Hon Bridget McKenzie	Canberra
11/09/2024	Senator Matt O'Sullivan	Canberra
11/09/2024	DITRDCA Miranda McEwan, Director – Stakeholder Engagement Housing Support Program	Canberra
18/09/2024	Woodside 70 Year Celebration Event	Karratha

10 CORPORATE & COMMERCIAL REPORTS

10.1 STATEMENTS FOR PERIOD ENDED 31 AUGUST 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	17 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity2. Variance Commentary - Statement of Financial Activity by Nature3. Statement of Financial Position4. Net Current Funding Position

PURPOSE

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

The financial reports presented for August 2024 are subject to audit and adjustment.

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

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	139,971,171	139,971,171	77,744,396	78,799,811	1,055,415	1.4%	↑
Expenditure	(130,098,130)	(130,098,130)	(24,734,117)	(20,579,548)	4,154,569	16.8%	↑
Investing Activities							
Inflows	6,328,243	6,328,243	5,456	1,505,277	1,499,821	27489%	↑
Outflows	(52,180,508)	(52,180,508)	(7,655,697)	(2,248,150)	5,407,547	70.6%	↑
Financing Activities							
Inflows	24,777,999	24,777,999	0	0	0	0.0%	
Outflows	(18,588,938)	(18,588,938)	(2,600,510)	(1,056,739)	1,543,771	59.4%	↑
Non-Cash Items	29,791,441	29,791,441	5,272,806	6,292,691	1,019,885	19%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.00%	
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.00%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.00%	
Surplus/(Deficit) 24/25	10,768	10,768	48,041,824	62,722,831	14,681,007	30.6%	↑

*Refer to variance commentary attachment for explanation of material differences.

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 (Attachment 2) offer an explanation of material variances which contribute 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 ratios.

Period Ended 31 August 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	18.01
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government is able to cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	0.50	0.93	0.71
The ASR measures how effectively a local governments assets are being replaced or renewed. -Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	75.9%	8.0%	79.6%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	2.83	0.95	3.56
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Coverage Ratio (DSCR)	> 2	46.9	45.7	50.8
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

	August-24	July-24	% Change	Comments
Current				
Assets	200,052,330	196,171,166	1.98%	Increase in Unrestricted Cash, Cash Equivalents and Trade Receivables.
Liabilities	11,409,343	11,001,855	3.70%	Increase in Trade and Other Payables.
Non-Current				
Assets	755,347,014	753,661,080	0.22%	Increase in Infrastructure and Property Plant & Equipment.
Liabilities	7,138,678	7,273,010	-1.85%	Decrease in Long Term Borrowings; Self Supporting loans.
Net Assets	936,851,323	931,557,381		

Debtors Schedule

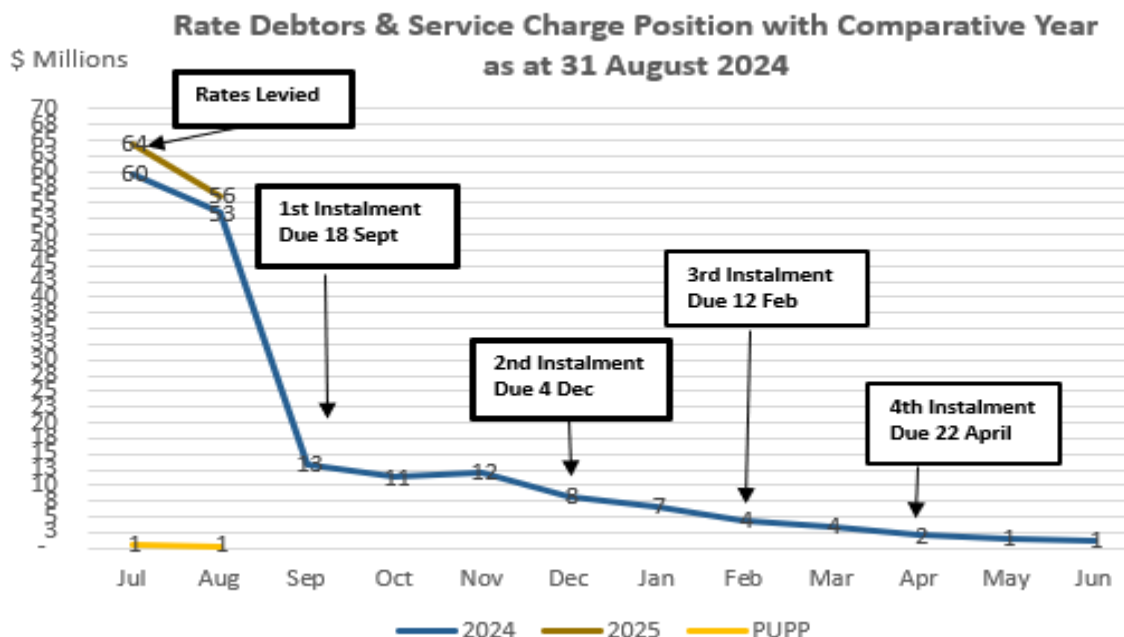
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of August 2024. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 3, there is a balance sheet difference of \$3.5m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	August 2024	July 2024	Change %	% of Current Total
Sundry Debtors				
Current	10,181,207	9,373,022	9%	86.1%
> 40 Days	1,128,266	986,646	14%	9.1%
> 60 Days	690,786	244,723	182%	2.2%
> 90 Days	356,684	278,189	28%	2.6%
Total	12,356,943	10,882,580	14%	100%
Rates Debtors				
Total	56,111,263	64,419,028	-13%	100%
PUPP Debtors				
Total	506,061	509,708	-0.7%	100%

A total of \$9.1m of Rates (including ESL and waste charges) has been paid to end of August 2024, representing a collection rate of 14.1% to date (higher collection rate compared to 0.6% on 31 August 2023).



There was no material change in July in the PUPP Debtors balance. PUPP payments have now been received on 99.78% of properties and of those paid, 99.51% have paid in full, with 0.27% paying by instalments.

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

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
L006	CHC Helicopters (Australia)	-	59,391.36	747.78	Aircraft landing Fees Aug 2024 & Utility Charges June 2024. Reminder email sent 29/08/24. Final Notice issued 25/09/24.
D330	Development WA	-	261,671.03	-	Project management for design of Madigan Road Intersection modification. Reminder emails sent.
B366	Offshore Services Australasia Pty Ltd	-	77,633.39	-	Lease of Hangar at Karratha Airport Aug 2024 and May 2024 Landing Fees. Reminder email sent 30.08.24. Final Notice issued 25/09/24.
Q021	Qantas Airways Ltd	239.93	2,986.81	3,102.61	May & June 2024 Utility charges shortfall at Karratha Airport. Contact has been made to rectify the issue. Reminder email sent 28/08/24.

Capital Expenditure

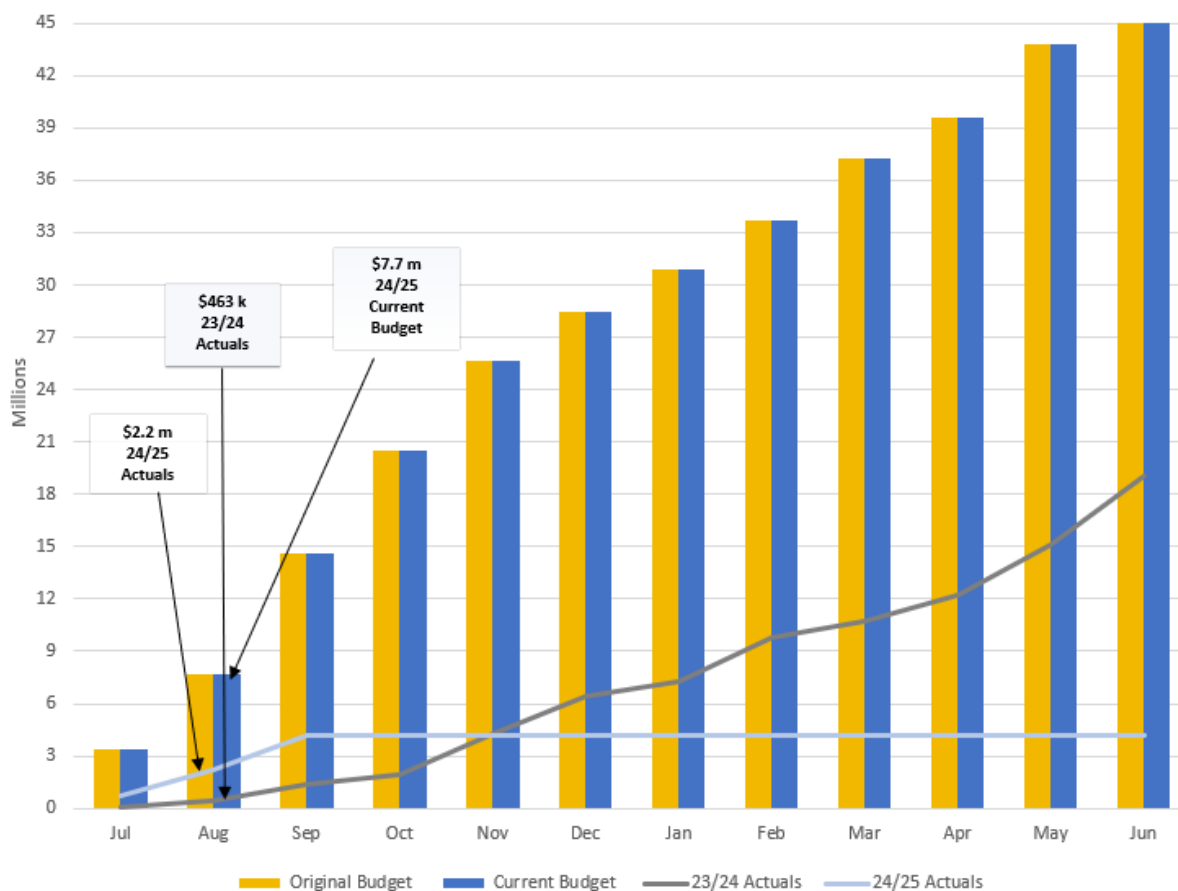
Council's current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stages 1 and 2.

The City spent \$2.2m on its capital program to the end of August, representing an underspend of \$5.4m (70.6%) against YTD budget (down from 81.3% in July 24).

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

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Current Budget	% of Annual Budget
	31-Aug-24			30-Jun-25		
Land	16,666	2,120	-87.3%	745,000	745,000	0.3%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	706,629	513,664	-27.3%	11,281,371	11,281,371	4.6%
Equipment	26,947	0	-100.0%	1,710,427	1,710,427	0.0%
Furn & Equip	30,000	13,145	-56.2%	1,145,000	1,145,000	1.1%
Plant	893,500	80,162	-91.0%	1,468,365	1,468,365	5.5%
Inv Property	0	1,610	100.0%	0	0	0.0%
Infrastructure	5,177,295	1,615,531	-68.8%	32,454,924	32,454,924	5.0%
Work in Progress	800,456	21,794	-97.3%	3,354,140	3,354,140	0.6%
Totals	7,651,493	2,248,025	-70.6%	52,159,227	52,159,227	4.3%

Capital Expenditure YTD Actual v Budget 2024/25 (excl Reserve Transfers)



Financial Statements

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

- Statement of Financial Activity by Nature (Attachment 1).
- Variance Commentary - Statement of Financial Activity by Nature (Attachment 2).
- Net Current Funding Position (Attachment 4).
- Statement of Financial Position (Attachment 3).

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 2024-2025 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.
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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.

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.

10.2 LIST OF ACCOUNTS – 1 AUGUST 2024 TO 31 AUGUST 2024

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

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council **RECEIVE** the list of payments totalling **\$10,671,164.22** as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: **\$172,675.80;**
2. BPay Payments 582 to 601 and EFT Payments 83846 to 84639 (Inclusive): **\$7,456,067.43;**
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (Aug 2024): **\$51,426.41;**
7. Payroll Payments: **\$2,990,994.58**

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 August 2024 to 31 August 2024 (including credit card transactions – August 2024) totalled \$10,671,164.22 which included a sample of large payments as follows:

- BCP Contractors – Hillview/Balmoral Road Reconstruction Claim #4 - \$883,568
- Corps Earthmoving – Footpath / Kerbing Renewal Works - \$172,248
- CSS Equipment – Hammel Finecut Shafts System - \$167,530
- Dampier Plumbing – KLP Water Main Replacement - \$227,920

- Profix Australia – KLP Shade Structure Claims - \$496,960
- Profix Australia – Karratha Airport Ceiling Rectification Works - \$208,022

Consistent with CG-11 Regional Price Preference Policy, 54% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In August 2024, 65% of the total number of invoices paid were for local suppliers, slightly lower than 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 2024-2025 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

CONCLUSION

Payments and credit card payments for the period 1 August 2024 to 31 August 2024 totalled \$10,671,164.22. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

COUNCILLOR QUESTION:

Regarding item 11246, IAS Fine Art Logistics Pty Ltd for \$16,704.60, what is this payment for?

CITY RESPONSE:

These costs were for the delivery of the art works related to the Cossack Art Awards. To be specific up to 300 pieces of artwork was freighted between IAS Perth and Bond Store, Cossack at \$7593 + GST each way.

COUNCILLOR QUESTION:

Regarding item 14570, Karratha Equestrian Centre Inc for \$172,675.80, what is this payment for?

CITY RESPONSE:

The payment is the release of compensation funds from Water Corporation, that are held in trust by the City of Karratha for the Karratha Agistment Centre (KAC). The funds are managed by a MOU between the City and KAC (dated 2015), with funds released at agreed milestones. The funds are held and released solely for developing KAC facilities.

10.3 INVESTMENTS FOR PERIOD ENDED 31 AUGUST 2024

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

PURPOSE

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

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

DISCUSSION

Details of the investments are included in the report

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

Table 10.1a. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 31 August 2024 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		12,386,898	2.15	At Call		Reserve at Call
NAB	Reserve Term Deposit	12,000,000	12,546,887.67	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,694,360.29	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,227,534.23	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,133,091.50	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,167,621.93	5.15	12 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,143,482.20	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,144,024.66	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,225,238.36	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,052,462.46	5.44	12 months	Jul-25	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,129,678.90	5.19	12months	Jan-25	Muni TD
WBC	Municipal (Transactional)		20,834,599.04	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,602.00				
TOTAL		94,000,000	129,694,482				

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

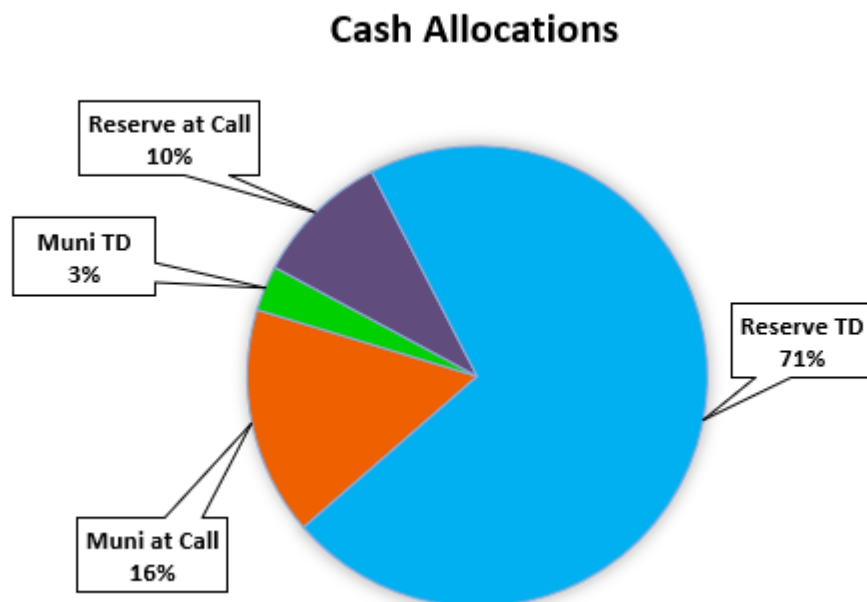
On average, the City is earning 5.19% across Municipal Term Deposits and 5.29% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of August. 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.

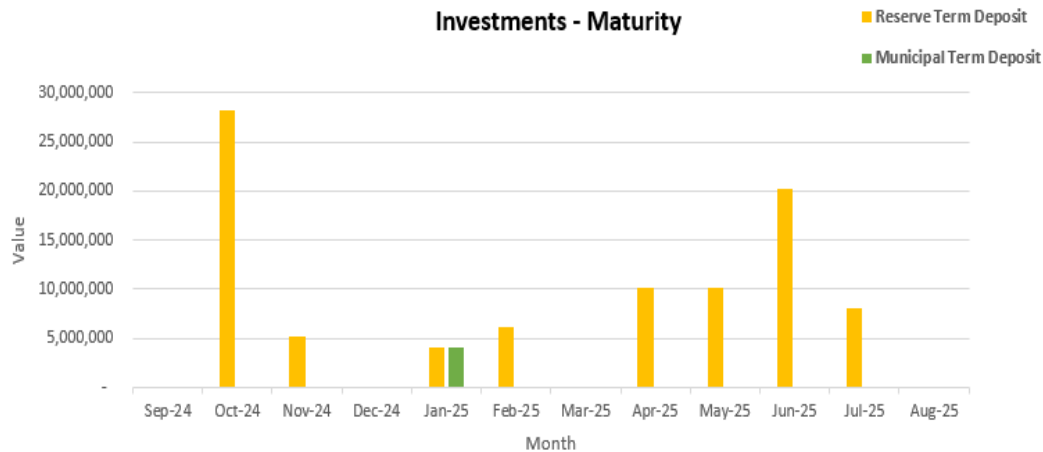
The following graph depicts the allocation of our Cash and Financial Investments to maximise return on investment which shows that 91% of our Cash and Financial Investments are invested in Term Deposits.



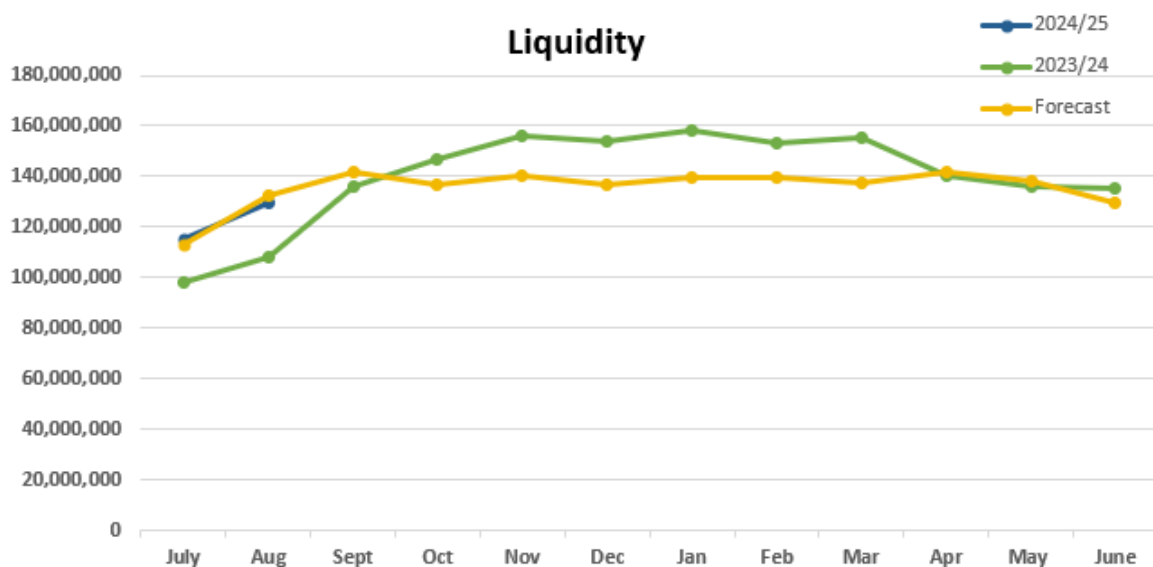
Graph 10.1a. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

In accordance with the City's Investment Policy (CF3), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 35% of Cash and Financial Investments will mature in the next 3 months, 15% maturing in the next 4-6 months and 50% maturing in the next 7-12 months.



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



Graph 10.1c. Schedule of Liquidity

Schedule of Liquidity

Administration reviews funds to ensure there is sufficient liquidity to meet the operational cash flow requirements.

The liquidity graph for 2024/25 demonstrates an increase compared to July forecasts.

Schedule of Other Investments

Hangar Lease – Aspen Medical

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

	Month 31 August 2024 \$	Year-to-Date 31 August 2024 \$	Life-to-Date 31 August 2024 \$
Total Income Received	33,250	66,500	1,922,765
Total Expenditure Paid	-	(888)	(115,564)
Net Income	33,250	65,612	1,807,201
Annualised ROI	13.2%	13.1%	34.2%

Table 10.1d. Aspen Medical – Hangar Lease Performance

Ground and Hangar Lease – Babcock Offshore

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

	Month 31 August 2024 \$	Year-to-Date 31 August 2024 \$	Life-to-Date 31 August 2024 \$
Total Income Received	48,898	96,598	2,158,748
Total Expenditure Paid	-	-	(17,611)
Net Income	48,898	96,598	2,141,137
Annualised ROI	13.8%	13.7%	30.3%

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

The Quarter HQ

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

	Month 31 August 2024 \$	Year to Date 31 August 2024 \$	Life to Date 31 August 2024 \$
Total Income Received	271,982	640,323	24,266,049
Total Expenditure Paid	(138,573)	(175,228)	(11,491,424)
Net Income	133,409	465,095	12,774,624
Annualised ROI	8.0%	14.0%	8.9%

Table 10.1f. The Quarter HQ Performance

Ageing of Outstanding Lessees Balances

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

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,144.34	Payment plan accepted 24/04/2024. Payments are being received as agreed
0009	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Bond allocated 28 February. Deed of Surrender actioned 27 March. Lessee in liquidation – ongoing.

Table 10.1g. Aged Debtors of The Quarter

Schedule of Loan Agreement

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

	Month 31 August 2024 \$	Year to Date 31 August 2024 \$	Life to Date 31 August 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	25,333	38,000	376,419
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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

*Includes July and August interest amounts, received 1 August & 30 August 2024, respectively

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 5.29%, there is an opportunity cost for the year to date of \$8,424 and a life to date benefit of \$26,905. For the current month of August 2024, the opportunity cost is \$4,163. 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 the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	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.

CONCLUSION

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

10.4 2023/2024 KEY PERFORMANCE MEASURES

File No:	CM.89
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Acting Manager Governance & Organisational Strategy
Date of Report:	17 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide Council with an update on performance against the 2023/2024 Operational Plan for Quarter 4 (April 2024 – June 2024) and the full financial year 2023/2024.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Quarter 4 and End of Year Performance Report for 2023/2024.

BACKGROUND

There are four strategic themes in the Strategic Community Plan 2020-2030, which are delivered through 147 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 284 ongoing projects and actions which are measured throughout the year by 102 performance measures as per the below table.

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

A process supporting the Integrated Strategic Planning (ISP) Framework is quarterly reporting against the performance measures, also referred to as Key Performance Indicators (KPI), to monitor performance and respond to changing priorities.

A snapshot of the overall performance during Quarter 4 and for the year is included in this report. It uses a traffic light system to represent the following benchmarks.

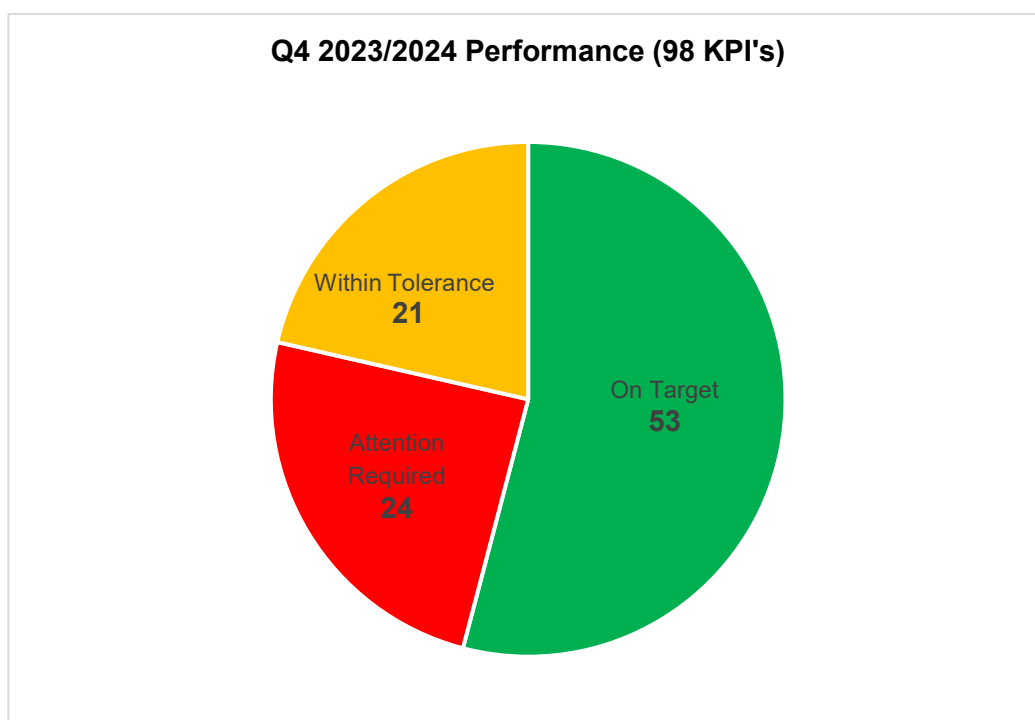
●	Attention Required	Below the lower tolerance applied to the KPI
●	Within Tolerance	Between the target and lower tolerance applied to the KPI
●	On Target	Either on or above target

DISCUSSION**2023/2024 QUARTER 4 PERFORMANCE MEASURES**

Out of a total of 102 performance measures established for the year, 101 are measured this quarter with the following three KPI's unable to be measured:

- “2.d.2.1.a Number of businesses registered with ABN within the City” as Australian Bureau of Statistics data for June 2024 is expected to be available in December 2024, at which time it will be reported;
- “4.c.1.1.a Improve Financial Health Indicator as reported on the state government’s MyCouncil website” as Financial Health Indicator is no longer reported on MyCouncil website; and
- “4.c.1.2.c Achieving the objectives of the National Asset Management Framework (benchmarking)” as no longer a recognised measure of organisational asset management maturity.

The results for Quarter 4 are provided below:

**2023/2024 Q4 Performance by Theme**

Strategic Theme	On Target	Within Tolerance	Attention Required
Our Community	21	7	9
Our Economy	9	5	3
Our Natural & Built Environment	10	1	2
Our Leadership	13	8	10
TOTAL	53	21	24

“On or Above Target” Q4 Outcomes

In this quarter 53 (54%) performance measures are on target or exceed the target as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q4 Target	Q4 Actual	Q4 Last Year
1.a.1.1.a Minimise the gap between performance and importance in the Annual Community Survey for Footpaths and Cycleways	#	0	4.0	-0.2
1.a.1.2.b Minimise the gap between performance and importance in the Annual Community Survey for Streetscapes	#	0	1.2	-2.4
1.a.1.5.a Percentage of renewal projects delivered to agreed timeline and budget	%	90	93	77
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct Aquatic Centre and Roebourne Aquatic Centre	#	110,751	140,934	129,631
1.a.1.7.c Minimise the gap between performance and importance in the Annual Community Survey for the Wickham Recreation Precinct	#	0	7.4	5.8
1.a.1.7.d Minimise the gap between performance and importance in the Annual Community Survey for the Indoor Play Centre.	#	0	4.9	5.2
1.a.1.7.e Minimise the gap between performance and importance in the the Annual Community Survey for the Red Earth Arts Precinct	#	0	8.9	10.4
1.a.1.7.f Minimise the gap between performance and importance in the Annual Community Survey for the Roebourne Aquatic Centre	#	0	7.2	5.3
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	#	5,700	6,520	7,023
1.a.1.8.a Minimise the gap between performance and importance in the Annual Community Survey for Sports Fields	#	0	2.6	2.8
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population	%	45	51.5	44.6
1.c.1.3.c Minimise the gap between performance and importance in the Annual Community Survey for Library Services	#	0	11.8	9.7
1.c.1.3.d Number of visits recorded at City Libraries	#	27,500	32,056	23,657
1.c.1.3.e Minimise the gap between performance and importance in the Annual Community Survey for Local History and Heritage	#	0	5.2	3.3
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	#	125	365	262
1.c.1.4.a Minimise the gap between performance and importance in the Annual Community Survey for the Youth Shed	#	0	4.6	5.9
1.c.1.4.b Increase youth patronage to The Base and Youth Shed	%	5	43	1
1.c.1.4.c Minimise the gap between performance and importance in the Annual Community Survey for The Base	#	0	7.2	7.1
1.c.2.2.a Number of RPT passengers using Karratha Airport Terminal (includes domestic and international travel)	#	579,000	602,634	554,310
1.d.1.1.d Number of REAP visitations	#	14,500	15,378	17,613
1.d.1.6.a Inspect 33 public health premises per month.	#	99	103	89
2.a.1.1.b Increase the value of business grants that are approved by the City	\$	250,000	305,579	264,000
2.a.1.1.c Number of vacancies in City managed service worker accommodation	%	0	0	6
2.a.1.2.a Increase the number of formalised industry partnerships	#	4	5	4
2.a.2.1.c Number of major events secured by the City of Karratha	#	2	4	2
2.a.2.2.e Minimise the gap between performance and importance in the Annual Community Survey for the Karratha Tourism and Visitor Centre	#	0	7.4	6.7
2.a.2.4.a Ensure all leases managed by the City are current	%	90	90.9	93.4
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	Ha	300	335	342
2.c.1.1.d Number of participants in the business climate survey	#	120	141	NA
2.d.2.1.b Number of positions applied for under the Pilbara DAMA	#	20	68	NA
3.a.2.2.a Minimise the gap between performance and importance in the Annual Community Survey for Tracks and Trails	#	0	3.5	2.2
3.a.2.2.b Identify the number of projects implemented from the Environmental Sustainability Strategy	#	3	3	11

Measure	UoM	Q4 Target	Q4 Actual	Q4 Last Year
3.b.1.1.a Minimise the gap between performance and importance in the Annual Community Survey for Graffiti Removal	#	0	10.4	6.3
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	kgs	5,000	5,000	4,120
3.c.2.1.a Minimise the gap between performance and importance in the Annual Community Survey for Bin Collection	#	0	3.8	3.1
3.c.2.3.c Percentage of scrap metal received at the 7 Mile Waste Facility diverted from landfill	%	80	80	80
3.c.2.3.d Percentage of e-waste received at the 7 Mile Waste Facility diverted from landfill	%	80	100	80
3.c.2.3.f Percentage of clean timber received at 7 Mile Waste Facility diverted from landfill	%	80	90.0	80
3.c.2.4.a Minimise the gap between performance and importance in the Annual Community Survey for Waste Facilities	#	0	1.8	2.2
3.d.2.1.a Number of subscriptions taken up through the Climate Clever Program	#	20	29	29
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	%	95	100	100
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	%	10	8.1	8.7
4.b.2.2.a Minimise unscheduled down time for all public interfacing websites	%	98	100	100
4.b.2.2.b Minimise unscheduled down time for all public interfacing email systems	%	98	100	100
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	%	98	100	99.9
4.b.3.2.a Percentage reduction in staff turnover	%	10	7	28
4.c.1.2.a Condition of assets are optimised based on service level requirements as measured by the Asset Consumption Ratio	%	79	97	77
4.c.1.6.a Percentage of vehicles achieving acceptable levels of utilisation	%	75	75	75
4.c.3.2.a Increase in additional and/or alternative sources of revenue	#	1	1	1
4.d.1.1.a Increase the number of partnerships with Indigenous businesses and organisations	#	3	3	1
4.e.1.1.d Assess all building applications within the statutory timeframes	%	100	100.0	100
4.e.1.1.e Assess all planning applications within the statutory timeframes	%	100	100.0	100
4.e.2.2.b Statistically relevant number of participants in annual community survey	#	1,500	2,075	909

“Within Tolerance” Q4 Outcomes

In this quarter 21 (21%) performance measures are within tolerance as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q4 Target	Q4 Actual	Q4 Last Year
1.a.1.2.a Minimise the gap between performance and importance in the Annual Community Survey for Parks, Gardens and Opens Spaces	#	0	-2.2	-2.4
1.a.1.10.a Minimise the gap between performance and importance in the Annual Community Survey for Public Toilets	#	0	-6.4	-7.5
1.a.1.10.b Minimise the gap between performance and importance in the Annual Community Survey for Street Litter Clean Up	#	0	-6.4	-7.7
1.b.1.3.a Minimise the gap between performance and importance in the Annual Community Survey for Illegal Dumping	#	0	-8.5	-8.2
1.b.4.3.a Number of private pools inspected that require reinspection	%	20	22.5	21.5
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	#	3,000	2,741	2,460

Measure	UoM	Q4 Target	Q4 Actual	Q4 Last Year
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	#	50,000	47,083	60,586
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVC)	#	7,500	6,918	8,959
2.b.1.1.a Number of actions completed in the Small Business Friendly Approvals Project Implementation Plan	#	3	1	1
2.b.1.2.a Percentage of dollar spend paid to local businesses	%	50	49.6	45
2.c.1.1.b Average commercial lease cost per square metre of advertised retail and office space in Karratha	\$	350	380	360
2.c.1.1.c Area of undeveloped industrial lots available for sale	Ha	70	51.0	56.3
3.c.1.1.b Process green waste into mulch/compost	T	2,000	1,870.0	2,000
4.a.1.1.a Percentage of media releases picked up by the local media	%	80	65.0	67
4.a.2.3.c Number of workers compensation claims per annum	#	0	5	15
4.b.3.1.a Number of indigenous staff employed	#	24	18	24
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	#	15	18.2	12.9
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	%	90	87	80
4.e.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3-month KPI reporting period	#	1,500	1,433	837
4.e.1.2.a Reduce the number of high and extreme residual risks	%	2	2.5	2
4.e.2.2.a Increase in overall community satisfaction score through the annual community survey	%	76	75	76

“Attention Required” Q4 Outcomes

In this quarter 24 (25%) performance measures require attention as provided below. Comments are consolidated under the end of financial year outcomes.

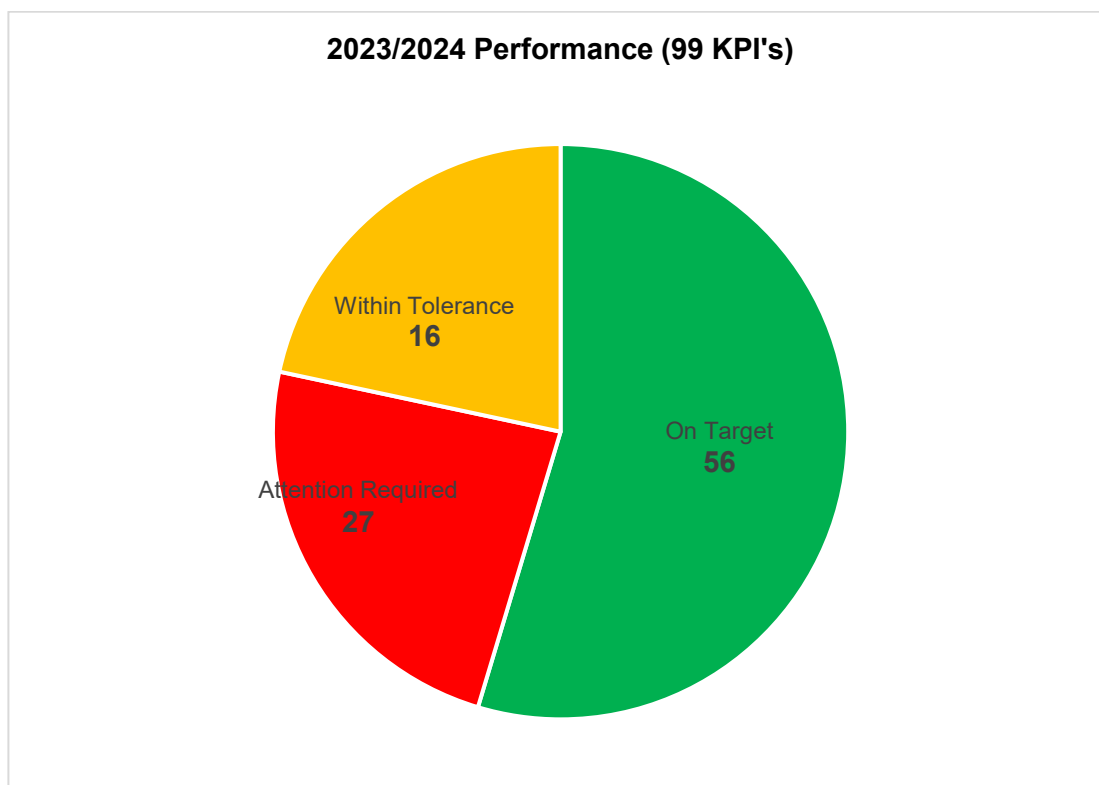
Measure	UoM	Q4 Target	Q4 Actual	Q4 last year
1.a.1.1.b Minimise the gap between performance and importance in the Annual Community Survey for Local Roads	#	0	-3.8	-4.5
1.a.1.4.a Minimise the gap between performance and importance in the Annual Community Survey for the Karratha Airport Terminal	#	1	-6.4	-1.1
1.a.1.7.b Minimise the gap between performance and importance in the Annual Community Survey for the Karratha Leisureplex	#	0	-3.7	2.4
1.b.3.1.a Minimise the gap between performance and importance in the Annual Community Survey for Safety, Security and Policing	#	0	-23.9	-23.5
1.c.1.2.a Minimise the gap between performance and importance in the Annual Community Survey for Community Engagement	#	0	-9.4	-5.3
1.d.1.1.b Number of attendances at paid events in REAP Theatre	#	25,000	9,979	13,230
1.d.1.1.c Number of paid events in REAP Theatre	#	230	106	139
1.d.1.4.a Percentage of City managed works including hazard reduction burns and firebreaks completed or maintained as identified in the Bush Fire Risk Management Plan	%	85	15	NA
1.d.1.5.a Number of complaints received from residents reporting nuisance mosquitos	#	15	28	8
2.a.2.1.a Minimise the gap between performance and importance in the Annual Community Survey for Business Development and Support	#	0	-5.1	-3.4
2.a.2.1.b Adoption of Council Position on hydrogen and the Pilbara Clean Energy Cluster	#	5	0	5
2.a.2.2.d Value of tour bookings made by the KTVC	\$	150,000	39,620	57,092
3.a.3.2.a Minimise the gap between performance and importance in the Annual Community Survey for Foreshore and Beach Amenity	#	0	-3.9	-0.5
3.c.2.3.e Reduce recycling bin contamination measured against annual bin audit	%	20	4.3	20
4.a.2.3.a Number of OHS inspections completed per annum	#	165	51	168

Measure	UoM	Q4 Target	Q4 Actual	Q4 last year
4.a.2.3.b Reduce number of lost time injuries	#	9.7	69.7	0
4.b.3.3.a Percentage of staff (FT and PT) undertaking compliance, procurement and Promapp induction (or refresher training)	%	20	12.2	35.1
4.c.1.1.b Minimise the gap between performance and importance in Annual Community Survey for Financial Management	#	0	-9.1	-5.3
4.c.1.2.b Ensure asset renewals and replacements are managed sustainably as measured by the Asset Sustainability Ratio	#	90	60.9	73
4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations & Sponsorship)	%	85	66.7	62.2
4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	%	60	39.0	49
4.e.1.1.f Correspondence to be acknowledged within agreed time frames	%	90	78.6	86.3
4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	%	95	89.0	90
4.e.1.1.h Minimise the gap between performance and importance in the Annual Community Survey for Town Planning and Building Approvals	#	0	-1.4	0

2023/2024 END OF YEAR PERFORMANCE MEASURES

Out of a total of 102 performance measures established for the year, 99 were able to be measured. There are three KPI's that could not be measured as explained in the Quarter 4 overview above.

The overall results for the 2023/2024 year are provided below:



2023/2024 Performance by Theme

Strategic Theme	On Target	Within Tolerance	Attention Required
Our Community	22	6	9
Our Economy	11	3	3
Our Natural & Built Environment	10	1	2
Our Leadership	13	6	13
TOTAL	56	16	27

“On or Above Target” 2023/2024 Outcomes

In 2023/2024 56 (57%) performance measures are on target or exceed the target as provided below.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
1.a.1.1.a Minimise the gap between performance and importance in the Annual Community Survey for Footpaths and Cycleways	#	0	4	-0.2	Significant investment in this financial year is demonstrated in the positive results from the survey.
1.a.1.2.b Minimise the gap between performance and importance in the Annual Community Survey for Streetscapes	#	0	1.2	-2.4	Community feedback is positive and above expectation.
1.a.1.5.a Percentage of renewal projects delivered to agreed timeline and budget	%	90	93	77	Renewal program and additional reactive works delivered this year. ACH delays were managed with key stakeholders.
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct Aquatic Centre and Roebourne Aquatic Centre	#	578,167	636,182	628,135	Record breaking year with over 580,000 visits to KLP. Wickham Recreation Precinct attendance almost reached 50,000 for 2023/24. Considered excellent results for size of facility. Roebourne Aquatic Centre attendance was 5662 which is 1% higher than previous year, however still below previous years. Continue strategic event planning to encourage attendance.
1.a.1.7.c Minimise the gap between performance and importance in the Annual Community Survey for the Wickham Recreation Precinct	#	0	7.4	5.8	Increase from 5.8 to 7.4 positive result. Reflective of good team performance at Wickham Recreation Precinct.
1.a.1.7.d Minimise the gap between performance and importance in the Annual Community Survey for the Indoor Play Centre.	#	0	4.9	5.2	Dropped slightly from 5.2 to 4.9 which is still a positive result at the Indoor Play Centre.
1.a.1.7.e Minimise the gap between performance and importance in the Annual Community Survey for the Red Earth Arts Precinct	#	0	8.9	10.4	Survey showed the Red Earth Arts Precinct gap between importance and performance reduced from last year.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
1.a.1.7.f Minimise the gap between performance and importance in the Annual Community Survey for the Roebourne Aquatic Centre	#	0	7.2	5.3	Slight increase on previous year, a good result for Roebourne Aquatic Centre.
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	#	13,000	31,333	26,364	Recorded attendance increased to above 30,000 for only the 2nd time since opening in new location. Excellent result.
1.a.1.8.a Minimise the gap between performance and importance in the Annual Community Survey for Sports Fields	#	0	2.6	2.8	Community feedback is performing above expectations as per previous years.
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population	%	45	48.8	43.5	Population 22,199 based on ABS 2021 census data. Recorded 249 new members in Q4.
1.c.1.3.c Minimise the gap between performance and importance in the Annual Community Survey for Library Services	#	0	11.8	9.7	The Annual Community Survey results for Library Services increased by 2.1 on the previous year.
1.c.1.3.d Number of visits recorded at City Libraries	#	110,000	116,191	96,508	Door count was up compared to Q4 22-23 and overall, for the year, particularly at Karratha and Wickham Libraries. Programs were well attended, and computer use/technology help was also up.
1.c.1.3.e Minimise the gap between performance and importance in the Annual Community Survey for Local History and Heritage	#	0	5.2	3.3	The gap between performance and importance in the Annual Community Survey for Library Services increased by 1.9.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	#	125	940	638	Additional adult programs including a Libraries After Dark Author Talk, Sydney Writers' Festival and Heritage Festival Sessions were offered and well attended. Tai Chi and Memory Preservation Station numbers remain steady.
1.c.1.4.a Minimise the gap between performance and importance in the Annual Community Survey for the Youth Shed	#	0	4.6	5.9	Survey Results indicate gap between importance and performance has minimised.
1.c.1.4.b Increase youth patronage to The Base and Youth Shed	%	5	43	1	Increase in numbers due to additional programming and youth week activities.
1.c.1.4.c Minimise the gap between performance and importance in the Annual Community Survey for The Base	#	0	7.2	7.1	Survey Results indicate gap between importance and performance has increased.
1.c.2.2.a Number of RPT passengers using Karratha Airport Terminal (includes domestic and international travel)	#	579,000	602,634	554,310	Passenger growth has exceeded forecasts, driven by increased seating capacity and heightened demand spurred by ongoing project activity in Karratha.
1.d.1.1.d Number of REAP visitations	#	58,000	58,839	56,413	The team successfully completed Pilbara Summit 24, Eskimo Joe, MICF, local performances, and blockbuster movie screenings.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
1.d.1.6.a Inspect 33 public health premises per month.	#	99	105	106	420 Health premises inspections completed this financial year, exceeding the number per year.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	#	50,000	50,113	48,873	Engagements on par with previous reporting periods. High performing posts for Q4 include announcement of two new bus shelters being installed in City centre, Bayview Road Caravan Park DA, and Dampier Tourist Park Feasibility study outcome.
2.a.1.1.b Increase the value of business grants that are approved by the City	\$	250,000	305,579	264,000	\$102,829 in Take Your Business Online Grants to 40 local businesses. \$170,000 in Business Development Support Grants to three local business support providers. \$32,750 in Economic Development Grants to one local business.
2.a.1.1.c Number of vacancies in City managed service worker accommodation	%	0	0	6	All dwellings are currently allocated, and the waitlist is updated on a weekly basis.
2.a.1.2.a Increase the number of formalised industry partnerships	#	4	5	4	Five formal partnerships with Pilbara Kimberley University Centre, KDCCI, KBECI, SEED and PTA.
2.a.2.1.c Number of major events secured by the City of Karratha	#	2	4	2	Four events have been secured through MESAP.
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVc)	#	22,000	23,581	28,660	The door counter for the KTVc became faulty in April 2024 which resulted in staff manually counting visitor numbers for Q4. Visitor numbers appear lower than anticipated for Q4 likely due to errors in the manual counting, although still above the annual target. A new people counter will be installed late July/August.
2.a.2.2.e Minimise the gap between performance and importance in the Annual Community Survey for the Karratha Tourism and Visitor Centre	#	0	7.4	6.7	Survey results indicate a slight improvement on the previous year.
2.a.2.4.a Ensure all leases managed by the City are current	%	90	90.9	93.4	There are 83 current leases, 17 current licences, 7 expired leases & 3 expired licences. All expired agreements are in current negotiations (excludes MOUs, access/indemnity agreements, leases where City is lessee/sublessee and 3rd party subleases where City is Head lessor).
2.b.1.2.a Percentage of dollar spend paid to local businesses	%	50	60.9	44.4	In Q4 the percentage of spend is slightly below target at 49.6%, although \$10M was spent locally with 68.97% of invoices to local suppliers. The City's commitment to supporting local business is demonstrated by the positive annual result

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	Ha	300	349.2	349.8	The newest stages of Madigan Estate have been given titles, reducing the overall amount of available land to be developed. Annual target achieved.
2.c.1.1.d Number of participants in the business climate survey	#	120	141	NA	Target achieved.
2.d.2.1.b Number of positions applied for under the Pilbara DAMA	#	40	134	NA	An amendment to the Agreement was approved in January 2024 to include additional positions. This has resulted in an increase in the number of positions applied for.
3.a.2.2.a Minimise the gap between performance and importance in the Annual Community Survey for Tracks and Trails	#	0	3.5	2.2	A positive outcome. Community feedback indicates a desire for improvements to tracks and trails amenities (eg signs), which may improve satisfaction in the future.
3.a.2.2.b Identify the number of projects implemented from the Environmental Sustainability Strategy	#	3	3	11	Three key initiatives underway being carbon accounting, Waterwise Council program implementation and utility monitoring working group. The City will review the ESS in the 2024/25 financial year including developing an implementation plan of projects.
3.b.1.1.a Minimise the gap between performance and importance in the Annual Community Survey for Graffiti Removal	#	0	10.4	6.3	Positive gap of 10.4 as per the survey.
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	kgs	20,000	26,021	14,194	26,021kg of HHW diverted for landfill. Exceeded annual target.
3.c.2.1.a Minimise the gap between performance and importance in the Annual Community Survey for Bin Collection	#	0	3.8	3.1	Gap of 3.8 exceeds importance in community survey.
3.c.2.3.c Percentage of scrap metal received at the 7 Mile Waste Facility diverted from landfill	%	80	80	80	1,260 tonnes of scrap metal and 126 tonnes of batteries collected for recycling.
3.c.2.3.d Percentage of e-waste received at the 7 Mile Waste Facility diverted from landfill	%	80	100	80	67 tonnes of e-waste transported to recycling facility in Perth.
3.c.2.3.f Percentage of clean timber received at 7 Mile Waste Facility diverted from landfill	%	80	90	80	2,473 tonnes of timber diverted from landfill in 23/24 for re-use in fixation process.
3.c.2.4.a Minimise the gap between performance and importance in the Annual Community Survey for Waste Facilities	#	0	1.8	2.2	Positive gap of 1.8 exceeds importance in Community survey.
3.d.2.1.a Number of subscriptions taken up through the Climate Clever Program	#	20	29	20	A review of the program has been undertaken as uptake has been static for some time despite periodic promotion of the subscription. It was agreed this program is no longer providing significant benefit so the City's subscription to the service has now ended.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	%	95	100	100	All incoming correspondence is processed within 24 hours of receipt.
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	%	10	7.7	8.6	Of 754 processes 61 are overdue. 19 from Financial Services and 18 from People and Culture. Reminders provided to staff frequently. High turnover of staff is a regular issue where teams need retraining. Process Manager Inductions provided monthly and written resources available.
4.b.2.2.a Minimise unscheduled down time for all public interfacing websites	%	98	100	100	No known unscheduled down time for all public interfacing websites.
4.b.2.2.b Minimise unscheduled down time for all public interfacing email systems	%	98	100	100	No known unscheduled down time for all public interfacing email systems.
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	%	98	100	100	No known unscheduled down time for all public interfacing telephone systems.
4.b.3.2.a Percentage reduction in staff turnover	%	10	7	28	Staff turnover has reduced by 7% over the past year.
4.c.1.2.a Condition of assets are optimised based on service level requirements as measured by the Asset Consumption Ratio	%	79	97	77	Supports the current level of maintenance and renewal of the City's assets (ratio subject to year-end adjustments and audit).
4.c.1.6.a Percentage of vehicles achieving acceptable levels of utilisation	%	75	75	75	Utilisation estimated from fuel usage data until CIA reports available.
4.c.3.2.a Increase in additional and/or alternative sources of revenue	#	1	1	1	SWA housing and The Quarter are achieving rental returns; continued returns from Dampier Shopping Centre loan.
4.d.1.1.a Increase the number of partnerships with Indigenous businesses and organisations	#	3	3	1	Great traction with 3 Roebourne entities who have partnered with the City to deliver engagement activities.
4.e.1.1.d Assess all building applications within the statutory timeframes	%	100	100	99.6	The reduced application numbers have allowed for a reduction in processing timeframes.
4.e.1.1.e Assess all planning applications within the statutory timeframes	%	100	99.3	96.5	38 development applications determined in Q4 at an average of less than 30 days, improving the annual result.
4.e.2.2.b Statistically relevant number of participants in annual community survey	#	1,500	2,075	909	The City received 2,075 responses to the 2024 Annual Community Survey, representing a 128% increase in participation. The increase may be attributed to the attractive incentive prize offered and changes to increase awareness and improve accessibility of the survey including the introduction of a shortened format.

“Within Tolerance” 2023/2024 Outcomes

In 2023/2024 16 (16%) performance measures are within tolerance as provided below.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
1.a.1.2.a Minimise the gap between performance and importance in the Annual Community Survey for Parks, Gardens and Opens Spaces	#	0	-2.2	-2.4	Weed management issues throughout the year, in particular areas that were not allowed to be serviced due to ACH delays/ approvals process. Improvement on previous year.
1.a.1.10.a Minimise the gap between performance and importance in the Annual Community Survey for Public Toilets	#	0	-6.4	-7.5	Community survey commentary relates to the number of public toilets (more requested), however trending in the right direction.
1.a.1.10.b Minimise the gap between performance and importance in the Annual Community Survey for Street Litter Clean Up	#	0	-6.4	-7.7	Commenced in house road and footpath street sweeping in February 2024.
1.b.1.3.a Minimise the gap between performance and importance in the Annual Community Survey for Illegal Dumping	#	0	-8.5	-8.2	Rangers will continue to monitor for any illegal dumping and respond to any complaints relating to illegal dumping.
1.b.4.3.a Number of private pools inspected that require reinspection	%	20	22.5	21.5	Large number of 4 yearly inspections, a few minor non-compliances resulting in increase in follow up inspections.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	#	3,000	9,392	11,779	Children program attendance was lower than forecast, mostly due to low numbers at Family Funday at Dampier, Roebourne and Wickham Libraries. Special Story Times including Firefighter Story Time in Dampier were well attended.
2.b.1.1.a Number of actions completed in the Small Business Friendly Approvals Project Implementation Plan	#	3	1	1	Business Engagement Officer role vacant since November 2023. It was agreed to pause work on this project and recommence when role filled. Recruitment is underway.
2.c.1.1.b Average commercial lease cost per square metre of advertised retail and office space in Karratha	\$	350.00	370.00	380	Anecdotal evidence is that there has been little movement in commercial lease costs over the last 12 months. No new supply of space available for lease but not much movement in the market either.
2.c.1.1.c Area of undeveloped industrial lots available for sale	Ha	70	65.3	62.5	The overall number of available lots has decreased as several new lots within Gap Ridge Industrial Estate have been purchased. In addition, the number of lots being utilised for storage/lay down purposes has increased, further reducing the number of available industrial lots. It is also expected that the next stages of Gap Ridge will be released in late 2024/ early 2025. This doesn't include the remaining balance lot for Gap Ridge Structure Plan area.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
3.c.1.1.b Process green waste into mulch/compost	T	2,000	1,870	2,000	Tonnage estimated from windrow volumes. Process varied during 23/24 due to contamination of windrows.
4.a.1.1.a Percentage of media releases picked up by the local media	%	80	74.5	69.5	11 of 17 media releases picked up by local media in Q4. Some items picked up included Project Dorothy, Artist in Residence, and Red Earth Arts Festival. Items that were not picked up included Community survey results and Gold Waterwise Council. A lack of on the ground journalists with the paper may have contributed.
4.a.2.3.c Number of workers compensation claims per annum	#	0	5	15	As of 2024 Q4, there are 23 open cases, five of which are new.
4.b.3.1.a Number of indigenous staff employed	#	24	23	24	In Q4 there were 2 x full time, 9 x Part time and 7 x Casual.
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	#	15	16.8	15.8	Total Unplanned Leave Taken 6371.3070, 351 permanent employees.
4.e.1.2.a Reduce the number of high and extreme residual risks	%	2	2.5	0	<p>There are 50 inherent risks across the City classified as high and only 1 extreme risk.</p> <p>There are 4 high residual risks from amongst 204 risks identified in relation to:</p> <ul style="list-style-type: none"> - Failure to ensure financial sustainability of operations or major projects. - Covid 19 impact on City Services. - Risk to the security of City data on third party platforms or cloud based locations including the emergence of Artificial Intelligence. - Reduced access to critical services. <p>Controls are reviewed regularly to help mitigate these risks.</p> <p>The single extreme residual risk is strategic in nature addressing the existing Housing Supply shortage across the City. Council are actively pursuing options with government and private sectors to relieve the growing pressures faced by residents.</p>
4.e.2.2.a Increase in overall community satisfaction score through the annual community survey	%	76	75	76	The overall score of 75 is a slight decrease on the previous year of 76, however is still the second highest score ever achieved by the City.

“Attention Required” 2023/2024 Outcomes

In 2023/2024 27 (27%) performance measures are within tolerance as provided below.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
1.a.1.1.b Minimise the gap between performance and importance in the Annual Community Survey for Local Roads	#	0	-3.8	-4.5	Based on previous year's results the trend for this item is moving in the right direction. Significant investment planned for future road upgrades in future years.
1.a.1.4.a Minimise the gap between performance and importance in the Annual Community Survey for the Karratha Airport Terminal	#	1	-6.4	-1.1	Airline baggage delays and unavailability of interstate and international flights has negatively impacted results.
1.a.1.7.b Minimise the gap between performance and importance in the Annual Community Survey for the Karratha Leisureplex	#	0	-3.7	2.4	Gap increased significantly at KLP this year due to ongoing inconvenience of Shade structure repairs. This is the first negative result since opening.
1.b.3.1.a Minimise the gap between performance and importance in the Annual Community Survey for Safety, Security and Policing	#	0	-23.9	-23.5	Whilst a similar result to last year, the development of a resourced Community Safety strategy could improve this result.
1.c.1.2.a Minimise the gap between performance and importance in the Annual Community Survey for Community Engagement	#	0	-9.4	-5.3	The creation of a dedicated Community Engagement team should be impactful in this area and influence future results
1.d.1.1.b Number of attendances at paid events in REAP Theatre	#	25,000	9,979	13,230	No data from Q1-3. Avg. of 3326 attendees for Q4. Events of note are Eskimo Joe, MICF, Barracking for the Umpire, local performances, and blockbuster movie screenings such as Despicable Me and IF.
1.d.1.1.c Number of paid events in REAP Theatre	#	230	106	139	No data from Q1-3. Average of 34.6 paid events in the REAP Theatre.
1.d.1.4.a Percentage of City managed works including hazard reduction burns and firebreaks completed or maintained as identified in the Bush Fire Risk Management Plan	%	85	15	NA	KPI was unable to be measured accurately due to the BRMP not being monitored, updated or accessible. Cross-Functional group established to assist with the recording and coordination of mitigation activities. Treatments were completed at natural areas of Cleaverville and Gnoorea Point together with Firebreak inspections / fuel load assessments conducted at residential properties.
1.d.1.5.a Number of complaints received from residents reporting nuisance mosquitos	#	15	28	8	Mosquito breeding incident at the Water Corporation Evaporation ponds, rainfall event and king tides have resulted in increase in mosquito numbers.
2.a.2.1.a Minimise the gap between performance and importance in the Annual Community Survey for Business Development and Support	#	0	-5.1	-3.4	Although the gap has grown, there was an overall improvement in performance and importance.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
2.a.2.1.b Adoption of Council Position on hydrogen and the Pilbara Clean Energy Cluster	#	5	0	NA	Council position on hydrogen and the Pilbara Clean Energy Cluster to be considered as part of the review of the Economic Development Strategy.
2.a.2.2.d Value of tour bookings made by the KTVc	\$	150,000	39,620	57,092	Across WA statistics show that travellers are resuming interstate and international travel resulting in lower booking numbers. The City is currently undertaking a review of current booking agent contracts with tourism providers with the intent of bringing new tourism booking opportunities on board to increase sales.
3.a.3.2.a Minimise the gap between performance and importance in the Annual Community Survey for Foreshore and Beach Amenity	#	0	-3.9	-0.5	With the changes in ACH guidelines throughout the year many foreshore programs fell behind as we were unable to proceed with works until the new ACH permits were completed.
3.c.2.3.e Reduce recycling bin contamination measured against annual bin audit	%	20	4.3	20	Contamination was reduced by 4.27% however recycling grew by 8.97%. The 23/24 Bin Audit was not performed due to resourcing issues. Recycling contamination levels from the Perth sorting facility used. Cleanaway Community Education Program included School visits and FeNaCING stall.
4.a.2.3.a Number of OHS inspections completed per annum	#	165	51	168	WHS Representatives & people in charge of this activity, conducted 51 inspections in Q4.
4.a.2.3.b Reduce number of lost time injuries	#	9.7	24.5	6	There were nine incidents that resulted in medical treatment or lost time, and a total of 129,193 hours were worked. The formula to calculate the Total Recordable Case Frequency Rate (TRCFR) is: $TRCFR = (\text{Total Number of Lost Time Injuries} + \text{Medical Treatment Injuries}) \times 1,000,000 / \text{Total Hours Worked}$.
4.b.3.3.a Percentage of staff (FT and PT) undertaking compliance, procurement and Promapp induction (or refresher training)	%	20	12.2	35.1	Governance training attendance: - Process Manager, 63 - Compliance, 84 - Procurement, 55 There are 550 employees at the City. The above data reflects session numbers, not individuals attending multiple sessions.
4.c.1.1.b Minimise the gap between performance and importance in Annual Community Survey for Financial Management	#	0	-9.1	-5.3	Cost of Living pressures combined with community expectation for greater focus on services outside of the City's direct responsibilities (i.e Health, Housing and Crime), have seen the gap widen.
4.c.1.2.b Ensure asset renewals and replacements are managed sustainably as measured by the Asset Sustainability Ratio	#	90	60.9	73	Ratio subject to year-end adjustments and audit. With new assets, reduced renewal expenditure is required.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations & Sponsorship)	%	85	69.8	72.4	Total sundry debtor invoices due in Q4 were 1,389 worth \$14.3m. Total paid invoices = 1,173 (84.4%). Paid within terms = 926 (66.7%). Paid outside terms = 247 (17.8%) within 8 days of falling due. Unpaid = 216 (15.6%). Overdue invoices are routinely followed up by Finance. Unpaid Q4 invoices comprise: Sundry invoices = 216 across 161 debtors. Write offs have been processed for small balances and outstanding balances have been referred to debt collection.
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	%	90	79.3	60.7	Within tolerance for Q4. Finance routinely follow up with officers regarding outstanding invoices.
4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	%	60	43.8	57	This quarter sees the lowest number of calls serviced by the CS team across the year. In addition to the possibility of calls being for external facilities (noted last quarter), another reason could be that customers are locating initial information on the website before calling.
4.e.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3 month KPI reporting period	#	1,500	1,157	1,091	Slightly under target. In comparison to previous year there is a noted increase, this can be attributed to a stabilised team.
4.e.1.1.f Correspondence to be acknowledged within agreed time frames	%	90	80	87.7	Total Incoming Records this quarter - 5183 Apr - 1813 May - 1896 Jun - 1474 Total Overdue Records for this quarter - 1112 Apr - 393 May - 463 Jun 256 Overdue records have decreased slightly this quarter. It was noted that many Verge Inspection Records were not actioned appropriately, resulting in an increased number of overdue records. This has since been addressed, and numbers have steadily decreased over the last month. This will continue to be monitored.
4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	%	95	84.5	88.3	Total Requests - 1492 Closed – 1321 Outstanding/Ongoing – 171 Average days to close - 1
4.e.1.1.h Minimise the gap between performance and importance in the Annual	#	0	-1.4	0	Survey indicates a slight increase in the gap.

Measure	UoM	23/24 Target	23/24 Actual	22/23 Result	Comments
Community Survey for Town Planning and Building Approvals					
4.e.1.2.b Measure the percentage of compliant responses to the annual Compliance Audit Return	%	100	91.6	91.5	Result is an improvement on the previous three years results.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

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

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Projects are reported monthly to management and tracked accordingly. Significant variations are reported to Council through budget reviews.
Service Interruption	N/A	Nil
Environment	N/A	Nil

Category	Risk level	Comments
Reputation	Moderate	Council's reputation may be impacted if the City fails to deliver on commitments in the Strategic Community Plan and Corporate Business.
Compliance	Low	Legislation requires that there is a system for monitoring performance of the City's activities through pre-determined measures to identify alignment to the Strategic Community Plan and the Corporate Business Plan.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Quarterly and Annual Performance Reports have been provided to Council since the 2013-2014 financial year.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Quarter 4 and End of Year Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 76% of the 98 performance measures able to be measured were achieved or within tolerance in Quarter 4 and 73% of 99 measures were achieved or within tolerance as of 30 June 2024.

COUNCILLOR QUESTION:

The Roebourne aquatic centre numbers are low. Do the figures take into consideration the centres seasonal closure?

CITY RESPONSE:

Roebourne Aquatic Centre opened for the season on 21 September which reflects the low attendance numbers for this month. The numbers are consistent with previous years' attendance.

COUNCILLOR QUESTION:

Social media targets are very low; is it possible to change those targets?

CITY RESPONSE:

Yes, Q1 review of budget can look at KPI's that align to this and how we are reporting on the statistics.

10.5 COUNCIL MEETING DATES 2025

File No: GV.1

Responsible Executive Officer: Director Corporate & Commercial

Reporting Author: Executive Assistant Mayor and Council

Date of Report: 8 October 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Draft 2025 Calendar

PURPOSE

For Council to consider the schedule of dates for Council meetings from January 2025 to December 2025.

OFFICER'S RECOMMENDATION

That Council **ADVERTISE** the following schedule of 2025 Ordinary Council Meeting dates, noting the meetings commence at 6pm in Council Chambers, Welcome Road, Karratha:

Public Agenda Briefing Session Date	Ordinary Council Meeting (OCM) Date
No briefing session January 2025	No OCM January 2025
Monday 17 February 2025	Monday 24 February 2025
Monday 17 March 2025	Monday 24 March 2025
Tuesday 22 April 2025	Monday 28 April 2025
Monday 19 May 2025	Monday 26 May 2025
Monday 23 June 2025	Monday 30 June 2025
Monday 21 July 2025	Monday 28 July 2025
Monday 18 August 2025	Monday 25 August 2025
Monday 15 September 2025	Monday 22 September 2025
Monday 20 October 2025	Monday 28 October 2025
Monday 17 November 2025	Monday 24 November 2025
Monday 8 December 2025	Monday 15 December 2025

BACKGROUNDCouncil Meetings

Council is required to determine the dates of Ordinary Council Meetings (OCM) for the following year for the CEO to provide public notice of date, time and venue for each meeting before the beginning of the year the meetings will be held. There is no OCM scheduled in January 2025 owing to the Christmas - New Year break and Australia Day public holiday.

Public Agenda Briefing Sessions

In addition to OCMs, public agenda briefing sessions are held each month, one week prior to the OCM. There is no public agenda briefing session scheduled in January 2025 owing to the Christmas - New Year break.

General Meeting of Electors

A general meeting of electors is to be held once every financial year not more than 56 days after Council accepts the annual report for the previous financial year. The date for 2025 general meeting of electors will be set following acceptance of the 2023-2024 annual report.

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 5.3 of the *Local Government Act 1995* requires local governments to hold no less than four Council meetings per year. In accordance with Regulation 12 of the *Local Government (Administration) Regulation 1996*, a local government must publish on the local government's official website the meeting details for OCMs and other meetings open to the public before the beginning of the year in which the meetings are to be held.

Section 5.27 of the Act provides for electors' general meetings.

COUNCILLOR/OFFICER CONSULTATION

This matter has been discussed with Councillors at the Councillor Workshop on October 7 2024.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap² public participation spectrum process to inform are proposed as follows:

Who	How	When	What
Community	Advertise in the local newspaper, on the City website and on public noticeboards	Dec 2024	Approved schedule of Council Meeting dates for 2025

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proposed meeting schedule presents no significant 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 2024-2025 provided for this activity:

Programs/Services: 4.a.2.6 Agenda and Minutes Preparation

RISK MANAGEMENT CONSIDERATIONS

There are no risk management considerations applicable.

IMPACT ON CAPACITY

Any variations to the meeting frequency will have an impact on the staff resourcing the Council meeting function, though this is not considered to be significant.

RELEVANT PRECEDENTS

Council adopted the 2024 meeting dates at the November 2024 OCM.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

It is proposed that Ordinary Council Meetings in 2025 will be held on the fourth Monday of each month at 6pm in the Council Chambers with the exception of:

- No Ordinary Council Meeting to be held in January due to the holiday period and the Australia Day public holiday;
- June Ordinary Council Meeting to be held on the fifth Monday, June 30, in order to have the budget approved to commence the new financial year on the last working day of June 2025;
- December Ordinary Council Meeting to be held on the third Monday, 15 December, due to the holiday period.

Public agenda briefing sessions will be held on Monday one week prior to the Ordinary Council Meeting at 6pm in the Council Chambers with the exception of:

- No public briefing to be held in January due to the holiday period.
- April public briefing to be held on Tuesday, April 22, due to Easter Monday.

COUNCILLOR QUESTION:

Is it possible to move the March meeting dates to one week later?

CITY RESPONSE:

Yes, we will review this option.

11 COMMUNITY EXPERIENCE REPORTS

11.1 STRATEGIC COMMUNITY PLAN 2025-2035 – PHASE 2 REPORT (COMMUNITY VISIONING ENGAGEMENT REPORT)

File No:	CM.611
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	30 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Community Visioning Engagement Summary Report 2. Community Visioning Engagement Background Report

PURPOSE

For Council to receive the outcomes of Phase 2 of the Major Review of the Strategic Community Plan 2020-2030 Project.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Strategic Community Plan Community Visioning Engagement Summary Report to be used to inform the development of the City's Strategic Community Plan 2025 – 2035.

BACKGROUND

The 'Strategic Community Plan 2020-2030' (the SCP) is the lead strategic document for the City of Karratha (the City) and was adopted by Council 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.

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 Major Review Project is to review and renew the SCP 2020-2030 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 (Table 1).

Table 1 Overview of SCP Major Review Project Methodology

Phase	Description	Time
Phase 1: Gaps Assessment	<ul style="list-style-type: none"> Phase 1 was high-level review of the current SCP. The review assessed the ongoing relevance of the current SCP's content, design and implementation approach. 	4 Dec 2023 – 22 March 2024

	<ul style="list-style-type: none"> A Phase 1 report with recommendations was produced as a final deliverable and presented to Council in June 2024. 	
Phase 2: Community Visioning	<ul style="list-style-type: none"> Phase 2 was the main community engagement phase of the project. It involved extensive engagement by Officers across the City to understand the communities' values, aspirations and priorities for the City's future. A new engagement brand (<i>What We Make It</i>) was developed to drive community participation in the SCP Major Review consultation program. All community responses received during the community engagement processes were analysed to produce an Engagement Summary Report. 	25 March – 30 Sep 2024
Phase 3: Drafting SCP	<ul style="list-style-type: none"> A new SCP 2025-2035 document will be drafted based on the outcomes of Phase 1 and 2, and the outcomes of a Strategic Planning Workshop held with Council. A draft of the new SCP document will be shared with community for public feedback and comment, prior to Council endorsement. All feedback received will then be collated and presented to Council for consideration when confirming the final <i>SCP 2025 - 2035</i>. 	1 Oct – Dec 2024

DISCUSSION

For this Major Review of the SCP, the City wanted to engage with the community on a wider and deeper level. The ***What We Make It*** engagement program consisted of a series of conversations, which took the Officers to where the people were in their own communities.

There were specific conversations to capture the voices of community groups who are sometimes not heard as loud. Online opportunities for input were provided. If none of those options were suitable, a community member could call, email or arrange to meet with Officers.

The questions were open ended and invited everyone to speak their mind freely.

The Engagement Summary Report (Attachment 1) groups and summarises the feedback to draw out insights for developing the *SCP 2025 – 2035*. A supporting background document presents the community's feedback in more detail (Attachment 2).

Analysis of the engagement data and preparation of the Community Visioning Engagement Summary Report was completed by an independent consultant.

Engagement process

Overall, 945 people directly contributed feedback. The project's engagement process ran from 25 March – 31 May 2024.

The process was designed to achieve the “involve” level in International Association of Public Participation's (IAP2) spectrum of impact on the decision.

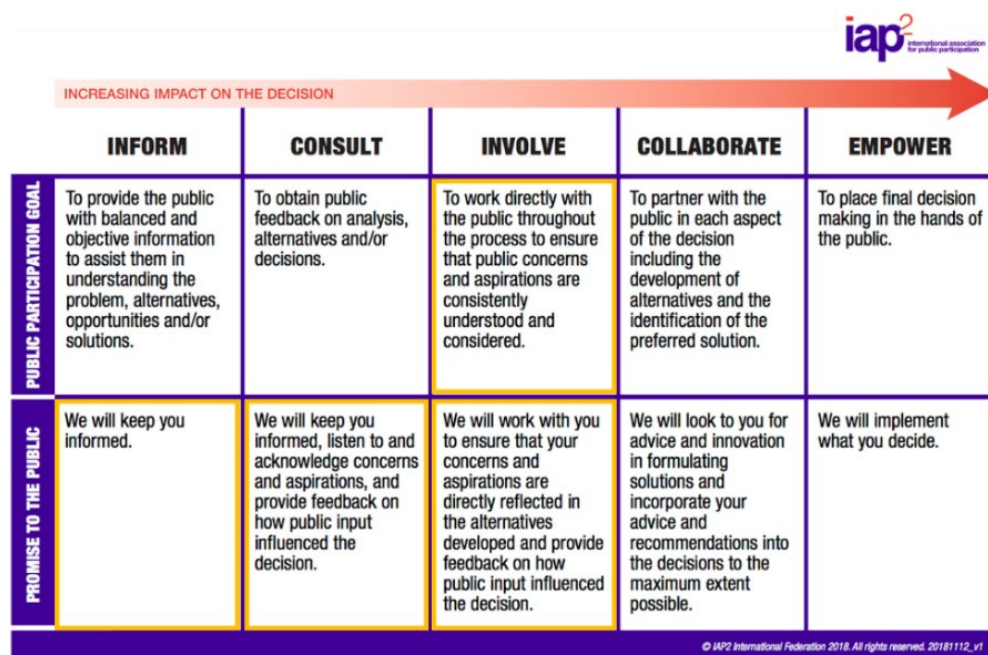


Figure 1 IAP2 spectrum of impact on the decision

Using a variety of best practice techniques, there were multiple in-person and online opportunities for community members to have their say. This included informal pop-up engagements, yarning (wangka), focus groups, workshops, and a variety of online methods.

A key feature of the engagement methodology was the separate geographic, demographic, and interest-based opportunities for community input. In-depth stakeholder mapping meant a breadth of community member perspectives were captured.

As well as the general community engagement, there were specific opportunities for input from:

- Each town that makes up the City of Karratha
- Stages of life from early years to seniors
- Community from diverse cultural backgrounds
- Key sectors that make up our community including the business sector, not for profit sector, and creative industries sector.

The engagement activities were diverse to maximise opportunities for participation.

The questions asked were not strictly uniform across all engagements but consisted of all or a subset of the following:

1. What does our community value about living and working in the City of Karratha?
2. What are the challenges and what could improve?
3. What is our community's 10-year vision for the City of Karratha?
4. What does the community believe we need to focus on to achieve their vision?

The online engagement also included the opportunity for people to highlight what they loved and what they wanted to improve in relation to specific physical locations.

For consistency, the results were compiled into three categories of values, vision and priorities. The outcomes are presented fully in Section 3 of the Report (Attachment 1).

Figure 2 visually summarises the engagement process and timeline.

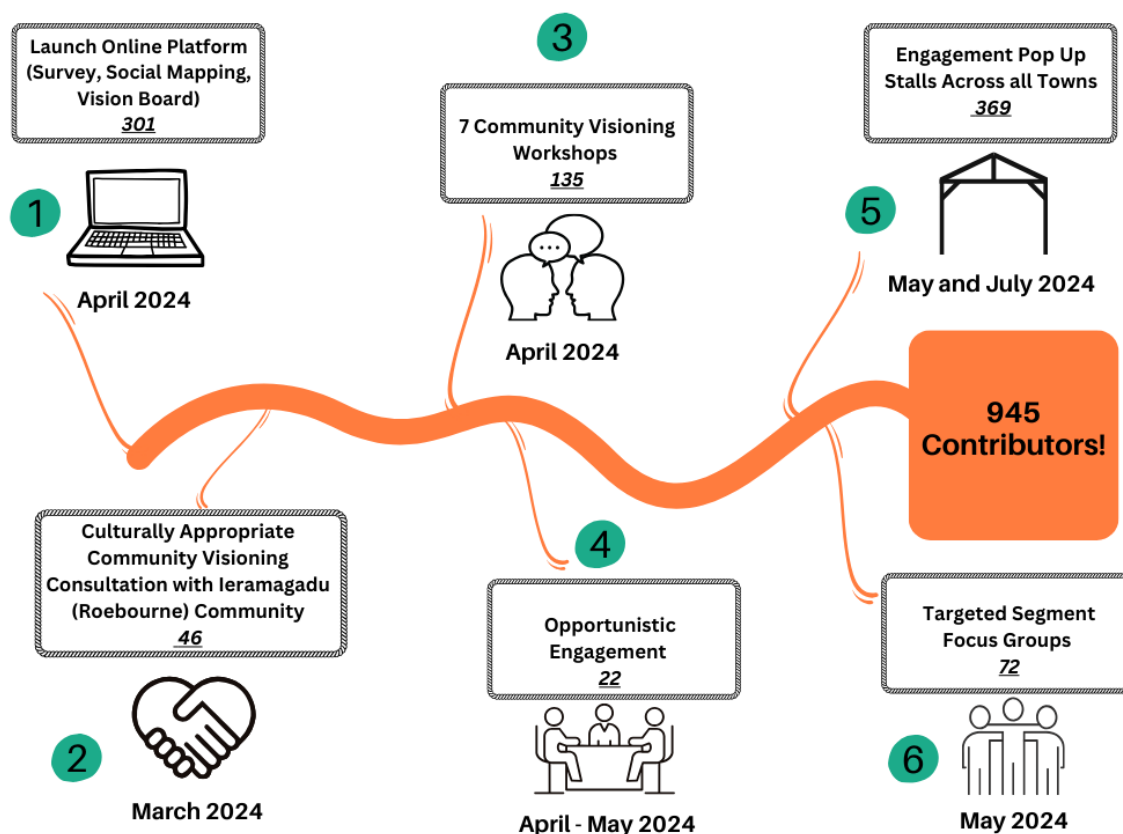


Figure 2 How we engaged with community

Promotion of the engagement process

The City created a promotional campaign (supported by the creation of the What We Make It brand) to encourage community participation and awareness of the engagement program.

The brand (Figure 3) aimed to reflect the City's new direction for engagement and create a 'call to action' for the community to have their say, as well as encourage community ownership of a collective vision. The brand anchored the public engagement program across digital and print media, including a new online engagement platform. Overall reach through the engagement campaign was estimated to include approximately 32,765.



Figure 3 What We Make It brand

Summary of engagement findings

Table 2 summarises three key areas of what the community values (i.e., what they value about how things are now), an overall 'community vision' (i.e., what they want for the future), and priorities (i.e., what the focus should be to achieve the vision). These elements will be considered as key inputs in the drafting of the new SCP 2035 - 2035.

Table 2 What the community values, community vision and top community priorities

What the community values	Community vision	Top Community Priorities
<p>Our heartfelt connection to each other, our towns, and the natural wonders on our doorstep</p> <p>Our relaxed, balanced lifestyle and sense of freedom</p> <p>The rich culture and heritage of the Ngarluma people</p>	<p>This is Ngarluma Country. It is the place we are proud to call home, where we have the opportunities and lifestyle of a City, the close-knit community of a country town, and one of the greatest natural environments in the world.</p>	<ul style="list-style-type: none"> • Arts, culture, markets and community events • Sport, recreation, leisure, and community facilities and activities • Health services and wellness support • Welcoming newcomers • Healing, truth telling and reconciliation • Attractive, clean, green, shaded and well-maintained towns • Inter-town transport solutions • Increased amount and diversity of housing • Small business and start-up support • Tourism development • Direct inter-state and international air travel options.

The table below shows the key themes and topics emerging from engagement and how the community's feedback have informed these outcomes.

Table 3 Overall themes and topics

Topic	Engagement feedback
THEME 1: We respect Traditional Owners' cultural authority and connection to Country	
Empowerment, truth-telling and reconciliation	Role in civic leadership; truth telling and collective acknowledgement of history.
Enhancing connection to Country and culture	Cultural knowledge and passing this on to new generations; strengthening access to Country and customary locations; practicing language and culture; dual use of Ngarluma and English language in place naming.
Community awareness and cultural education	Increasing cultural awareness and knowledge in the community and amongst service providers; Aboriginal Liaison Officer employed by the City.
THEME 2: Our community is connected, vibrant, healthy, and safe	
Arts, culture and events	Performing arts; creative expression; celebration and sharing of Aboriginal heritage and culture; markets; carnivals; community events.
Community cohesion	Volunteering; welcoming and informing newcomers.
Sport and recreation facilities, programs and activities	Leisureplex upgrades; shaded courts; gyms; enhanced public pools; waterpark/water play facilities; ovals/grounds for all sporting codes; bounce; BMX; ninja style obstacle course; indoor activities for summer.
Outdoors recreation facilities	Jetty; boat ramp; yacht club; hiking trails; off-road trails for trail and mountain biking; boardwalks.
Community facilities	Red Earth Arts Precinct (REAP); community centres and spaces; teen spaces; Seniors' centre; Hindu cultural centre; Men's Shed; men's and women's spaces; restore/ upgrade/ activate existing facilities; museums; crematorium.

Community safety	Policing and patrolling; security services; CCTV; road safety; addressing anti-social behaviour.
Health and community services	Hospital; general practitioners (GPs); medical treatments allied health services (various); culturally-based place for healing; mental health support; addressing family and domestic violence (FDV); not-for-profit (NFP) services.
Public health	Control of dust and mosquitos; removing asbestos; enhanced access to fresh and healthy food.
THEME 3: Everyone is included	
Diversity, access and inclusion	Multi-cultural understanding/celebration; disability access and inclusion (e.g. activities for neurodivergent children).
Daycare/childcare	Daycare; childcare.
Young people	Youth engagement.
Seniors	Aging in place; intergenerational connection; seniors' liaison officer.
THEME 4: Our places and spaces are attractive and reflect our unique identity	
Townscapes	Cleaning and litter control; public art (sculptures, murals, local Aboriginal art); signage in English and Ngarluma language; trees; parks; gardens; foreshore areas; playgrounds; picnic areas; shade; seating; water; public toilets; lighting; cemeteries upgrades.
Infrastructure	Roads; verges; median strips; footpaths; speed bumps.
Transport	Better connection between towns.
Heritage	Reflect and protect our heritage in the built environment.
Development	Suitable residential sub-divisions; appropriate development; more diversity within residential zoning.
THEME 5: We respect and care for the natural environment	
Sustainability	Renewable energy; sustainable waste management; water conservation.
Environmental protection	Protection of land, waterways, sea, biodiversity.
THEME 6: The local economy is thriving, with opportunities for all	
Affordability	Cost of living.
Housing	More housing; affordable housing; aged housing; diverse housing (e.g. apartments); safe houses.
Jobs	Local jobs for local people; work life balance.
Education and training	Local education and training options for local people and local youth/high school graduates.
Wide choice of good and services	More food and dining options; variety of retail shops; personal services (beauty, spa etc); entertainment.
More businesses, and more diverse businesses	Support for small business and start-ups; local procurement; reduced dependence on resources sector. Innovation.
Strong tourism sector	The City of Karratha as a tourism gateway to the Pilbara; rail trail out to Point Samson; better accommodation; entry statements; annual tourism events for Wickham/Cossack/Point Samson; Roebourne Heritage Precinct; industrial based tourism.
Globally connected	A global hub for our globally significant local assets (mineral resources, art); local businesses connecting to global market.
Air travel routes	Direct inter-state and international travel options.

Internet, mobile	Bandwidth and data rate; mobile improvements.
THEME 7: Our civic leaders are innovative, listening and balanced in meeting community needs	
Leadership	Dynamic; innovative; proactive; emotionally intelligent; be an example to the rest of WA; listening; effective advocacy; stay on track and report progress.
Balanced distribution of investment across the district	Balance across towns by the City; increased contribution/compensation by mining companies.

NEXT STEPS

The Engagement Summary Report will be shared and made available to the community.

The findings and outcomes of the Engagement Summary Report will be considered as part of the Phase 3 of the Project. The City will undertake the following activities as Phase 3:

Table 4 Next steps for SCP Major Review project

Category	Risk level
Deliver a co-design workshop with Council to set the vision statement and priority areas of the SCP 2025-2035 document.	24 October 2024
Draft the SCP 2025-2035 document for the City of Karratha for public consultation and feedback, and subsequent Council endorsement.	1 October 2024 – March 2025

The final SCP 2025-2035 document will be presented to Council for endorsement by March 2025.

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 Community Visioning Engagement Report (along with Phase 1 Report) will inform the direction and content of the SCP and 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 Community Visioning Engagement Report. The Report has been reviewed with feedback provided by the Director of Community Experience.

COMMUNITY CONSULTATION

Extensive community engagement activities have informed the Major Review of the SCP 2020 – 2030, as detailed in the Engagement Summary Report (Attachment 1) and this Agenda Report.

Engagement activities included:

- Yarning sessions with Elders and other community members in Ieramagadu (Roebourne) as guided by NYFL, NBAC and Yandi for Change (25 – 29 March 2024).
- An online engagement platform, including a survey and other interactive feedback tools (April – May 2024).
- 7 community visioning workshops. The workshops were hosted by an independent facilitator from 15 – 19 April 2024.
- Pop-up stalls across the City at various events (3 April – 19 May 2024)
- 4 targeted Community Segment Focus Groups (16-29 May).

The complete details of the engagement are provided in Section 2 of Attachment 1.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Council has allocated \$60,000 in FY24/25 to deliver the SCP.

STRATEGIC IMPLICATIONS

Completion of a major review of the SCP is an action in the FY 24 / 25 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 2 (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.

CONCLUSION

The Community Visioning Engagement Report highlights the active participation and valuable insights gathered from community to inform the Major Review of the Strategic Community Plan 2020-2030 Project. Officers heard many people's stories and aspirations for this place. The diverse perspectives collected through pop-up engagements, yarning (wangka), focus groups, workshops, and a variety of online methods have enriched the City's understanding of community needs and aspirations, and their vision for the City's future. Moving forward, these findings 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.

11.2 TERMS OF REFERENCE – POINT SAMSON PLACE MAKING GROUP

File No:	CR.98
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Engagement and Partnerships
Date of Report:	25 September 2024
Applicant/Proponent:	NIL
Disclosure of Interest:	NIL
Attachment(s):	DRAFT Terms of Reference

PURPOSE

For Council to consider Terms of Reference for the City of Karratha's Point Samson Place Making Group (Working title) and to appoint a Councillor as an Elected Member representative.

OFFICER'S RECOMMENDATION

That Council:

- 1. ENDORSE the Terms of Reference for the Point Samson Place Making Group; and**
- 2. APPOINT Councillor _____ as the Elected Member representative.**

BACKGROUND

At the Ordinary Council Meeting held 29 April 2024, Council approved the Point Samson Interim Plan, to be progressed while a broader planning process is undertaken to develop a long-term plan for the town of Point Samson.

Action Item 4.1 of the Plan calls for the establishment of a working group consisting of various representatives from the Point Samson community and City of Karratha officers to identify opportunities to work collaboratively and to provide input into and updates on the delivery of projects and future plans for Point Samson. Expressions of Interest to join the group were requested in July 2024 and 11 members were subsequently appointed to the Group in August 2024.

DISCUSSION

At the first meeting of the Group, held on 8 September in Point Samson, the draft Terms of Reference (TOR) were tabled. The TOR define the purpose of the group as being to:

- Improve communication between resident, businesses, tourists and the City of Karratha
- Focus on community projects that address local needs
- Provide a platform for feedback on local projects
- Offer community and business insights for current and future projects
- Discuss budgets and priorities to ensure alignment with local needs; and
- Help the City understand and advocate for community priorities.

At that meeting, the draft TOR were endorsed, subject to the TOR being amended to include a request that an Elected Member be invited to attend future meetings. This request has been included in the amended TOR (attached to this report) and is now presented for consideration via this report.

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 parties affected.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

A Councillor was in attendance at the meeting when the request was made.

COMMUNITY CONSULTATION

No further 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 2024-2025 provided for this activity:

Programs/Services: 1.c.1.2 Community Engagement

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	There may be reputational risk if the request for Councillor attendance is not supported.
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 endorsed Terms of Reference and nominated Councillor attendance at various forums in the past.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Point Samson Place Making Group requires clear Terms of Reference to operate effectively and efficiently and the addition of a Councillor representative will demonstrate commitment to the Group by Elected Members.

COUNCILLOR QUESTION:

As there is only one councillor representative, can we appoint a proxy?

CITY RESPONSE:

We could make a provision for a deputy who can sit in if the appointed Councillor is unavailable, noting the community requested it be a community led group.

COUNCILLOR QUESTION:

Could we allow for a proxy being any other councillor in the event the appointed person cannot attend?

CITY RESPONSE:

Yes. Councillors can propose an amendment to this effect.

COUNCILLOR QUESTION:

How long will that person be elected to the group, given the upcoming election in 2025?

CITY RESPONSE:

As per Item 5 of the Terms of Reference, the function and form of the group will be reviewed at the time of LG elections.

12 DEVELOPMENT SERVICES REPORTS

12.1 INITIATION OF SCHEME AMENDMENT NO. 62 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – REZONING OF LOT 23 (NO. 8) MIRFIN WAY AND LOT 24 (NO. 9) GALBRAITH ROAD, PEGS CREEK FROM RESIDENTIAL R20 TO RESIDENTIAL R40

File No:	LP.365
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	27 September 2024
Applicant/Proponent:	RFF Australia Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Location Plan2. Proposed Scheme Amendment No. 62 Report

PURPOSE

For Council to consider an Amendment to the City of Karratha Local Planning Scheme No. 8 (the Scheme). The proposed Amendment seeks to modify the residential density coding that applies to Lot 23 (No. 8) Mirfin Way and Lot 24 (No. 9-11) Galbraith Road, Pegs Creek from R20 to R40.

OFFICER'S RECOMMENDATION

That Council **RESOLVES** to:

1. **PREPARE** Scheme Amendment No. 62 of the City of Karratha Local Planning Scheme No. 8, in accordance with Attachment 2 pursuant to Section 75 of the *Planning and Development Act 2005*,
2. **CLASSIFY** proposed Scheme Amendment No. 62 as a 'Standard' Amendment pursuant to Part 5, Division 1, Regulations 34 and 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
 - a. The proposal is generally consistent with the endorsed Local Planning Scheme, in that it aims to increase Residential density coding for diversity of housing within Karratha;
 - b. The increased density coding is unlikely to cause an adverse impact on the environmental, social and economic context of the area, given the proposal will result in residential development that is similar in scale to the two immediately adjoining lots;
 - c. The proposal will have minimal impact on surrounding land not subject to this Amendment; and
 - d. Any proposed development as a result of the Scheme Amendment will be subject to the provisions of the Residential Design Codes.
3. **NOTE** the proposed Scheme Amendment No. 62, pursuant to Regulations 46A and 46B of the *Planning and Development (Local Planning Schemes)*

Regulations 2015, is required to be referred to the Minister for Planning for consent to advertise and once consent is given, Administration will commence advertising.

BACKGROUND

Lot 23 and Lot 24 are two large vacant adjoining lots. Lot 23 Mirfin Way fronts onto Mirfin Way and Lot 24 Galbraith Road front Galbraith Road. The lots share a rear boundary with Lot 23 to the North and Lot 24 to the south. They are situated just to the east of the intersection of Galbraith Road and Broadhurst Road so have good access to the Leisureplex, Pegs Creek Primary School and the Karratha City Centre. A copy of the location plan is included as Attachment 1.

Lot details	Zoning	Residential density coding	Lot area
Lot 23 (No. 8) Mirfin Way, Pegs Creek	Residential	R20	2,054 m ²
Lot 24 (No. 9) Galbraith Road, Pegs Creek	Residential	R20	2,089 m ²
TOTAL AREA			4,143 m²

Neighbouring properties

On the west side of each lot, there are two separate grouped housing developments; one fronting Galbraith Road and the other fronting Mirfin Way. Both of those lots are zoned Residential R20. On the east side, there is a single lot that extends from Galbraith Road through to Mirfin Way. The southern portion of this lot contains a car park that is used by the Seventh Day Adventist church, which is located on an adjoining lot further to the east. The remainder of the lot containing the car park is vacant. The church and the car park are Reserved for Community Purpose on the Scheme Map.

PROPOSED SCHEME AMENDMENT

The City has received a proposed Scheme Amendment that seeks to increase the residential density coding of both lots from R20 to R40. A copy of the proposed Scheme Amendment is included as Attachment 2.

Strategic Planning Context

The City of Karratha Local Planning Strategy (LPS) was endorsed by the Western Australian Planning Commission on 2 February 2021. The LPS references the Karratha Revitalisation Strategy (KRS) as the basis for recommending a coordinated and planned approach to lifting residential density coding and rejuvenating established suburbs in Karratha. This approach identifies areas suitable for increased residential density. The KRS recommends a residential density coding of R40 for land along Galbraith Road (part of the Green Spine) (Lot 24) but recommends a residential density coding of R25 for other land in the area (Lot 23).

The table below sets out what this would mean for the development potential of the land. Additionally, the table includes the development potential for Lot 23 at an R25 density, as prescribed in the LPS. This table relates specifically to Grouped Dwellings (e.g. units, townhouses).

Residential density coding	Minimum area site per dwelling	Average area site per dwelling	Max no of grouped dwellings	Max no of multiple dwellings
R20	350m ²	450m ²	9	4
R25 (Lot 23)	300m ²	350m ²	6	5
R40 (Lot 24)	180m ²	220m ²	11	18
R40	180m ²	220m ²	18	36*

*not including communal open space, vehicle and pedestrian access

It is considered that a residential density coding of R40 can be supported for advertising for Lot 23 in this case for the following reasons:

- The proposed higher coding is consistent with the LPS aim to provide appropriate housing options to accommodate a diverse and affordable housing supply in proximity to services and amenities and Lot 24 is within 800m of the Leisureplex, Pegs Creek Primary School and the Karratha City Centre.
- Mirfin Way presents consistent, established character with single houses at an R20 density to the north of the subject site, however presents an inconsistent streetscape directly adjoining the subject site with grouped dwellings to the west and a car park to the east. North of Galbraith Road (where Lot 24 is located) the streetscape is largely inconsistent, with a mix of single houses, grouped dwellings, multiple dwellings, and community uses. This provides a transitional environment for increased density residential development on the subject site.
- In light of this, a development at R40 development would not disrupt the existing uniformity of character that is currently quite inconsistent as it presents to Mirfin Way and Galbraith Road.
- Recoding Lot 23 to R40 rather than R25 enables the development of more housing, a key objective under the LPS
- The proposal achieves the following objectives and desired outcomes of the KRS:
 - Increases appropriately located density, with any future development being subject to the R Codes to ensure an integrated and well designed outcome;
 - Builds on the hierarchy of streets, by increasing density along a major east-west corridor;
 - Facilitates the increased diversity of dwellings;
 - Enhanced neighbourhood character through improved streetscapes, climate responsive building design, which are a key consideration when assessing grouped and multiple dwellings against the R Codes, and appropriately located medium density;
- Any future development shall be required to demonstrate that existing infrastructure can cater for the proposed increased density, noting there is an ability to increase servicing as required.
- Any traffic considerations are considered as part of the assessment of any future development against the R Codes.

Aboriginal Cultural Heritage

The subject site is located within a Registered Aboriginal Cultural Heritage site, in accordance with the *Aboriginal Heritage Act 1972*. The City does not administer the *Aboriginal Heritage Act 1972*, and the proposal will be referred to the relevant team at the Department of Planning, Lands and Heritage for comment during the advertising period.

Tourism

The Scheme Amendment report states that any future development would be temporary in nature, with a transition into tourism-related land uses should it become economically viable. It is understood that this wording does not relate to the proposal at hand as the City's existing planning framework does not permit tourism related uses in the Residential zone and this is not proposed to change as part of this Scheme Amendment.

It is therefore recommended that the proposal to recode Lot 23 and Lot 24 from R20 to R40 be adopted for advertising.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is 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;
- prepare a modified Scheme Amendment; or
- not prepare the Scheme Amendment.

Under Part 5, Division 1, of the Regulations 2015, the proposed Scheme Amendment is considered a 'Standard' Amendment for the reason described above.

When preparing a Scheme Amendment, Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) require the local government to designate the Scheme Amendment as either 'Basic', 'Standard' or 'Complex'. The only significant difference between the requirements for a 'Standard' Amendment and a 'Complex' Amendment are the timeframes associated with public advertising. For a 'Standard' Amendment, the consultation period is 42 days. For a 'Complex' Amendment it is 60 days.

The Regulations define a Scheme Amendment that is inconsistent with an endorsed Local Planning Strategy as 'Complex'. While Lot 23 (No. 8) Mirfin Way is not identified as R40 by the KRS, the proposed Scheme Amendment can be considered 'Standard' for the following reasons:

- Generally, the LPS aims to increase residential density within the existing Residential areas to facilitate diversity and affordability of housing options;
- The Scheme Amendment is unlikely to have an adverse impact on the surrounding lots as a result of the density coding increase and the advertising process would reveal any concerns that could be subsequently considered;
- It is unlikely that the increased density coding will result in any adverse environmental, social, economic or governance impacts in the Scheme area; and
- Any proposed development a result of the Scheme Amendment will be subject to the provisions of the Residential Design Codes.

For these reasons and to enable more housing to be built in the City, it is recommended that the proposed Amendment be designated as a 'Standard' Scheme Amendment if initiated.

In accordance with Section 81 and 82 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 (EPA), unless otherwise exempt under Regulation 33C of the *Environmental Protection Regulations 1987*. The City has received notification that the proposed Scheme Amendment is exempt from requiring assessment by the EPA.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

Should Council resolve to prepare the proposed Scheme Amendment, Regulation 38 and Section 83 of the *Planning and Development Act 2005* require the Scheme Amendment to be advertised.

In accordance with Section 83A of the *Planning and Development Act 2005*, the City is required to submit the proposed Scheme Amendment to the Minister for Planning for

approval to advertise prior to any advertising being undertaken. The Minister may require modifications to the proposed Scheme Amendment prior to advertising.

If Council resolves to initiate this Scheme Amendment, then the Scheme Amendment would be advertised for 42 days via notification on the City's website and in the local newspaper. Letters would also be sent to surrounding landowners and occupiers and a sign would be erected on site.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The *Planning and Development Regulations 2009* prescribe fees that local governments can charge to recover the cost of processing Scheme Amendments. Council has adopted these fees. The applicant for this Scheme Amendment has been provided with a fee estimate for the processing of this Scheme Amendment. The applicant will be invoiced for officer time and associated costs in processing this Scheme Amendment once a final decision is made.

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 2024-2025 provided for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	The proposed Scheme Amendment seeks to enable the provision of additional housing in the City, which is a key concern for the community. Any concerns regarding the proposed increased density of residential development that are raised during advertising for the proposed Scheme Amendment would be required to be considered by Council following advertising.
Compliance	Low	The process for this Scheme Amendment will follow the relevant legislation. The proposed Scheme Amendment prescribes a residential density coding that ensures future development on this site complies with relevant State Planning Policies.

IMPACT ON CAPACITY

Implementing the proposed recommendation will be met with the City's existing resources.

RELEVANT PRECEDENTS

Similar Scheme Amendments have been approved that implement recommendations of the KRS in relation to changes in the residential density code that applies:

Scheme Amendment No	Gazettal Date	Details
42	14/07/2017	Change residential density coding of westernmost portion of Bulgarra from R30 to R40
50	20/11/2020	Rezone Lot 500 (No. 26) Padbury Way, Bulgarra from Public Purpose: Community to Residential R40

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Proposed Scheme Amendment No. 62 to the City of Karratha Local Planning Scheme No. 8 seeks to modify the residential density coding of Lot 23 (No. 8) Mirfin Way and Lot 24 (No. 9) Galbraith Road, Pegs Creek from 'R20' to 'R40'. The purpose is to accommodate a higher density residential development, to support diversity of and affordable housing in Karratha. the City has assessed the proposal against the LPS and the proposed amendment is broadly consistent with that document and the recoding of Lot 24 Galbraith Road is consistent with the KRS.

Should Council initiate the proposed Scheme Amendment, the proposal will be advertised for a period of 42 days, via notification on the City's website and in the local newspaper. Letters would also be sent to surrounding landowners and occupiers and a sign would be erected on site. The results of advertising will then be presented to Council for consideration.

It is recommended that Council support the preparation of the proposed Scheme Amendment to support the modification to the density coding of Lot 23 (No. 8) Mirfin Way and Lot 24 (No. 9) Galbraith Road, Pegs Creek from 'R20' to 'R40' for the purpose of advertising for public comment.

COUNCILLOR QUESTION:

Is 124 going to stay as R20 or move to an R40 coding? At one point 124 does not seem to be on the proposal.

CITY RESPONSE:

Yes, both lots are proposed to be re-coded to R40.

COUNCILLOR QUESTION:

The total is 36 maximum allowable dwellings, does this allow for multi-storey building?

CITY RESPONSE:

The number of potential dwellings on the site depends on the type of development proposed. The calculations are different depending on whether grouped dwellings (eg: villas) or multiple dwellings (eg: apartments) are developed.

COUNCILLOR QUESTION:

Did this request come forward as part of the City of Karratha Housing Expression of Interest?

CITY RESPONSE:

No.

12.2 ADVERTISING OF PROPOSED AMENDED POLICY – STALLHOLDERS AND STREET TRADING POLICY (DR-05)

File No:	LE.196
Responsible Executive Officer:	Director Development Services
Reporting Author:	Acting Manager Regulatory Services
Date of Report:	12 August 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Survey Results 2. Proposed Stallholders & Street Trading Policy 1 – (DR-05) - Tracked Version 3. Proposed Stallholders & Street Trading Policy (DR-05) - Clean Version 4. Proposed Appendix 1 Trading Areas

PURPOSE

For Council to approve, for the purposes of community and stakeholder consultation, the proposed amendments to the Stallholders and Street Trading Policy (DR-05).

OFFICER'S RECOMMENDATION

That Council APPROVE, for the purpose of community and stakeholder consultation, the proposed draft amendments to the Stallholders and Street Trading Policy (DR-05) and Appendix 1 Trading Areas, included as Attachments 3 and 4.

BACKGROUND

The intent of Council's Stallholders and Street Trading Policy DR-05 (the Policy) is to provide a framework to establish a standard, transparent and equitable approach towards fixed and mobile traders operating within the City of Karratha.

In April and May 2024, the Council received multiple complaints from fixed businesses in Dampier concerning the increasing presence and impact of mobile traders on their operations. The complaints highlighted the competitive strain placed on existing fixed businesses, given the limited consumer market in the area. Fixed business owners expressed concerns about their livelihood being jeopardised by mobile traders who do not bear the same overhead costs. Additionally, concerns were raised about the Dampier Shopping Centre's ongoing vacancy, with no new tenants being secured.

As a result, Council supported the imposition of temporary changes to the trading conditions to assist, including the use of a town-based approach being implemented in Dampier as follows:

Lions Park:

- Maximum number of traders one per day;
- No early morning (5am-11am) trading permitted;
- Traders only permitted from 11am onwards; and

- Only one booking per week allowed for any trader for either the day or evening trading slots.

Church Road Pullover Park:

- Allow trade during school drop-off and pick up times;
- Permitted trading hours 5am-9am, 9am-5pm and 5pm-10pm;
- Only three bookings per week allowed per trader; and
- Maximum number of traders one per day.

The Stallholders and Street Trading Policy was last reviewed in July 2021. The recent complaints and feedback received from both mobile traders and fixed business has provided an opportunity to review the existing Policy.

DISCUSSION

In response to the concerns and feedback from mobile traders and fixed businesses, a survey was conducted to assess stakeholder sentiment. This initial consultation aimed to gather insights into the challenges and trends faced by fixed businesses, mobile traders and consumers. The survey's purpose was to provide a clear understanding of these issues, and its findings have played a key role in shaping the proposed Policy revisions.

Survey Results Summary

The survey received a total of 287 responses, reflecting a broad range of perspectives.

The table below provides a summary of the main themes that were raised through the survey. A full copy of the survey results is included as **Attachment 1**. There were ten key themes raised in the preliminary engagement, resulting in six key proposed changes to the Policy as set out in the table below. A tracked change version of the Policy is included as **Attachment 2** and a clear copy of the proposed draft Policy is included as **Attachment 3**. The proposed mobile trading areas are included as **Attachment 4**.

Themes	Officer Response
1. Acknowledgement that there is a policy currently in place and in some instances, the policy was working.	<ul style="list-style-type: none"> • Noted, minimal changes were made to the proposed policy. • Few minor formatting and edits changes implemented such as numbering of clauses. • Inclusion of definitions for clarity.
2. Current conditions at Dreamers Hill working.	<ul style="list-style-type: none"> • Majority of respondents acknowledged the reduction in mobile traders manages the traffic congestion. • Mobile Traders acknowledged the shared roster for Dreamers Hill. • There was some feedback from Mobile Traders on the distribution of the 'prime times' being given to 'out of town traders' during cooler months (response provided in Theme 9).
3. Ability for Mobile Traders to be invited to events, fundraising and promotional events without restrictions.	<ul style="list-style-type: none"> • Proposed Clause 5.4 Special Events Trading <ul style="list-style-type: none"> 5.4.1 Public Events <ul style="list-style-type: none"> – Trading at a public event will only be approved where the applicant has received written permission from the event organiser. – For larger community events, the event organiser may apply for a permit on behalf of all the stalls that are at the event.

	<p>and</p> <p>5.4.2 Fundraising and Promotional events</p> <ul style="list-style-type: none"> – Businesses in the CBD zones within the City of Karratha may host a product/business promotion or fundraiser for a recognised organisation once per quarter. This allows each business to host such events up to four times a year. – Mobile Traders may attend up to one of these events per quarter within the CBD zones and must not exceed a maximum of four hours per event. Each Mobile Trader may attend up to four of these events per year.
4. Mobile Traders should not have an impact on smaller towns	<ul style="list-style-type: none"> • This was changed to address concerns raised on the high number of mobile traders in Dampier every day and the proximity of Church Road to Dampier CBD. The Town Based Approach implemented earlier this year formalised in the Policy in Appendix 1. • Conditions in place for Dampier due to Dampier having a higher concentration of fixed businesses in comparison to other smaller towns in the City. • Dampier = 6 fixed businesses • Wickham = 3 fixed businesses • Roebourne = 3 fixed businesses • Point Samson = 2 fixed businesses
5. No restrictions should apply to Mobile Traders	<ul style="list-style-type: none"> • Noted; however, officers maintain that existing regulations noted within the policy are necessary to ensure a safe, fair and equitable economic environment in the City.
6. CBD restrictions should be reviewed.	<ul style="list-style-type: none"> • Noted with the following changes proposed: <ul style="list-style-type: none"> ○ The time restriction of 1-hour trading in the CBD and the limitation to trade 100 meters from a fixed business selling similar goods have been removed. ○ New CBD zones identified in Appendix 1 for Dampier, Karratha, and Wickham to clarify the areas that fall into the CBD classification. ○ New opportunity for local fixed businesses and mobile traders to collaborate under certain conditions. Propose the inclusion of Clause 5.4 Special Events Trading which allows Mobile Traders to be invited by fixed businesses to trade in the CBD zone up to four times per year for events, promotions and collaborations.
7. Investigate new trading locations – a call for a community-centric trading spot	<ul style="list-style-type: none"> • Officers reviewed the existing Approved Trading Location Appendix 1 and have proposed removing the following locations due to limited to no bookings over the past three years: <ul style="list-style-type: none"> × Searipple Park; × Nickol West Park; × Karratha Golf Course Carpark; and

	<ul style="list-style-type: none"> ✖ Point Samson Viewing Platform Carpark. • It is proposed to include one new Trading Location in Appendix 1 being: <ul style="list-style-type: none"> ✓ Hearson's Cove. <p>The following sites will continue to be treated as 'event sites' under clause 5.4.1:</p> <ul style="list-style-type: none"> • Dampier Foreshore due to this site presenting too much competition in Dampier. • Sports Ovals – can be used by sporting clubs inviting mobile traders to planned sports events under Clause 5.4. <p>The following sites were raised as potential additional sites for consideration. Administration has investigated all sites and each requires further consideration due to either land tenure and/or site works:</p> <ul style="list-style-type: none"> • TAFE Carpark; • Karratha old Hospital Site; • Wickham old Hospital Site; and • KRMO vacant land adjacent to the carpark. • Roebourne Information Bay <p>Administration will continue to work to resolve these matters for these sites concurrently with this Policy amendment, and provided that the matters can be resolved will consider including them as additional trading sites under the policy at this time.</p>
8. Lion's Park – advocacy for Gypsy Soul	<ul style="list-style-type: none"> • Noted. While the Lion's Park location remains available for trading, conditions are applied to the trading area due to its unique positioning at the entrance of Dampier. This placement captures customers in a way that reduces traffic flow into the Dampier CBD.
9. Prioritising 'local traders' over 'out of town traders' for popular trading locations	<ul style="list-style-type: none"> • The existing policy references Council's annual Fees and Charges and the rate of charge for visiting traders can be managed differently to that of local mobile traders. This is usually managed through the annual Fees & Charges process. • The community feedback in the survey supports 'variety of food' and placing restrictions on visiting traders may not be well received by the community.
10. Changes to policy without consultation	<ul style="list-style-type: none"> • Clause 5.2.2 revised to include transparency and inclusion. • The City may decide to close Approved Mobile Trading Locations to all activities, including trading at any time, based in reasonable grounds which must be communicated to ensure fairness and transparency for all stakeholders. • The need for this clause is to address issues where a site may be closed due to remedial and safety works being scheduled.

The proposed changes to the policy serves as the foundation for phase two of the consultation process, ensuring that the policy revisions are aligned with the needs and concerns of all stakeholders involved.

Local Government Industry Models

To understand industry trends and to benchmark against the themes identified in the survey, a desktop review of mobile trading policies was conducted against several local governments. The review focused on a mix of regional and metro councils.

Local Government	Findings
City of Busselton	<ul style="list-style-type: none"> • 10 approved designated locations and may consider ad-hoc approvals • Events and Fundraising trading are considered by a separate events policy • Publicly advertised calling for fixed trading permits at designated sites and itinerant trading every two years. Permit issued for one year and at the City's discretion, issue a one-year renewal. • The CEO (discretion) may limit the number of permits for itinerant traders • 29 registered mobile traders
City of Swan	<ul style="list-style-type: none"> • 13 approved designated locations • A 500m distance restriction from an existing established premises selling the same class of good • Prescribed conditions per designated site to the number of traders, trading times and permitted days • Trading site bookings managed by the Leisure Services Facility Booking
City of Bayswater	<ul style="list-style-type: none"> • 17 approved designated locations • maximum of 3 traders at the same time • with exception of 3 locations have no restrictions on the number of traders allowed at the same time • A 50m distance restriction from an existing established premises selling the same class of good • Guidelines included in the policy regarding maintenance and cleaning, waste management, fixtures, noise and advertising
Shire of Ashburton	<ul style="list-style-type: none"> • 19 registered mobile traders • 3 types of approved locations <ul style="list-style-type: none"> - open trading zone (24 sites), - open trading zone-invited (4 sites), - events-bays to be marked and numbered (10 sites) • Conditional approval process for unfair competition against local businesses and sporting clubs • Trading hours between 5am -10pm
Town of Port Hedland	<ul style="list-style-type: none"> • 6 approved trading locations • 24 registered mobile traders • Private events on private or local government property that have no public access exempt from requiring a TPP
Shire of East Pilbara	<ul style="list-style-type: none"> • 3 locations provided for trading • no clear information on how bookings are taken • Application must be lodged at least 10 days prior to intended trading day to the Shire

The policies reviewed shared some common themes, but they were not similar in its applications. Below is a summary of the analysis:

- A policy is in place to govern mobile trading in their local government areas;
- All had designated trading areas identified;

- Events and fundraising required separate approval applications;
- Two local governments have restrictions (50m and 500m) on trading distances from existing premises selling similar goods;
- One local government has conditional approval process for unfair competition against local businesses and sporting clubs;
- Most local governments had a clause that trading sites may be closed at the discretion of the local government.
- Most local governments have a booking process in place for trading in the approved designated areas; and
- One local government has a yearly approval to trade from a singular site.

In comparison to other local governments the City of Karratha's proposed policy identifies:

- Designated trading areas with clear conditions on the area;
- An opportunity for fixed and mobile traders to work together through the events and fundraising events clause; and
- 17 locations for trading within the City of Karratha.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Council had last considered the Stallholders and Street Trading Policy (DR-05) in July 2021 and more recently via the complaints received from fixed businesses in April and May 2024 and Councillor Workshops on Monday, 8 July 2024, Monday, 6 August 2024 and Monday, 7 October 2024.

In preparation for community advertising the proposed amended Stallholders and Street Trading Policy (DR-05) and the Approved Trading Areas (Appendix 1), as attached to this agenda paper, have been reviewed by Councillors at a Council Briefing on Monday, 21 October 2024.

Following community advertising, officers will consider community feedback and may recommend further amendments to the policy and Approved Trading Areas prior to presenting it to Council for adoption.

When presenting the policy and Approved Trading Areas to Council for adoption, the officer's report will include:

- a) The Stallholders and Street Trading Policy (DR-05), and the Approved Trading Areas, as advertised;
- b) A marked-up copy of any changes to the Stallholders and Street Trading Policy (DR-05) and the Approved Trading Areas, made after community advertising; and
- c) Details of community feedback received.

Feedback received from relevant internal departments informed changes on the draft proposed policy.

COMMUNITY CONSULTATION

The proposed amended policy will be advertised for a period of 28 days in the following ways:

- Notice published on the City's website;
- Notice posted in the City's social media;

- Notice published in the Pilbara News;
- Notice exhibited on the notice board at the City's Administration and Library;
- Letters and emails with an electronic link to the proposed Policy distributed to existing mobile traders and fixed businesses; and
- Host feedback workshops in each town to invite feedback and comments on the proposed amendments from mobile traders and fixed businesses.

Feedback and comments received on the proposed amendments will inform the further policy changes.

POLICY IMPLICATIONS

The existing Policy remains in place until Council approves final amendments which is anticipated to occur early 2025.

FINANCIAL IMPLICATIONS

The cost of implementing the officer's recommendation will be met through the existing operational 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 2024-2025 provided for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil.
Financial	N/A	Nil.
Service Interruption	N/A	Nil.
Environment	N/A	Nil.
Reputation	Moderate	Transparency and fairness as a result of this policy may improve the City's reputation with all stakeholders.
Compliance	Moderate	Environmental Health team will need to monitor the policy and roster system to ensure compliance with the policy.

IMPACT ON CAPACITY

Implementing the officer's recommendation will be met with the City's existing operational resources.

RELEVANT PRECEDENTS

Council adopted a previous version of a Stallholders and Street Trading Policy (DR-05) in July 2021.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Stallholders and Street Trading Policy ensures a standard, transparent and equitable approach to the management of mobile trading in the City of Karratha. It is recommended that Council approve the draft amendment to the Policy and trading locations for the purpose of community consultation.

COUNCILLOR QUESTION:

If you book back-to-back is that considered two separate bookings on the same day?

CITY RESPONSE:

Yes

COUNCILLOR QUESTION:

Regarding the CBD restriction of 4 bookings (1 per quarter), is that 4 in each CBD?

CITY RESPONSE:

The intention is that it be applied on a 4 bookings per CBD per annum basis.

COUNCILLOR QUESTION:

For sporting events, is it the responsibility of the sporting organisation or the trader to get the permit?

CITY RESPONSE:

It will depend on the type of event. The ability to trade may be covered under a formal events permit rather than this Policy. It may be easiest for any sporting clubs hosting mobile traders on a regular to apply for an annual events permit. This is something that City Officers will review.

COUNCILLOR QUESTION:

Are the survey results public?

CITY RESPONSE:

The City can consider making the survey results public if considered appropriate but would need to redact private information. The attachment to the agenda item provides a summary of the initial survey. The formal consultation intended for the draft agenda changes will enable more targeted and detailed comments to be sought.

COUNCILLOR QUESTION:

Consumers had a big voice in the survey, did the city try to reach out to mobile traders who did not respond to the survey?

CITY RESPONSE:

This is always a contentious issue and we expect a lot of consumer attention.

This agenda paper proposes amendments to the policy.

The intention of the City is to now run separate workshops with each group (user, mobile trader, fixed business) on the proposed amendments.

All groups are encouraged to have a say at these forums and it is likely mobile traders will be more likely to participate now they can see the City's proposals.

COUNCILLOR QUESTION:

The survey results proposed some new trading locations, what is the time frame for making a decision about these locations?

CITY RESPONSE:

Exact timeline and outcome cannot be determined as the City does not control all of the sites that have been identified, such as the TAFE car park which is managed by the Department of Education.

COUNCILLOR QUESTION:

Would it be possible to retain our multi van space in Bulgarra instead of taking it off the policy?

CITY RESPONSE:

The formal consultation period for the Policy review is an opportunity to raise any suggestions that have not been captured in the draft modifications.

12.3 PROPOSED LOCAL PLANNING POLICIES DP24 ‘COMPLEX APPLICATIONS’ AND DP25 ‘DESIGN REVIEW’ – FINAL ADOPTION

File No:	LP.36
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	27 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Local Planning Policy DP24 ‘Complex Applications’ – Tracked Change 2. Local Planning Policy DP24 ‘Complex Applications’ – Clean Version 3. Local Planning Policy DP25 ‘Design Review’ – Clean Version

PURPOSE

For Council to consider Local Planning Policies DP24 ‘Complex Applications’ (DP24) and DP25 ‘Design Review’ (DP25) for final adoption.

OFFICER’S RECOMMENDATION

That Council **RESOLVE** to:

1. **PROCEED** with the following Local Planning Policies without modification pursuant to Clause 3 and 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a. Local Planning Policy DP24 – Complex Applications included as Attachment 2; and
 - b. Local Planning Policy DP25 – Design Review included as Attachment 3.
2. **AUTHORISE** the Chief Executive Officer to publish a notice of the Local Planning Policies on the City’s website in accordance with Clause 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

BACKGROUND

At the July 2024 Ordinary Council Meeting, Council resolved to prepare DP24 ‘Complex Applications’ and DP25 ‘Design Review’ for public advertising. These two new Local Planning Policies (LPPs) have now been advertised and it is recommended that Council adopt the new LPPs without modification.

DISCUSSION

The LPPs were advertised for a period 28 days between 7 August 2024 and 4 September 2024. The City did not receive any comments during this period. The City has made minor editorial changes to DP24 – Complex Applications to replace the word ‘and’ to ‘or’ in Clause 5.1.1 to ensure that an application that meets any one or more of the criteria is considered complex. A tracked change version of this Policy is included as **Attachment 1**. A number of minor editorial changes were also made to both policies to align with the City’s updated policy

template. These are not shown in tracked change. A clean version of each Policy with changes accepted is included as **Attachment 2** and **3**.

Local Planning Policy DP24 – Complex Applications

The proposals considered Complex Applications in accordance with the proposed LPP are identified as:

- a. Any non-residential accommodation, including Workforce Accommodation, where there are more than 16 rooms; or
- b. Any application to extend, alter or change a non-conforming use, pursuant to Clause 7.2 of the Scheme; or
- c. Any application for land within the Urban Development or Industrial Development zone that is not consistent with an adopted Structure Plan or Local Development Plan or where there is no adopted Structure Plan or Local Development Plan; or
- d. Any application for Childcare Premises within the Residential zone or within 100m of the Residential zone; or
- e. Any application for a Service Station within 50 metres of a sensitive land use, as defined by the Environmental Protection Authority's *Guidance for the Assessment of Environmental Factors*; or
- f. Any application for development where the estimated cost of development is more than \$5 million, except where;
 - i. The application is for works associated with a permitted land use; and
 - ii. An application for Warehouse, a Single House or Grouped or Multiple Dwellings where there are 16 dwellings or less; or
- g. Any Regional Development Assessment Panel application where it meets the requirements of (a) to (f) of this policy; or
- h. Any application which in the opinion of the City is likely to generate significant community interest.

The proposed LPP excludes the following applications from the definition of Complex Applications:

- a. An application to amend or cancel a development approval;
- b. The reconsideration of an application that is subject of an application for review ('appeal') with the State Administrative Tribunal (SAT); and
- c. Relatively minor development, unlikely to generate significant community interest or be of strategic importance, as determined by the City of Karratha.

For these applications, the advertising period may be extended for a period of 28 days, in lieu of the prescribed 14 days. This allows more time for consideration and comment when there may be greater community interest. This also allows for the method of advertising to expand to social media and requires a public notice to be placed in locally distributed newspapers.

Local Planning Policy DP25 – Design Review

The City is proposing that the following types of applications be subject to design review, during pre-lodgement (where an applicant requests the service) or during the assessment of a development proposal:

1. All Development Assessment Panels applications, where there is a design element that may impact on the character, appearance or streetscape of an area; or
2. Major development proposals where there is a design element that may have a significant impact on the character, appearance, or streetscape of an area at the discretion of the City; or
3. Any other planning proposal (e.g. Scheme Amendment, Structure Plan, Precinct Plan, Local Planning Policy, Local Development Plan, Design Guidelines; or City project)

relating to the design of development and places may be referred to the Design Review Panel at the discretion of the City.

It is not mandatory for a local government to offer a design review service, nor do applicants need to agree to undertake a design review. However, it is highly recommended in the State Planning Policy 7.0 Design of the Built Environment that consideration be given to the following set of standardised design principles which are generally accepted as best practice:

1. Context and Character;
2. Landscape Quality;
3. Built Form and Scale;
4. Functionality and Build Quality;
5. Sustainability;
6. Amenity;
7. Legibility;
8. Safety;
9. Community; and
10. Aesthetics.

The City is incentivising the use of Design Review by covering the costs of up to three design reviews, provided the first design review is undertaken prior to lodgement of a development application.

The City aims to either appoint its own Design Review Panel or formalise arrangements to access an existing panel established by another local government. If this Policy is approved by Council, the Administration will further consider the above two options and progress with the most appropriate approach. In the meantime, the City will continue to seek independent design review services, as required, from a qualified architect with experience in providing such advice to local government.

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, economic, environmental, or cultural & wellbeing issues, and Council's ability to perform its role.

STATUTORY IMPLICATIONS

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) allow local governments to provide localised guidance on development applications through the implementation of LPPs.

DP24 and DP25 were advertised for a minimum of 21 days in accordance with requirements of Schedule 2, Part 2 of the Regulations. In accordance with Schedule 2, Part 3 of the Regulations, Council needs to determine whether it supports the proposed new LPPs for adoption.

Should Council resolve to proceed with the new LPPs without modification, Clause 4, Part 2 and Clause 87, Part 12 of the Deemed Provisions of the Regulations requires notification of Council's resolution to be published for the new LPPs to come into effect.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

DP24 and DP25 were advertised via the City's website, a public notice in the Pilbara News and direct notification to key stakeholders who have submitted development applications in

the past that could be considered Complex Applications or subject to Design Review. The City did not receive any submissions on the proposed LPPs.

POLICY IMPLICATIONS

Local Planning Policies guide decision making on planning matters.

FINANCIAL IMPLICATIONS

The cost to implement the officer's recommendation will be met through the existing operational 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 2024-2025 provides for this activity:

Programs/Services:	3.b.1.3	Planning Services
Projects/Actions:	3.b.1.3.20.3	Review Local Planning Framework

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The new LPPs provide greater transparency in processing development applications.
Compliance	Low	The new LPPs provide guidance on the assessment and advertising of complex applications.

IMPACT ON CAPACITY

The implementation of the officer's recommendation will be met with the City's existing operational resources.

RELEVANT PRECEDENTS

The City has recently used its discretion to advertise development applications considered complex and significant in nature and to utilise independent design professionals to provide design review advice on significant applications. LPPs on both matters will provide greater clarity and transparency on when and how these processes apply.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposed new Local Planning Policies on 'Complex Applications' and 'Design Review' will provide greater clarity and transparency regarding the type of development applications that are considered complex applications and/or are likely to require design review and the processes that will apply. The introduction of these policies will assist City staff, Councillors, applicants and the community in understanding and considering how these matters are to be addressed. It is recommended that Council resolve to adopt these new local planning policies.

12.4 KARRATHA TOURISM AND VISITOR CENTRE REVIEW 2024

File No:	ED.5
Responsible Executive Officer:	Director Development Services
Reporting Author:	Tourism Services Supervisor
Date of Report:	15 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the ongoing management of the Karratha Tourism and Visitor Centre (KTVc).

OFFICER'S RECOMMENDATION

That Council:

- 1. CONTINUE to manage visitor servicing at the Karratha Tourist and Visitor Centre on an ongoing basis, with no set end date until the results and recommendations from the Visitor Services Review have been presented to Council for consideration, including consideration of a future relocation; and**
- 2. NOTE that a review of visitor servicing is currently being undertaken and will be presented to Council for consideration in the 2024/25 financial year.**

BACKGROUND

In August 2022 a desktop review of the KTVc was conducted seeking opportunities to increase revenue, reduce expenses and review the approach of other visitor centres in the region. The review found that visitor servicing in a standalone facility may no longer be the most cost-effective approach and that a colocation model for the service is likely to reduce the two key areas of expenditure being staffing and overheads/depreciation. It was also determined that while the tourism and visitor servicing industry is evolving with digitisation, demand still remains for a face-to-face visitor experience.

At its meeting on 22 August 2022, Council resolved to continue to manage visitor servicing at the KTVc until 31 October 2024, noting that a further review of visitor servicing would be undertaken in the context of the location and service delivery model as part of the Walgu Apartment development.

In actioning this resolution, the City has continued to operate the KTVc from its current location at Lot 4548 DeWitt Road, since the previous Council decision. The service continues to receive positive feedback from customers.

During the 2023 and 2024 tourist seasons the KTVc saw:

- Approximately 37,182 total visitors through its doors;
- The digitization and management of bookings for the nature based campgrounds Cleaverville and Gnoorea Point;
- Total 10,944 camp sites booked at Cleaverville and Gnoorea Point; and

- Over \$300,000 in local tours and retail sales across both the 2023/24 seasons.

In actioning the second part of Council's resolution the City has continued to progress with the proposed Walgu Apartment development including the planning approvals for the development and seeking funding for construction. The Walgu Apartment project continues evolving with a number of construction and delivery models under consideration including the use of private developers. The delivery model for the construction is likely to impact on the availability of the ground floor for community uses, including visitor information services and in addition to the delivery model, further detailed work is required to refine the use and design of any potential community space.

At this stage it is too premature to determine if and when a relocation of visitor information services could be suitable, however to ensure that the City's service remains contemporary, meets the needs of our customers and adds value to the tourism industry it has been agreed that a review of visitor information services should progress alongside the Walgu Apartment development and Council included provision for this in the 2023/24 budget and Operational Plan. The visitor services project commenced in 2023/24, however was not completed and will continue into 2024/25. The purpose of this project is to understand the current and future needs of visitors, operators and retailers in relation to visitor servicing and ensure the City's visitor information services aligns with this need.

DISCUSSION

The visitor services review project will:

1. Identify who our current and future customers are and what their needs are;
2. Audit the City's current service;
3. Benchmark the City's service;
4. Set a new vision for visitor services in the City; and
5. Identify what needs to change from the current service to ensure it aligns with customer needs.

It will consider how the City can ensure value for money for the service and consider leveraging existing assets.

Work has commenced on the visitor services review with a consultant being engaged in September 2024 and the review scheduled to be completed by June 2025.

Council's existing resolution sets an end date on the continued operation of the KTVC of 31 October 2024. While the Administration has continued to progress work on the review in the context of the location and service delivery model as part of the Walgu Apartment development, this project continues to progress and change. It is recommended that the City continue to operate visitor servicing with the existing operating model, from the KTVC's current location, on an ongoing basis with no set end date until the results and recommendations from the Visitor Services Review have been presented to Council for consideration, including consideration of a future relocation.

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 and parties affected issues.

STATUTORY IMPLICATIONS

There are no statutory implications and no statutory requirements to provide visitor information service.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The Karratha Tourist and Visitor Centre is operating within existing operational budgets. The 2024/25 budget includes:

- \$635,624 for the continued operation of visitor services; and
- \$30,000 to complete the visitor services review project.

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 2024-2025 provided for this activity:

Programs/Services:	2.a.2.2	Tourism Engagement and Promotion
Projects/Actions:	2.a.2.2.19.2	Deliver tourism information services

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil.
Financial	Low	Continuing to operate visitor servicing from the current location is considered to be of a low financial risk as it is already included in the City's 2024/25 budget. Administration will continue to manage the operations of the service in line with the adopted budget.
Service Interruption	Low	Continuing to operate visitor servicing from the current location will result in no service interruptions.
Environment	N/A	Nil.
Reputation	Low	Continuing to operate visitor servicing from the current location will result in no change to reputation.
Compliance	N/A	Nil.

IMPACT ON CAPACITY

The impact on capacity to carry out the Officer's recommendation will be met through the existing operational budget.

RELEVANT PRECEDENTS

In August 2022 Council previously considered the future of tourism and visitor information services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

In August 2022 Council resolved to continue operating visitor services from its current location until 31 October 2024 with a view to reviewing the service model and further considering a relocation to the Walgu Apartment building during this time. While including

visitor services within Walgu is still a consideration, it is too premature to determine if or when the relocation would be suitable. It is recommended that the City continue operating visitor services, from the KTVC's current location, on an ongoing basis, while a detailed review of the service and location is executed and presented back to Council in 2024/25 financial year.

13 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

13.1 FLEET & PLANT POLICY REVIEW

File No: PL.19

Responsible Executive Officer: Director Strategic Projects & Infrastructure

Reporting Author: Manager Waste Fleet & Depot

Date of Report: 26 September 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Fleet & Plant Policy TE-07

PURPOSE

For Council to consider the revised Council Fleet & Plant Policy.

OFFICER'S RECOMMENDATION

That Council ADOPT amended Council Policy TE-07 Fleet & Plant as attached to this report.

BACKGROUND

The purpose of Council Fleet & Plant Policy TE-07 is to outline the principles by which the City's Fleet & Plant is procured to achieve compliance, optimum operational utilisation and replacement cost effectiveness. This policy is underpinned by the Objectives and Principles of the Council's CG-12 Purchasing Policy and details the specific requirements for the procurement, selection and disposal of the City's Fleet & Plant

Officers have conducted a review of the existing Fleet & Plant Policy which is due for review. A summary of proposed changes is outlined in the table below:

Item Reference	Proposed Amendment	Rationale
Policy TE-07	Policy Format	Updated in accordance with new Council Policy template
1.1 (item 5)	Where appropriate and fit for purpose, hybrid, hybrid electric, hydrogen, electric or other alternative light vehicles fuel options will be considered as part of the Environmental Impact Criteria.	Aligned with the City's Environment & Sustainability Strategy
2.1 (item 5)	Where appropriate and fit for purpose, hybrid, hybrid electric, hydrogen, electric or other alternative fuel options for heavy	Aligned with the City's Environment & Sustainability Strategy

Item Reference	Proposed Amendment	Rationale
	vehicles and plant will be considered in the assessment of as part of the Environmental Impact Criteria.	
1.2 & 1.5	Incorporation of section on the selection of employment contract vehicles	Selection of employment contract vehicles not previously covered in Policy
2.3 – Skid Steer Loader	Decrease optimum replacement timing from 5 years or 5,00 hours to 3 years or 3,000 hours.	Align with Whole of Life Cost best practice procurement.
2.3 – Landfill Waste Compactor	Increase optimum replacement timing from 10 years or 8,000 hours to 10 years or 10,000 hours.	Align with Whole of Life Cost best practice procurement.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Manager Waste Fleet and Depot, Management Team and Fleet and Plant Team.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The attached policy is proposed to replace the existing policy.

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 2024-2025 provided for this activity:

Programs/Services:	4.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.20.2	Review and maintain a contemporary set of Council Policies
Programs/Services:	4.c.1.6	Fleet and Plant Management
Projects/Actions:	4.c.1.6.20.1	Monitor and update the Fleet and Plant Replacement Program; Utilisation Report and Maintenance Report

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	N/A
Financial	Moderate	Whole of Life (WOL) costs analysis forms a large part of the evaluation process when selecting Fleet and Plant. The objective is to forecast the Total Cost of Ownership over various ownership timeframes to inform the selection process.
Service Interruption	Moderate	Policy is intended to guide and facilitate the replacement of Fleet and Plant at optimum timing benchmarks. Failure to do so will increase likelihood of reactive maintenance and potential for increase in downtime and service interruption.
Environment	Low	Input into the environmental impact of Council's fleet has been considered in reviewing this policy. Particularly in the space of emission output regarding light vehicle selection and international standards in regards to heavy vehicles and plant.
Reputation	Low	N/A
Compliance	Low	N/A

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

TE-07 Council Fleet and Plant Policy was last reviewed in September 2020.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

13.2 ROEBOURNE STREETSCAPE MASTER PLAN – ADDITIONAL SCOPE OF WORKS AT ANDOVER PARK

File No:	CP.1710, CM.596
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	25 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider progressing works at Andover Park, Roebourne based on delays in the delivery of Phase 1 & 2 of the Roebourne Streetscape project.

OFFICER'S RECOMMENDATION

That Council **APPROVE** by Absolute Majority a reallocation of \$1.2M (excluding GST), from 2024-25 Budget for the Roebourne Streetscape Project to deliver the Andover Park parking and lighting improvements, resulting in no net financial increase as outlined in the table below:

	Account Details	Current Budget	Proposed Budget	Variation
Roebourne Streetscape Project	4000-91072-6392-0000	\$6,547,969	\$5,347,969	(\$1,200,000)
Andover Park Stage 2	New	\$0	\$1,200,000	\$1,200,000
Totals		\$6,547,969	\$6,547,969	\$0

BACKGROUND

At its March 2024 Meeting, Council resolved to;

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

The Roebourne Streetscape Master Plan proposes a vision for the long-term goal of invigorating the town centre streetscape to encourage an attractive, vibrant and usable space. This includes the improvement of parking and soft and hard landscaping spaces within Roe St as well as creating community spaces for gathering and events.

A contract with the Artisan Co WA was executed in September and as part of that negotiation they have indicated April 2025 as their preferred contract commencement onsite. This means that there will be a 6-month period without any site works occurring prior to the commencement of the contract and represents 10 months after works had initially been scheduled to commence.

In recognition of the delays, Officers are proposing to bring forward previously planned works at Andover Park.

Andover Park is located at the intersection of Andover Way and Cleaverville Road (extension of Roe Street) in Roebourne.

A 3-stage plan was developed between 2018 and 2020, in conjunction with Yirramargardu Community Association (YCA) who led the project initiative, to refurbish and extend the existing Andover Park. Officers secured \$1.0M (excluding GST) in Lotterywest funding for the junior place space, youth space and shade shelters.

Council agreed to progress Stage 1 in 2020/21 financial year which included the new junior playground, youth space upgrades, a yarning circle, barbeques, lighting and swale drain remediation within the MRWA road reserve.

The remaining 2 stages include civil road works, expanded lighting and power, additional shade structures, landscaping and additional park furniture. Given the significant value associated with the pre-tender estimate the scope of work was value managed at the time with key stakeholders.

The future stages are included in the City's LTFP earmarked for 2025/26 and 2029/30 with a budget allocation of \$600k and \$400k respectively. The budget allocations within the LTFP were based on estimates allocated in 2020/21.

Council has allocated \$6.5M in the 24/25 Budget to deliver the Roebourne Streetscape Phase 1 and 2 works, Officers are looking to utilise this existing budget to complete the Andover Park works as well noting that further funding will be required in the 25/26 FY to complete those works.

DISCUSSION

With delays to commencement of the Roebourne Streetscape Phase 1 & 2, Officers have investigated alternate projects that are planned for more immediate delivery in Roebourne and have identified Stage 2 of the Andover Park redevelopment as a potential option to bring forward should Council elect to do so.

As part of the community consultation activities undertaken in Roebourne, issues including safe access, parking availability, lighting and consistent speeding, have been reported adjacent and in Andover Park. In response Officers have reviewed the previously endorsed plan for Andover Park and developed a scope of works that could be delivered over a 6-month period to resolve some of these issues.

The scope of work proposed includes.

- Formalising verge parking along Andover Way and Lockyer Way (adjacent to Andover Park) which will see the creation of up to 20 bays, including an allowance for disability parking.
- Initiate the planning for speed mitigation measures along Andover Way and install the solution, this would be dependent on budget estimates.
- Lighting improvements at the end of Andover Park along Hicks St.

The works broadly represent what was contemplated as Stage 2 of the Andover Park redevelopment.

Officers have completed a cost estimate using rates from existing service contracts indicating a \$1.2M budget allocation (excluding GST) will cover the additional scope. This estimate is inclusive of a 10% contingency, and should Council approve this proposal Officers will work with our service contractors to confirm pricing and a schedule for delivery.

The works are intended to be delivered using the City's preferred contractors for Concrete Services and Asphalt and Sealing services. These contractors have indicated capacity to complete the works within a six month period.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

Officers have consulted several departments regarding the addition of the Andover Park scope to ensure the works will meet community feedback received during consultation sessions recently held.

COMMUNITY CONSULTATION

There has been significant consultation within the Roebourne community in relation to the Streetscape project. Within this process, feedback was received regarding the issues at Andover Park that this proposed project scope can solve. The Yandi for Change Elders meeting in July 2024, in particular, highlighted concerns with Andover Park and the impact these issues have on community events and safety.

POLICY IMPLICATIONS

Council Policies CG12 – Purchasing, CG11 – Regional Price Preference and CS-24 Community Engagement are applicable to this matter.

FINANCIAL IMPLICATIONS

At the June Council Meeting, Council endorsed the 24/25 annual budget, inclusive of a \$6.5M allocation to the Roebourne Streetscape Project.

The estimate to complete the additional works at Andover Park is expected to be \$1.2M which falls within the existing budget allocation.

If Council supports the proposal outlined in this report it would result in the following Budget amendments:

	Account Details	Current Budget	Proposed Budget	Variation
Roebourne Streetscape Project	4000-91072-6392-0000	\$6,547,969	\$5,347,969	(\$1,200,000)
Andover Park Stage 2	New	\$0	\$1,200,000	\$1,200,000
Totals		\$6,547,969	\$6,547,969	\$0

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 2024-2025 provided for this activity:

Programs/Services:	1.a.1.1.20.1	Design and Implement the annual footpath renewal plan
	1.a.1.2.19.1	Implement Park Enhancement Program
Projects/Actions:	1.a.2.6.24.1	Progress construction of the Roebourne Streetscape Master Plan (Phase one & two)

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Aligns with the City's commitment to plan appropriate infrastructure and services to support good health and wellbeing
Financial	Low	Implementation of the Roebourne Streetscape Master plan involved an ongoing financial commitment from Council. The additional works associated with Andover Park can be delivered within the existing budget allocation.
Service Interruption	N/A	No impact to services for the Andover Park works. Access can be maintained to the park.
Environment	Low	Construction work to proceed in accordance with required statutory and relevant standards.
Reputation	Moderate	Community feedback indicates this scope of work will address key concerns raised by Elders and community members within Roebourne.
Compliance	Low	Design work to be completed in accordance with the relevant road standards and regulations. Works to be completed by the City's service contracts for concrete and asphalt.

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 Andover Park proposed work as part of a refurbishment program started in 2021.

The proposed package of works also fall within existing strategies endorsed by Council, including the promotion of safe connectivity to public spaces through footpath programs and improving safety at night through solar lighting programs.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Should Council support the Officer's recommendation, the additional works at Andover Park can be completed through existing service contracts within a 6-month period. The recommended scope is a direct outcome from recent community feedback from the Roebourne community and Elders. This will also allow for an interim package of works to be delivered for the community prior to the commencement of the Roebourne Streetscape works starting in April 2025.

13.3 WAIVER OF WASTE DISPOSAL FEES – WEST NGARLUMA NGURIN ABORIGINAL CORPORATION

File No:	CR.38/GS.41
Responsible Executive Officer:	Director Strategic Projects and Infrastructure
Reporting Author:	Manager Waste Fleet and Depot
Date of Report:	23 September 2024
Applicant/Proponent:	West Ngarluma Ngurin Aboriginal Corporation
Disclosure of Interest:	Nil
Attachment(s):	Correspondence requesting support for clean up

PURPOSE

For Council to consider approving a waiver of waste disposal fees for the West Ngarluma Ngurin Aboriginal Corporation (WNNAC) for the clean-up of the Woodbrook Lore Grounds.

OFFICER'S RECOMMENDATION

That Council RESOLVE by Absolute Majority to waive fees for the West Ngarluma Ngurin Aboriginal Corporation up to a value of \$50,250 for the disposal of Waste arising from the clean-up of the Woodbrook Lore Grounds.

BACKGROUND

On 5 August, WNNAC contacted the City of Karratha (City) seeking support for the clean-up of the Woodbrook Lore Grounds near Roebourne. Lore ceremonies are held in this location from December to February each year.

The Native Title on the site is held by the Ngarluma Aboriginal Corporation (NAC) and the site infrastructure is owned by the Ngarluma Yindjibarndi Foundation Ltd (NYFL). WNNAC has advised that they are responsible for undertaking the Lore Ceremonies at Woodbrook.

On 16 August, WNNAC convened a meeting with representatives from the City, Rio Tinto, Woodside, and Yurra to outline the scope of assistance required which included:

- Clean up litter and waste throughout the site
- Remove accumulated waste stockpiled at the designated tip location on site
- Replace the fire damaged accommodation building
- Repairing/replacing damaged toilets and showers
- Repairing/upgrading water distribution network on site

During the meeting, Rio Tinto and Yurra expressed in principle support to provide plant and equipment for the clean-up. The City committed to investigating a potential fee waiver for waste disposal pending a site visit to assess the waste types and volumes.

At its meeting of May 2020, Council resolved to waive disposal fees for the Murujuga Aboriginal Corporation (MAC) related to waste from the Woodbrook Lore Grounds clean up.

DISCUSSION

On 19 August, stakeholders conducted a site inspection at Woodbrook Lore Grounds to evaluate the scope of the request and assess the necessary support. The inspection revealed that most of the waste on-site consists of accumulated litter, abandoned vehicles, and a historical tip area.

During the visit, the City's representative proposed removal and recycling of scrap metal from the historical tip area to minimise landfill waste. Yurra indicated that they could provide scrap metal bins for loading, which would be loaded by plant equipment supplied by Rio Tinto and removed by Ngardimu, a Yurra and Sims Joint Venture metal recycling company.

Following the removal of scrap metal, an estimated 250 tonnes of waste would remain, primarily from the historical tipping area, leading to a projected disposal fee of \$50,250. Rio Tinto has expressed in principle support for providing the necessary plant and equipment to load and transport this waste to the 7 Mile Waste facility.

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, environmental, cultural & wellbeing issues.

STATUTORY IMPLICATIONS

The power to defer, grant discounts, waive or write off debts is required to comply with Section 6.12 of the *Local Government Act 1995*, requiring an absolute majority decision by Council. All disposals must also comply with relevant legislation for controlled waste as set by the Department of Environment Regulation.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The total fee waiver requiring a decision by Council is \$50,250. If supported the cost would be recorded as an expense to the City and credited as a revenue to Waste Services.

STRATEGIC IMPLICATIONS

There are no strategic implications.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Littering and exposed waste have the potential to cause health and safety risks for both people and the natural environment.
Financial	Low	The proposed fee waiver is considered minor in the context of the City's Waste budget.
Service Interruption	N/A	Nil
Environment	Moderate	Exposed putrescible waste can contaminate water supplies, spread invasive weeds, attract pests and adversely affect local fauna. If there is fire in the area, toxic smoke could be generated from burning waste.
Reputation	N/A	Nil
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

In June 2018, Council resolved to waive disposal fees for the Murujuga Aboriginal Corporation (MAC) for waste from the Woodbrook Lore Grounds, up to a total of \$14,375. As the waste was not delivered within that financial year, the Council subsequently resolved in May 2020 to waive disposal fees of \$5,811 based on the actual tonnes received.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The collaboration between WNNAC, the City, and key stakeholders, including Rio Tinto and Yurra, is crucial for the successful clean-up of the Woodbrook Lore Grounds. The site inspection on 19 August highlighted the extent of waste, with a significant focus on recycling scrap metal to reduce landfill impact.

The in principle backing from Rio Tinto to provide equipment for loading and transporting waste is a positive step toward ensuring the site is restored in time for upcoming Lore ceremonies. This collaborative effort not only addresses immediate environmental concerns but also reinforces the commitment to preserving this culturally significant sites for future ceremonies.

COUNCILLOR QUESTION: What's in place to prevent the waiver of fees for this purpose being requested again?

CITY RESPONSE:

The City is participating in a working group, providing advice and guidance to the West Ngarluma Ngurin Corporation to progressively implement improved waste management facilities and practices at the site. The initial approach is to clean up the Lore Grounds whilst putting simple measures in place to improve waste management practices for 2024. This includes several skip bins aimed at separating out waste for ease of processing. The City has not been requested to provide any further support at this time with other partners facilitating the clean up using labour, plant and equipment. The initial 2024 works further includes improving water supply and commencing a process to redevelop or construct new facilities at the site. An education strategy for visitors to the site is also being developed to encourage improved practices and to alleviate the accumulation of waste over several years.

COUNCILLOR QUESTION:

What's the liability if we wait for a waste management plan to be brought in first?

CITY RESPONSE:

There is no liability to the City. The current strategy is to implement improved waste management practices in the clean-up and improve the approach for 2024. The current approach on site, as part of the clean-up, is to separate out various waste streams so they can be processed correctly at the City's waste facility or sent directly to various recycling contractors, alleviating the landfill burden. This preliminary work is likely to set up the basis of the waste management plan for the site moving forward.

COUNCILLOR QUESTION:

The actual waiver in 2020 was significantly less than estimated, will this estimate be accurate?

CITY RESPONSE:

The fee waiver is based on the best estimate of tonnage as viewed by Officers at the site. Where possible we will reduce the cost impact on the City.

COUNCILLOR QUESTION:

The City's reporting references higher than anticipated waste revenue raised from contaminated waste. Do we know if the extra revenue would be sufficient to cover this expenditure?

CITY RESPONSE:

For the period ending 30 September 2024 the City has received \$2,930,220 in Contaminated Waste revenue compared to a Budget of \$1,811,085, representing additional revenue of \$1,119,135. This will be more than sufficient to cover this fee waiver.

13.4 PEST CONTROL MANAGEMENT SERVICES – TENDER OUTCOME

File No:	RFT0000015
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Asset Maintenance Contract Officer
Date of Report:	23 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider tenders for Pest Control Management Services.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by ROL WA T/AS ALLPEST WA ABN 58 167 361 800 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000015 Pest Control Management Services; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with ROL WA T/AS ALLPEST WA, subject to any variations of a minor nature.**

BACKGROUND

The City of Karratha (City) issued an open Request for Tender for Pest Control Management Services, as the current contract including all extension options is due to expire 20 October 2024.

The proposed scope of works includes carrying out preventative and reactive pest control works in accordance with the approved Pest Control Plan and Termite and 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

At the June 2024 Ordinary Council Meeting, Council agreed to invite tenders for Pest Control Management Services and this was advertised on 28 August 2024 and closed 16 September 2024.

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

- Pilbara Pest company

- ROL WA T/AS ALLPEST WA
- Rentokil Initial Pty Ltd

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

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

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

The criteria and associated weightings were:

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

The Regional Price Preference Policy was applied to one local tenderer.

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

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The total estimated cost of the service over five (5) years is \$300K (excl GST). An annual CPI increase may be applied over the life of the contract

It is anticipated that expenditure associated with delivering the service under this tender will be in accordance with Council's budget allocations.

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 2024-2025 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 Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer provides the relevant level of experience and knowledge as well as the required licenses and registrations to provide the contract works to City standards.

13.5 SUPPLY AND LAYING OF ASPHALT AND PROFILING SERVICES - REQUEST TO CALL TENDERS

File No:	RFT0000023
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	12 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for Supply and Laying of Asphalt and Profiling Services.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for Supply and Laying of Asphalt and Profiling 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.

BACKGROUND

The City of Karratha (City) has historically tendered for the Supply and Laying of Asphalt and Profiling Services as contractors can provide specialised equipment and skills to assist in delivering the City's Infrastructure Road Works programs.

The current contract, RFT06-19/20 was awarded to Corps Earthmoving Pty Ltd and commenced on 17 March 2020 for a period of three (3) years with two (2) x one (1) year extension options. The second extension was exercised on 16 March 2024 and will expire 16 March 2025. As the current contract is due to expire, Officers are seeking Council approval to call Tenders for the service.

The proposed scope of works includes:

- Profiling as a stand-alone treatment;
- Profiling, backfilling and compaction of road failures and pavement irregularities, including basecourse repair works;
- Profiling and resurfacing with hot bituminous asphalt;
- Spraying of emulsion, prime and other bituminous sealing products used in road construction and maintenance;
- Overlaying an existing asphalt surface or sealed bituminous surface with hot bituminous asphalt;
- Supply of hot and cold patching asphalt to the City's Depot and onto City trucks at the Contractor's depot; and
- Application of line marking on new surface.

Officers propose Tenders to be assessed against the following weighted qualitative criteria;

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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 Policies are applicable to this matter. In accordance with Council Policy, Officers propose Tenders are assessed against the following weighted qualitative criteria;

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

FINANCIAL IMPLICATIONS

Council budgeted \$1.3M (excl GST) for asphalt overlays and a further \$300,000 (excl GST) for road repairs and the supply of asphalt products in the 2023/24 budget.

Council has allocated \$2.5M (excl GST) for asphalt overlays and a further \$350,000 (excl GST) for road repairs in the 2024/25 budget. It is forecast that similar annual budgets will be required in future years given the value of the City's assets and based on the Long-Term Financial Plan and historic maintenance requirements.

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 2024-2025 provided for this activity:

Programs/Services:	1.a.1.1	Civil Infrastructure Works Construction and Maintenance
Projects/Actions:	1.a.1.1.19.2	Implement the annual Road Reseals Program

Projects/Actions: 1.a.1.1.21.2 Implement Street and Verge 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	Ongoing costs for asphalt reseal's and road repairs can be modified to the City's endorsed program requirements.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Failure to maintain the current service levels will attribute to accelerated road deterioration and increased poor community feedback and complaints.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the March 2020 OCM, Council resolved to award a tender (RFT 06-19/20) for Supply and Laying of Asphalt and Profiling Services.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council RESOLVES to NOT INVITE tenders for Supply and Laying of Asphalt and Profiling Services and for Officers to PROCURE services on a case-by-case basis through RFQ and RFT processes.

CONCLUSION

Officers propose that Council consider the request to invite tenders for Asphalt and profiling services contract. The current contract ends 16 March 2025, and a new contract will ensure the City's Infrastructure Road Works programs are delivered. A contract, similar to the current, represents the most cost effective and efficient process to deliver the City's Asphalt and Profiling works.

13.6 TREE WATERING SERVICES - REQUEST TO CALL TENDERS

File No:	RFT0000024
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	25 September 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for Tree Watering Services.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for Tree Watering 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.

BACKGROUND

The City of Karratha (City) is dedicated to improving the natural and built environment as part of the Community Strategic Plan 2020-2030 and has established a series of streetscape and tree planning programs in each town including foreshore revegetation programs. The City historically tendered for the Tree Watering Services as contractors can provide specialised equipment and the most cost-effective option for Council.

The City evaluates the costs and environmental impacts of long-term tree maintenance to determine whether to install permanent reticulation or water to establishment with ongoing reduced hand watering. Given the installation costs for labour and materials, along with ongoing maintenance and testing of permanent reticulation, hand watering services are more cost-effective.

The current contract, RFT18-21/22 was awarded to Poinciana Nursery and Landscaping and commenced on 25 July 2022 for a period of two (2) years with one (1) x one (1) year extension option. The first option was exercised 25 July 2024 and will expire 24 July 2025. As the current contract is due to expire Officers are seeking Council approval to call Tenders for the service.

The proposed scope of works includes:

- Tree Watering services;
 - Set service, supplementary, ad hoc and project based
- Tree establishment and maintenance;
 - Staking, tying, constructing tree wells, mulching and tree replacement
- Reactive services;
 - Additional watering after periods of higher-than-expected temperatures
- Revegetation Watering of newly planted tube stock for revegetation of natural area sites, or including bushland, swale drains or foreshores; and

- Disposal of Litter, Rubbish and Green Waste in an appropriate manner.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

Council Policies CG-12 Purchasing and CG-11 Regional Price Preference are applicable to this matter. In accordance with Council policy, Officers propose Tenders are assessed against the following weighted qualitative criteria;

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

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including extension options and CPI increase is \$1.5M over the proposed five (5) year period.

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

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 2024-2025 provided for this activity:

Programs/Services:	1.a.2.2	Parks and Gardens
Projects/Actions:	1.a.2.2.20.1	Implement Street Tree Planting as per Street Tree Strategy

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	Ongoing costs for the Tree Water Services can be modified to the City's endorsed program requirements.
Service Interruption	N/A	Nil

Category	Risk level	Comments
Environment	Moderate	Managed control of water and frequency on the newly established tree will reduce water usage long term.
Reputation	Moderate	Failure to support the annual street tree planting program by maintaining the newly established trees and vegetation is not in line with the Community's expectation and current level of service standards.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the June 2022 OCM, Council resolved to award a tender (RFT 18-21/22) for Tree Watering Services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers propose that Council consider the request to invite tenders for Tree Watering services. The current contract ends 24 July 2025, and a new contract will safeguard the City's commitment to improving the natural and built environment. A contract, similar to the current, represents the most cost effective and efficient process and ensures the established streetscape and tree planning programs throughout the City continue to thrive.

COUNCILLOR QUESTION:

Is there a financial benefit to pulling this service in house?

CITY RESPONSE:

The service is delivered all year however 4 months of the year requires limited watering and does not justify several full-time resources being employed. Based on previous rates supplied under contract there is no financial benefit in delivering this service in house. Utilising local companies to supplement the City's Parks Operations enables the City to maintain its service levels. Further, through contracting supplementary services the City assists to sustain and build local businesses and overall capacity.

COUNCILLOR QUESTION:

Based on previous operations for tree watering, would the specialised equipment be a good investment, and would it be worthwhile moving the service in house with an aim to improve the service and find other uses for the staff down time?

CITY RESPONSE:

This service has been in operation for 4 years and has significantly enhanced the quality of the City streetscapes. The equipment required to deliver the service includes a 4-6T Truck with a 3,000L tank, pump and hose set up. The City would be required to purchase this plant and equipment.

The City does not have a significant need for this plant and equipment beyond managing this program as this truck and tank would be too small for other departments to utilise.

The additional staff hours in winter could assist to supplement the balance of the Parks team however the contract includes other works such as tree staking, tying, fertilising, construction of tree wells and tree replacement that the City has easy access to engage the Tree Watering contractor to deliver without scheduling potential full time staff member's time. It also makes sense to have these works occur during watering times as issues are identified.

COUNCILLOR QUESTION:

Is there an opportunity to spread the love and plant more trees in other towns in the City?

CITY RESPONSE:

Yes, Officers are currently aggregating all tree planting programs into a strategy to present to Council for Budget allocations to progressively roll out across all towns.

COUNCILLOR QUESTION:

Have we lost shallow rooted trees due to strong winds?

CITY RESPONSE:

Trees have been damaged in previous cyclones due to poor root structures. The City engaged a consultant to come up with a Cyclone resilience program and this is being implemented through our Tree Strategy with new methodologies of planting, tree anchors, tree species selection, selecting the correct species to the location and ensuring the soils are adequate and additional nutrients are added to improve plant survival rates.

COUNCILLOR QUESTION:

If we were to take this in house and buy specialised equipment what would be the cost? Could the current service have a KPI of expressly watering trees, not just adjacent weeds?

CITY RESPONSE:

The City would be required to purchase 4-6T Truck with a 3,000L tank, pump and hose set, plus other Park related fit out at an approximate budget estimate of \$250,000.

The City manages Contractor performance on an ongoing basis. This includes thorough inductions, inspections, quality and spot audits and contract management meetings.

COUNCILLOR QUESTION:

Community feedback is that tree health in Karratha townsite is significantly better than in the Eastern corridor. Does the current contract include the Eastern corridor? How do we ensure a care factor for the service delivered in the Eastern corridor matches other towns?

CITY RESPONSE:

The City manages all contractors with a similar approach through inductions, inspections, quality and spot audits and contract management meetings.

Tree health can be attributed to many factors, with water quality, temperatures and vandalism being the main impacts to the health of our trees. Unfortunately, in the Eastern Corridor the City has planted many trees that have been vandalised. Furthermore, the City is working with Water Corporation reviewing the quality of water supplied to irrigated areas.

This contract will provide Tree Watering Services in the Eastern Corridor where there is not reticulation to the trees. This contract is supplemented by the Eastern Areas contract that includes tree maintenance such as pruning, staking and tying of trees due to having a greater presence at various sites.

COUNCILLOR QUESTION:

Given the contract is up to 5 years, can Councillors have a cost comparison for the City to deliver the service for a 5-year period?

CITY RESPONSE:

Officers have forecast that the contract will cost approximately \$1.5m over 5 years including all extension options and making allowance for CPI increases.

Officers have further forecast that for the City to provide the service in house over a 5-year term would cost \$1.828m. This includes purchase of plant and equipment, ongoing plant and equipment operating costs and total staff costs excluding staff overheads.

14 CHIEF EXECUTIVE OFFICER REPORTS

14.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for October 2024.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

- 14.1.1 Community Experience update**
- 14.1.2 Concession on Fees and Charges**
- 14.1.3 Development Services update**
- 14.1.4 Public Agenda Briefing Session Additional Information**

14.1.1 COMMUNITY EXPERIENCE INFORMATION – AUGUST 2024

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 31 August 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

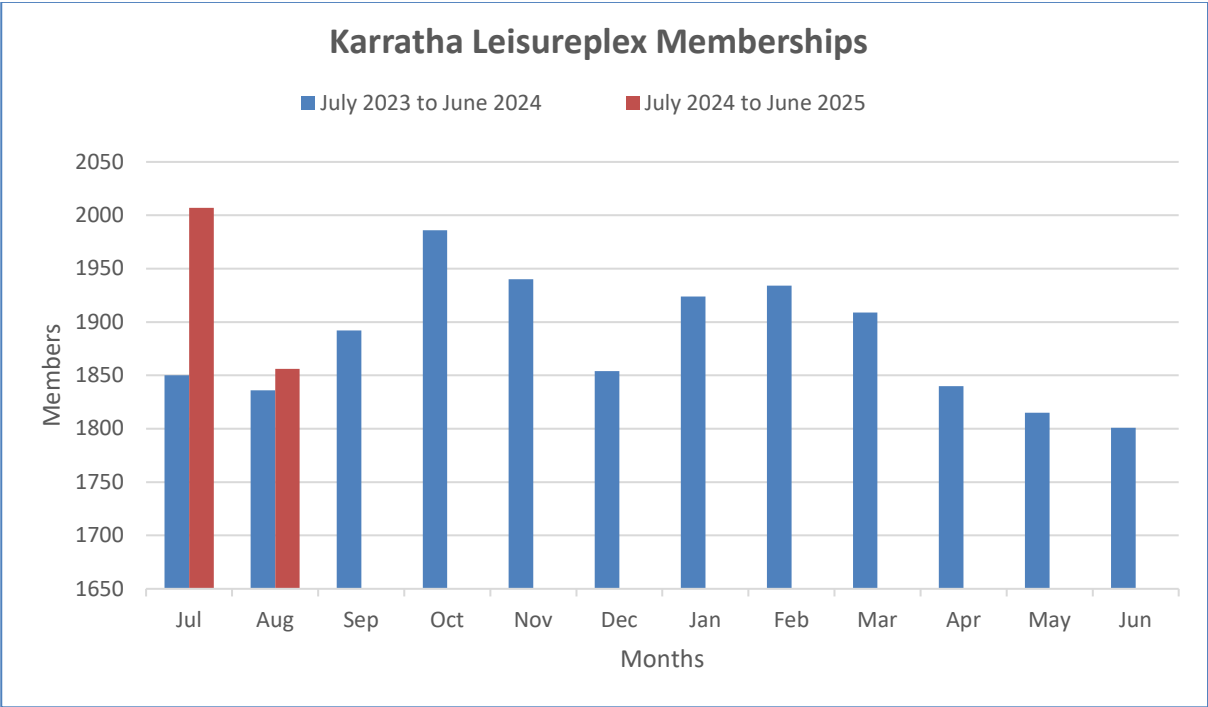
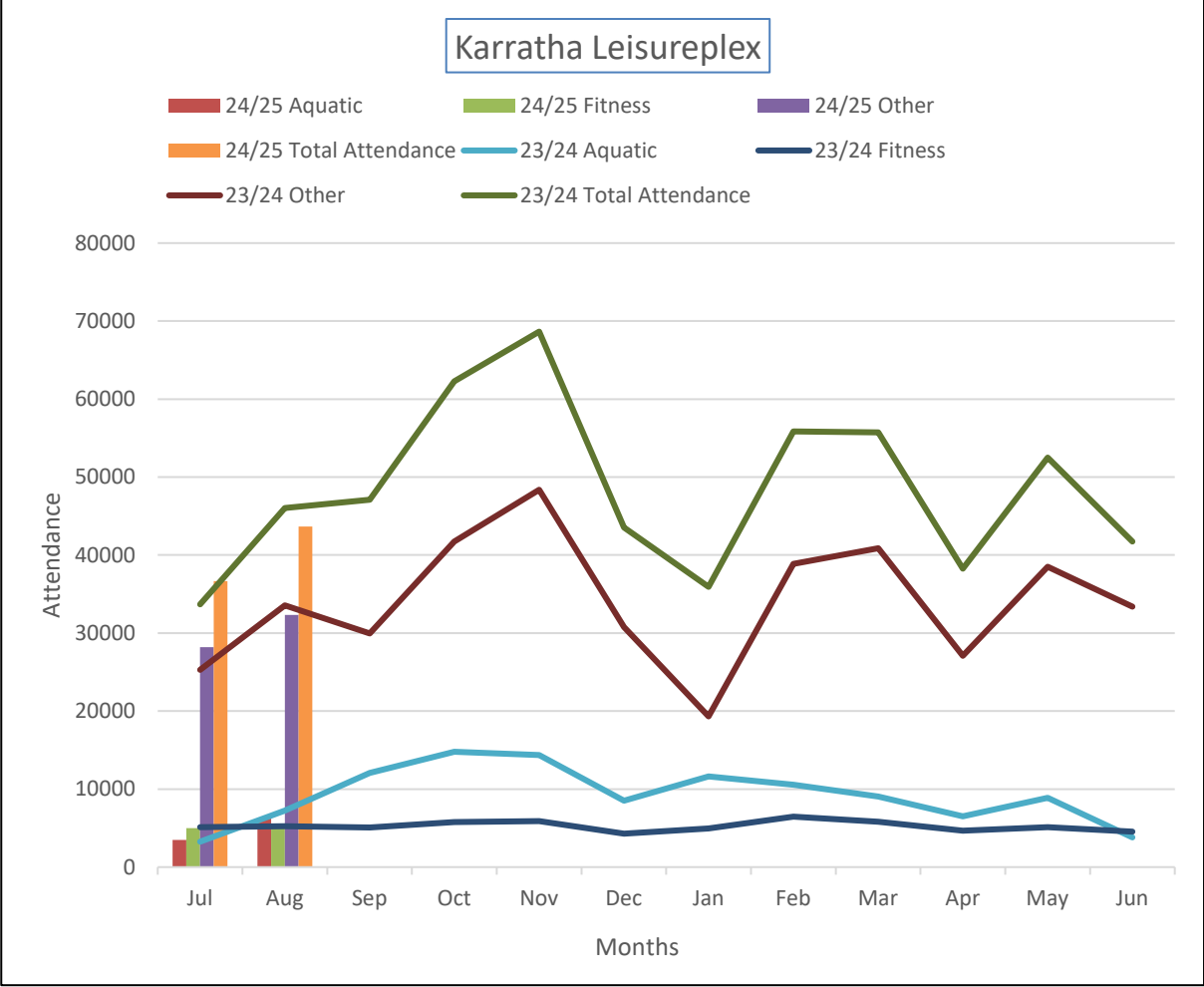
PURPOSE

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

Attendance & Utilisation Summary

Facility Attendance	Aug 2023	Aug 2024	Year on Year %
The Youth Shed	981	421	- 57%
The Base	1269	1062	- 16%
Total Library	9,537	8,348	- 12%
Karratha Leisureplex	46,042	43,644	- 5%
Wickham Recreation Precinct	2,451	2,574	+ 5%
Roebourne Aquatic Centre	0	0	0%
Red Earth Arts Precinct	5,896	3,091	- 48%
Arts Development & Events	18,539	11,367	- 39%
Indoor Play Centre	1,805	1,697	- 6%
Community Programs	Jul 2024	Aug 2024	Month on Month %
Security Subsidy Scheme properties	8	18	+ 125%
Meet the Street Parties	1	1	0%

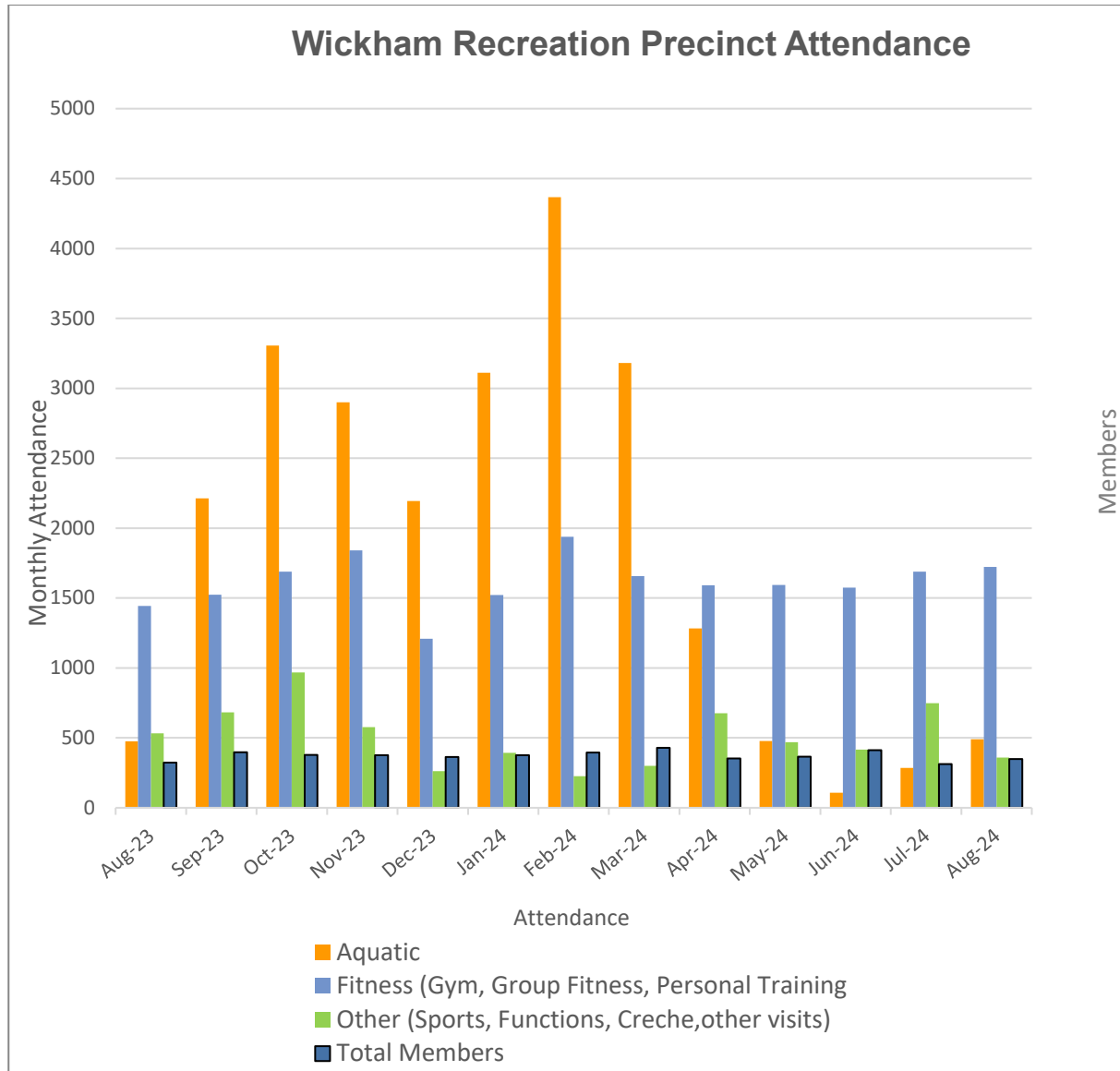
Karratha Leisureplex



Total attendance was down 5% on August 2023, a 13% reduction in aquatic attendance and a reduction in school swim lessons from last year attributed to the shade works and pool

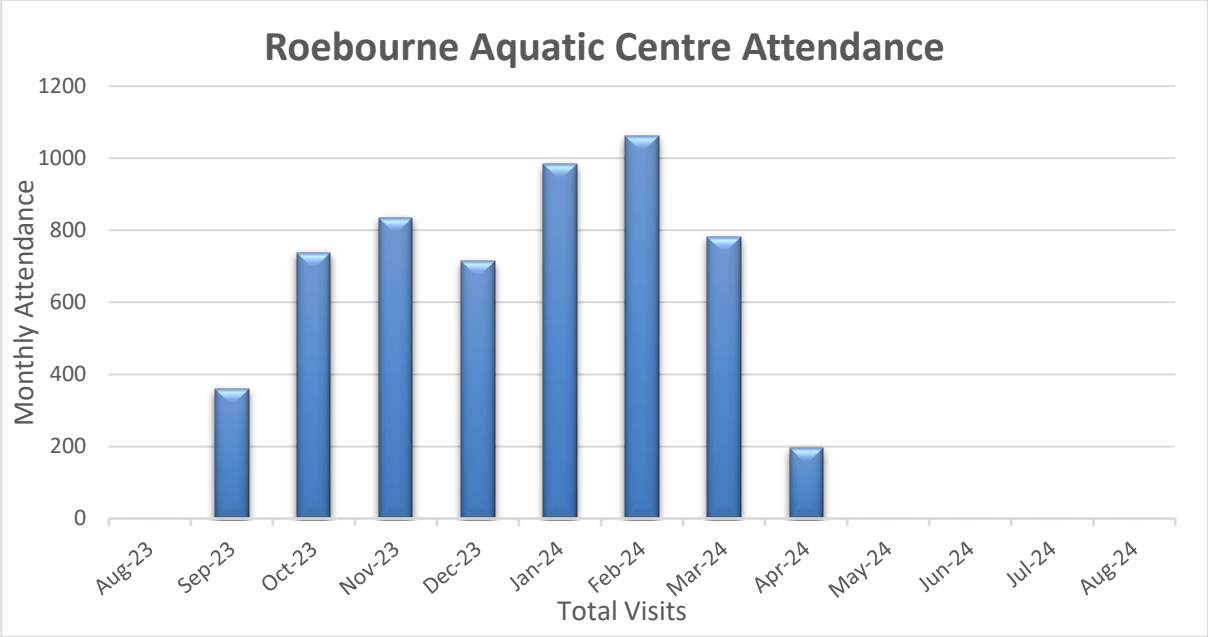
closures being the primary driver. Memberships for August are on track for this time of the year, with a 1% increase on August 2023.

Wickham Recreation Precinct



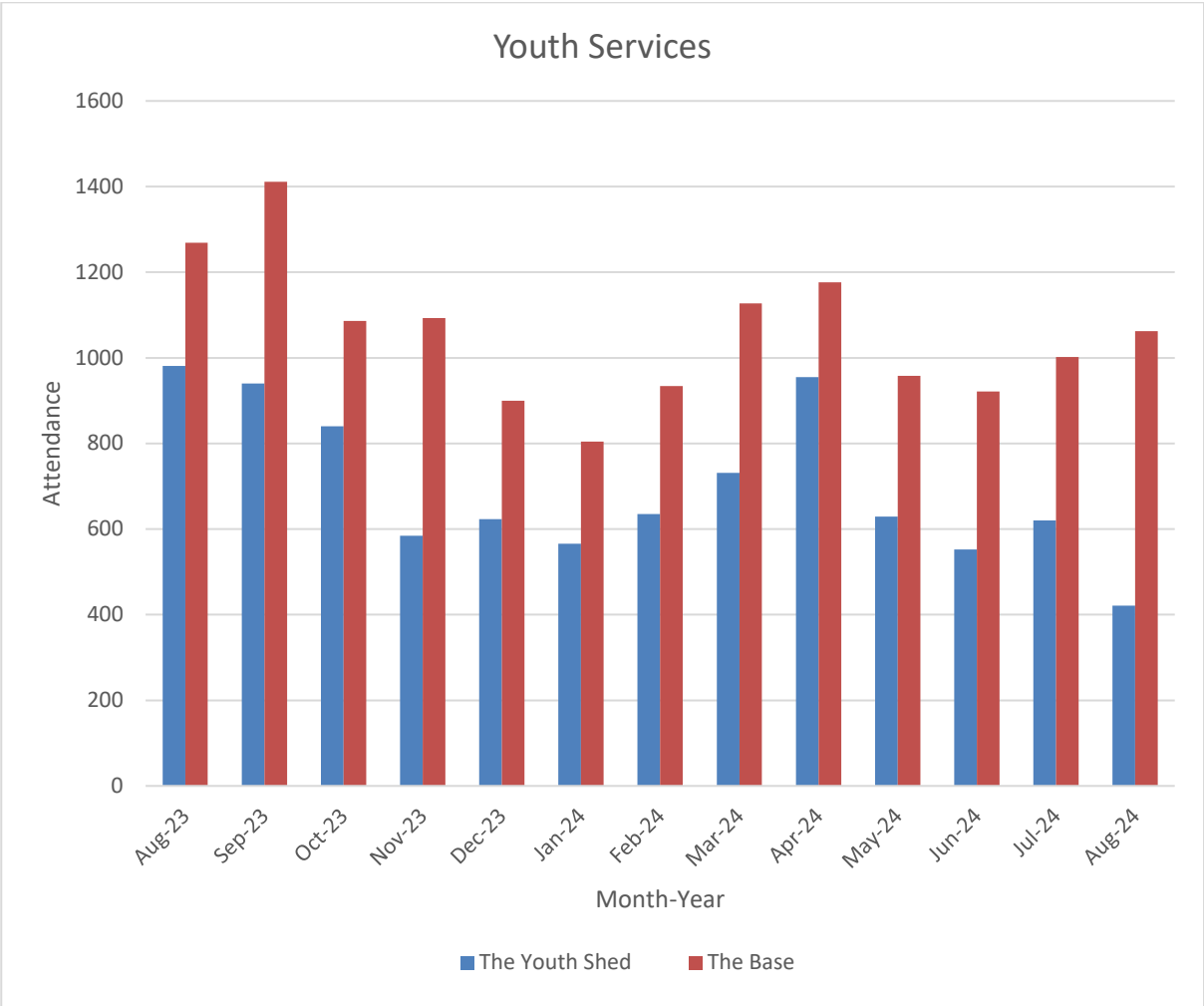
Wickham Recreation Precinct memberships are up 7.5% from the same period last year and Group Fitness attendance is slightly down at 9%. WAC attendance for August sits at 491 which is an increase of 3% from the same time last year and up 72% from last month. In total, attendance was up 5% from August 2023.

Roebourne Aquatic Centre



Centre closed – seasonal.

Youth Services



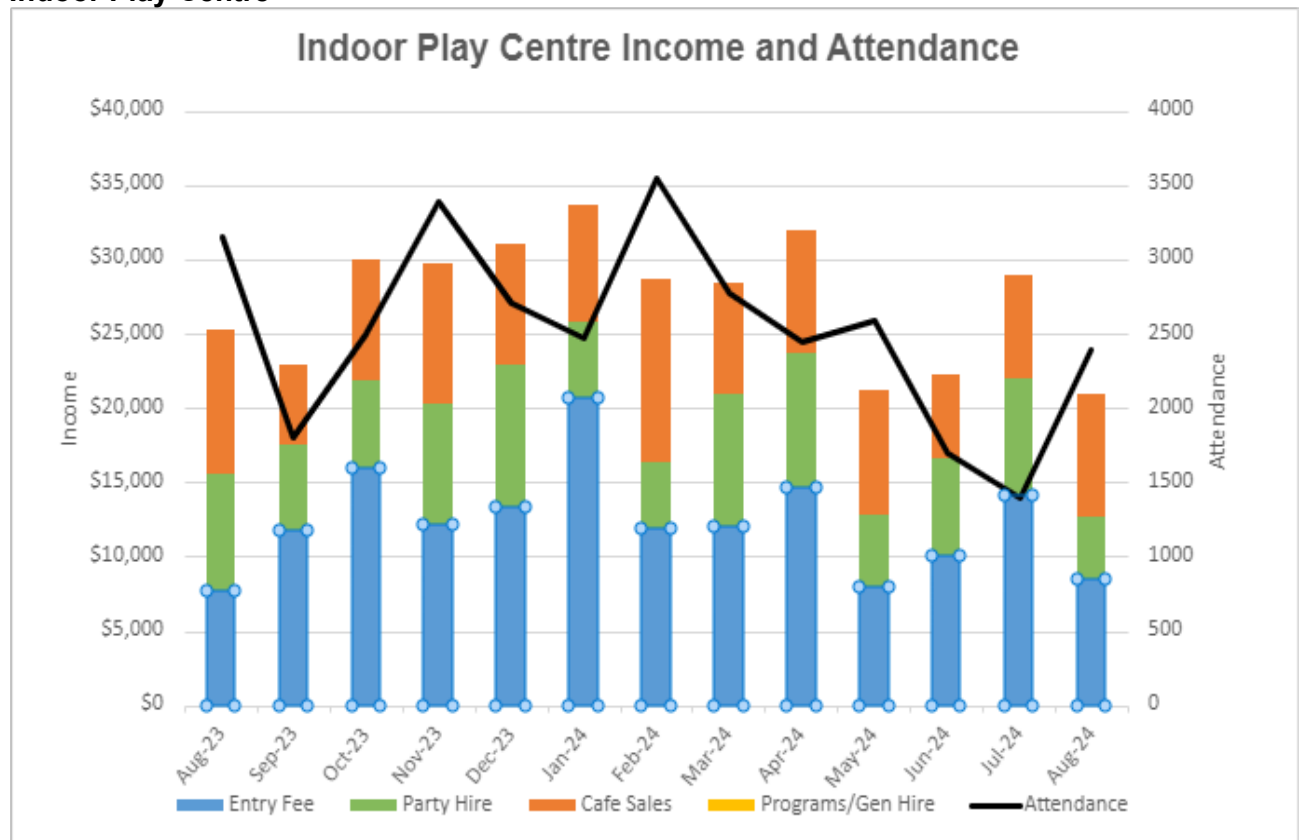
The Base, Wickham

The Base has recorded an increase from July (1002) to August (1062). This is due to our collaborations with Swans and other stakeholders in the Eastern Corridor. The basketball session attracted over 120 people. FeNaCiNG was the highlight of the month, recording over 100 youth engaged in our stall. The Base held a successful Boot Camp in collaboration with Wickham Recreation which was held over 2 sessions and over 50 kids participating.

The Youth Shed, Karratha

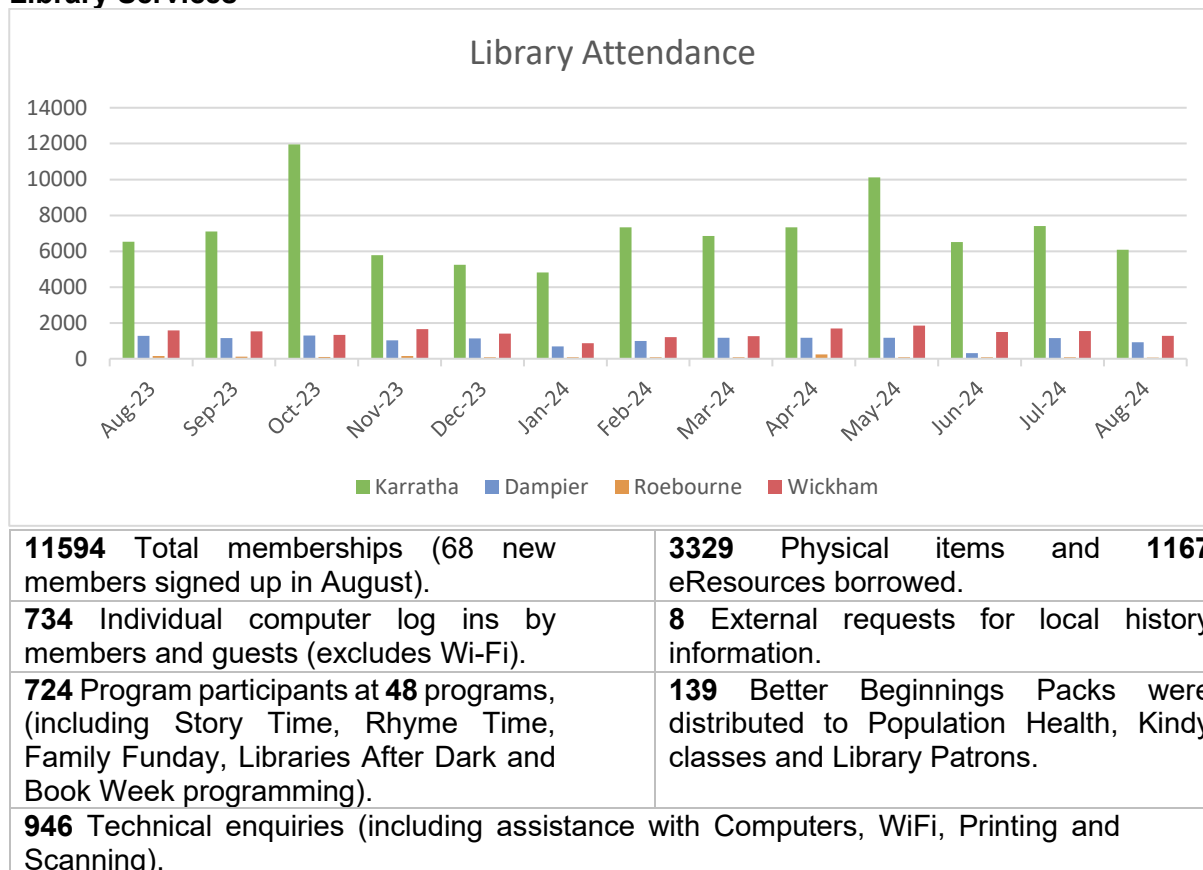
The Youth Shed attendance statistics for this month show a total of 421 attendees, which is significantly low and reflects a major decrease from last year's attendance of 981. Community consultations have revealed that other local youth programs have also experienced a decline in youth attendance and engagement. Attendance was also affected during FeNaCiNG weekend, where the centre was closed and staff were allocated a youth services stall at the event. This resulted in the highlight of the month where over 100 young people engaged in our stall programs and activities.

Indoor Play Centre

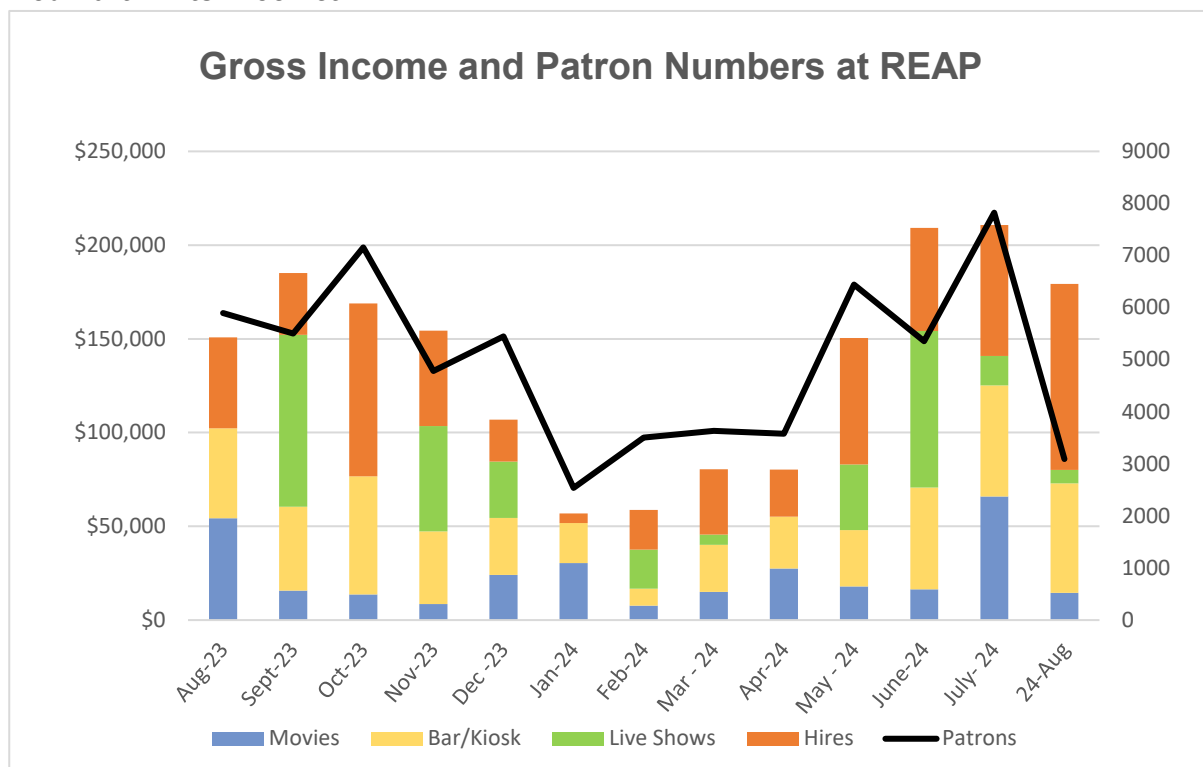


Attendance numbers have reduced from July, which is generally bolstered by school holiday attendance. Revenue from attendance and café sales are up 12% compared to the same period (August 2023) last year.

Library Services



Red Earth Arts Precinct



August was one of the busiest months of the year for REAP, marked by the successful delivery of several high-profile events that received fantastic feedback for the team. A standout achievement was hosting the DNA Conference for the second time since REAP's opening. The entire venue, including the amphitheatre was buzzing with activity through the three-day event.

Movies: After a record breaking July, August faced a rocky start as a critical component of the theatre projector failed during its annual service. This issue prevented any movie screenings until 16 August. Due to the high volume of bookings, rescheduling the cancelled movies was not possible, resulting in just seven screenings for the month. Despite this, the major releases attracted significant audiences, with only one session each. 'Deadpool' and 'Wolverine' attracted 347 patrons with \$5,829 in ticket sales. 'It Ends With Us' had 359 patrons and \$6,508 in ticket sales.

Bar/Kiosk: Revenue from the bar and kiosk was significantly boosted by venue hire events, contributing \$47,322 to the total revenue of \$58,386. This marks a 69% increase compared to the previous year.

Live Shows: In August we hosted two ACE-programmed live shows. 'Bogan Shakespeare' attracted 164 in attendance and \$4,787 in ticketing income, and 'Are You Pulling My Leg' sold 85 tickets and attracted \$2,227 in ticketing income. Additionally, we had a venue hire show for the Yoh Fest, though it was less attended this year due to schools having other commitments.

Venue Hires: August saw the successful delivery of several large flat floor and shelf events including:

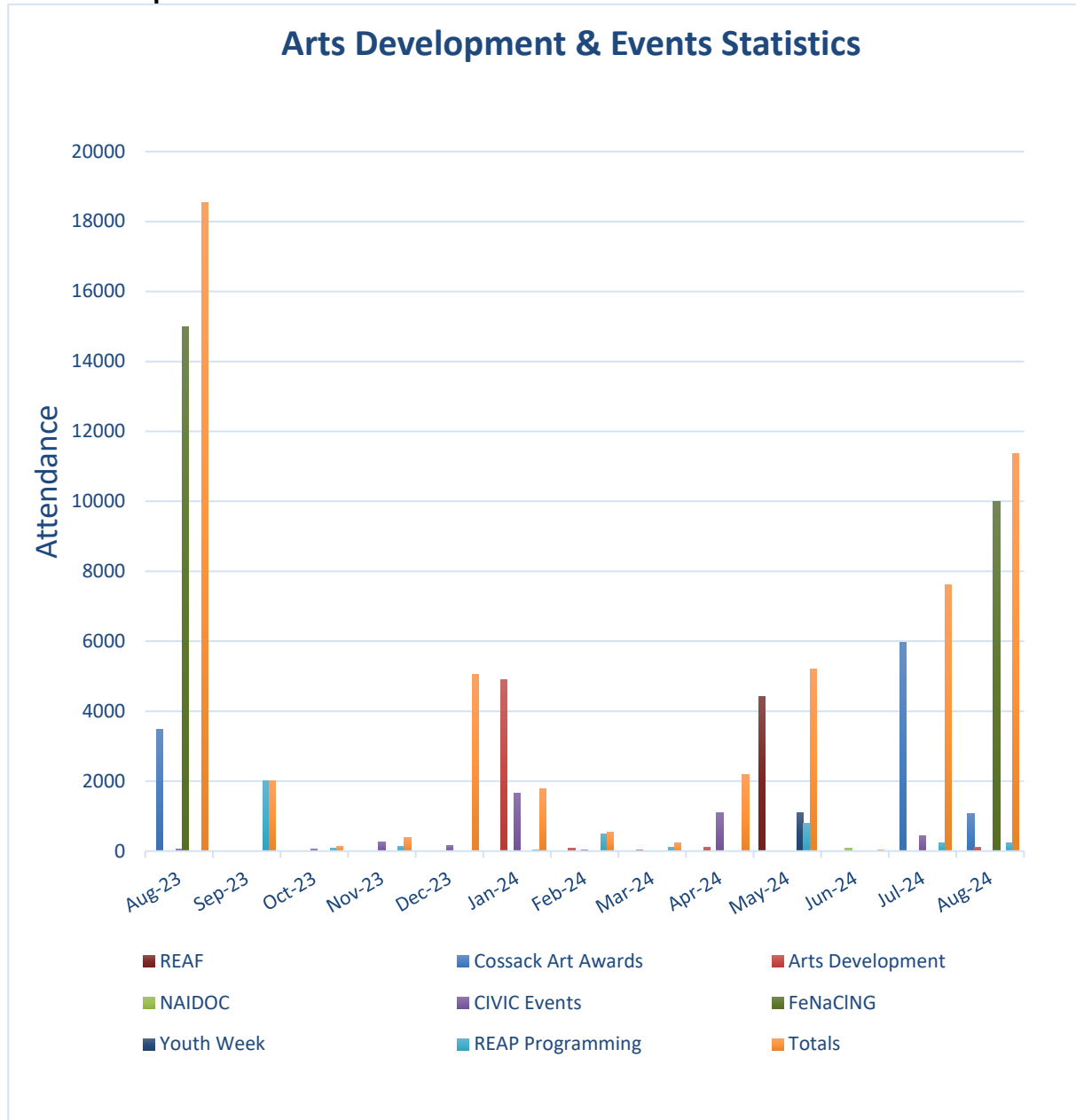
- Kevin Michel and Cabinet Dinner – 180 guests, sit down dinner theatre;
- WA Premier Cabinet Meeting – 25 attendees, Studio Room;
- Army Regiment Ball – 200 guests, Shelf event with the Chief of Army attending;
- Karratha Education Network Awards – 200 guests, Shelf event;
- DNA Conference – 3-day event, whole venue;
- Pilbara Community Services Excellence Awards – 170 guests, sit down dinner Theatre and Shelf.

Other notable events included the Rio Tinto Service Dinner for the Pilbara Rail Division, KDCCI Business Breakfast and multiple Rio Tinto Leadership Days.

Patrons: The total number of patrons visiting the precinct decreased compared to the previous year, largely due to the reduced number of movie sessions down to 7 instead of the usual 16+ and the venue being booked out for 7 days due to large events and conferences, which affected regular programming. August 2023 – 5,092 patrons, and August 2024 – 3,928 patrons which represented a 22% decrease in patronage.

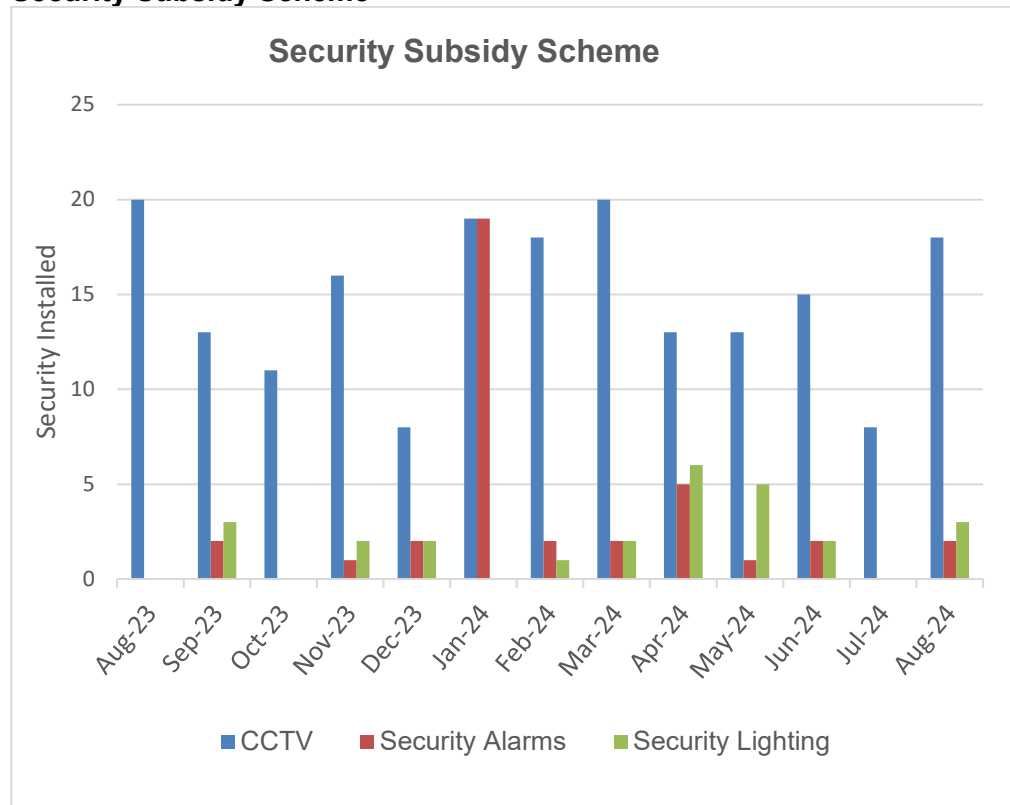
Total Revenue: Overall, total revenue for August 2024 - \$179,267, saw a substantial increase compared to August 2023 - \$116,478. This impressive 45% increase in total revenue highlights the hard work and dedication of the REAP team in achieving this success.

Arts Development & Events



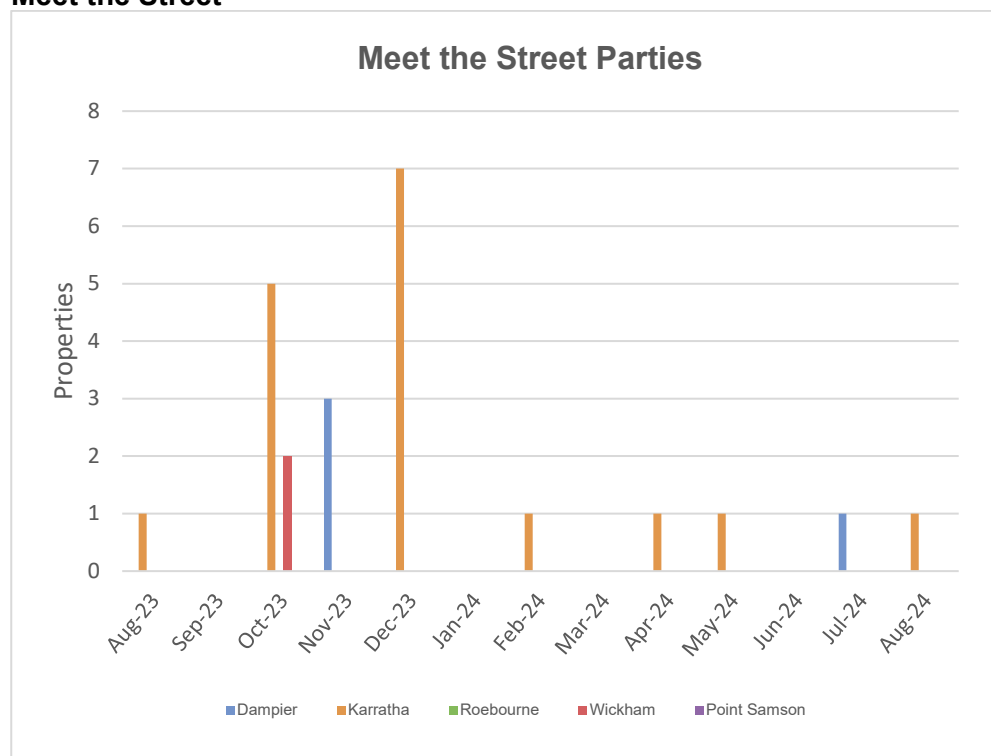
August was another busy month for Arts, Culture and Events with the Cossack Arts Awards public exhibition, program of activities and the Children's Art Day which was the biggest Children's Art Day in history. We also had our most iconic event, the FeNaCiNG 2 day festival at Bulgarra Oval. Other events included 'Bogan Shakespeare' - theatre and workshops and the inclusive comedy show 'Are You Pulling My Leg'. Attendance numbers in August amounted to 11,367 compared to 18,539, this was due to lower estimated attendance at FeNaCiNG.

Security Subsidy Scheme



28 Security Subsidy applications, which is double from this time last year. 8 were rejected due to not meeting the criteria.

Meet the Street



1 Meet the Street party was held in August.

Small Community Grants

The following Small Community Grants were awarded since the last Ordinary Council Meeting. The total contribution is \$29,780.

Town	Who	What	Awarded ex GST
Wickham	Wickham Cricket Club	Funding to purchase a Frogbox device that enables games to be livestreamed.	\$2,900
Karratha & surrounds	Reach Us Pilbara & Wickham Tidy Towns	Funding towards bringing Bogan Bingo Entertainment to Karratha and Wickham to fundraise for future public art installations in Wickham (similar to the artworks completed at the Wickham Shopping Centre in 2023).	\$5,000
Karratha & surrounds	Karratha Netball Association	Funding to support two junior athletes who have been talent identified and invited by Netball WA to join the West Coast Fever Netball's Fever in Time umpiring program in Perth.	\$2,000
Roebourne	Swan Districts Football Club	Funding to assist with the delivery of Swans 'Be You' All Abilities sport and wellbeing day.	\$5,000
Karratha	Karratha Bikers	Funds to cover ambulance, security, pavilion hire, oval hire and children's entertainment at the Fathers' Day Car, Bike & 4WD Show.	\$4,515
Karratha	KDCCI Book Launch	Funding to support the first book launch of Dr Tracy Westerman.	\$5,000
Wickham	West Pilbara Junior Cricket Association (Auspice)	Funding to support a young cricketer who has been selected to attend the 2024 Under 15 Regional Development Carnival in Bunbury.	\$500
Karratha & surrounds	Pitter Pat Productions	Funding to purchase high quality sound equipment.	\$4,865

COUNCILLOR QUESTION:

Relating to venue hire, can we get a list of conferences held at REAP so we can promote them with an aim to maximise the value these bring to the region?

CITY RESPONSE:

Current conferences booked at REAP in 2025 are:

- Pilbara Summit - 23 June to 27 June (Confirmed).
- DFES Pilbara Leaders Forum 6 June (Tentative).
- International Leadership Conference 4-9 May (Tentative).

COUNCILLOR QUESTION:

With the announcement of free school swimming lessons, can we get confirmation there is sufficient teachers in town to meet the anticipated demand increase?

CITY RESPONSE:

The Free School Swimming Lessons applies to the State Govt VacSwim programme only and not the in-house KLP programme. The Education Department is responsible for the VacSwim programme and the provision of teachers. Currently they have a couple in town but FIFO the rest of the instructors to service their programme. Should numbers rise - the Education Department will have to manage the issue.

14.1.2 CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 31 August 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 August 2024.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Wickham Recreation Precinct / City of Karratha	To waive the fee of \$153.00 for 9 Group Fitness Class Passes @ \$17 each, to encourage participation in RUOK Day themed group fitness classes.	Director Community Experience	\$139.09
Red Nose Australia	To waive the fee of \$136.00 for venue hire of the Pegs Creek Pavilion to support the 'Walk to Remember' fundraiser raising funds for Red Nose Australia.	Director Community Experience	\$123.64

14.1.3 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	1 October 2024
Disclosure of Interest:	Nil
Attachment(s)	Nil

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.

LIST OF CURRENT DECISIONS SUBJECT OF STATE ADMINISTRATIVE TRIBUNAL REVIEW & LIST OF CURRENT JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATIONS

As of 1 October 2024

APPLICATION (City &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
SAT					
Nil					
JDAP					
DA24-066	Lot 572 Mof Road, BURRUP	25 June 2024	<ul style="list-style-type: none"> Proposed modifications to the Pluto Train 1 LNG Plant. Application proposes modifications to Train 1 to be able to accept and process Scarborough gas through the facility. The application comprises: <ul style="list-style-type: none"> Temporary construction facilities, to be removed by 2027; Construction of Pluto Train 1 Scarborough Modifications (modules) to allow the processing of the Scarborough gas through the existing Train 1 facility; and Laydown areas. Responsible Authority Report due 11/10/2024 	Senior Planner	Preparing Responsible Authority Report for submission to RDAP

14.1.4 PUBLIC BRIEFING ADDITIONAL INFORMATION – 21 OCTOBER 2024

File No: CM.191

Responsible Executive Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Date of Report: 21 October 2024

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 21 October 2024 and outline areas of the October 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**

Deputy Mayor Gillam acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Deputy Mayor Gillam at 6:00pm on Monday 21 October 2024.

Record of Attendance

Councillors:	Cr Daiva Gillam (Presiding Member)	
	Cr Gillian Furlong	
	Cr Brenton Johannsen	
	Cr Travis McNaught	
	Cr Kelly Nunn	
	Cr Sarah Roots	
	Cr Tony Simpson	
	Cr Jo Waterstrom Muller	
Staff:	Virginia Miltrup	Chief Executive Officer (via Teams)
	Simon Kot	Director Strategic Projects and Infrastructure
	Emma Landers	Director Community Experience
	Alistair Pinto	Director Corporate & Commercial (via Teams)
	Lee Reddell	Director Development Services
	Kate Jones	Minute Secretary
Apologies:	Cr Daniel Scott	[Mayor]
Absent:		
Leave of Absence:		
Members of Public:	7	
Members of Media:		

Public Question Time:

Dean Rowland asked the following three questions in relation to Item 12.2 Advertising Of Proposed Amended Policy – Stallholders And Street Trading Policy (Dr-05).

QUESTION:

The first two objectives stated in the street trading policy DR-05 are:

- To sustain and grow local businesses in a way that benefits the local community.
- To provide safe temporary trading environments for the community and maintain amenity.

Given these objectives, why is our business expected to endure the trading and time constraints currently imposed solely on Dampier, the existing restrictions have now been in place for six months and have rendered our business unviable, as we exclusively operate in Dampier and have done with no issues since 2017, prior to the implementation of the current policy and booking system.

It appears that no consideration, was given to our business before the reactive decision to impose restrictions was made, which may appear to favor another local business over ours, that was well aware of our operations before acquiring theirs. We are not a coffee shop.

Additionally, the safest location in Dampier, the Lions Park, now has both extremely restrictive trading hours and limited available slots compared to other locations within the city of Karratha, outlined in the proposal (5.2.6). Furthermore, the only other proposed location in Dampier presents significant safety concerns and not compliant to 5.3.2 : it is situated on the far side of the main road, lacks dedicated footpath access, has no defined parking bays, and is used a few times a week to unload trucks with a forklift, which occupies majority of the area.

What actions will the City of Karratha take to address these concerns and identified issues in the short term while the review and consultation process is endured?

As a minimum allow trade at the lion's park from 9-5 and 5-10 a max of two trades would remove the fixed businesses biggest issues of morning trade.

CITY RESPONSE:

Administration will meet with this business owner to discuss the impacts of the Dampier trading restrictions on them, and what interim alternatives may suit them while the Policy is being formally reviewed, as well as considering changes to the currently adopted position.

QUESTION:

Clause 5.2.2 was used to justify the reckless decision to restrict trading, which was based on misinformation and has had a significant and prolonged impact on us. We were only informed of the mandatory change, after booking the still available trading location slot with you booking system following a period of leave, in direct contradiction to policy SC24 (community engagement policy).

By payment of the permit fee, we entered into a contract with the City of Karratha and had clear trading conditions defined in the policy. The actions taken amounts to disenfranchisement, and as has been disturbing to say the least.

Is there any intention of the City of Karratha to further clarify the intent of clause 5.2.2 of the amended policy to prevent future misuse of the clause to prevent further harm?

CITY RESPONSE:

Clause 5.22 of the Draft Policy (as revised for community consultation) has been expanded from the current wording "the City may decide to close approved mobile trading locations to all activities, including trading at any time" to clarify that it should only be exercised "based

on reasonable grounds which are communicated to ensure fairness and transparency for all stakeholders”. The City would encourage anyone who has a concern with this, or any other, provision within the draft Policy revisions to provide a formal submission during the consultation process to ensure all views are captured and considered by Administration and Council before any final revisions to the Policy are adopted.

QUESTION:

The agenda document 12.2 has quite a few misleading and biased comments, and the numbering of the themes should directly relate to attachment 1, and the current themes and responses need to accurately reflect the data pertained in the attachments.

Attachment: 12.2- misleading details.

The Background justification: has embellished statements that are more of a view, rather than facts:

1. Current policy with minimal changes were made - with no comment to the large impact to existing Dampier trading.

4. Hi number of trades in Dampier every day - what evidence was used to support this high numbers of traders in Dampier statement! booking system should show the exact #

10. Needs to have a reasonable time limit to complete or a relaxation of the current restrictions imposed on Dampier to 9-5 & 5-10

8. Not identifying that the Lions Park current trading is very restrictive allowing only 1 booking on any trading slot a week and not all vehicles can safely enter the CBD.

Attachment: 1- data in question.

Q.1= 7 fixed business in Dampier responded to the survey but in 12.2 #4 states there are only 6 fixed businesses in Dampier.

This seems to be high (100%) and adds to the overwhelming reference to fixed business negative pressures from trades in Dampier.

Will the city of Karratha review and rectify the discrepancies prior to the next council meeting?

All details need to be unprejudiced by nature.

CITY RESPONSE:

The summary of survey responses provided as an attachment to the agenda item captures the views of consumers, fixed businesses and mobile traders. All responses were anonymous and hence, there may be some discrepancies in the data, such as the number of fixed business responses from Dampier. The City acknowledges that a wide variety of views were provided and there are discrepancies between comments and ideas from the different groups. The survey was intended to provide a high-level snapshot of the community's thoughts, issues and concerns as relates to mobile trading and responses have been used to help guide changes proposed within the draft Policy. The formal consultation period however is the most important opportunity for interested parties to review, consider and provide formal comment on the proposed changes. All responses will be taken into consideration by the Administration and Council prior to the item being put back to Council for formal adoption.

COUNCILLOR QUESTION:

What does Dean feel would be a negotiable amount of trading days at that location?

CITY RESPONSE:

The City will meet with this business owner to discuss the impacts on their business but encourages everyone in the community who wants to have a say on this matter to and lodge a formal submission through the consultation period so that it can be captured for Council's consideration of the final Policy document.

COUNCILLOR QUESTION:

To maintain a viable business, what number of trading days does this trader need?

CITY RESPONSE:

The City will meet with this business owner to discuss the impacts on their business.

Petitions/Deputations/Presentations

Dominic Letts from Wedgetail Aerospace provided a deputation to Council behind closed doors, as commercially sensitive information was provided.

Declarations of Interest

Cr Waterstrom Muller declared an interest in the following item:

- Impartiality interest in 13.3 Waiver Of Waste Disposal Fees – West Ngarluma Ngurin Aboriginal Corporation as Cr Waterstrom Muller's husband has a personal connection with Peter Jeffries and his family from West Ngarluma Ngurin.

Agenda Items with Additional Information**10 CORPORATE & COMMERCIAL REPORTS****10.1 STATEMENTS FOR PERIOD ENDED 31 AUGUST 2024**

There were no questions

10.2 LIST OF ACCOUNTS – 1 AUGUST 2024 TO 31 AUGUST 2024

Questions arising from briefing session

10.3 INVESTMENTS FOR PERIOD ENDED 31 AUGUST 2024

There were no questions

10.4 2023/2024 KEY PERFORMANCE MEASURES

Questions arising from briefing session

10.5 COUNCIL MEETING DATES 2025

Questions arising from briefing session

11 COMMUNITY EXPERIENCE REPORTS**11.1 STRATEGIC COMMUNITY PLAN 2025-2035 – PHASE 2 REPORT (COMMUNITY VISIONING ENGAGEMENT REPORT)**

There were no questions

11.2 TERMS OF REFERENCE – POINT SAMSON PLACE MAKING GROUP

Questions arising from briefing session

12 DEVELOPMENT SERVICES REPORTS**12.1 INITIATION OF SCHEME AMENDMENT NO. 62 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – REZONING OF LOT 23 (NO. 8) MIRFIN WAY AND LOT 24 (NO. 9) GALBRAITH ROAD, PEGS CREEK FROM RESIDENTIAL R20 TO RESIDENTIAL R40**

Questions arising from briefing session

12.2 ADVERTISING OF PROPOSED AMENDED POLICY – STALLHOLDERS AND STREET TRADING POLICY (DR-05)

Questions arising from briefing session

12.3 PROPOSED LOCAL PLANNING POLICIES DP24 'COMPLEX APPLICATIONS' AND DP25 'DESIGN REVIEW' – FINAL ADOPTION

There were no questions

12.4 KARRATHA TOURISM AND VISITOR CENTRE REVIEW 2024

There were no questions

13 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**13.1 FLEET & PLANT POLICY REVIEW**

There were no questions

13.2 ROEBOURNE STREETScape MASTER PLAN – ADDITIONAL SCOPE OF WORKS AT ANDOVER PARK

There were no questions

13.3 WAIVER OF WASTE DISPOSAL FEES – WEST NGARLUMA NGURIN ABORIGINAL CORPORATION

Questions arising from briefing session

13.4 PEST CONTROL MANAGEMENT SERVICES – TENDER OUTCOME

There were no questions

13.5 SUPPLY AND LAYING OF ASPHALT AND PROFILING SERVICES - REQUEST TO CALL TENDERS

There were no questions

13.6 TREE WATERING SERVICES - REQUEST TO CALL TENDERS

Questions arising from briefing session

14 CHIEF EXECUTIVE OFFICER REPORTS

14.1 ITEMS FOR INFORMATION ONLY

14.1.1 COMMUNITY EXPERIENCE INFORMATION – AUGUST 2024

Questions arising from briefing session

14.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST

The report will be published in the OCM agenda

18 MATTERS BEHIND CLOSED DOORS

18.1 CONFIDENTIAL ITEM WEDGETAIL AEROSPACE PTY LTD ECONOMIC DEVELOPMENT GRANT FUNDING PROPOSAL

There were no questions relating to the report.

Questions relating to the Deputation are contained within the confidential report.

Closure

The meeting closed at 6:56pm.

14.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST

File No: CM.599

Responsible Executive Officer: CEO

Reporting Author: Manager, City Growth

Date of Report: 28 October 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Housing Development EOI 0000001 – Summary Report - CONFIDENTIAL

PURPOSE

For Council to consider the outcomes of the Housing Development expressions of interest (EOI) and agree the next steps in the process.

OFFICER'S RECOMMENDATION

1. **RECEIVE** the Housing Development Expression of Interest Evaluation Report as contained as Attachment 1;
2. In accordance with Section 3.59 of the Local Government Act 1995 **AGREE** to **PREPARE** Local Government Act Business Plans for the following proposals and report back to Council prior to advertising;
 - a. **AYR International.com** to acquire 57 Balmoral Road, Karratha and invest up to \$16.8m to construct a proposed mixed-use development inclusive of 31 residential properties and commercial space, to be owned and managed by the City.
 - b. **Macro Capital Ltd** to design and construct up to 34 townhouses on City owned land at 51 Gregory Way, Bulgarra, at an estimated cost of \$13.8m to be owned and managed by the City.
 - c. **Developed Project Pty Ltd** to design and construct 60 apartments on two City-owned land parcels at 30 Nairn Street (36 apartments) and 17 Ridley Street (24 apartments), Bulgarra, at an estimated cost of \$33.2m with the funds loaned, the land leased, and the building managed by the proponent for a term of 20 years, after which the properties are owned and managed by the City.
 - d. **Acero Construction** to acquire 481 Bajamalu Drive, Baynton and invest up to \$23.4m to construct a proposed housing development inclusive of 17 townhouses and 20 apartments, to be owned and managed by the City.
 - e. **Davison Property** to acquire Lots 633 and 678 (Jingarri), Nickol and invest up to \$55m to construct a housing development inclusive of 20 grouped townhouses, 10 houses, and 87 grouped dwellings, to be owned and managed by the City;
3. **AUTHORISE** the CEO to negotiate with WA Treasury Corporation and the Northern Australia Investment Fund to explore the possibility of providing low-cost finance to ensure sufficient capital to deliver these projects, and **NOTES** that the City will be prioritising projects 2(a) to 2(e) that deliver break even or net positive return on investment (including cost of finance);

4. **REQUEST the CEO to consider opportunities for property divestment to be included in the business plans proposed by the EOI; and**
5. **AGREE to enter discussions with Development WA to progress the Cooperation Housing proposal and request a further report to consider the potential acquisition of land to enable the Cooperation Housing proposal.**

BACKGROUND

The City of Karratha is in the grips of a housing crisis. Recent modelling suggests the City will require 1,200 new dwellings in the next 5 years to support economic growth in the region. Failure to provide housing will negatively impact the community when rental prices and costs of living increase, rendering Karratha unaffordable, less liveable, and potentially acting to delay economic 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, leasing terms and conditions, etc.

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.

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 of;
 - 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

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 City Growth

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

Criteria	Deliverables
Rapid delivery of additional housing stock to the local market	<ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. <i>Provide a description of the benefits the proposed project brings to the local residential building market including:</i> <ul style="list-style-type: none"> 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>

	<ul style="list-style-type: none"> a) <i>create economies of scale to reduce the cost of building;</i> b) <i>create a sustainable, long-term local building and construction industry; and</i> c) <i>reinvest profits back into local developments.</i>
	iii. <i>Provide training and development opportunities for locals</i>
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"> i. <i>Provide an overview of the commercial principles that underpinning the project including:</i> <ul style="list-style-type: none"> a) <i>An indicative budget for the total cost of the project</i> b) <i>An indicative cost per dwelling</i> c) <i>Anticipated financial return on investment (ROI) for the project and the City</i> d) <i>Anticipated community benefit for the project and the City</i> ii. <i>Outline the financial structure proposed; and</i> iii. <i>Detail the financial and operational risks associated with the proposed structure and strategies to minimise these risks</i>
Partnership with industry, government, and local businesses to achieve quality outcomes	<ul style="list-style-type: none"> 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> 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> iii. <i>Outline the proposed legal and commercial structures of the project.</i>

At the 28 June Ordinary Meeting council endorsed a shortlist of eight (8) proposals that met the selection criteria and in the Evaluation Panel's opinion and warranted further investigation and consideration:

Proponent	Proposal Summary (as submitted in the EOI)
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.

Davison Management P/L t/as Davis Property	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.
Darizi Pty Ltd as Trustee for The Anthony D'Amelio	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.

Each shortlisted proposal 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.

Following Council's endorsement on 28 June, Officers met with each shortlisted proponent to assess the financial models, legal structures, compliance requirements and refine each proposal into a set of go-forward options. These deliberations presented an opportunity to consider which proposals offer the best social and economic outcomes to the City on the land proposed. Issues considered include;

- Minimal risk to the City - Could include providing finance or support
- Optimising yield
- Favouring proposals that provide external capital
- Looking for innovation and quality in design
- Using the City's potential support to seek opportunities to generate affordable housing or key worker accommodation.

Through this lens Officers met with each shortlisted proponent to clarify and explore the potential for each development. With those clarifications now completed, a report has been provided for Council consideration to determine which proposals, if any, Council should progress. The overall outcomes of this analysis are discussed below.

DISCUSSION

The Evaluation Panel worked with proponents to clarify and refine each proposal against the evaluation criteria. As a result of this process, it was considered that five (5) proponents have proposed a development that meets the criteria and in the Evaluation Panel's opinion warrant further consideration.

The basis for this decision is 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 debt finance, land acquisition, and direct ownership.

The evaluation panel recommends the following organisations be prioritised:

- AYR International.com
- Macro Capital Ltd
- Developed Projects Pty Ltd

- Acero Construction Pty Ltd
- Davison Property
- Further, the evaluation panel recommends that the Cooperation Housing proposal be progressed separately to the EOI:

The following table provides summary detail regarding each proponent's refined proposal, the officer's recommended option, and summary recommendation:

Proponent	Current Proposal
AYR International.com	<p>Proposal: AyR has proposed a mixed use, 31 dwelling, 3 story apartment development at 57 Balmoral Road, a privately owned 2,275m² block across from the Karratha Medical Campus. The project would take approximately 24 months from approval to turn-key. The ground floor of the property would include approximately 1,030m² of commercial space and potentially 7 NDIS apartments. Building configuration:</p> <ul style="list-style-type: none"> - 3x 1BR NDIS, 56m² - 4x 2BR NDIS, 84m² - 12x 1BR 56m² - 8x 2BR 84m² - 4x 3BR 112m² <p>The proposal requires the City to invest \$16.8m to acquire the property, develop the building, and manage the asset at its discretion. AyR would be contracted to design and construct the property.</p> <p>The following benefits and risks apply:</p> <p>Benefits</p> <ul style="list-style-type: none"> - 31 dwellings created in a central location, near hospital - Further activation of Karratha CBD - City controls utilisation of dwellings (e.g., as affordable, staff, GROH) - Creation of potential NDIS dwellings - Additional commercial space afforded to the City Centre <p>Risks</p> <ul style="list-style-type: none"> - Building cost inflation - Difficulty finding tenants, accessing NDIS - Unrealistic revenue assumptions - Developer doesn't deliver partial or complete project - Requires acquisition of land, costs of which are built into the proposal - Foregoing rates revenue - Modular product <p>Recommendation: Officers recommend that Council supports the development of a business plan to inform an investment decision, confirm and validate the ROI, and report back to Council prior to public advertising.</p>
Co-operation Housing	<p>Proposal: A housing co-operative development and management concept comprised of 15-50 dwellings. Summary process is as follows</p> <ul style="list-style-type: none"> - Kick-start marketing campaign within the community - Kick-off workshop with potential members and interested residents - Participatory design with interested residents/members - Design closure workshop with interested residents/members - Sales & marketing (pre-sales) - Building approvals

	<ul style="list-style-type: none"> - Construction - Move in and settlement <p>From contract negotiations to last house developed on site, Cooperation Housing estimates a total project duration of 24-36 months.</p> <p>To progress the City would need to identify, acquire, and supply Cooperation Housing with a suitable parcel of land. The land is proposed to be provided to the proponent on a 99-year lease, at no charge. The City also needs to provide Cooperation Housing with a finance guarantee, to enable finance securitisation of the project. Cooperation Housing will independently acquire finance from two potential sources: i) WA Department of Communities (for social housing units) and; ii) a Financier (tbd). Cooperation Housing would seek rates exemptions for any social housing dwellings. Cooperation housing would manage/drive the project, securing finance independently, develop the property, manage the co-op thereafter.</p> <p>The following benefits and risks apply:</p> <p>Benefits</p> <ul style="list-style-type: none"> - First cooperative in WA's north, a community within a community - Creation of affordable and/or retirement accommodation - Ask of the City is minimal – land and support of pre-sales <p>Risks</p> <ul style="list-style-type: none"> - Low market interest, uptake - Cooperation Housing unable to secure finance - Cooperation Housing unable repay finance, City liable <p>Recommendation: A proposal worthy of support. Cooperative Housing offers a unique opportunity to bring an alternative form of development and housing ownership structure to the City. Officers recommend the City enter into discussions with Development WA to progress this proposal independently of the EOI and provide updates to council as appropriate.</p>
<p>Macro Capital Ltd</p>	<p>Proposal: A housing development on City owned land at 51 Gregory Way, Bulgarra, a 9,545m² city-owned property. The development would comprise of 32-34 3x2BR grouped townhouses. The project duration is approximately 12 months, from development approval to turn-key.</p> <p>The proposal requires the City to invest \$13.8m to enter into a design and construct contract with Macro Capital and its consortium partners with the City owning the final development.</p> <p>The following benefits and risks apply:</p> <p>Benefits</p> <ul style="list-style-type: none"> - 32-34 dwellings created in a central location - City controls utilisation of dwellings (e.g., as affordable, staff, GROH housing) - Utilisation of city-owned land - Rapid delivery of housing stock - Partnership with a local developer (Timik) - Relatively inexpensive cost per dwelling - Relatively simple transaction – we own the land <p>Risks</p>

	<ul style="list-style-type: none"> - Building costs inflate - Difficulty finding tenants - Developer doesn't deliver partial or complete project - Foregoing rates revenue - Modular product <p>Recommendation: Officers recommend that Council supports the development of a business plan to inform an investment decision, confirm and validate the ROI, and report back to Council prior to public advertising.</p>
NXT International Pty Ltd t/as NXT TEC.	<p>Proposal: In its initial submission NXT Tec submitted a housing development proposal for City-owned blocks at 30 Nairn Street, Dawn Lane, and Hancock Way. The total dwelling yield was 44, at a total development cost of approximately \$30m. NXT's ask of the City was free land and securitisation of leases in all dwellings for a time period tbd. NXT would independently source finance, trades, etc.</p> <p>Summary: On 27 August 2024 NXT updated their original submission from that which was submitted on 15 May 2024 with one proposing similar styled housing builds on <i>all</i> the city-owned blocks made available through the EOI process. This proposal would yield a total of 95 dwellings. Given the updated proposal was submitted after the EOI closing date, the City's Compliance officer determined that the new proposal could not be considered as part of the original EOI.</p> <p>Recommendation: Recommended not to progress. Proposal replaced by a supplemental proposal that will be considered outside of the EOI process.</p>
Developed Projects Pty Ltd	<p>Proposal: Developed Projects formed a consortium of partners (see below) and has initially proposed a housing development on 2 city-owned blocks at:</p> <ul style="list-style-type: none"> - 30 Nairn Street, Bulgarra, 36 dwellings, 3 stories - 17 Ridley Street, Bulgarra, 24 dwellings, 2 stories <p>The development would comprise of 2 apartment buildings, 60 dwellings. The project duration is approximately 18 months from development approval to turn-key.</p> <p>The finished product will be a modular construct supplied by TLC. Preliminary conceptual drawings of the apartment blocks are provided below:</p> <p>To progress the City is required to provide \$33.2m in debt finance to Developed Projects. The debt would be repaid over a 20-year term at a negotiated rate. In 18 months Developed Projects propose to develop two apartment blocks at 30 Nairn Street and 17 Ridley Street, rent, and manages 60 dwellings for 20 years. The City owned land would be leased to Developed for 20 years free of cost. At years 10, 12, 14, and 16 Developed Projects will invest \$2.5m (total \$10.0m) in building improvements, in alignment with pre-negotiated hand-back conditions with the City. At the end of the 20-year term, the City inherits the two apartment buildings at no cost.</p> <p>The following benefits and risks apply:</p>

	<p>Benefits</p> <ul style="list-style-type: none"> - 60 dwellings created which the City owns after Y20 - Proponent is responsible for tenant and property management. The city is not exposed if there are vacancies. - Rapid delivery of housing stock - Relatively simple transaction – we own the land - Contributes to revitalisation of Bulgarra <p>Risks</p> <ul style="list-style-type: none"> - Proponent unable to serve debt obligations. Mitigated by the City owning the land and development as per financing and development agreement. - City does not control tenant composition - No local development partner identified, yet - Foregoing rates revenue - Modular product <p>Recommendation: Officers recommend that Council supports the development of a business plan to inform an investment decision, confirm and validate the ROI, and report back to Council prior to public advertising..</p>
<p>Acero Construction Pty Ltd</p>	<p>Proposal: Acero have proposed a 37 dwelling housing development comprised of:</p> <ul style="list-style-type: none"> - 9x 4x2 townhouses (172m2) - 8x 3x2 townhouses (162m2) - 12x 2x2 apartments (80m2) - 8x 1x1 apartments (60m2) <p>The land, 481 Bajamalu Drive, Baynton, is owned by Acero. The development already has development approval from the City of Karratha. Acero has not commenced construction because the yields for build-to-sell are negative. Given Acero are not property managers, they have refrained from commencing the project.</p> <p>It is proposed that the City invest \$23.4m to acquire 481 Bajamalu Drive, Baynton, develop the property and manage the asset at its discretion. Acero Construction would be contracted to design and construct the property.</p> <p>The following benefits and risks apply:</p> <p>Benefits</p> <ul style="list-style-type: none"> - 37 dwellings created, owned by the City - City controls utilisation of dwellings (e.g., as affordable, staff, GROH) - Proponent has development experience in Pilbara - Rapid delivery of housing stock <p>Risks</p> <ul style="list-style-type: none"> - Building costs inflate - Difficulty finding tenants - This is a large-scale development for the proponent - Foregoing rates revenue - Modular product - Developer doesn't deliver partial or complete project <p>Recommendation: Officers recommend that Council supports the development of a business plan to inform an investment decision, confirm and validate the ROI, and report back to Council prior to public advertising.</p>

<p>Davison Management P/L t/as Davis Property</p>	<p>Proposal: Davison propose a 107 dwelling housing development on privately-owned blocks in Nickol West, also known as Jingarri. The property addresses are:</p> <ul style="list-style-type: none"> - Jingarri Lot 678 Butcherbird Drive - Jingarri Lot 633 Butcherbird Drive <p>It is proposed that the City invest \$55m to own and develop 107 dwellings at Lots 633 (87 grouped dwellings) and 678 (20 grouped townhouses, 10 houses). In 18-months Davison develops 107 dwellings at Lots 633 and 678 (Jingarri). The City owns all the land and dwellings, to be managed/sold at its discretion.</p> <p>The following benefits and risks apply to the invest scenario:</p> <p>Benefits</p> <ul style="list-style-type: none"> - Relatively high yield, 107 dwellings created - All dwellings are owned and controlled by City - Proponent has deep development experience in Pilbara - Proponent's modelling reflects a strong awareness of local context and risks - Rapid delivery of housing stock - Partnership with a local developer (Thomas) - Relatively inexpensive cost per dwelling <p>Risks</p> <ul style="list-style-type: none"> - Building costs inflate - Developer doesn't deliver partial or complete project - Difficulty finding tenants - Difficulty selling properties - Foregoing rates revenue - Modular product - City is taking on new land, new projects, before exhausting lands it already owns <p>Recommendation: Officers recommend that Council supports the development of a business plan to inform an investment decision, confirm and validate the ROI, and report back to Council prior to public advertising.</p>
<p>Darizi Pty Ltd as Trustee for The Anthony D'Amelio</p>	<p>Proposal: Darizi submitted two proposals:</p> <ul style="list-style-type: none"> - The City finances 50% of the cost of apartment renovations (\$2.7) in Dampier (3 buildings, 12 dwellings each) bringing stock back online. In essence, this would be a grant. - The City co-finances land readiness and homebuilding of 45 dwellings at 9000 Bowerbird in Nickol (\$31.1m). <p>Summary: City Officers, in consultation with the proponent, were unable to identify a competitive proposal with sufficient community benefit.</p> <p>Benefits</p> <ul style="list-style-type: none"> - Creation of 81 dwellings <p>Risks</p> <ul style="list-style-type: none"> - City has no control over utilisation of Dampier dwellings - Dampier proposal carries little community benefit, the City receives no direct benefit, constitutes a grant to a private developer

	<ul style="list-style-type: none"> - Bowerbird land is not development-ready and would take approximately 5 years to deliver - Bowerbird represents an effort greater than housing development <p>Recommendation: Recommended not to progress as the proposal is no longer a housing development proposal as compared with others. Continue to work with Darizi separately to utilise 9000 Bowerbird</p>
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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

The EOI has been conducted in accordance with section 3.57 of the *Local Government Act 1995* (the Act) and associated regulations. In order to progress various proposals from the EOI process several sections of the Act and Regulations are applicable, namely;

Section 3.57 - Tenders for providing good and services

Section 3.58 - Disposing of Property , and

Section 3.59 - Commercial Enterprises by Local Government

The *Local Government Act 1995* (the Act) defines a **major land transaction** as a land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
 - (b) anything done by the local government for achieving the purpose of the transaction,
- is more, or is worth more, than the amount prescribed for the purposes of this definition;

The *Local Government (Functions and General Regulations) 1996* dictate that the prescribed amount for a major land transaction is the lesser of \$10,000,000 or 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year.

Section 3.59 (2) of the Act states that before a local government:

- (b) enters into a major land transaction; or
 - (c) enters into a land transaction that is preparatory to entry into a major land transaction,
- a local government is to prepare a business plan.

The Act and associated regulations specify the minimum content for the Business Plan and the process that needs to be followed prior to Council entering into a major land transaction.

Logistically, the following tasks would also be completed and reported via the business plan:

- Creditor assessment and reference checks
- Fiscal scrutiny - Stress test financial modelling
- Inspect supplier and product, visit/tour finished projects
- Supplier introduction/presentation to Council
- Transaction planning: Contract drafting and development
 - o Terms and conditions:
 - Commencement and completion timelines
 - Claw-back conditions for breach of terms and conditions
 - Hand-back conditions where the asset is not managed by the City

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 financial implications associated with the Officers proposed recommendation. The City's Long Term Financial Plan (LTFP) currently does not include assumptions that factor investment in additional housing projects of this nature or scale. Following the completion of the Strategic Community Plan, the Community Infrastructure Plan will identify additional community infrastructure needs that may require substantial financial commitment from the City.

The table below features the total amount required if all the recommended projects are pursued.

Name	Address	Project Cost	Dwellings
Ayr Intl	57 Balmoral Drive, Karratha	\$22m	37
Macro Capital	51 Gregory Way, Bulgarra	\$14m	32
Developed Projects	17 Ridley Street, Bulgarra 30 Nairn Street, Bulgarra	\$33.2m	60
Acero Construction	481 Bajamalu Drive, Baynton	\$23.4m	37
Davison Mgt	Jingarri 678, Nickol Jingarri 633, Nickol	\$55m	107
		\$147.6m	273

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 2024-2025](#). 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.

CONCLUSION

The Evaluation Panel believes that the selected options warrant the development of individual business plans. Each option offers a reasonable quantum of dwellings to be delivered in the short term with all requiring some form of City support to facilitate development.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15.1 NOTICE OF MOTION – ESTABLISHMENT OF A BIKE PARK IN KARRATHA

Councillor: Cr Travis McNaught

Date of Report: 14 October 2024

Disclosure of Interest: Nil

Attachment(s): Nil

COUNCILLOR'S RECOMMENDATION

That Council:

- 1. SUPPORT in principle the establishment of a Bike Park in Karratha to promote healthy outdoor activity, improve community recreation infrastructure, and provide a dedicated space for beginner, intermediate and advanced riders in accordance with the Trail Difficulty Rating System;**
- 2. REQUEST the Chief Executive Officer (CEO) to prepare a report for the Council for the December 2024 Ordinary Council Meeting to:**
 - Request budget to cover the financial implications of an initial body of work focused on site assessment, master planning and concept design, as well as an order of magnitude cost for the design and construct phase;**
 - Explore the possibility of integrating the Bike Park with existing recreation facilities which could be upgraded at the same time such as the skate/scooter area at Bulgarra;**
 - Identify existing complimentary projects such as the Point Samson Pump Track which could be included in the scope; and**
- 3. AUTHORISE the CEO to commence preliminary community consultation with key stakeholders, including residents, Karratha Mountain Bike Club, Rock Steady Riding, and relevant state agencies, to gauge public interest and gather feedback on the proposed Bike Park.**

REASON

The establishment of a Bike Park in Karratha would provide significant benefits to the local community by:

- Promoting a healthy and active lifestyle among residents, particularly children and teenagers;
- Reducing the risks associated with informal or unsanctioned cycling in public spaces by providing a safe, purpose-built facility;
- Enhancing the recreational offerings in the City of Karratha, supporting tourism, and strengthening liveability for current and future residents; and
- Align with the City's Strategic Community Plan, which emphasises the

importance of improving recreational infrastructure and fostering a vibrant and connected community.

Background Information:

- Many residents, particularly young people, are engaged in cycling, but there is currently no dedicated Bike Park in Karratha providing a mix of flow trails, a pump track and jump lines.
- Establishing a Bike Park would address this gap, provide opportunities for skill development, and offer a safe environment for cycling activities.
- Other local authorities across Western Australia have successfully implemented Bike Parks, which have become popular community assets and attractions such as the City of Melville's Dyoondalup Bike Park - <https://www.melvillecity.com.au/our-city/about-our-city/projects-and-works/point-walter-bike-park>.

Administrative Comments

Biking, in particular BMX and Mountain Biking is a popular activity in the City with high participation in formal/organised activity and informally.

The Administration has commenced a Community Infrastructure Plan which will identify current and future community infrastructure needs and aspirations of the community and deliver a long-term plan to guide the provision of community infrastructure within the City of Karratha over the next 10 year.

Ideally any new community infrastructure requests should progress through the development of this plan, however if Council were to support this Notice of Motion, the Administration would reprioritise existing projects for the remainder of the 24/25 financial year with aim to submit a report to the December Ordinary Council meeting to request a budget, and then progress the body of work outlined in Councillor McNaught's recommendation in the new year.

The new project would investigate the establishment of a Bike Park in Karratha that provides for varying skills and experience levels and caters for a diverse range of biking; and will look at opportunities to integrate the Bike Park with existing recreational facilities.

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

18.1 CONFIDENTIAL ITEM WEDGETAIL AEROSPACE PTY LTD ECONOMIC DEVELOPMENT GRANT FUNDING PROPOSAL

Also included is the following:

ATTACHMENT TO ITEM 18.1 ECONOMIC DEVELOPMENT GRANT APPLICATION

ATTACHMENT TO ITEM 18.1 LETTERS OF SUPPORT

ATTACHMENT TO ITEM 18.1 PROJECT BUDGET

ATTACHMENT TO ITEM 18.1 ECONOMIC DEVELOPMENT GRANT EVALUATION

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

19 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Monday, 18 November 2024 at 6pm in the Council Chambers, Welcome Road, Karratha.