



## **ANNUAL ELECTORS' MEETING**

# **AGENDA**

**NOTICE IS HEREBY GIVEN that an  
Annual Electors' Meeting will be held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 24 March 2025 at 5:30pm**

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



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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: \_\_\_\_\_

A handwritten signature in black ink that reads 'VMiltrup'.

Virginia Miltrup - Chief Executive Officer

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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 welcomes all in attendance and notifies all attendees that this meeting will be live streamed and a recording of the meeting will be made.

## 2 RECORD OF ATTENDANCE / APOLOGIES

**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 Projects & Infrastructure
Henry Eaton	Manager Governance & Organisational Strategy
Kate Jones	Minute Secretary

**Electors:**

**Apologies:**

**Absent:**

**Members of Public:**

**Members of Media:**

### 3 REPORTS

#### 3.1 ANNUAL REPORT 2023/24

<b>File No:</b>	IM.5
<b>Responsible Executive Officer:</b>	Chief Executive Officer
<b>Reporting Author:</b>	Manager Marketing & Communications
<b>Date of Report:</b>	18 March 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Annual Report 2023/24

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#### PURPOSE

To consider the Annual Report for the financial year ended 30 June 2024.

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#### OFFICER'S RECOMMENDATION

**That Electors ACCEPT the contents of the City of Karratha Annual Report 2023/24 including the audited Annual Financial Report for the Year Ended 30 June 2024.**

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#### BACKGROUND

In accordance with Section 5.27 of the Local Government Act 1995 a general meeting of electors is to be held once every financial year, not more than 56 days after the local government has accepted the annual report. At the Special Council Meeting held Monday, 3 February 2025, Council accepted the City's Annual Report 2023/24 subject to further styling and minor edits, the City's Financial Report for the year ended 30 June 2024 and Independent Auditors Report dated 13 December 2024.

The Annual Report 2023/24 details the activities and achievements of the organisation over the 2023/24 financial year supported by the Annual Financial Report and the Independent Auditor's Report. Reporting is provided against the City's Strategic Community Plan 2020-2030, Corporate Business Plan 2020-2025 and Operational Plan 2023-2024.

#### DISCUSSION

Some highlights for 2023/24 period are outlined below:

Strategic theme	Key achievements
Our Community: Inclusive and Engaged	<ul style="list-style-type: none"> <li>The City awarded more than \$180,000 to local community and sporting organisations across the Local Government Area through the City's Community Grants Scheme.</li> <li>The area in front of the Quarter was grassed – providing the community with a revitalised public space to enjoy.</li> <li>The City of Karratha Libraries Memory Preservation Station received the Library Board Award for Innovation and Collaboration</li> <li>Airport Passenger growth has exceeded forecasts, with 661,779 passengers over the financial year, driven by</li> </ul>

Strategic theme	Key achievements
	<p>increased seating capacity and heightened demand spurred by ongoing project activity in Karratha.</p> <ul style="list-style-type: none"> <li>• The 31st Cossack Art Awards were held in 2023 with more than \$85,000 in prize money awarded across 10 categories. The 2023 Awards saw more than 8,000 visitors enjoy the gallery.</li> <li>• Record-breaking attendance at Karratha Leisureplex, with over 580,000 visits.</li> </ul>
Our Economy: Well Managed and Diversified	<ul style="list-style-type: none"> <li>• The City provided \$102,829 in Take Your Business Online Grants to 40 local businesses as well as \$170,000 in Business Development Support Grants to three local business support providers.</li> <li>• Four events were secured through the Major Events Sponsorship &amp; Attraction Scheme including the Pilbara Summit.</li> <li>• We continued five formal partnerships with Pilbara Kimberley University Centre, Karratha and Districts Chamber of Commerce, Karratha Business Enterprise Centre Incorporated, SEED, and Pilbara Tourism Association.</li> <li>• As part of the City's efforts to support local industry, approximately \$10M was spent locally across 3469 payments. This meant 68.97% of invoices were to local suppliers well above our target of 50%.</li> <li>• The Karratha Tourism and Visitor Centre recorded strong visitation and booking numbers, boasting more than 23,581 tourists through the Centre.</li> <li>• The City continued to manage leases at its facilities including The Quarter with currently 90.9 per cent of available area leased as well as assisting Development WA and businesses to progress development of the Gap Ridge Industrial Estate.</li> </ul>
Our Natural and Built Environment: Thriving and Sustainable	<ul style="list-style-type: none"> <li>• Three key initiatives of the City's Environment Sustainability Strategy (ESS) commenced. These being carbon accounting, Waterwise Council program implementation, and utility monitoring working group</li> <li>• Continued monitoring of the Effluent Reuse Scheme used to irrigate parks, ovals and verge gardens to ensure public safety is not compromised. Using treated effluent in this water reduces pressure on potable water sources.</li> <li>• Over the financial year, more than 75,000 tonnes of waste were accepted to landfill with 21,116 tonnes of liquid waste.</li> <li>• 29 subscriptions taken up through the Climate Clever Program. Under the program, Council agreed to subsidise up to 50 community subscriptions as a way of promoting uptake and removing barriers to the use of the platform, procuring software designed to assist in the sustainable use of utilities and to assist in measuring the City's carbon emissions.</li> </ul>

Strategic theme	Key achievements
Our Leadership: Proactive and Accountable	<ul style="list-style-type: none"> <li>In 2023/24, 73% of the key performance measures were achieved or substantially achieved.</li> <li>Following the review of the Local Government Act by the State Government, the 2023 election saw the implementation of a preferential voting method and the mayor is now elected by electors as a separate election to councillor elections. Councillor Daniel Scott was elected Mayor.</li> <li>The City received 2,075 completed responses to the 2024 Annual Community Survey, representing a 128% increase in participation, and received an overall score of 75%.</li> <li>The City continues to build strong partnerships and indigenous relations including strong traction with three Roebourne entities who have partnered with us to deliver engagement activities.</li> </ul>

### LEVEL OF SIGNIFICANCE

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

### STATUTORY IMPLICATIONS

The City is required to prepare an annual report for each financial year in accordance with Part 5 Division 5 of the *Local Government Act 1995* (the Act). The report is to be accepted no later than 31 December or two months following receipt of the final audit opinion by an absolute majority in accordance with section 5.54 of the Act. The audit opinion was received from the Auditor General on 13 December 2024. Section 5.27 of the *Local Government Act 1995* requires that a general electors' meeting be held within 56 days to discuss the contents of the Annual Report.

### COUNCILLOR/OFFICER CONSULTATION

Each directorate has had the opportunity to provide input into and review the Annual Report 2023/24. The Annual Financial Report and the Independent Auditor's Report was accepted at a Special Council Meeting held on 3 February 2025.

### COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap<sup>2</sup> public participation spectrum process to inform have occurred as follows:

Who	How	When	What	Outcome
Community	Advertise in the local newspaper and on the City's website and on noticeboards.	February 2025	Date, time, place and purpose of Electors' Meeting	Give local public notice of the 2023/24 Annual Report and Annual Electors' meeting

### 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 2023-2024 provided for this activity:

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

### **RISK MANAGEMENT CONSIDERATIONS**

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

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

### **IMPACT ON CAPACITY**

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

### **RELEVANT PRECEDENTS**

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

### **VOTING REQUIREMENTS**

Simple Majority.

### **CONCLUSION**

The Annual Report provides an overview of the achievements of the City in terms of statutory obligations, Strategic Community Plan outcomes and financial management for the 2023/24 financial year. The Annual Financial Report has been prepared in accordance with the *Local Government Act 1995* and indicates the City's financial position as at 30 June 2024.



## **4 GENERAL BUSINESS**

## **5 CLOSURE**

There being no further business, the meeting closed at \_\_\_\_\_.