



ORDINARY COUNCIL MEETING

AGENDA

Updated following Public Briefing
Held Monday 11th November 2024

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 18 November 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: _____
Virginia Miltrup - Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	TABLE OF CONTENTS	2
1	OFFICIAL OPENING	4
2	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED	4
3	PUBLIC QUESTION TIME	5
4	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
5	REQUESTS FOR LEAVE OF ABSENCE	5
6	DECLARATIONS OF INTEREST	5
7	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS	5
8	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	5
9	CORPORATE & COMMERCIAL REPORTS	6
9.1	STATEMENTS FOR PERIOD ENDED 30 SEPTEMBER 2024	6
9.2	LIST OF ACCOUNTS – 1 SEPTEMBER 2024 TO 30 SEPTEMBER 2024 ..	15
9.3	INVESTMENTS FOR PERIOD ENDED 30 SEPTEMBER 2024.....	19
10	COMMUNITY EXPERIENCE REPORTS	26
10.1	PILBARA COMMUNITY MEN’S SHED – COMMUNITY GRANT	26
11	DEVELOPMENT SERVICES REPORTS	31
11.1	ROAD DEDICATION – PORTION OF CROWN RESERVE 52716 (LOT 17 ON DEPOSITED PLAN 408287)	31
11.2	PROPOSED SCHEME AMENDMENT NO. 61 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – LOT 500 MADIGAN ROAD, STOVE HILL.....	35
12	STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS	39
13	CHIEF EXECUTIVE OFFICER REPORTS	40
13.1	ITEMS FOR INFORMATION ONLY	40
13.1.1	COMMUNITY EXPERIENCE UPDATE – SEPTEMBER 2024	41
13.1.2	CONCESSION ON FEES FOR CITY FACILITIES.....	51

13.1.3 YOUTH ADVISORY GROUP UPDATE..... 52

13.1.4 POINT SAMSON INTERIM PLAN – PROGRESS REPORT 2 (AUG – OCT 2024) 54

13.1.5 DEVELOPMENT SERVICES UPDATE..... 60

13.2 TERMS OF REFERENCE – CEO PERFORMANCE REVIEW COMMITTEE TERMS OF REFERENCE..... 64

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 67

14.1 NOTICE OF MOTION – ROYAL COMMISSION INTO THE COVID-19 PANDEMIC RESPONSE 67

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 73

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION 73

17 MATTERS BEHIND CLOSED DOORS..... 73

18 CLOSURE & DATE OF NEXT MEETING 73

AGENDA

1 OFFICIAL OPENING

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

Mayor Scott notifies all attendees that this meeting will be recorded for live stream testing purposes.

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

Councillors:
 Cr Daniel Scott [Mayor]
 Cr Daiva Gillam [Deputy Mayor]
 Cr Gillian Furlong (via Teams)
 Cr Brenton Johannsen
 Cr Travis McNaught
 Cr Kelly Nunn
 Cr Sarah Roots
 Cr Tony Simpson
 Cr Jodie Swaffer

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

Apologies:

Absent:

Leave of Absence: Cr Joanne Waterstrom Muller

Members of Public:

Members of Media:

3 PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

5 REQUESTS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

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

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – October 2024	Location
10/10/2024	OECD Conference – Panel Presentation: 8 Years OECD Mining Initiatives	Sudbury
24/10/2024	Senator Dean Smith Meeting	Karratha
29/10/2024	Sundowner with Hon Peter Dutton MP and Hon Melissa Price	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 30 SEPTEMBER 2024

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

PURPOSE

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

OFFICER’S RECOMMENDATION

That Council RECEIVE the Financial Statements for the financial period ending 30 September 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 September 2024 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

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

The following table is a summary of the Financial Activity Statement compared to the Budget as of 30 September 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	83,527,689	89,647,356	6,119,667	7.3%	↑
Expenditure	(130,098,130)	(130,098,130)	(35,194,008)	(30,254,163)	4,939,845	14.0%	↑
Investing Activities							
Inflows	6,328,243	6,328,243	1,666,658	1,507,395	(159,263)	-10%	↓
Outflows	(52,180,508)	(52,180,508)	(14,623,700)	(6,921,585)	7,702,115	52.7%	↑
Financing Activities							
Inflows	24,777,999	24,777,999	0	0	0	0.0%	
Outflows	(18,588,938)	(18,588,938)	(2,988,620)	(4,857,105)	(1,868,485)	-62.5%	↓
Non-Cash Items	29,791,441	29,791,441	7,909,209	8,755,978	846,769	11%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 24/25	10,768	10,768	40,306,718	57,887,365	17,580,648	43.6%	↑

*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 30 September 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	13.07
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	0.86	0.93	0.77
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%	64.2%	8.0%	73.9%
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	2.25	0.95	2.66
The OSRC ratio outlines a local government’s ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an ‘advanced’ capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	47.9	45.4	56.9
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

	Sept-24	Aug-24	% Change	Comments
Current				
Assets	189,775,983	200,052,330	-5.14%	Decrease in Unrestricted Cash, Cash Equivalents and Trade Receivables.
Liabilities	11,577,117	11,409,343	1.47%	Increase in Trade and Other Payables.
Non-Current				
Assets	758,024,650	755,347,014	0.35%	Increase in Infrastructure and Property Plant & Equipment.
Liabilities	7,107,900	7,138,678	-0.43%	Decrease in Long Term Borrowings; Self Supporting loans.
Net Assets	929,115,616	936,851,323		

Debtors Schedule

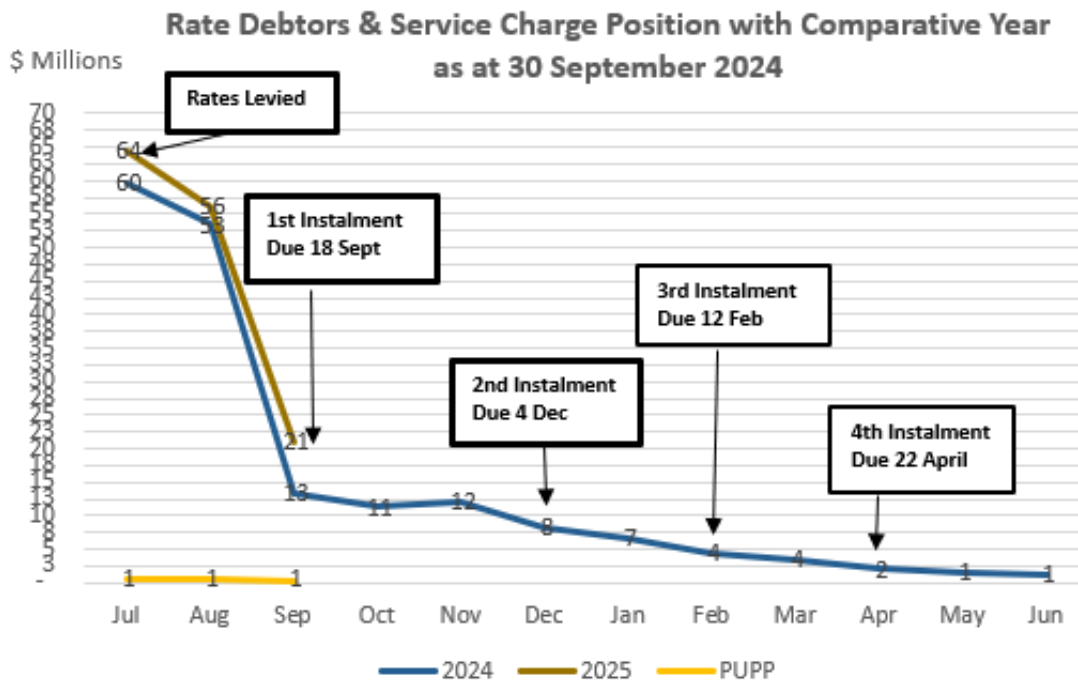
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of September 2024. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 3, there is a balance sheet difference of \$7.7m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	September 2024	August 2024	Change %	% of Current Total
Sundry Debtors				
Current	9,774,191	10,181,207	-4%	67.8%
> 40 Days	1,887,339	1,128,266	67%	13.1%
> 60 Days	2,045,886	690,786	196%	14.2%
> 90 Days	713,430	356,684	100%	4.9%
Total	14,420,845	12,356,943	17%	100%
Rates Debtors				
Total	20,997,047	56,111,263	-63%	100%
PUPP Debtors				
Total	504,324	506,061	-0.3%	100%

A total of \$45.9m of Rates (including ESL and waste charges) has been paid to end of September 2024, representing a collection rate of 68.6% to date (lower collection rate compared to 77.6% on 30 September 2023).



There was no material change in September 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
B470	Baynton Medical Centre	-	9,177.30	-	September 2024 rent for lease at Pam Buchanan Family Centre. Reminder email sent 14.10.24
C491	Cleanaway Co Pty Ltd	200,536.90	126,969.22	-21.39	Waste Fees at 7 Mile. July and August 2024. Reminder email sent 14.10.24
C450	Cleanaway Pty Ltd – Newman Branch	5,091.24	-	-0.01	Waste Fees at 7 Mile. August 2024. Reminder email sent 14.10.24
H011	Hertz Australia Pty Ltd	-	166,800.25	-	Final Lease Reconciliation for lease at Airport for 23/24 FY. Reminder email sent 14.10.24

Q021	Qantas Airways Ltd	-	126.21	6,089.42	May & June 2024 Utility Charges at Karratha Airport. Final Notice Issued 14.10.24
A006	Qantas link	-	0.10	5,498.20	Qantas are disputing the rate charged for the aircraft used. Working with Qantas to resolve the issue
A177	W.T.H Pty Limited (T/A Avis Australia)	-	318,734.76	-	Final Lease Reconciliation for lease at Airport for 23/24 FY. Reminder email sent 14.10.24

Capital Expenditure

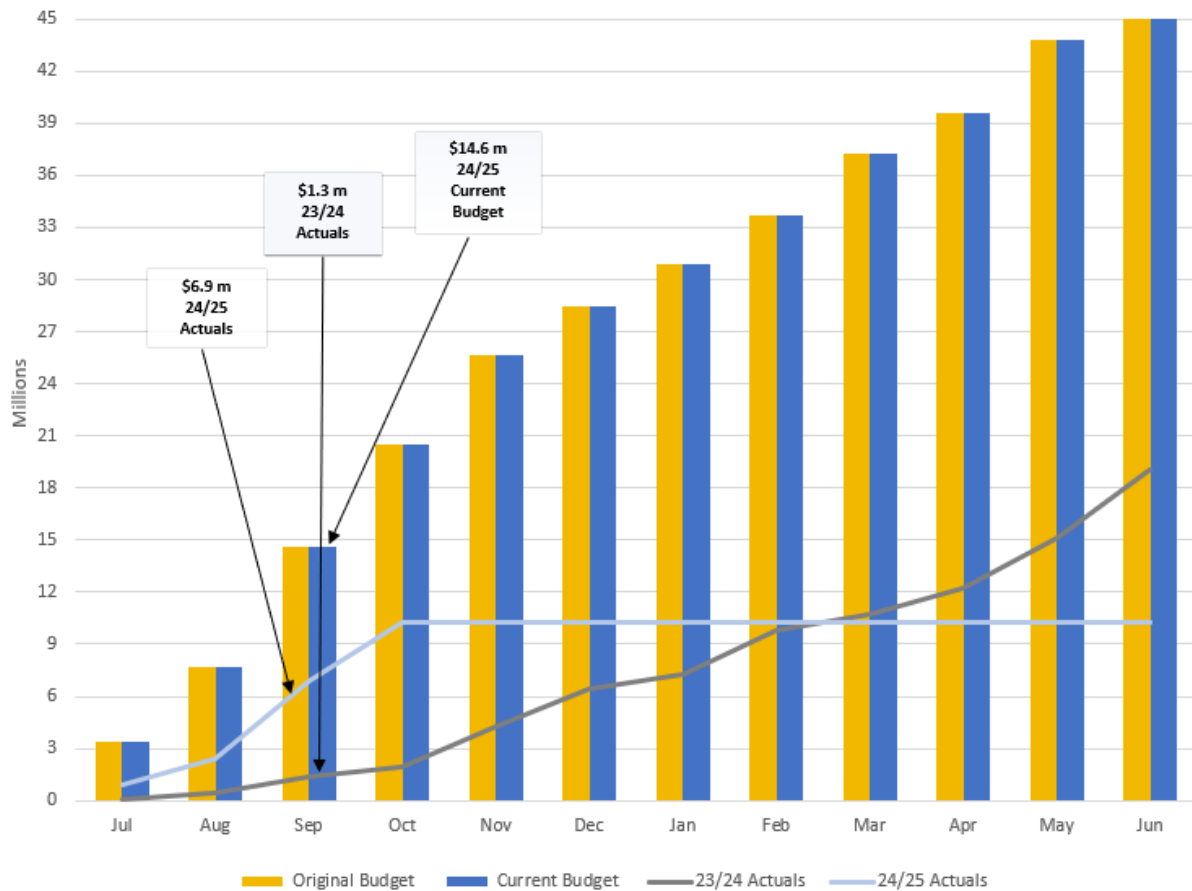
Council’s current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stages 1 and 2.

To the end of September 2024, the City spent \$6.9m on its capital program, representing an underspend of \$7.7m (52.6%) against YTD budget. As of August 2024, the underspend was 70.6% demonstrating an improvement of 18%.

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
	30-Sep-24			30-Jun-25		
Land	24,999	24,978	-0.1%	745,000	745,000	3.4%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	1,649,021	1,605,477	-2.6%	11,281,371	11,281,371	14.2%
Equipment	69,506	147,099	111.6%	1,710,427	1,710,427	8.6%
Furn & equip	136,250	45,751	-66.4%	1,145,000	1,145,000	4.0%
Plant	1,168,500	452,452	-61.3%	1,468,365	1,468,365	30.8%
Inv Property	0	31,314	100.0%	0	0	0.0%
Infrastructure	10,642,053	4,199,546	-60.5%	32,454,924	32,454,924	12.9%
Work in Progress	927,055	414,843	-55.3%	3,354,140	3,354,140	12.4%
Totals	14,617,384	6,921,460	-52.6%	52,159,227	52,159,227	13.3%

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.

QUESTION:

W.T.H Pty Ltd (T/A Avis Australia) are listed in collection of outstanding debts greater than 40 days. They have not been behind before, does the City know why they have an outstanding balance?

CITY RESPONSE:

The outstanding sum refers to the reconciliation of 23/24 rent and percentage of turnover owed to the City. The invoice was issued on the 29 July 2024 and due for payment 9 September 2024. A reminder was sent on the 14 October 2024. We do not expect issues with payment.

QUESTION:

How does the overall debtor schedule compare to previous years?

CITY RESPONSE:

Year on Year Sundry Debtors for the month of October have decreased by 5.99%. When comparing a balance year to year the figures will change due to rate increases (like CPI) or increased activity levels due to arising due to increased revenue (for example, higher passenger numbers and landings at the airport). Year on year rates revenue has increased by 24% in October, 56.56% in September, and 5.33% in August.

9.2 LIST OF ACCOUNTS – 1 SEPTEMBER 2024 TO 30 SEPTEMBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	14 October 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments - September 2024 2. Purchase Cards Report – September 2024

PURPOSE

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

OFFICER’S RECOMMENDATION

That Council RECEIVE the list of payments totalling \$11,502,120.30 as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPay Payments 608 to 629 and EFT Payments 84521 to 85151 (Inclusive): \$8,060,274.91;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (September 2024): \$28,031.33;
7. Payroll Payments: \$3,413,814.06

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 September 2024 to 30 September 2024 (including credit card transactions – September 2024) totalled \$11,502,120.30 which included a sample of large payments as follows:

- BCP Contractors – Hillview/Balmoral Road Reconstruction Claim #5 - \$990,994
- BCP Contractors – Cossack Road Culvert Replacement Claim #1 - \$606,673
- Dept of Fire & Emergency Services – ESL Contribution Qtr1 - \$656,653
- Corps Earthmoving – Point Samson Footpath Construction - \$192,591

- Profix Australia – 18 Warriar Street Units – Preliminary Works - \$325,688
- MSS Security – Airport Security Screening Services, Jul/Aug 24 - \$528,490

Consistent with CG-11 Regional Price Preference Policy, 44% of the total value of external payments reported for the period were made locally. This result is slightly lower than the prior month. In September 2024, 71% of the total number of invoices paid were for local suppliers, higher 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 September 2024 to 30 September 2024 totalled \$11,502,120.30. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

QUESTION:

Regarding payment 14316 to Aptella Pty Ltd for tech services drone and surveyor software, does the City have its own drone and if so what do we use it for?

CITY RESPONSE:

The City recently upgraded survey equipment, which included the purchase of a drone. The drone is currently being used on footpath design and we are in the process of sorting our internal compliance / process before fully exploring other uses for it within the City. Software assists to process the data captured by the drone and turning it into suitable details that is then able to be used for drawing programs.

QUESTION:

Shire of Ashburton recently purchased drone equip to assist with coastal surveys, is this something we have considered doing?

CITY RESPONSE:

It is something that the City could consider but we would need to understand the data we’re looking to collect. The City has recently commenced it’s Coastal Hazard Risk Mapping and Adaptation Plan (CHRMAP) project, supported by a grant of \$200,000 from the Department of Planning Lands and Heritage. GHD have been engaged to assist with this project. It is recommended that a decision regarding whether to acquire a drone for coastal monitoring could be made once the CHRMAP project is completed.

QUESTION:

Regarding payment 12607 to Arty Brellas Ptd Ltd for Art workshop/program, was that for the Cossack family day?

CITY RESPONSE:

This payment was for the facilitation of the Cossack Art Award Education Program.

QUESTION:

Regarding payment 14229 to Headway Psychology for a Psychology Appointment, why is there only one session with no other details?

CITY RESPONSE:

This relates to a confidential staffing matter.

QUESTION:

There are several rebates for \$61.60, what were these payments for?

CITY RESPONSE:

These are refunds to customer who have had a building application refused.

9.3 INVESTMENTS FOR PERIOD ENDED 30 SEPTEMBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	15 October 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 30 September 2024.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 30 September 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 30 September 2024 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		1,598,383	2.15	At Call		Reserve at Call
NAB	Reserve Term Deposit	12,000,000	12,597,682.19	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,225,612.35	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,250,136.97	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,150,154.51	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,193,019.19	5.15	12 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,186,961.65	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,187,668.50	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,311,868.50	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,088,232.32	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,034,309.32	5.07	3 months	Dec-24	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,019,863.29	5.07	3 months	Dec-24	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,146,741.91	5.19	12months	Jan-25	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,008,334.25	5.07	3 months	Dec-24	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,002,778.08	5.07	3months	Dec-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,007,180.27	5.04	6 months	Mar-25	Muni TD
WBC	Municipal (Transactional)		14,234,248.57	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,505.00				
TOTAL		133,000,000	151,251,680				

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

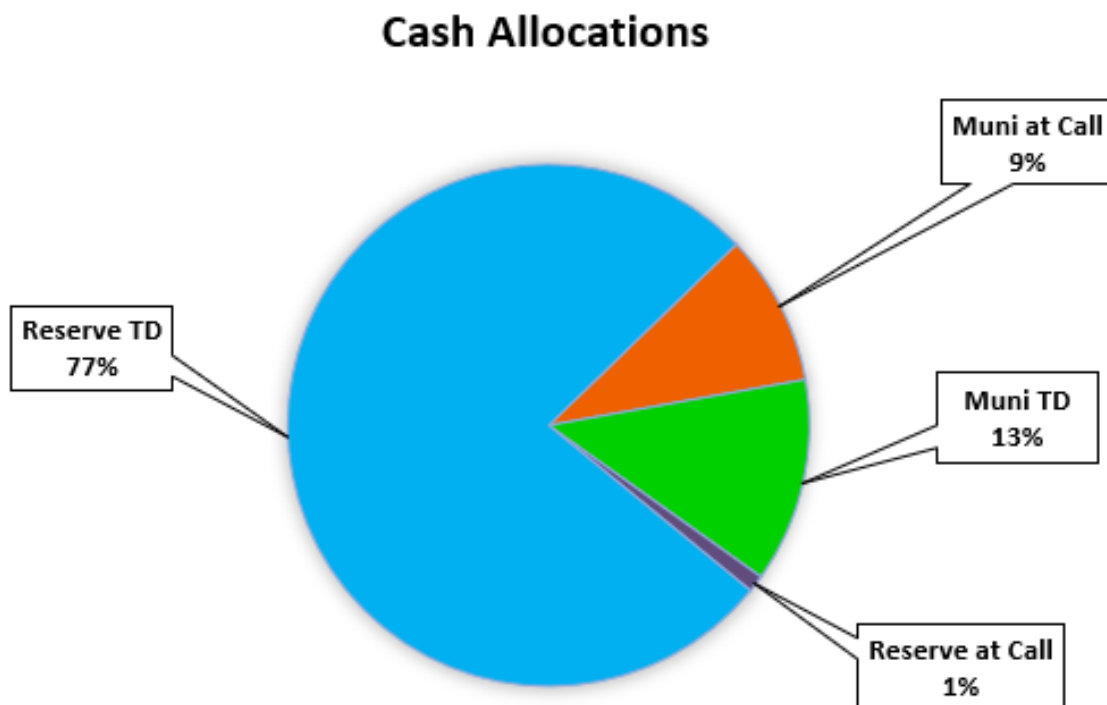
On average, the City is earning 5.09% across Municipal Term Deposits and 5.25% across Reserve Term Deposits. This has decreased slightly from prior months due to bank offerings around recently placed term deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of September. 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. 50% of Cash and Financial Investments will mature in the next 3 months, 14% maturing in the next 4-6 months and 36% maturing in the next 7-12 months.

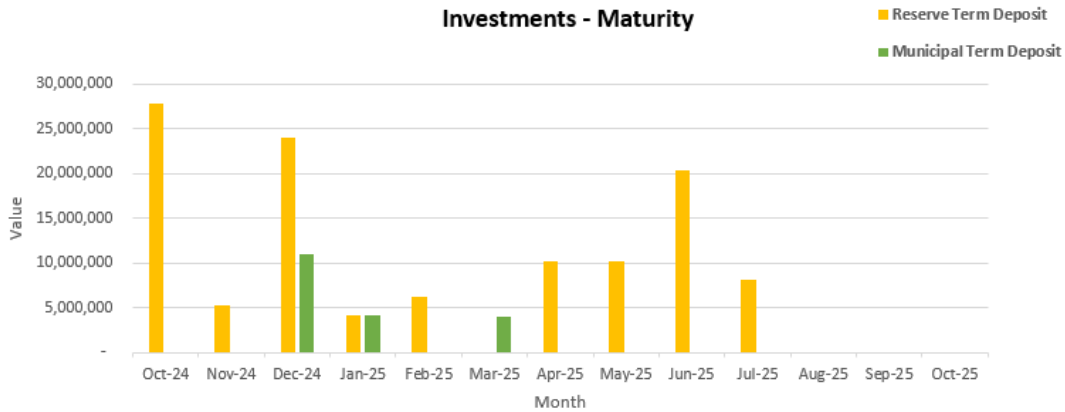


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

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

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

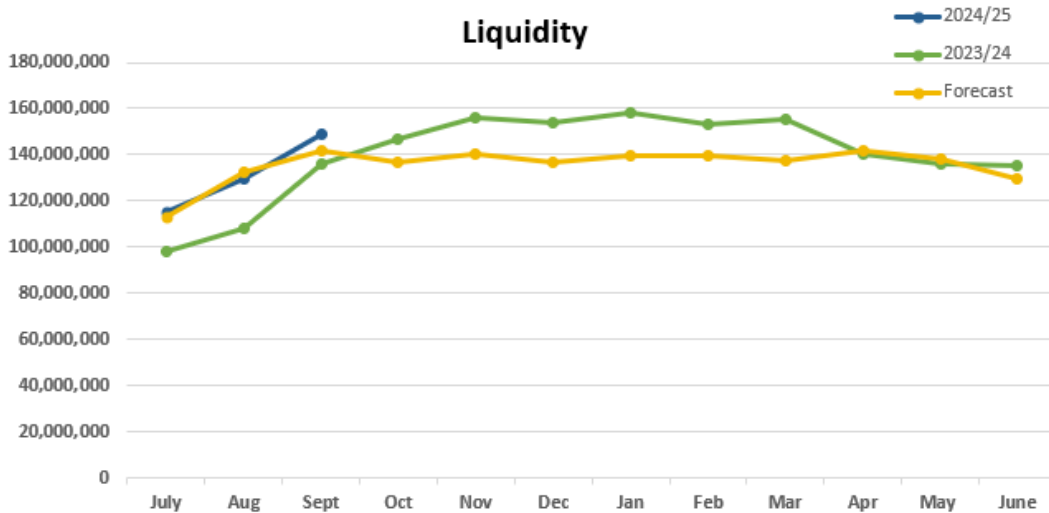


Table 10.1c. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

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

	Month 30 September 2024 \$	Year-to-Date 30 September 2024 \$	Life-to-Date 30 September 2024 \$
Total Income Received	33,250	99,750	2,365,637
Total Expenditure Paid	(474)	(1,362)	(129,221)
Net Income	32,776	98,388	2,236,416
Annualised ROI	13.1%	13.1%	35.4%

Table 10.1d. Aspen Medical – Hangar Lease Performance

Ground and Hangar Lease – Babcock Offshore

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

	Month 30 September 2024 \$	Year-to-Date 30 September 2024 \$	Life-to-Date 30 September 2024 \$
Total Income Received	49,847	146,446	2,732,235
Total Expenditure Paid	-	-	(17,611)
Net Income	49,847	146,446	2,714,624
Annualised ROI	14.1%	13.8%	31.5%

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

The Quarter HQ

As part of Council’s investment strategy, reserve funds were used to purchase a commercial property ‘The Quarter HQ’ in June 2017 for \$20,000,000. The following table provides a summary of all income and expenditure for The Quarter for the current financial year. The quarter ended 30 September 2024 has a negative annualised ROI due to strata levies and land rates paid up front and not yet reimbursed by the tenants.

	Month 30 September 2024 \$	Year to Date 30 September 2024 \$	Life to Date 30 September 2024 \$
Total Income Received	308,286	948,609	24,574,335
Total Expenditure Paid	(355,473)	(530,702)	(11,846,898)
Net Income	(47,187)	417,908	12,727,437
Annualised ROI	-2.8%	8.4%	8.8%

Table 10.1f. The Quarter HQ Performance

Ageing of Outstanding Lessees Balances

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

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,144.34	Payment plan accepted 24/04/2024. Amended payment arrangement in place to recommence November 2024.
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 30 September 2024 \$	Year to Date 30 September 2024 \$	Life to Date 30 September 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	-	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

*September payment received 1st October

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 5.25%, there is an opportunity cost for the year to date of \$12,328 and a life to date benefit of \$23,000. For the current month of September 2024, the opportunity cost is \$3,904. 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 COMMUNITY EXPERIENCE REPORTS

10.1 PILBARA COMMUNITY MEN'S SHED – COMMUNITY GRANT

File No:	CR.91
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	16 October 2024
Applicant/Proponent:	Pilbara Community Men's Shed
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider providing a community grant to support the Pilbara Community Men's Shed to facilitate the development of a Pilbara Community Men's Shed Business Case.

OFFICER'S RECOMMENDATION

That Council APPROVE a community grant of \$12,000 (ex GST) to the Pilbara Community Men's Shed to be used to develop a business case for the development of a Men's Shed in Karratha under Council Policy CS06 – Community Grants and Contributions Scheme.

BACKGROUND

The Pilbara Community Men's Shed is a community-based, not-for-profit organisation which operates with the goal of providing a safe, welcoming and encouraging space for men to work on projects, gain social interaction and broader mental health support. The club is inclusive and open to women's participation. It seeks to support and enhance broader social, well-being and mental health needs in the City of Karratha.

The organisation has been established for 15 years in the City of Karratha but as of October 2024, do not have a permanent location or designated facility to undertake project-based activities.

The Pilbara Community Men's Shed owns a large industrial shed kit. In previous years, the organisation has sought the City of Karratha's (City) assistance to identify and allocate land to the organisation to allow for installation of their shed structure.

In 2018, provision of space and associated services for a proposed Men's Shed was included as part of the Kevin Richard Memorial Oval Masterplan (through the refurbishment of the Millar Well Pavilion Building) (Res No.154679).

Work to establish a Men's Shed at this location was not progressed due to nearby stakeholders' concerns regarding the suitability of the location for the Club, and acknowledgement from the then Pilbara Community Men's Shed that the space designated at the pavilion for their use would not accommodate their anticipated project-activities. This was reconfirmed in 2024.

DISCUSSION

Officers have regularly met with the Pilbara Community Men's Shed since December 2023. Officers have communicated to the organisation that the identification of land or a facility to support the Pilbara Community Men's Shed will occur through the budgeted Community Infrastructure Plan (CIP) project.

The CIP project will occur in FY24/25 and will identify the City's community infrastructure needs for the next ten years through a streamlined process. The project will consider the current and future needs / aspirations of all clubs and not-for-profit organisations in the City, in addition to those of the Pilbara Community Men's Shed.

To support the CIP and ensure the Pilbara Community Men's Shed needs are considered in the project's assessment process, the City has requested the Pilbara Community Men's Shed provide detail of their requirements for the potential facility or site (e.g. proposed activities, minimum land size requirement, proximity to any particular location, service and access requirements etc). A draft of the CIP is scheduled for completion at 31 March 2025.

To support this request, the City has committed to working with the Pilbara Community Men's Shed to develop a proposal for a community grant to engage a consultant to develop a business case. The business case will provide the information requested by the City, and help the organisation understand project options for developing a Men's Shed and what each will cost in terms of time, money and resources. The document will further be an important piece of information to support the Pilbara Community Men's Shed applying for other grant funding opportunities.

Business Case

The Pilbara Community Men's Shed received a quote from OCHRE Consulting for preparation of a Business Case. The business case will include the following detail:

- The project
- Benefits of Men's Shed's
- Need for a Men's Shed in Karratha
- About the Pilbara Community Men's Shed
 - how it is structured
 - membership
 - how it will operate
 - how it will manage the project and be sustainable going forward
 - what are the key activities that will be offered and undertaken at the shed and how this will be developed with the preferred option
 - what is the existing financial status of the Pilbara Community Men's Shed, and what's its estimated operating budget once running.
- What are the options that have been considered.
- Benefit Analysis
- Project costs (for the preferred option)
- How will the project implementation be managed – who will manage it, how will it be managed, who are the key stakeholders.
- Funding options
- Project risks.

The work will be completed by December 2024.

Under City's existing public Community Large Grants Programme (\$5,000 - \$50,000), the next round of funding is expected to be considered by Council in March 2025 for recommended applicants. The award date for this funding opportunity therefore does not align with the CIP's timeline and need for the business case information to be provided to the City prior to 30

March 2025. Accordingly, this submission has been assessed outside of the next available funding round and in accordance with the guidelines using the following five criteria below:

1. *Strategic Alignment*

The proposal for a Community Men's Shed in Karratha will play a positive role in enhancing the liveability of the City by:

- providing a space for social connection and a space where men can feel safe and included;
- allowing members to share skills and knowledge;
- promoting physical and mental health benefits;
- contributing positively to the community environment with members seeking to engage in and contribute to local projects;
- providing opportunities for younger member participation or engagement with schools, allowing for inter-generational skill transfer and connection.

The proposal aligns with the theme of 'Our Community': Inclusive and Engaged, under the City's Strategic Community Plan 2020 – 2030.

2. *Income/Other Funding*

A business case is important for the Pilbara Community Men's Shed, as a not-for-profit organisation, to be able to clearly articulate their missions, goals, needs and requirements, and potential options to realise their project. A business case is an important tool to show decision makers the rigour behind their project and justify investment. Donors and grant-making bodies often require a business case to understand the rationale, impact, and sustainability of a project before committing funds. The development of a business case will support the organisation apply for other funding beyond the City of Karratha alone.

3. *Project Viability/Feasibility*

The specific project for which grant funding is being sought is to develop a business case for the Pilbara Community Men's Shed. The Administration has reviewed and provided feedback on the engaged consultant's proposal to complete the work, and is satisfied it will deliver the intended outcome with minimal risks. The Administration will continue to provide support and feedback required to the Pilbara Community Men's Shed and engaged consultant during the business case preparation.

Community Benefit

Membership of the Pilbara Community Men's Shed is not restricted to men. The organisation encourages participation from a broad range of members, including women and younger members.

4. *Capacity for Delivery*

The project for which funding is being sourced (i.e. developing a business case) will be led by a consultant with a track record in delivering similar projects. Using a consultant with specialised knowledge and experience in project management will assist the Pilbara Community Men's Shed develop a more robust business case in the required timeframe.

The proposal meets the five criteria of the guidelines.

LEVEL OF SIGNIFICANCE

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

It is well understood that men’s sheds are an important informal community service providing many benefits for the health and wellbeing of Australian men. Previous efforts by the City to support identification of a suitable location of the club have not eventuated.

Allocating funding to the men’s shed is necessary to ensure consideration of their requirements are included in the designated timeline for CIP completion, and the project progresses for the benefit of the broader community.

STATUTORY IMPLICATIONS

Section 3.18 of the *Local Government Act 1995*.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between City Officers and the Pilbara Community Men’s Shed on several occasions over the past 11 months. Additionally, Council have been kept informed via briefing notes.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Policy CE-1 – Unbudgeted Financial Requests from Community

FINANCIAL IMPLICATIONS

A total of \$500,000 is allocated for Large Community Grants in the 2024/2025 FY Budget. This request will be funded within the existing budget.

STRATEGIC IMPLICATIONS

This item is relevant to the Council’s approved Strategic Community Plan 2020-2030: it aligns to outcome “Connected communities” (1.f) and the City’s response that “Social interaction is fostered across the community” (1.f.1).

The item does not align with a particular program / service or project / action in the Corporate Business Plan 2020 - 2025.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Whilst this is an unbudgeted request for funds and allocation has not been widely considered, the funding request is considered a low risk.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	There could be a level of perceived reputational risk if this project is not supported by the City.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has previously approved discretionary funding for a range of community projects.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposed Pilbara Community Men's Shed has the potential to support and enhance social, well-being and mental health needs in the City of Karratha. The organisation has been operating for 15 years but is yet to successfully secure a permanent facility or location for project activities. The financial support being recommended will allow for the Pilbara Community Men's Shed to receive assistance to progress a business case, which will assist the City and the Pilbara Community Men's Shed organisation understand clearly the specific requirements and means by which a men's shed project will be implemented and outcomes achieved.

QUESTION:

Has the Men's shed indicated if this work will be done by a consultant?

CITY RESPONSE:

They have engaged Ochre Consulting.

QUESTION:

What is the purpose of the business plan and how will it benefit the Men's Shed?

CITY RESPONSE:

The purpose of the business plan is to articulate need and requirements. Land was allocated at KRMO as part of the redevelopment however as the proposal has progressed it has been identified as unsuitable for the Men's Shed purpose. The business case will help to define their requirements and ensure a suitable location can be found as part of the Community Infrastructure Plan development. In addition, the business case will assist the Club to source funding, establish their operating model and inform how the project implementation will be managed.

QUESTION:

Has the City not already started the process to identify land?

CITY RESPONSE:

Yes, we have been working closely with the Men's Shed for some months to try and understand their requirements and have reviewed several parcels of land, deemed not suitable. The business case will help inform the community infrastructure plan and this may identify opportunities for co-location with other clubs and groups.

QUESTION:

One of the options was potentially the Scouts, would there be issues with co-sharing a space between these two organisations?

CITY RESPONSE:

Co-location would occur if the land was sufficient to accommodate either two separate buildings, or a sizable structure that allows for portioning and exclusive use.

11 DEVELOPMENT SERVICES REPORTS

11.1 ROAD DEDICATION – PORTION OF CROWN RESERVE 52716 (LOT 17 ON DEPOSITED PLAN 408287)

File No:	LM24082 LM23090 LM20113
Responsible Executive Officer:	Director Development Services
Reporting Author:	Strategic Planning Coordinator
Date of Report:	1 October 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Original Freehold Plan - showing proposed freehold portions submitted by CIVEO 2. Road Dedication Plan 3. Annotated excerpt from approved Structure Plan showing road connection across Drainage Reserve 52716

PURPOSE

For Council to consider formally dedicating a portion of Drainage Reserve 52716 (Lot 17 on DP 408287) as a public road reserve.

OFFICER’S RECOMMENDATION

That Council:

1. **RESOLVE** to commence the process to request the Minister for Lands to dedicate the portion of Reserve 52716 identified in red colouring on the attached Road Dedication Plan as public road pursuant to section 56 of the *Land Administration Act 1997*;
2. **ADVERTISE** the proposal to dedicate the portion of Reserve 52716 identified in red colouring on the attached Road Dedication Plan for a period of 30 days;
3. **REQUIRE** that should any objection be received in response to the advertising referred to in (2) above, that the matter be brought back to Council for formal consideration of whether to support the road dedication;
4. **NOTE** that should no objections be received in response to the advertising referred to in (2) above, that the matter will be referred to the Minister for Lands to request that the dedication of the portion of Reserve 52716 identified in red colouring on the attached Road Dedication Plan as public road pursuant to section 56 of the *Land Administration Act 1997*.

BACKGROUND

CIVEO Karratha Village is situated on Lot 556 on DP400600 (Lot 556). Lot 556 has been excised from Crown Lot 555 on DP400600 (Lot 555). Lot 555 was leased by the State Government to CIVEO (LSU M334499) approximately 15 years ago.

The terms of the lease provided for portions of Lot 555 to be excised in freehold title as development occurred in accordance with the related development approvals for the site.

The original development approval for 1276 Workforce Accommodation rooms applied to all of Lot 555 as well as the existing development on Lot 556. Several amendments have been submitted for the lots, with 298 rooms having been constructed to date.

More recently, Development Lease LSU M334499 has been relinquished, and the development approval rationalised to apply only to the development that exists. However, CIVEO is still able to excise portions of Lot 555 to accommodate expansion of the CIVEO Karratha Village.

CIVEO originally applied to the Department of Planning Lands and Heritage (DPLH) to excise three portions of Lot 555 to accommodate about 40 additional rooms and incorporate the existing sewer main and water meter for CIVEO Karratha Village (currently in Lot 555) into Lot 556 (see Attachment 1). The DPLH referred this proposal to the City for comment. The City raised concerns about Lot 555 losing legal road frontage to Melford Road as part of this proposal and the utility of the balance strip between the expanded Lot 556 and Drainage Reserve 52716 to the east.

In response, CIVEO has proposed an alternative road reserve to provide Lot 555 with frontage to a secured future road connection across Drainage Reserve 52716 to Corringier Avenue to the north (Attachment 2). This proposal is supported by the Administration, but a Council resolution is required to dedicate this proposed new road reserve.

DISCUSSION

The original CIVEO proposal identified in Attachment 1 would have rendered Lot 555 'landlocked' and made it very difficult to develop the thin strip of Lot 555 between the expanded CIVEO Village and Drainage Reserve 52716 to the east. The updated CIVEO proposal identified in Attachment 2 addresses those concerns and is supported.

The approved Structure Plan for this area shows a proposed road connection across Drainage Reserve 52716 from Corringier Avenue to Lot 555 (see Attachment 3). The proposed road dedication is therefore consistent with the statutory planning framework that applies.

As is noted above, a Council resolution is required to dedicate the proposed road connection across Drainage Reserve 52716 from Corringier Avenue to Lot 555.

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 environmental and cultural issues.

STATUTORY IMPLICATIONS

Section 56 of the *Land Administration Act 1997* requires Council to resolve to dedicate a public road.

Regulation 8 of the *Land Administration Regulations 1998* requires copies of submissions and the local government's comments to accompany any request to dedicate a public road. Advertising of the proposed road dedication is therefore required.

COUNCILLOR/OFFICER CONSULTATION

No Councillor consultation is required.

Consultation was undertaken with the City’s Engineering Team and no issues were raised, as the road isn’t being constructed, at this stage.

COMMUNITY CONSULTATION

If Council resolves to dedicate this road reserve, then the proposal would be advertised prior to seeking the Minister of Lands approval, as per requirement of the Regulations. The proposed road dedication would be published on the City’s website for a minimum period of 30 days, advertised in the Pilbara News and referred to all essential service authorities inviting feedback and comment from anyone who may have an interest in the proposal.

If any objections to the proposed road dedication are received, then the matter would be reported back to Council. Otherwise, the road dedication request would be forwarded to the Minister.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

There are no strategic implications.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Costs associated with dedicating the road will be incurred by the relevant proponent.
Service Interruption	N/A	Nil
Environment	Low	Impacts to the environment were considered prior to the initial dedication request for the roads. The identified road has not been designed or constructed. Any impacts will be assessed as part of the project plan.
Reputation	Low	The City in accordance with legislation is dedicating the road to ensure that the remaining portion of Lot 555 is not sterilised and deemed to be undevelopable, progress development opportunities and ensure appropriate land tenure.
Compliance	Low	The City in accordance with legislation is dedicating the road to provide legal access.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has previously resolved to dedicate land for the subject roads in accordance with the *Land Administration Act 1997*.

VOTING REQUIREMENTS

Simple Majority

CONCLUSION

CIVEO's proposed expansion plans for CIVEO Karratha Village would remove the road access of Lot 555 to Melford Road. The Road Dedication Plan includes a replacement road reserve across Reserve 52716 (Drainage) between Corringer Avenue and Lot 555. The provision of a replacement road reserve between lot 555 and Corringer Avenue is consistent with the approved structure plan for this area. On that basis, CIVEO's current proposal is supported.

A Council resolution is required to dedicate this new road reserve. It is therefore recommended that Council resolve to dedicate this new road. If Council resolves to dedicate the road, then the proposal would be advertised. The matter would only be reported back to Council if any submissions are received. Otherwise, the request to dedicate the road would be forwarded to the Minister for their consideration.

QUESTION:

Why was the lease given up in the first place?

CITY RESPONSE:

Our understanding is that CIVEO did not believe they required the land at the time.

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

File No:	LP.366
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	22 October 2024
Applicant/Proponent:	RFF Pty Ltd on behalf of Ausco Modular Pty Ltd
Disclosure of Interest:	Nil.
Attachment(s):	<ol style="list-style-type: none"> 1. Location Plan 2. Existing Zoning 3. Scheme Amendment Report 4. Schedule of Submissions

PURPOSE

For Council to consider supporting an amendment to the City of Karratha Local Planning Scheme No. 8 (the Scheme) following advertising. The proposed amendment seeks to rezone the rear portion of Lot 500 Madigan Road, Stove Hill from 'Rural Residential' to 'Tourism', consistent with the zoning of the front portion of the lot. This would allow for contemplation of 'Workforce Accommodation' on this portion of the lot.

OFFICER'S RECOMMENDATION

That Council:

1. In accordance with Regulation 50(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, NOTE the submissions received in respect to Amendment No. 61 to the City of Karratha Local Planning Scheme No. 8 and endorse the responses to submissions contained in Attachment 4;
2. In accordance with Regulation 50(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, SUPPORT Amendment No. 61 to the City of Karratha Local Planning Scheme No. 8, without modification, as shown in Attachment 3; and
3. In accordance with Regulation 34 and 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, CLASSIFY Amendment No. 61 as a 'Standard Amendment' for the following reasons:
 - a. The Scheme Amendment is consistent with the City of Karratha's Local Planning Strategy, as endorsed by the Western Australian Planning Commission;
 - b. The Scheme Amendment is consistent with the aims and objectives of the City's Local Planning Scheme No. 8;
 - c. The Scheme Amendment is likely to have minimal impact on land that does not form part of this Scheme Amendment;
 - d. The Scheme Amendment is unlikely to result in significant environmental, social, economic or governance impact on the land; and
 - e. The Scheme Amendment cannot be reasonably defined as a basic or complex Scheme Amendment.

BACKGROUND

On 28 June 2024, Council resolved to initiate proposed Scheme Amendment No. 61 to the Scheme, for the purpose of progressing to community consultation as required in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). Council resolved to:

1. *Require the following modifications to Amendment No. 61 of the City of Karratha Local Planning Scheme No. 8, as shown in Attachment 3:*
 - a. *The proposed Scheme Amendment removes references to the Additional Use in the proposed scheme text; and*
 - b. *The proposed Scheme Amendment removes reference to the Additional Use in the proposed scheme map.*
2. *Subject to the modifications detailed in Council Resolution Part (1) above, in accordance with Section 75 of the Planning and Development Act 2005, resolves to PREPARE Amendment No. 61 of the City of Karratha Local Planning Scheme No. 8 as shown in Attachment 3.*
3. *CLASSIFY proposed modified Scheme Amendment No. 61 as a ‘Standard Amendment’ in accordance with Part 5, Division 1, Regulations 34 and 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:*
 - a. *The Scheme Amendment is consistent with the City of Karratha’s Local Planning Strategy, as endorsed by the Western Australian Planning Commission;*
 - b. *The Scheme Amendment is consistent with the aims and objectives of the City’s Local Planning Scheme No. 8;*
 - c. *The Scheme Amendment is likely to have minimal impact on land that does not form part of this Scheme Amendment;*
 - d. *The Scheme Amendment is unlikely to result in significant environmental, social, economic or governance impact on the land; and*
 - e. *The Scheme Amendment cannot be reasonably defined as a basic or complex Scheme Amendment.*
4. *AUTHORISES the City to forward the proposed modified Scheme Amendment No. 61 to the Environmental Protection Authority pursuant to Section 81 of the Planning and Development Act 2005.*

The City received a modified Scheme Amendment report, which was subsequently referred to the Environmental Protection Authority and the Minister for Planning for consent to advertise. The proposal was advertised between 28 August and 9 October 2024. Further details are provided under the Community Consultation heading.

DISCUSSION

The City of Karratha’s Local Planning Strategy (the Strategy) was endorsed by the Western Australian Planning Commission on 2 February 2021. The Strategy sets out the long-term planning for the City, including any recommended zoning changes. The Strategy recommends the portion of Lot 500 currently zoned Rural Residential be rezoned to Tourism. This would apply a single zoning to Lot 500, which is preferred to the current split zoning.

The front half of Lot 500 is zoned Tourism. Kingfisher Village (workforce accommodation) is situated on this portion of the lot. Workforce accommodation is not permitted in the Rural Residential zone that applies to the rear half of the lot. The proposed rezoning of the rear half of Lot 500 to Tourism would make land use permissibility consistent across the whole site. This includes the ability to consider Workforce Accommodation, which is an “A” use that requires advertising. The applicant has indicated that the rezoning is sought to allow for

expansion of Kingfisher Village, which would still require an application for development approval to be considered. Given that the Strategy recommends Lot 500 be zoned Tourism, and the lack of any significant issues being raised through the public advertising period, it is considered appropriate to support this Scheme Amendment.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

In accordance with Regulation 50(3) of the Regulations 2015, Council can:

- Resolve to support the proposed amendment without modification;
- Resolve to support the proposed amendment subject to modification; or
- Resolve to not support the proposed amendment.

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

In accordance with Regulation 53 of the Regulations 2015 and Section 87 of the *Planning and Development Act 2005*, the City is required to submit a copy of the proposed Scheme Amendment No. 61 to the Department of Planning, Lands and Heritage and the Minister for Planning for Ministerial endorsement.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

Part 5, Division 1 and Section 84 of the Planning and Development Act 2005 and Regulations 47 and 76A of the Regulations 2015, require the local government to publicly advertise a scheme amendment. In accordance with the Regulations 2015, the Scheme Amendment was advertised between 28 August and 9 October 2024, a period of 43 days. The Scheme Amendment was advertised via an advertisement in the Pilbara News, notice on the City's website and referral to relevant State government agencies.

The City received submissions from Main Roads WA, Department of Water and Environmental Regulation, the Aboriginal Cultural Heritage team at the Department of Planning, Lands and Heritage, and the Department of Fire and Emergency Services. A schedule of submissions, including responses to submissions received, can be found in Attachment 4. The City is not proposing any modifications to the Scheme Amendment in response to submissions.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

A fee payable by the proponent associated with this Scheme Amendment has been estimated at \$3,500. This is inclusive of advertising costs associated with the consultation requirements and Government Gazettal.

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	Nil
Compliance	Low	The proposed Scheme Amendment would apply a single zoning to Lot 500.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The Scheme was amended by Scheme Amendment 39 to make the land use Workforce Accommodation an ‘A’ use (requiring advertising) in any zones where it is permissible.

By approving this Scheme Amendment, the land use Workforce Accommodation can be contemplated as an ‘A’ use over all of Lot 500. Any proposal to expand Kingfisher Village over the rear portion of the site would require a Development Application to be submitted, which would be considered against Council’s Workforce Accommodation Local Planning Policy.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposal to rezone the rear portion of Lot 500 from Rural Residential to Tourism is consistent with the recommendation of the City’s endorsed Local Planning Strategy. No concerns have been raised in relation to this proposed Scheme Amendment during the advertising period. It is recommended that the proposed Scheme Amendment be supported without modification and forwarded to the Minister for approval.

QUESTION:

Are there other areas zoned rural residential in the City?

CITY RESPONSE:

Yes. There is land zoned for Rural Residential purposes north of North West Coastal Highway but it not currently ready for development. It is typically Crown land, and may also be affected by Native Title and other environmental considerations.

12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

There are no Strategic Projects and Infrastructure Reports.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for November 2024.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council NOTE the following information items:

13.1.1 Community Experience update

13.1.2 Concession on Fees for City Facilities

13.1.3 Youth Advisory Group update

13.1.4 Point Samson Interim Plan – Quarter 2 update

13.1.5 Development Services update

13.1.6 Public Agenda Briefing Session Additional Information

13.1.1 COMMUNITY EXPERIENCE UPDATE – SEPTEMBER 2024

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

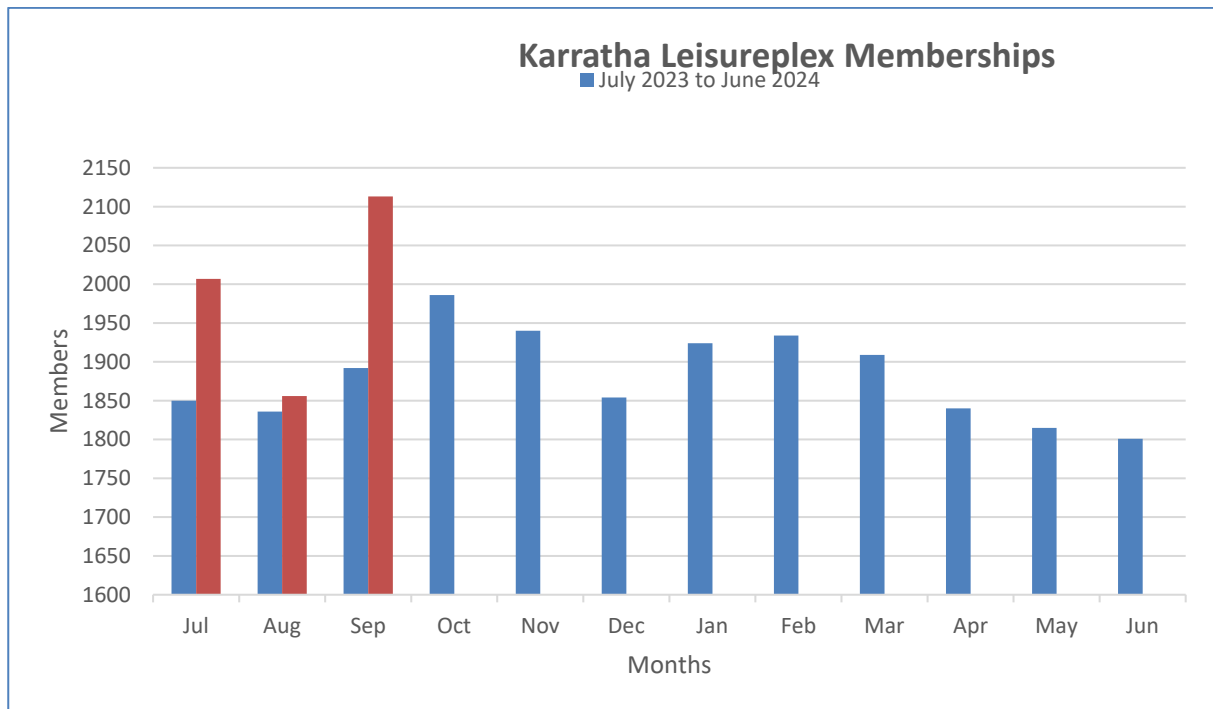
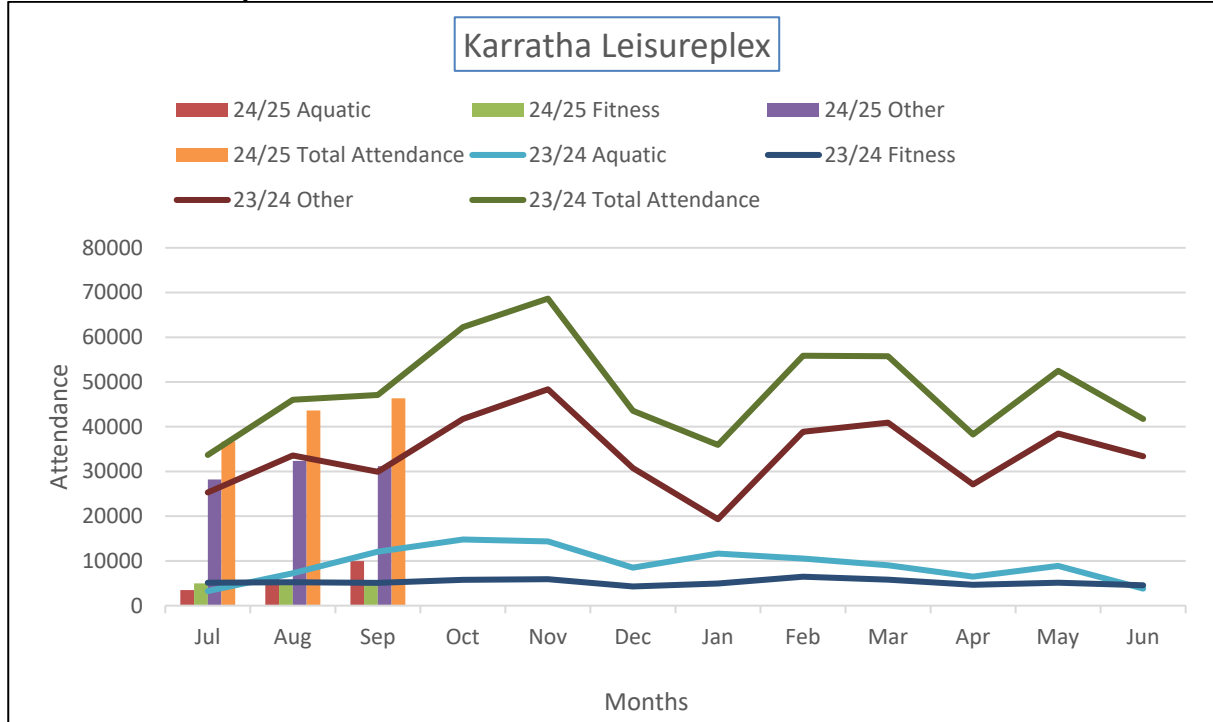
PURPOSE

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

Attendance & Utilisation Summary

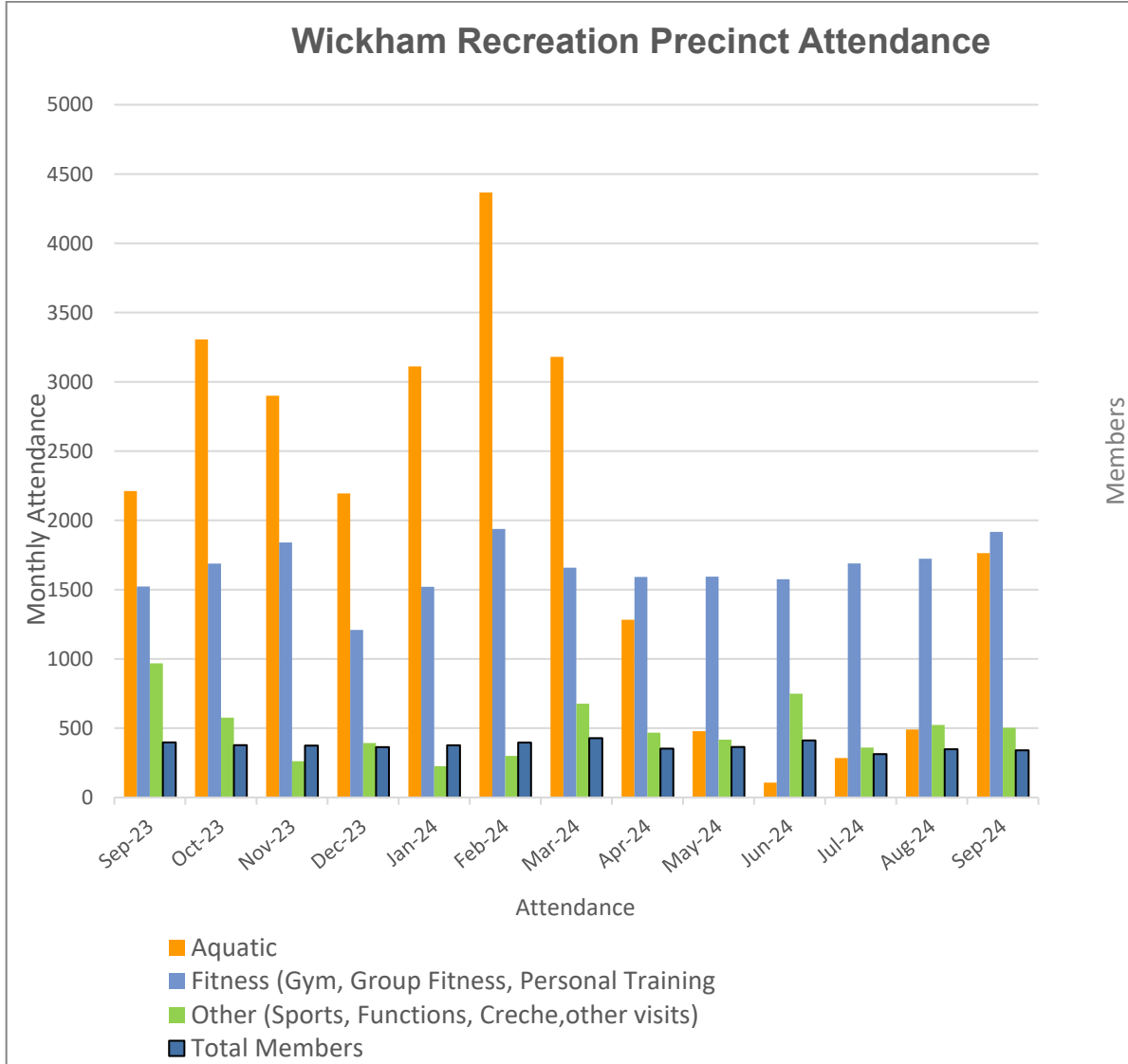
Facility Attendance	Sep 2023	Sep 2024	Year on Year %
The Youth Shed	940	805	- 14%
The Base	1,411	1,029	- 27%
Total Library	9,907	8,033	- 19%
Karratha Leisureplex	47,096	46,352	- 2%
Wickham Recreation Precinct	4,418	4,204	- 5%
Roebourne Aquatic Centre	359	196	-45%
Red Earth Arts Precinct	5,505	4,931	- 10%
Arts Development & Events	2,005	1,706	- 15%
Indoor Play Centre	2,499	2,455	- 6%
Community Programs	Aug 2024	Sep 2024	Month on Month %
Security Subsidy Scheme properties	20	14	- 30%
Meet the Street Parties	1	0	- 100%

Karratha Leisureplex



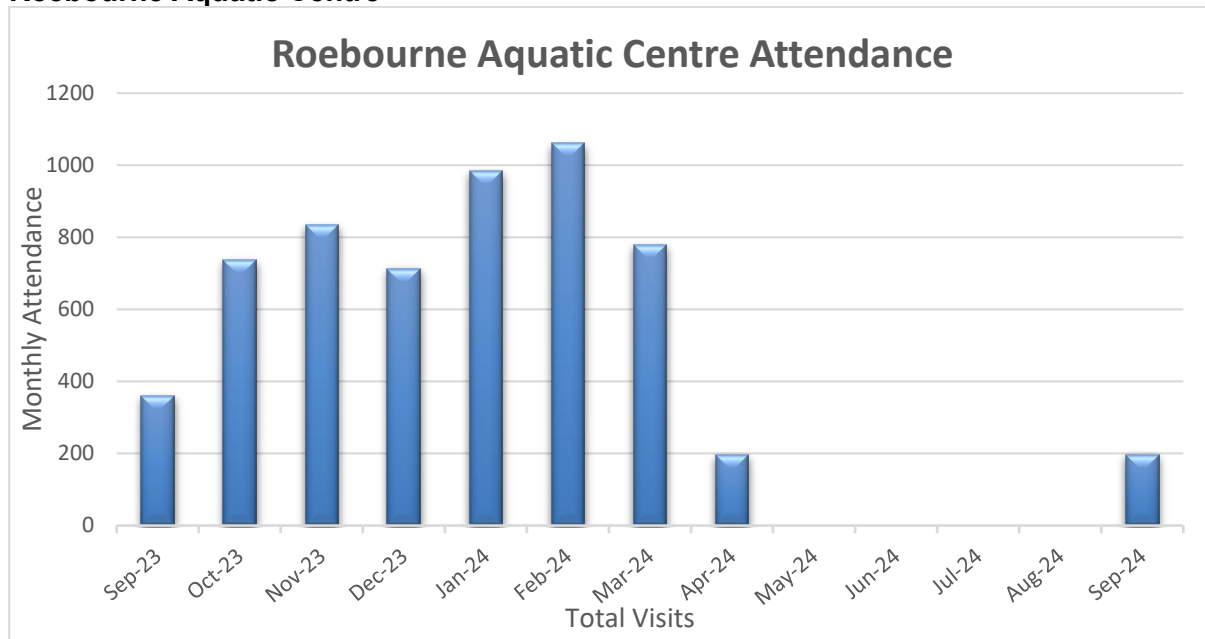
Total attendance was down 2% on September 2023, a 17% reduction in aquatic attendance and a reduction in school swim lessons from last year attributed to the shade works and pool closures being the primary driver. Memberships for September are on track for this time of the year, with a 11% increase on September 2023.

Wickham Recreation Precinct



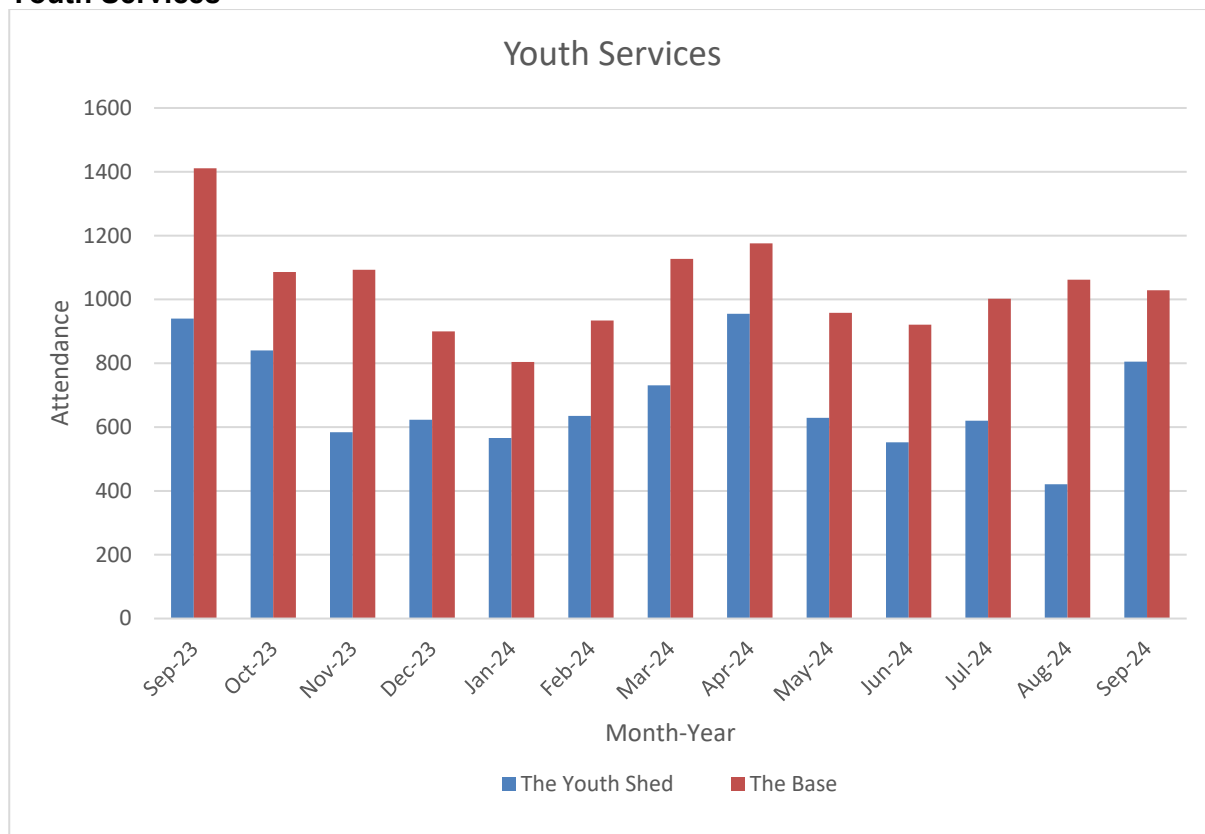
Wickham Recreation Precinct memberships are down 14% from the same period last year, group fitness attendance is sitting at 234 for both September 2023 and September 2024. WAC attendance was down 20% from the same time as last year. Overall, total attendance down 5% from the September 2023. 275 children enrolled in the Wickham Aquatics school vacation swimming lessons and 428 children enrolled in the Wickham School Holiday Program.

Roebourne Aquatic Centre



The Centre reopened on 27 September and totalled 196 visits, including 33 adults, 17 concessions and 116 children over 4 days.

Youth Services



The Base, Wickham

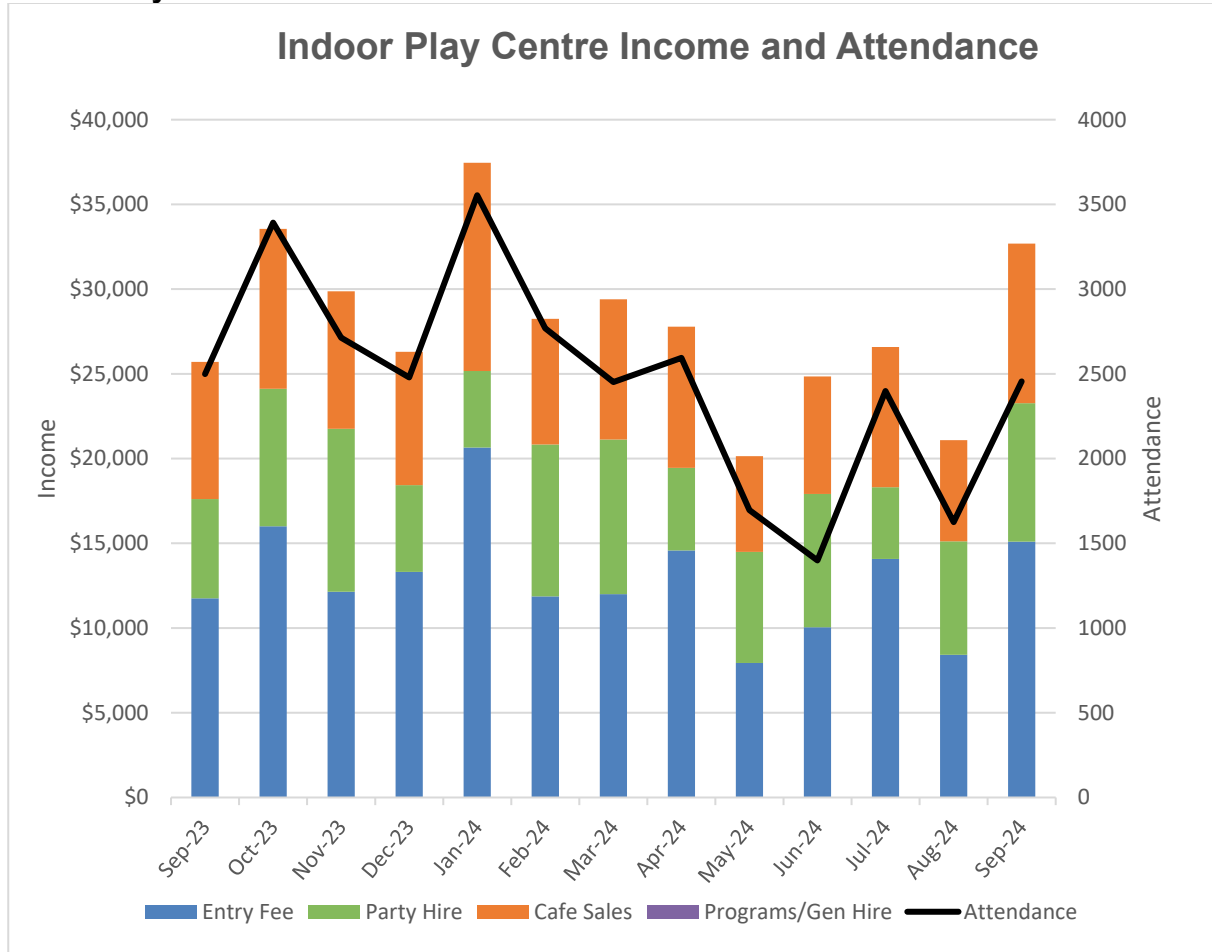
The Base had a very active and productive period despite the slight drop in attendance between August (1,062) and September (1,029). Engagement throughout the school holiday period was high and reflected positive engagement with the programs offered. A summary of the highlights included The Swans Multisport Program that 70 young people participated in and concluded with the Circa Circus which attracted over 120 community members. 140

community members attended the collaborative wellbeing event. The Science Program attracted 40 participants and 50 young people joined in the Nerf War.

The Youth Shed, Karratha

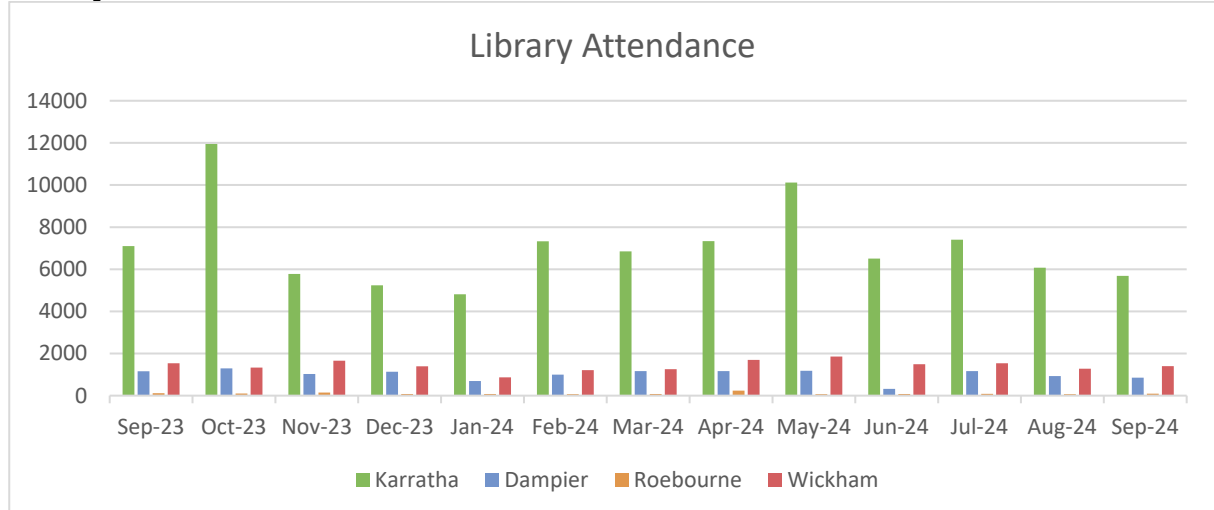
The Youth Shed had 805 attendees for the month, reflecting a 62% increase compared to last month and a 15% decrease from September 2023. The rise in participation and positive engagement can be attributed to various factors including effective outreach programs, community promotions and stable staffing. Our school holiday programs were particularly successful and attracted new young people and families through social media posts or our outreach events.

Indoor Play Centre



September attendance numbers have seen an increase driven by school holidays. 2024 attendance is 2% down from 2023, however revenue is up 31% compared to September 2023. 204 children attended 18 Laser Tag Parties during the month of September.

Library Services



11,672 Total memberships (78 new members signed up in September).

2,984 Physical items and **1141** eResources borrowed.

843 Individual computer log ins by members and guests (excludes Wi-Fi).

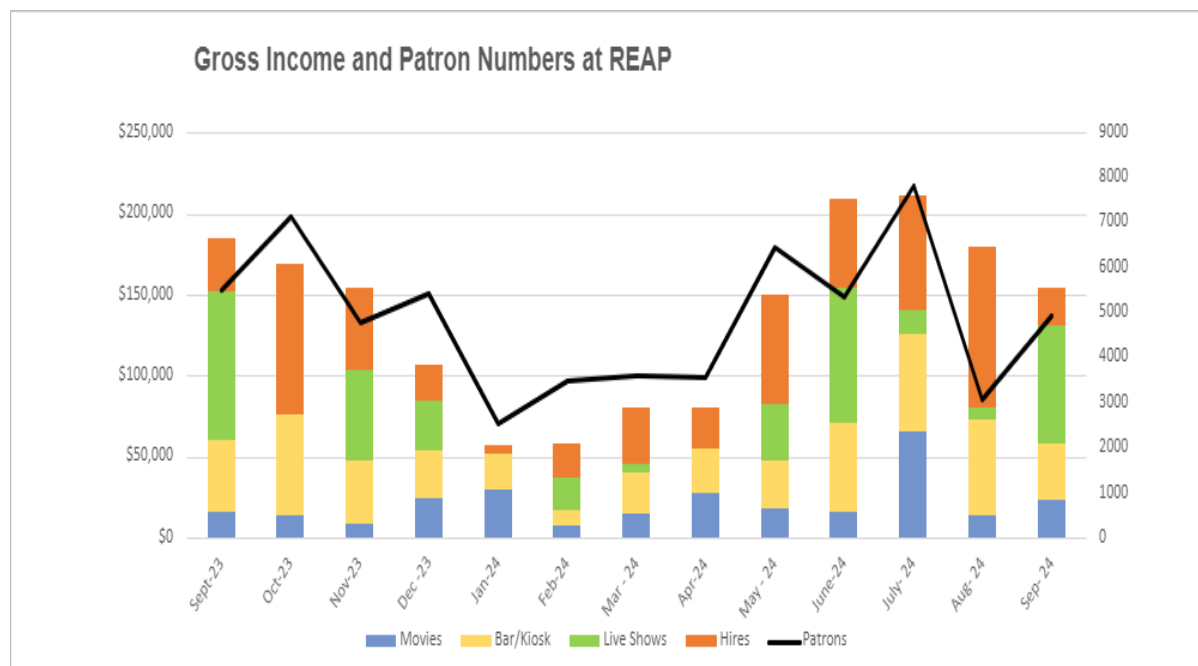
5 External requests for local history information.

940 Program participants at **49** programs, (including Story Time, Rhyme Time, Family Funday, School holiday programming, Special Baroque Babies program, Memory Preservation Station, kindy visits and Local History school visit).

88 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.

981 Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning).

Red Earth Arts Precinct



September was another busy month for REAP. We had four live shows including the famous comedian, Arj Barker with a sold out theatre.

Movies: During the September school holidays, we had two weeks of movies with ‘Sea of Lights’ joining in for week two with all session of ‘Sea of Lights’ selling out. ‘The Sloth Lane’ attracted 178 patrons and \$2,422 ticket sales (highest grossing kids movie) and ‘Deadpool’ and ‘Wolverine’ attracted 183 patrons and \$3,020 ticket sales (highest grossing adult movie).

Bar/Kiosk: This year sales for the month of September in the bar/kiosk were \$33,271, compared to last year \$44,727. This marks a 25% decrease however, last year there was a sold out concert style show ‘Drapht and Waso’ and bar sales were double that of Arj Barker. There were also less movies during the school holidays this year compared to last year due to ‘Sea of Lights’ sessions which did not generate as much bar and kiosk sales.

Live Shows: In September we hosted four live shows:

- Space Music – Attendance 176 – Ticketing Income - \$4,603.50
- Swan Lake (2 shows) – Attendance 622 – Ticketing Income - \$17,144
- Arj Barker – Attendance 457 – Ticketing Income - \$24,929.50
- The Wet – Attendance 143 – Ticketing Income - \$3,678

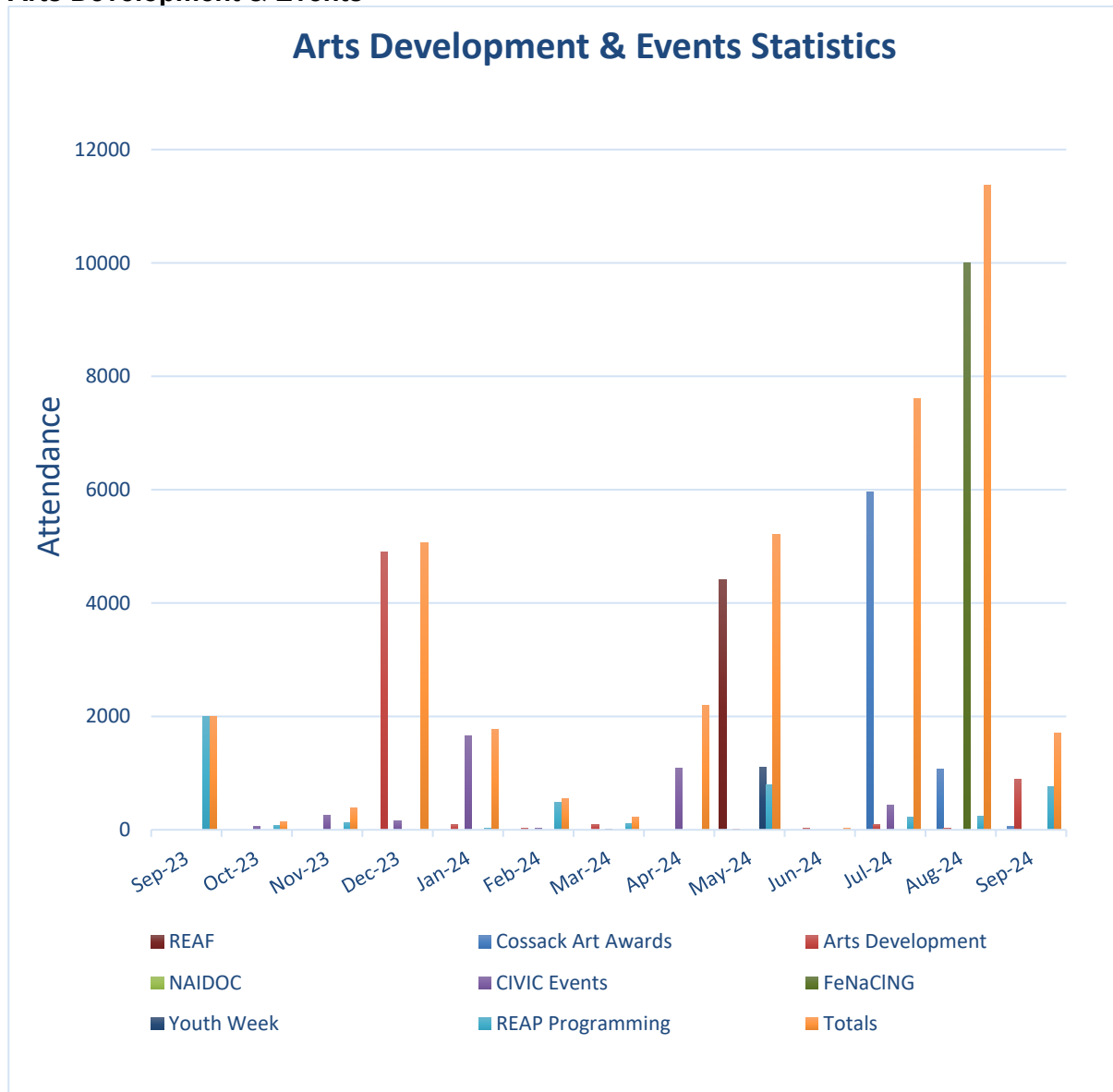
Venue Hires: September saw the successful delivery of several Theatre and Shelf Events including:

- PKUC Graduation, Theatre – Attendance 100
- Woodside Awards, Shelf – Attendance 100
- Clontarf Foundation Private Screening, Theatre – Attendance 55
- Other notable events included the Rio Tinto Maintenance Team Day, KDCCI PIBNG Event and Programmed Woodside Apprenticeships.

Patrons: The total number of patrons visiting the precinct decreased compared to the previous year. September 2023 – 5,505 patrons, and September 2024 – 4,931 patrons which represented a 10% decrease in patronage. Transport delays meant the ‘Sea of Lights’ installation was cancelled which affected patronage numbers. Movie screenings were also impacted due to the installation, reducing kiosk sales.

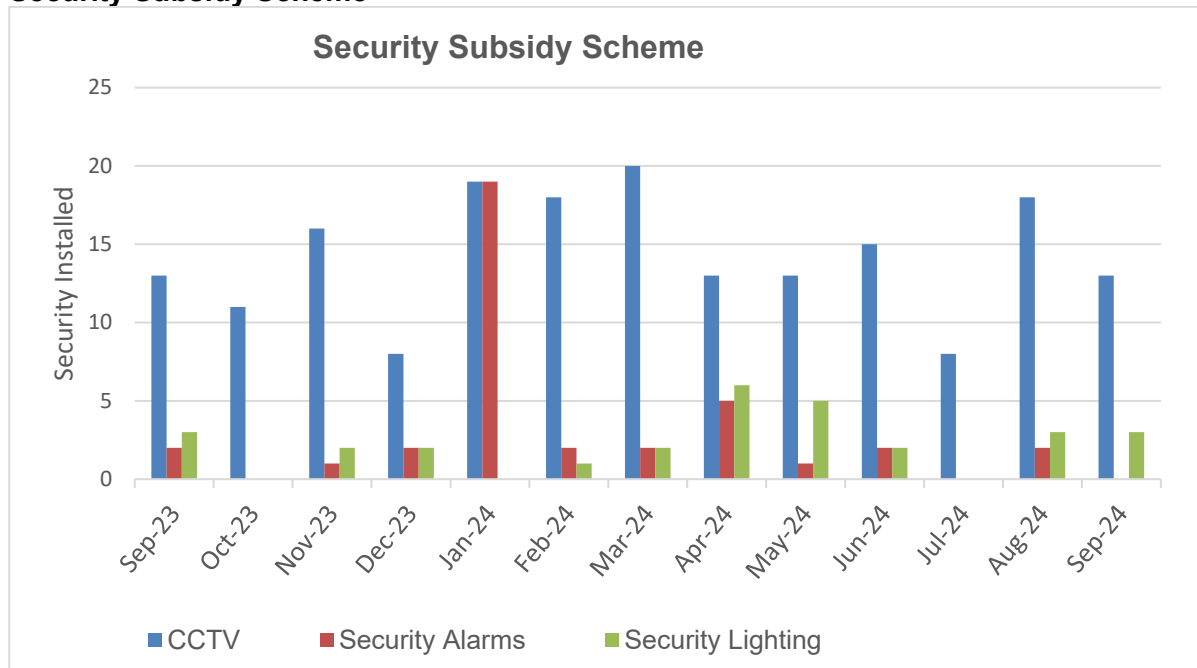
Total Revenue: Overall, total revenue for September 2024 - \$151,145, saw a decrease compared to September 2023 - \$185,116.

Arts Development & Events



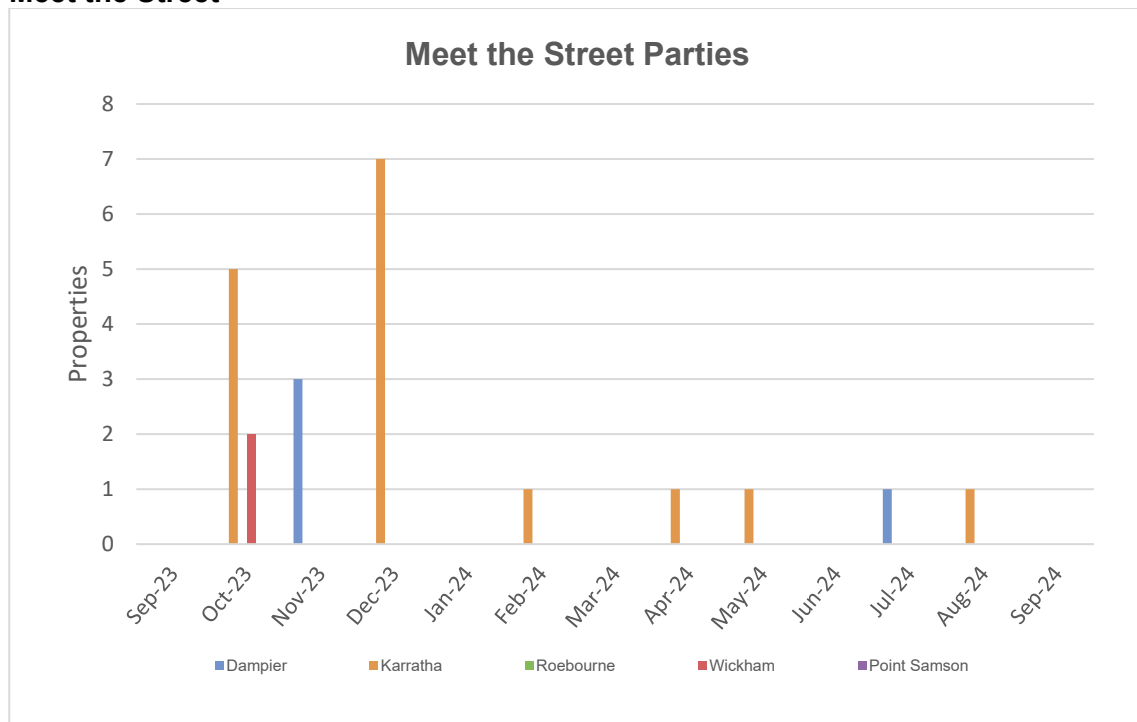
September is typically a quieter month of events post Cossack and FeNaCING. In total we hosted 34 events of which 9 were free. 30 events were hosted in Karratha attracting 1266 attendees, 2 events hosted in Wickham attracting 340 attendees and 2 events hosted in Roebourne attracting 100 attendees. Events, Programs and Activations included the Cossack Art Awards Winners Art Exhibition and a great selection of REAP theatre activities which included Australian Baroque, Baroque Babies, Space Music, The Wet, The Dry and the popular immersive children’s activation Sea of Light.

Security Subsidy Scheme



18 Security Subsidy applications, which is similar to this time last year. 4 were rejected due to not meeting the criteria.

Meet the Street



No Meet the Street parties for this month, 1 was booked in but cancelled the day prior.

Small Community Grants

There were no Small Community Grants awarded since the last Ordinary Council Meeting.

QUESTION:

Regarding the concession on fees for Security Systems, is it necessary to review the amount and ensure it is sufficient?

CITY RESPONSE:

Yes. The community safety plan proposed for development this financial year involves a review of the effectiveness of current scheme and whether the rebate amount is sufficient.

QUESTION:

Meet the street has a consistent trend downwards. Is there anything being done to activate this?

CITY RESPONSE:

The City is actively promoting Meet the Street at other City events and via social media.

QUESTION:

A few years ago, we talked about extending the CCTV subsidy to not-for-profit facilities, was this implemented?

CITY RESPONSE:

Yes, not for profit organisations are eligible for the CCTV subsidy.

13.1.2 CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38
Responsible Executive Officer: Director Community Experience
Reporting Author: EA Community Experience
Date of Report: 30 September 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 September 2024.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Triple M Radio / ABC Radio / Ngaarda Radio	To waive the fee of \$210.00 for 6 adult tickets @ \$35.00 each to promote the upcoming performance of ‘The Wet’.	Director Community Experience	\$190.91
Triple M Radio / ABC Radio / Ngaarda Radio	To waive the fee of \$210.00 for 6 adult tickets @ \$35.00 each to promote the upcoming performance of ‘Vivaldi The Four Seasons’.	Director Community Experience	\$190.91
Karratha Ballet Academy	To waive the fee of \$180.00 for 6 x adult tickets @ \$30.00 each as a gesture of goodwill for forgoing planned rehearsal times due to a conflict with event scheduling.	Director Community Experience	\$163.64
Karratha Leisureplex / City of Karratha	To waive the fee up to a maximum of \$1,830.00 (Admissions and Aqua Run Hire Fee) to celebrate the completion of the pool shade replacement project with a free community event – KLP Aquatic Open Day.	Director Community Experience	\$1,663.64

13.1.3 YOUTH ADVISORY GROUP UPDATE

File No: CS.8
Responsible Executive Officer: Director Community Experience
Reporting Author: Manager Engagement and Partnerships
Date of Report: 17 October 2024
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

For Council to consider the key discussions, feedback, and outcomes from Youth Advisory Group meetings for the 2024 – 2025 term.

BACKGROUND

The Youth Advisory Group (YAG) creates a mutually respectful partnership with young people in the City and provides a mechanism whereby young people’s ideas, skills, perspectives, and contributions are received by Council.

DISCUSSION

Meeting: 16 October 2024

Agenda Item	Points of Discussion
Line Dancing Icebreaker	YAG member Zoe led a 5-minute line dancing session as an icebreaker and to trial a potential workshop format for future events. This activity responded to previous interest from YAG members in delivering workshops and was a fun way to start the meeting.
Youth Week 2025	Event Officers facilitated a workshop to gather ideas from YAG members for Youth Week 2025. Suggestions ranged from a rave/music-based event and Youth Markets to a multi sports day and debate sessions. Key points included encouraging youth participation in event delivery and exploring collaboration with local groups like Dampier Community Association and Swans FC. Feasibility concerns were raised for certain ideas, such as a waterpark inflatable and a drone show. Event Officers will workshop the ideas and present some plans for the YAG to discuss in the next meeting.
YAG Newsletter Update	Progress on the YAG newsletter is ongoing, with one article submitted and a logo vote planned for the next meeting. Seven logo designs have been collected, but the newsletter's launch may be delayed to 2025 due to limited capacity from the communications team and the need for additional content.
General Business	A YAG member raised concerns about noise in the library affecting students’ ability to study. The suggestion was made for soundproof

	<p>pods as a solution, which has been previously pitched but not yet implemented. The Read Room was also mentioned, though it is often occupied.</p>
<p>Next Meeting</p>	<p>The final meeting of the year, set for November 14, 2024, will include a Christmas party. Charlotte Johnston volunteered as the next Chairperson. A sub-committee was formed to collaborate with Kirstin on planning the details for the event.</p>

CONCLUSION

At the Youth Advisory Group meeting on 16 October 2024, members brainstormed ideas for the Youth Week 2025 programming and its launch event. Event Officers will refine the feedback from this session and present updated plans at the next meeting for further discussion. The group also discussed advancing the YAG newsletter and proposed improvements for quiet study spaces at the library. Additionally, it was decided that the final meeting of the year will be held on 14 November, serving as a dual Christmas party. To help organize this event, a voluntary subcommittee of four YAG members was formed.

QUESTION:

Has handing out noise cancelling headphones been considered as an alternate solution to a soundproof pod in the library?

CITY RESPONSE:

The Karratha Library have created a dedicated student/teen space near the READ room which has been well utilised and will continue to look at options to create quiet spaces for students to study.

QUESTION:

Is there a coffee machine available at the REAP?

CITY RESPONSE:

Yes, via the Kiosk. Staff are always available to assist if required.

13.1.4 POINT SAMSON INTERIM PLAN – PROGRESS REPORT 2 (AUG – OCT 2024)

File No:	CR.98
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Planning Manager
Date of Report:	16 October 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide Council with information about the status of each action in the Point Samson Interim Plan.

BACKGROUND

At its meeting held 29 April 2024, Council endorsed the Point Samson Interim Plan (the Plan) (Attachment).

The Plan identifies projects and opportunities raised by the Point Samson community to be progressed while a broader process is undertaken to develop a place planning approach and a medium to long-term plan for the town in Financial Year (FY) 24-25.

To support delivery of the Interim Plan, the Administration will:

- Report quarterly to Council on status and progress of actions / projects in the Interim Plan.
- Facilitate a Community Working Group to be coordinated by the Engagement Team.

The Community Working Group will become a key point of contact for the Point Samson community to share ideas or provide feedback on City projects or initiatives moving forward.

This Agenda Report provides Council with information about the status of each action in the Point Samson Interim Plan as of November 2024.

DISCUSSION**1. Progression of actions / projects**

Table 1 provides a list of actions/projects scheduled for delivery in FY23/24 and FY24/25 from the approved Interim Plan. An update of the estimated progress of each item and relevant comments from the responsible Administration department lead is provided.

Table 1

No.	Item	Lead	Year of Delivery		Role	Status	Update
			23/24	24/25			
1. Our Community – Inclusive and Engaged							
1.1	Undertake an audit of signage, including place names, information boards and interpretive signs throughout the town and develop a plan to renew.	Community Planning		✓	Service Provider	In progress	An audit of current wayfinding, information and interpretive signage in Point Samson was completed by Officers in October 2024. The results are being processed and will be presented to the November Point Samson Placemaking Group meeting. Some signage throughout the town has been replaced 'like-for-like' as part of this exercise.
1.2	Develop and install a new town entrance sign with the community.	Community Planning	✓		Service Provider	In progress	The City will meet with PSCA in November to understand aspirations for the entrance sign, potential locations and the logistics / resources required to run a competition for submissions from local community members of artistic impressions of a sign concept. A planning assessment of potential locations is being progressed.
1.3	Improve town entrance, including planting, information boards and investigate options regarding heritage items.	Community Planning	✓ (heritage items only)	✓	Service Provider	In progress	Improvements to the town entrance will be considered and planned as part of item 1.2. The heritage items (water cart, wagon and shunter) have been washed and painted with "intergrain" coating, a superior protection with high durability. "Please Keep Off" signs have been erected around the heritage items. A schedule for future preventative maintenance is under preparation.
1.4	Undertake a feature survey and constraints study for a footpath from Honeymoon Cove carpark to John's Creek Boat Harbour to inform assessment for inclusion in the City's Footpath Strategy.	Asset Maintenance		✓	Service Provider	In progress	Officers are currently undertaking a review of the potential approval constraints (e.g. relating to heritage approvals, existing services and land ownership). A RFQ process is also underway for a feature survey to assist with future design proposals and to review existing stormwater drainage plans. Concept options for the footpath are complete and will be presented at the next Point Samson Placemaking Group session for feedback.
1.5	Install lighting along footpath from Honeymoon Cove Carpark to The Cove Caravan Park.	Community Planning	✓	✓	Service Provider	Complete	10-solar lights have been installed from Honeymoon Cover to The Cove Caravan Park.
1.6	Undertake site assessment and design of a BMX / pump track supported by other amenities (shade, BBQ, water fountain and seating) and consider the relocation and incorporation of the existing half pipe into the design).	Community Planning		✓	Service Provider	In progress	An assessment of whether the current site can be retained for a pump track is being undertaken through: <ul style="list-style-type: none"> • An Aboriginal Cultural Heritage Assessment. • An environmental scan • Land tenure review. A design consultant to support future track site identification and design is being engaged, who will consider the pump track in the

							context of an overall youth area as an option to be presented for community input.
1.7	Revitalisation of Honeymoon Cove Carpark.	Community Planning		✓	Service Provider	In progress	A project plan has been finalised, which now identifies this project commencing in 25/26 based on community feedback.
1.8	Identify appropriate location and consider installation of half basketball court.	Asset Maintenance		✓	Service Provider	In Progress	Procurement of consultant to undertake site assessment, site identification, concept options for a youth activity precinct is currently in process. Design options will be developed for community input.
1.9	Install water tap in Point Samson Community Park, near BBQ.	Asset Maintenance		✓	Service Provider	Complete	New tap installation complete.
1.10	Investigate need for installation of a dump point to receive liquid wastes from caravans.	City Growth		✓	Partner	In Progress	This item will be considered as part of the Economic Development Strategy (EDS) Review. The EDS Review has commenced, with stakeholder interviews.
1.11	Partner with the Water Corporation (landowner) to consider installation of a seat with shade on Tank Hill.	Community Planning		✓	Partner	Remove	Engagement with Point Samson Placemaking Group representatives indicated this project is not a priority for the community.
1.12	Investigate options to replace removed elements from the Point Samson Community Park Playground.	Community Planning		✓	Service Provider	In Progress	Playground equipment options were provided by the Parks and Gardens team. These were shared and voted on by Point Samson community members. Procurement of the chosen equipment is underway.
1.14	Re-establish service levels to general parks and gardens maintenance, increase tree planting and beautify garden beds throughout the town.	Asset Maintenance	✓	✓	Service Provider	In Progress	A transition period between the contractor and the City is underway. The City will now work with the Contractor to scope and approve a program that enhances existing spaces within Point Samson. It is anticipated these works will take place over the next 6-8 months to re-establish identified poor performing areas.
1.15	Advocate to Main Roads Western Australia (MRWA) for the sealing of Sam's Creek Road intersection.	Asset Maintenance	✓	✓	Advocate	In Progress	Officers met with MRWA to discuss the condition of Sams Creek Road crossing. MRWA have agree to fund a portion of the maintenance work if led by the City. A review of the existing infrastructure at the intersection highlights it does not meet required standard for the traffic currently using it. A design to make improvements to the intersection is underway. A cost estimate will then be presented to MRWA and Council prior to commencing construction / delivery.
1.16	Partner with the Department of Transport to consider installation of a shelter and information signs at Pope's Nose.	Community Planning		✓	Partner	In Progress	A site audit was completed in October 2024 and a review of the required planning approvals for sign and shelter installation is in progress. The City will seek feedback on the content of the sign and desired location for shelter location at the November Point Samson Placemaking Group meeting.

1.17	Renew picnic tables and shelters at key locations within the town.	Asset Maintenance	✓	✓	Service Provider	In Progress	Picnic shelters and locations have been selected. The Parks and Gardens team is now working with suppliers and contractors to schedule works within the existing annual program.
1.18	Review dog control and signage at Honeymoon Cove Beach and Front Beach.	Ranger Services		✓	Regulator	In Progress	Signage for Sam's Creek have been ordered and is anticipated to be installed by mid-November. This signage refers to 'no camping' and 'no littering'. A Ranger is allocated to patrol around Point Samson beaches. The Rangers have had several vacancies and the patrols may have been reduced over the last month. New staff arrive end of October and patrols will pick up again.
1.19	Advocate to Department of Transport (DOT) to improve parking and traffic flows at John's Creek Boat Harbour.	Director Strategic Projects & Infrastructure	✓	✓	Advocate	In Progress	The City met with DOT onsite to discuss the issues with the current layout. DOT currently have no plans or funds assigned to address the issues that currently exist with the parking layout and flow. They plan to discuss with MRWA and ask if some of the line marking can be done towards the end of the financial year as a short-term measure, however it will not address all the issues. The City will develop a scope of work and continue to advocate DOT/MRWA for funding.
2. Our Environment – Thriving and Sustainable							
2.1	Develop an advocacy plan for the following environmental issues: a) Industry Buffer zone and conservation area between Cape Lambert and the town, b) Constricted tidal flow under Pope's Nose bridge, c) Mangrove health, d) Reef health.	CEO's Office	✓	✓	Advocate	In Progress	Internal meeting held to understand context for advocacy. The City has commenced developing a proposed approach to advocating on these specific matters.
2.3	Investigate inclusion of Sam's Creek Tamarind Historic Tree on the Heritage Register and install information signage.	Community Programming		✓	Service Provider	In Progress	A response received from DPLH indicating they do not need to be consulted and decision for this listing lies with the Council. Internal discussions have commenced to agree next steps.
3. Our Economy: Well Managed and Diversified							
3.1	Investigate demand for and opportunities to provide pop up tourism and business offerings during peak times as part of the review of the City's Destination Management Plan and Economic Development Strategy.	City Growth		✓	Partner	In Progress	The EDS Review has commenced, with stakeholder interviews.
4. Our Leadership: Proactive and Accountable							

4.1	Establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors (i.e. Representative from Wickham) and City of Karratha officers to identify opportunities to work collaboratively and to provide input into and updates on the delivery of projects and development of future plans for Point Samson.	Community Engagement	✓	✓	Partner	Ongoing	<p>An expression of interest was advertised in July 2024, encouraging members to join the new group. A total of 11 community members were appointed to the group in August 2024.</p> <p>Draft Terms of Reference (TOR) were tabled at the first meeting of the Group (8 September 2024) in Point Samson. The draft TOR were endorsed by the group, 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 for Council to consider appointing a Councillor as an Elected Member representative to attend the Point Samson Place Making Group (working title), at the October OCM (28 October 2024).</p> <p>The Group's second meeting has been proposed for 27 November 2024 in Point Samson (to be confirmed).</p>
4.2	Report quarterly on progress of the Point Samson Plan to Council.	Community Planning	✓	✓	Regulate	Ongoing	Point Samson Interim Plan update taken to the August OCM. Next report due at the November OCM.

2. Community Working Group

As stated in Table 1 (Item 4.1) the EOI advertised in July 2024 resulted in 11 community members being appointed to the group in August 2024.

Draft Terms of Reference (TOR) was tabled at the group's first meeting on 8 September 2024 in Point Samson. The TOR was endorsed subject to a request that an Elected Member be invited to attend future meetings which is being taken to the October OCM.

The group's second meeting has been proposed for 27 November 2024.

CONCLUSION

The City has made positive progress in progressing the actions and projects identified in the Point Samson Interim Plan. The Community Working Group will become a key point of contact for the City to share this progress with the Point Samson community and seek collaborative feedback and input on the identified initiatives moving forward.

QUESTION:

Are there notes taken at the group meeting and a) are they considered notes or minutes, and b) does the group get the chance to review those notes before this report comes to Council?

CITY RESPONSE:

Yes, there are minutes taken at the meeting. The group will be distributed the minutes ahead of their next meeting with an opportunity to confirm they are accurate as part of the meeting agenda.

13.1.5 DEVELOPMENT SERVICES UPDATE

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

PURPOSE

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

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

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

ATTACHMENT 1: LIST OF CURRENT DECISIONS SUBJECT OF STATE ADMINISTRATIVE TRIBUNAL REVIEW & LIST OF CURRENT JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATIONS

As of 1 November 2024

APPLICATION (City &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
SAT					
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. • RDAP determined to approve the proposal in accordance with City’s recommendation on 23 October 2024. 	Senior Statutory Planner	RDAP approval granted 23/10/2024

13.1.6 PUBLIC BRIEFING ADDITIONAL INFORMATION – 11 NOVEMBER 2024

File No: CM.191
Responsible Executive Officer: Chief Executive Officer
Reporting Author: Minute Secretary
Date of Report: 11 November 2024
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 11 November 2024 and outline areas of the November 2024 Ordinary Council Meeting agenda with additional information following the meeting.

BACKGROUND

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

MEETING PROCEEDINGS

Official Opening

Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Mayor Scott at 6:04pm on Monday 11 November 2024.

Record of Attendance

Councillors:

Cr Daniel Scott [Mayor]
 Cr Daiva Gillam [Deputy Mayor]
 Cr Gillian Furlong (via Teams)
 Cr Brenton Johannsen (via Teams)
 Cr Travis McNaught
 Cr Kelly Nunn
 Cr Sarah Roots (via Teams)
 Cr Tony Simpson
 Cr Jodie Swaffer
 Cr Jo Waterstrom Muller

Staff:

Virginia Miltrup	Chief Executive Officer
Simon Kot	Director Strategic Projects and Infrastructure
Emma Landers	Director Community Experience
Alistair Pinto	Director Corporate & Commercial
Lee Reddell	Director Development Services
Kate Jones	Minute Secretary

Apologies:

Absent:

Leave of Absence:

Members of Public:

Members of Media:

Public Question Time:

There were no public questions.

Petitions/Deputations/Presentations

There were no petitions, deputations or presentations.

Declarations of Interest

Cr Waterstrom Muller declared an interest in the following item:

- Impartiality interest in 10.1 Pilbara Men's Shed as Cr Waterstrom Muller's father is a financial member of the Men's Shed.

Requests for Leave of Absence

There were no requests for Leave of Absence.

Agenda Items with Additional Information**9 CORPORATE & COMMERCIAL REPORT****9.1 STATEMENTS FOR PERIOD ENDED 30 SEPTEMBER 2024**

Questions arising from briefing session.

9.2 LIST OF ACCOUNTS – 1 SEPTEMBER 2024 TO 30 SEPTEMBER 2024

Questions arising from briefing session.

10 COMMUNITY EXPERIENCE REPORTS**10.1 PILBARA COMMUNITY MEN'S SHED – COMMUNITY GRANT**

Questions arising from briefing session.

11 DEVELOPMENT SERVICES REPORTS**11.1 ROAD DEDICATION – PORTION OF CROWN RESERVE 52716 (LOT 17 ON DEPOSITED PLAN 408287)**

Questions arising from briefing session.

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

Questions arising from briefing session.

13 CHIEF EXECUTIVE OFFICER REPORTS**13.1 ITEMS FOR INFORMATION ONLY****13.1.1 COMMUNITY EXPERIENCE UPDATE – SEPTEMBER 2024**

Questions arising from briefing session.

13.1.3 YOUTH ADVISORY GROUP UPDATE

Questions arising from briefing session.

13.1.4 POINT SAMSON INTERIM PLAN – PROGRESS REPORT 2 (AUG – OCT 2024)

Questions arising from briefing session.

13.2 TERMS OF REFERENCE – CEO PERFORMANCE REVIEW COMMITTEE**TERMS OF REFERENCE**

Questions arising from briefing session.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Questions arising from briefing session.

Closure

The meeting closed at 6:40pm.

13.2 TERMS OF REFERENCE – CEO PERFORMANCE REVIEW COMMITTEE TERMS OF REFERENCE

File No:

Responsible Executive Officer: Director Corporate & Commercial

Reporting Author: Director Corporate & Commercial

Date of Report: 21 October 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): DRAFT Terms of Reference

PURPOSE

For Council to endorse the Terms of Reference for the CEO Performance Review Committee (CEOPRC).

OFFICER’S RECOMMENDATION

That Council ENDORSE the Terms of Reference for the CEO Performance Review Committee.

BACKGROUND

The Local Government Act 1995 requires that an annual review be conducted into the performance of the CEO. Price Consulting Group were appointed to assist Council administer the October 2022 to April 2024 CEO Performance Review, and to draft recommended Terms of Reference for the CEO Performance Review Committee.

At the Ordinary Council Meeting held 27 May 2024, Council wanted to abolish the sub-committee to allow involvement from all councillors in future CEO performance reviews. The CEO agreed to modify the Officer’s recommendation and delete option 3, which included the terms of reference for the sub-committee, with the Manager People & Culture to amend the terms of reference and bring this back to Council at a later date.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 5.39A of the Local Government Act 1995 sets the model standards for review of the CEO’s performance.

COUNCILLOR/OFFICER CONSULTATION

Councillors were consulted during the CEO Performance Review in May 2024.

COMMUNITY CONSULTATION

No further community consultation is required.

POLICY IMPLICATIONS

CG19 Standards for CEO Recruitment, Performance and Termination.

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. b.3.5 Performance Management

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Nil
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council reviewed the draft Terms of Reference in May 2024, which have since been updated to reflect the requested changes.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Council is requested to endorse the amended Terms of Reference for the CEO Performance Review Committee, ensuring the inclusion of all Councillors in future reviews.

QUESTION:

The ToR allow for an independent consultant, but also an independent person, under what circumstances would this be required?

CITY RESPONSE:

The ToR were provided via the consultant. An independent observer may be used to ‘observe and monitor the performance review process’. An example may be if there is a decision not to use an independent consultant. Both parties may choose to have an independent observer there to provide scrutiny of the process, to observe if it is fair and ensure it meets required standards.

QUESTION:

Regarding section 5.1, is there training available for those that were not able to attend the group training in October 2024?

CITY RESPONSE:

Yes, WALGA training will be available to those who were unable to attend the group training in October 2024.

QUESTION:

Will the training mandate be enforced?

CITY RESPONSE:

Yes, it is helpful for the decision makers to have completed the training.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 NOTICE OF MOTION – ROYAL COMMISSION INTO THE COVID-19 PANDEMIC RESPONSE

Councillor: Cr Brenton Johannsen

Date of Report: 13 November 2024

Disclosure of Interest: Nil

Attachment(s): Nil

COUNCILLOR'S RECOMMENDATION

The City of Karratha and our community continues to be impacted by State and Federal government policies which were implemented during the COVID-19 pandemic.

Given the unprecedented scale of the pandemic as one of the greatest health and economic crises of our time, we seek clear answers, transparency and accountability which can only be provided through the highest form of public inquiry in Australia, a Royal Commission. It is critical that we learn from the myriad of lessons from this time in history and through an independent process start to restore trust in government.

We need a comprehensive and integrated view of the COVID-19 response across the three tiers of Government – Local Government, State Government and Federal Government.

That Council:

- 1. ADVOCATE** for the establishment of a Royal Commission into Australia's response to the COVID-19 pandemic, with the purpose of restoring public trust in the three tiers of government, through an independent and comprehensive inquiry.
- 2. AUTHORISE** the CEO, on behalf of the City of Karratha, to write letters to all Federal Members of Parliament requesting their support for the establishment of a Royal Commission.

REASON

Re-establishing and Building Trust in Government

On 25 October 2024 the Australian Government received the [final report](#) from the independent panel appointed to review the response to COVID-19 pandemic.

The inquiry reviewed the Commonwealth Government's response to the COVID-19 pandemic to identify lessons learned and improve Australia's preparedness for future pandemics.

One of the key recommendations related to re-establishing and building trust in government responses:

“The challenge before us is re-establishing and building trust in government responses prior to any future public health emergency. We cannot assume that the public will comply with similar restrictions in a future public health emergency. In particular, people’s willingness to comply with a near-term crisis will depend on experiences during the COVID-19 pandemic. A proactive approach to rebuilding trust and resilience within populations, communities, and settings that were most negatively impacted by the pandemic and related measures is required.”

(COVID-19 Response Inquiry Summary Report: Lessons for the next crisis)

Local Government and COVID-19

Local Government was heavily involved in the nation’s COVID-19 response and continues to experience residual economic, social and health impacts.

Labor supply and constrained supply chains have resulted in critical shortages of trades and materials, and we now face catastrophic increases to the cost of living, and a lack of affordable housing.

Local Government is expected to take the lead on adapting local infrastructure and services to COVID-normal conditions and providing stimulus to local economies. For many councils, this will likely need to be achieved in the context of severe constraints on organisational resources.

Community Safety and Well-being

Local Government also has a responsibility for public health policy under the Public Health Act 2016, specifically:

- Section 18 emphasises that local government authorities play a key role in protecting and promoting public health within their jurisdictions. Local governments must assess, investigate, and manage public health risks to ensure community safety and well-being.
- Section 34 mandates that local governments must, when necessary, act on issues that impact public health, including taking steps to protect and improve health outcomes in their communities.

It is critical that community safety and well-being is prioritised. Community trust needs to be re-established in our public health system, through a transparent process of investigation and review.

Royal Commission

We believe a proactive response is required to re-establish community trust in Government. The best way to do this is through a Royal Commission that can investigate the decisions, policies, and impacts of Australia’s COVID-19 response at Local, State and Federal levels, and learn lessons for the future.

Examples of other Royal Commissions in the past 5 years include:

1. Royal Commission into Defence and Veteran Suicide: Established on 8 July 2021, this commission investigates systemic issues and risk factors related to suicide among serving and ex-serving Defence members.

2. Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability: Established on 4 April 2019, it addresses widespread reports of violence, neglect, abuse, and exploitation of people with disabilities.
3. Royal Commission into the Robodebt Scheme: Established on 18 August 2022, this commission examines the establishment, design, and implementation of the Robodebt scheme, including the use of third-party debt collectors.
4. Royal Commission into Aged Care Quality and Safety: Established on 8 October 2018, it investigates the quality of aged care services in Australia and how they can be improved.
5. Royal Commission into National Natural Disaster Arrangements: Established on 20 February 2020, this commission was a response to the extreme bushfire season of 2019-20, focusing on disaster management and response.

CHIEF EXECUTIVE OFFICER'S COMMENTS

What is a Royal Commission?

Commonwealth royal commissions are independent, public inquiries established by government. In Australia, royal commissions are the highest form of inquiry on matters of public importance. They are only established in rare and exceptional circumstances.

A royal commission can:

- Find out why specific events happened
- Work out who is accountable
- Make findings and recommend changes to policies and laws.

A royal commission has broad powers to gather information to help with its inquiry. This includes the power to summon witnesses to appear before it and the power to request individuals or organisations to produce documents as evidence.

Commonwealth royal commissions can only inquire into matters that relate to the Commonwealth's responsibilities.¹

Is it appropriate for the City of Karratha to call for a Royal Commission?

The City of Karratha has no formal role in delivering a royal commission.

As community leaders, Council represents the interests of electors, ratepayers and residents of the City.

Council may advocate to the Commonwealth on matters of importance to our community and may approve the allocation of local government's resources towards advocacy activities.

Is an erosion of trust in Government a problem for the City of Karratha?

The complex arrangement of Government responses to the COVID-19 pandemic stretched across all 3-tiers of government.

¹ Attorney General's Department, Commonwealth of Australia, www.royalcommission.gov.au, Retrieved 13 November 2024

Where there has been an erosion of the community's trust in Government because of the COVID-19 pandemic response², it is reasonable to expect that community trust in Local Government (and therefore our community's trust in the City of Karratha) will also be eroded.

As the closest tier of government to the community, it should also be expected that community will voice their concerns directly to their City and seek the support of their local government in advocating to the Commonwealth and State on matters of importance.

City of Karratha's involvement in the COVID-19 pandemic response

In determining whether to support this Notice of Motion, beyond a discussion of community trust in Government, it is also helpful to consider the broader impact of the COVID-19 pandemic response on the City of Karratha and its community.

Policy response (State)

The City of Karratha's COVID-19 response was primarily at the direction of the Government of Western Australia. The City's role was as a 'policy taker', being involved in enforcement of State and Federal government policy. This resulted in the City allocating (unplanned) resources towards the COVID-19 response, and experiencing 'top-down' directives.

The Government of Western Australia published a 'Review of Western Australia's COVID-19 Management and Response' in July 2023.³ The terms of reference for this review did not examine 'local government roles and responses to COVID-19 in WA'.

A Royal Commission may not have scope to investigate the State-to-Local Government policy interface as it can only inquire into matters that relate to the Commonwealth's responsibilities.

Place-based response (Local)

During the pandemic the City of Karratha implemented local initiatives to respond to place-based issues, such as support for local businesses, financial aid, communications and access to recreation spaces. This resulted in the City allocating (unplanned) resources towards the COVID-19 response.

The City of Karratha continues to support the practice of COVID vaccinations, in accordance with the role of local government in administering the *Public Health Act 2016 (WA)*.

A Royal Commission may not have scope to investigate the Local Government's role in administering the *Public Health Act 2016 (WA)*, as this is not a Commonwealth responsibility.

Stimulus Grants (Commonwealth)

The City received Commonwealth grant funding to stimulate the local economy with infrastructure investment during COVID-19, particularly via the Local Roads and Community Infrastructure Program.

Karratha received grants totalling \$3,765,138. This funding was welcome and assisted the City to invest in valued projects for the community, and support the local economy.

² Commonwealth Government of Australia, 'COVID-19 Response Inquiry Report', www.pmc.gov.au, Retrieved 13 November 2024

³ Government of Western Australia, 'Review of Western Australia's COVID-19 Management and Response', www.wa.gov.au, Retrieved 13 November 2024.

More broadly, the Commonwealth’s COVID-19 Response Inquiry Report provides a comprehensive set of recommendations for responding to future pandemics, and references improved mechanisms for coordinating with Local Government.⁴

Other Commonwealth policies that impacted the community of Karratha during and after the pandemic, such as immigration, border control, and vaccine regulation, are relevant to the Commonwealth’s responsibilities and the scope of a Royal Commission.

City of Karratha Community Feedback

An independent inquiry into the COVID-19 pandemic response, and its impact on the City of Karratha community may be beneficial for public administration in preparing for future critical events of this nature.

We acknowledge that there are many community members who are deeply passionate about this topic, however, it has not been a strong theme in the City of Karratha’s community feedback this year.

In February 2024, the City of Karratha received 2075 community responses in our Annual Community Survey. The City received 3 individual comments from the community (in the open ended responses) that mentioned COVID, specifically requesting that the City not be involved in promoting COVID vaccinations.⁵

Between March and May 2024, the City of Karratha received feedback from 945 community members in the ‘What We Make It’ campaign as we develop our 2035 Strategic Community Plan. In this process the City received feedback from 1 community member mentioning COVID, and requesting that the City not be involved in promoting COVID vaccinations.⁶

There were no requests for a COVID-19 Royal Commission.

⁴ Commonwealth Government of Australia, ‘COVID-19 Response Inquiry Report’, www.pmc.gov.au, Retrieved 13 November 2024

⁵ City of Karratha, ‘2024 Community Survey Results Summary’, www.karratha.wa.gov.au, Retrieved 13 November 2024

⁶ City of Karratha, ‘Strategic Community Plan Review’, www.whatwemakeit.karratha.wa.gov.au, Retrieved 13 November 2024

QUESTION FROM PUBLIC BRIEFING:

The Notice of Motion (NoM) tabled at the October OCM was not received in time for discussion at the public briefing, is there a NoM coming to this meeting? If so, why is it not in the agenda? Why did the NoM in October not go to the public briefing?

CITY RESPONSE:

Advice given to councillors is to submit a NoM at least 7 days prior to allow Administration the opportunity to provide feedback and include it in the OCM agenda. A NoM submitted 7 days prior will not meet the deadline for the Public Agenda Briefing.

If the Presiding Member prefers, it is possible to extend this timeline to allow for a NoM to be included in the public briefing session agenda.

A NoM was received today, it will be distributed to Council by the originator and included in the OCM agenda.

Councillors are required to circulate to the NoM to Council not less than 48hrs prior to the Council Meeting.

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17 MATTERS BEHIND CLOSED DOORS

There are no matters behind closed doors.

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Monday 9 December 2024 at 6pm at Council Chambers - Welcome Road, Karratha.