



ORDINARY COUNCIL MEETING

AGENDA

**UPDATED FOLLOWING PUBLIC BRIEFING
HELD 17 FEBRUARY 2025**

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 24 February 2025 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.

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AGENDA

1 OFFICIAL OPENING

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

Mayor Scott notifies all attendees that this meeting will be live streamed and a recording of the meeting will be made.

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

Councillors:
 Cr Daniel Scott [Mayor]
 Cr Daiva Gillam [Deputy Mayor]
 Cr Gillian Furlong
 Cr Brenton Johannsen
 Cr Kelly Nunn
 Cr Sarah Roots
 Cr Tony Simpson
 Cr Jodie Swaffer
 Cr Joanne Waterstrom Muller

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

Apologies:

Absent:

Leave of Absence:

Members of Public:

Members of Media:

3 PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

5 REQUESTS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

Cr Furlong declared an interest in the following item:

- Indirect financial interest in 12.1 Wickham Oval Carpark Renovations And Lighting Upgrade – Request To Call Tenders as Cr Furlong’s husband is employed by Rio Tinto and the partnership fund is financed by Rio Tinto.

Cr Gillam declared an interest in the following item:

- Indirect financial interest in 12.1 Wickham Oval Carpark Renovations And Lighting Upgrade – Request To Call Tenders as Cr Gillam’s partner is employed by Rio Tinto and the partnership fund is financed by Rio Tinto.

Cr Scott declared an interest in the following items:

- Indirect financial interest in 11.2 Housing Development Expression Of Interest Business Plan – Baynton Development as Cr Scott’s business partner is engaged to render services to the proponent.
- Direct financial interest in item 11.3 Adoption Of Amended Council Policy – Stallholders And Street Trading (Dr-05) as Cr Scott owns a fixed business that competes with mobile traders.

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

OFFICER’S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 09 December 2025, and the Minutes of the Special Council Meeting held on 03 February 2025, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – December 2024 & January 2025	Location
11/12/2024	Pilbara Development Commission	Perth
13/12/2024	RCAWA Meeting	Online
19/12/2024	Shane Love Meeting	Karratha
19/12/2024	Minister Stephen Dawson Meeting	Karratha
14/01/2025	Premier Roger Cook Meeting	Karratha
26/01/2025	Citizenship Ceremony and Community Citizen of the Year Award	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 30 NOVEMBER AND 31 DECEMBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	22 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity November & December2. Variance Commentary3. Statement of Financial Position November & December4. Net Current Funding Position November & December

PURPOSE

To provide a summary of Council's financial position for the period ending 30 November and 31 December 2024.

OFFICER'S RECOMMENDATION

That Council **RECEIVE** the Financial Statements for the financial period ending 30 November and 31 December 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 reports for November 2024 and December 2024 have been prepared in accordance with the *Local Government Act 1995* and the associated *Local Government (Financial Management) 1996 Regulations*.

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

As there was no Council meeting held in January, the November 2024 financial report is also included.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 31 December 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	154,849,359	111,521,570	111,347,369	(174,201)	-0.2%	↓
Expenditure	(130,098,130)	(132,766,985)	(65,472,923)	(62,702,245)	2,770,678	4.2%	↑
Investing Activities							
Inflows	6,328,243	4,849,013	3,437,332	2,049,738	(1,387,594)	-40.4%	↓
Outflows	(52,180,508)	(52,534,775)	(19,827,919)	(17,603,810)	2,224,109	11.2%	↑
Financing Activities							
Inflows	24,777,999	24,777,999	0	0	0	0.0%	
Outflows	(18,588,938)	(26,967,896)	(2,759,558)	(2,842,545)	(82,986)	-3.0%	↓
Non-Cash Items	29,791,441	27,797,209	14,938,383	16,150,126	1,211,743	-8.1%	↑
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) 2024/25	10,768	13,510	41,846,375	46,408,122	4,561,748	10.9%	↑

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

The comments provided in Attachment 2 - Variance commentary Statement of Financial Activity by Nature, explain material variances contributing to the total YTD budget variance shown in the above table. These variances are due to cash flow and timing issues, however some months can be quite large and generally reflect usual business for the City. Whilst every effort is made to time the cash flow movements appropriately, there may still be months of large variances due to unexpected items processed.

FINANCIAL MANAGEMENT UPDATE
Local Government Financial Ratios

The following table shows the YTD actual financial ratios meet the target ratios.

Period Ended 31 December 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	10.92
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 can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	0.85	1.05	0.82
The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	48.5%	8.0%	48.6%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	1.60	0.95	1.61
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	55.5	43.3	56.5
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

	December 2024	November 2024	% Change	Comments
Current				
Assets	180,089,680	182,559,494	-1.35%	Increase in Unrestricted Cash and Cash Equivalents, decrease in Trade Receivables.
Liabilities	11,383,816	10,661,262	6.78%	Increase in Trade and Other Payables.
Non-Current				
Assets	761,371,761	762,111,432	-0.10%	Decrease in Property Plant & Equipment
Liabilities	6,515,684	6,515,684	0.00%	No Movement in Long Term Borrowings; Self Supporting loans.
Net Assets	923,561,942	927,493,980		

Debtors Schedule

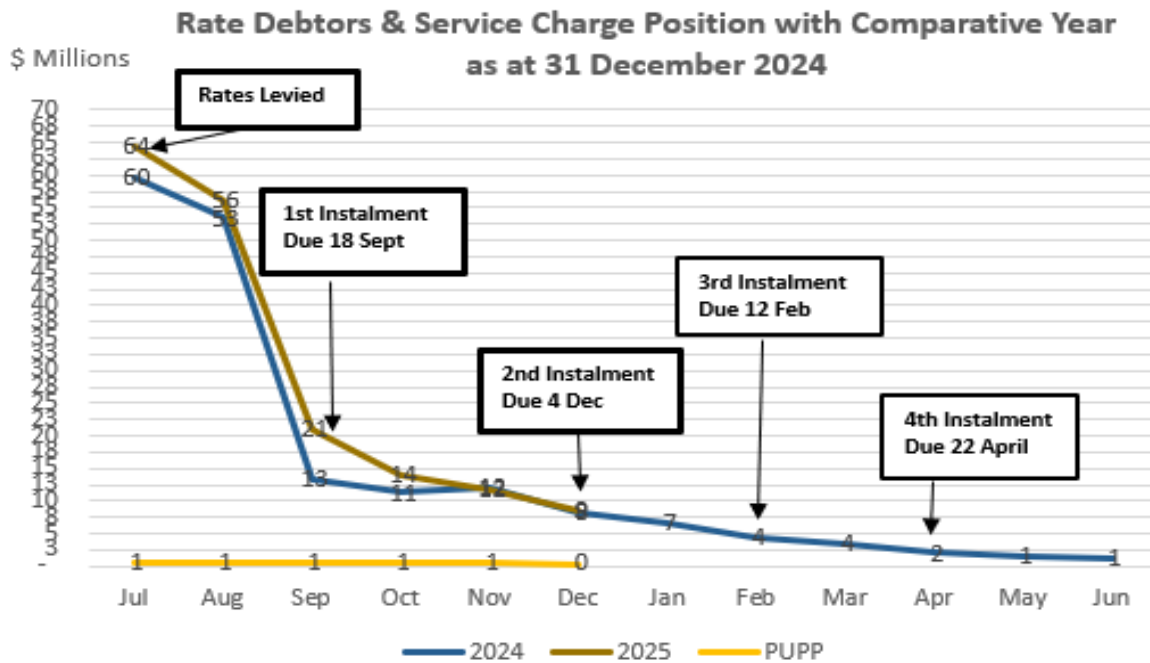
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of December 2024. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 3, there is a balance sheet difference of \$8.2m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	December 2024	November 2024	Change %	% of Current Total
Sundry Debtors				
Current	6,225,622	7,876,434	-21%	79.4%
> 40 Days	747,174	766,312	-2%	9.5%
> 60 Days	29,607	284,422	-90%	0.4%
> 90 Days	834,975	1,067,616	-22%	10.7%
Total	7,837,378	9,994,785	-22%	100%
Rates Debtors				
Total	8,665,229	11,642,855	-26%	100%
PUPP Debtors				
Total	498,242	501,122	-0.6%	100%

A total of \$58m of Rates (including ESL and waste charges) has been paid by the end of December 2024, representing a collection rate of 87.1% to date (higher collection rate compared to 86.7% on 31 December 2023).



There was no material change in October in the PUPP Debtors' balance. PUPP payments have now been received on 99.8% of properties and of those paid, 99.54% have paid in full, with 0.26% (\$499,000) 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
I081	Infinity Operations Pty Ltd (Nexus Airlines)	11,354.91	-	-	October 2024 PAX Fees at Karratha Airport. Reminder email sent 16.01.25
T264	Telstra Corporation Ltd	-	5,140.60	-	Annual Service Charges for Utilities at Karratha Airport. Reminder email sent 16.01.25
V058	Virgin Australia Airlines Pty Ltd	320,576.99	-	859.50	October 2024 Landing Fees at Karratha Airport. Reminder email sent 16.01.25

Capital Expenditure

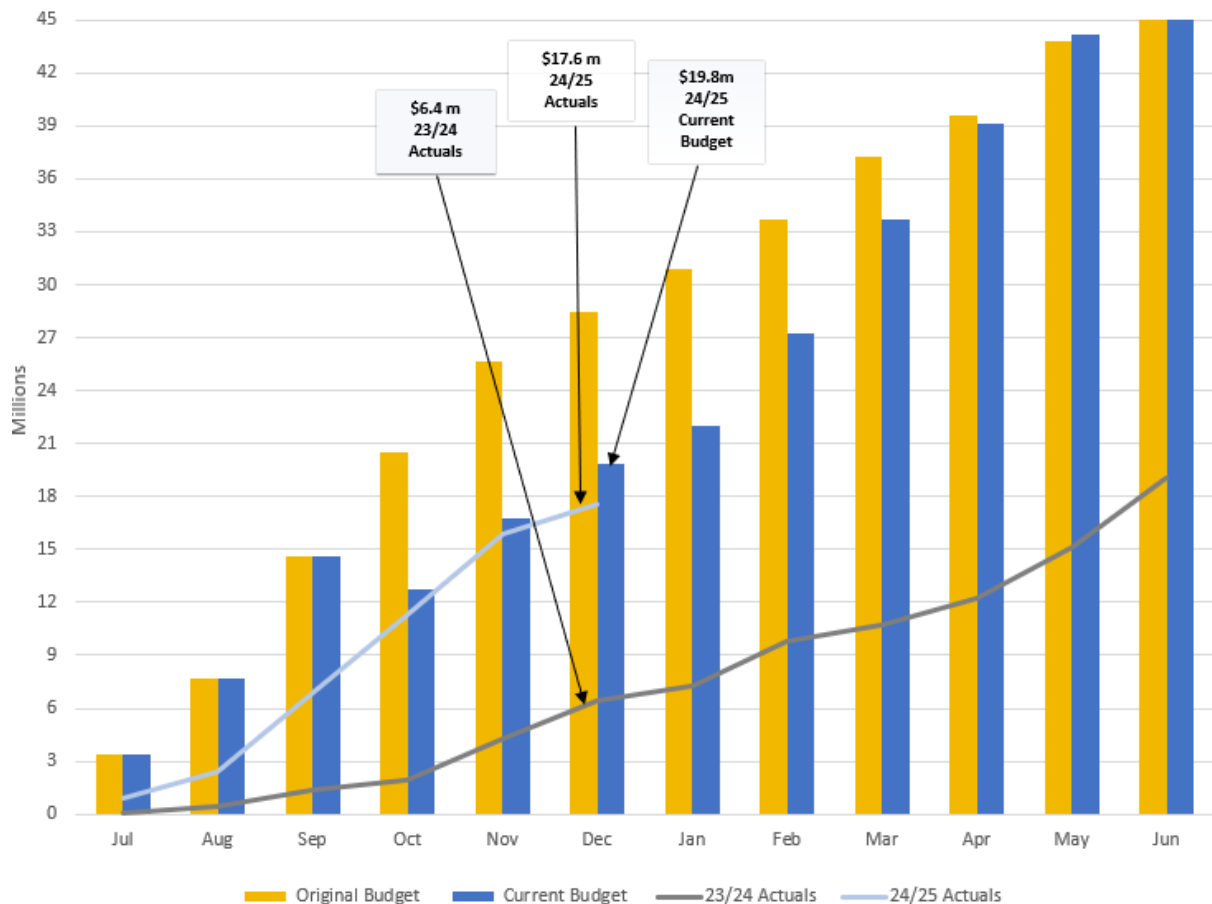
Council’s current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stage 1.

The City spent \$17.6m on its capital program to the end of December 2024, representing an underspend of \$2.2m (11.2%) against YTD budget (up from 5.3% in November 2024).

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

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Current Budget	% of Annual Budget
	31-December-24			30-June-25		
Land	107,655	145,272	34.9%	745,000	753,657	19.3%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	3,638,163	2,901,847	-20.2%	11,281,371	9,927,369	29.2%
Equipment	118,326	219,527	85.5%	1,710,427	1,843,326	11.9%
Furn & Equip	1,054,900	697,468	-33.9%	1,145,000	1,970,357	35.4%
Plant	416,058	742,462	78.5%	1,468,365	1,785,923	41.6%
Inv Property	0	59,286	100.0%	0	20,000	296.4%
Infrastructure	12,972,317	11,633,759	-10.3%	32,454,924	31,829,390	36.6%
Work in Progress	1,507,810	1,204,064	-20.1%	3,354,140	4,383,472	27.5%
Totals	19,815,229	17,603,685	-11.2%	52,159,227	52,513,494	33.5%

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).
- Statement of Financial Position (Attachment 3).
- Net Current Funding Position (Attachment 4).

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 has been assessed and is considered to be as follows:

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

9.2 LIST OF ACCOUNTS – 1 NOVEMBER 2024 TO 31 DECEMBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	13 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. List of Payments – November & December 2024 2. Purchase Cards Report – November & December 2024 3. Fleet Fuel Card Report – October & November 2024

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council **RECEIVE** the list of payments totalling **\$22,016,113.60** as detailed in **Attachments 1, 2 and 3** being made up of:

1. **Trust Payments: 86806: \$18,862.00;**
2. **BPay Payments 658 to 694 and EFT Payments 85851 to 87009 (Inclusive): \$15,380,215.01;**
3. **Cheque Voucher: 078748 to 078749: \$600.00;**
4. **Cancelled Payments: nil;**
5. **Direct Debits: 86162 & 86655: \$9,656.00;**
6. **Credit Card Payments (November/December 2024): \$74,044.65;**
7. **Payroll Payments: \$6,532,735.94**

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 November 2024 to 31 December 2024 (including credit card transactions – November & December 2024) totalled \$22,016,113.60 which includes a sample of large payments as follows:

- Australian Taxation Office – October BAS Payment - \$168,571
- BCP Contractors – Cossack Rd Culvert Replacement, Claim 3&4 - \$343,323

- BCP Contractors – Hillview/Balmoral Rd Upgrade, Claim 7 - \$930,518
- Cleanaway Pty Ltd – Bin Collections (Sept, Oct, Nov 2024) - \$287,993
- Corps Earthmoving – King Bay Culvert Installation - \$427,793
- Corps Earthmoving – Coolawanyah DeWitt Culvert Works - \$157,205
- Corps Earthmoving – Path/Kerb Construction Works - \$167,438
- Damel Cleaning – Cleaning Services Oct/Nov 2024 (Various Sites) - \$204,114
- Dampier Plumbing – Airport Mains Upgrade Claims 1 & 2 - \$635,516
- Dell Australia – Laptops/Cases/Monitors Upgrades - \$274,010
- Dept Fire & Emergency Services – 2024/25 ESL Contributions Qtr2 - \$681,319
- Fabritecture – KLP Outdoor Court Shade Walls - \$338,541
- Green Frog Systems – Footpath Solar Lighting Works - \$496,235
- Mitsubishi Motors – New Vehicle Purchases - \$206,244
- BLU Electrical Services – KRMO Lighting & Pole Upgrade Works - \$573,313
- MSS Security – Airport Security Screening Services, Oct24 - \$273,967
- Ngarliyarndu Bindirri – Community Sponsorship - \$110,000
- Profix Australia – KLP Oval Lighting Upgrade - \$630,691
- Profix Australia – Airport Ceiling Repairs - \$225,615
- Yurra – Eastern Corridor Grounds Maintenance & Street Tree Planting - \$257,173

Consistent with CG-11 Regional Price Preference Policy, 49.5% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In November and December 2024, 70% of the total number of invoices paid were for local suppliers, unchanged since 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 November 2024 to 31 December 2024 totalled \$22,016,113.60. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

9.3 INVESTMENTS FOR PERIOD ENDED 31 DECEMBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Financial Analyst
Date of Report:	23 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

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

As there was no Council meeting held in January, the November 2024 investment position is included in the following figures reporting as at December 2024.

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 November 2024 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		1,608,189	2.15	At Call		Reserve at Call
WBC	Reserve Term Deposit	4,000,000	4,184,849.30	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,244,660.29	5.15	12 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,275,369.87	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,276,410.97	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,488,016.45	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,160,964.37	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,144,460.28	5.07	3 months	Dec-24	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,113,067.95	5.07	3 months	Dec-24	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,076,191.78	5.15	4 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,101,871.24	5.15	4 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,017,602.74	5.14	12 months	Nov-25	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,181,436.70	5.19	12months	Jan-25	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,059,173.15	5.07	3 months	Dec-24	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,045,143.84	5.07	3months	Dec-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,040,872.32	5.04	6 months	Mar-25	Muni TD
WBC	Municipal Term Deposit	9,000,000	9,046,984.93	5.15	4 months	Feb-25	Muni TD
WBC	Municipal (Transactional)		7,541,419.42	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,505.00				
TOTAL		146,000,000	157,615,190				

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

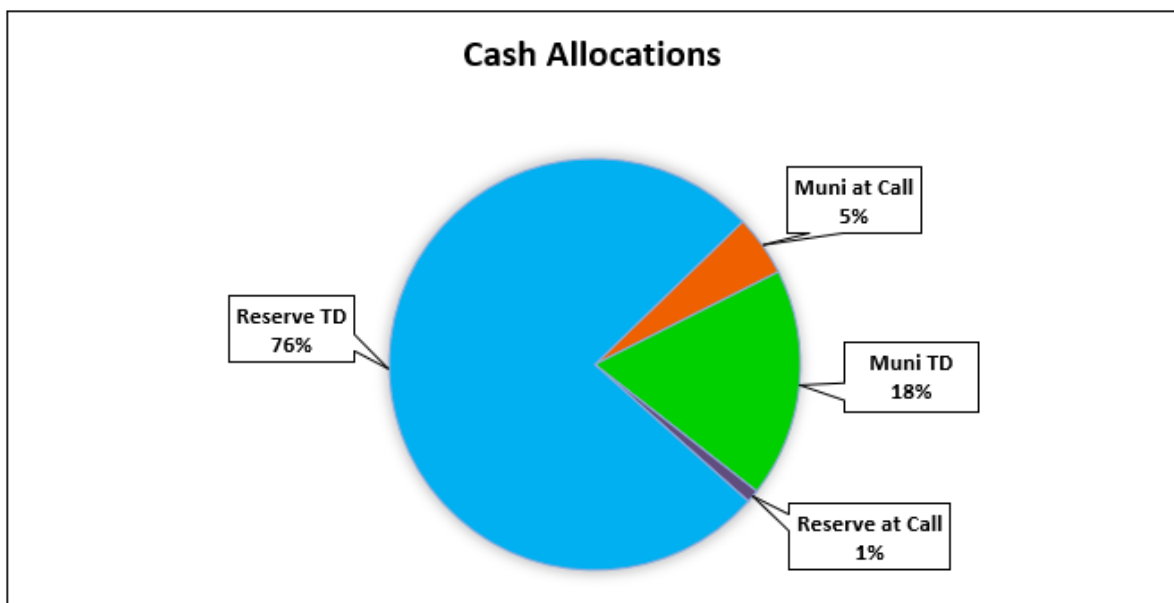
On average, the City is earning 5.10% across Municipal Term Deposits and 5.20% across Reserve Term Deposits. This has decreased slightly from prior months due to bank offerings around recently placed term deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the months of November and December. As a result, the Municipal Funds held in the Westpac transaction account are now earning 4.20% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 2.15% in interest over balances of \$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 94% 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 (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 61% of Cash and Financial Investments will mature in the next 3 months, 17% maturing in the next 4-6 months and 23% maturing in the next 7-12 months.

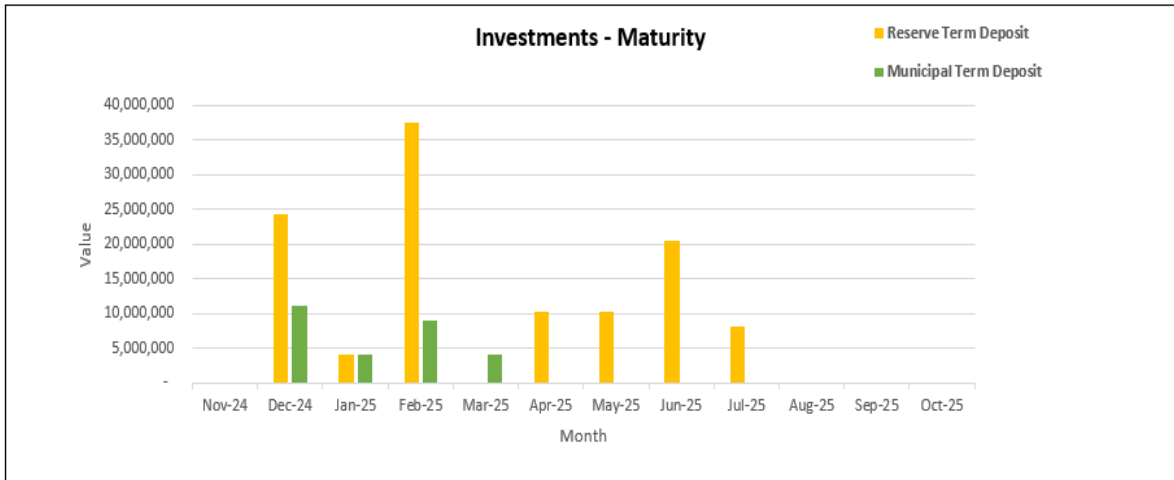


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

Financial Services 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 November forecasts.

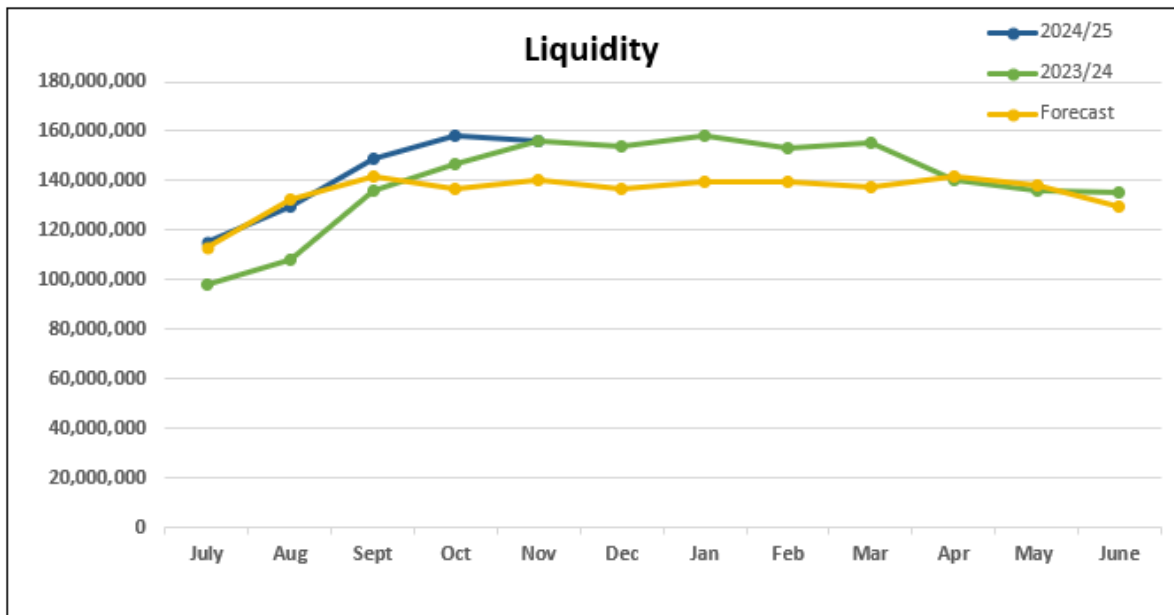


Table 10.1c. Schedule of Liquidity

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 31 December 2024 \$	Year-to-Date 31 December 2024 \$	Life-to-Date 31 December 2024 \$
Total Income Received	33,250	222,193	2,510,305
Total Expenditure Paid	(195)	(6,550)	(134,409)
Net Income	33,055	215,643	2,375,896
Annualised ROI	13.2%	14.3%	38.8%

Table 10.1d. Aspen Medical – Hangar Lease Performance

Ground and Hangar Lease – Babcock Offshore

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

	Month 31 December 2024 \$	Year-to-Date 31 December 2024 \$	Life-to-Date 31 December 2024 \$
Total Income Received	49,847	317,862	2,876,102
Total Expenditure Paid	-	-	(17,611)
Net Income	49,847	317,862	2,858,491
Annualised ROI	14.1%	15.0%	34.8%

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

The Quarter HQ

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

	Month 31 December 2024 \$	Year to Date 31 December 2024 \$	Life to Date 31 December 2024 \$
Total Income Received	256,365	1,905,571	25,531,297
Total Expenditure Paid	(13,264)	(724,569)	(12,040,765)
Net Income	243,100	1,181,002	13,490,532
Annualised ROI	14.6%	11.8%	9.0%

Table 10.1f. The Quarter HQ Performance

Ageing of Outstanding Lessees Balances

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

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,144.34	Amended payment arrangement in place to pay \$600 per month.
0009	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Bond allocated 28 February. Deed of Surrender actioned 27 March. Lessee in liquidation – ongoing.

Table 10.1g. Aged Debtors of The Quarter

Schedule of Loan Agreement

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

	Month 31 December 2024 \$	Year to Date 31 December 2024 \$	Life to Date 31 December 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	12,667	88,667	427,085
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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 5.20%, there is an opportunity cost for the year to date of \$20,078 and a life to date benefit of \$15,251. For the current month of December 2024, the opportunity cost is \$3,748. 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 are involved in investment of Term deposits on a continual basis with guidance provided regarding appropriate investments at time of investment. Other investments have Executive consultation

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
4.c.3.2.a	Treasury Services	

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	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 as per statutory requirements. This report guides Council on the performance of investments the City possesses and maintains.

9.4 2023/24 AMENDED DIFFERENTIAL RATES AND APPLICATION FOR MINISTERIAL APPROVAL

File No:	FM.19
Responsible Executive Officer:	Director Corporate and Commercial Services
Reporting Author:	Management Accountant
Date of Report:	15 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	State Administrative Tribunal Order

PURPOSE

For Council to consider seeking Ministerial Approval of differential rates regarding the 2023/24 rates model following the quashing of said rates as per State Administrative Tribunal matter DR111/2024.

OFFICER'S RECOMMENDATION

That Council, following the quashing by the State Administrative Tribunal of the 2023/24 differential rates model:

1. **NOTE** that the differential rates model for 2023/24 has been quashed because of an unintended consequence of Council having dropped the rate increase for residential rate payers from 5% to 3.5% after Ministerial Approval had been granted; and
2. **SEEK** Ministerial approval for the 2023/24 Transient Workforce Accommodation/ Workforce Accommodation differential rate to be greater than two times the lowest rate in the dollar.

BACKGROUND

In accordance with resolution 155188 of the 29 May 2023 OCM, Ministerial approval was sought for the Transient Workforce Accommodation/Workforce Accommodation differential rate being greater than two times the lowest GRV Differential General rate for 2023/24 as follows:

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No : 155188
 MOVED : Cr McNaught
 SECONDED : Cr Scott

That Council, having considered submissions regarding the advertised 2023/24 differential rates model:

- NOTE that submissions received regarding the proposed differential rates model 2023/24 have been considered;
- SEEK Ministerial approval for the Transient Workforce Accommodation / Workforce Accommodation differential rate being greater than two times the lowest rate in the dollar as follows:

Differential Rates Categories 2023/24	Minimum Payment	Rate-in-the Dollar	Multiplier	Basis
Gross Rental Value (GRV)				
Transient Workforce Accommodation/ Workforce Accommodation	\$1,691	0.295458	3.96x	Maintain 2023/24 relative rate yield by increasing rate-in-the dollar by 5%
Residential	\$1,691	0.074611		Lowest GRV rate in the dollar for purposes of seeking approval

CARRIED

FOR : Cr Long, Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Miller, Cr Scott, Cr Waterstrom Muller
 AGAINST : Nil

Image: Copy of resolution 155188, 29 May 2023 Ordinary Council Meeting

Ministerial approval for the Transient Workforce Accommodation/Workforce Accommodation differential rate for the 2023/2024 financial year being greater than two times the lowest GRV differential general rate (Residential) was received by letter dated 29 June 2023 from the Department of Local Government, Sport, and Cultural Industries.

The published online Agenda for the 30 June 2023 OCM included the differential model as per the advertised model, which was the basis of the application to and approval from the Minister and was compliant with s.6.33(3) of the LG Act. The Officer Recommendation in that regard was as follows:

OFFICER'S RECOMMENDATION 1				
That Council:				
1. IMPOSE the following differential general and minimum rates on Gross Rental and Unimproved Values;				
GRV/ UV	Differential Rates Categories 2023/24	2022/23 Rate in \$	Proposed 2023/24 Rate in \$	Minimum Rate
GRV	Residential	0.071058	0.074611	\$1,691
GRV	Commercial / Industrial	0.097252	0.102115	\$1,691
GRV	Airport / Strategic Industry	0.142115	0.149221	\$1,691
GRV	Transient Workforce Accommodation/ Workforce Accommodation	0.281389	0.295458	\$1,691
UV	Pastoral	0.107708	0.113093	\$355
UV	Mining/Other	0.138119	0.145025	\$355
UV	Strategic Industry	0.192140	0.201747	\$355

Image: Copy of Officers Recommendation 1, 29 May 2023 Ordinary Council Meeting

The Officer Recommendation for the GRV and UV differential general rates for the 2023/24 financial year had proposed a 5% increase for all GRV and UV rates. On that basis, the relativity would have been retained, and all the differential rating categories would have been consistent with the provisions of s.6.33(3) of the LG Act.

However, at the 30 June 2023 OCM, Councillors had sought to alleviate cost of living pressures on residential ratepayers through a reduced increase in rates for that category from 5% down to 3.5%, while maintaining a 5% increase for all other categories.

It was not apparent to Council members at the time of adopting the reduced increase for the Residential GRV category, that by adopting the well-intentioned course, the relativities between categories would be changed. The unintended consequence was that the Airport/Strategic Industry GRV had become more than two times the Residential GRV rate, with a factor of 2.03 instead of 2.00.

As a consequence of the initiative taken by Council members at the 30 June 2023 OCM, the Council Alternate Resolution No. 2 was passed as follows:

Res No	:	155204		
MOVED	:	Cr Furlong		
SECONDED	:	Cr Scott		
That Council:				
1. IMPOSE a 5% increase for all Gross Rental and Unimproved Values as per the Officer's Recommendation, with the exception of Residential Rate which will attract a 3.5% increase:				
GRV/UV	Differential Rates Categories 2023/24	2022/23 Rate in \$	Proposed 2023/24 Rate in \$	Minimum Rate
GRV	Residential	0.071058	0.073545	\$1,666
GRV	Commercial / Industrial	0.097252	0.102115	\$1,691
GRV	Airport / Strategic Industry	0.142115	0.149221	\$1,691
GRV	Transient Workforce Accommodation/ Workforce Accommodation	0.281389	0.295458	\$1,691
UV	Pastoral	0.107708	0.113093	\$355
UV	Mining/Other	0.138119	0.145025	\$355
UV	Strategic Industry	0.192140	0.201747	\$355

Image: Copy of Alternate resolution No 2, 30 June 2023 Ordinary Council Meeting

The GRV and UV Differential rate model which emerged from the 30 June 2023 OCM was included in the City's 2023/2024 Budget, and rate notices were issued in accordance with Resolution 155204.

By reason of the Council's initiative, the rate in the dollar for the Residential GRV category was 0.073545. Twice that amount was 0.14709. However, the rate in the dollar for the GRV Airport/Strategic Industry category was 0.149221 which clearly was more than twice the GRV Residential rate.

As stated above, Ministerial approval had been received on 29 June 2023 for the GRV Transient Workforce Accommodation/Workforce Accommodation rate to be more than twice the lowest rate in the GRV category. Similar approval had not been obtained for the Airport/Strategic Industry GRV rating category.

In order to rectify the irregularity regarding the difference between the Residential GRV rate and the Airport/Strategic Industry GRV rate, and after obtaining legal advice on this matter, the City applied for the 2023/24 rates to be quashed for all rating categories. (State Administrative Tribunal Order attached).

The City is now required to submit a fresh application to the Minister for approval once again to impose the differential general rate for the GRV Transient Workforce Accommodation/Workforce Accommodation category at a rate which is more than twice the lowest GRV differential rate imposed by the Council (as was the intention initially). The Airport/Strategic Industry GRV rate will be adjusted down from 0.149221 to 0.147090 so that it is not greater than 2 times the Residential GRV.

Upon receiving Ministerial approval regarding the GRV Transient Workforce Accommodation/Workforce Accommodation, it is intended that the Council will reimpose the GRV Differential rates in compliance with s.6.33(3) of the Local Government Act and readopt the 2023/24 budget to include these changes.

As a consequence of reducing the Airport/Strategic industry GRV rate, a refund to rate payers in this category will become due across 34 rate payers with a total amount of \$27,539.83.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-10 Rating Equity Policy, this matter is considered to be of minor significance in terms of Council’s ability to perform its role.

STATUTORY IMPLICATIONS

This recommendation will bring the 2023/24 rating model in line with the requirements of s.6.33(3) of the Local Government Act.

COMMUNITY CONSULTATION

Impacted ratepayers will be notified of changes to their 2023/24 rates and refunded accordingly.

POLICY IMPLICATIONS

CF-10 Rating Equity Policy.

Each year Council considers the proportion of rate income coming from each category to ensure that all property owners make an equitable contribution to rates and to minimise the impact that rates have on residential, industrial, commercial, and other ratepayers.

FINANCIAL IMPLICATIONS

A total of \$27,539.83 will be refunded to ratepayers in the Airport/Strategic industry rating category as a result of reducing its rate in the dollar to no greater than two times the lowest rate in the dollar, once the Minister has granted approval and the 2023/24 budget is readopted. There is no other financial impact or change to any other rating categories.

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	Minimal value to be refunded to ratepayers
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The reimposing of rates and readoption of the 2023/24 budget will be made public knowledge.
Compliance	Low	Consultation with legal counsel and guidance from the Director LG Financial Policy & Statutory Approval at the department of Local Government, Sport and Cultural Industries has been sought.

IMPACT ON CAPACITY

There is no impact on capacity.

RELEVANT PRECEDENTS

Annually the City applies for Ministerial Approval to impose differential rating for some Gross Rental Value properties where the rate in the dollar is more than 2 times that of the lowest rate in the dollar across all categories.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The 2023/24 differential rates model was advertised including a 5% predominant increase in rating yield. Following Ministerial approval, an adjustment was made to one of the categories bringing the relativity between categories out of allowable parameters and in contravention of s.6.33(3) of the Local Government Act. This recommendation seeks to remedy this contravention.

9.5 COMMERCIAL PROPERTY MANAGEMENT SERVICES AT THE QUARTER HQ – TENDER OUTCOME

File No: RFT0000016
Responsible Executive Officer: Director Corporate & Commercial
Reporting Author: Manager Governance & Organisational Strategy
Date of Report: 20 January 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Confidential – RFT0000016 Tender Evaluation Report

PURPOSE

For Council to consider tender submissions for Commercial Property Management Services at the Quarter HQ.

OFFICER’S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by VPG Property (WA) Pty Ltd ABN 24 167 984 698 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000016 Commercial Property Management Services at the Quarter HQ; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with VPG Property (WA) Pty Ltd, subject to any variations of a minor nature.**

BACKGROUND

The Quarter Precinct contains four lots comprising 46 residential apartments and a four level strata car park providing 286 car bays (Lot 21), a 4,402 sqm hotel site (Lot 7078), vacant Lot 7081 privately owned adjacent to Karratha Terrace and a further 6,105.5sqm of commercial space (Lot 7080) known as The Quarter HQ.

In 2015/16 LandCorp developed The Quarter HQ at 20 Sharpe Avenue, Karratha. The Quarter Precinct is in the Karratha City Centre and is zoned Town Centre under the City of Karratha Town Planning Scheme No 8.

The Quarter HQ comprises the following:

Floor	GLA (sqm)
Ground Floor – Retail	1,235.5
Level 1 – Office	1,758.0
Level 2 – Office	1,897.0
Level 3 – Office	1,215.0

The City purchased The Quarter HQ in 2017. Between the time that The Quarter HQ was built by Landcorp and when the City purchased the facility, the management of the facility, financials and leasing was undertaken by Knight Frank Australia, a commercial real estate business appointed by the State Government. They subcontracted work to Ray White Karratha who had a local presence. The property and facility management contract transitioned to the City when the City took over the facility in 2017. This contract was specific only to the Quarter HQ offices and retail building and car parking space.

On 1 February 2024 the City entered into a temporary agreement for property management and appointed VPG Property (WA) Pty Ltd to provide assistance, following the withdrawal of services by Knight Frank and their sub-contractor Ray White Karratha, until a tender was called.

The Quarter HQ is currently at 91.6% occupancy and includes retail tenancies on the ground floor and three levels of office space. The 46 residential apartments and four-level car park, owned by Development WA (DevWA), form part of the strata and are under management by First National Karratha. Lot 7081 is privately owned. The hotel site Lot 7078 is excluded from this tender and currently serves as recreational park land until a property developer is appointed.

DISCUSSION

On 19 August 2024 Council resolved to call tenders for the commercial property management services at The Quarter HQ. Tenders were advertised on 25 September 2024 and closed 11 October 2024.

The primary purpose of this tender is for the commercial property management of The Quarter HQ and an allocated 116 strata titled car bays by the successful Contractor. The term is for a period of 19 months with two 1 year optional terms. This is being outsourced as the City does not have the personnel, expertise or systems to property manage a large facility such as The Quarter.

The approved Contractor will provide complete financial and property management services. This includes, but is not limited to:

- administrative processes associated with leasing contracts,
- providing budgets and monthly/EOY financial reporting,
- issuing tax invoices for lease payments,
- collecting payments,
- pursuing debt recovery,
- handling tenancy enquiries,
- pre-contract negotiations, renewals and preparation of documents with prospective and existing tenants,
- liaising with contractors, strata managers and City's Property and Building Maintenance teams regarding maintenance,
- recommend project and maintenance works, and
- conduct and document onsite inspections and risk management assessment.

Three tenders were received by the closing date from:

- VPG Property (WA) Pty Ltd t/as VPG Property
- Knight Frank Pty Ltd
- Cushman & Wakefield Asset Management Pty Ltd

The tenders were evaluated by a four person panel comprising of:

- Manager Governance & Organisational Strategy
- Governance Coordinator - Procurement & Compliance

- Building Maintenance Coordinator
- Financial Accounting Officer

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

The criteria and associated weightings are indicated below:

Criteria	Weighting
Relevant Experience	25%
Methodology	10%
Capacity to Deliver	20%
Sustainability	5%
Price	40%

No tenderers qualified for regional price preference.

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

The Director Corporate & Commercial and the Chief Executive Officer have endorsed the recommendation.

The City and Contractor will meet monthly for the purpose of maintaining open communication. These meetings are an opportunity to discuss progress updates, issues, resource allocation and anything else that may arise including Contractor quarterly Performance Reviews.

The City will conduct a review of the Contractor’s performance quarterly or at any time that the City considers it necessary. The process will include a review of the Contractor’s activities and adherence to the Contract including Key Performance Indicators (KPI).

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be moderate significance in terms of Council’s ability to perform its role and the generation of income as a strategic objective to offset the impost on ratepayers and rates income.

STATUTORY IMPLICATIONS

Tenders for the works were called in accordance with Section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1997*.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between with relevant City officers including Building Maintenance and Finance.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The existing budget allocation for this service is \$168,000 per annum and the total estimated pre-contract value was \$602,000 ex- GST including all extension options. The tender value

is approximately \$170,150 ex-GST per annum and dependent upon the type and frequency of services provided. Costs will be recoverable from tenants through variable outgoings.

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.2.4	Lease Management
Projects/Actions:	2.1.2.4.20.1	Manage commercial and community leasing arrangements
	2.1.2.4.20.2	Promote competitive leasing opportunities for City property and land through commercial and community use
Programs/Services:	2.c.2.3	Treasury and Investment Management
Projects/Actions:	2.c.2.3.19.1	Generate returns from property investment

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Expenditure to be monitored against approved budgets. Having a contractor with the required financial management expertise will ensure The Quarter HQ operates efficiently whilst reducing potential delays processing incoming and outgoing expenditure.
Service Interruption	Low	Finances to be processed in a timely manner and in accordance with local government requirements.
Environment	N/A	Nil
Reputation	Moderate	Failure to maintain current service levels at the City’s facility could lead to community and tenancy feedback and complaints.
Compliance	Low	Tenders would be administered in accordance with the <i>Local Government Act 1995</i> and associated regulations

IMPACT ON CAPACITY

There will be a reduced impact on capacity and resourcing to carry out the Officer’s recommendation. The Quarter HQ is currently managed by VPG Property (WA) Pty Ltd at a reduced level to allow for a tender to be undertaken. The successful party would have a more active role in the financial reporting and lease management of the facility with less reliance on City employee involvement as has been the case in the past.

RELEVANT PRECEDENTS

The City is currently outsourcing property management services to VPG Property (WA) Pty Ltd who commenced the interim commercial property management of The Quarter HQ on 1 February 2024. This was on a month-by month contract basis while the tender process was conducted.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer provides the relevant level of experience and knowledge to provide the most advantageous outcome to manage the commercial property services at The Quarter HQ.

9.6 ALTERNATE DATE FOR KING'S BIRTHDAY PUBLIC HOLIDAY

File No:	GR.2
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance & Organisational Strategy
Date of Report:	3 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Engagement Outcomes – Alternative Date for the King's Birthday Public Holiday

PURPOSE

For Council to consider observing the King's Birthday Public Holiday for the triennium period 2025, 2026 and 2027 being the first Monday in August to coincide with the community's celebration and hosting of the FeNaCING Festival in the City.

OFFICER'S RECOMMENDATION

That Council SEEK approval for the following dates as the King's Birthday Public Holiday for the whole of the City of Karratha district:

- (a) Monday 4 August 2025;**
- (b) Monday 3 August 2026; and**
- (c) Monday 2 August 2027.**

BACKGROUND

The date of the King's actual birthday is 14 November, however, it is celebrated as a public holiday in five Australian state/territory jurisdictions on the second weekend in June of each year and in Queensland in October. In Western Australia the public holiday is on the first Monday in October.

Under the *Public and Bank Holidays Act 1997*, WA local governments may request that the King's Birthday public holiday be celebrated on an alternative date of significance within its district, in lieu of the date proclaimed for the rest of the State.

Since at least 1996 the Reigning Sovereign's Birthday public holiday has been celebrated on the first Monday in August to coincide with the FeNaCING Festival. Community groups also schedule major sporting and regional events over this long weekend. Large crowds have been drawn to these events including visitors and tourists where the whole of the Karratha district and enjoy family fun, community fundraising and engagement.

A small number of regional local governments in the Pilbara have also taken the opportunity to celebrate the King's Birthday Public Holiday on an alternate date to the WA gazetted date. The Town of Port Hedland has held their public holiday in August to coincide with the Hedland Cup Day which this year will also coincide on 4 August 2025 (previously it was a week later to that of Karratha).

Pursuant to section 8 of the *Public and Bank Holidays Act 1972*, the proper instrument for establishing when a certain public holiday is to be celebrated is by proclamation by the

Governor in Executive Council. A proclamation under this Act must be published in the Gazette at least three (3) weeks before the date chosen and needs to be counter signed by the Minister of Industrial Relations. The proclamation is, as a practice, initiated by the local government concerned. A Council decision provides the legitimacy to initiate the process of obtaining the proclamation.

DISCUSSION

It is proposed that Council consider locking in the next triennium period to enable advanced planning and long-term arrangements to be established by travelling sideshows, market and stallholders of the festival and those independent events run by sporting and community groups. Early planning provides advanced warning to businesses and community groups around amendments for staff leave and rostering around scheduled events.

The City conducted a Kings Birthday Public Holiday survey on Facebook and What We Make It online platform which opened on 9 January 2025 and closed on 23 January 2025. There were 1,419 views on What We Make It, with 391 responses received and 131 comments on Facebook. This report acknowledges overwhelming feedback received supporting the current public holiday arrangements for the first Monday in August. 79.8% (312) respondents support the status quo. 19.4% (76) respondents proposed that the public holiday align with the date observed by the rest of Western Australia. 0.7% (3) had no preference.

Of those supporting the existing arrangement, there were strong arguments for:

- maintaining the Karratha tradition,
- timing being better for children and families, and
- having the day after the FeNaCING festival to help with clean up and recovery.

Of those supporting the proposal to not recognise the public holiday in August, there were strong arguments for:

- doing away with this public holiday to align with the rest of WA and cause less confusion, and
- the conflict in work v public holiday within families.

Based on the level of support received to retain the existing arrangements, the following dates are proposed for the King’s Birthday Public Holiday:

	2025	2026	2027
Gazetted King’s Birthday (WA) Public Holiday	Monday 29 Sep 2025	Monday 28 Sep 2026	Monday 27 Sep 2027
Indicative FeNaCING Festival Dates	2-3 August 2025	1-2 August 2026	31 July – 1 August 2027
Proposed Alternate King’s Birthday Public Holiday	Monday 4 Aug 2025	Monday 3 Aug 2026	Monday 2 Aug 2027

LEVEL OF SIGNIFICANCE

The level of significance is moderate, impacting on local businesses, community groups and residents in terms of advanced planning for a long weekend.

STATUTORY IMPLICATIONS

Section 5 of the *Public and Bank Holidays Act 1972* provides for public holidays held throughout the State.

The King’s Birthday is a proclaimed public holiday in terms of industrial relations law. The State Government requires notification by local governments of any intention to vary the

King’s Birthday public holiday weekend to ensure legislation and industrial awards recognise any changes and businesses have time to make these changes.

COUNCILLOR/OFFICER CONSULTATION

City staff currently engaged in overseeing the FeNaCING Festival have been made aware of the proposed public holiday dates and once a decision has been made, this will be communicated to festival organisers, contractors and stall holders.

COMMUNITY CONSULTATION

A survey was conducted through the City’s What We Make It and Facebook page from 9 – 23 January 2025. 313 respondents out of a total 393 submissions (representing 79.8% of responses) supported the existing arrangements. Responses are in line with previous surveys conducted on this matter with overwhelming support to retain the public holiday on the first Monday in August.

Survey Year	Method	Retain Sovereign’s Birthday in August?		
		Yes	No	Unsure
2025	What We Make It	312 (79.8%)	76 (19.4%)	3 (0.7%)
2021	Facebook Poll – <i>City of Karratha</i>	430 (85%)	74 (15%)	-
2018	Facebook Poll – <i>City of Karratha</i>	459 (65%)	246 (35%)	-
2015	Facebook – <i>City of Karratha</i>	283 (91%)	28 (9%)	-
	Facebook – <i>Everything Karratha</i>	83 (95%)	4 (5%)	-
2012	Annual Community Survey	246 (56%)	100 (23%)	93 (21%)
2009	Survey	65%	35%	-
1997	Survey	67%	33%	-

Whilst the Karratha Dampier Lions Club no longer run this community event, past feedback has indicated that a change to the public holiday and the subsequent staging of the festival would quite possibly clash with other festivals in the country circuit and the availability of carnival operators. Whilst the festival is not run on the Monday, it has been used by the community and volunteers to assist with the pack up and cleaning of the grounds after the event.

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	There may be a greater impost on the community or the City to assist with the clean up or providing additional funding to assist with the event’s

Category	Risk level	Comments
		operations if the FeNaCING Festival is held on a weekend not adjacent to a public holiday.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	If the date of public holiday or the festival was to change, it may have implications for the success of the festival with availability of entertainers, promoters, events, stall holders clashing with other competing country fairs.
Compliance	Low	The State Government must be notified of a change of date for the public holiday.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The Council has approved the Sovereign’s Birthday public holiday being held in August since 1996. In 2012, 2015, 2018 and in 2021 the Council has approved triennium dates in advance to provide certainty to the FeNaCING organisers and other community and sporting groups to arrange events over the long weekend.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

For a number of decades Council has resolved to celebrate the Sovereign’s Birthday on the first Monday in August, to coincide with the annual FeNaCING Festival. Community surveys conducted over this time has shown a strong level of support to retain the status quo.

It is proposed to lock in the date for the next three years, as was practised previously, in order to allow festival organisers, stall holders, community groups and businesses to plan for this arrangement. This next triennium review will be conducted after the 2027 public holiday.

10 COMMUNITY EXPERIENCE REPORTS

10.1 BUSHFIRE RISK MANAGEMENT PLAN

File No:	ES.17
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Engagement and Partnerships
Date of Report:	5 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Draft City of Karratha Bushfire Risk Management Plan 2025 – 2030 2. BRMP Asset Risk Register 3. Treatments Schedule

PURPOSE

For Council to consider the adoption of the City of Karratha Bushfire Risk Management Plan 2025 - 2030.

OFFICER'S RECOMMENDATION

That Council ADOPT the City of Karratha Bushfire Risk Management Plan 2025 - 2030 as contained in the attachment to this report.

BACKGROUND

The WA Government's State Emergency Management Framework is comprised of legislation, policy, plans, procedures and a governance structure to facilitate effective management of emergencies in WA. This framework assigns responsibility for Bushfire Risk Management planning for their area to local governments.

The Bushfire Risk Management (BRM) planning program supports local governments to reduce the threat posed by bushfire. The City of Karratha BRM Plan will contribute to achieving the objective of the BRM program by:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to BRM planning.
- Facilitating the effective use of the financial and physical resources available for BRM activities.
- Supporting integration between risk owners, strategic objectives and tactical outcomes.
- Documenting processes used to monitor and review the implementation of treatments to ensure risk is managed to an acceptable level.

This Bushfire Risk Management Plan (BRMP) provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The BRMP encompasses all land within the City of Karratha and has been written on behalf of all stakeholders within that area. The BRMP is informed by consultation and

communication with land and asset managers that has occurred throughout its development to ensure an informed and collaborative approach to managing bushfire risk.

The BRMP has been prepared with due consideration of the requirements stated in the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) published by the Office of Bushfire Risk Management (OBRM) including the principles described in ISO 31000:2018 Risk Management.

DISCUSSION

The City engaged specialist consultancy Bushfire Prone Planning to develop the BRMP. The consultant used a methodical approach to developing the plan, including establishing the Pilbara context, asset identification, risk assessment and risk treatment schedule and a robust mechanism for monitoring and review. A communication plan and stakeholder mapping exercise was also undertaken and a communications log completed.

Included with the plan is a Treatment Schedule - a supplementary plan of the proposed mitigation works intended to be conducted on unallocated crown land and unallocated reserves which are listed within the BRMP. This schedule has been developed in conjunction with Department of Fire and Emergency Services (DFES) and the Department of Biodiversity, Conservation and Attractions – Parks and Wildlife (DBCA) to reduce the risk of fires spreading to town sites and areas of significance and providing a safe area for firefighters to combat bushfires. A Risk Assessment has also been undertaken and the Risk Register is also an attachment to this report.

The City's draft BRMP was reviewed by OBRM and their feedback incorporated into the Plan. A final review has been undertaken by OBRM and they have now confirmed that the updated BRMP maintains OBRM endorsement. This signifies it meets the standard required by the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines).

The Guidelines, which were updated in 2023, introduced a new two-year review process for maintaining OBRM endorsement. The two-year review requires the City to confirm that the Plan and Bushfire Risk Management System (BRMS) data have been reviewed and remain current and accurate and replaces the more extensive requirements of the previously required five-year review. Consistent with this new process, the City will be required to submit a review of the Plan by 30 May 2027. The City will also be required to submit an annual report to OBRM detailing progress against the BRMP.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The following legislation, policy and standards were applied in the development of the BRMP:

- Bush Fires Act 1954
- Emergency Management Act 2005

COUNCILLOR/OFFICER CONSULTATION

The draft plan was circulated to all relevant officers for review. Planning and Regulatory Services provided comment on the draft plan.

COMMUNITY CONSULTATION

Communication and consultation are fundamental to the development, implementation and review of the BRMP. A Communication Plan describing the communication methodology with relevant stakeholders at each stage of the BRM planning process is at Appendix B. A Communication Log was also maintained and located within that Appendix.

Community responses from the City of Karratha annual community survey have also been considered. Although no specific questions within the survey relate to bushfire management there are multiple general responses which identify community concerns. It has been identified as an opportunity to gain specific feedback in future community surveys around bushfire risk management planning.

POLICY IMPLICATIONS

Council Policies CH-05 Staff and Volunteer Services and TE-03 Maintenance of street trees, reserves and street verges adjoining residential are inter-related.

FINANCIAL IMPLICATIONS

Monitoring of bushfire risk management treatments as listed in the BRMP will be undertaken by Ranger and Emergency Services within their current patrol and assessment program. An endorsed BRMP will enable the City to seek grant funding for further mitigation works, however if grant funding is not secured, mitigation works will need to be funded via other means.

STRATEGIC IMPLICATIONS

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

Programs/Services: 1.d.1.4 Cyclone and Bushfire inspection program

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	Nil
Service Interruption	Low	Adequate bushfire prevention planning will reduce the likelihood of service interruptions.
Environment	Low	Mitigation works will remove vegetation (fuel), however the methodology of the burn program will minimise damage to the environment.
Reputation	Low	Failure to plan and support mitigation works may see the City’s reputation tarnished in the event of a major bushfire.
Compliance	Moderate	Failure to develop and implement a BRMP would be contrary to and non-compliant with requirements stated in the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) published by the Office of Bushfire Risk Management (OBRM).

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has adopted similar Emergency Management Plans previously including the Local Emergency Management Arrangements and Local Recovery Plan.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Office of Bushfire Risk Management requires each Local Government to develop a BRMP to detail bushfire mitigation and prevention measures. The City's BRMP development has taken a cross-tenure, multi-stakeholder approach and meets the standards required by the Office of Bushfire Risk Management. In endorsing the plan, Council will remain compliant in relation to its obligations under the Bush Fires Regulations 1954 and various associated legislation.

11 DEVELOPMENT SERVICES REPORTS

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED MAJOR SPONSORSHIP FOR CHEVRON CITY TO SURF FOR ACTIV 2025

File No:	RC.119
Responsible Executive Officer:	Director Development Services
Reporting Author:	Economic Development Project Officer
Date of Report:	15 January 2025
Applicant/Proponent:	Activ Foundation Incorporated
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. Major Sponsor City of Karratha Proposal 2. Evaluation – Major Sponsorship Request

PURPOSE

For Council to consider a request from Activ Foundation Incorporated, trading as ACTIV (ACTIV), to sponsor the Chevron City to Surf for Activ under Policy DE03: Major Event Sponsorship and Attraction Program Policy (MESAP Policy).

OFFICER’S RECOMMENDATION

That Council:

1. **APPROVE** sponsorship funding to ACTIV Foundation as follows:

Organisation Name	Project Name	Grant Amount
Activ Foundation Incorporated trading as ACTIV – 2024/25	Chevron City to Surf	\$25,000 (excl. GST)
Activ Foundation Incorporated trading as ACTIV – 2025/26	Chevron City to Surf	\$25,000 (excl. GST)
Activ Foundation Incorporated trading as ACTIV – 2026/27	Chevron City to Surf	\$25,000 (excl. GST)

2. **APPROVE** by Absolute Majority an increased budget allocation of \$25,000 from the Economic Development Reserve to cover the shortfall in the 2024/2025 MESAP budget.

BACKGROUND

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

On 27 November 2024, Activ submitted a sponsorship proposal to the City under the MESAP Policy. Activ, a leading community-based nonprofit organization, is dedicated to promoting inclusion and independence for people with disabilities. The City to Surf not only encourages physical health and community engagement but also raises vital funds to support Activ's work with individuals with disabilities across WA.

The City to Surf is a well-established annual event held across Western Australia, offering a family-friendly fun run that caters to all ages and abilities. In 2025, the event will return to its traditional date, taking place on Sunday, 27 July. Participants can choose between 4km and 12km courses, with both walking and running options available in Karratha and Perth. A half marathon was considered; however, research conducted by Activ revealed that it would not be financially beneficial, and the type of participants it attracts does not align with their target market. This option will be reviewed periodically.

Karratha is the only regional location in Western Australia to host a City to Surf event, underscoring its importance as a key regional centre in North Western Australia. Now in its fourth year, the Karratha edition has experienced steady growth, with participation increasing from 525 participants in 2023 and to 565 participants in 2024. This upward trend is anticipated to continue into 2025.

DISCUSSION

Proposal

The City has been invited to participate as a Major Sponsor for the event which involves a commitment of \$25,000 (excl. GST) per year for the next three years (2025, 2026 & 2027), representing a total investment of \$75,000 (excl. GST).

It is noted the City's contribution of \$25,000 p.a. represents an increase of funding when compared to the 2023 and 2024 events where the City committed \$20,000. This increase is attributed to an increase in the cost of running the event compared to 2024. The proposed sponsorship includes the following benefits:

Logo and Brand Recognition – The City's logo will feature on:

- Event website under Major Partners section.
- Karratha event promotional posters.
- Karratha marketing collateral.
- Karratha event electronic direct mail
- Karratha bib collection sponsor board.
- Karratha resident notifications letters.
- Signage opportunities in the start/finish chute.
- Logo inclusion on the start/finish arch.

Registration and ticketing

- 30 x free registrations.
- 25% discount off subsequent registration fees.
- 3 x invitations to attend official event functions (currently only 1 event Official Launch).

Exhibit Stand

- 3m x 3m space for activation.

Speaking and announcements

- City of Karratha Mayor offered a speaking opportunity at the start line of the Karratha leg of the Chevron City to Surf for Activ.
- Public announcement during activities.

Marketing & Media

- 1 x announcement social media post.
- 2 x dedicated social media posts.
- 1 x post-event social media post.
- 1 x inclusion in Electronic direct mail to participants.
- Inclusion on website under Karratha sponsor section, including click through link.
- Inclusion in sponsor block in Karratha Electronic direct mail footer.

A full copy of Activ's Major Events Sponsorship Proposal is included as **Attachment 1**.

Assessment

This MESAP application has been evaluated against the assessment criteria in the MESAP Policy which can be found at **Attachment 2**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans and specifically aligns with the MESAP Policy which seeks to attract events to the region and the Destination Management Plan which aims to attract events that leverage natural assets and develop the local tourism industry.
2. The event has demonstrated strong appeal to a broad audience, with attendance increasing by approximately 10% annually. In 2025, attendance is projected to reach up to 600 participants, with around 5% expected to travel from outside Karratha
3. Organisers indicate potential direct local spend at businesses in Karratha at \$140,000 for the 2025 event. Using these values and REMPLAN multipliers, the economic impact will be \$211,500. At a \$25,000 sponsorship, this translates into economic impact return \$8.46 per dollar spent by the City.
4. The event has a minimal environmental impact, with the primary concern being road closures. This will be effectively managed by a professional traffic management company, requiring a comprehensive Traffic Management Plan approved by the City's Engineering Services Department.
5. The event will offer significant branding and marketing benefits to the City, promoting the region to a wide audience of participants and attendees, including those involved in the Perth City to Surf.
6. Is unlikely to experience any issues with delivery as it is being managed by a reputable event management company with experience in delivering similar events.

The initial grant application proposed delivering the City to Surf in Karratha on 3 August 2025, coinciding with the FeNaCING weekend. The intention was for the event to leverage the festival's popularity, creating a unified experience for both residents and visitors, while also utilizing existing infrastructure to foster a larger and more vibrant community celebration. However, after consulting with the City's Community Events team, who manage FeNaCING, the City and event organisers collectively made the decision not to integrate the City to Surf into FeNaCING primarily due to parking, traffic management, and facility capacity constraints. For further details, please refer to Attachment 2.

Administration has considered the sponsorship request and is of the view that the branding, promotion, and community benefits provided through the Major Sponsorship package provides good value for money, enables the City to be associated with this high profile event and is in line with funding provided in previous years. It is therefore recommended that the City accept the invitation for the Major sponsorship package.

Funding Request

Organisation Name	Project Name	Project	Project Total	Requested Amount	Officer's Recommended Amount
ACTIV Events Western Australia	Chevron City to Surf	Major Sponsor City to Surf	\$150,000 (excl. GST)	\$25,000 (excl. GST) – 2024/25	\$25,000 (excl. GST) – 2024/25
			TBD by Activ	\$25,000 (excl. GST) – 2025/26	\$25,000 (excl. GST) – 2025/26
			TBD by Activ	\$25,000 (excl. GST) – 2026/27	\$25,000 (excl. GST) – 2026/27

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with relevant internal departments including Marketing & Communications, Community Programs, and Community Partnerships. Engineering, Environmental

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The City's DE03: Major Event Sponsorship and Attraction Program Policy applies.

FINANCIAL IMPLICATIONS

Budget 2024/25	\$132,000 (excl. GST)
Total Committed	\$132,000
Remaining Balance	\$0

A budget adjustment for this item of \$25,000 (excl. GST) is required from the Economic Development reserve for the 2024/25 financial year.

The balance of Economic Development reserve is \$1.38M. The purpose of this reserve is to fund economic development activities within the City, including destination marketing, business attraction, property development and tourism. The proposed funding broadly aligns with the purpose of this reserve as it will create opportunities for destination marketing and tourism. As the budget will be transferred from the Economic Development Reserve there will be no impact on the City's overall budget for 2024/25.

For the following two financial years, the amount requested is proposed to form part of the City Growth grants budget.

STRATEGIC IMPLICATIONS

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

Programs/Services: 2.a.2.1 Investment Attraction and Diversification
 Projects/Actions: 2.a.2.1.24.2 Deliver Major Events Sponsorship and Attraction Program (MESAP)

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil.
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement. The event will continue without City funding. If the Council should choose not to fund the full amount, the City may consider a different sponsorship package.
Service Interruption	N/A	Nil
Environment	N/A	Low environmental risk as the event will utilise existing paths, tracks and road networks. Activ have significant experience with traffic planning and management. Proposed routes will maintain separation from residential dwellings to limit impact.
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with Activ to ensure the project is acquitted to a satisfactory standard.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has endorsed other proposals under the MESAP Policy. The table below shows precedence and estimated return on investments:

Event	City Contribution (excl. GST)	Direct & Indirect Spend (excl. GST)	Return on Investment (excl. GST)
2024 Developing Northern Australia Conference	\$142,000	\$802,550	\$5.65
2024 Pilbara Summit	\$33,000	\$821,000	\$24.88
2024 Kimberley Pilbara Cattlemen’s Association Annual Conference	\$40,000	\$526,740	\$13.17
2025 Karijini Experience	\$15,000	\$102,070	\$6.80
2025 The Pilbara Summit	\$35,000	\$1,142,567	\$32.64
2025 City to Surf	\$25,000	\$211,500	\$8.46

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Activ has requested Sponsorship of \$25,000 per year for the next three years (2025, 2026 & 2027) or the delivery of the Chevron City to Surf for Activ through the City's MESAP Program. The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that the application be supported for the full amount of funding.

11.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST BUSINESS PLAN – BAYNTON DEVELOPMENT

File No:

Responsible Executive Officer: Director Development Services

Reporting Authors: Housing Financial Analyst

Date of Report: 20 January 2025

Applicant/Proponent: Acero Construction Pty Ltd

Disclosure of Interest: Nil

Attachment(s): Housing Development EOI 0000001 Business Plan – Baynton Development

PURPOSE

For Council to consider the draft Business Plan to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing and agree to proceed to advertise the Business Plan calling for public submissions.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE** the draft Business Plan to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing as provided as an attachment to this report; and
2. **AGREE** to advertise the Business Plan calling for public submissions in accordance with section 3.59 of the Local Government.

BACKGROUND

At its March 2024 Ordinary Meeting, Council resolved to conduct an Expression of Interest (EOI) for Housing Development. The aspirational deliverables of the Housing Development EOI included:

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

- Other areas/actions where the proponent envisions the City can play a key role in ensuring project completion/viability

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

Upon closing, 15 EOIs were received.

At the June 2024 Ordinary Meeting, Council endorsed a shortlist of eight proposals that met the selection criteria and in the Evaluation Panel's opinion warranted further investigation and consideration. Each shortlisted proposal provided a range of opportunities to deliver additional housing in the City in the short term, under varying development and partnering approaches including finance only, co investment, joint venture construction and management, and direct ownership. All proposals required a degree of City support to enable development.

Following Council's endorsement in June 2024, Officers met with each shortlisted proponent to assess the financial models, legal structures, compliance requirements and refine each proposal into a set of go-forward options. These deliberations presented an opportunity to consider which proposals offer the best social and economic outcomes to the City on the land proposed.

Issues considered include:

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

The Evaluation Panel worked with proponents to clarify and refine each proposal against the evaluation criteria. As a result of this process, it was considered that five proponents have proposed a development that meets the criteria and in the Evaluation Panel's opinion warrant further consideration. The basis for this decision is each shortlisted proposal provides a range of opportunities to deliver additional housing in the City in the short term, under varying development and partnering approaches including debt finance, land acquisition, and direct ownership.

At the October 2024 Ordinary Meeting, Council resolved in accordance with section 3.59 of the *Local Government Act 1995* to prepare Local Government Act Business Plans for five shortlisted proposals and report back to Council prior to advertising.

This report seeks Council's consideration and approval of the draft Business Plan for the proposal from Acero Construction to acquire 481 Bajamalu Drive, Baynton and invest up to \$23.4m (inc GST) to construct a proposed housing development inclusive of 17 townhouses and 20 apartments, to be owned and managed by the City.

DISCUSSION

In assessing all shortlisted EOI proposals the Baynton Development is considered to be the most mature. The proposal has an approved Development Application and the transaction only involves a single acquisition with no requirements for leasing or borrowing to facilitate. The particulars of the proposal are summarised in the table below:

Land Description	Lot 481 Bajamalu Drive, Baynton
Land Particulars	Freehold land at Lot 481 on Deposit Plan 68020 Volume 2795 Folio 952
Land Size	8,404 sqm
Transaction Type	<ul style="list-style-type: none"> • Contract for Sale of Land • Development Agreement
Funding Source	<ul style="list-style-type: none"> • State Government Capital Contribution (pending); or • Council Cash Reserves
Development Cost	\$21.3m (ex GST - includes land acquisition and construction cost)
Dwelling Yield	37 dwellings <ul style="list-style-type: none"> • Nine 4x2 townhouses • Eight 3x2 townhouses • Twelve 2x2 apartments • Eight 1x1 apartments
Owner	City of Karratha
Operator	City of Karratha
Usage	<ul style="list-style-type: none"> • Staff housing • Key Worker housing • Affordable housing • Private market rentals

While preparing the Business Plan for Council consideration, officers have also been exploring options to fund the development including commercial lenders, Western Australian Treasury Corporation and the Northern Australia Infrastructure Fund. Due to the current interest rate environment, borrowings from any of these sources were considered too costly, leaving the proposed development more attractive to fund from Council's cash reserves.

Officers have discussed with the WA State Government whether any concessional loans could be provided to fund any of the shortlisted EOI proposals. The State Government response was that concessional loans are typically not provided to local government, rather the preferred method is to provide capital grants for part or all of a development, thus reducing the overall borrowing costs to a level where projects are viable.

Officers are currently awaiting the outcome of a request to the State Government for a capital grant to fund the full value of the proposed Baynton Development. In the event that a partial or no capital grant is awarded, the project has been assessed to be viable to fund from Council's cash reserves.

Officers have also identified the following factors that support the City investing in this development:

- The proponent has existing Pilbara construction experience and the built form integrates well with its surrounds.
- The development is of a size that is manageable for the City to own and operate as affordable/key worker, staff housing or lease on the private rental market to derive a return on investment.
- The dwelling yield provides value for the proposed cost and will have a significant positive impact on increasing housing supply to help to alleviate the current critical housing shortage.

Adoption of the Business Plan for public consultation is the first step in undertaking the proposed development and the first opportunity for Council to engage with residents and ratepayers regarding the Housing Development EOI.

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-08 Significant Decision Making Policy, this matter is considered to be of high significance in terms of economic issues as the cost of a proposal is estimated at more than 5% of the total rates of the Council as shown in the annual corporate plan or Strategic Plan for the financial year.

STATUTORY IMPLICATIONS

This project is considered a Major Land Transaction under the *Local Government Act 1995*. Section 3.59 (3)(b) & (c) of the Act states:

Before it —

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

The Act also states in 3.59 (4) that the local government is to

- (a) give Statewide public notice stating that —*
 - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*
 - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
 - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
 - (b) make a copy of the business plan available for public inspection in accordance with the notice.*
- (5) After the last day for submissions, the local government is to consider any submissions made and may decide* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*

** Absolute majority required.*

COUNCILLOR/OFFICER CONSULTATION

Council has made resolutions at three separate meetings regarding the progress of the Housing Development EOI (March 2024, June 2024 and October 2024). Councillors have additionally been briefed regarding the ongoing development of the EOI proposals at regular briefings.

All public feedback that is received on the Business Plan will be presented to Council for consideration prior to determining whether to proceed with the proposal or not.

COMMUNITY CONSULTATION

This report seeks Council's consideration to undertake consultation on the proposal. In accordance with the Act, public notice will be provided of the Business Plan and feedback sought for a period of 42 days.

POLICY IMPLICATIONS

Council Policy *CF-04 Investment Policy: Property* provides guidance on if and when Council will invest in Property. The adopted policy includes the following statements that are relevant to this matter:

When making decisions to invest in Property related investments one or more of the following criteria needs to be satisfied:

vi. Council may invest in property to achieve key strategic goals of the Council that will deliver a broad-based benefit to the community without financial return being the key driver.

Investment Logic

The proposed investment is consistent with the policy provision as it provides broad-based social and economic benefits to the community by addressing the City’s current critical housing shortage. Improving housing supply and affordability is a key strategic outcome required to achieve Council’s vision to become Australia’s most liveable regional city.

In addition to addressing the current critical housing shortage, the proposed investment also provides a positive financial return to the City.

FINANCIAL IMPLICATIONS

The proposal is currently not included within the City’s 2024/25 Annual Budget or Long Term Financial Plan.

The financial implications of this proposal are presented in detail within the Business Plan.

The proposal provides a strong investment return to the City if it is funded by a capital grant from the State Government. The proposal provides a positive return to the City if it is funded from the City’s cash reserves with no change to the proposed delivery of facilities and services in the LTFP.

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.1.1	Small and medium enterprise support
	2.c.2.3	Treasury and investment management
Projects/Actions:	2.a.1.1.20.2	Advocate for partnerships to increase housing and land supply
	2.c.2.3.19.1	Generate returns from property investment

RISK MANAGEMENT CONSIDERATIONS

A risk analysis for the proposal has been undertaken and is detailed in the Business Plan

The analysis has been undertaken using a risk matrix approach. A total of nine (9) potential risks have been identified with four (4) risks being rated as moderate risk and five (5) risks being rated as high risk. No extreme risks have been identified.

Mitigation strategies for all risks have been identified. No risks remain rated as high after the implementation of the mitigation strategies, all risks are reduced to low or moderate ratings.

IMPACT ON CAPACITY

The impact on capacity for the proposal is detailed in the business plan.

The City currently has two positions funded by a Federal Government grant dedicated to the Housing Action Plan. The proposal will be implemented by these two positions. Construction project management and ongoing operation of the completed development will be integrated within the City’s existing teams and will not impact the capacity to deliver planned facilities and services.

RELEVANT PRECEDENTS

There are several relevant precedents related to this matter. Council has adopted several business plans in the past for public consultation, these are detailed in the table below.

OCM	Proposal	Outcome
April 2013	To acquire sites allocated to the City under the Residential Infill Program (Bulgarra Lazy Lands)	Proposal proceeded and transaction was completed in July 2013
January 2017	To acquire the site at 8 Coringer Ave, Gap Ridge for the purpose of developing the Karratha Homemaker Centre	Proposal proceeded to feasibility study but was discontinued thereafter
March 2017	To purchase The Quarter HQ	Proposal proceeded and the transaction was completed in June 2017
May 2018	To acquire the land for The Quarter Hotel, lease the land to the developer and make a fitout contribution to the construction of the hotel	Council resolved to proceed with the proposal however the developer was unable to achieve financial close and the development did not proceed
March 2021	To acquire the land at Lots 7020 and 7018 Sharpe Ave and develop the Walgu Apartments project	Architectural design and revised feasibility study have been completed however development has not proceeded due to significant cost increases

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The development of medium-density residential property on undeveloped lands within the City is consistent with Council’s approved Strategic Community Plan. The increase in available housing supply can provide significant public benefit in addressing the current critical housing shortage.

This proposal provides a strong dwelling yield across the subject site with 37 townhouses and apartments that have a variety of possible uses including Staff housing, affordable housing and key worker accommodation.

If the proposal is to proceed further, the draft Business Plan needs to be publicly advertised for a minimum of 42 days with Council considering all feedback that is received prior to a decision on whether to progress further. Given that advertising the Business Plan does not constitute full endorsement/support for the proposal, it is recommended that this step be taken so that public support (or otherwise) for the proposal can be ascertained.

COUNCILLOR QUESTION:

What is the time frame for this project?

CITY RESPONSE:

The construction timeframe of the project is 12 months from the start of construction.

COUNCILLOR QUESTION:

If council make a decision next week, when might construction be ready to start?

CITY RESPONSE:

If the recommendation is endorsed by Council next week, it will go for public consultation for 6 weeks, which is followed by coming back to Council for consideration of public feedback and ultimately an investment decision in April. Following this the City will work with Acero to execute a development agreement and contracts of sale for land (May 2025). Assuming construction commences in June 2025, practical completion will occur in June 2026.

11.3 ADOPTION OF AMENDED COUNCIL POLICY – STALLHOLDERS AND STREET TRADING (DR-05)

File No:	LE.196
Responsible Executive Officer:	Director Development Services
Reporting Author:	Coordinator Environmental Health
Date of Report:	29 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Preliminary Survey Results 2. Proposed DR-05 Stallholders & Street Trading Policy – Tracked Version as advertised 3. Proposed DR-05 - Stallholders & Street Trading Policy – Clean Version as advertised 4. Proposed Trading Area Maps as advertised 5. Responses to community consultation 6. Proposed DR-05 Stallholders & Street Trading Policy for final adoption

PURPOSE

For Council to adopt amended policy DR-05 ‘Stallholders and Street Trading’.

OFFICER’S RECOMMENDATION

That Council ADOPT the amended Policy DR-05 ‘Stallholders and Street Trading’ included at Attachment 6.

BACKGROUND

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

The Stallholders and Street Trading Policy was last reviewed by Council in July 2021.

In April and May 2024, the Council received multiple complaints from fixed businesses in Dampier concerning the increasing presence and impact of mobile traders on their operations. Particular concern was raised in respect to the Lion’s Park trading area given its prime location at the entry to town and the potential impact of regular morning coffee trade from that site on other coffee businesses within Dampier.

The complaints highlighted the competitive strain placed on existing fixed businesses, given the limited consumer market in the area. Fixed business owners expressed concerns about their livelihood being jeopardised by mobile traders who do not bear the same overhead costs. Additionally, concerns were raised about the Dampier Shopping Centre’s ongoing vacancy, with no new tenants being secured.

As a result, Council supported the imposition of temporary restrictions to assist, while a detailed review of the Policy was being undertaken, including the use of town-based controls being implemented in Dampier as follows:

Lions Park (conditions apply):

- No early morning (5am-11am) trading permitted from Lions Park
- Traders only permitted from 11am onwards
- Only one trader slot available for day and evening slots
- Only one booking per week allowed for any trader

Church Road Pullover Park (conditions apply):

- Removed the restriction to trade during school drop-off and pick up times
- Only three bookings per week allowed per trader

DISCUSSION

In response to the concerns and feedback from mobile traders and fixed businesses regarding the current policy provisions, a review of the Policy was undertaken by the Administration. This included an initial survey to gauge community sentiment, draft revisions to the Policy document and further community consultation on the amendments.

Preliminary Survey

A preliminary survey was conducted to gauge community sentiment and gather insights into the challenges and trends faced by fixed businesses, mobile traders, and consumers prior to drafting of any amendments to the Policy. The survey received a total of 287 responses, reflecting a broad range of perspectives.

Common themes arising from the survey included (amongst others):

Trading Locations	Suggestions to add or remove various locations
Events/Fundraising	Seeking opportunities for mobile and fixed traders to operate collaboratively for events at fixed businesses
Trading in the CBD	Seeking review of existing restrictions and making changes
Town differences	Different approach required for the smaller towns compared to Karratha
No restrictions	Consumers would prefer fewer restrictions
Out of Towners	Locals should be prioritised over out of towners

A full copy of the survey results is included as **Attachment 1**.

Amended Policy for Advertising

In response to information gathered in the initial survey, amendments to the Policy were drafted by the Administration. Council supported the draft amendments to the Policy for the purposes of advertising at the Ordinary Council Meeting on 28 October 2024.

The main changes proposed to the Policy included:

Objectives updated	Inclusion of a new objective to create a collaborative co-existence between mobile traders and fixed businesses
Definitions added	Definitions included for ease of interpretation
Trading locations reviewed	<ul style="list-style-type: none"> • Remove 4 trading locations across the City • Include Hearson’s Cove as a new location • Lions Park in Dampier to continue as follows:

	<ul style="list-style-type: none"> - No early morning (5am-11am) trading permitted - Traders only permitted from 11am onwards - Only one trader slot available for day and evening slots (one per slot) - Only one booking per week allowed for any trader • Church Road in Dampier to continue as follows: <ul style="list-style-type: none"> - Restriction to trade during school drop-off and pick up times removed - Only three bookings per week allowed per trader
CBD trading updated	Inclusion of new clauses allowing fixed traders to invite mobile traders to special events (with conditions)
Changes to the policy without consultation	<p>Clause 5.2.2 revised to state:</p> <p><i>The City may decide to close an Approved Mobile Trading Location to all activities, including trading, at any time based on reasonable grounds which must be communicated to ensure fairness and transparency for all stakeholders.</i></p> <p>The need for this clause is to address issues where a site may be closed due to remedial and safety works.</p>

A tracked change version, a clear copy of the proposed draft Policy as well as the revised traders location maps considered by Council (and subsequently advertised) are included at **Attachments 2, 3 & 4.**

A full summary of the consultation on the amended Policy is included at Attachment 5.

Common themes identified during the consultation sessions (town hall meetings and one on one sessions) and from the What We Make It platform are summarised below:

Theme	Comments	Officer Response
Advocacy for Lions Park	Call to remove all trading restrictions at Lions Park and permit unrestricted trading by all traders	<p>Proposed to allow a trader to access the location for two “slots” per day rather than one as proposed in the draft amended Policy.</p> <p>While Lion’s Park remains available for trading, conditions are considered appropriate due to its unique location at the entrance to Dampier. This placement captures customers in a way that reduces traffic flow into the Dampier CBD and has an unreasonable advantage over fixed businesses.</p>

Church Road Pullover Carpark	Concerns raised that the Church Road location in Dampier is unsafe for customers, particularly those crossing the road to access the traders.	This is a similar parking situation to Lion’s Park. The site has been discussed with Engineering Services and no special safety concerns have been raised, however Officers have discussed the potential to line mark bays and make the pull in bay one-way to improve access and user amenity. This can be actioned if Council support the on-going use of this site and the main Dampier trading location.
	Delivery trucks using the carpark for delivery of frozen goods to Shell service station on Mondays and occasionally on Wednesday and Thursdays	There is sufficient space for delivery trucks to park and off-load goods for the adjacent service station and a mobile trader to operate from this location. Officers were advised that the task takes 15 minutes maximum, which should not have a significant impact on any mobile traders.
Pedestrian Safety	Feedback received from traders utilising Cattrall Park, Baynton West Oval and Dreamers Hill seeking minor changes to trading bays to improve pedestrian safety.	Minor trading bay changes were made as per Appendix 1 of the updated Policy.
Booking Slots	Request to change the early morning trading slot from 5-9am to 5-11am to allow for coffee trade	Noted, however mobile traders can generally book 2 trading slots to accommodate the for later trade until 11am (except for Lions Park).
	Request for a 4am slot for coffee trade	Not supported as a 4am start may create noise issues.
Late Night / Early Morning trade	Suggestion to permit late night/early morning trade (9pm-3am) to capture night club patrons in the Karratha CBD after the fixed businesses have closed	Whilst officers support this suggestion a suitable CBD location has not yet been identified. This could be addressed in a future review of the Policy.
Trading Locations	Call by mobile traders for a suitable central location to allow for more mobile traders to operate at the same time, reducing conflict with current rostering as per Dreamers Hill.	This will require ongoing investigation to find a suitable location. The following sites were raised as potential additional sites for consideration. Administration conducted a preliminary review of all sites and each requires further consideration due to either land tenure and/or site works required: <ul style="list-style-type: none"> • TAFE Carpark;

		<ul style="list-style-type: none"> • Karratha old Hospital Site; • Wickham old Hospital Site; • KRMO vacant land adjacent to the carpark.
	Additional locations suggested for Roebourne	Roebourne Basketball Court included as a new trading location.
Out of Town Traders	Suggestion received to only allow one out of town trader at popular trading areas per day/night	Not supported by Officers at this time. Many local traders only operate in peak winter season and this would potentially impact variety.

As a result of feedback received through the formal consultation period, the following changes to the advertised Policy are now proposed:

POLICY TEXT		
Item Reference	Proposed Amendment	Rationale
3. Objectives	- Remove the underlining from points 3 and 4	- Minor formatting
4. Definitions	- Minor formatting updates (words in bold) and correction to definition of Permit (change from “this” to “the”)	- Minor formatting
5.1 Approved Mobile Trading Areas	<ul style="list-style-type: none"> - Added Nickol West Carpark (was deleted in advertised Policy – has been reinstated) - Added Roebourne Basketball Courts as a new trading location 	- Requested by traders through the community feedback
Header insertion	- Added Policy Number and Name to the header	- Minor formatting

APPENDIX 1 - TRADING LOCATION MAPS		
Item Reference	Proposed Amendment	Rationale
Baynton West Park	Inclusion of a new trading bay (star) for Mondays only	<ul style="list-style-type: none"> - Introduced to accommodate trading relocation required for lawn mowing equipment scheduled on Monday's
	Proposed new location in the carpark (highlighted in pink)	
Nickol West Carpark	Added back in as a trading location	Requested through the community workshop to retain as a trading location
Cattrall Park	Moving the trading bay further north (highlighted in pink)	Requested through the community feedback session by mobile traders for better use of area and safety for customers
Lions Park Condition #3	<p>A trader may operate once a week at this location, with trading hours from 11am to 10pm</p> <p>30-minute setup period allowed before the 11 am opening</p>	This allows a trader to access the location for two "slots" per day (lunch and dinner) rather than one
Church Pullover Carpark Condition #2	<p>A trader may operate up to three days per week, choosing either breakfast and lunch hours from 5am to 5pm or lunch and dinner hours from 11am to 10pm</p> <p>30-minute setup period allowed before opening Relocated the proposed trading bay (highlighted in pink)</p>	This allows a trader to access the location for two "slots" per day (breakfast and lunch OR lunch and dinner) rather than one
Hearson's Cove	Relocated the proposed trading bay (highlighted in pink)	Location changed to a safer location for customers
Roebourne Court	Basketball Proposed new trading location	Requested through community feedback for greater visibility to possible customers

Point Samson Community Carpark	Reduced number of traders from three (3) to two (2)	Reduced number of traders to allow sufficient parking bays for customers
CBD Controls for Karratha, Dampier and Wickham	5.4.2 (bullet point 2) changed wording to <i>within each CBD zone</i>	This allows mobile traders an equal opportunity in each town = opportunity to be invited to trade at 12 events per year
Booking Guidelines change point 1	Remove the dates 19 th or 20 th and replaced with the 3 rd week of the current month	To accommodate officers availability to commence the roster admin

The updated Policy which Administration are recommending for adoption can be found in Attachment 6.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR CONSULTATION

Council last considered the Stallholders and Street Trading Policy (DR-05) in July 2021. A review of the Policy, triggered by complaints received in April and May 2024 were discussed with Council at workshops on 13 May, 8 July, 6 August and 7 October 2024.

COMMUNITY CONSULTATION

The proposed amended policy was advertised for a period exceeding 21 days as follows:

- Notice published on the City’s website;
- Notice posted in the City’s social media;
- Notice published in the Pilbara News;
- Notice exhibited on the notice board at the City’s Administration and Library;
- Direct emails distributed to existing mobile traders and fixed businesses;
- Hosted feedback workshops for each town;
- Direct phone calls made to a mix of fixed and mobile traders;
- Use of the What We Make It (WWMI) engagement platform.

Feedback received on the proposed amendments informed the further policy changes.

The following number of responses were received:

- WWMI = 116 submissions (104 consumer + 7 fixed traders + 8 mobile traders)
- Email = 6 submissions (1 consumer + 2 fixed traders + 3 mobile traders)
- 6 x 1:1 sessions = 6 responses captured (2 fixed traders + 4 mobile traders)
- Workshop responses captured:
 - Dampier = 4 attendees (1 mobile trader + 1 fixed trader + 1 community member)
 - Wickham = 5 attendees (2 mobile traders + 1 fixed trader)
 - Karratha = 5 attendees (3 mobile traders + 1 fixed trader)

POLICY IMPLICATIONS

DR-05 will be updated and applied in accordance with Council’s decision.

FINANCIAL IMPLICATIONS

The cost of implementing the officer’s recommendation will be met through the existing operational budget.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

There are no risk management considerations applicable.

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council adopted a previous version of a Stallholders and Street Trading Policy in July 2021.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Stallholders and Street Trading Policy is required to ensure a standard, transparent and equitable approach to the management of mobile trading in the City of Karratha. The Policy has been reviewed in response to community feedback and formal consultation with a number of changes made in response. The proposed changes seek to strike a balance between supporting the City’s fixed ‘bricks and mortar’ operators with high overhead costs and mobile traders who provide variety and interest for consumers within our towns.

COUNCILLOR QUESTION:

Based on conversations with local businesses in Dampier, would there be any objection to a compromise on trading at Lion’s Park?

CITY RESPONSE:

The Officers’ recommendation has been formed from feedback obtained through community consultation. Officers have tried to achieve a balance across the different types of trading. It

is ultimately the Council's policy though and the Officer's recommendation does not have to be accepted when determining the final policy.

COUNCILLOR QUESTION:

If the amended policy does not get accepted, where does that leave mobile traders?

CITY RESPONSE:

Council has a few options open to them, they can adopt the amended policy as proposed, they can choose to retain the existing policy or they could direct Officers to undertake further community consultation and/or make further changes to the policy provisions.

12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

12.1 WICKHAM OVAL CARPARK RENOVATIONS AND LIGHTING UPGRADE– REQUEST TO CALL TENDERS

File No:	RFT0000029
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Acting Manager Asset Maintenance
Date of Report:	20 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for the Wickham Oval Car Park Renovations and a Budget Amendment to enable the early order purchase for the proposed Oval Light Upgrade.

OFFICER’S RECOMMENDATION

That Council:

- 1. AGREE to invite Tenders for the Wickham Oval Car Park Renovations in accordance with the scope of works outlined in this report; and**
- 2. APPROVE by Absolute Majority an allocation of \$185,484 to be funded from the Partnership Reserve to enable the early ordering of the Wickham Oval Lighting.**

BACKGROUND

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

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

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

The Agreement sees RTIO provide funding towards the operating costs and minor planned and reactive maintenance, with no provision for asset replacement or improvements under capital funding.

Consultants UDLA were engaged by the City and in May 2024 completed a review of the current asset condition of the Oval and surrounding infrastructure. A concept design was then prepared that included asset replacement and upgrades to address current and future issues of the Wickham Recreation Precinct Oval. The concept design including indicative

costs was then shared with RTIO as the asset owner seeking in principle support to the proposed improvements.

The overall project is proposed to be delivered in multiple packages of works as follows:

- Wickham Oval Car Park Renovations (Carse Street Car Park) – the subject of this report
- Sports Lighting Upgrades to the Rugby and Football Ovals– proposed to be delivered by City Preferred Contractors and subject of this report
- Oval renovations - Installing drainage swales, levelling off the oval – bulk civil works and installation of turf - proposed to be delivered by City Preferred Contractors
- Reticulation Install - proposed to be delivered by City Preferred Contractors

Wickham Oval consists of two separate playing fields, surrounded by a school, community building, cricket nets, a playground and carpark. Wickham Oval has been experiencing persistent drainage issues, primarily due to the existing infrastructure and its layout. The current irrigation system has reached the end of its life and performing poorly and the oval's noticeable slope affects water flow, impacting the turf playing surface.

Resolving the drainage issues at the oval will also require upgrading the drainage system in the Carse Street car park to prevent ongoing waterlogging issues on the northern fields. The car park's outdated drainage infrastructure is a key factor impacting the turf playing surface.

In addressing the oval and associated drainage issues the existing oval lights will require replacement. The UDLA report identified the oval lighting does not meet current Australian Standards for the type of sports that exist on the Oval.

DISCUSSION

The City has been in discussions with RTIO to approve and schedule the proposed work packages. Subject to funding approvals, the City is proposing all work packages to be delivered within the 2025/26 financial year with oval works, lighting and car park works proposed to commence in September 2025.

Upgrading the carpark and drainage system on Carse Street will help alleviate the water flow issues affecting the oval. To achieve these improvements a significant portion of the existing car park needs to be dug up to facilitate the drainage which in turn provides an opportunity to enhance the overall functionality and appearance of the car park.

The proposed upgrades would include;

- Replacement of existing gravel car park on Carse street
- Formalised bay parking with line marking
- Median strip to assist with drainage
- New drainage into the car park
- Connected footpaths
- Landscaping
- Car park lighting install
- Kerbing
- Asphalt finished pavement surface in the car park

The City is yet to finalise a commitment from RTIO to fund the proposed Carse St Car Park works however in order to provide the best opportunity to deliver and coordinate the works Officers recommend that tenders for the works are called shortly.

The Oval Lighting upgrades are designed to achieve current Australian Standards. Wickham Oval is classed as a district level facility and the Aus Standard requirements for Cricket require a 500Lux level around the centre wicket and 300Lux in the outfield for community/

district cricket. For AFL community/district standards of football a 300Lux level average is required across the playing surface. The Rugby / Soccer oval minimum Lux level for lighting is required to be 200Lux. To ensure the minimum standards can be met new lighting towers at the correct minimum height are required to ensure suitable lighting can be installed and that glare levels are at the required specification. The existing electrical distribution boards are due for renewal as they have exceeded life expectancy. This replacement will also ensure they meet current electrical standards.

As experienced in more recent works at the Karratha Leisureplex and the Kevin Richards Memorial Oval, the period of time from placing an order to delivery of light poles and lamps can take between 4-6 months. Noting that all works are proposed to commence in September 2025, Officers recommend the early order of light poles and lamps be made to mitigate potential project delays.

Consultants have estimated an Order of Probable Cost for the supply only of the lighting poles and lamps to be \$927,420. Officers have worked with RTIO staff to reach agreement on allocating funds to enable an initial deposit for the lights and lamps to occur. In January 2025 the City and RTIO agreed to allocate 20% (\$185,484) of the funding for the lights from the Wickham Recreation Precinct Reserve which forms part of the City’s Partnership Reserve to enable the early order to proceed. As Council has not budgeted to deliver this project and expense in the 2024/25 Budget, Officers seek a Budget Amendment to progress.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place across the Community Facilities, City Projects, Engagement and Partnerships and Asset Maintenance Departments.

COMMUNITY CONSULTATION

No community consultation is required. Due to the requirements of the car park to assist with drainage, allowances have been made for bus parking, rubbish truck access, inclusivity parking and safety.

POLICY IMPLICATIONS

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

Due to the critical nature of the project in the current market in terms of cost pressures, time and quality outcomes required, the following tender section criteria consistent with Councils Purchasing Policy is proposed:

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

FINANCIAL IMPLICATIONS

The City has been in discussions with RTIO and has provided the preferred concept design for them to review. RTIO and the City have developed a framework to work towards securing capital funding for the Wickham Oval Upgrade and associated projects. In order to consider funding RTIO have requested tender ready pricing for each element of the works.

The Wickham Oval Car Park Renovations Order of Probable Cost is estimated at \$2.5M. Upon receipt of tenders the City would seek RTIO confirmation to fund the works to enable confidence for Council to award a contract.

In January 2025 the City and RTIO agreed to allocate 20% (\$185,484) of the funding for the lights from the Wickham Recreation Precinct Reserve that forms part of the City’s Partnership Reserve to enable the early order to proceed. As Council has not budgeted to deliver this project and expense in the 2024/25 Budget, Officers seek a Budget Amendment to progress. The Wickham Recreation Precinct Reserve had a balance of \$2,929,826, as of June 2024.

STRATEGIC IMPLICATIONS

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

- Programs/Services: 1.a Quality community facilities
- Projects/Actions: 1.a.1 Maintain and manage existing facilities

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	Aligns with the City’s commitment to plan appropriate infrastructure and services to support good health and wellbeing.
Financial	Low	Funding has been proposed in the 2025/2026 budget process. If construction works do not proceed, maintenance costs will increase however these are funded through Agreement with RTIO
Service Interruption	Moderate	Should works proceed there will be an impact on carpark access for a period time during the construction works. Noting the further packages of works proposed simultaneously are likely to render the playing fields out of action, alternate plans for several community organisations will need to be planned.
Environment	N/A	Nil
Reputation	Moderate	Failure to improve the Wickham Oval Car Park would lead to continued drainage issues and would result in a continued below standard playing surface for community and sporting groups impacting on the City’s reputation of managing assets.
Compliance	Low	If supported by Council, tenders are proposed to be called in accordance with relevant legislation and Council policies. Works are expected to comply with all statutory and relevant standards.

IMPACT ON CAPACITY

The development of the tender documentation, panel evaluation process and management of the potential successful tenderer is afforded within existing resources.

Detailed design and associated investigation work for the civil works have been completed by external consultants and coordinated in consultation with various department Officers.

Should Council support the recommendation, the contract will be managed by the City's Project Team.

RELEVANT PRECEDENTS

N/A

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The inviting of tenders of the Civil Contractor Services for the construction of Wickham Oval Car Park Renovations and associated services will allow for the progression of the reconstruction of a significant piece of infrastructure. The reconstruction of Carse Street car park is necessary to resolve the identified drainage issues and aligns with the broader Sporting Precinct master plan and completing the reconstruction is essential to the overall scope of works. The project will enhance the aesthetics and improve infrastructure and safety for the sporting oval, road and pedestrian users.

COUNCILLOR QUESTION:

What is the timeline for completion?

CITY RESPONSE:

This early approval intends to position us to complete works by end of year, enabling pre-order of long lead time items ahead of waiting for budget review. We are anticipating taking Wickham Oval offline over the summer period, using a similar approach to what is currently underway at Millar's Well Oval.

COUNCILLOR QUESTION:

With the level of lights in there, will the lighting be to the standard of community sports or higher-level sports?

CITY RESPONSE:

In field lux level of 500 and exterior of 300. The lux level will be significantly higher than the current lighting and is in line with our current standard for AFL and Soccer ovals. These lighting levels are equivalent to what is currently being installed at Millar's Well oval and KLP oval.

12.2 KARRATHA AIRPORT CHECKED BAGGAGE SCREENING EQUIPMENT REPLACEMENT – TENDER OUTCOME

File No: RFT0000021
Responsible Executive Officer: Director Projects and Infrastructure
Reporting Author: Manager Airport Services
Date of Report: 24 January 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Confidential - Tender Evaluation Report

PURPOSE

For Council to consider the tender for Karratha Airport Checked Baggage Screening Equipment Replacement, RFT0000021.

OFFICER’S RECOMMENDATION

That Council:

1. **ACCEPT** the tender submitted by Rapiscan Systems Pty Ltd ABN 63 610 405 939 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000021;
2. **AUTHORISE** the Chief Executive Officer to execute a contract with Rapiscan Systems Pty Ltd, subject to any variations of a minor nature; and
3. **APPROVE** by Absolute Majority an increased allocation of \$1.02M to be funded from the Airport Reserve to purchase the equipment, complete ancillary building works and modification to the baggage handling systems to accommodate the equipment.

CBS Equipment Purchase	Account Details	FY24/25
Current Budget	4100-88003-6125-8002	\$1,000,000
Increased Budget		\$1,020,000
Total Funds		\$2,020,000

BACKGROUND

Karratha Airport (KTA) operates as a regulated security-controlled airport, governed by the Aviation Transport Security Act 2004 (the Act) and the Aviation Transport Security Regulations 2005 (the Regulations) under the oversight of the Commonwealth Government. As part of its regulatory obligations, KTA is required to provide comprehensive passenger and baggage screening services, as mandated by the Department of Home Affairs (Department).

The Department establishes the overarching requirements and expected outcomes for aviation security, including passenger and baggage screening. Currently baggage screening

is conducted using a Multi-View X-Ray equipment. However, the existing X-ray unit at KTA, is over 16 years old and has reached the end of its operational lifecycle and requires replacement.

Tenders were advertised on 21 September 2024 and closed 11 December 2024.

Only one (1) tender was received by the closing date from:

- Rapiscan Systems Pty Ltd

The tender was evaluated by a four-person panel comprising of:

- Director Projects and Infrastructure
- Manager Airport
- Airport Compliance and Safety Officer
- Airport Projects and Assets Officer

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

The criteria and associated weightings were:

Criteria	Weighting
Price	60%
Methodology	15%
Capacity to Deliver	10%
Relevant Experience	10%
Sustainability	5%

A Regional Price Preference was not applied to this tender

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

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

DISCUSSION

As a Tier 2 airport, KTA must upgrade its equipment to maintain compliance with regulatory standards. Whilst the current Multi-View X-ray machine is still available from a single manufacturer, this technology is being phased out. In alignment with advancements in screening technology, the Department is transitioning to Tomography (CT) X-ray machines as the preferred standard for checked baggage screening, ensuring enhanced security capabilities and compliance with future requirements.

Upgrading to the CT equipment aligns with KTA’s aspirations of becoming an international airport. Other Australian regional airports such as; Sunshine Coast, Newcastle and Hobart have recently achieved international status and were required to installed CT equipment to facilitate international flights.

The CT equipment incorporates the latest detection algorithms and 3D imaging technology, which significantly enhance threat detection capabilities but comes at a premium cost. The selected X-ray (Rapiscan RTT110) meets all regulatory requirements and exceeds minimum performance benchmarks, ensuring long-term compliance and minimises future upgrade

costs. The Rapiscan RTT110 system is a proven solution, with 414 units currently operational at over 30 international airports and freight hubs worldwide. This includes 56 units that have either been deployed or are in the process of deployment across Australia.

The Rapiscan RTT110 system also reduces false alarms and manual inspections, improving throughput and reducing staffing costs over its operational lifespan. The higher upfront cost is offset by these operational savings. Additionally investing in a higher-capacity machine accommodates higher regulatory requirements of international operations and anticipated growth in passenger and baggage volumes, ensuring scalability and longevity.

In FY24/25, Officers allocated a budget of \$1M based on estimates obtained during the planning phase. These estimates, derived in 2023, were based on industry averages for similar equipment and preliminary discussions with industry colleagues. The limited number of four (4) proprietary providers of approved CT X-ray equipment in Australia made it challenging to obtain accurate estimates. Additionally, factors such as the devaluation of the Australian dollar and increased freight costs contributed to the escalation of equipment prices. At the time, detailed specifications and quotes were unavailable, leading to a conservative budget allocation based on the best available information. The subsequent tender process and evaluation of submissions revealed the true cost of procuring state-of-the-art equipment. While the initial budget figure was appropriate for early-stage planning, it lacked the precision of the final cost estimates now available.

Additionally, the installation of CT equipment will require significantly more ancillary work compared to the existing Multi-View X-ray system. The CT equipment is larger, heavier, and more complex, necessitating additional space and structural modifications to support its weight and dimensions. Furthermore, integration with the airport's existing baggage handling systems may require reconfiguration of conveyor belts and control systems, which will contribute to the overall cost.

These additional costs were not initially accounted for, as the precise size, weight, and dimensions of the CT equipment were unknown during the planning phase. The four available CT models vary significantly in size and weight, with some requiring external cooling units, which further complicated the budgeting process. The Rapiscan RTT110 system, being in the more compact range of CT equipment, is estimated to require less work for installation and integration compared to some of the other units available on the market.

The Council has the option to procure a Tier 2 Multi-View X-ray machine, which is more cost-effective than the CT X-ray. However, this unit will need to be replaced with a CT X-ray once scheduled international operations commence, as in the case of Sunshine Coast, Newcastle, and Hobart. This approach follows the guidance provided by the Department and the Aviation Security Screening Equipment Notice (2023), which mandates that designated airports with regular scheduled international services implement CT X-ray technology for their CBS.

Currently, CT technology not only meets but exceeds the security standards required for international operations, ensuring both compliance and future proofing of the airport.

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 economic and functional ability for the Council to maintain the airports operational capability.

STATUTORY IMPLICATIONS

In terms of the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005, Karratha Airport is classified as a Security Controlled Airport. Under Section 16(2) of this Act, the City of Karratha as owner/operator of Karratha Airport, has a Transport Security Plan (TSP) aimed at ensuring the security integrity of the aviation network at Karratha Airport. Section 2.18 of the Regulation further expands on the TSP’s requirement to have Checked Baggage Screening at the airport.

Tenders were called in accordance with Section 3.57 of the Local Government Act 1995 and Part 4, Division 2 – Tenders for providing goods or services of the Local Government (Functions and General) Regulations 1996.

COUNCILLOR/OFFICER CONSULTATION

No councillor or officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The proposal is in accordance with Council’s CG 12 Purchasing Policy and CG11 – Regional Price Preference is applicable to this matter.

FINANCIAL IMPLICATIONS

Council has allocated \$1M in the 2024/25 financial year for the cost of replacing the CBS equipment. However, the preferred tenderers submission has exceeded the budget. The total cost of the purchase of the equipment, freight, installation, commissioning, staff training is \$1.72M plus \$300K ancillary works will result in \$2.02M being proposed.

The Airport Reserve has a forecast balance of \$18.858M as at the 30 June 2025. If supported, it is proposed that the total project cost of \$2.02M would be funded from the Airport Reserve. The additional \$1.02M would result in a revised forecast Airport Reserve balance of \$17.838M at the 30 June 2025.

Screening costs which cover the cost of purchase, operation and maintenance of all the security equipment are budget neutral and are recovered from Airlines through Security Screening Fees and Charges once approved by Council. The airlines will ultimately on charge the costs to the passenger.

STRATEGIC IMPLICATIONS

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

Programs/Services: 1.a.2.7 Airport Compliance Administration.
 Projects/Actions: 1.a.2.7.24.1 Replacement of Checked Baggage Screening Equipment.

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	Cost of Security Screening equipment are budget neutral and will be recovered from airline charges.

Category	Risk level	Comments
Service Interruption	High	Lack of checked baggage screening equipment will restrict all passenger and airline operations at the airport.
Environment	N/A	Nil
Reputation	High	Closure of the security screening operations at the airport terminal due to unavailability of checked baggage screening equipment will have a high reputational risk for the City.
Compliance	Low	Conducting a tender process to purchase the CBS equipment is expected to ensure security integrity of the aviation network at Karratha Airport.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officer's recommendation. The contract will be managed in-house by the Airport team.

RELEVANT PRECEDENTS

The existing CBS equipment was approved by Council in 2008 through a 50% Federal funding agreement and installed in 2009.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

In terms of the Aviation Transport Security Act 2004, Karratha Airport is classified as a Security Controlled airport and to maintain the classification having checked baggage screening at the airport is mandatory. The replacement of the CBS is a critical investment to ensure compliance with current regulatory standards, enhance security, and support the aspirations of the Karratha to be an international airport.

With the current CBS X-ray past its useful life, Officers recommend the City to award the tender and commence the replacement of the CBS equipment.

COUNCILLOR QUESTION:

What is the difference between Tier 1, 2 & 3 airports?

CITY RESPONSE:

The classifications are based on size and scale of operations and availability of regular public transport (RPT) international flights.

Designated, Tier 1, and Tier 2 airports are required to conduct security screening. The Department determines an airport's tier based on its risk profile, annual departing passenger numbers, and the seating capacity of the regular public transport (RPT) and open charter aircraft it hosts.

The Department uses Bureau of Infrastructure, Transport and Regional Economics (BITRE) departing revenue passenger numbers on a rolling three year average to ensure each airport is categorised appropriately. The Department will review data on a six monthly basis, in line with BITRE calendar and financial year updates.

Tier 1 Airports include Adelaide, Brisbane, Cairns, Canberra, Darwin, Gold Coast, Melbourne, Perth, Sydney, Hobart, Launceston, Newcastle, Sunshine Coast and Townsville.

COUNCILLOR QUESTION:

In terms of other screening brought in to accommodate passenger screening, was there not an opportunity to upgrade both this and the passenger screening at the same time?

CITY RESPONSE:

These are two distinct and different assets, where different regulations and requirements apply to each. The City's aim is to ensure maximum value is derived from large assets and this upgrade is required as the existing infrastructure has reached end of its life. The timeline for the baggage screening upgrade did not align with the passenger screening upgrade which was mandated by updated government standards for passenger screening.

COUNCILLOR QUESTION:

Can you confirm that the proposed baggage screening meets the operational requirement for International Airport status?

CITY RESPONSE:

The proposed asset would meet International standards if those operations were to occur.

12.3 SUPPLY AND LAYING OF ASPHALT AND PROFILING SERVICES – TENDER OUTCOME

File No:	RFT0000023
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Acting Manager Asset Maintenance
Date of Report:	10 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Supply & Laying of Asphalt and Profiling Services Tender, Number RFT0000023.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT** the tender submitted by **CORPS Pavement Services ABN 74 130 384 593** as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT 0000023 - Supply & Laying of Asphalt and Profiling Services; and
2. **AUTHORISE** the Chief Executive Officer to execute a contract with **CORPS Pavement Services**, subject to any variations of a minor nature.

BACKGROUND

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

The proposed scope of works includes:

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

At the October 2024 Ordinary Meeting, Council agreed to invite tenders for Supply and Laying of Asphalt and Profiling Services.

Tenders were advertised on 12 November 2024 and closed 4 December 2024.

One (1) tender was received by the closing date from CORPS Pavement Services

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

- Brian Randall, Acting Manager Asset Maintenance
- Ryan McAlister, Operations Coordinator
- Deoneia Pires Da Silva, Principal Engineering Coordinator

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

The criteria and associated weightings were:

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

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

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

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

DISCUSSION

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No councillor or officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The total estimated cost of the service over five (5) years is \$14.25M excl GST) with CPI to be applied annually.

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

STRATEGIC IMPLICATIONS

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

- Programs/Services: 1.a.1.1 Civil Infrastructure Works Construction and Maintenance
- Projects/Actions: 1.a.1.1.19.2 Implement the annual Road Reseals Program
- Programs/Services: 1.a.1.1.21.2 Implement Street and Verge Maintenance Program

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Ongoing costs for asphalt reseals and road repairs can be modified to the City’s endorsed program requirements.
Service Interruption	Low	Works to be conducted in line with approved schedules.
Environment	N/A	Nil
Reputation	Moderate	Failure to maintain the current service levels will attribute to accelerated road deterioration and increased poor community feedback and complaints.
Compliance	N/A	Works will be undertaken in accordance with relevant Australian Standards, current legislation, OSH provisions and best industry practice.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officer’s recommendation. Management of the potential successful tenderer are afforded within existing resources.

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer possesses the necessary experience, expertise, and resources, including the required plant and equipment, to deliver the contract works in accordance with City standards.

The Evaluation Panel sees no advantage in requesting the RFT Supply and Laying of Asphalt and Profiling Services be readvertised.

12.4 FENCING SERVICES – TENDER OUTCOME

File No:	RFT0000026
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Acting Manager Asset Maintenance
Date of Report:	15 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for Fencing Services Tender, Number RFT0000026.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by Prompt Contracting and Fencing Pty Ltd ABN 14 135 596 717 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000026 – Fencing Services; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Prompt Contracting and Fencing Pty Ltd, subject to any variations of a minor nature.**

BACKGROUND

At its July 2024 Ordinary meeting Council resolved to call tenders for fencing services for a period of three (3) years with two (2) x one (1) year extension options exercisable at the sole discretion of the City.

The establishment of a fencing services contract is designed to support an increasing program of works. In establishing this contract Officers can coordinate a program of works designed to support the City's project and asset maintenance activities including installation of new fencing, repairs and replacement of existing fencing

The proposed scope of works in the request for tender comprised of:

- Supply and installation of new fencing for all the City's facilities, including the Airport, Leisureplex, sports amenities, parks, and ovals.
- Supply and installation of bollards for all the City's facilities, including the Airport, Leisureplex, sports amenities, ovals, and parks.
- Supply, installation and repair of all caged/fenced sporting assets including softball cages, cricket nets, and shotput cages.
- Repair and replacement of all fencing across the City's facilities, parks, and ovals
- Fencing repairs and replacement at City housing as required.
- Hiring and installation of temporary fencing for construction works.
- Design consultation for new projects.
- Complete all building approvals and permits as required.
- Removal and disposal of fencing at an approved licensed waste facility.

Fencing construction includes chain link, pool fencing, colorbond fencing, temporary fencing for construction works, sporting nets, cages, railings, palisade fencing and gates.

All works would be installed to Australian Standards and comply with Local Government Legislation and Regulations

Tenders were advertised on 25 November 2024 and closed 16 December 2024.

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

- Djeleanna Environmental Solutions Pty Ltd
- Greentree Ngaliya Civil & Fencing
- Prompt Contracting and Fencing Pty Ltd

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

- Acting Manger Asset Maintenance
- Parks and Gardens Coordinator
- Parks and Gardens Assets Supervisor

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

The criteria and associated weightings were:

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

The Regional Price Preference Policy was applied to two (2) local tenderers.

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

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

DISCUSSION

This contract has been established as a result of internal discussions within the Asset Maintenance Department, Community Facilities Department and through Levels of Service to speed up procurement works for Fencing and be able to complete capital works, operational works and reactive works.

Officers propose the most cost effective and time efficient process to maintain the fencing throughout the City is to engage a Fencing Contractor for all fencing works to assist with maintenance, reactive repairs, and new installations.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place across the Asset Maintenance and Community Facilities Departments.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including extension options and CPI increases is \$1.7M (excl GST) over the five (5) year period.

Council has allocated \$450K in the 2024/25 budget to reflect contract rates based on the current level of service. It is forecast that similar annual budgets will be required in future years given the value of the City’s assets and based on the Long-Term Financial Plan and historic maintenance requirements

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.a.1.2	Parks and Gardens Maintenance
Projects/Actions:	1.a.1.2.19.1	Implement Park Enhancement Program
Programs/Services:	1.a.1.4	Airport Facility Management
Projects/Actions:	1.a.1.4.23.1	Complete Fencing to new Airport commercial lots
Programs/Services:	1.a.1.5	Building Maintenance Services
Projects/Action:	1.a.1.5.19.1	Deliver buildings and structures maintenance program
Programs/Services:	1.a.1.7	Community Facility Management
Programs/Services:	1.a.1.8	Sports Fields and Ground Management

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Expenditure to be monitored against approved budgets for scheduled and reactive maintenance works
Service Interruption	Low	Works to be conducted in line with the approved scheduled as arranged with the Facility Managers.
Environment	N/A	Nil
Reputation	Low	Failure to maintain fencing structures may impact on the City’s reputation.
Compliance	Low	The contractor is to supply and install fencing in accordance with Australian Standards and to comply with Local Government building permits.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the July 2024 OCM, Council agreed to invite tenders for fencing services.

The City currently engages contractors to provide fencing construction and maintenance services for individual projects. Establishing a Fencing Service Contract creates a new precedent for delivery of these services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

The Evaluation Panel sees no advantage in requesting RFT0000026 Fencing Services be readvertised.

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 February 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

- 13.1.1 Community Experience update – November 2024**
- 13.1.2 Community Experience update – December 2024**
- 13.1.3 Concession on Fees for City Facilities – November 2024**
- 13.1.4 Concession on Fees for City Facilities – December 2024**
- 13.1.5 Youth Advisory Group Update**
- 13.1.6 Development Services update**
- 13.1.7 Record of Tender Outcome under Delegation**

13.1.1 INFORMATION REPORT - COMMUNITY EXPERIENCE – NOVEMBER 2024

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

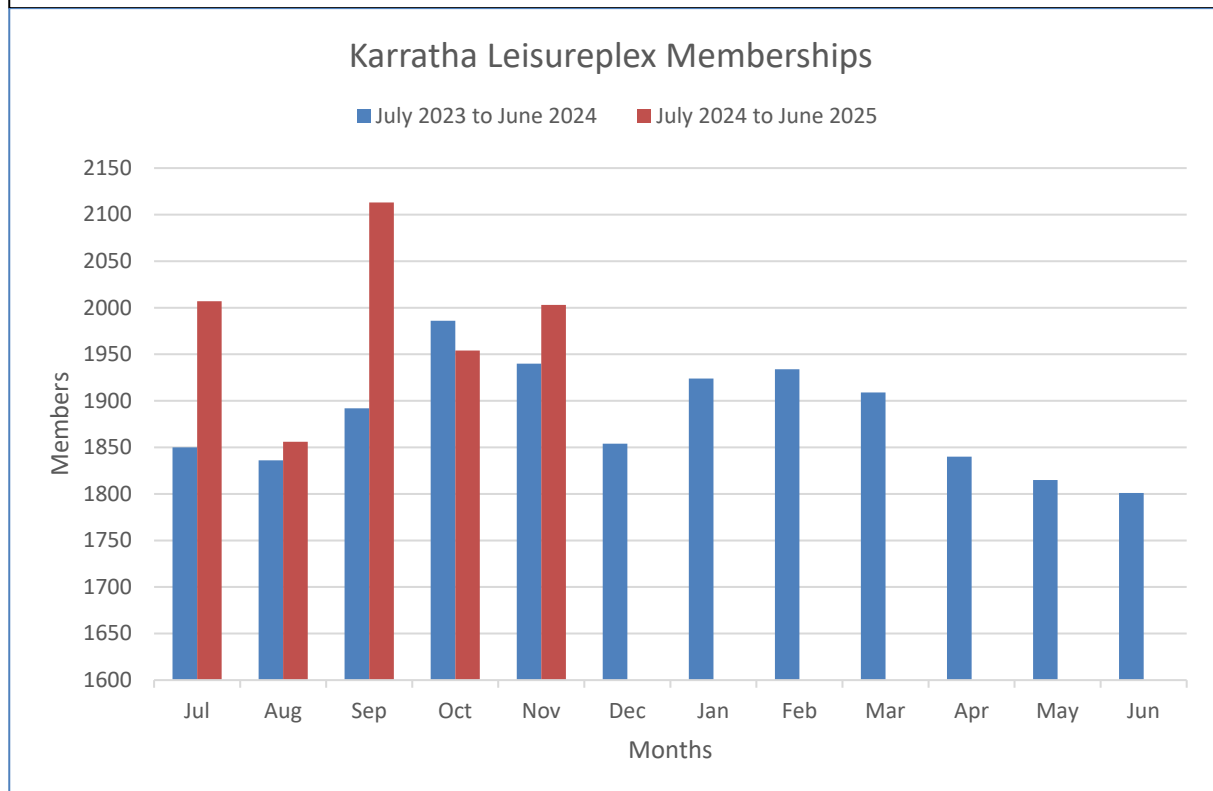
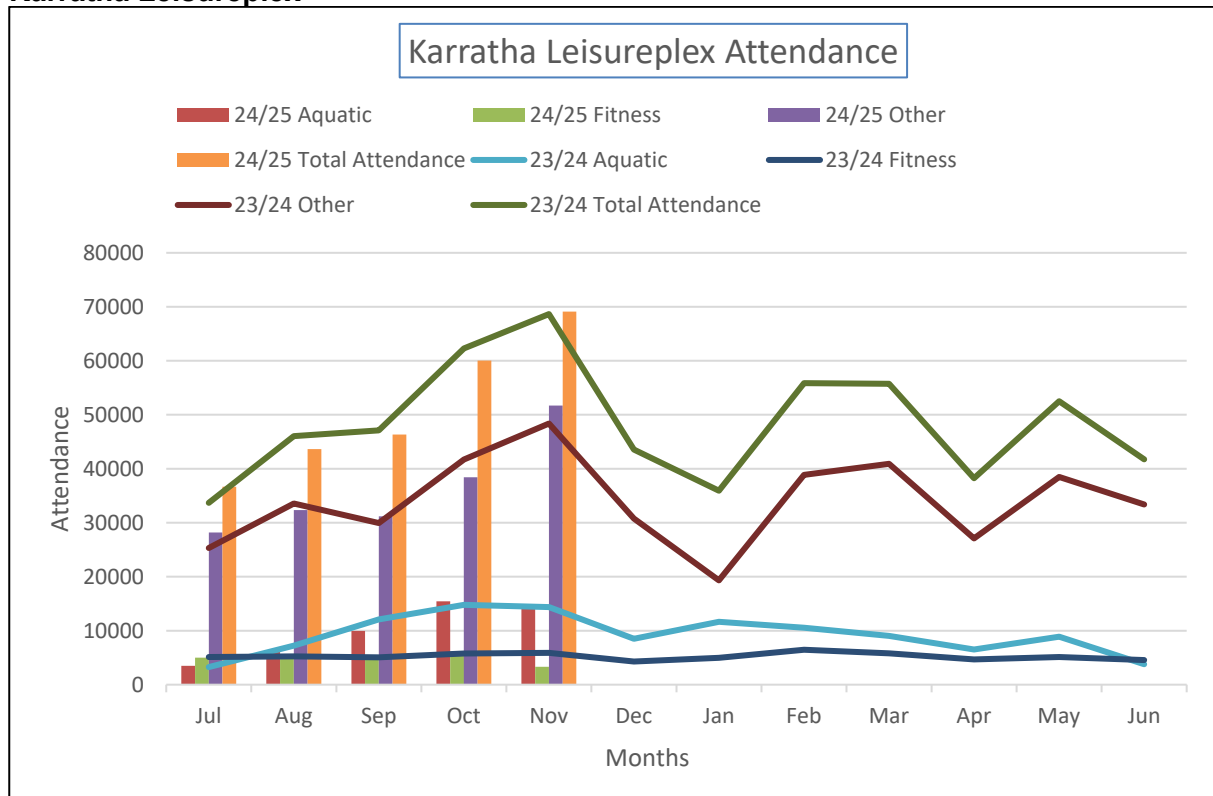
PURPOSE

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

Attendance & Utilisation Summary

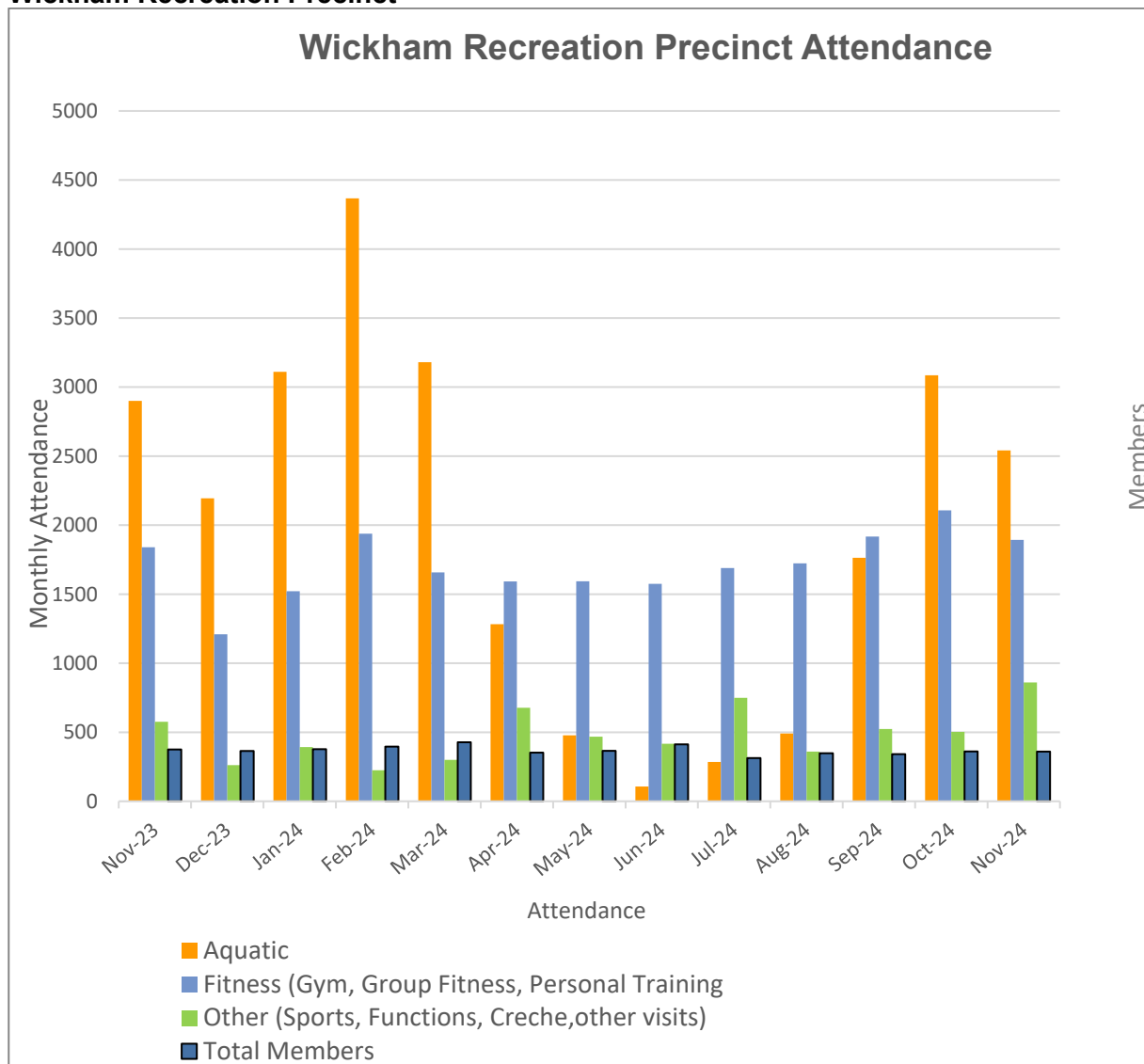
Facility Attendance	Nov 2023	Nov 2024	Year on Year %
The Youth Shed	584	934	+ 60%
The Base	1,093	882	- 19%
Total Library	8,611	9,221	+ 7%
Karratha Leisureplex	68,649	69,117	- 1%
Wickham Recreation Precinct	5,316	5,295	0%
Roebourne Aquatic Centre	834	1,250	+ 50%
Red Earth Arts Precinct	4,785	8,222	+ 72%
Arts Development & Events	385	3725	+ 868%
Indoor Play Centre	2,713	2,527	- 7%
Community Programs	Oct 2024	Nov 2024	Month on Month %
Security Subsidy Scheme properties	15	13	- 13%
Meet the Street Parties	1	1	0.00%

Karratha Leisureplex

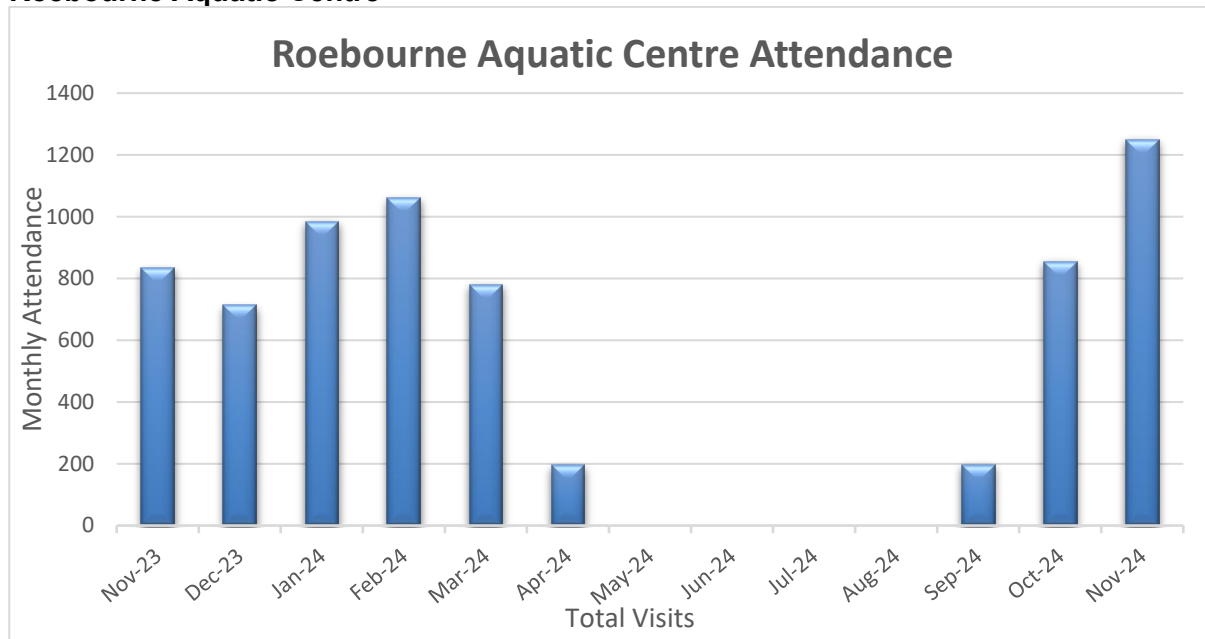


Total attendance at KLP was in line with the previous year (less than 1% increase) across all business units.

Wickham Recreation Precinct

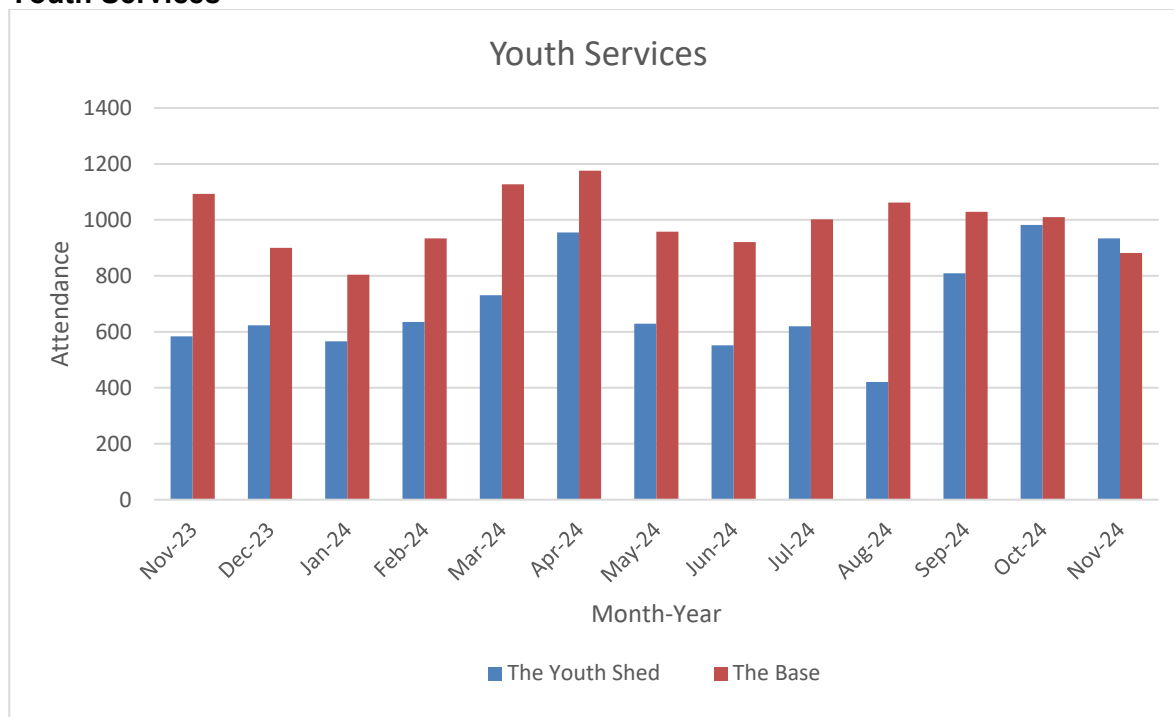


Roebourne Aquatic Centre



Almost 50% increase in attendance at RAC compared to last year. More usage is being experienced from the youth groups.

Youth Services



The Base, Wickham

The last few weeks have been full of excitement as we wrap up the year and the youth prepare for the end of school. As we come to the end of our standard weekly programming and enter into our Christmas Program schedule, we have continued to provide our standard activities, such as BBQ’s and visits to schools, table tennis and billiard competitions and craft sessions. On Friday 29th of November, we attended the Rio Tinto Christmas Party with over 40 youth, as well as being able to delegate more tickets to the young people in the community unable to book their own tickets. The event was much loved by our participants, who were

mostly engaged with the basketball and bouncy castles and we all enjoyed a beautiful meal before our late bus dropped the young people home.

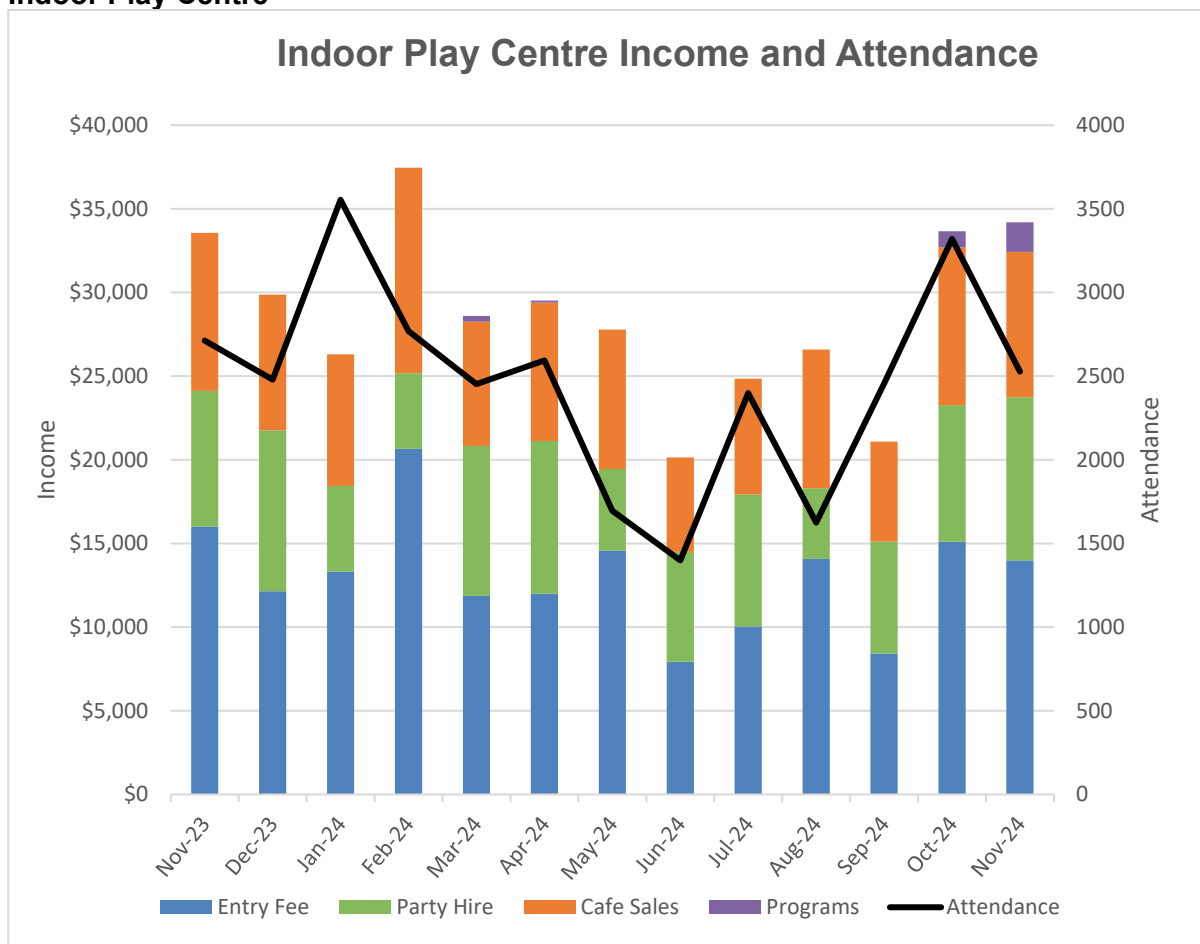
The Youth Shed, Karratha

The Youth Shed experienced a successful November 2024, welcoming 934 young people to the centre—a remarkable 59.93% increase compared to November 2023, maintaining steady attendance from the previous month. We offered 61 programs throughout November, including popular activities like Pool Days, Green Generation, Healthy Habits, and Vibe Tribe. These programs collectively engaged 1,331 participants, indicating that many young people are taking part in multiple offerings.

Notable highlights from the month included our Empowering Young Women’s Self-Defence Program, in collaboration with Ethos Karratha our Friday Night Street Ball, which brought 81 attendees to the centre in a single night, and our Green Generation Program, which secured the overall state win in the Environmental Education category with Keep Australia Beautiful.

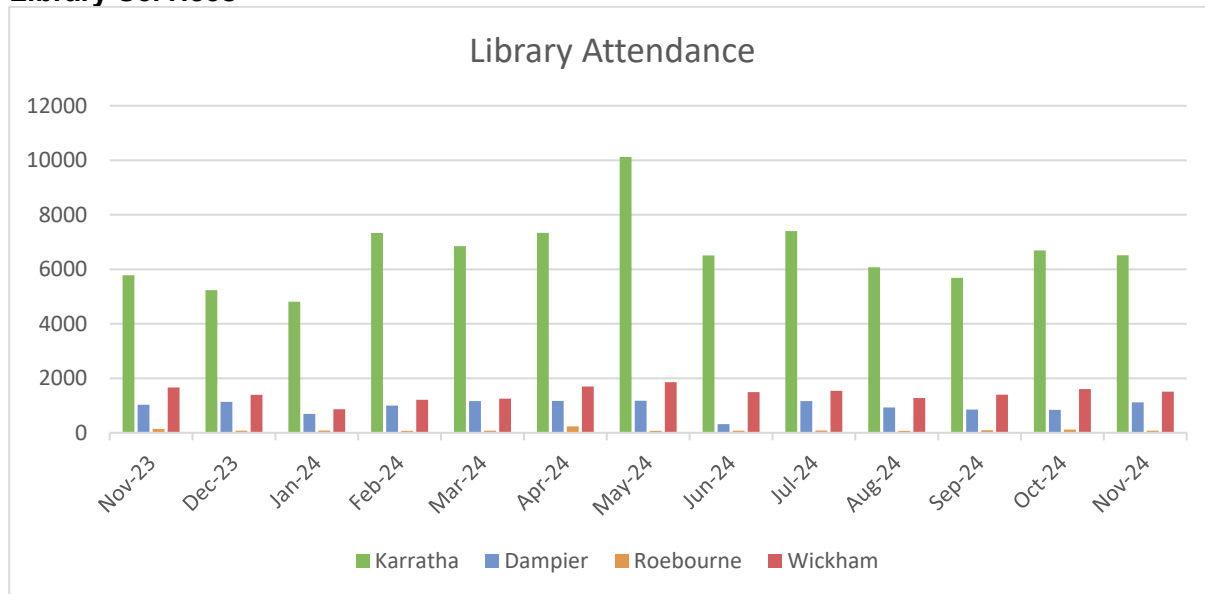
The Youth Shed remains committed to developing positive and engaging programs to foster strong relationships with our local youth and broader community.

Indoor Play Centre



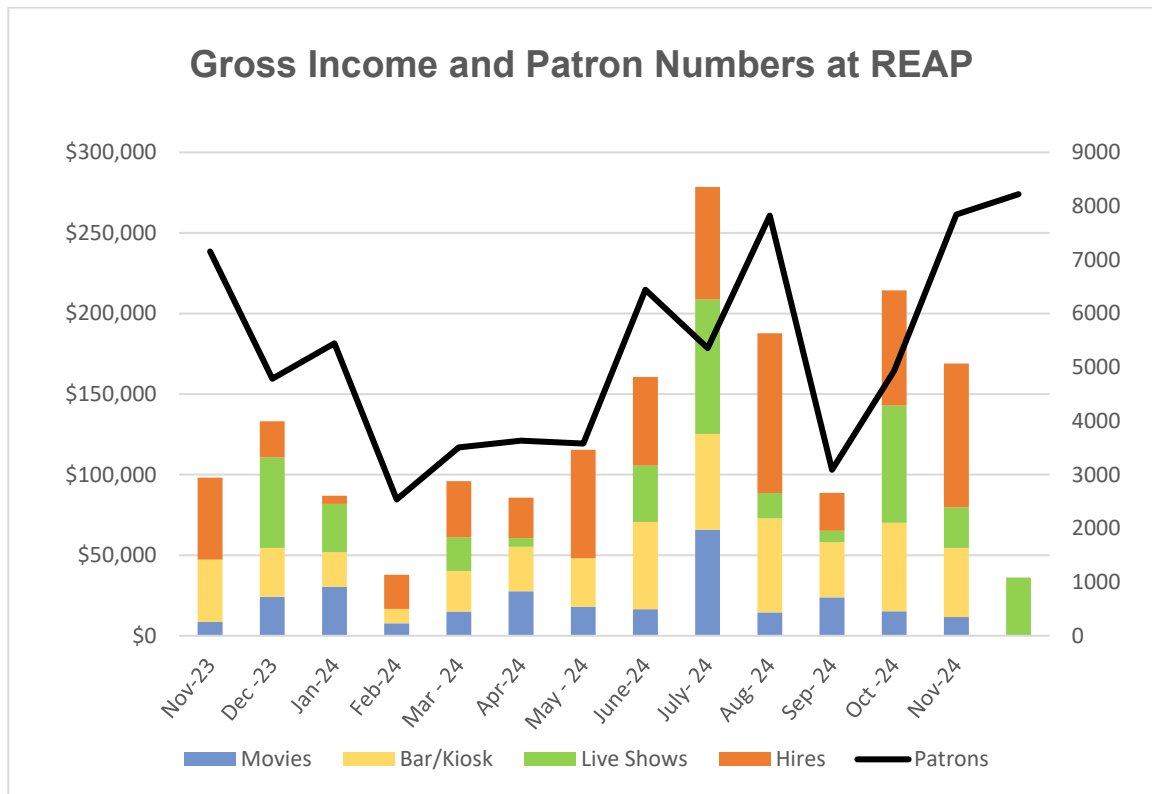
Attendance in November was down 7% compared to the same period in 2023 – largely this was a result of competing events (Halloween and Christmas on the Green) which resulted in reduction to normally busy Friday trade. Revenue has increased 5%, attributed to an increase in Party Hire and Café Sales.

Library Services



11,800 Total memberships (51 new members signed up in November).	2,580 Physical items and 1,798 eResources borrowed (up 397 from last month).
729 Individual computer log ins by members and guests (excludes Wi-Fi).	9 External requests for local history information (up 6 from last month).
1,024 Program participants at 46 programs, (including Story Time, Rhyme Time, Family Funday, Seniors Week Programming, Explorer Backpack Launch and Christmas on the Green Crafts).	96 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
913 Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning).	
Karratha Library Door Count 29/11 was 817 - 85 people attended our Explorer Backpack Launch and 170 participated in our Christmas on the Green Crafts.	

Red Earth Arts Precinct



November is consistently one of the busiest months for the Red Earth Arts Precinct, driven by graduation ceremonies and end-of-year concerts. This year was particularly notable due to the successful delivery of high profile events, which received excellent feedback from attendees. We began the month with the Pilbara Cattleman’s Ball, which concluded a successful conference. The Dance Kix end-of-year concert marked a significant milestone, with both shows selling out for the first time, underscoring the popularity of dance as a community event in the region.

Movies:

Movie screenings in November performed slightly better than the previous year. This is typically a quiet period for new releases as distributors prepare for holiday blockbusters. 22 movies screened with an average attendance of 33 patrons per session. Key performers were *Venom* with 139 patrons and \$3,414 in ticket and kiosk sales from 3 sessions, and *Gladiators* with 163 patrons and \$4,676 in ticket and kiosk sales across 4 sessions.

Bar/Kiosk:

Revenue from bar and kiosk sales were significantly boosted by major venue hire events, totalling \$30,881, a 12% increase compared to November 2023. Events included Pilbara Cattleman’s Ball, AGMS for Yinhawangka and Banjima Corporations, Karratha Senior High School Teachers’ Christmas Party and Dance Kix Concerts.

Live Shows:

This highlight of November was the Dance Kix end-of year concert, which featured two sold-out shows. Over 900 patrons attended, with 250 children performing. Total attendance was 916 with ticketing income at \$27,002.

Venue Hires:

November saw a significant increase in the delivery of major events, with a 54% increase

in venue hire revenue compared to the previous year, despite 2023 having more venue hires. This can be attributed to the events that were held over multiple days and hiring the whole venue. Community hires – 24, Corporate hires – 10, City of Karratha Hires – 4.

Key Events:

- Pilbara Cattleman’s Ball - A sit-down dinner and dance for 200 attendees.
- Graduations: Stars Foundation, Tambrey PS, and Baynton West PS in the theatre with tiered seating.
- Christmas on the Green: an outdoor event in the amphitheatre with over 800 public attending the Christmas celebrations
- AGMs: Three corporations utilised the theatre and venue facilities over five days - PKKP, Banjima and Yinhawangka.
- KSHS Teachers’ Christmas Party: The final year event on the Shelf for 80 guests.

Patrons:

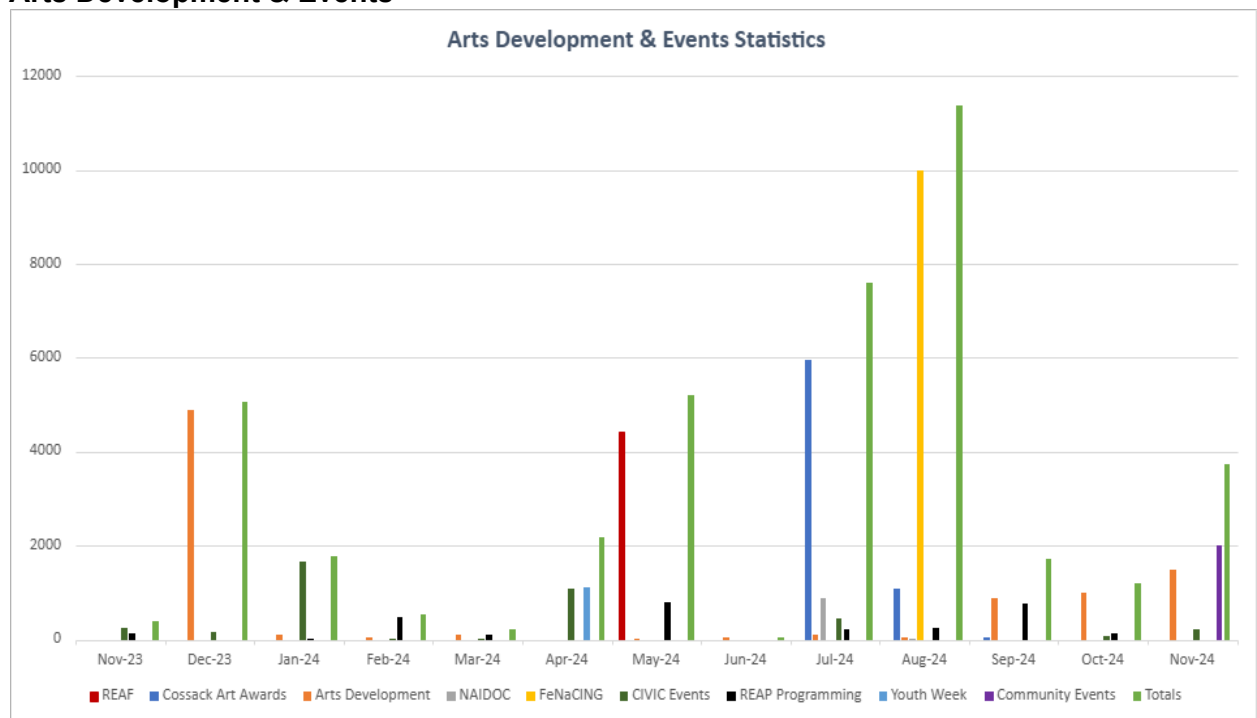
The total number of patrons increased slightly 13% compared to November 2023, driven by high-profile events such as the Cattleman’s Ball, Dance Kix and Christmas on the Green

- November 2023: 7,156 patrons
- November 2024: 8,222 patrons

Total Revenue:

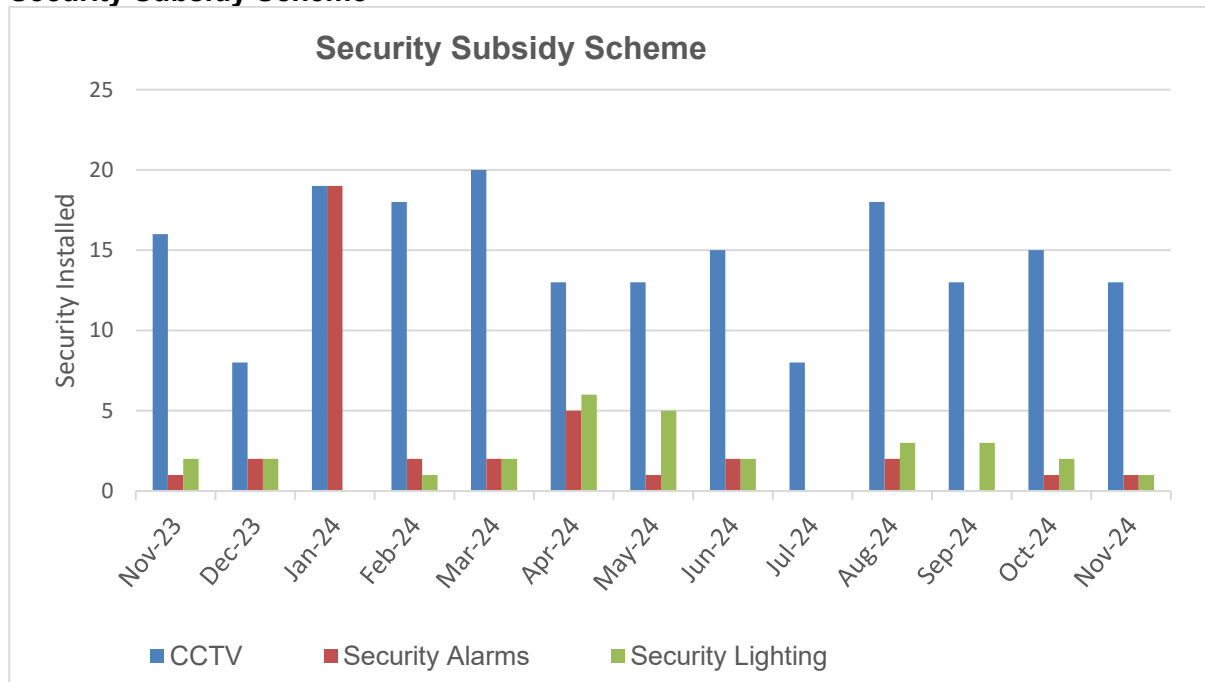
REAP generated \$179,283 in total revenue for November 2024, marking a strong conclusion to an event-packed month and an increase of 14% from the previous year.

Arts Development & Events



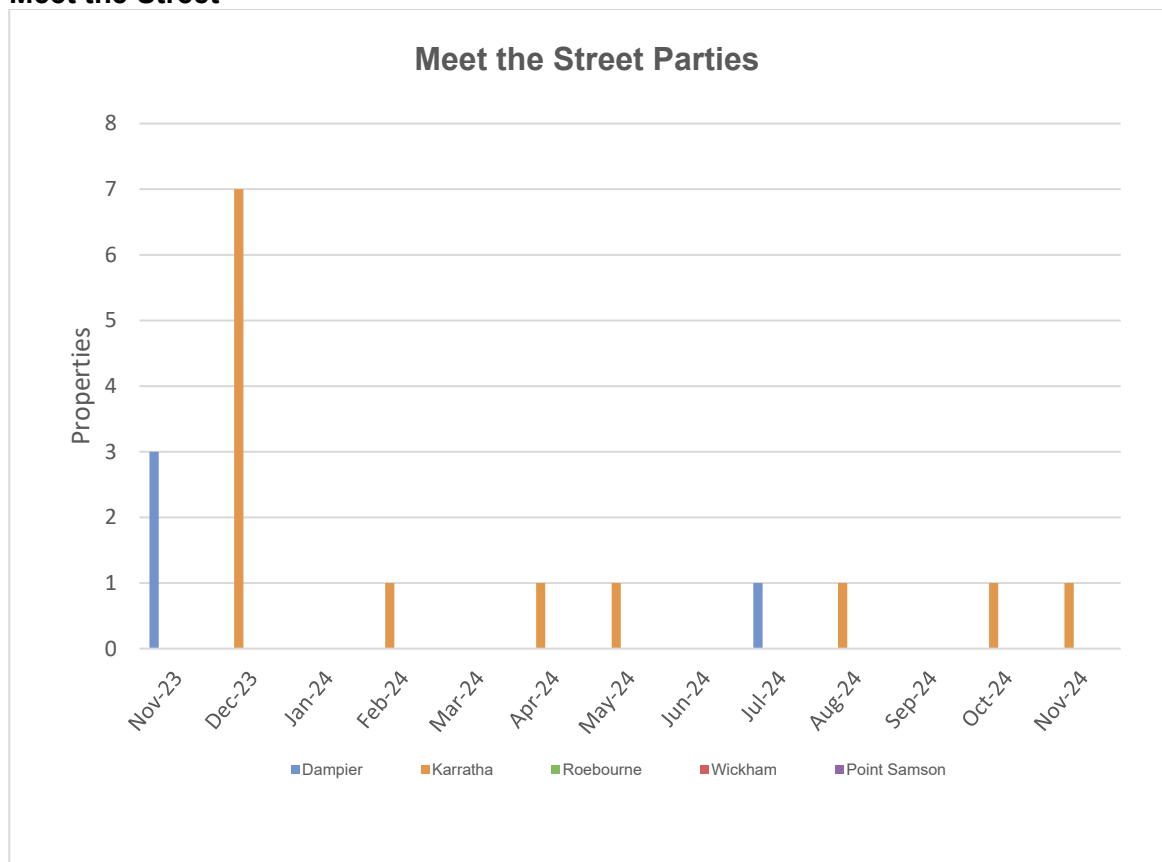
November was a busy month, featuring the Halloween Spooktacular at the Quarter, which attracted 800 visitors. Additionally, the start of Christmas on the Green drew in 1,200 visitors. We also celebrated Senior Weeks, welcoming over 130 seniors throughout the week, and the Community Christmas Exhibition which attracted 200 visitors.

Security Subsidy Scheme



19 Security Subsidy applications were received, with 13 being eligible for reimbursement.

Meet the Street



One Meet The Street event hosted this month, and one cancelled.

Small Community Grants

The following Small Community Grants were awarded since the last Ordinary Council Meeting.

November 2024

Town	Who	What	Awarded ex GST
Karratha & Surrounds	West Pilbara Junior Cricket Association	Funding to assist with Country Week costs associated with uniforms, registration fees, accommodation and bus hire.	\$5000.00
Roebourne	One Tree Community Services	Funding to reinstall the One Tree Roebourne Child and Parent Centre Community Garden and add shade.	\$3863.00

13.1.2 INFORMATION REPORT - COMMUNITY EXPERIENCE – DECEMBER 2024

File No: CS.23
Responsible Executive Officer: Director Community Experience
Reporting Author: EA Community Experience
Date of Report: 31 December 2024
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s) Nil

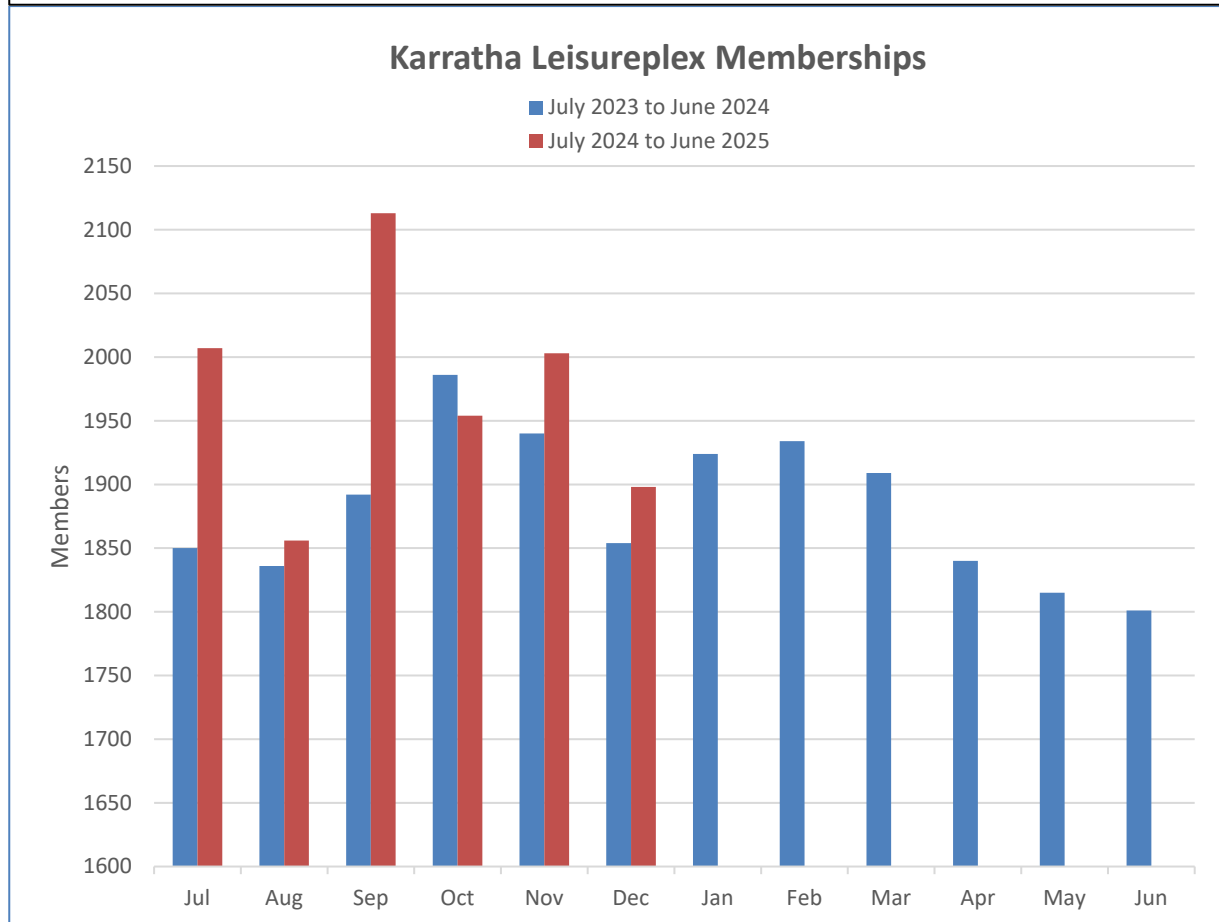
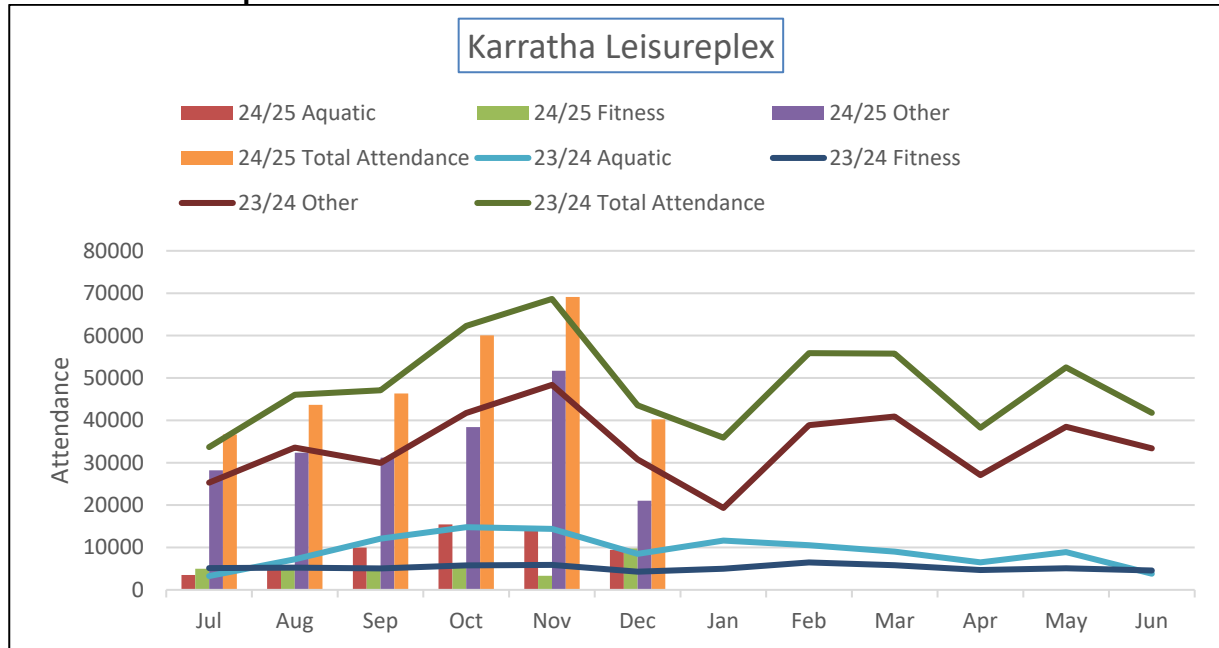
PURPOSE

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

Attendance & Utilisation Summary

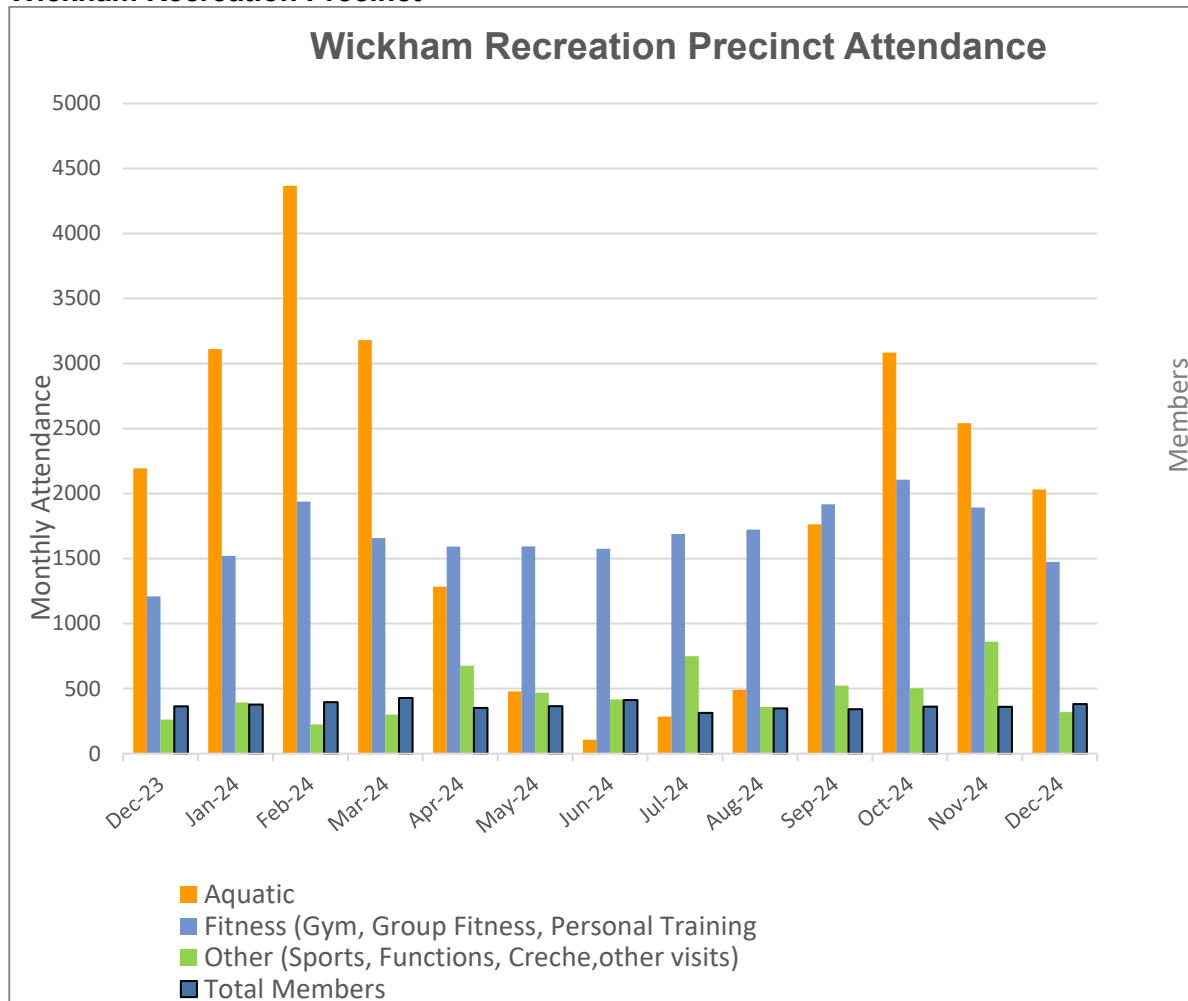
Facility Attendance	Dec 2023	Dec 2024	Year on Year %
The Youth Shed	623	713	+ 14%
The Base	900	659	- 27%
Total Library	14,675	9,250	- 37%
Karratha Leisureplex	43,556	40,226	- 8%
Wickham Recreation Precinct	3,665	3,826	+ 4%
Roebourne Aquatic Centre	713	1,013	+ 42%
Red Earth Arts Precinct	5,445	5,575	+ 2%
Arts Development & Events	5060	4611	- 9%
Indoor Play Centre	2,479	2,404	- 3%
Community Programs	Nov 2024	Dec 2024	Month on Month %
Security Subsidy Scheme properties	13	23	+ 77%
Meet the Street Parties	1	4	+ 300%

Karratha Leisureplex



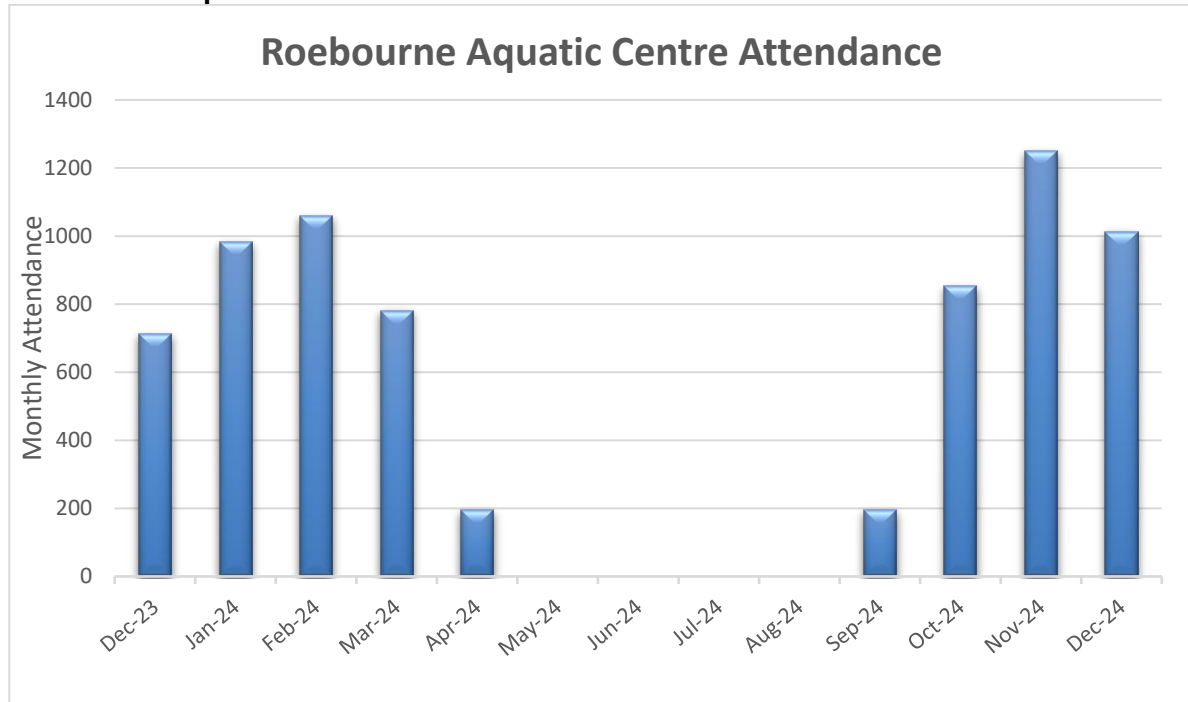
December 2024 total attendance in fact dropped by 8% to 40226 with the majority of this decrease in the aquatic area. No particular cause identified.

Wickham Recreation Precinct



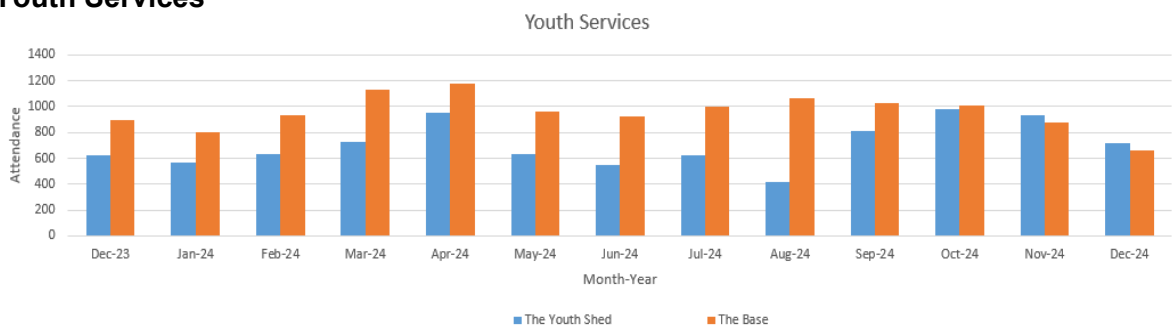
Total attendance for WRP is up 4.4% from same period last year. Represented by a 4.7% increase in memberships and better group fitness class attendance.

Roebourne Aquatic Centre



Total entries are up 42% from same period last year. Increased usage from the Yaandina youth sector.

Youth Services



The Base, Wickham

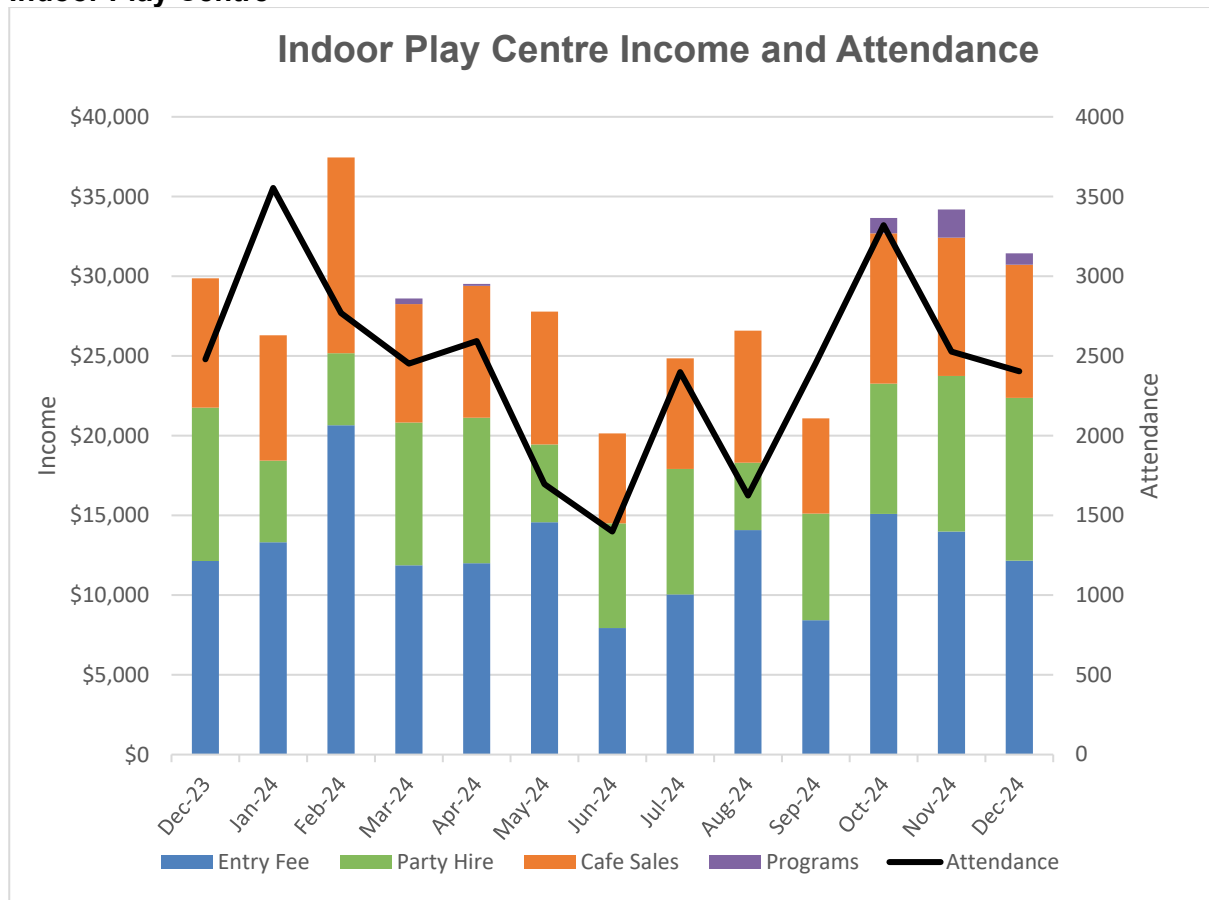
The Base experienced a decline in attendance from 900 in 2023 to 659 in December 2024. The decrease was influenced by various factors, the very warm weather kept youths indoors, families leaving for the festive season holidays and some families relocating. Despite this, the Base maintained a steady turnout with the Christmas party being the highlight with 60 youths, stakeholders and parents celebrating the year. Our Summer holiday programs were well received featuring two sessions from Fair Games (Perth), Wickham Firefighters lolly run, Base Bingo competitions and two bicycles donated by Rio as Christmas gifts.

The Youth Shed, Karratha

The programs leading up to Christmas were a great success, with participation levels surpassing last year’s numbers by a significant margin. One of the highlights was the hugely popular dodgeball event, which saw 40 youth joining in for a fun-filled day of competition. Throughout the week the drumming workshop kept the energy high and another major hit was constructing wooden Christmas trees resulting in a diverse and unique collection of beautifully made decorations. The Paint Box session drew a large crowd as did the Christmas craft programs including decorating milkshake jars, personalised gifts and

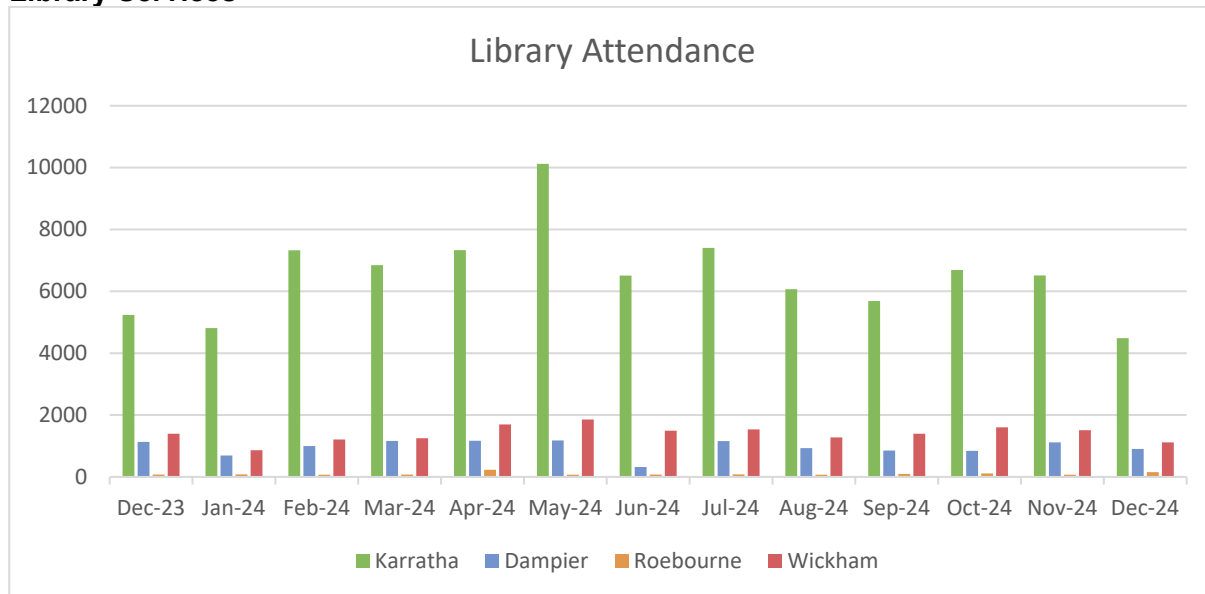
decorations. On Christmas Eve the cookie baking session was a standout with youths taking home cookies to share. Overall December was a month of creativity and celebration.

Indoor Play Centre



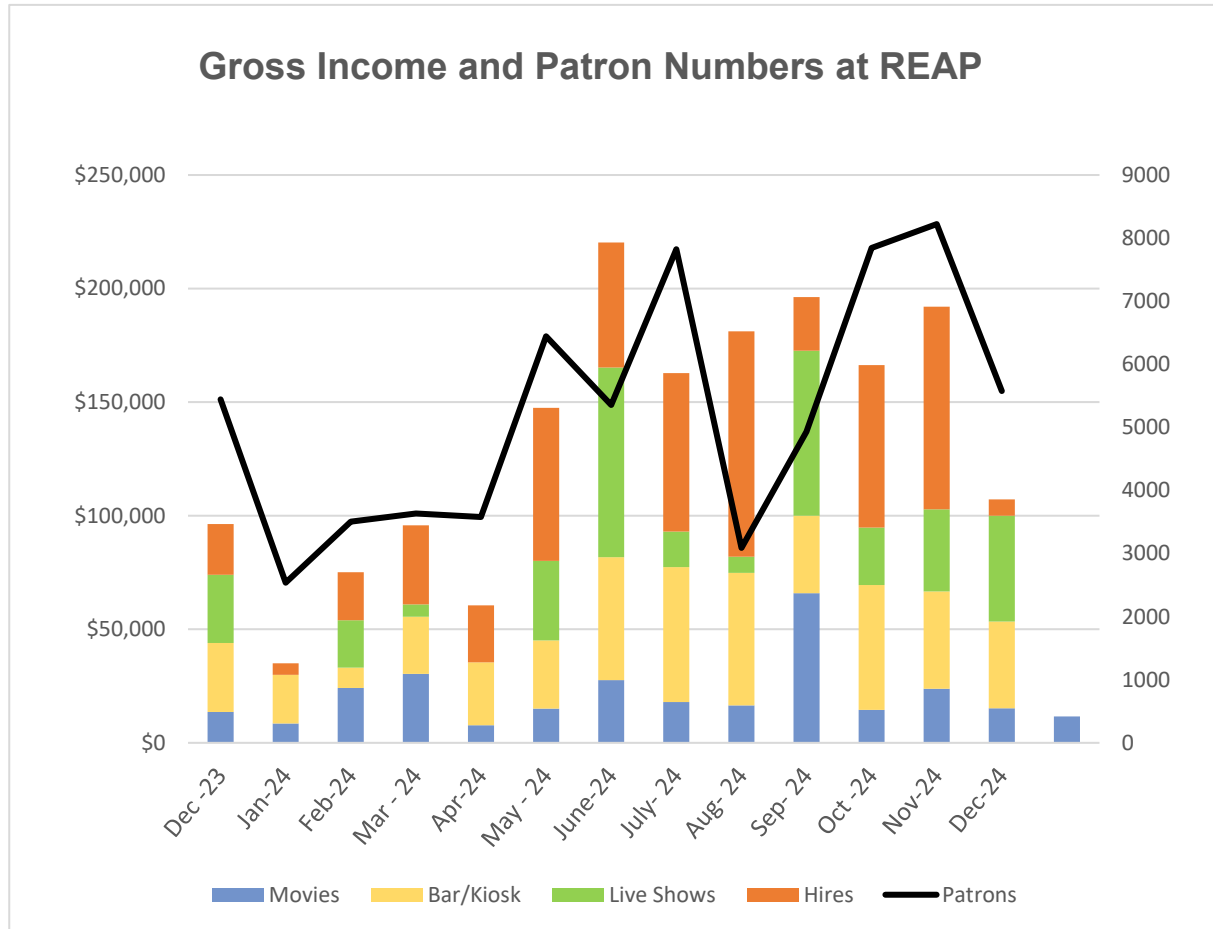
Party hire includes Laser Tag. This is the main increase from \$5120 (2023) to \$6859 (2024). The café has added pizza, chips and nuggets to the menu which has increased Café sales from \$7862 to \$8947 this year. The party platter options have also contributed to reducing number of self-catered parties due to the healthy options. Admissions are only slightly down from 2479 to 2404, with entry fee revenue increasing from \$13,318 to \$13,933, likely due to the fee increase.

Library Services



11,885 Total memberships (65 new members signed up in October).	2,019 Physical items (up 160 from last month) and 1,145 eResources borrowed.
550 Individual computer log ins by members and guests (excludes Wi-Fi, Printing and Scanning - down 103 from last month).	5 External requests for local history information.
593 Program participants at 34 programs, (including Story Time, Rhyme Time, Family Funday, Celebrating Sam Morning Tea and Christmas Crafts).	67 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
708 Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning – up 79 from last month).	

Red Earth Arts Precinct



December is traditionally a quieter month at REAP, with the event season winding down and the focus shifting to cinema programming for the Christmas holidays. This year, movie offerings included Moana 2, Wicked and Sonic 3, providing patrons with exciting entertainment options. Additionally, exclusive Moana merchandise available only at cinemas was sold at the Box Office, giving a city-like feel to our local screenings.

Events and Programming:

The month began with the Lea Cullen Performing Arts (LCPA) end-of-year shows, a favourite in the dance community that nearly sold out two performances. The interactive Sea of Light show from ACE returned for a week, offering sessions for all ages. This was a rebooking opportunity after freight delays earlier in the year. On Boxing Day we launched the first screenings of Moana 2 and Sonic 3, drawing record attendance and showcasing strong community presence over the festive period.

Movies:

Cinema performance in December slightly exceeded last year, despite being a typically quiet time for new releases as distributors focus on holiday blockbusters. 30 movies were screened with an average attendance of 99 patrons per session. Key performances were Wicked with 589 patrons, \$8,473 in ticket sales across 4 sessions. Moana 2 had 1,343 patrons, \$18,152 in ticket sales across 5 sessions. Sonic Hedgehog 3 had 437 patrons, \$6,099 in ticket sales across 4 sessions.

Bar/Kiosk Revenue:

Bar and Kiosk sales were significantly boosted by blockbuster movies and the LCPA shows, resulting in a 22% increase compared to December 2023.

Revenue Breakdown –

- LCPA \$5,910
- Moana 2 \$15,019
- Wicked \$5,842
- Sonic 3 \$4,062

Live Shows:

December's live programming started with LCPA end-of-year shows, which featured over 185 children performing and nearly sold out both sessions. Total attendance was 805 patrons and ticketing income amounted to \$26,858. The Sea of Light interactive light show ran for a week, attracting strong participation with total attendance 944 and ticketing income \$7,365.

Venue Hires:

December saw minimal venue hire activity, with the theatre unavailable during the Sea of Light event week and most organisations scaling back events during the festive season. There were 5 community hires and 5 corporate hires. Key events were the Karratha Senior High School Lower School Presentation Night with 400 attendees, the Woodside Indigenous Sundowner with 20 attendees and the Pegs Creek School Presentation with 450 attendees.

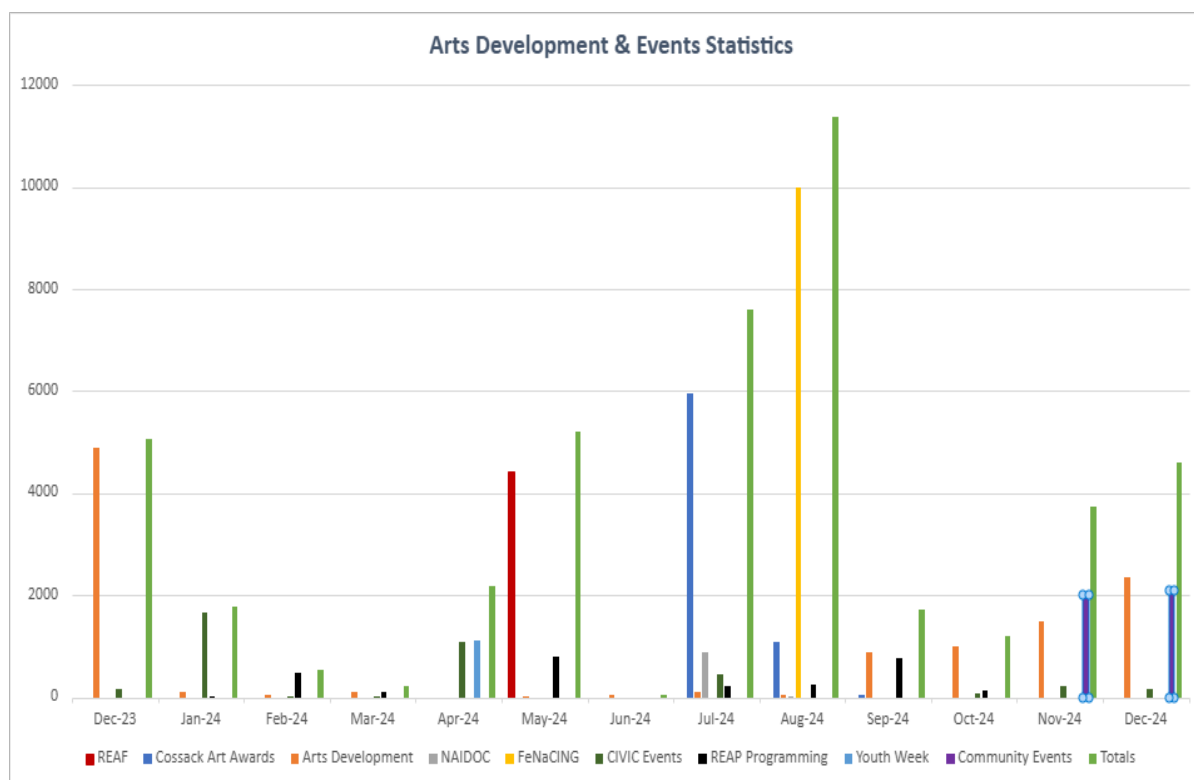
Patrons:

Patronage saw a modest 2% increase compared to November 2023, driven by strong cinema attendance. December 2023 – 5,445 patrons, December 2024 – 5,575 patrons.

Total Revenue:

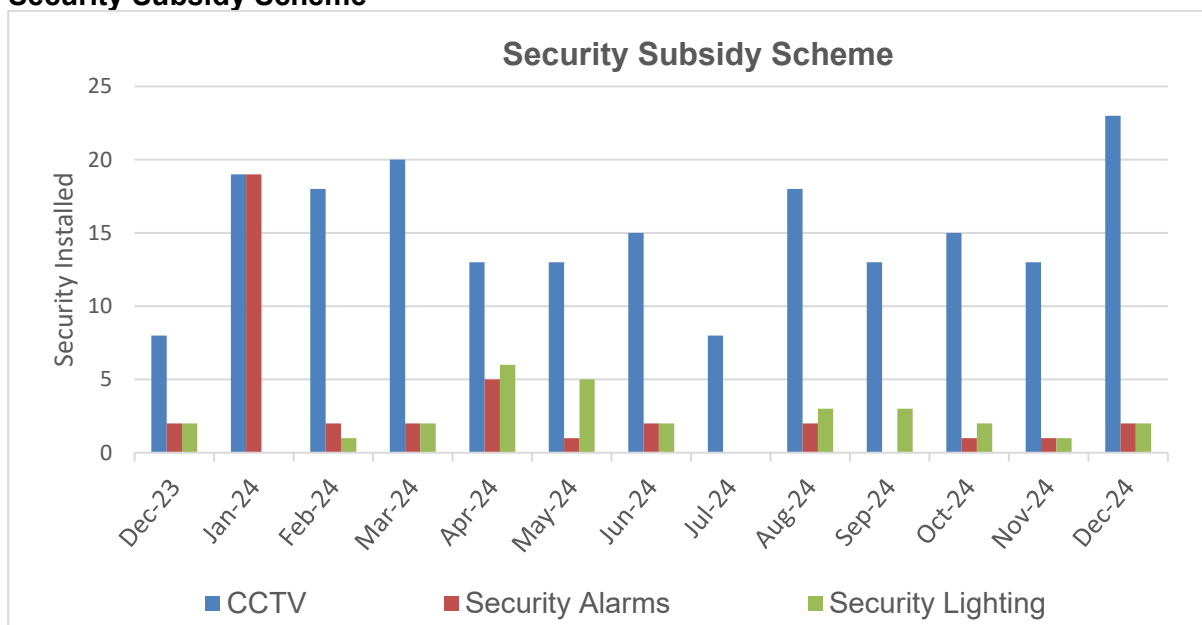
REAP generated \$134,547 in total revenue for December 2024, capping off a highly successful year.

Arts Development & Events



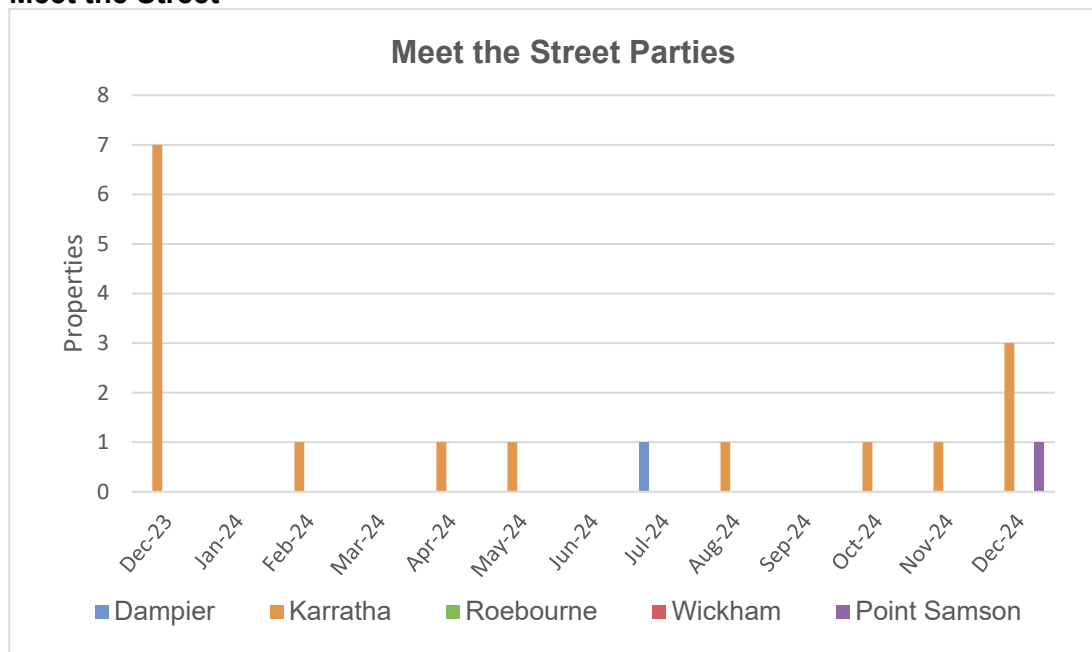
In December we experienced even higher attendance, with highlights including Christmas in the Pilbara featuring Winter Wonderland, which attracted over 2,000 visitors. The Sea of Light installation also saw an impressive turnout, drawing in 2,340 visitors.

Security Subsidy Scheme



29 Security Subsidy applications were received, with 23 being eligible for reimbursement. This has been the busiest month for the Security Subsidy Scheme for the last 12 months.

Meet the Street



4 Meet the Street parties hosted this month. Bit more of an uptake due to Santa’s Lolly Run and Christmas. Also, our first event was held at Point Samson.

Small Community Grants

The following Small Community Grants were awarded since the last Ordinary Council Meeting.

December 2024

Town	Who	What	Awarded ex GST
Dampier	Dampier Seafarers Centre	Funding to offset the costs associated with the purchase and installation of CCTV for the premises.	\$4003.77

13.1.3 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 November 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 November 2024.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Lea Cullen Performing Arts	The \$1,769.00 REAP venue hire and associated technical labour costs for the full tech concert rehearsal 2024 be waived as per the agreement following meetings regarding the technical issues at the 2023 concert.	Director Community Experience	\$1,608.18

13.1.4 CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38
Responsible Executive Officer: Director Community Experience
Reporting Author: EA Community Experience
Date of Report: 31 December 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 December 2024.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Nil			

13.1.5 YOUTH ADVISORY GROUP UPDATE

File No: CS.8
Responsible Executive Officer: Director Community Experience
Reporting Author: Manager Engagement and Partnerships
Date of Report: 30 August 2024
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

For Council to consider the key discussions, feedback, and outcomes from the first three Youth Advisory Group meetings for 2024.

BACKGROUND

The Youth Advisory Group 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.

The Youth Advisory Group meeting on 28 August 2024 focused on the creation of a newsletter to share news, events, and activities for young people. It was decided to produce one newsletter per school term, using a one-page format, with distribution across various platforms. The group also discussed updating the Walkington Award Board, with unanimous support for placing a new, freestanding board in the Karratha Library. Additionally, the Youth Advisory Group were informed that the City have agreed to host the Youth Week 2025 launch event supported by the Department of Communities, with ongoing input from the Youth Advisory Group in the planning process.

DISCUSSION

Meeting: 28 August 2024

Agenda Item	Points of Discussion
YAG Newsletter	<ul style="list-style-type: none"> - Discussed the objectives of the newsletter: to share news, events, ideas, and activities for young people. It was also discussed that the newsletter needs to be engaging. - YAG capacity: Suggestion was made to produce one newsletter per school term (4 per year) instead of monthly due to the level of work involved and other commitments. The YAG agreed to this suggestion. - Format and length: The YAG suggested and agreed to keep the newsletter to one page (or front and back). A template will be created by the communications team and sent to Kirstin to distribute. The template will have adaptable headings/topics to maintain consistency. - Discussed distribution/sharing of the newsletter: Suggested platforms included Facebook, schools, a section in the City’s monthly 'What’s On' send out, and possibly an article in the local newspaper (though this incurs costs and complexity). The YAG also discussed promotion of their activities on TikTok or other

	<p>platforms, noting that some members (and other young people) do not use Facebook, were unaware of Kcityteens on Instagram, OR do not use social media at all.</p> <ul style="list-style-type: none"> - Timing/timeline for content was also discussed noting that articles/content should be less time-sensitive, with social media used for time-sensitive information. Future events (e.g., Christmas events for Term 4) should be considered when writing the newsletter instead.
<p>Walkington Award Board</p>	<ul style="list-style-type: none"> - Background/context discussed: The current board needs updating to include names from 2021–2024 and beyond. It was noted that the board currently references the Shire of Roebourne and not the City of Karratha. The board is currently located in the Council Chambers and can only be viewed during meetings. - Location Options: Considered a freestanding board that could be moved between schools or placed in a public space like the Karratha Library. The Youth Shed and Library were discussed as possible permanent locations, with unanimous support for the library. It was also discussed that the walls in the Karratha library don't support a lot of weight so a freestanding board would be good. It was asked if the board could hang from the ceiling in the Karratha library. - Suggestions discussed: Create a freestanding board taller than the current one, with space for 30 years of names. Including both Shire of Roebourne (pre-2014) and City of Karratha (post-2014) on the board. Keep gold lettering and use a fancy font to enhance the honour of winning the award.
<p>Youth Week 2025</p>	<ul style="list-style-type: none"> - Launch Event: The Department of Communities has invited the City of Karratha to host the launch event on April 10th, 2025. The events team will manage the event, with engagement and ongoing input from YAG on decision-making and programming. The YAG will also have a voice in shaping the programming around the launch event across all townships. The events team will be invited to attend the next meeting and all meetings until April 2025 to continue shaping the event.
<p>General Business</p>	<p>Workshops:</p> <ul style="list-style-type: none"> - Discussed the possibility of running two workshops per month - one creative and one life skills-focused. Due to planning capacity, it was suggested to start with one of each workshop per term. To progress planning, a suggestion was made to create working groups for the newsletter and workshops to allow members to focus on specific tasks. New workshop ideas included: Excel Spreadsheet workshop, speech writing workshop, line dancing. - It was suggested that maybe we trial some workshops as icebreakers during meetings - the YAG have agreed, starting next meeting in October with line dancing.

	<p>Minister David Templeman:</p> <ul style="list-style-type: none"> - The Minister expressed interest in meeting with YAG. Kirstin will follow up with Robyn to progress this. <p>Professional Development:</p> <ul style="list-style-type: none"> - YAG members were asked to think about what skills or support they would like to acquire through YAG involvement. <p>Shout-outs:</p> <ul style="list-style-type: none"> - Well done to YAG member Fern Woods for writing her own speech and presenting at the City of Karratha Community Organisation Sundowner on the 14th of August 2024 about her experience as a Youth Advisory Group member. - Congratulations and well done to YAG member Sophia Holmes for representing the Pilbara (Warren-Blackwood electorate) at the Y Youth Parliament in Perth in July 2024.
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CONCLUSION

The Youth Advisory Group meeting on 28 August 2024 was highly productive, with key decisions made, and opinions shared regarding the creation of a term-based newsletter, the update and relocation of the Walkington Award Board, and the City’s involvement in hosting the Youth Week 2025 launch event. The group’s thoughtful discussions and support for these initiatives reflect their commitment to enhancing youth engagement in Karratha. Moving forward, the Youth Advisory Group will continue to play an integral role in shaping these projects and ensuring their successful implementation.

13.1.6 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	28 January 2025
Disclosure of Interest:	Nil
Attachment(s):	List of current decisions subject of State Administrative Tribunal Review and List of current Regional Development Assessment Panel applications

PURPOSE

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

This information is provided to keep Council informed of major development applications within the City of Karratha that will be determined by the RDAP 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: LIST OF CURRENT DECISIONS SUBJECT OF STATE ADMINISTRATIVE TRIBUNAL REVIEW AND LIST OF CURRENT REGIONAL DEVELOPMENT ASSESSMENT PANEL APPLICATIONS

As of 28 January 2025

APPLICATION (City &/or RDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
SAT					
Nil					
RDAP					
Nil					

13.1.7 RECORD OF TENDER OUTCOME UNDER DELEGATION

File No: RFT0000022
Responsible Executive Officer: Director Projects & Infrastructure
Reporting Author: Contract Administration Officer
Date of Report: 16 December 2024
Disclosure of Interest: Nil
Attachment(s) Nil

PURPOSE

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

BACKGROUND

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

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

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

Tender No:	RFT0000022	Project Budget:	\$234,000 excluding GST
Tender Title:	Roebourne – Wickham Cemetery Landscaping		
State-wide Advertising Commenced:	7/10/2024	Tender Closing Date/Time:	4/11/2024
Scope of Works:	The overall Wickham Cemetery landscaping project has been separated into seven (7) stages. Reticulation installations and entryway landscaping have been completed under stages one (1) and two (2). The works that will be undertaken under this Request for Tender will include stages six (6) and seven (7); installation of niche walls for the interment of ashes, landscaping and seating.		
Selection Criteria:	Relevant Experience	10%	
	Methodology	15%	
	Capacity to Deliver	10%	
	Sustainability	5%	
	Price	60%	
Submissions Received:	Yurra Pty Ltd BIDI Facility Services Greentree Ngaliya Civil & Fencing		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	9/12/2024
Tender Awarded to:	Yurra		
Contract Value:	\$376,452 excluding GST		
Contract Term:	Twelve (12) months		

13.1.8 PUBLIC BRIEFING ADDITIONAL INFORMATION – 17 FEBRUARY 2025

File No:	CM.191
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Minute Secretary
Date of Report:	17 February 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 17 February 2025 and outline areas of the February 2025 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 6:00pm on Monday 17 February 2025.

Record of Attendance**Councillors:**

Cr Daniel Scott [Mayor]
 Cr Daiva Gillam [Deputy Mayor]
 Cr Gillian Furlong
 Cr Brenton Johannsen
 Cr Tony Simpson
 Cr Jodie Swaffer

Staff:

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

Apologies:

Cr Jo Waterstrom Muller
 Cr Sarah Roots
 Cr Kelly Nunn

Absent:**Leave of Absence:**

Members of Public: 14

Members of Media:

Public Question Time:

The following questions were received at the meeting.

Brita Brundin, Chef For You, asked the following questions.

BRITA BRUNDIN QUESTION 1: if a service provider is doing peoples personal shopping, I have been told that I need to be registered as a food business. Why are all other service providers not being asked to register? E.g. those that work for Epic, Helping Hand, Connect, Reach.

CITY RESPONSE:

Not-for-profit organisations who provide services to those in need such as the preparation, cooking and handing distribution of food generally do so on the basis that the food is not for sale. Food that is not for sale is not covered in the *Food Act 2008* and no approvals are required from the City.

Where food businesses intended to buy food, prepare and cook it for profit; they are required to register with the City of Karratha as a food business. Registration as a food business is a one-off fee for the life of the business.

If a client purchases the food, and you are only helping them prepare the food in their own kitchen then you do not need to be registered but are required to notify the City so that an exemption can be applied.

BRITA BRUNDIN QUESTION 2: Are all City of Karratha kitchens being inspected regularly? E.g. Pam Buchanan. How has it been leased out to the public without it being up to code with equipment tagged out since 2021.

CITY RESPONSE:

Yes, all City of Karratha medium and high-risk commercial kitchens are inspected on a six-monthly basis. Each food business that operates within a hireable facility is subject to their own inspection. An annual inspection fee is applicable and is not charged again as/when a business relocates within the annual inspection period.

The last inspection of the Pam Buchanan Centre kitchen was conducted on 30 September 2024. The only equipment that was noted as tagged out at the time of that inspection was the refrigerator inside the kitchen.

Simon Blatchford (Baynton), asked the following question;

QUESTION: In relation to item 11.3 Adoption Of Amended Council Policy – Stallholders And Street Trading (Dr-05), are bricks and mortar businesses being audited to ensure compliance with the terms of their operating conditions? ie car parking, pedestrian management?

CITY RESPONSE:

Businesses are audited to ensure compliance with the Food Safety Code and any other conditions placed on their registration by the City.

Low risk food outlets are inspected once a year, medium risk twice a year and high risk as required.

Car parking is dependent on the location and the owner of the property, with the City's Ranger team able to consider public safety issues as / when they arise.

Petitions/Deputations/Presentations

Tariq Youssef (Acero Construction Pty Ltd) provided a deputation to Council in relation to item 11.2 Baynton Residential Development.

Key points of the deputation:

- Highlighted manufacturing, building and construction capabilities of Acero, including compliance to e.g. cyclone ratings.
- Experienced in construction in the North West.
- Commitment to using local contractors as part of the install and site works (to be finalised at contract award but short listed as part of the EOI process e.g. Powerlift Industries and Westwide Contracting).

Declarations of Interest

Cr Furlong declared an interest in the following item:

- Indirect financial interest in 12.1 Wickham Oval Carpark Renovations And Lighting Upgrade – Request To Call Tenders as Cr Furlong’s husband is employed by Rio Tinto and the partnership fund is financed by Rio Tinto.

Cr Gillam declared an interest in the following item:

- Indirect financial interest in 12.1 Wickham Oval Carpark Renovations And Lighting Upgrade – Request To Call Tenders as Cr Gillam’s partner is employed by Rio Tinto and the partnership fund is financed by Rio Tinto.

Cr Scott declared an interest in the following items:

- Indirect financial interest in 11.2 Housing Development Expression Of Interest Business Plan – Baynton Development as Cr Scott’s business partner is engaged to render services to the proponent.
- Direct financial interest in item 11.3 Adoption Of Amended Council Policy – Stallholders And Street Trading (Dr-05) as Cr Scott owns a fixed business that competes with mobile traders.

Agenda Items with Additional Information

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 30 NOVEMBER AND 31 DECEMBER 2024

There were no questions

9.2 LIST OF ACCOUNTS – 1 NOVEMBER 2024 TO 31 DECEMBER 2024

There were no questions

9.3 INVESTMENTS FOR PERIOD ENDED 31 DECEMBER 2024

There were no questions

9.4 2023/24 AMENDED DIFFERENTIAL RATES AND APPLICATION FOR MINISTERIAL APPROVAL

There were no questions

9.5 COMMERCIAL PROPERTY MANAGEMENT SERVICES AT THE QUARTER HQ – TENDER OUTCOME

There were no questions

9.6 ALTERNATE DATE FOR KING’S BIRTHDAY PUBLIC HOLIDAY

There were no questions

10 COMMUNITY EXPERIENCE REPORTS

10.1 BUSHFIRE RISK MANAGEMENT PLAN

There were no questions

11 DEVELOPMENT SERVICES REPORTS

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED MAJOR SPONSORSHIP FOR CHEVRON CITY TO SURF FOR ACTIV 2025

There were no questions

11.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST BUSINESS PLAN – BAYNTON DEVELOPMENT

Questions arising from briefing session

11.3 ADOPTION OF AMENDED COUNCIL POLICY – STALLHOLDERS AND STREET TRADING (DR-05)

Questions arising from briefing session

12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

12.1 WICKHAM OVAL CARPARK RENOVATIONS AND LIGHTING UPGRADE– REQUEST TO CALL TENDERS

Questions arising from briefing session

12.2 KARRATHA AIRPORT CHECKED BAGGAGE SCREENING EQUIPMENT REPLACEMENT – TENDER OUTCOME

Questions arising from briefing session

12.3 SUPPLY AND LAYING OF ASPHALT AND PROFILING SERVICES – TENDER OUTCOME

There were no questions

12.4 FENCING SERVICES – TENDER OUTCOME

There were no questions

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

13.1.1 INFORMATION REPORT - COMMUNITY EXPERIENCE – NOVEMBER 2024

There were no questions

13.1.2 INFORMATION REPORT - COMMUNITY EXPERIENCE – DECEMBER 2024

There were no questions

13.1.3 CONCESSION ON FEES FOR CITY FACILITIES

There were no questions

13.1.4 CONCESSION ON FEES FOR CITY FACILITIES

There were no questions

13.1.5 YOUTH ADVISORY GROUP UPDATE

There were no questions

13.1.6 DEVELOPMENT SERVICES UPDATE

There were no questions

13.1.7 RECORD OF TENDER OUTCOME UNDER DELEGATION

There were no questions

13.2 CEO KPI'S 2024-2025 STATUS REPORT

There were no questions

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 NOTICE OF MOTION – SUPPORT FOR KARRATHA KART CLUB

14.1 Notice of Motion was tabled at the meeting by Cr Johannsen

Questions arising from briefing session

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

17.1 CONFIDENTIAL ITEM HILLVIEW AND BALMORAL ROADS RECONSTRUCTION BUDGET AMENDMENT

Questions arising from briefing session

17.2 CONFIDENTIAL ITEM COMMERCIAL UNITS 28-32 DEGREY PLACE, KARRATHA

Questions arising from briefing session

17.3 CONFIDENTIAL ITEM APPOINTMENT OF INDEPENDENT AUDIT AND ORGANISATIONAL RISK COMMITTEE MEMBERS

There were no questions

ATTACHMENT TO ITEM 9.5 RFT0000016 TENDER EVALUATION REPORT

ATTACHMENT TO ITEM 12.2 RFT0000021 CHECKED BAGGAGE SCREENING EQUIPMENT EVALUATION REPORT

ATTACHMENT TO ITEM 12.3 RFT0000023 SUPPLY AND LAYING OF ASPHALT AND PROFILING SERVICES EVAL REPORT

ATTACHMENT TO ITEM 12.4 RFT0000026 FENCING SERVICES EVALUATION REPORT

Closure

The meeting closed at 7:12pm.

13.2 CEO KPI'S 2024-2025 STATUS REPORT

File No:	PF10794
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Chief Executive Officer
Date of Report:	30 January 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	The Chief Executive Officer has a conflict of interest as this report relates to the achievement of key performance indicators in the CEO's employment contract
Attachment(s):	<ol style="list-style-type: none"> 1. CEO KPIs 2024-2025 2. 20241217 CEO KPIs Review 3. 20241217 Advocacy Update

PURPOSE

For Council to receive a status report on the CEO KPIs 2024-2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the status report for the Chief Executive Officer's Key Performance Indicators 2024-2025.

BACKGROUND

At the Ordinary Council Meeting held on 27 May 2024 Council approved the CEO Key Performance Indicators for 2024-25.

The *Local Government Act 1995* requires the CEO and Council to agree a set of performance measures, to be assessed annually by the Council.

DISCUSSION

Councillors received regular reports and updates on the status of the CEO's KPIs 2024/25.

The attached status reports demonstrate that the agreed key performance indicators are on track.

There is no requirement for a public status report of the CEO's KPIs. This report is provided in the interest of public transparency and accountability.

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

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

The CEO KPIs 2024/25 are linked to the 2024/25 performance plans for Directors and Managers. Directors and Managers were consulted when the KPIs were developed and have provided information contained in this status report.

COMMUNITY CONSULTATION

Not required.

POLICY IMPLICATIONS

CG 19 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	N/A	Nil
Compliance	Moderate	It is a statutory requirement for the CEO to have a set of performance measures to be assessed annually by the Council

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

This report provides a half year status report on achievement of the CEO’s KPIs.

Councillors also received quarterly updates on:

- 2 September 2024
- 17 December 2024

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 Notice of Motion was tabled at the Public Agenda Briefing Session by Cr Johannsen.

14.1 NOTICE OF MOTION – SUPPORT FOR KARRATHA KART CLUB AND STREAMLINED RATES EXEMPTION PROCESS

Councillor:	Cr Johannsen
Date of Report:	17 February 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

COUNCILLOR’S RECOMMENDATION

- 1. APPROVE a one-off financial assistance grant equivalent to the outstanding rates amount of approximately \$4,000 to support the Karratha Kart Club’s continued operation; and**
- 2. DIRECT the CEO to investigate and report back to Council on options to streamline the rate exemption process for genuine not-for-profit community organisations, including the potential for multi-year approvals or an automatic renewal system, to reduce administrative burden and financial uncertainty for these groups.**

REASON

Council acknowledges the Karratha Kart Club’s status as a not-for-profit community sporting organisation and its contribution to the local community and recognise that the Club’s application for a rate exemption lapsed due to administrative timing and was not assessed within the current rates period.

The Karratha Kart Club provides valuable sporting and recreational opportunities for the local community and relies on volunteer efforts to operate.

The current requirement for not-for-profits to reapply for rate exemptions each year creates unnecessary administrative burden and financial uncertainty.

Investigating a multi-year or automatic renewal system will provide long-term stability for genuine community organisations while ensuring transparency and accountability in the process.

ADMINISTRATIVE COMMENTS

This is not supported as Karratha Kart Club are yet to progress this request with administration.

Rates Exemption

The City’s rates team contacted Treasurer of the Karratha Kart Club, on Tuesday 4 February 2025 and provided them with all the information and documentation required to request a rates exemption for this financial year. Once this documentation is received, the City will progress with this request.

Local government imposes rates on an annual basis under the Local Government Act 1995 (Act). As part of this process, rates exemptions are also considered on an annual basis under the Act to applicable land/buildings/premises.

Aside from being unable to provide multi-year rates exemptions under the Act, one of the other reasons why rates exemptions are undertaken on a yearly basis is because the 'approved usage' of the land/building/premises needs to be determined to ascertain if a rates exemption is still applicable.

For example, some NFP's change the use of their land/buildings/premises and if a multi-year approval was to be granted this could create a situation where they are incorrectly granted an exemption for a premises no longer meeting the requirements under the Act.

Financial Assistance Grant

Policy CS06 Community Grants & Contributions Scheme allows for the funding of eligible projects and activities undertaken by recognised not-for-profit/incorporated bodies or registered charities operating within the City of Karratha.

The Policy does not allow for the disbursement of financial assistance to fund deficit or retrospective funding of an organisation, or organisations with outstanding debts with the City of Karratha.

Based on the Administration's knowledge of the Karratha Kart Club it is confident the Club would be eligible for a community grant and can work directly with the Karratha Kart Club to identify a suitable project or activity to submit to the City for funding once the existing debt has been cleared or a payment plan established.

COUNCILLOR QUESTION:

I noticed we have someone in the gallery representing Karratha Kart Club, would it be possible to ask them some questions?

MAYOR RESPONSE:

Yes, we can allow that.

COUNCILLOR QUESTION:

What is the KCC thoughts on this motion, administration's comments are that this is not supported as the Club has yet to progress the request with administration? I would like to know your thoughts on this please. Would you like us to support you?

CLUB PRESIDENT RESPONSE:

Yes, the club is wanting a one off exemption for these rates and request the multi-year option to make it easier for the club moving forward. A lot of the members were of the impression rates were exempt and with changing positions in the club the need to apply annually has been missed. The club has difficulty maintaining continuity of personnel as it relies on volunteers, a lot of this responsibility falls on the same few people. Its easy for these things to slip by the wayside

COUNCILLOR QUESTION:

Did you see your rates notice at all?

CLUB PRESIDENT RESPONSE:

No, I was recently elected president and this has come to light after the election.

COUNCILLOR QUESTION:

Is the club financial at the moment?

CLUB PRESIDENT RESPONSE:

Yes, we are financial at the moment. We have been working with local vendors to secure sponsorship and have recently procured hire go carts which we can hire to the community, however, we are not trying to generate revenue and are a not-for-profit organisation. Any

revenue generated is going towards increasing facilities and equipment available within the club. It's a difficult process and it's difficult to understand exactly when the waiver is due to be submitted, being mid-year. It's lost in translation through our email chain and so it did lapse, and we have missed the opportunity. This isn't a grant, it's a request for the amount owing to be waived and acceptance for us to go and reapply for next year. It would be great for the on-going support of our club and to make it an auto-renewal process.

COUNCILLOR QUESTION:

Has the club applied for rates exemption in the past as a not-for-profit?

CLUB PRESIDENT RESPONSE:

Yes, we have sought approval over many years, the club has been operational for over 50 years. It has just slipped through the cracks in this experience.

COUNCILLOR QUESTION:

Cr Johannsen, can you add some context for this?

COUNCILLOR RESPONSE:

I think there has been a little bit of an email breakdown in communication, this states that this is not supported as the cart club are yet to progress this request with administration – cart club has already been in contact with administration and from the email trail that I have been reading through they were pretty much declined that there was no way to help them with the 24/25 rates. It was, you know, you're stuck with it. Sorry, you're going to have to pay it.

Then in the process of submitting this motion, it looks like it's been picked up like we're trying to get an exemption for this next period of rates that's gonna come out, and that's probably what they haven't started yet. Like they haven't submitted the paperwork for that yet.

My motion is more about the existing. They're going to still work with the City to catch up that exemption paperwork for the next one coming. I've done an alternate to the motion and sent it to Alistair. It targets the 24/25 rates, which from the email trail read from the City it advised the club that you've got to pay it pretty much. So sorry you missed the period, but you know, you've got to pay it. So that's what triggered the whole process of this. And then in the process, we found out it's like they've missed the next lodging period as well for the next bill, it's going to come out. In June or whenever they come out, if my understanding is correct.

CITY RESPONSE:

Initially, information was provided by the rates officer who was a new employee and adhering to Council policy whereby rates exemptions must be submitted at the time of budget adoption. The City, having consideration for what issues and reasons the club has shared, is willing to progress an out of session exemption for 2024-25 FY rates and have communicated this to KCC and they have been sent the relevant paperwork for completion. This will then go to the CEO for consideration of an exemption. The \$4000 owing on rates is not only for the FY24/25 and extends to the previous financial year as well for which rates are owing, and unfortunately, we are not able to go back and issue a rates exemption for the previous financial year when the books have been closed.

One of the reasons why this process is complicated is because there are windows of time within the LG Act where formal process and approval can be given for certain items such as rates exemptions. There are two issues here, one is that the Kart Club didn't use that process for the couple of years previous and then we have the current year where we can do something within the Act.

There is the possibility to work through an exemption for 2024-25 financial year, but we are juggling what we can do while working within the LG Act while acknowledging the difficulties

faced by small volunteer led groups. When it comes to previous years rates, you're actually now a debtor to the city and so we might need to go through a waving of debt process.

COUNCILLOR QUESTION:

What about multi-year approvals? There is a suggestion that we review multi-year approvals as an automatic renewal system for not-for-profits (NFPs)? Is that something a lot of local governments have done before?

CITY RESPONSE:

My understanding is that legislation doesn't allow multi-year approvals because of what the Act requires us to do, we have to do it year on year on year unfortunately. However, the City can work to streamline how clubs and NFPs apply to the City for the exemption.

I haven't seen this done in other Councils and having looked at the legislation, I don't think it's possible.

COUNCILLOR QUESTION:

Could the Council look to write off the debt incurred by KCC?

CITY RESPONSE:

Yes, that may be a possibility. The City does not support this motion in its current form as we would have liked more time to have worked with the cart club on what options are available to them. The Council also has a financial hardship policy in relation to rates which is published on our website, that clearly sets out some guidelines of how we can consider organisations that have financial hardship and provide a rates exemption to them. That is quite clear though, that you have to demonstrate you're financially not viable.

You can't be indebted to the City and receive a community grant, which is how the NOM was presented and this is why it was not supported.

There's a couple of things, we have to work through on how best we can work within the guidelines and the Act to achieve an outcome.

CLUB PRESIDENT RESPONSE:

As far as financial hardship is concerned, we are in a relatively good financial position thanks to sponsorship, however the club is conscious not to spend membership funds and sponsorship on club bills that the club is exempt from.

COUNCILLOR QUESTION:

Would the penalty interest being incurred be able to be waived?

CITY RESPONSE:

The legislation requires the City to charge penalty interest on outstanding rates and the penalty interest rate is set by the State government.

The City will work to promptly identify the problem with KCC and may propose a debt waiver to Council in this instance which could be inclusive of penalty interest.

14.2 NOTICE OF MOTION – SUPPORT FOR KARRATHA KART CLUB

Councillor:	Cr Johannsen
Date of Report:	17 February 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

COUNCILLOR’S RECOMMENDATION

That Council RESOLVE to waive debt for the Karratha Kart Club up to a value of \$1902.23, for 2023-24 rates and penalty interest incurred up to 17 February 2025, to support the Club’s ongoing operations.

REASON

Council acknowledges the Karratha Kart Club’s status as a not-for-profit community sporting organisation and its contribution to the local community and recognise that the Club’s application for a rate exemption lapsed due to administrative timing and was not assessed within the current rates period.

The Karratha Kart Club provides valuable sporting and recreational opportunities for the local community and relies on volunteer efforts to operate.

ADMINISTRATIVE COMMENTS

The City’s rates team contacted the Karratha Kart Club, on Tuesday 4 February 2025 and provided them with all the information and documentation required to request a rates exemption for this financial year.

Following the public briefing on the 17 February, the City has again reached out to the club to provide support with completing the required paperwork for a rates exemption for FY 24/25. The Karratha Kart Club have since provided some information and the City is working closely with them to ensure that all required documentation is received. Following this, the City will be able to progress with this request. What then remains outstanding are the rates for FY23/24.

The Karratha Kart Club (KCC) owes the City the following rates for FY 23/24;

Rates = \$1691

ESL payment = \$98

ESL Penalty = \$5.35

Interest payments, as at the 17 February 2025 = \$211.23

Total for FY 23/24 + interest as at 17 February 2025 = \$1,902.23*

*this amount excludes the ESL payment and ESP penalty payment

Penalty interest rates are set by the State government and apply daily. Once we receive the required paperwork to process the out-of-session rates exemption request, for FY 24/25, from the KCC we will then be able to pause any interest payments applied to the rates and include these within the waiver request.

Emergency Services Levy (ESL) payments are payments the State imposes on rates payers as part of the rating process. The ESL collected is remitted to DFES and is used solely to pay for fire and emergency services throughout WA. Where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any overdue ESL penalty payments.

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

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16.1 AUDIT AND ORGANISATIONAL RISK COMMITTEE MINUTES – FEBRUARY 2025

File No:	FM.1
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	18 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Audit and Organisational Risk Committee Meeting Minutes - 17 February 2025 2. Compliance Audit Return 2024

PURPOSE

For Council to receive the minutes of the Audit and Organisational Risk Committee meeting held on 17 February 2025 and endorse the Compliance Audit Return for 2024.

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE** the Minutes of the Audit and Organisational Risk Committee meeting held on 17 February 2025;
2. **ADOPT** the 2024 Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2025;
3. **ACCEPT** the following meeting dates for the Audit and Organisational Risk Committee for:
 - a) 3pm on Monday 21 July 2025, and
 - b) 3pm on Monday 17 November 2025; and
4. **AUTHORISE** the Presiding Officer or CEO to initiate any additional meetings of the Audit and Organisational Risk Committee, if required.

BACKGROUND

The Audit and Organisational Risk Committee met on 17 February 2025 to consider the following matters:

1. **Compliance Audit Return (CAR) for 2024**
Consider the CAR which is an annual self-assessment audit conducted in accordance with the *Local Government (Audit) Regulations 1996* to evaluate the efficiency of systems and compliance with statutory requirements.
2. **Audit and Organisational Risk Committee (AORC) Meeting Dates for 2025**

Confirming scheduled dates of 21 July and 17 November 2025 to deliberate on internal and external audits, progress on outstanding audit findings, risk management and new AORC members following the 2025 Ordinary Election.

DISCUSSION

For the period 01 January to 31 December 2024, there were eight instances of non – compliance from a total of 94 questions in the 2024 CAR. This resulted in a 94.86% compliance rate for the period 01 January to 31 December 2024.

The 8 recorded non-compliances relate to the following questions:

Disclosures of Interest	
1.	<p>Question 4: Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?</p> <p>Response: A Primary Return was not requested of an officer temporarily seconded into a management position. This was an administrative oversight contributed to by vacancies in the Governance team.</p> <p>Action: Assess viability of software solution within the next three months.</p>
2.	<p>Question 5: Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?</p> <p>Response: One officer did not submit their annual return by the deadline. The officer thought they had submitted their return before commencing annual leave at the end of August 2024. Governance issued three reminders for submission of the Annual Return and subsequently reported the issue to the CCC WA.</p> <p>Action: Assess viability of software solution within the next three months.</p>
Optional Questions	
3	<p>Question 3: Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i>, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?</p> <p>Response: Approval requirements captured in ‘Council Policy CG-17 Attendance at Events’ meet the legislative requirements, disclosure of one gift was received on the 12th day, exceeding the prescribed 10-day period.</p> <p>Action: Assess viability of software solution within the next three months. Additional training for Councillors and officers.</p>
4.	<p>Question 5: Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i>?</p> <p>Response: All requirements met aside from the disclosure of the district map. The local government boundaries map was inadvertently removed in 2024 when the webpages were reviewed that detailed the previously existing ward boundaries that were abolished in October 2023. The map has since been restored in January 2025.</p> <p>Action: Annual audit of statutory publication requirements undertaken by 31 July of each year and outcome to be reported to AORC.</p>

5.	<p>Question 7: Did the local government prepare a report on the training completed by Council Members in the 2023/24 financial year and publish it on the local government’s official website by 31 July 2024?</p> <p>Response: The Councillor training register was updated on 23 July 2024, however, the updated register was not published to the City’s website until August 2024.</p> <p>Action: Annual audit of statutory publication requirements undertaken by 31 July of each year and outcome to be reported to AORC.</p>
Tenders for Providing Goods and Services	
6.	<p>Question 1: Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) and (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?</p> <p>Response: There were three known instances of purchasing policy non-compliance within this threshold. Two instances were due to officers committing expenditure without authority to do so, and the third due to not obtaining the required number of quotations.</p> <p>Action: Conduct proactive spot checks with outcomes to be reported to the AORC. Continue implementation of the Contract Management solution within the City’s Enterprise Resource Planning system to increase visibility.</p>
7.	<p>Question 3: When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i>, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?</p> <p>Response: Of the 27 tenders invited, one notice did not include the contact person’s particulars in accordance with Reg. 14(3)(b). The Tenderlink forum was provided instead.</p> <p>Action: Enhance Governance review process and additional training to officers.</p>
8.	<p>Question 7: Did the information recorded in the local government’s tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i>, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government’s official website?</p> <p>Response: The City’s tender register meets the regulatory standards, however, one instance of an unsuccessful tenderer not being recorded was identified.</p> <p>Action: Centralise the publishing of tender outcomes on the City’s website with Governance.</p>

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

Regulations 13-15 of the *Local Government (Audit) Regulations 1996* provide for compliance audits.

Regulation 15 of the *Local Government (Audit) Regulations 1996* requires a certified copy of the CAR and a copy of the relevant section of the minutes of the meeting at which the CAR is adopted by Council to be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March of each year.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with the AORC, Executive Leadership Team, Finance, Governance and other impacted areas.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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

Programs/Services:	4.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.21.2	Complete the annual Compliance Audit Return

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	The AORC meeting regularly and adequately monitoring audit and risk activities ensures public trust in the City’s operations is maintained. There are unlikely to be significant reputational implications unless there are major non-compliances.
Compliance	Moderate	The CAR enables the City to review current practices and identify improvement opportunities. Good systems and strong governance are in place to manage this risk.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The CAR is submitted to the AORC and Council prior to March 31 each year. This meeting also confirms date of the audit committee for the remainder of the year.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The primary focus of the 17 February 2025 AORC meeting was to consider the 2024 CAR. Results of the CAR confirm that internal controls continue to provide assurance that the City maintains high levels of compliance. Areas of non-compliance have been identified and addressed.

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

- 17.1 CONFIDENTIAL ITEM HILLVIEW AND BALMORAL ROADS RECONSTRUCTION BUDGET AMENDMENT**
- 17.2 CONFIDENTIAL ITEM COMMERCIAL UNITS 28-32 DEGREY PLACE, KARRATHA**
- 17.3 CONFIDENTIAL ITEM APPOINTMENT OF INDEPENDENT AUDIT AND ORGANISATIONAL RISK COMMITTEE MEMBERS**

Also included is the following:

ATTACHMENT TO ITEM 9.5 RFT0000016 TENDER EVALUATION REPORT

ATTACHMENT TO ITEM 12.2 RFT0000021 CHECKED BAGGAGE SCREENING EQUIPMENT EVALUATION REPORT

ATTACHMENT TO ITEM 12.3 RFT0000023 SUPPLY AND LAYING OF ASPHALT AND PROFILING SERVICES EVAL REPORT

ATTACHMENT TO ITEM 12.4 RFT0000026 FENCING SERVICES EVALUATION REPORT

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

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Monday, 31 March 2025 at 6pm at Council Chambers - Welcome Road, Karratha.