



ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that the
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 31 March 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 Projects & Infrastructure
	Henry Eaton	Manager Governance & Organisational Strategy
	Kate Jones	Minute Secretary

Apologies:

Absent:

Members of Public:

Members of Media:

3 PUBLIC QUESTION TIME

The following questions were received in advance of the meeting.

STEVEN COOK, NICKOL, QUESTION 1:

Has the council planned for the construction of a full-sized hockey field in Karratha?

STEVEN COOK, NICKOL, QUESTION 2:

Has the council planned for the resurfacing of the Western side tennis/hockey fields in Bulgarra?

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

The following deputation was made at the Public Agenda Briefing on Monday 24th March 2025:

Developed Projects provided a presentation on item 11.6 housing development expression of interest – Bulgarra Apartments.

Key points of the deputation:

- *There is a proposed total of 116 apartments to be complete by October 2026*
- *The apartments are made of modules, manufactured and imported to Dampier Port.*
- *The project will utilise numerous local contractors and benefit the local economy*

5 REQUESTS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

Mayor Scott will invite Councillors to declare Financial, Impartiality and Proximity Interests relevant to this meeting.

Cr Scott declared an interest in the following items:

- Direct financial interest in item 11.3 Development Application Da24-114 – Proposed Change Of Use From ‘Restaurant’ And ‘Take Away Food Outlet’ To ‘Small Bar’ And ‘Take Away Food Outlet’ – No.177/26 Sharpe Ave, Pegs Creek as Cr Scott owns a licenced venue that is a competitor of other licenced local businesses.

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 24 February 2025 be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – February 2025	Location
28/01/2025	Dr Isabelle Antunès Meeting	Karratha
29/01/2025	Pilbara Development Commission - Simon Taylor Meeting	Karratha
29/01/2025	Karratha Country Club Meeting	Karratha
04/02/2025	Hon David Templeman Meeting	Karratha
06/02/2025	Amanda Kailis Meeting	Karratha
11/02/2025	Australian Mining Cities Alliance Strategic Meeting	Canberra
11/02/2025	Peter Dutton & Senator McDonald Meeting	Canberra
12/02/2025	Senator Dean Smith Meeting	Canberra
12/02/2025	Regional Capitals Alliance (RCA) Senator Perin Davey Meeting	Canberra
12/02/2025	RCA Hon Matt Thistlewaite MP Meeting	Canberra
12/02/2025	RCA Hon Catherine King MP Meeting	Canberra
12/02/2025	RCA Hon Dan Tehan MP Meeting	Canberra
12/02/2025	RCA Hon Darren Chester MP Meeting	Canberra
12/02/2025	RCA Joanna Vaughan on behalf of Minister Bourke Meeting	Canberra
13/02/2025	Cecilia Tran - Senior Adviser for Northern Australia (Office of the Hon Madeleine King MP) Meeting	Canberra
14/02/2025	RCAWA Meeting	Online
20/02/2025	Pilbara Country Zone Meeting	Online
25/02/2025	Ray White Karratha Housing Meeting	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 31 JANUARY 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	18 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity 31 January 20252. Statement of Financial Position 31 January 20253. Variance Commentary SFA by Nature 31 January 20254. Net Current Funding Position 31 January 2025

PURPOSE

To provide a summary of Council's financial position for the period ending 31 January 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Financial Statements for the financial period ending 31 January 2025 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 January 2025 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 January 2025 are subject to audit and adjustment.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 31 January 2025:

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	117,438,704	118,321,253	882,549	0.8%	↑
Expenditure	(130,098,130)	(132,766,985)	(77,348,691)	(74,654,887)	2,693,804	3.5%	↑
Investing Activities							
Inflows	6,328,243	4,849,013	3,555,970	2,051,883	(1,504,087)	-42.3%	↓
Outflows	(52,180,508)	(52,534,775)	(22,035,684)	(18,854,877)	3,180,807	14.4%	↑
Financing Activities							
Inflows	24,777,999	24,777,999	0	0	0	0.0%	
Outflows	(18,588,938)	(26,967,896)	(6,725,760)	(3,366,498)	3,359,262	49.9%	↑
Non-Cash Items	29,791,441	27,797,209	17,454,903	18,649,712	1,194,809	6.8%	↑
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	13,414	32,348,932	42,156,076	9,807,144	30.3%	↑

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

The comments provided in Attachment 3 - 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 January 2025	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	9.61
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	0.80
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%	41.2%
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	1.43
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	42.6	55.1
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

	January 2025	December 2024	% Change	Comments
Current				
Assets	176,783,738	180,089,680	-1.84%	Decrease in Unrestricted Cash and Cash Equivalents.
Liabilities	11,761,441	11,383,816	3.32%	Increase in Trade and Other Payables.
Non-Current				
Assets	760,076,573	761,371,761	-0.17%	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	918,583,186	923,561,941		

Debtors Schedule

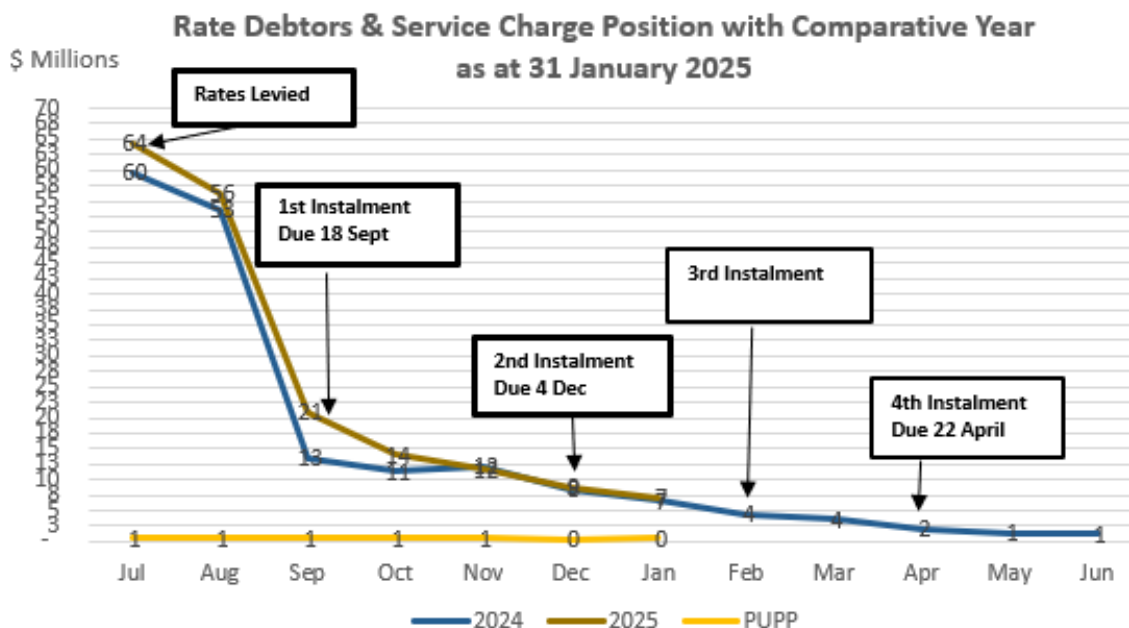
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of January 2025. The table also includes the total Rates and PUPP Service Charges outstanding. The main increased variances between December 2024 and January 2025 are attributed to Cleanaway’s delayed payments, however the financial services unit are working with the organisation to reduce these timeframes.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$9.2m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	January 2025	December 2024	Change %	% of Current Total
Sundry Debtors				
Current	6,444,532	6,225,622	4%	76.3%
> 40 Days	923,805	747,174	24%	10.9%
> 60 Days	357,975	29,607	1109%	4.2%
> 90 Days	715,843	834,975	-14%	8.6%
Total	8,442,155	7,837,378	8%	100%
Rates Debtors				
Total	7,164,434	8,665,229	-17%	100%
PUPP Debtors				
Total	498,514	498,242	0.1%	100%

A total of \$59.7m of Rates (including ESL and waste charges) has been paid by the end of January 2025, representing a collection rate of 89.3% to date (lower collection rate compared to 89.4% on 31 January 2024).



There was no material change in January 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% (\$498,514) still outstanding. Review of these is currently underway of their debt collection status.

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	Interested owed at 60 Days	Total owing Over 90 Days	Commentary
K373	Guadalupe Del Carmen Kocsis	-	48.29	8,950.20	Directions issued by Rangers for Reimbursement for unsightly property clean ups at Bulgarra Property in 2022, 2023 & 2024. Final Notice Issued 19/08/24
L136	If Foundation	-	26.34	5,154.94	Unable to be contacted. Correspondence issued and no response.
J101	Karratha Skip Bin Hire Pty Ltd	-	34.09	7,774.99	Processing with AMPAC for debt collection.
F138	Frank Smith	-	-	41,593.20	House demolition cost. Collection unlikely due to current financial situation –
F174	Flex Cafe	-	259.72	53,417.94	Unable to be contacted. Collection unlikely.

T264	Telstra Corporation Ltd	-	0.01	5,140.58	Annual Service Charges for Utilities at Karratha Airport. Reminder emails sent
M379	Move Your Body Studio	-	120.88	24,751.94	Gone into liquidation. Collection unlikely – potential for write off
B424	Noel Bartholomew	-	328.78	72,168.68	Multiple cleanup costs. Collection unlikely due to financial situation – potential for write off
V026	Virgin Australia Airlines Pty Ltd	-	-	520,047.67	Collection unlikely – final dividend towards debt received. Administration completed Write off in due course.

Capital Expenditure

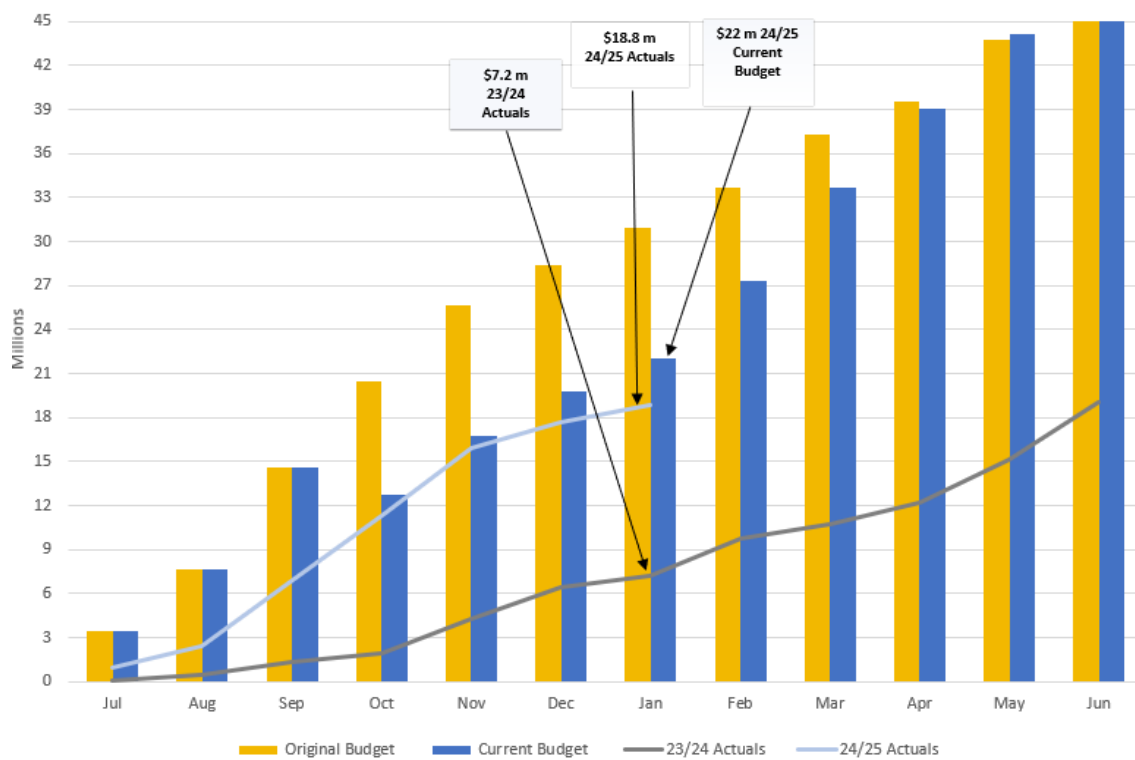
Council’s current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stage 1.

The City spent \$18.8m on its capital program to the end of January 2025, it is \$3.1m (14.4%) against YTD budget (up from 11.2% in December 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-January-25			To 30-June-25		
Land	115,988	148,148	27.7%	745,000	753,657	19.7%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	3,924,670	3,124,521	-20.2%	11,281,371	9,927,369	31.5%
Equipment	118,326	253,796	114.5%	1,710,427	1,843,326	13.8%
Furn & Equip	1,325,857	725,358	-45.3%	1,145,000	1,970,357	36.8%
Plant	562,058	791,531	40.8%	1,468,365	1,785,923	44.3%
Inv Property	0	59,286	100.0%	0	20,000	296.4%
Infrastructure	14,231,041	12,546,337	-11.8%	32,454,924	31,829,390	39.4%
Work in Progress	1,742,916	1,205,774	-30.8%	3,354,140	4,383,472	27.5%
Totals	22,020,856	18,854,751	-14.4%	52,159,227	52,513,494	35.9%

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 (Attachment 1).
- Statement of Financial Position (Attachment 2).
- Variance Commentary - Statement of Financial Activity by Nature (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 to acceptable levels.

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.

COUNCILLOR QUESTION:

Pg12 0136, the foundation has not been functioning up here for some time, therefore what is this bill for?

CITY RESPONSE:

The IF Foundation hired REAP in November of 2022, we have been unable to receive any form of payment from them for the \$4,000 booking, the rest of this debt is interest.

The City advised that noted that a report will go to Council to revise outstanding debt and consider write-offs where appropriate.

9.2 LIST OF ACCOUNTS – 1 JANUARY 2025 TO 31 JANUARY 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	25 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. List of Payments – January 2025 2. Purchase Cards Report – January 2025 3. Fuel Cards Report – January 2025

PURPOSE

To advise Council of payments made for the period from 1 January 2025 to 31 January 2025.

OFFICER’S RECOMMENDATION

That Council **RECEIVE** the list of payments totalling **\$10,903,927.63** as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPay Payments 695 to 723 and EFT Payments 87016 to 87622 (Inclusive): **\$6,068,624.98**;
3. Cheque Voucher: 078750: **\$200.00**;
4. Cancelled Payments: nil;
5. Direct Debits: 87497 & 87374: **\$1,416.00**;
6. Credit Card Payments (January 2025): **\$36,720.57**;
7. Payroll Payments: **\$4,796,966.08**

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 January 2025 to 31 January 2025 (including credit card transactions – January 2025) totalled \$10,903,927.63 which includes a sample of large payments as follows:

- Blu Electrical Services – KRMO Lighting Upgrade - \$214,845
- MSS Security Pty Ltd – Airport Security Services Nov & Dec 2024 - \$520,971
- Damel Cleaning – Cleaning Services, Nov 2024 - \$163,847

- Corps Earthmoving – Kerb Renewal Works - \$254,056

Consistent with CG-11 Regional Price Preference Policy, 59% of the total value of external payments reported for the period were made locally. This result is higher than the prior month. In January 2025, 72% of the total number of invoices paid were for local suppliers, slightly higher than the prior period.

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

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.

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.

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 January 2025 to 31 January 2025 totalled \$10,903,927.63. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

Regarding payment 14918, why are there numerous 'SSS' reimbursements?

CITY RESPONSE:

This is the Security Subsidy Scheme that the City runs, it is a reimbursement up to \$500 on installation of security / CCTV systems.

COUNCILLOR QUESTION:

With reference to payment 087386, Ausolar – Christmas Decorations (pg. 3).

- a) What was this payment for?
- b) Do we recycle Christmas decorations, are they reused or are they new each year?

CITY RESPONSE:

This is the payment for installation of the Christmas decorations/lights under our preferred supplier contract. The City reuses our decorations every year until they reach the end of their useful life (lights stop working or have been damaged). They are stored in a sea container at the Operations Centre.

9.3 INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Financial Analyst
Date of Report:	25 February 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 January 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 31 January 2025.

BACKGROUND

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

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

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

DISCUSSION

Details of the investments are included in the report

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

Institution	Accounts	Principal Investment \$	Balance 31 January 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		1,613,607	2.15	At Call		Reserve at Call
NAB	Reserve Term Deposit	6,000,000	6,297,147.97	5.15	12 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,365,227.41	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,366,608.23	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,667,052.07	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,234,888.75	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,181,167.12	5.15	4 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,268,082.20	5.15	4 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,061,257.54	5.14	12 months	Nov-25	Reserve TD
NAB	Reserve Term Deposit	13,000,000	13,089,354.52	5.12	7 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,068,757.53	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,011,529.86	5.01	10 months	Nov-25	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,075,116.70	5.04	6 months	Mar-25	Muni TD
WBC	Municipal Term Deposit	9,000,000	9,125,716.43	5.15	4 months	Feb-25	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,027,086.30	5.07	10 months	Oct-25	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,019,446.58	5.07	3 months	Apr-25	Muni TD
WBC	Municipal (Transactional)		10,610,735.57	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,505.00				
TOTAL		141,000,000	156,091,287				

The balance of all Term Deposits includes interest accrued to 31 January 2025

Table 10.1a. Cash Allocations of City Funds

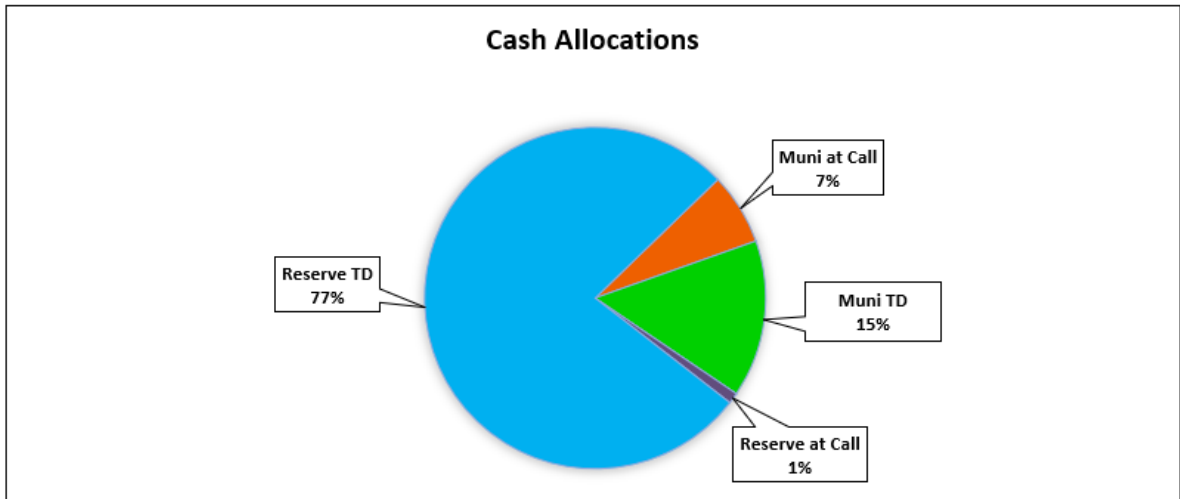
On average, the City is earning 5.08% across Municipal Term Deposits and 5.19% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of January. As a result, the Municipal Funds held in the Westpac transaction account are earning 4.20% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 2.15% in interest on balances over \$1m.

Allocations of Cash and Financial Investments

Council’s Municipal and Reserve Bank Accounts are to be maintained so that a maximum return can be achieved from funds required in the short term.

The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 92% 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. 46% of Cash and Financial Investments will mature in the next 3 months, 36% maturing in the next 4-6 months and 17% maturing in the next 7-12 months.

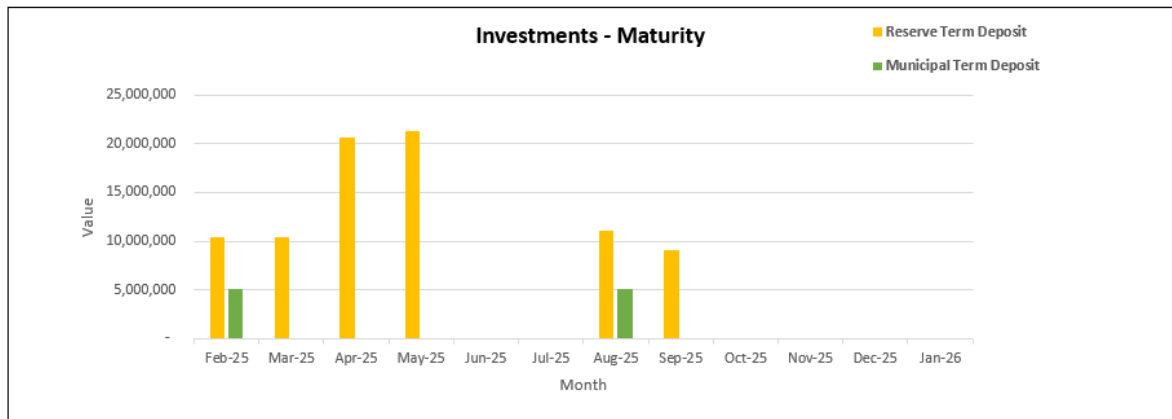


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

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 December forecasts.

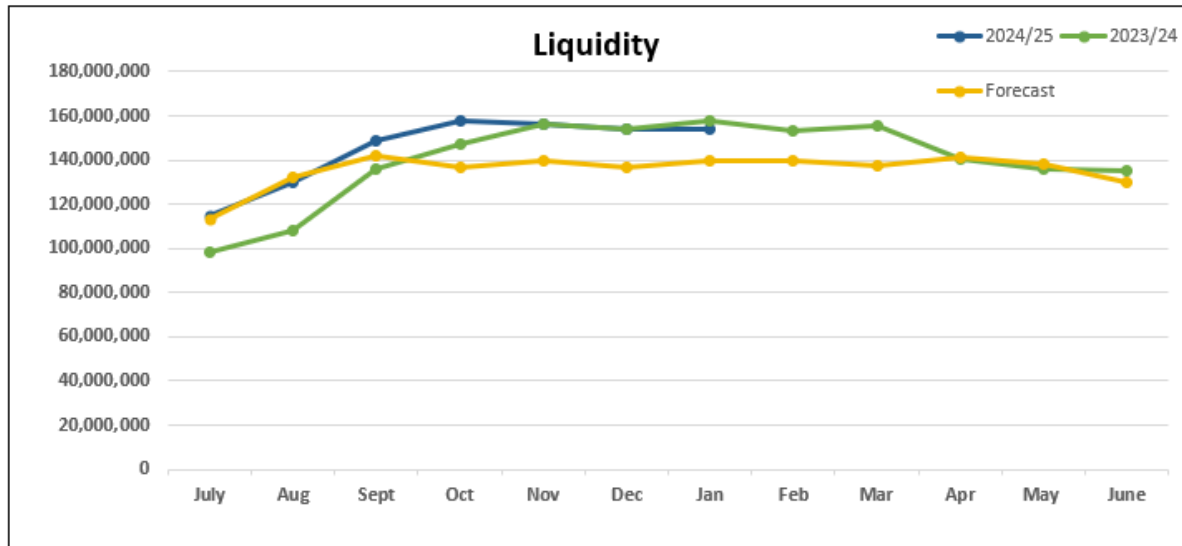


Table 10.1c. Schedule of Liquidity

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 tables below.

Table 10.1d. Aspen Medical – Hangar Lease Performance

	Month 31 January 2025 \$	Year-to-Date 31 January 2025 \$	Life-to-Date 31 January 2025 \$
Total Income Received	33,250	255,443	2,543,555
Total Expenditure Paid	-	(6,550)	(134,409)
Net Income	33,250	248,893	2,409,146
Annualised ROI	13.2%	14.2%	40.0%

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 January 2025 \$	Year-to-Date 31 January 2025 \$	Life-to-Date 31 January 2025 \$
Total Income Received	49,847	367,710	2,909,352
Total Expenditure Paid	-	-	(17,611)
Net Income	49,847	367,710	2,891,741
Annualised ROI	14.1%	14.9%	36.1%

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 January 2025 \$	Year to Date 31 January 2025 \$	Life to Date 31 January 2025 \$
Total Income Received	321,988	2,345,267	25,970,992
Total Expenditure Paid	(124,839)	(904,648)	(12,220,844)
Net Income	197,149	1,440,619	13,750,149
Annualised ROI	11.8%	12.3%	9.1%

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 January 2025 by month.

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,144.34	Payment plan accepted 24/04/2024. Amended payment arrangement in place to recommence November 2024. Payments not yet being made, further action now being taken.
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 January 2025 \$	Year to Date 31 January 2025 \$	Life to Date 31 January 2025 \$
Funded Amount	-	-	3,800,000
Interest Charges*	12,667	101,333	439,752
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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

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 5.19%, there is an opportunity cost for the year to date of \$27,823 and a life to date benefit of \$7,505. For the current month of January 2025, the opportunity cost is \$3,841. 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 through various stakeholder engagement sessions.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The Council’s financial reporting is prepared in accordance with Accounting Policy CF03, CF04, & CF12. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

FINANCIAL IMPLICATIONS

The financial implications of this report are noted in the detail sections of the report. The Administration is satisfied that appropriate and responsible measures are in place to protect the City’s financial assets.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Administration has developed effective controls to ensure funds are invested in accordance with City’s Investment Policy. This report enhances transparency and accountability for the City’s Investments.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Council is obliged to receive the monthly investment report as per statutory requirements. This report guides Council on the performance of investments the City possesses and maintains.

9.4 2024 - 2025 QUARTER 2 BUDGET REVIEW

File No: FM.19
Responsible Executive Officer: Director Corporate Services
Reporting Author: Management Accountant
Date of Report: 4 March 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): 1. Statement of Budget Review Quarter 2 24/25
 2. CONFIDENTIAL Debtors Write Offs

PURPOSE

For Council to consider the second quarter review of the 2024/25 budget.

OFFICER’S RECOMMENDATION

That Council by ABSOLUTE Majority pursuant to Regulation 33A Section 3 of the Local Government (Financial Management) Regulations 1996 ADOPT the 2024/25 Second Quarter Budget Review which results in a proposed surplus of \$40,957 as at 30 June 2025

BACKGROUND

The City ordinarily elects to undertake two budget reviews each year, with the first review conducted after quarter 1 and the second (statutory review) to be conducted after quarter 2.

DISCUSSION

A statutory review of Council’s budget was conducted by City Officers in February 2025. Budget modifications have been recommended to forecast the most likely financial outcomes. The following table identifies key items that are expected to have material or confirmed variances compared to the current budget and therefore require amendment:

OPERATING MOVEMENT		
Operating Grants, subsidies and contributions	\$2,436,936	Increase \$2.3m Project Management (Rio Tinto Partnership), Increase to Footpath lighting maintenance grant \$102k
Fees and charges	\$4,010,258	Increase in Contaminated Waste fees (\$3m) Karratha Airport leases, parking fees and security (\$686k)

NON-OPERATING MOVEMENT		
Other expenses	\$720,000	Write-off bad debts
91066 – Property Acquisition	\$900,000	Purchase of Degrey Place properties
Non-operating grants and subsidies	\$731,382	Reduction of \$1.071m in Road Construction grants (RRG) as a portion was received in 23/24 and an additional \$340k 10 Year Footpath Program
91076 - Hancock Way - Six Houses Construction	\$2,271,000	Decrease - Project commencement delayed, funds moved to FY25-26.
68013 - Kerb Renewals	\$999,841	Decrease - Preferred contractor unable to deliver works
88000 - Airside Upgrade	\$950,000	Decrease - \$50k moved to June 2025 and \$950k moved to FY25-26 as the project will be completed in Sept 2025
88003 - Purchase Equipment-Airport	\$851,389	Decrease - Moved to FY25-26 due to delivery timelines
88010 - Waste Water Treatment Plant (WWTP) Capital	\$745,508	Increase - Preliminaries and deposit for WWTP replacement (funded through airport reserve).

As a result of this review, a surplus of \$40,957 is projected as at 30 June 2025.

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

Regulation 33A Section 3 of the *Local Government (Financial Management) Regulations 1996* provides for a review of budget.

COUNCILLOR/OFFICER CONSULTATION

The Executive and Management officers have been involved in regular reviews of operational and capital budgets as part of ongoing financial management and variance reporting to Council.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The City’s Budget Review is completed in accordance with CF16 Budget Review Policy, CF01 Local Government Accounting Directions, and the Australian Accounting Standards.

FINANCIAL IMPLICATIONS

The following tables summarise the overall adjustments required to the budget as a result of the Budget Review and Ordinary Council Meetings for 2024/25:

Statement of Budget Review

	\$	\$	\$	\$
ITEM	Original Budget 24/25	Q1 Amended Budget 24/25	Q2 Proposed Budget 24/25	Variance to Q1
OPERATING ACTIVITIES				
Total Operating Revenue	139,971,171	154,849,372	162,128,630	7,279,258
Total Operating Expenditure	-128,252,709	-130,921,482	-130,894,467	27,015
Less non-cash amounts	29,791,441	27,797,209	29,055,481	1,258,272
Amount attributable to operating activities	41,509,903	51,725,099	60,289,644	8,564,545
INVESTING ACTIVITIES				
Total Investing Activity Inflows	6,328,243	4,951,013	2,952,327	-1,998,686
Total Investing Activity Outflows	-52,180,508	-52,636,774	-50,622,175	2,014,599
Proceeds on Sales included under other expenditure	-1,845,421	-1,845,421	-580,117	1,265,304
Amount attributable to investing activities	-47,697,686	-49,531,182	-48,249,965	1,281,217
FINANCING ACTIVITIES				
Transfers From Reserve	24,777,999	24,777,999	30,210,662	5,432,663
Transfers To Reserve	-18,588,938	-26,967,896	-42,218,874	-15,250,978
Amount attributable to financing activities	6,189,061	-2,189,897	-12,008,212	-9,818,315
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	9,490	9,490	9,490	-
Amount attributable to operating activities	41,509,903	51,725,099	60,289,644	8,564,545
Amount attributable to investing activities	-47,697,686	-49,531,182	-48,249,965	1,281,217
Amount attributable to financing activities	6,189,061	-2,189,897	-12,008,212	-9,818,315
Surplus or deficit after imposition of general rates	10,768	13,510	40,957	27,447

KEY RESERVE TRANSFERS	
Reserve	Amount
Infrastructure Reserve – Asset Return on Investment (Airport) to reserve*	\$11.2m
Aerodrome Reserve – Return on Investment reserve amendment**	(\$3.5m)
Aerodrome Reserve – WWTP critical works brought forward from reserve	(\$745k)
Waste Management Reserve – Surplus Calculation to reserve***	\$7.5m
Total	\$14.45m

*This transfer to reserve is required for the return to infrastructure reserve on the airport assets. This ensures that there is suitable business return to maintain assets in the City to a sufficient standard. This entry was not completed in the Original budget for 2024/25, however is accounted for in Q2 budget review.

** The adjustment to return on investment for the aerodrome reserve relates to an incorrect calculation for the original 2024/25 budget, this reduction amends the budget to the correct amount.

*** The surplus calculation (net result of waste operations) to the Waste reserve serves to quarantine funds for future capital works required at the Waste facility.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The budget review identified a surplus variance to the Original 2024/25 Budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	The City’s statutory budget review is a legislative requirement.

IMPACT ON CAPACITY

Impact on capacity or resourcing has been factored into the evaluation of each of the proposed changes.

RELEVANT PRECEDENTS

Two budget reviews were conducted in the 2023/24 financial year in line with statutory provisions and management practices.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The proposed amendments from the statutory review of the 2024/25 Budget reflect the City's operations for the remainder of the financial year, resulting in an expected surplus of \$40,957 as at 30 June 2025.

COUNCILLOR QUESTION:

Are the write off bad debts of \$720,000 included in the budget review going to be included in the upcoming report regarding debt recovery options?

CITY RESPONSE:

The value of the write offs will be taken to Council in April. A break down on this figure is as follows and detailed information included in attachment 2:

1. Virgin Australia Airlines (V026) \$520,047.67
2. Noel Bartholemew (B424) \$73,176.94
3. Flex Café (F174) \$54,214.58
4. Frank Smith (F138) \$41,593.20
5. Move your body studio (M379) \$25,122.50

9.5 KEY PERFORMANCE MEASURES Q2 2024/25

File No: CM.89
Responsible Executive Officer: Director Corporate and Commercial
Reporting Author: Manager Governance & Organisational Strategy
Date of Report: 28 February 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

To provide Council with an update on performance against the 2024/2025 Operational Plan for Quarter 2 (October 2024 – December 2024).

OFFICER’S RECOMMENDATION

That Council:

1. **RECEIVE the Quarter 2 Performance Report for 2024/2025; and**
2. **APPROVE adjustments to the following KPIs:**
 - a. **WITHDRAW “2.a.1.1.b Maintain the value of Economic Development Grants that are approved by the City” as this is not a good measure of outcomes achieved; and**
 - b. **AMEND the quarterly target for “2.a.2.1.d Maintain the value of Take Your Business Online grants that are approved by the City” from \$100,000 to \$25,000.**

BACKGROUND

There are four strategic themes in the Strategic Community Plan 2020-2030, which are delivered through 148 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 284 ongoing projects and actions which are measured throughout the year by 98 performance measures as per the below table.

Strategic Theme	Programs & Services	Projects & Actions	Performance Measures
Our Community	50	140	37
Our Economy	20	45	16
Our Natural & Built Environment	38	34	13
Our Leadership	40	65	32
TOTAL	148	284	98

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

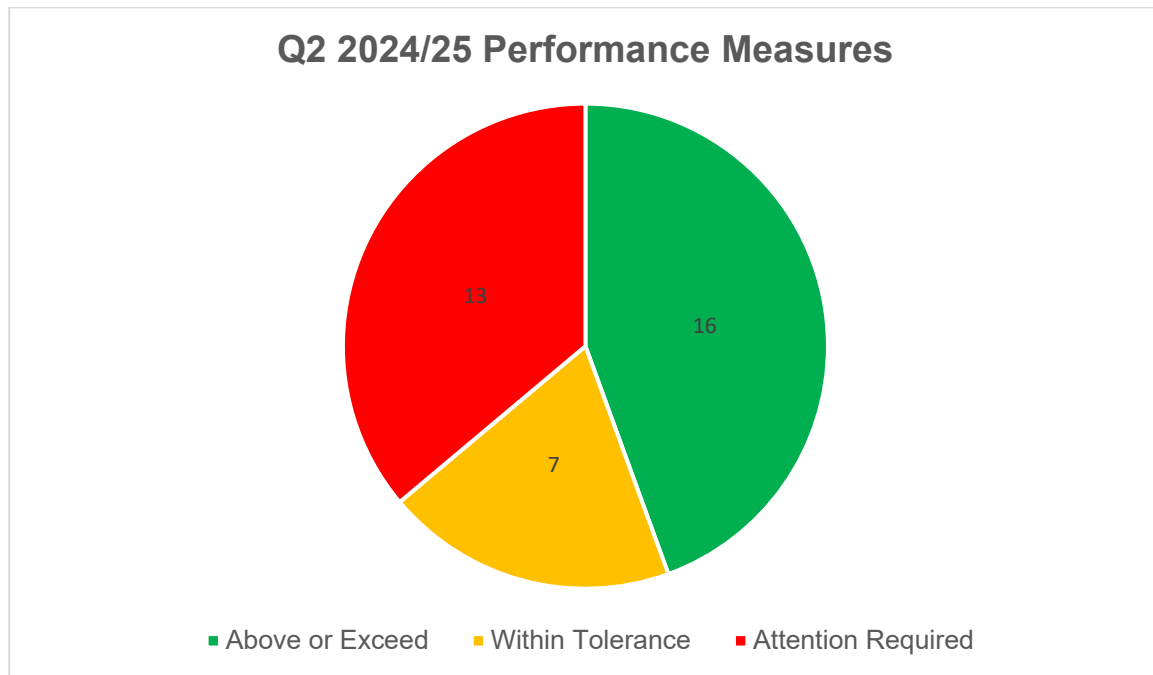
A snapshot of the overall performance during Quarter 2 is included in this report. It uses a traffic light system to represent the following benchmarks.

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

DISCUSSION

Out of a total of 98 performance measures established for the year, 36 are measured this quarter.

The results for Quarter 2 are provided below:



2024/2025 Q2 Performance by Theme

Strategic Theme	On Target	Within Tolerance	Attention Required
Our Community	4	2	3
Our Economy	3	2	4
Our Natural & Built Environment	1	0	1
Our Leadership	8	3	5
TOTAL	16	7	13

“On or Above Target” Q2 Outcomes

In this quarter 16 (44%) performance measures are on target or exceed the target as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population	%	45	49.0	47.4	Attendances grew with an additional 193 new members this quarter across all sites.

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
1.d.1.1.d Number of REAP visitations	#	17,000	21,021	17,386	In this period a number of large scale venue hire events utilised the amphitheatre such as NW Multicultural Festival and Christmas on the Green and attracting over 1,000 attendees for each. REAP saw a significant increase in patronage in November, with nearly double the attendance compared to 2023. This surge was driven by Dance Kix, which held two sold-out shows, drawing a total of 912 patrons in a single day. REAP also hosted three Aboriginal Corporations' AGMs over five days, with over 200 attendees a day. December experienced another boost in high attendances with two blockbuster movies Moana and Sonic screening each day which had high attendance each day.
1.d.1.6.a Inspect 33 public health premises per month.	#	99	107	112	An established schedule with a fully resourced team is enabling a greater volume of inspections.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	#	50,000	68,634	48,793	Posts that saw significant engagement included the election of Jodie Swaffer, Monday Memories Karratha Drive-In Cinema, tribute to Dahnne Dray's Santa Rock Memorial, COVID-19 Royal Commission, Yurra Street tree planting and the Christmas Lights Competition.
2.a.1.1.b Maintain the value of business grants that are approved by the City	\$	35,000	130,000	NA	One grant awarded to Wedgetail Aerospace.
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	Ha	300	335.5	341.6	No additional structure plans approved and no additional lots created within structure plan areas this quarter.

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
2.c.2.3.a Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes	%	85	91.6	NA	Interest has been expressed in vacant sites. The City's Property manager is actively pursuing proposals from interested parties.
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	kgs	5,000	8,840	6,060	Two collections carried out in December. Collection numbers higher than expected.
4.a.2.3.b Reduce number of lost time injuries	#	9.7	6.9	3.0	Q1 (Jul-Sep): there were 4 incidents that resulted in medical treatment or lost time, and a total of 157449.6 hours were worked. Q2 (Oct-Dec): There were 2 incidents that resulted in medical treatment or lost time, and a total of 146266 hours were worked.
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	%	95	100	100	All incoming correspondence is processed within 24 hours of receipt.
4.b.2.2.a Minimise unscheduled down time for all public interfacing websites	%	98	100	100	No known unscheduled down time for all public interfacing websites.
4.b.2.2.b Minimise unscheduled down time for all public interfacing email systems	%	98	100	100	No known unscheduled down time for all public interfacing email systems.
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	%	98	100	100	No known unscheduled down time for all public interfacing telephone systems.
4.b.3.1.a Number of indigenous staff employed	#	24	30	24	Full time 15, Part time 1, Casual 14
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	%	90	94	81	This is the second consecutive reporting period where the target has been exceeded.
4.e.1.1.d Assess all building applications within the statutory timeframes	%	100	100	100	Building Permit numbers have decreased, making it possible to maintain the statutory timeframes.

“Within Tolerance” Q2 Outcomes

In this quarter 7 (19%) performance measures are within tolerance as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct Aquatic Centre and Roebourne Aquatic Centre	#	191,722	187,311	191,722	Attendance numbers 1% below targets with the exception of Roebourne exceeding quarterly projections by 40%. KLP, numbers were tracking well in October and November. School closure in December saw a reduction in numbers to the centre. The fitness figures showed an increase in attendance whilst the pool had a decrease in numbers. The Wickham Recreation Precinct pool was opened late in September that saw an increase in the pool and gym visits. Attendances were 1% below targets. Roebourne Aquatic Centre summer hours commenced late September which drew in increased pool usage.
1.c.1.3.d Number of visits recorded at City Libraries	#	27,500	25,137	31,125	Door count was lower than target this quarter. Public computer usage and physical loans were down compared to Q2 2023/24, however programs attendance was on par and eResource lending has increased.
2.b.1.2.a Percentage of dollar spend paid to local businesses	%	50	48.1	74	Whilst the percentage of spend to local suppliers is within tolerance, the percentage of invoices paid to local suppliers is higher at 72.63%. In Q2 major construction and civil contracts increased spend to non-local suppliers.

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
2.c.1.1.c Area of undeveloped industrial lots available for sale	Ha	70	64.7	73.3	Reduction in the supply of lots available due to additional lots in Gap Ridge Industrial Estate being developed. Further subdivision of Gap Ridge is underway.
4.a.1.1.a Percentage of media releases picked up by the local media	%	80	63	61	19 Media releases sent out, 12 picked up. Media releases picked up by Media included: Cossack Art Awards expressions of interest, COVID-19 royal commission response, and Tidy Towns finalist. Media releases not picked up included community sports awards, Strategic Community Plan being endorsed, and the Honorary Freeman announcement. Low numbers of journalists in town through leave and Christmas shutdowns may have contributed to a lower pick up rate.
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	%	10	10.6	7.1	81 processes overdue with 45% sitting in the Governance and Airport Services teams. 35% of all processes are in excess of 6 months and 11 processes are in need of urgent attention as they are older than 12 months. It's expected that reviews will resume in January 2025 when staff return from their leave.
4.e.1.1.e Assess all planning applications within the statutory timeframes	%	100	96.8	97.1	30 out of 31 development applications determined within statutory timeframe.

“Attention Required” Q2 Outcomes

In this quarter 13 (37%) performance measures require attention as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	#	8,584	7,437	8,584	Target not achieved due to administrative and technical issues in capturing entries into the facility. This has now been resolved and data should be a more accurate reflection of attendances.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	#	3,000	2,171	2,127	Attendance to Children's programs was down this quarter but numbers were on par with Q2 2023/24. Special Story Time sessions (e.g. Turtle, Spooky, Explorer Backpack launch and Christmas) were all well attended. October School Holiday programming was fully booked.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	#	200	122	237	Attendance to Adult's programs was down as limited programs were offered. This quarter included Seniors Week and Celebrating Sam Morning Tea.
2.a.2.1.d Maintain the value of Take Your Business Online Grants that are approved by the City	\$	100,000	34,298	NA	TYBO grants have been fewer in number this year.
2.a.2.1.e Maintain the value of Major Events Sponsorship and Attraction Grants that are approved by the City	\$	212,000	50,000	NA	\$50,000 awarded to Pilbara Summit (\$35,000) and Karijini Experience (\$15,000).
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVC)	#	2,500	701	2,422	Numbers down due to increasing seasonal heat and tropical cyclones. This is traditionally a slower quarter in regards to tourist visitations.
2.a.2.2.d Value of tour bookings made by the KTVC	\$	50,000	3,735	NA	Bookings have dropped since as more visitors consider interstate and international travel. The hotter temperatures have also had an effect on travel patterns throughout the region.
3.a.2.2.b Identify the number of projects implemented from	#	3	0	NA	There are four sustainability projects being delivered by City Growth:

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
the Environmental Sustainability Strategy					<ul style="list-style-type: none"> Carbon Accounting and Emissions Reduction Plan Environmental Sustainability Strategy Review and Implementation Plan Solar Feasibility Study Community Energy and Water Audit kits
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	#	15	23.4	23.3	Permanent Employees 361. Unplanned leave hrs: 8456.59
4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations & Sponsorship)	%	85	56.8	66.7	<p>A total of 957 sundry debtor invoices due in Q2 were worth \$11m.</p> <p>Total paid invoices =882 (92.2%)</p> <p>Paid within terms = 544 (56.8%)</p> <p>Paid outside terms = 338 (35.3%). Average late is 20 days.</p> <p>Unpaid = 75 (7.8%)</p> <p>Overdue invoices are routinely followed up by the Finance Officer - Accounts Receivable.</p>
4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	%	60	47	44	3,124 calls received and 47% resolved by the customer service team. Customers locating initial information on the website before calling and are therefore speaking directly with teams. Reduced call volumes are likely due to the holiday season.
4.e.1.1.f Incoming organisational correspondence to be acknowledged within agreed time frames	%	90	68.3	80.7	<p>Total Incoming Records this quarter was 3,917.</p> <p>Total Overdue Records for this quarter was 1,240.</p> <p>Overdue records have fallen by 17% this quarter.</p> <p>Guidance has been included in this month's overdue report on how teams can reduce their overdue records.</p>

Measure	UoM	Q2 Target	Q2 Actual	Q2 Last Year	Comments
4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	%	95	67	80	Total Requests = 768. Closed Requests = 511. Outstanding/Ongoing = 257. Average number of days to close = 10.83 compared to 1.3 days last quarter. This is likely to be impacted by the extended holiday break in December and staff leave during this period. Rangers were oversubscribed with approximately 200 cyclone and fire break inspections.

Proposed amendments

In reviewing the above KPI measures, it has become evident that the some measures do not fit perfectly with the SMART acronym of Specific, Measurable, Assignable, Realistic and Time Related.

Such measures are:

- *2.a.1.1.b Increase the value of business grants that are approved by the City.
Quarterly Target: \$35,000
Q1 Result: \$0
Q2 Result: \$130,000*

This has a \$35,000 quarterly target however the distribution of funds is dependent on applications being received by the City. This KPI doesn't talk to what the City wants to spend or aspires to spend. It has been proposed that this KPI be withdrawn and further consideration be given to such areas as attraction, quality and performance of the business grants.

- *2.a.2.1.d Maintain the value of Take Your Business Online grants that are approved by the City.
Quarterly Target: \$100,000
Q1 Result: \$13,422
Q2 Result: \$34,299*

The quarterly target is being considered too high and the \$100,000 target should have been an annual target. Applications to this program are also randomly received. It is proposed that this KPI have an amended quarterly target of \$25,000.

In the last presentation related to the Q1 performance measures, it was noted that the measures are averaged across the year when it comes to producing the end of year report on how the City has performed for the past twelve month period. This is not the case for all KPIs. KPIs are reported either as an average for the year, a summation of results for the year or the last result of the year. The reporting is dependent upon the nature of the KPI and the meaningfulness of its intended outcome.

Of the 98 measures 17 are averaged over the year, 24 are accumulated to provide an end result and 57 are based on the last result.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

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

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Projects are reported monthly to management and tracked accordingly. Significant variations are reported to Council through budget reviews.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council’s reputation may be impacted if the City fails to deliver on commitments in the Strategic Community Plan and Corporate Business.
Compliance	Low	Legislation requires that there is a system for monitoring performance of the City’s activities through pre-determined measures to identify alignment to the Strategic Community Plan and the Corporate Business Plan.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Quarter 2 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 64% of the 36 performance measures were achieved or within tolerance in Quarter 2 in the 2024/2025 reporting period.

COUNCILLOR QUESTION:

Relating to 3.a.2.2.b, in the comments it says there are more sustainability projects underway. Why is the actual zero?

CITY RESPONSE:

There are three projects underway, for they have not been finalised, so the actual score is zero as KPIs measure completed tasks.

10 COMMUNITY EXPERIENCE REPORTS

10.1 APPROVAL TO ADVERTISE DRAFT STRATEGIC COMMUNITY PLAN 2025 - 2035

File No:	CM.611
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Senior Community Infrastructure Officer
Date of Report:	28 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Draft 2025 – 2035 Strategic Community Plan

PURPOSE

For Council to consider the Draft 2025 – 2035 Strategic Community Plan to be advertised for community feedback.

OFFICER'S RECOMMENDATION

That Council:

- 1. AGREE to advertise the Draft 2025 – 2035 Strategic Community Plan for public comment for a 4-week period; and**
- 2. REQUEST Administration to present a summary of public comment back to Council in June 2025, along with the Draft Council Plan (2025-2035).**

BACKGROUND

The 'Strategic Community Plan 2020 – 2030' (SCP) is the lead strategic document for the City of Karratha (the City). The plan establishes a shared community vision that informs all Council projects, services and programs undertaken over a 10-year period.

In accordance with the *Local Government Act 1995* and associated regulations, local governments are required to undertake a major review of their SCP every four years.

The City's current SCP was adopted by Council in 2020, with a statutory major review required to be completed in the financial year 2024-25. To meet this requirement, the City commenced a comprehensive review in October 2023, delivering the major review project through a three phase methodology (Table 1).

Table 1: SCP Major Review methodology and timeline

Phase	Dates	Details
Phase 1: Desktop Analysis and Gap Assessment COMPLETE	December 2023 – March 2024	This phase assessed the relevance and effectiveness of the current SCP through a desktop review and consultation with Administration staff, with findings presented to Council in June 2024.
Phase 2: Community Visioning COMPLETE	March 2024 – September 2024	Extensive community engagement was conducted under the new <i>‘What We Make It’</i> engagement brand. The findings were documented in an engagement report, presented to Council in November 2024.
Phase 3: Drafting the new SCP IN PROGRESS	October 2024 – present	This phase built on community feedback and findings from earlier stages, as well as input from multiple strategic planning workshops with Council and the Administration, to develop the Draft SCP 2025–2035.

DISCUSSION

Draft Strategic Community Plan 2025 – 2035

The draft SCP 2025 – 2035 (Attachment 1) is the result of research, review and extensive engagement with the City of Karratha community.

The Administration has reviewed the SCP with a focus on its people, places, opportunities, and challenges to ensure it reflects the community’s evolving needs and aspirations for the next decade.

In line with feedback received from the community, the draft SCP 2025 – 2035 includes:

- The introduction of guiding commitments that underpin how Council will implement the SCP.
- A renewed vision for the City, as well as seven (7) new strategic goals outlining the long-term aspirations for our community (Figure 1).
- Strategic objectives that guide the direction of each goal.
- Priority focus areas, which highlight key areas of attention or action that will be central to driving goal progress and achievement of the vision.
- Measurable indicators and targets to track progress over the next decade.
- Enhanced clarity on how the goals align with other Integrated Planning & Reporting (IPR) Framework documents and strategies.

Additionally, the document's overall layout has been updated to enhance accessibility and readability.

VISION: *City of the North. Powerhouse of the Nation. A Place we are Proud to call Home.*

<p>1</p> <p>We respect Aboriginal peoples’ cultural authority and connection to Country</p>					
<p>2</p> <p>Our community is welcoming, connected, vibrant, healthy, and safe</p>	<p>3</p> <p>Everyone is included</p>	<p>4</p> <p>Our places and spaces are functional, attractive and reflect our unique identity</p>	<p>5</p> <p>We respect and care for the natural environment</p>	<p>6</p> <p>The local economy is diverse and thriving, with opportunities for all</p>	<p>7</p> <p>Our civic leaders are innovative, listening and balanced in meeting community needs</p>

Figure 1 Draft 2025 - 2035 SCP Vision and Goals

The new vision and goals of the draft SCP 2025–2035 establish a refreshed direction for how the community and Council envision the growth of our city. Informed by direct input from a diverse range of community members through the **What We Make It** (WWMI) engagement brand and program, the final document reflects the values and priorities the community wants to prioritise moving forward.

The draft SCP 2025 – 2035 is ready to be advertised for public comment in accordance with legislative requirements. The City recommends the document be made available for a period of 4 weeks.

Preparing for the new Council Plan

In parallel with the SCP Major Review project, the City is preparing for upcoming reforms to the *Local Government Act 1995*, currently being developed by the Department of Local Government, Sports and Cultural Industries (DLGSC).

Under these new reforms, local governments will be required to prepare, adopt, and publish a Council Plan. The Council Plan will replace the current requirement for both the SCP and the Corporate Business Plan, merging the two into a single framework.

The reform proposes:

- Simplified, short form Council Plans that replace SCP documents and set high-level objectives over an 8-year period.
- Simplified asset management plans to consistently forecast costs of maintaining assets
- Simplified long term financial plans that outline long term financial management and sustainability issues, and any investments and debts.

Key features of the City of Karratha’s Council Plan 2025-2035 will be:

- Retaining all components of the draft SCP 2025 - 2035.
- Introduce an ‘Actions Table’ outlining projects and actions for the next four years.
- Includes Service Area Planning to link delivery with operational capacity
- Adds a Budgeting Table for improved financial transparency.

To ensure the vision, goals and objectives capture the community's feedback and aspirations, Officers recommend advertising the draft SCP 2025–2035 for public consultation while simultaneously advancing the development of the additional content required for the Council Plan.

Running the draft SCP public consultation and drafting of the Council Plan in parallel ensures the City meets its statutory obligations while progressing toward the timely delivery of the new Council Plan.

A summary of feedback from the public consultation will be presented to Council at its June 2025 Ordinary Council Meeting and any necessary revisions to the draft SCP 2025 – 2035 will be incorporated into the City of Karratha Council Plan 2025-2035, which is scheduled for presentation to Council in June 2025 for endorsement.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

All local governments in Western Australia are required to produce a plan for the future under section 5.56 (1) of the *Local Government Act 1995* (the Act). The Local Government (Administration) Regulations 1996 outline the minimum requirements to meet this prerequisite, which includes the development of a Strategic Community Plan and a Corporate Business Plan (19C and 19DA).

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

Accordingly, the SCP is not a static or standalone document. It is the vision behind all City planning and roadmap for the community's future. Due to the SCP's role in the IPR Framework, the draft Council Plan will inform the direction and content of all subordinate Council informing strategies.

COUNCILLOR/OFFICER CONSULTATION

Consultation between Administration and Council on the draft SCP 2025–2035 involved two workshops to develop and refine the Vision and goal statements, and general updates at Council workshops on project progress. The Administration has also been consulted on the draft SCP 2025–2035, having reviewed the final draft document, contributed to the development of the goals, priorities, objectives and measurement framework, and participated in Council project-related workshops.

COMMUNITY CONSULTATION

Extensive community consultation was conducted from March to September 2024 (Phase 2), with the resulting feedback shaping the new vision, goals, objectives, and priorities for the draft SCP 2025–2035. In total, 945 individuals across the City's towns contributed to the draft SCP through this engagement process.

By endorsing the Officer's recommendation in this report, community engagement activities, aligned with the IAP2 Public Participation Spectrum (inform, consult, involve, collaborate, and empower), are proposed as follows:

What	How	When	Description	Outcome
Communications	Facebook Post #1	1 April '25	Announcing SCP is out for public comment	Inform – provide public with information & Consult – obtain public feedback.
	Media Release	1 April '25		
	What We Make It update live	1 April '25		
	Facility posters	1 April '25 – 25 April '25		
Community Engagement	Email to WWMI member database	1 April '25 – 25 April '25		
Community Engagement	1:1 Meetings	Ad hoc, between 1 April '25 – 25 April '25	Meetings with Roebourne based Stakeholder Groups engaged with during WWMI campaign	
Mayor Update	Radio Interview – Triple M	TBC	Project update & announcing SCP is out for public comment	
Mayor Update	Radio Interview – Ngaarda Media	TBC	Project update & announcing SCP is out for public comment	
Community Engagement	Display at Community Hub in Roebourne and all City libraries	Exact date is TBC. Between 1 April '25 – 25 April '25	A1 prints of key SCP pages. Feedback on draft SCP.	
Communications	Electronic screen flyers at City Facilities	1 April '25 – 25 April '25	Announcing SCP is out for public comment	
Communications	Facebook Post #2	TBC	'Don't forget to give your feedback' messaging	
Communications	Facebook Post #3	TBC	'Feedback Closing Soon'	

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications in endorsing the Officer's recommendation. Advertising costs for the draft SCP are already accounted for within the approved project budget.

STRATEGIC IMPLICATIONS

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

Programs/Services: 4.a.2.1 Integrated Strategic Planning
 Projects/Actions: 4.a.2.1.23.1 Carry out a major review of the Strategic Community Plan and Corporate Business Plan

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

Category	Risk level	Comments
Service Interruption	Low	There is low risk for service interruption as a result of the Officer’s recommendation as the scope of work is captured within current staff resourcing.
Environment	N/A	Nil
Reputation	Moderate	Lack of community awareness and engagement with Council’s new direction with the SCP review process. The risk control is extensive and ongoing communications with community and stakeholders.
Compliance	Low	Low compliance risk in advertising the draft SCP as it aligns with statutory obligations to engage community when developing a SCP.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

It is common practice for Council to approve advertising draft documents for public comment; as done with the Roebourne Recreation Precinct Masterplan (Res 155044, July 2022 OCM) and the Roebourne Streetscape Masterplan Concept Design Report (Res 155047, July 2022 OCM).

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The City commenced a major review of its Strategic Community Plan 2020–2030 in December 2023. Using a three-phase approach—desktop analysis, community engagement, and drafting; the draft Strategic Community Plan 2025–2035 has been developed and is now ready for public comment. The draft introduces a renewed vision, updated strategic goals, and measurable indicators to guide the City’s future.

In preparation for new reforms being developed by the State Government, local governments will be required to create a Council Plan, consolidating the draft Strategic Community Plan and Corporate Business Plan into a single document. Officers are concurrently working on the additional requirements for the Council Plan while the draft SCP 2025 – 2035 is open for public comment. After the consultation period, a summary of community feedback will be presented to Council in June 2025, with any necessary revisions to the draft SCP incorporated into the development of the new Council Plan.

COUNCILLOR QUESTION:

On page 5 in acknowledgement of country, it has come to my attention that some local language groups do not recognise the word ‘emerging’.

CITY RESPONSE: The Acknowledgment was put to a meeting with Elders and emerging Elders this week. There were no concerns raised regarding use of the word ‘emerging’.

COUNCILLOR QUESTION:

There are some grammatical errors on page 6, relating to use of the word ‘and’, plus the use of superscript font.

CITY RESPONSE:

The final version of this draft will be presented to the Ordinary Council Meeting as a graphically designed document. These minor formatting errors have already been addressed.

COUNCILLOR QUESTION:

The community engagement plan talks about 1:1 meetings in Roebourne, will this include seniors and other stakeholders?

CITY RESPONSE:

The community engagement plan is still being finalised and will include opportunities for the community to provide their feedback via online survey, pop-up stalls at several community events and 1:1 meeting with key stakeholders. Whilst these will be our planned core engagements, our activities are agile, and the team will respond to any requests to provide feedback via other methods.

COUNCILLOR QUESTION:

Is there a way to integrate some form of one pager outlining the goals and objectives in a table and as an appendix so it is easily accessible to those who may reference the strategic alignment for grants or similar?

CITY RESPONSE:

This will be reviewed and considered for inclusion in the final Council Plan.

11 DEVELOPMENT SERVICES REPORTS

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR ‘OUR TOWN’ TELEVISION EPISODE

File No:	RC.119
Responsible Executive Officer:	Director Development Services
Reporting Author:	Economic Development Project Officer
Date of Report:	14 February 2025
Applicant/Proponent:	Visage Productions
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. MESAP Our Town Assessment 2. Our Town Application 3. About Our Town

PURPOSE

For Council to consider a request from Visage Productions, for the City to sponsor the ‘Our Town’ Television Series for a full episode focused on Karratha.

OFFICER’S RECOMMENDATION

That Council **APPROVE** sponsorship funding in the 2025/2026 financial year to Visage Productions Foundation as follows:

Organisation Name	Project Name	Grant Amount
Visage Productions	Our Town Television Series	\$45,000 (excl. GST)

BACKGROUND

On 22 January 2025, Visage Productions submitted a sponsorship proposal to the City under the Economic Development Grants Policy. Upon closer examination it was determined that the request is more appropriate for consideration under the City’s MESAP Policy. The request has been assessed accordingly.

Visage Productions, is a WA owned and operated video production company, producing the nationally broadcast Our Town television series since 2010, over eight seasons. They have requested sponsorship for a dedicated Karratha episode in the upcoming season, providing a national platform to highlight the City’s opportunities and lifestyle.

Should Council support the sponsorship request, this would be the second time that Karratha has been showcased on the program. In 2021/22 a Karratha episode was developed with the support of Rio Tinto, Development WA and Sodexo.

DISCUSSION

Proposal

The Our Town series is dedicated to positive storytelling about Australian travel destinations and the communities that make up these regions. The series has produced 64 episodes over 8 seasons. The producer of the show contacted the City in January 2025 about an opportunity to produce a Karratha-focused episode (22 minutes of content) offering the City a unique platform to share its story with a broad and diverse audience.

The City will have direct control over content allowing it to shape its growth and attraction narrative for the audience. Internally, the project will be led by the Marketing and Communications team, supported by City Growth. Given the City's goal of being recognised as Australia's most liveable regional city, it is anticipated that the episode will feature each town centre including Karratha, Roebourne, Point Samson, Dampier, Wickham and Cossack, highlighting landscapes, industries, lifestyle and other key elements of living, working, and playing in Karratha. Production would occur in July 2025, consisting of a crew of 4 over a period of 1 week. The episode is expected to air to a national audience in February 2026.

The value of this project lies in its ability to elevate Karratha's national visibility. By showcasing the region's strengths, the episode serves as a powerful marketing tool to drive tourism, attract film projects, and create business opportunities. This exposure not only enhances Karratha's profile but also strengthens its reputation as a thriving regional hub.

With a projected national audience of 50,000, plus additional reach through social media and on-demand streaming via the Seven Network's 7+ platform, the series provides sustained visibility. This broad exposure maximizes the episode's impact, delivering long-term benefits for Karratha's economy and community growth.

Visage Productions has offered the City the option to 'Buy Out' the episode, meaning the City would be the sole topic in the 22 minutes of episode content, rather than the episode featuring additional regions. Furthermore, the Buy Out signifies that the City owns the media and collateral produced, providing a valuable marketing asset with high-quality footage that can be repurposed for tourism campaigns, economic development initiatives, and community engagement.

Assessment

Officers have utilised the MESAP evaluation criteria to assess Visage's production event. In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans of the vision to be Australia's most liveable regional City.
2. While the direct financial impact may be modest, the crew supports local businesses and reinforces Karratha's ability to host visiting professionals, while the episode boosts visibility and drives long-term economic growth through tourism, business attraction, and repurposed footage for ongoing marketing.
3. Investing \$45,000 in a tailor-made television episode provides more value than a 15-second commercial broadcast in Perth, as the cost of sponsorship is equivalent to thirteen 15-second ads. This professionally produced episode of Our Town offers extended exposure and a far greater return on investment.
4. As the application includes a Buy Out option, it provides full control over the narrative, ensuring alignment with the City's objectives and maximizing its social and community impact.
5. The 2021 episode reached approximately 46,000 viewers, showcasing the City's attractions to a wide audience, with projections indicating an even higher reach for this episode.
6. Will not have an adverse environmental impact.

7. It is unlikely to face any production or delivery issues, as the project is being managed by a reputable production company with extensive experience in successfully delivering this television series.

The Administration has thoroughly reviewed the sponsorship and concludes that the branding, promotional opportunities, and long-term community benefits offer substantial value for money. Additionally, the access to high-quality footage for future marketing initiatives further enhances the proposal.

The direct return on investment (ROI) from activity during filming is expected to be modest and it is difficult to calculate the ROI associated with reaching a national audience. It is expected however that the value associated with reaching up to 50,000 viewers far exceeds the \$45,000 proposed to sponsor the episode.

By way of comparison, the cost of broadcasting a 15-second commercial in Perth is \$3,400 per airing, amounting to \$299,200 for a total of 22 minutes of advertising (88 airings at \$3,400 each). While the impact of a customised television episode and repeated commercial airings cannot be directly equated, the cost to the City for an equivalent duration of exposure on television would be 6.65 times higher.

It is therefore recommended that Council support the proposal.

Funding Request

Organisation Name	Project Name	Project	Project Total	Requested Amount	Officer's Recommended Amount
Visage Production	Our Town Television Series	Karratha Episode	\$45,000 (excl. GST)	\$45,000 (excl. GST)	\$45,000 (excl. GST)

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, who advise that the ownership of the footage would be useful to other projects and activities.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

A budget allocation of \$45,000 (excl. GST) is required for this item in the 2025/26 financial year. Should Council support this grant, they will be providing in principle support to the budget allocation in 2025/26.

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.d.1.1	Economic Development
Projects/Actions:	2.d.1.1.19.1	Implement Economic Development Strategy
Programs/Services:	2.d.3.2	Arts Development and Events
Projects/Actions:	2.d.3.2.20.1	Support and activate creative industries as an economic driver

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 the project that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Service Interruption	N/A	Nil
Environment	N/A	Low environmental risk as the event will utilise existing paths, tracks and road networks. Visage Productions have significant experience with production and filming. There is no foreseeable impact on natural environment and no residential noise 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 and buy-out, giving the City full creative control.
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 Visage Productions 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 filming proposals under the MESAP Policy.

1. The City approved funding of \$20,750 (excl. GST) in May 2010 for a helicopter shoot to capture imagery for the Red Dog feature film. The City received footage for in house marketing, and the Shire president, Council, and CEO were invited to the Red Dog premiere screening.

2. The City approved funding of \$100,000 (excl. GST) in February 2024 to Tama Films for the production of the feature film Red Rock Run in Karratha, with preparations set to begin in mid-April 2024 and filming scheduled from June to August 2024. The approved funding has not been paid and this event is currently on hold indefinitely as a result of the withdrawal of a major funder for health reasons. The continuation of this production is contingent on securing additional funding.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Visage Productions has requested \$45,000 in sponsorship to produce a Karratha episode of the Our Town television series. This production event, with a national audience, has been evaluated against the City's MESAP Policy assessment criteria and is considered to offer excellent value to the City. It is recommended Visage be supported for the full amount requested.

COUNCILLOR QUESTION:

How is the program streamed?

CITY RESPONSE:

The program will be streamed on commercial television - being 7Plus.

COUNCILLOR QUESTION:

How will we ensure all townsites are covered? How do we choose what areas/businesses are captured?

CITY RESPONSE:

The City will have creative control over the production of the event. One area already agreed upon with the producer and City is that all town centres (Dampier, Karratha, Point Samson, Wickham, Roebourne) and Cossack are featured.

COUNCILLOR QUESTION:

Can we use 'Karratha is Calling' survey data to inform what is included in the program?

CITY RESPONSE:

This may be possible but will require further investigation by the Administration.

COUNCILLOR QUESTION:

Is there a way to involve those already advocating for Karratha in the process of making this show? For example, my Pilbara equestrian life.

CITY RESPONSE:

The Administration would be happy to pass along the details of any local champions provided by Council to the producers for consideration.

11.2 WALGU APARTMENTS DEVELOPMENT (LOT 7020 AND PART LOT 7018 WELCOME ROAD, KARRATHA)

File No:	LP.340
Responsible Executive Officer:	Director Development Services
Reporting Author:	Housing Financial Analyst
Date of Report:	10 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Walgu Feasibility Report - 30 October 2024

PURPOSE

For Council to consider a completed Walgu Feasibility Report and determine whether to proceed with acquisition and development of the Walgu Apartments as outlined in the report.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT** the Walgu Feasibility Report dated 30 October 2024;
2. **NOT PROCEED** with the City's Walgu Apartments development, including acquisition of Lot 7020 and part Lot 7018 Welcome Road, Karratha; and
3. **SUPPORT** development of Lot 7020 and 7018 through:
 - a. advocacy to State Government, Federal Government and Industry; and
 - b. Identification of private developers with an interest in construction of apartments or mixed-use development on the site.

BACKGROUND

The City of Karratha is currently facing a severe shortage of housing. Access to, and the cost of housing, is a critical issue facing residents in the City and a significant factor to achieve the City's vision of becoming *Australia's most liveable Regional City*.

To address the housing issue, the City has investigated the development of a mixed-use high rise building, comprising 82 residential units and circa 1,322m² of commercial space on Lot 7020 and part Lot 7018 Welcome Road Karratha. The development is referred to as 'Walgu Apartments'.

The benefits of Walgu Apartments as identified by the City include:

- Progressing the City's Vision to be Australia's Most Liveable Regional City;
- Increasing residential housing supply alleviating the current under-supply fuelling escalating rents;
- Activating the city centre and Red Earth Arts Precinct, supporting nearby food and beverage businesses;
- Creation of employment opportunities during construction;
- Completing the main street and complementing the Red Earth Arts Precinct; and
- Financial returns in the form of:

- Generating a financial yield from a property investment that exceeds current bank interest available; and
- Potential capital growth over time.

DISCUSSION

The City advertised a business plan in July 2021 for public comment regarding the Walgu Apartments development. At the time the project feasibility report identified build costs estimated at \$55m (excl GST), and estimated net revenues over a twenty year term for an unfurnished development were at \$118m. This resulted in an Internal Rate of Return (IRR) of 5.25%.

At the August 2021 Ordinary Council Meeting, Council resolved to proceed with the proposed acquisition and development of Lot 7020 and part Lot 7018 Welcome Road, Karratha.

Cost of labour and materials continued to escalate post COVID19 as the City worked towards acquisition of land and finalising design. The variance in project cost prompted the City to procure a new Walgu Feasibility Report which was finalised in October 2024 (Attachment 1).

The report identified the project cost had increased to \$122.2m. Based on the current market cost to construct and market rents, the report stated the project was no longer viable with an IRR of 0.85%. Further the construction of Walgu is now significantly different to the Business Plan as advertised in July 2021 due to the increased costs.

Proceeding with Walgu Apartments would require a significant increase in debt finance for project delivery. An increased reliance on debt funding introduces new risks, including:

- Capacity for the City to borrow will be limited in the short to medium term as the City has a limited borrowing capacity with WATC and Commercial Lenders); and
- Council's ability to fund its 10 year long-term capital works program will be impaired meaning other Community Infrastructure projects may not be able to proceed, including 'Project Dorothy' Housing EOI projects. Progressing with Walgu, Community Infrastructure Projects, and Project Dorothy projects would exhaust Infrastructure reserves, and the City's Current Ratio (measure of the ability for the City to meet debts as/when they fall due) will fall below target.

Access to concessional finance, or capital contribution(s) from State or Commonwealth Government would assist in improving IRR and project feasibility.

The Administration have investigated debt funding options including WA Treasury Corporation, Northern Australia Infrastructure Facility (NAIF), and commercial lenders. There were no concessional offers available through any of the funders. Debt offered to the City would be at market rate, which offers no benefit to IRR.

A significant capital contribution (e.g. grant) from State or Federal government remains the only funding mechanism able to reduce the debt requirements of the City and improve IRR to an acceptable level for the Walgu development.

The City was successful in securing \$2.35m of funding through the Infrastructure Development Fund (IDF) to assist with delivery of common services for the Walgu development. Whilst the State and Federal governments are supportive of Walgu, requests for further capital contribution have not yielded any financial commitment.

The City is also aware of two private proponents who have expressed an interest in construction of a mixed used (apartments/commercial/hotel) development across the two lots. Both proponents have communicated a need to acquire the land at little to no cost, and a commitment for pre-leasing of apartments to improve project feasibility.

Poor feasibility indicates that the project is unlikely to be developed in its current form by private enterprise due to low rate of return, however alternative designs may improve revenues, reduce costs and prove viable.

On this basis of the above, the Administration do not recommend further action on the design and construction of the Walgu development as a City-led development.

It is noted that the City has expended \$2.13m since project inception in design and feasibility. The outputs will remain available for the City, or any other proponent, to utilise in development of the site should market conditions, and therefore IRR, improve.

The Walgu Project is referenced as a Housing Initiative in the LTFP recently adopted at the November 2024 Ordinary Council Meeting, however any expenditure and income was removed from the City's Capital Works Program given the uncertainty relating to the projects viability.

It is also noted that the City is progressing with other housing initiatives. A Business Plan has recently been advertised seeking public submissions relating to the construction and acquisition of 17 townhouses and 20 apartments at 481 Bajamalu Drive Baynton. Council will also consider (item 11.6) advertising a Business Plan for three development sites in Bulgarra. If both projects proceed a total of 153 new dwellings may be delivered to market by the City through a mix of debt finance and grant funding.

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 social and economic issues.

STATUTORY IMPLICATIONS

The Acquisition of Lot 7020 and part 7018, along with development of the site to deliver Walgu Apartments, is considered a Major Land Transaction under the Local Government Act 1995.

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

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

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

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

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

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

The City advertised a business plan in July 2021. Administration's recommendation not to proceed with Walgu will not require any further consultation. Should Council wish to proceed

with the development a new business plan will be required as there has been a significant increase in development cost (\$55m to \$122m) which will materially impact the method of funding and feasibility.

COUNCILLOR/OFFICER CONSULTATION

The Administration have discussed this matter with Councillors at Councillor Briefing Sessions and formal reports regarding this matter were considered at the Council’s September 2019, November 2020, May 2021, and August 2021 Ordinary Council Meetings.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

Type of Investments

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.*

2.2 Approval

Property investment/development opportunities will be presented to Council for consideration.

FINANCIAL IMPLICATIONS

The Walgu Feasibility Report (Attachment 1) provides a Pre-Tender estimate cost plan and cashflow modelling for the project over a 20 year term, including details of assumptions. The report also provides a sensitivity assessment to model lower than expected revenue and provides two additional models based on alternative mix of funding.

The ability to retain and use the IDF funding of \$2.35m awarded to the City for providing common service infrastructure to the Walgu site will be dependent on the nature of any future development proposal on the land and subject to negotiation with the State.

The Administration’s recommendation to not proceed with Walgu Apartments will have no financial implications for the City.

STRATEGIC IMPLICATIONS

This item is relevant with the City’s approved [Strategic Community Plan 2020-2030](#) and the [Corporate Business Plan 2020-2025](#). In particular, the [Operational Plan 2024-2025](#) provides for this activity:

<p>Programs/Services: 2.c.1.2 Projects/Actions: 2.c.1.2.22.5</p>	<p>Land Development and Management Negotiate Acquisition for portion of Lot 7018 for development as part of Walgu Mixed Use Residential Apartments development.</p>
<p>Programs/Services: 2.a.1.1 Projects/Actions: 2.a.1.1.20.2</p>	<p>Small and Medium Enterprise support Advocate for partnerships to increase housing and land supply.</p>

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	No risk exists if Council supports the recommendation. If Council wishes to proceed with the development a number of risks will need to be mitigated including increasing development costs, capital depreciation, reduced future borrowing capacity (impacting delivery of other Community projects) and potential for lower than predicted returns.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Council is required to consider community feedback through the business plan process. There were no formal submissions to the Business Plan advertised in 2021.
Compliance	Low	The preparation and advertising of business plans (if Council opts to proceed with Walgu) will ensure compliance with statutory requirements.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Over recent years, the City has progressed a series of initiatives aimed at increasing accommodation, housing and land supply, including:

- Construction of nine houses on Lazy Lands in Nickol;
- Design and construction of two houses in Jingarra Estate;
- Construction of twenty lot subdivision in Hancock Way, Bulgarra and subsequent construction of six dwellings;
- Acquisition of three lots of vacant land from the State Government in Bulgarra;
- Service Workers Accommodation Aggregation Strategy; and
- Current Housing Development EOI 0000001 (aka: ‘Project Dorothy’) project to deliver residential dwellings to market.

Council also resolved in September 2018 to proceed with the acquisition of land for The Quarter Hotel. After advertising and considering feedback on the Business Plan, the project ceased when market conditions impacted feasibility and, like Walgu, resulted in the project departing from the original advertised business plan.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Development of Lots 7020 and 7018 remains a desirable outcome for the City to address the undersupply of housing, increase amenity, and create an entry statement to the CBD. Increased construction costs have not only impacted IRR but current market conditions suggest the project would come with a significant opportunity cost, negatively impacting the City’s ability to deliver other Community Infrastructure projects, and housing Projects.

It is recommended that Council does not proceed with the design and construction of Walgu Apartments. Instead, it is recommended that Council work with interested private developers and stakeholders (such as Development WA and Department of Communities) to facilitate development of the site.

11.3 DEVELOPMENT APPLICATION DA24-114 – PROPOSED CHANGE OF USE FROM ‘RESTAURANT’ AND ‘TAKE AWAY FOOD OUTLET’ TO ‘SMALL BAR’ AND ‘TAKE AWAY FOOD OUTLET’ – NO.177/26 SHARPE AVE, PEGS CREEK

File No:	DA24-114
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Statutory Planner
Date of Report:	4 March 2025
Applicant/Proponent:	Katie Smith/Supernatural WA Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Location Plan2. Floor Plan3. Acoustic Report4. Noise Management Plan5. Schedule of Submissions

PURPOSE

For Council to consider and determine an application for a change of use from ‘Restaurant’ and ‘Take Away Food Outlet’ to ‘Small Bar’ and ‘Take Away Food Outlet’ at tenancy No177/26 Sharpe Ave (Pelago East Building).

OFFICER’S RECOMMENDATION

That Council **APPROVE** Development Application DA24-114 for a change of use from ‘Restaurant’ and ‘Take Away Food Outlet’ to ‘Small Bar’ and ‘Take Away Food Outlet’ at Strata Lot 177 No.26 Sharpe Avenue, Pegs Creek subject to the following conditions:

1. This decision to approve the change of use shall expire if the new use has not substantially commenced within two [2] years of the date of this decision.
2. Prior to the commencement of the ‘Small Bar’ use, a revised Noise Management Plan shall be submitted to and approved by the City of Karratha. The Noise Management Plan must be informed by the recommendations of the Noise Assessment Report prepared by Acoustics Consultants Australia (Report NO. 10.00817R-01) and is to include:
 - a. No event to extend beyond 12 midnight on any evening;
 - b. Avoidance of excessive emissions of low frequencies below 100Hz, no use of subwoofers and speakers to use low-cut filters or equalisers to minimise low frequencies;
 - c. Music noise levels not exceeding L_{pA} 79 dB at listener locations;
 - d. Installation of appropriate resilient mounts to stop vibration or resonance;
 - e. Use of acoustic limiter devices to feed into the sound system and limit room sound levels to not exceed $L_{Aeq,T}$ 79 dB at listener’s ears, where ‘T’ is the typical assessment period between 5 and 15 minutes;

- f. Addition of a layer of 13 mm fire-rated plasterboard to the ceiling and fill the void with dense mineral wool $\geq 30 \text{ kg/m}^3$;
- g. Ceilings and walls to be covered with absorption class NRC 0.95 paneling where space allows;
- h. Patrons not to use the outdoor area after 10pm;
- i. Measures for minimising patron noise in the external area;
- j. DJs maintaining appropriate noise levels and proactively adjusting low frequency equivalent;
- k. How residents at nearby noise-sensitive receivers (apartments in Pelago East and Pelago West Towers fronting Sharpe Avenue) will be kept informed of all event plans, including date, times, duration and contact name and number of a nominated person during the event; and
- l. A complaint handling procedure.

The Noise Management Plan as approved by the Local Government be implemented at all times.

3. Prior to the commencement of the 'Small Bar' use an Operational Management Plan shall be submitted to and approved by the City of Karratha. The Operational Management Plan shall outline measures to mitigate negative external impacts on surrounding businesses and residents. Such management measures should include:
 - a. A proactive and responsive approach to rubbish collection;
 - b. Designated smoking areas that align with smoking in public places regulation under the *Tobacco Products Control Regulations 2006*;
 - c. Adequate security, lighting and monitoring of the area;
 - d. Regular Security patrols during music events; and
 - e. Complaint management measures;
 - f. Any other matter that may impact community safety, security and amenity of the surrounding area

The Operational Management Plan as approved by the Local Government but be implemented at all times.

4. Unless a variation to trading hours is approved in writing by the Local Government, the trading hours are limited to the following:
 - a. FOR NORMAL OPERATIONS:
Monday to Sunday inclusive: Between 11.30am and 8.30pm; or
 - b. FOR EVENTS (as described in the Noise Assessment Report NO. 10.00817R-01):
Friday and Saturday only: Between 11.30am and 12 midnight the same day.
5. A maximum of two events (as described in the Noise Assessment Report NO. 10.00817R-01) shall be held in any month, on a Friday or Saturday night only.
6. Maximum of 62 patrons at any time.

BACKGROUND

1. Landowners: Finbar Karratha Pty Ltd
2. Applicant: Katie Smith/Supernatural WA Pty Ltd
3. Tenancy Area: (Internal 113.35m² – Outdoor Dining Area 26.32m²)
4. General description of the site: Commercial tenancy at ground level of the Pelago East Building containing the existing business known as “Burgermuma”.
5. Current development/use: Existing approved use of the tenancy is ‘Restaurant’ and ‘Take Away Food Outlet’.
6. Brief description of the proposed development: No additional works proposed. Change of use from ‘Restaurant’ and ‘Take Away Food Outlet’ to ‘Small Bar’ and ‘Take Away Food Outlet’. This is required because of a proposed change to the liquor licence from ‘Restaurant’ to ‘Small Bar’. The business owner wants to make this change to provide for up to two ‘events’ per month on a Friday or Saturday night. It is proposed that guests not be required to be seated at these events, which is a requirement under the current ‘Restaurant’ liquor licence.
7. Applicable zoning: City Centre - Precinct 2 Commercial Precinct
8. Land use permissibility: ‘Small Bar’ not listed in the zoning table of the City of Karratha Local Planning Scheme No.8 (the Scheme) and therefore has no land use permissibility. Uses that are not listed in the Zoning Table are referred to as ‘Uses Not Listed’. Uses Not Listed are required to be considered by Council in accordance with Clause 3.2.5 of the Scheme.

Previous Development Approvals

- **P2302 – Development approval for a Mixed Use Development** – This was the original approval for the Pelago East building where the tenancy the subject of this development application was approved for the use of ‘Takeaway Food Outlet’.
- **DA21163 – Development approval for a ‘Restaurant’ use.** This approval provided for the additional use within this tenancy of ‘Restaurant’ in addition to that of ‘Take Away Food Outlet’.
- **DA21163-AMD1 – Development Approval for an Outdoor Dining Area** associated with the approved ‘Restaurant’ use. This gave approval to use approximately 26.32m² of outdoor area immediately adjacent the tenancy containing Burgermuma.

DISCUSSION

Zoning and Land Use

The proposed new use of ‘Small Bar’ is not listed in the zoning table. Because ‘Small Bar’ is not listed in the zoning table, it needs to be considered as a Use Not Listed.

In accordance with Clause 3.2.5 b) of the Scheme, Council needs to determine by absolute majority whether the proposed Use Not Listed (‘Small Bar’) is consistent with the objectives and purposes of the zone and/or the precinct objectives.

The proposed ‘Small Bar’ use is considered to be consistent with the relevant objectives of the City Centre zone and the specific objective for the Precinct 2 – Commercial Precinct

within the City Centre zone. The proposal is also considered to meet the Karratha Precinct objectives in the Scheme for the following reasons:

- The proposal would add to the Karratha City Centre as a vibrant, safe and diverse city centre providing a mix of commercial, retail, entertainment, residential, civic and retail uses.
- The change of use from Restaurant to Small Bar would achieve ground level activation in the Precinct 2 – Commercial area of the City centre zone.

For these reasons, the proposed use of 'Small Bar' is considered an appropriate land use within the City Centre zone at this location.

Noise and Noise Management

The main issue of concern raised by the proposed change of use from 'Restaurant' to 'Small Bar' is the potential noise impacts associated with the proposed night-time events. The applicant has advised that the proposed events would involve a DJ playing electronic dance music, i.e. house/techno/trance within the tenancy. The applicant has advised that these events would occur up to twice a month from 6 pm until 12 midnight. Otherwise, the proposed trading hours would be 11:30 am until 8:30 pm and the business would continue to operate as it has for a number of years.

The tenancy is located at the ground level of the Pelago East building, with residential apartments above. Concerns were raised during public advertising that noise from the proposed events may adversely impact on the amenity of nearby apartment occupants. Schedule 2 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City's LPP DP01 provide for the consideration of relevant planning matters, including amenity considerations, in assessing applications for development approval.

The application was advertised in accordance with the Planning Regulations and Local Planning Policy DP 24: Complex Applications. Six (6) submissions of objection were received during advertising from occupants of apartments within the Pelago Towers. Further details of their submissions and City officers' responses are contained in the Community Consultation section below and in the attached Schedule of Submissions (Attachment 5). The main concern raised in those submissions is the noise that has already been experienced in association with events held at the subject premises and the potential for this to get worse as a result of the current proposal.

The applicant prepared and submitted the original acoustic report and noise management plan (NMP) to support the application based on a request from City officers to address noise and noise management. This NMP was included in the documentation referred to submitters. Upon review of the original NMP, City officers requested the applicant commission a NMP prepared by a qualified acoustic consultant. The applicant subsequently submitted an Acoustic Assessment Report prepared by a qualified acoustic engineer. Submitters were not provided a copy of the Acoustic Assessment Report during advertising.

The professional Acoustic Assessment Report models noise emissions from simulated events, impact on apartment occupants and recommended ways that this noise could be appropriately managed. The acoustic engineer simulated a DJ playing at the premises in an event scenario (minus crowd), set a target acceptable noise level for apartment living and sleeping areas based on the Noise Regulations and measured noise levels in the closest room of the apartment directly above the premises, and at a location in the outdoor seating area. While there was no crowd present, the acoustic consultant modelled crowd noise based on the relevant Association of Australian Acoustical Consultants Guidelines. The

acoustic report identifies low-frequency noise from kick drum music as likely to create an amenity impact in nearby apartments.

The acoustic assessment report recommends the following noise mitigation measures to minimize impacts on sensitive receivers and not exceed existing background noise levels and recommended internal sound levels:

- Avoidance of excessive emissions of low frequencies below 100Hz, no use of subwoofers and speakers to use low-cut filters or equalisers to minimize low frequencies.
- Music noise levels not exceeding LpA 79 dB at listener locations.
- Installation of appropriate resilient mounts to stop vibration or resonance if feasible.
- Use of acoustic limiter devices to feed into the sound system and limit room sound levels to not exceed LAeq,T 79 dB at listener's ears, where 'T' is the typical assessment period between 5 and 15 minutes.
- Add a layer of 13 mm fire-rated plasterboard to the ceiling and fill the void with dense mineral wool ≥ 30 kg/m³.
- Ceilings and walls are to be covered with absorption class NRC 0.95 paneling where space allows.
- As much as possible, limit patrons using the outdoor area after 10 pm and minimise patron noise in the external area.
- DJs maintaining appropriate noise levels and proactively adjusting low-frequency equivalent.
- Keep residents at nearby noise-sensitive receivers (apartments in Pelago East and Pelago West Towers fronting Sharpe Avenue) informed of event plans, including date, times, duration and contact name and number of a nominated person during the event.

It is considered that these noise management measures would keep apartment occupants informed and minimise the potential for unreasonable noise being emitted from the proposed events. The applicant has confirmed that they intend to implement all recommended noise management measures. The Administration believe that subject to appropriate conditions and management of the events, the potential noise impacts can be appropriately managed and contained to suitable levels.

Submitters who have raised objections to the proposed change of use have been provided a link to the Acoustic Assessment Report so they can see how noise is proposed to be managed.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of low significance in terms of social, economic, environmental, cultural & wellbeing issues, parties affected and Council's ability to perform its role. This is on the basis that noise management measures recommended in the qualified acoustic assessment report will be implemented via an undated Noise Management Plan and other conditions will be imposed to address the concerns raised by nearby apartment occupants.

STATUTORY IMPLICATIONS

Scheme Clause 3.2.5

Clause 3.2.5 of the Scheme states:

If the use of land for a particular purpose is not specifically mentioned in the zoning table and cannot reasonably be included in the definition of one of the development categories, the local government may determine:

- a) that the use is not consistent with the objectives and purposes of the particular zone or precinct and is, therefore, not permitted, or
- b) *by absolute majority that the proposed use may be consistent with the objectives and purposes of the zone and/or the precinct objectives and an application for development approval should be determined in accordance with clause 64 and Part 9 of the deemed provisions.*

Scheme Clause 5.11 – Parking

Clause 5.11 of the Scheme specifies how parking requirements are determined for development. Clause 5.11 refers to Appendix 3, which contains the formulae used to calculate parking requirements for different land use classifications. The 'Small Bar' land use is not listed in the zoning table, nor Appendix 3. Clause 5.11.2 provides that where a development is not specified in Appendix 3, the local government shall determine car parking requirements having regard to the nature of development, the number of vehicles likely to be attracted to the development and the maintenance of desirable safety standards.

The proposal is not increasing floor areas. The proposed number of patrons would remain the same as permitted under the current Restaurant liquor licence. The number of parking bays available to the tenancy on site and within the surrounding public parking areas of the Karratha city centre were previously deemed acceptable by virtue of previous development approvals granted for this tenancy. The current approved parking for this tenancy remains adequate for this proposal, and no additional parking bays are considered necessary.

OFFICER CONSULTATION

The application was referred internally to Environmental Health Services to consider noise and the proposed NMP. Comments received have been considered, and Conditions/Advice Notes are recommended where appropriate.

COMMUNITY CONSULTATION

The proposal was publicly advertised in accordance with relevant Planning Regulations. An advertisement was placed in the Pilbara News, on the City's website under the 'Public Notifications' section and on the notice board of the City's main administration offices. In accordance with Council's Complex Applications Local Planning Policy DP24 and the *Planning and Development (Local Planning Schemes) Regulations 2015*, all property owners and occupiers within 200m of the tenancy were notified in writing of the application. 500 letters and 200 emails were sent. The advertising period was for a period of 28 days, from 31 January 2025 to 28 February 2025.

Eight (8) submissions were received. The full details of each submission and the City officers' responses are contained in the Scheme of Submissions (Attachment 5). A summary is provided below.

One submission supports the proposal, one submission raises no objection and six submissions object to the proposal generally on the following grounds:

- Previous events have caused disruptions, including excessively loud music that reverberates through the apartment complex;
- Patrons at these events have congregated outside, often engaging in loud conversation, smoking and leaving rubbish in the surrounding area;
- An incident where it is claimed smoke machines were used within the tenancy at an 'event' and this triggered smoke alarms, which resulted in the building having to evacuate, without the 'event' being paused or patrons being moved out of the premises.

All submissions of objection are from residents in apartments near the tenancy raising concerns regarding the impact of the proposed events on their amenity based on experience.

During the advertising period, these submitters were referred a copy of the NMP prepared by the applicant but not the Noise Assessment Report prepared by the acoustic engineer. Submitters raised concerns about the open-ended nature of the NMP prepared by the applicant, the inability to enforce this and the implications for their amenity should further events occur. The Noise Assessment Report subsequently prepared by the acoustic engineer is far more rigorous and recommends noise management measures to address the noise concerns of objectors based on modelling the actual events and meeting the relevant noise standards prescribed by the Noise Regulations.

By requiring these recommendations be included in the Noise Management Plan as a condition of development approval, these qualified recommendations would be enforceable under Planning legislation. Any subsequent non-compliance with the Noise Management Plan and/or the Noise Regulations would be able to be addressed under planning and/or environmental legislation.

The owner has confirmed that they intend to implement these recommendations. It is expected that an updated Noise Management Plan, which specifically addresses the identified concerns, will effectively reduce the likelihood of noise disturbances exceeding acceptable levels. Submitters who raised objections to the proposal have been provided a link to the acoustic report so they can see how noise is proposed to be managed.

In regard to other elements of potential concern raised by objections it is considered these can be adequately managed by the business owner and mitigated appropriately to maintain expected amenity in the area through imposing a condition of approval requiring an Operational Management Plan to be submitted to and approved by the City and thereafter implemented by the proponent.

POLICY IMPLICATIONS

Plans and policies considered in the assessment of the application are as follows:

Local Planning Policy – DP01 – Karratha City Centre Development Requirements

This policy provides guidance in the form of objectives and provisions for development across the City Centre zone. The proposal would not increase the number of persons allowed on the premises and would not involve any external works. The matters of noise and parking are considered above.

Local Planning Policy – DP24 – Complex Applications:

The land use of 'Small Bar' is not listed in the Scheme zoning table. DP24 reflects the requirement of the *Planning and Development (Local Planning Schemes) Regulations 2015* for this application to be considered a 'complex application', which requires advertising for a period of 28 days.

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:

- Our Response: 3.b.2 Encourage community to support and maintain an attractive built environment
- Programs/Services: 3.b.2.4 Planning Services

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	The Noise Management Plan is required to be approved by the City. The NMP must be implemented at all times. It is considered that the risk associated with noise levels and impacts on the health of the residents and the public in the vicinity can be adequately managed.
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Should approval be granted, this local business will be able to be more flexible in its offering to customers and improve the viability of the business. Some residents in the locality have lodged objections to the application. Conditions are recommended which are considered to address concerns raised.
Compliance	Low	The Noise Management Plan is recommended as a condition of approval. It is considered that the risk associated with noise levels and impacts to the health of the residents and the public in the vicinity can be adequately managed.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The application proposes a change of use from ‘Restaurant’ and ‘Take Away Food Outlet’ to ‘Small Bar’ and ‘Take Away Food Outlet’. The proposed new use of ‘Small Bar’ is Use Not Listed. The proposed use is considered to be consistent with the relevant objectives of the City Centre zone and the relevant Karratha Precinct objectives and capable of support, subject to conditions requiring an Operational Management Plan and a Noise Management Plan to address the potential impact of noise emissions on surrounding residents and other businesses.

COUNCILLOR QUESTION:

Director, can you explain this one a little bit?

CITY RESPONSE:

One reason that this proposal is coming to Council is that the Scheme currently requires any “Use Not Listed” to be determined by Council. The other is the potential impact of the proposed changes to the way they operate. They currently have a Restaurant licence and propose to change to a Small Bar licence which would mean they do not have to serve food

when they serve alcohol. The applicant has hosted several events at this establishment under an event permit and are looking to formalise the change moving forward. Officers are reasonably comfortable that subject to compliance with their noise management plan and all of the actions that are identified within the acoustic report that the potential negative impacts it can be adequately managed.

COUNCILLOR QUESTION:

Are there any restrictions for changes of licenses in future?

CITY RESPONSE:

A further development application can be made in the future should they wish to change the proposed operations.

11.4 SCHEME AMENDMENT NO. 62 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 - REZONING LOT 23 (NO. 8) MIRFIN WAY AND LOT 224 (NO. 9) GALBRAITH ROAD, PEGS CREEK FROM RESIDENTIAL R20 TO RESIDENTIAL R40

File No:	LP.365
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	4 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Location Plan 2. Proposed Scheme Amendment No. 62 Report 3. Schedule of Submissions and Modifications

PURPOSE

For Council to consider an amendment to the City of Karratha Local Planning Scheme No. 8 (the Scheme) following advertising. The proposed Amendment seeks to modify the residential density coding the applies to Lot 23 (No. 8) Mirfin Way and Lot 224 (No. 9) Galbraith Road, Pegs Creek from R20 to R40.

OFFICER'S RECOMMENDATION

That Council:

1. In accordance with Regulation 50(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a. NOTE the submissions received in respect to Scheme Amendment No. 62 to the City of Karratha Local Planning Scheme No. 8; and
 - b. ENDORSE the response to the submissions as contained in Attachment 3.
2. In accordance with Regulation 50(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015* SUPPORT Scheme Amendment No. 62, to the City of Karratha Local Planning Scheme No. 8 in accordance with Attachment 2.
3. In accordance with Regulation 34 and 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RETAIN the 'Standard Amendment' classification for Amendment No. 62 for the following reasons:
 - a. The proposal is generally consistent with the endorsed Local Planning Scheme, in it aims to increase Residential density coding for diversity of housing within Karratha;
 - b. The increased density coding is unlikely to cause an adverse impact on the environmental, social and economic context of the area, given the proposal will result in residential development that is similar in scale to the two immediately adjoining lots; and

c. The proposal will have minimal impact on surrounding land not subject to this Amendment.

BACKGROUND

On 26 August 2024, the City received a request on behalf of the owner of Lot 23 (No. 8) Mirfin Way and Lot 24 (No. 9) Galbraith Road, Pegs Creek to amend the Scheme to modify the residential density coding that applies to these lots from R20 to R40.

At its Ordinary Council Meeting held 28 October 2024, Council resolved to:

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

The City referred the Amendment to the Minister for Planning for consent to advertise. The proposal was advertised between 4 December 2024 and 24 January 2025. Further details on community consultation are provided under the Community Consultation heading.

DISCUSSION

Street Context

Lot 23 and Lot 24 are two large vacant adjoining lots, fronting Mirfin Way and Galbraith Road, respectively. The lots share a rear boundary. A copy of the location plan is included as **Attachment 1**. Further details regarding these lots are included in the table below:

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

Lot 23 Mirfin Way is a vacant lot on the southern side of Mirfin Way. Lot 24 Galbraith Road (subject of the proposed Amendment) is a vacant lot on the northern side of Galbraith Road. Both lots share a common rear boundary and have a road frontage of approximately 45m each.

The land use and development contexts for each of these lots is similar, being:

- To the east, there is a 25m wide reserve that extends from Galbraith Road through to Mirfin Way.
- There is a car park for the adjacent church on this reserve. The car park is at the southern end of the reserve, accessed from Galbraith Road while the northern end of the reserve, fronting Mirfin Way is vacant.
- On each frontage, there are three lots between the subject land and Broadhurst Road to the west.
- The property immediately to the west in each case contains a small grouped dwelling development. On the Mirfin Way frontage, two of these grouped dwelling front Mirfin Way. On the Galbraith Road frontage, dwellings front onto a central driveway.
- Each lot has a 44m to 45.5m street frontage. Between there and Broadhurst Road, there are two single dwellings fronting each street.
- Development on the opposite side of each road consists of single houses on single lots. Within a 500m radius of the subject sites, there are 17 Grouped Dwelling (villas) or Multiple Dwelling (apartments) developments on land coded R20 to R30.

Strategic Planning Context

The City of Karratha Local Planning Strategy (LPS) was endorsed by the Western Australian Planning Commission on 2 February 2021. The LPS references the Karratha Revitalisation Strategy (KRS), which was adopted by Council in October 2016, for the purpose of implementing recommended suitable density coding for selected sites in Bulgarra, Millars Well and Pegs Creek.

The KRS recommends a residential density coding of R40 for Lot 24 Galbraith Road and R25 for Lot 23 Mirfin Way. The table below sets out indicative development potential of the land, including the comparison between R25 and R40 density.

Residential density coding	Min site area per grouped dwelling	Average site area per grouped dwelling	Max no of grouped dwellings	Max no of multiple dwellings
R20 (status quo)	350m ²	450m ²	9	4
R25 for Lot 23 R40 for Lot 24 (KRS recommendation)	300m ² 180m ²	350m ² 220m ²	6 11 Total – 17	5 18 Total – 23
R40 (proposed)	180m ²	220m ²	18	36*

**this number is an estimate only because the actual number depends on the ability to meet requirement for communal open space, vehicle access and parking*

Any development proposal for the subject sites would require Development Approval. Any application would need to demonstrate compliance with the Residential Design Codes.

Public Submissions

The proposal was advertised in accordance with the Regulations, see further detail in the ‘Community Consultation’ section of the report below.

The City received one submission objecting to the proposed amendment. Full details of the submission and Administration responses are contained in the Schedule of Submissions (Attachment 3).

The objection can be summarised as:

- Concerns relating to anti-social behaviour that already occurs from nearby developments;
- Safety concerns for surrounding residents should another grouped or multiple dwelling development be constructed; and
- Devaluation of surrounding properties.

These concerns relate to the behaviour of residents rather than the development or density coding itself. Resident behaviour is not a consideration when assessing a planning proposal like a Scheme Amendment under the Planning Framework. A Scheme Amendment is not the appropriate mechanism to address anti-social behaviour, and these issues would not be resolved by leaving this land vacant.

The Scheme Amendment itself would not provide for a development to be built on this land. It would only apply a density code to the land. Any proposed Grouped or Multiple Dwelling development over this land would still need to be assessed against the R Codes, consistent with any similar development proposal across the State.

Any medium density Grouped or Multiple Dwelling development application would be subject to advertising in accordance with the City's Local Planning Policy DP24 Complex Applications. This would include referral to the neighbours.

Although anti-social behaviour is not a consideration, these proposals must be assessed against the objectives of the R Codes and Clause 67 "Matters to be considered" of the Regulations which addresses other safety concerns including:

- Passive surveillance, adequate lighting and to be designed to minimise the risk of concealment and entrapment; and
- Considering the amount and direction of vehicle movement to reduce the risk of adverse impact on the safety of pedestrians using the footpath on Mirfin Way.

It is further noted that potential impact on property values is not considered a valid planning consideration under the Regulations.

Aboriginal Cultural Heritage

The subject site is located within a Registered Aboriginal Heritage site, in accordance with the *Aboriginal Heritage Act 1972*. The City does not administer the *Aboriginal Heritage Act 1972*, and the proposal was referred to the relevant team at the Department of Planning, Lands and Heritage for comment during the advertising period. The City received comment that the proposal falls outside the actual boundaries of the Registered Site. The landowner is responsible for ongoing compliance with the *Aboriginal Heritage Act 1972* and obtaining any approvals, if required, with the State.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

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

It is recommended that Council support the proposed amendment without modifications.

When preparing a Scheme Amendment, Regulation 34 of the Regulations 2015 requires the local government to designate the Scheme Amendment as either 'Basic', 'Standard' or 'Complex'. Council has already resolved at its October 2024 OCM to classify this proposed Scheme Amendment as "Standard". The DPLH has advised that the Regulations require Council to reconsider this classification after advertising. It is recommended that this classification remain.

In accordance with Regulation 53 of the Regulations 2015 and Section 87 of the *Planning and Development Act 2005*, should Council support the proposed Scheme Amendment, a copy of the proposed Amendment must be forwarded to the DPLH for Ministerial consideration. The Amendment will only be formalised should Ministerial approval be granted.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation required.

COMMUNITY CONSULTATION

In accordance with Regulation 47 of the Regulations 2015, the Amendment was advertised between 4 December 2024 and 24 January 2025, a period totalling 51 days. The Amendment was advertised via an advertisement in the Pilbara News, notice on the City's website, letter to 11 adjoining landowners and referral to relevant State government agencies.

The City received one submission which is summarised and considered in the Discussion section of this report. Full details of the submission and City officer responses are contained in the Schedule of Submissions (**Attachment 3**).

POLICY IMPLICATIONS

The proposal is consistent with the LPS, in that the LPS aims to provide increased medium density residential development in suitable locations, as identified in the KRS. Whilst the KRS only nominates Lot 24 Galbraith Road as R40, given the two sites are currently vacant and have the opportunity to present a cohesive development outcome, it is considered appropriate to increase density coding of both lots.

The proposal further achieves the following objectives and desired outcomes of the KRS:

- Increases appropriately located density, with any further development being subject to the R Codes to ensure an integrated and well designed outcomes
- Builds on the hierarchy of streets, by increasing density along a major east-west corridor
- Facilitates the increased diversity of dwellings
- Enhanced neighbourhood character through improved streetscapes, climate responsive building design, which are key considerations when assessing grouped and multiple dwellings against the R Codes, and appropriately located medium density

As such, it is recommended that Council approve this amendment.

FINANCIAL IMPLICATIONS

Fees are recoverable for City officer work on Scheme Amendments in accordance with the *Planning and Development Regulations 2009*. The applicant for this proposed Amendment was given a fee estimate at the start of this process and they will be invoiced upon Council's decision, prior to the proposed Amendment being forwarded for Ministerial consideration.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Minor	The proposed Amendment seeks to enable the provision of additional housing in the City, which is a key concern for the wider community (based on feedback received by the engagement undertaken for the Strategic Community Plan). Concerns have been raised during advertising of the proposed Amendment relating to safety and security associated with existing grouped dwelling developments. City officers have raised these concerns with the owner of those developments. Those issues should not prevent the development of additional housing, which is a priority for the Council.
Compliance	Low	The process for the proposed Amendment has been undertaken in accordance with the relevant legislation. The proposed Amendment prescribes a residential density coding that requires future development on these sites to comply with relevant State Planning Codes.

IMPACT ON CAPACITY

Council’s resolution will be implemented within the City’s resource capacity.

RELEVANT PRECEDENTS

Similar Amendments have been approved by Council and endorsed by the Minister for Planning that implement recommendations of the KRS in relation to changes to density codes that apply:

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Proposed Scheme Amendment No. 62 to the City of Karratha Local Planning Scheme No. 8 seeks to modify the residential density coding of Lot 23 (No. 8) Mirfin Way and Lot 24 (No. 9) Galbraith Road, Pegs Creek from 'R20' to 'R40'. The purpose is to accommodate a higher density residential development, to support diversity and affordable housing in Karratha. The proposal is considered to be generally consistent with the objectives of the LPS and KRS and should be approved for the following reasons:

- Increases appropriately located density, with any further development being subject to the R Codes to ensure an integrated and well designed outcomes;
- Builds on the hierarchy of streets, by increasing density along a major east-west corridor;
- Facilitates the increased diversity of dwellings;
- Enhanced neighbourhood character through improved streetscapes, climate responsive building design, which are key considerations when assessing grouped and multiple dwellings against the R Codes, and appropriately located medium density.

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

COUNCILLOR QUESTION:

What is the housing amount difference between R40 and R60?

CITY RESPONSE:

With R40 you could achieve up to 18 Grouped Dwellings on the site. For R60 you could achieve up to 27 Grouped Dwellings on the site.

COUNCILLOR QUESTION:

Where is the registered aboriginal heritage site?

CITY RESPONSE:

The heritage site is located within the Karratha Hills but has a "dithered boundary" which is much wider than the specific site. DPLH have confirmed that this registered site would not be affected by the proposal.

11.5 REVIEW OF LOCAL PLANNING POLICIES DP07 ‘RESIDENTIAL DEVELOPMENT REQUIREMENTS’ AND DP11 ‘TRANSPORTABLE BUILDINGS IN RESIDENTIAL AREAS’

File No:	LP.36
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	4 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Existing DP07 – Residential Development Requirements 2. Proposed Amended DP07 – Residential Development Requirements (Track Changes) 3. Proposed Amendment DP07 – Residential Development Requirements (Clean) 4. Existing DP11 – Transportable Buildings in Residential Areas 5. Explanatory guide for proposed modifications to the Deemed-to-Comply provisions for DP07 6. Schedule of Submissions

PURPOSE

For Council to consider the adoption of the amended Local Planning Policy DP07 Residential Development Requirements as presented in Attachment 3.

OFFICER’S RECOMMENDATION

That Council, pursuant to Clause 5 of Schedule 2 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVE to PROCEED with Local Planning Policy DP07 – Residential Development Requirements included in Attachment 3 for final adoption.

BACKGROUND

On 16 September 2024, Council resolved to:

1. Pursuant to Clause 6 of Schedule 2 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVE to REVOKE:
 - Local Planning Policy DP04 – Home Occupation and Home Business; and
 - Local Planning Policy DP11 – Transportable Buildings in Residential Areas;
2. Pursuant to Clause 5 of Schedule 2 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVE to AMEND Local Planning Policy DP07 – Residential Development Requirements as included in Attachment 3; and
3. NOTE that the draft Local Planning Policy DP07 ‘Residential Development Requirements’ and the revocation of Local Planning Policies DP04 ‘Home Occupation and Home Business’ and DP11 ‘Transportable Buildings in Residential

Areas' are required to be advertised and DP07 will be presented back to Council following advertising, along with any submissions, for final consideration.

Local Planning Policy DP04 – Home Occupation and Home Business

The City advertised the revocation of DP04. DP04 has been removed from the City's website and is no longer in effect.

Local Planning Policy DP07 – Residential Development Requirements

Following initiation by Council, the City advertised the proposed amendments to DP07 Residential Development Requirements (DP07) in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

The Residential Design Codes Volume 1 (R Codes) require any amendments to deemed-to-comply standards for open space, stormwater management and ancillary dwellings to be approved by the Western Australian Planning Commission (WAPC). DP07 was referred to the WAPC for approval following the community consultation period.

The City further amended DP07 to introduce additional deemed-to-comply standards for carports and external fixtures, utilities and facilities. These amendments were led by the City, not in response to the consultation period. These amendments are detailed in the Discussion section below.

Local Planning Policy DP11 – Transportable Buildings in Residential Areas

Due to the updates in DP07 introducing development standards for transportable buildings in residential areas, DP11 becomes redundant should Council adopt the proposed amendments to DP07.

The resolution passed in September 2024 was to initiate DP07 and revoke DP11 simultaneously. This means DP11 is not able to be formally revoked until amendments to DP07 are formally adopted by Council. Should Council resolve to formally adopt DP07, then DP11 will be formally revoked. This will be advertised in accordance with the Regulations.

DISCUSSION

Amendments to DP07 Residential Development Requirements

The amendments to DP07 initiated by Council on 23 September 2024 included:

- A further reduction of minimum open space requirements by 10% where covered areas are dedicated outdoor living areas;
- An increase in the maximum carport height from 3.0m to 3.5m;
- Ensuring that any garage proposed is of materials consistent with the existing dwelling;
- Introducing exemptions for front fences where swimming pools are in the street setback area, to have reduced visual permeability for increased privacy;
- Removed the ability to obstruct sightlines where driveways and footpaths meet for increased pedestrian safety;
- Increased floor area of exempted outbuildings from 60m² to 90m²;
- Allowance for sea container outbuildings to be exempt where the sea container meets the design standards of DP07 (the previous policy did not allow any sea containers to be exempt);
- Allows transportable buildings and secondhand buildings to be exempt for the purpose of ancillary dwellings or single bedroom dwellings where the building meets the design standards of DP07.

DPLH Referral

The City notified the Department of Planning, Lands and Heritage (DPLH) of the intention to amend the R Codes through the amended DP07 on 23 September 2024.

Local planning policies are required to be advertised for 21 days in accordance with the Regulations. The amended DP07, as initiated by Council, was advertised for a period of 35 days between 25 September and 30 October 2024. The extended advertising period was in response to a request by a local consultant for more time to consider the proposed amendments. The City received one submission which is detailed in **Attachment 6**.

The City referred DP07 to the WAPC on 1 November 2024 for approval of the proposed deemed-to-comply standards relating to open space, stormwater management and ancillary dwellings.

The City recommended no amendments to the policy as a result of the submission received during advertising and the WAPC indicated support for the City's response to the issues raised in the submission in their report to the Statutory Planning Committee.

The WAPC approved the new deemed-to-comply standards on 11 December 2024.

Further Amendments to DP07

The City further amended the Policy at the request of the Statutory Planning team, following community consultation and after receiving WAPC approval, to provide further clarity and make minor modifications to provisions relating to:

1. Clause 5.2.1 Setback of Garages and Carports
2. Clause 5.4.3 Outbuildings
3. Clause 5.4.4 External Fixtures, Utilities and Facilities.

These amendments were separately advertised between 23 January and 14 February 2025. The City did not receive any further submissions. These deemed-to-comply standards do not require approval by the WAPC in accordance with the R Codes and were not required to be referred to the WAPC again. The track changes of these amendments are in **Attachment 2**.

The following standards that differ from the initiated DP07 considered by Council in September 2024 are detailed below:

Setback of Garages and Carports

The City is proposing an amendment to Clause C1.2 Setback of Carports and Garages. The provision ensures that garage width does not exceed 60% of the frontage so that streetscapes are not dominated by carports, which can be imposing and is not consistent with the current residential environment. The wording of this provision is consistent with the R Codes, as italicised in the table below:

Initiation	Adoption
C1.2 Carports with a street setback of 1.5 metres or greater	<p>C1.2 Carports with a setback of 1.5 metres or greater, <i>where the proposal can meet the compensation requirements with the street setback in Clause 5.2.1, of the Residential Design Codes – Volume 1 and where:</i></p> <ul style="list-style-type: none"> • <i>The width of the carport does not exceed 60 per cent of the frontage; and</i> • <i>The construction allows an unobstructed view between the dwelling and the street, right of way or equivalent; and</i> • <i>The carport roof pitch, colours and materials are compatible with the dwelling.</i>

Outbuildings

Currently, the requirements for outbuildings are spread across two documents, being DP07 and the R Codes, which can create confusion for applicants. The current maximum requirements for “large and multiple outbuildings” across these documents are as follows, with the variations being in italics:

Current	Proposed
Replaces Clause 5.4.3 Outbuildings of the R Codes	Replaces Clause 5.4.3ii Standards for Large and Multiple Outbuildings
Individually or collectively does not exceed 60m ² in area or 10% in aggregate of the site area	Individually or collectively does not exceed <i>90m² or 10% of the site area, whichever is the greater</i>
Setback in accordance with table 2a	Setback in accordance with table 2a* <i>*outbuildings utilising the 10% aggregate must meet permitted height and setback</i>
Does not exceed a wall height of 3.6m	No change
Does not exceed a ridge height of 4.5m	No change
Is not located within the primary or secondary street setback area	No change
Does not reduce the open space and outbuilding requirements in table B	No change
Is not in the form of a sea container	<i>Can be in the form of a sea container, if it meets the design standards in clause 6.2 of the policy</i>
Outbuildings are on the same site as a dwelling	<i>Outbuildings are not permitted on a vacant lot</i>

The amendment means that any outbuilding that is considered a “small outbuilding” in the R Codes can be exempt from development approval if they are consistent with the deemed-to-comply standards of the R Codes, which are:

A. Small Outbuilding	<ul style="list-style-type: none"> i. No more than one outbuilding per dwelling site; ii. Has no more than two boundary walls; iii. Does not exceed 10m² in area; iv. Does not exceed a wall height of 2.7m; v. Not located within the primary and secondary street setback area; and vi. Does not reduce open space and outdoor living area requirements in Table B.
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Another minor amendment between the advertised version of DP07 and proposed DP07 is to modify the wording for Clause 5.4.3iii to remove “whichever is the greater” for the clause to read “Individually or collectively does not exceed 10 percent in aggregate of the site area, to a maximum of 90m²” for greater clarity in floor areas for outbuildings.

External Fixtures, Utilities and Facilities

A Supreme Court ruling in December 2024 affirmed that where a Local Planning Scheme is inconsistent with the deemed-to-comply standards of the R Codes, the R Codes prevail. The R Codes provide local government the ability to amend deemed-to-comply standards through local planning policies that are adopted in accordance with Part 2 of the deemed provisions.

This proposed provision currently sits in the Local Planning Scheme, and reads:

“An enclosed, lockable storage area, constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m when provided external to the garage and 1m when provided within the garage and an internal area of at least 4m², for all dwellings.”

By introducing this provision into DP07 the policy is consistent with the Supreme Court decision and the City can continue to impose this deemed-to-comply standard for all dwellings.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Part 2 of the Regulations prescribe the process for introducing, reviewing and amending local planning policies.

Where policy is inconsistent with the R Codes, there is also a process to seek approval from the WAPC prior to final adoption by Council. In the September 2024 agenda item, this process was indicated to require WAPC to *approve* a local planning policy prior to advertising. This is incorrect, the City is only required to *notify* the WAPC prior to advertising. The LPP is not able to be presented to the WAPC until the City can seek comments through community consultation and make modifications, if considered necessary. The City undertook consultation and referral to the WAPC in accordance with this process.

Should Council resolve to adopt DP07 the amended policy is required to be advertised in accordance with the Regulations 2015 for it to come into effect.

The adoption of DP07 would also trigger the revocation of DP11. Formal notification of the revocation is required in accordance with the Regulations.

If Council does not support the proposed amendments to DP07, then the existing Policy would be retained, as would DP11.

COUNCILLOR/OFFICER CONSULTATION

Members of the City’s Management Group have been referred the recommended amendments to DP07 and given the opportunity to provide input.

COMMUNITY CONSULTATION

The City advertised draft amended DP07 in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* by publishing a notice of the proposed LPP on the City’s website, in the Pilbara News and by having a copy available for inspection at the City’s Administration building.

Community Consultation commenced on 25 September and closed on 30 October 2024, for a total period of 35 days (exceeding the requirements of the Regulations by two weeks). Additionally, the City posted the LPP on the Facebook page on 18 October 2024 and sent emails to builders, architects, planning consultants who have lodged applications in the past 12 months and to Ratepayers Associations. One submission was received as detailed in the Discussion above.

The City advertised the additional amendments to Setback of Carports and Garages, Outbuildings and External Fixtures, Utilities and Facilities between 23 January 2025 and 14 February 2025. The amendments were advertised on the City’s website and via an email sent to builders, architects and planning consultants who have lodged applications in the past 12 months. The City did not receive any further submissions on the proposed amendments.

POLICY IMPLICATIONS

LPPs guide decision making on planning matters.

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The review of LPPs (including public advertising) ensures alignment with community expectations.
Compliance	Low	The process being undertaken to review these LPPs complies with legislative requirements.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

All Council policies are reviewed periodically to ensure currency and relevance.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposed amendments to DP07 and revocation of DP11 are being proposed to reflect the types of applications that are being received and approved in our Residential areas.

The proposed amendments to DP07 and the revocation of DP11 have been advertised in accordance with the Regulations. The City received one submission, which did not result in any changes to the amended Policy being presented to Council for final adoption. Further, the City received WAPC approval for the variations to the relevant R Code provisions on 11 December 2024.

These amendments are expected to reduce the number of development proposals requiring Development Approval, making it easier for our community to build on Residential lots. It is therefore recommended that Council adopt the amendments to Local Planning Policy DP07 'Residential Development Requirements'.

COUNCILLOR QUESTION:

What is the benefit of the proposed changes?

CITY RESPONSE:

Reduction in red tape, particularly for very small applications.

11.6 HOUSING DEVELOPMENT EXPRESSION OF INTEREST BUSINESS PLAN – BULGARRA APARTMENTS

File No:	CM.599
Responsible Executive Officer:	Director Development Services
Reporting Authors:	Housing Financial Analyst
Date of Report:	4 March 2025
Applicant/Proponent:	Developed Projects Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	Housing Development EOI 0000001 Business Plan – Bulgarra Apartments

PURPOSE

For Council to consider the draft Business Plan to invest in the proposed development at Lot 636 Nairn Street, Lot 751 Gregory Way and Lot 1926 Ridley Street, Bulgarra for the purpose of housing and agree to proceed to advertise the Business Plan calling for public submissions.

OFFICER'S RECOMMENDATION

That Council:

- APPROVE** the draft Business Plan to invest in the proposed development at Lot 636 Nairn Street, Lot 751 Gregory Way and Lot 1926 Ridley Street, Bulgarra for the purpose of housing as provided as an attachment to this report; and
- AGREE** to advertise the Business Plan calling for public submissions in accordance with section 3.59 of the *Local Government Act 1995*.

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 separately for five shortlisted proposals and report back to Council prior to advertising.

The first of these business plans was presented to Council at the February 2025 Ordinary Meeting where Council resolved to advertise the business plan for the Baynton residential development from Acero Construction.

Since Council resolved to prepare business plans in October 2024, there have been two changes to the proposed outcome from Developed Projects:

- Officers have assessed and determined that the proposal from Developed Projects for Lot 751 Gregory Way is the most beneficial of two proposals for this site, as it derives a similar overall yield of housing stock while consuming minimal City capital,

and does not require City resources for the ongoing operation of the completed development; and

- The proponent has commenced the Development Application process and in consultation with the City’s Planning Services team, has updated the design for the proposed developments.

As a result of these changes, this report seeks Council’s consideration and approval of the draft Business Plan for the proposal from Developed Projects to design and construct 116 apartments on three City owned land parcels at 30 Nairn Street (48 apartments), Lot 751 Gregory Way (36 apartments) and 17 Ridley Street (32 apartments), Bulgarra, at an estimated cost of \$55.8m.

DISCUSSION

In assessing all shortlisted EOI proposals the Bulgarra Apartments is considered to be the most favourable outcome for the City. The proposal involves construction of Multiple Dwelling developments on City-owned freehold lots where the City retains ownership of the land, with the proponent to operate the completed development for a period of 20 years, after which control of the assets will revert to the City.

The particulars of the proposal are summarised in the table below:

Land Description	30 Nairn Street, Bulgarra	Lot 751 Gregory Way, Bulgarra	17 Ridley Street, Bulgarra
Land Particulars	Freehold land at Lot 636 on Deposit Plan 71342 Volume 3161 Folio 567	Freehold land at Lot 751 on Deposit Plan 420145 Volume 4011 Folio 722	Freehold land at Lot 1926 on Deposit Plan 182316 Volume 3014 Folio 186
Land Size	5,501 sqm	9,545 sqm	5,105 sqm
Dwelling Yield	48 apartments: <ul style="list-style-type: none"> • 15 x 1-brm/1-bth • 27 x 2-brm/2-bth • 6 x 3-brm/2-bth 	36 apartments: <ul style="list-style-type: none"> • 12 x 1-brm/1-bth • 18 x 2-brm/2-bth • 6 x 3-brm/2-bth 	32 apartments: <ul style="list-style-type: none"> • 8 x 1-brm/1-bth • 20 x 2-brm/2-bth • 4 x 3-brm/2-bth
Transaction Type	<ul style="list-style-type: none"> • Lease Agreement (x3) • Loan Agreement • Development Agreement 		
Lease Term	The period from Commencement to Practical Completion plus 20 years		
Funding Source	External Borrowings		
Development Cost	\$55.8m		
Owner	City of Karratha		
Operator	Developed Projects Pty Ltd		
Usage	<ul style="list-style-type: none"> • Key Worker housing • Private market rentals 		

To fund the development, the Administration are proposing that the City obtain commercial borrowings which will then be on-lent to the Proponent. The commercial borrowing rates available exceed the proposed funding rate the Proponent has requested from the City in order to make the project viable. As a result there will be a net cost to the City for the development. A number of borrowing scenarios have been considered with a forecast net

cost to the City of between \$5.3m - \$14.2m. The recommended funding option has a forecast net cost to the City of \$9.1m. Details of each proposed funding option, including the forecast total net cost, are outlined in the attached Business Plan.

As part of the proposal, ownership of the completed developments would revert to the City at the end of the initial 20-year lease term. It is forecast that the assets acquired by the City would have a book value of \$46.6m at the end of the lease term, while the market value may be significantly higher. As the forecast value of the assets acquired significantly outweighs the net funding cost over the project term, the proposal is expected to provide a strong positive net return to the City.

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

- Creation of significant housing supply on existing City-owned vacant land.
- No requirement for City resources to manage utilisation of the completed development.
- Servicing an under-supplied market segment (apartments)
- 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 a further 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 the 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 four separate meetings regarding the progress of the Housing Development EOI (March 2024, June 2024, October 2024 and February 2025). 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 investment 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 funding options for this proposal result in a forecast net cash outflow over the lease term of \$5.3m - \$14.2m, while the City will acquire an asset at the end of the lease term with a book value forecast to be \$46.6m. The forecast net cash outflow can be funded from the City's cash reserves with no change to the proposed delivery of community 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 seven (7) risks being rated as moderate and two (2) risks being rated as high. 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 treasury management will be integrated within the City’s existing teams while ongoing operation of the completed development will be undertaken by the proponent. There is forecast to be no impact on Council’s 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
November 2019	Call tenders for project management services to prepare	Did not proceed due to the COVID-19 pandemic

OCM	Proposal	Outcome
	business plans to facilitate the City’s proposed Housing Investment Program	
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
February 2025	To acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing	Public consultation of this proposal remains ongoing

VOTING REQUIREMENTS

Simple 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 sites with 116 apartments in a variety of configurations that support a segment of the rental property market that is currently under-supplied.

The proposal also requires no up-front capital investment. The City is forecast to incur an estimated \$9.1m net cash outflow over the 20-year lease term, with acquisition of the assets (estimated value of \$46.6m) at the conclusion of the lease term providing for a strong projected net return of \$37.5m to ratepayers.

In addition, as the Proponent will be the owner and operator of the assets for the duration of the lease term, the majority of the construction and operational risk lies with the Proponent. The Proponent is experienced in the delivery and operation of modular accommodation with strong capability to mitigate any construction and operational risk.

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:

In regard to rent prices, will these be sustainable/affordable with economic fluctuations?

CITY RESPONSE: The developers are confident that they can achieve the rents that have been speculated. These units are not intended to be a low-income housing product.

COUNCILLOR QUESTION:

How confident is the City that we can obtain the funding (\$58mil) for this project?

CITY RESPONSE: Very confident. This City has considered funding available through WA Treasury corporation or commercial lenders such as Westpac. Our debt position, balance sheet and assets put us in a good position to borrow.

The City has also sought a capital contribution from the State Government and remains optimistic this will eventuate.

COUNCILLOR QUESTION:

Will residents in the surrounding area of the development be included in any communication/consultation?

CITY RESPONSE:

We wouldn't typically provide written correspondence to neighbours but we certainly can do that in addition to the other means of advertising.

COUNCILLOR QUESTION:

Are the current Ranges development using the same TLC supplier? If so, can we get a look at the product being delivered to site?

CITY RESPONSE:

Yes, they are using the same modular producer. The Administration will follow up with the Developer to see if Council are able to view their modules prior to occupation.

COUNCILLOR QUESTION: Trees on Nairn Street lot – there are substantial mature trees on this site, if this development went ahead, can we see relocation of these trees within the City? And retain as many onsite where practical?

CITY RESPONSE:

The cost of relocation of Trees is very expensive and while best practices and advanced preparation works are conducted, survival rate is not guaranteed.

The majority of these trees in the area are Eucalyptus species and are able to be sourced relatively easily, grow well in our climate and grow quicker than other species.

COUNCILLOR QUESTION:

Cyclone rating on their transportables, it was stated Category D but to what Cyclone rating? 3-5?

CITY RESPONSE:

Cyclone design under the Building Code is categorised by wind region rating, rather than specifying a particular category of cyclone. Region D is the highest requirement in the country.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 PANEL APPLICATIONS FOR DESIGN SERVICES

File No:	CM.630
Responsible Executive Officer:	Director Projects and Infrastructure
Reporting Author:	Manager City Projects
Date of Report:	21 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

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

OFFICER’S RECOMMENDATION

That Council:

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

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

BACKGROUND

The City of Karratha (City) Administration is structured with a project management and community planning team, who have a responsibility for the master planning, feasibility, concept and detailed design and ultimately final delivery of new infrastructure within the City. The City Administration also has an engineering services team who set the technical standards for the City as well as manage the day-to-day technical queries, subdivision construction and quality assurance, minor design services and manage the quality control and inspections on the City’s road and drainage infrastructure.

The planning and feasibility of new infrastructure is undertaken in accordance with a range of Council adopted plans and strategies, these are predominately driven by community feedback and are detailed in the Long-Term Financial Plan, Ten-year Infrastructure Plan, Strategic Community plans and more recently, community-based Place Planning.

The delivery of the required design services is undertaken on an individual project basis and is focussed on a specific scope or program. This approach can limit the flexibility of project teams to adapt to scope or priority of work changes adequately and can require the project to be reviewed and replanned before it can recommence, which ultimately delays delivering a suitable outcome. There is often the need for multiple technical skillsets to be engaged on a project, this leads to the need to engage multiple consultants to work as a project team to find a solution.

An alternative method to this approach would allow Officers to work more closely with preferred consultants and suppliers at the concept and feasibility stages. This can ensure planning and concept stages of a project are more informed on the issues and risks that may present during detailed design. This will ultimately provide a solution faster and prevent unnecessary re-planning because the project team was formed at the beginning of a project and able to plan and budget accordingly.

With a number of significant planning and community feedback programs reaching their conclusion, there will be an expectation that the feedback provided will lead to significant progress and development within the City. This is anticipated to be in the form of new Infrastructure as well as the renewal and redevelopment of old or aging Infrastructure.

The existing structure and engineering capacity within the City Administration will not have the technical capacity to undertake the variety or volume of work. To address this, and the requirement for other future design works, Officers are proposing the City seek to appoint a Panel for Design Services to assist the City with various feasibility, concept and detailed design works. This panel will consist of several multi-disciplined preferred design consultants with the experience and skills needed to deliver effective design outcomes over the next few years.

The scope of works proposed for this contract includes the following Engineering design services where panel members will need to demonstrate experience in several of the following disciplines.

- Civil and pavement, road and drainage
- Structural
- Geotechnical
- Electrical
- Mechanical
- Hydraulic
- Environmental
- Landscaping and reticulation design
- Playground design and safety auditing
- Stormwater management planning and review

Additionally, panel members will be expected to have the necessary skills to deliver on the below feasibility and design management services as part of being a member of the panel, these include;

- Project management services and superintendent services
- Approvals and permit management
- Surveying services,
- Sub-contractor management
- Feasibility studies and optionality assessments, including master planning
- Asset condition-based assessments and solution recommendations
- Stakeholder management and approvals management on behalf of the City
- Scope of work and Specification writing

- Estimating and BOQ services, including the production of Schedule of Pricing documentation

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

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

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

DISCUSSION

Officers propose that a Panel is established for a three (3) year term consisting of a minimum of three (3) and a maximum of seven (7) contractors within the panel. The establishment of a panel over this three-year period will allow significant concept, feasibility, master planning and detailed design to occur of the initial phases of the 10-year Community Infrastructure plan.

The establishment of this panel will be a key tool in the overall delivery strategy of this program to ensure we have consistent and well-established relationships with consultants, engineers and architects as we build a construction pipeline over the next 10 years. This approach will support effective works programming, estimating and budgeting as we transition through the delivery of the Infrastructure plan.

By the inclusion of multiple contractors per category, Officers suggest that this approach will assist in ensuring the City receives competitive pricing for each of the packages of work, while also having options to release different packages of work to alternative Panel members. This provides flexibility and increased capacity to deliver on multiple fronts to expedite the front-end concept and design stages of the Community Infrastructure plan. This is further enabled by the recent re-structure of the City Projects department to create process and internal resource capable of managing a multitude of projects progressing concurrently.

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

- Rates by engineering discipline, including seniority of position based on level of skill and experience required.
- Rates for other engineering and management support disciplines, such as estimating, surveying or processing pre-approvals.
- Rates relating to site supervision, sub-contractor management or performing superintendent functions within a contract.

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

The establishment of a Panel would see City officers able to engage consultants for concept and design work quickly for day-to-day requirements, this will reduce administration pressure through more formal and lengthy procurement processes. The use of a Panel should also enable improved budget estimation and forecasting reflective of an agreed schedule of rates relating to design components but also by engaging them for estimates more readily.

While establishing a Panel offers many benefits there may on occasions be reasons not to use a Panel. This could include when panel members are unable to deliver works in a timely manner, no quotations are received, quotations received are deemed too high by Officers or the value of the proposed works is significant or complex and warrants consideration to an open tender. For these reasons Officers recommend that the preference be given to panel members to quote works up to an agreed value with any work proposed beyond that value requiring a separate procurement process. Further if panel members can't deliver the works or prices are deemed unreasonable by Officers having first sought quotes from the Panel, then officers propose they would seek further prices through an open tender or quotation process.

Examples of new projects that the panel could be engaged to deliver include.

- Bulgarra Oval Master Planning
- KLP Outdoor Court Enclosure
- Roebourne Rec Precinct Master Plan Implementation
- Bay View Culvert Replacement
- KLP Carpark Formalisation
- Point Samson Master Plans
- Community Infrastructure plan deliverables
- Town based place plan design outcomes

Officers anticipate that the Panel would be accessed regularly over the coming 3 year period and consider it to be a valuable tool to develop an efficient engagement method for pre-project planning and concept formulation as well as detailed design.

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 economic issues and Council's ability to perform its role.

STATUTORY IMPLICATIONS

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

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

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

POLICY IMPLICATIONS

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

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

Due to the nature of the request to join the panel, standard criteria and weighting would not be applicable, changes to the weighting will better reflect the variations to the type of work linked to the panel and the expected outcomes of the panel members. Officers propose the following selection criteria and weighting be applied to the evaluation of panel applications.

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

It is recommended that a minimum of three (3) and maximum of seven (7) contractors are appointed to the Panel.

FINANCIAL IMPLICATIONS

All funding for preliminary investigation and design, concept formulation and detailed design works delivered under the Panel would be included within the City’s approved Budget.

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.a.1.5	Building Maintenance Services
Projects/Actions:	1.a.1.5.21.1	Implement Council Facility Renewal Program
Projects/Actions:	1.a.1.5.22.1	Progress the planning and preliminary design for new, expanded or revamped Administration Offices
Programs/Services:	1.a.1.6	Infrastructure Projects
Projects/Actions:	1.a.1.6.24.1	Complete the design for the Kevin Richards Memorial Oval Redevelopment Pavilion Refurbishment
Programs/Services:	1.a.2.1	Technical Drafting and Engineering Services
Projects/Actions:	1.a.2.1.23.1	Complete Design of Bathgate Road Boulevard Upgrade

Projects/Actions:	1.a.2.1.24.1	Complete Dreamers Hill Carpark entrance re-design to align with new Bathgate Road
Projects/Actions:	1.a.2.1.24.2	Complete Design for Searipple Road and Millstream Road intersection upgrade
Projects/Actions:	1.a.2.1.24.4	Design of a BMX track in Point Samson, Wickham
Projects/Actions:	1.a.2.1.24.5	Complete the CDB (Quarter Area) public toilet concept design / proposal.
Programs/Services:	1.a.2.5	Community Facility Planning
Projects/Actions:	1.a.2.5.22.4	Develop and implement the Community Infrastructure Guidelines & Plan
Projects/Actions:	1.a.2.5.23.1	Progress the Karratha Leisureplex, Facility Improvement Study
Projects/Actions:	1.a.2.5.24.4	Construct the KRMO Outdoor Multi Use Hard Courts and Lighting
Projects/Actions:	1.a.2.5.24.6	Progress the design of the Kevin Richards Memorial Oval Redevelopment
Projects/Actions:	1.a.2.5.24.8	Progress the design and commence construction of the Wickham Recreation Precinct Multi Purpose Covered Courts
Projects/Actions:	1.a.2.5.24.9	Progress the design of the Windy Ridge (Dampier) Recreation Precinct Master Plan.
Projects/Actions:	1.a.2.5.24.10	Progress the design of the Roebourne Recreation Precinct Master Plan

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The City engages multiple contractors to provide specialised services through panel or service contract arrangements. The most recent was at the February 2025 Ordinary Meeting where Council awarded RFT0000023 for the Supply & Laying of Asphalt and Profiling Services Tender.

Establishing a Panel for Design Services creates a new precedent and contract at the City.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers propose that the Council consider the establishment of a panel of pre-qualified contractors for Design Services. As detailed in this report Officers propose that this opportunity provides the following potential benefits;

- Supports improvement to cost and budget estimation for construction activities.
- Provides an improved opportunity for the City to achieve its capital program and progress multiple design packages simultaneously.
- Provides an improved opportunity for the City to deliver its upcoming 10 year Infrastructure Program
- Provides an opportunity for the City to be more agile in responding to issues as they arise
- Provides an opportunity to support local economic development

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

COUNCILLOR QUESTION:

As this is a 3-year period, is there opportunity for contractors to come and go? Can new businesses be engaged?

CITY RESPONSE:

As it is a panel selection, if a contractor is not meeting the requirements they will be removed from the panel. This process identifies the organisations in the market that are experienced and well suited. Relevant experience is a criteria for the panel, therefore it could be considered that new to town businesses would need time operating to be able to meet this criteria. If the Council felt 3 years is too long, a shorter time frame could be considered. The method proposed by officers in terms of engaging the panel also allows for Officers to recommend going to the open market for various reasons.

COUNCILLOR QUESTION:

Do any other Councils use a method similar to this?

CITY RESPONSE:

Yes.

COUNCILLOR QUESTION:

Will those on the panel get a sitting fee?

CITY RESPONSE:

There won't be a sitting fee for panel members. Officers believe the design and concept work volume will offer good value to them. The panel application won't be onerous; bidders just need to show expertise per the weighted criteria. The panel will remain competitive on individual projects to ensure the best value for money, so panel members must bid efficiently to win work.

12.2 MINOR WORKS – FIRE PROTECTION SYSTEMS AND EQUIPMENT – REQUEST TO CALL TENDERS

File No:	RFT0000031
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	10 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for the Minor Works - Fire Protection Systems and Equipment.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for Minor Works – Fire Protection Systems and Equipment for a period of three (3) years with two (2) x one (1) year extension options, exercisable at the sole discretion of the City and in accordance with the scope of works as outlined in this report.

BACKGROUND

Contractors have historically provided the specialised knowledge, skills and equipment necessary to efficiently deliver Fire Protection Systems and Equipment services for the City's buildings and facilities, which have grown significantly in recent years.

The current contract, RFT 23-20/21 was awarded to Chubb Fire and Security Pty Ltd and commenced on 1 July 2021 for a term of two (2) years with two (2) x one (1) year extension options. The second and final extension option was exercised 1 July 2024 and will expire 30 June 2025.

As the current contract is due to expire officers are seeking Council approval to call Tenders for the service.

The proposed scope of works includes, but is not limited to:

- Routine inspection, testing and preventive maintenance of Fire Protection Systems and Equipment in accordance with Australian Standards AS1851-2012.
- Attendance for temporary isolations or disconnections as requested by the City's Representative.
- Undertake maintenance/repair work in response to breakdowns, callouts or as result of an inspection during a routine service visit, or upon request from the City's Representative.
- Records and Reports of completion are to be supplied as documentary evidence of compliance with Australian Standards and to satisfy regulatory obligations.
- Supply new, renewal, or additions to Fire Protection Systems and Equipment.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Tenders are proposed to be called in accordance with Section 3.57 of the Local Government Act 1995 and associated regulations.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

Officers propose Tenders are assessed against the following weighted qualitative criteria:

Criteria	Weighting
Relevant Experience	15%
Methodology	15%
Capacity to Deliver	15%
Sustainability	5%
Price	50%

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including extension options and CPI increase is \$2M over the proposed five (5) year period.

It is anticipated that expenditure associated with delivering services under this contract will be in accordance with Council’s budget allocations

STRATEGIC IMPLICATIONS

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

Programs/Services: 1.a.1.5 Building Maintenance Services
 Projects/Actions: 1.a.1.5.19.1 Deliver buildings and structures maintenance program

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	Lack of routine maintenance could result in ineffective fire protection systems putting people at risk.
Financial	Low	Expenditure to be monitored against approved budgets.
Service Interruption	Low	Lack of routine maintenance or poor responses to breakdowns could lead to service interruptions.

Category	Risk level	Comments
Environment	N/A	Nil
Reputation	Moderate	Failure to maintain current service levels at the City’s facilities could lead to community feedback and complaints.
Compliance	High	Lack of routine maintenance and renewals could result in ineffective fire protection systems leading to the closure of buildings due to not meeting Australian Standards and Building Codes and Regulations.

IMPACT ON CAPACITY

Should Council support the request, the contract is intended to be managed within current resources in the Asset Maintenance Department.

RELEVANT PRECEDENTS

At the May 2021 OCM, Council resolved to award a tender (RFT 23-20/21) for Minor Works – Fire Protection Systems and Equipment.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers propose that Council consider the request to invite tenders for Minor Works – Fire Protection Systems. The current contract ends 30 June 2025, a new contract will ensure the uninterrupted delivery of these essential services.

A contract similar to the existing one will maintain safety standards, ensure regulatory compliance, and support the ongoing functionality of the City’s infrastructure.

12.3 MINOR WORKS – RETICULATION SERVICES – REQUEST TO CALL TENDERS

File No:	RFT0000032
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	10 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling tenders for the Minor Works-Reticulation Services.

OFFICER'S RECOMMENDATION

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

BACKGROUND

The City of Karratha (City) has historically tendered for the Minor Works Reticulation Services as contractors can provide specialised equipment and skills to assist with the upgrade and maintenance of the City's increasing reticulation infrastructure.

The current contract, RFT02-20/21 was awarded to Turf Guru Landscapes Pty Ltd and commenced 27 November 2020 for a period of three (3) years with two (2) x one (1) year extension options. The second extension was exercised on 26 November 2024 and will expire 26 November 2025.

As the current contract is due to expire, Officers are seeking Council approval to call Tenders for the service.

The proposed scope of works includes:

- regular testing and checking of reticulation systems
- general reactive maintenance of sprinklers, fittings, controllers and pumps
- construction and installation of new reticulation systems and associated works
- recording of upgrades and new systems onto as-con drawings
- preparation and submission of service/activity reports
- attendance for urgent and emergency works needed to general reticulation infrastructure as required, this can include afterhours work, weekends and public holidays

DISCUSSION

To effectively manage the City’s aging reticulation infrastructure, minimise the need for frequent reactive maintenance, and ensure the efficient operation of watering systems in both active and passive parks, a combination of in-house and contracted professional services is currently used for upgrades and replacement programs. The existing Parks and Gardens maintenance team does not have the capacity to fully undertake these upgrades. Over the past five years, this approach has delivered significant results, ensuring the continued functionality of reticulation systems across the City’s Parks and Gardens assets.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Council Policies CG12 – Purchasing and CG11 – Regional Price Preference is applicable to this matter. In accordance with Council Policy, Officers propose Tenders are assessed against the following weighted qualitative criteria;

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

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including extension options and CIP increase is \$2.5M over the proposed five (5) year period.

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

STRATEGIC IMPLICATIONS

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

- Programs/Services: 3.d.1.3 Parks and Gardens Maintenance
- Projects/Actions: 3.d.1.3.20.1 Continue implementation of Reticulation Replacement Program

Projects/Actions: 3.d.2.3.23.1 Utilise Effluent Reuse System (ERS) Software and Hardware upgrades to improve efficiencies

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	Replacing aging infrastructure before end of lifecycle is essential to avoid plants and turf dying and requiring replacment at significant cost.
Service Interruption	Low	There is a potential service interruption if a new contract is not tendered, and current staff resources do not meet the requirements of a dedicated reticulation service.
Environment	Moderate	Reticulation is essential for maintaing healthy parks and ovals for public use while also protecting the enviroment and widlife.
Reputation	Low	Poor performing systems result in a negative reputation to the City as ovals and parks are maintained to a lower standard then expected.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the November 2020 OCM, Council resolved to award a tender (RFT 02-20/21) for Minor Works – Reticulation Services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers propose that Council consider the request to invite tenders for Minor Works – Reticulation Services. The current contract ends 26 November 2025, and a new contract will ensure the continued upgrade of the City’s ageing reticulation assets and current levels of service are maintained whilst meeting the City’s Strategic Community Plan. The Contractor will also assist in completing Oval reticulation upgrades and ensuring these are delivered on time, to a high standard and within associated budgets.

COUNCILLOR QUESTION:

Can the tender be broken into eastern and western corridors/ zones?

CITY RESPONSE:

The contract includes all areas under the management or ownership of the City of Karratha including all Western and Eastern areas. There would not be a benefit in splitting the contract up for East & West to the City. This would only increase Officer’s time to manage two separate contracts.

12.4 KARRATHA AND DAMPIER CLEANING SERVICES – REQUEST TO CALL TENDERS

File No:	RFT0000037 / CM.511
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Waste Fleet & Depot
Date of Report:	26 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling tenders for the provision of Karratha and Dampier Cleaning Services

OFFICER'S RECOMMENDATION

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

BACKGROUND

At its April 2021 Ordinary Meeting, Council resolved to call tenders for the provision of Karratha and Dampier Cleaning Services in three (3) separable portions. Damel Cleaning was subsequently awarded a Contract for separable portions one (1) and two (2) comprising the following:

1. Premium Facilities:
 - Red Earth Arts Precinct
 - Karratha Leisureplex
 - Karratha Airport
2. Council Administration Facilities:
 - Karratha Visitors Centre
 - Operations Centre
 - 7 Mile Waste Facility
 - ERP Project Office
 - Corporate Services Administration Buildings

Separable Portion three (3) for Cleaning of Public and Recreation Facilities was retained in-house.

The Contract was awarded on 1 October 2021 for a three (3) year term, with two (2) x one (1) year extensions exercisable at the sole discretion of the City. The initial three (3) year term concluded on 30 September 2024, and a one (1) year extension was granted. The current option expires on 30 September 2025.

A comprehensive review of the cleaning services contract has been conducted to assess the current service levels, identify areas for improvement, and ensure that the cleaning requirements align with the increasing demands of the facility. The review included feedback from key stakeholders, an analysis of current cleaning schedules, rosters, audit outcomes, and a review of pricing schedules for additional cleaning services.

Following the review, Officers propose not to exercise the final year of contract and to adjust the contract delivery approach to better align with City needs and deliver the most value for the City. This report is seeking Council's approval to proceed with calling tenders based on the structure outlined in this report.

DISCUSSION

Recent Requests for Tenders (RFTs) and Requests for Quotations (RFQs) for cleaning services have shown strong interest from cleaning companies in bidding for City contracts. This heightened competition typically results in more competitive pricing and better service quality. This was clearly demonstrated in the recent RFQ outcome for the Quarter, where the City achieved a significant cost reduction compared to the previous contract price. This outcome highlights the benefits of increased competition and reinforces the value of structuring contracts in a way that encourages broader participation.

The proposed new scope of works for Premium Facilities is structured into separable portions to maximise the potential benefits of increased competition. These separable portions comprise:

1. Red Earth Arts Precinct
2. Karratha Leisureplex
3. Karratha Airport
4. The Quarter HQ
5. Council Administration Facilities

The Quarter HQ has been included in this tender scope as the current contract expires on the same date as the current option in the Karratha Dampier Cleaning Services contract.

Structuring the tender into separable portions for Premium Facilities allows for more tailored contracts that meet the specific needs of each facility, minimising the risk of underperformance and ensuring consistent, high-quality service. This approach also creates an opportunity for a broader range of suppliers to compete, potentially driving better pricing and improved service quality. If supported, it is proposed that contractors could bid on one or multiple separable portions or work

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, environmental issues and Council's ability to perform its role.

STATUTORY IMPLICATIONS

Tenders will be called in accordance with Section 3.57 of the *Local Government Act 1995* and 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

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

FINANCIAL IMPLICATIONS

The following table outlines the current Budget for each site as included in the 2024/25 Budget:

Premium Facilities	Frequency	Budget P/A
Red Earth Arts Precinct	7 Days per week	\$335,825
Karratha Leisure Plex	7 Days per week	\$530,366
Karratha Airport	7 Days per week	\$672,390
The Quarter HQ	5 Days per week	\$119,298
The Quarter HQ Consumables		\$20,749
Administration Facilities	Frequency	Budget P/A
Karratha Visitors Centre	3 Days per week	\$ 26,200
Operations Centre	5 Days per week	\$73,732
7-mile Waste Facility	5 Days per week	\$44,316
ERP Project Office	2 Days per week	\$11,555
Corporate Services Administration Buildings	5 Days per week	\$123,065
Total		\$1,957,502

No significant cost increases are anticipated with calling tenders as recommended in the report.

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.1.0	Waste and Sanitation Services
Projects/Actions:	1.a.1.10.19.1	Implement and deliver litter and sanitation servicing contracts

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	High levels of sanitation specified in service standards and performance monitored for compliance.
Financial	Low	Financial impact remains low as costs are anticipated to align with budget forecasts.
Service Interruption	Low	It is noted that the existing contractor for premium sites would not have the final year of contract exercised. Service level should not be interrupted providing new contracts are awarded.
Environment	Low	Non-hazardous cleaning products specified in contract cleaning services.
Reputation	Low	Nil
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the April 2021 OCM, Council endorsed calling Tenders for Karratha and Dampier Cleaning Services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The review of the current cleaning services contract has highlighted opportunities to enhance service delivery, flexibility, and operational efficiency. Restructuring the tender scopes of work for Premium Facilities into separable portions allows for more tailored contracts that meet the specific needs of each facility and enhance service outcomes. This also creates an opportunity for a broader range of suppliers to compete, driving better pricing and improved service quality.

This approach aligns with the City's objectives of maintaining high standards across its facilities while ensuring value for money. By restructuring the tender process, the City can optimise service provision and secure the best outcomes for its assets and community.

COUNCILLOR QUESTION:

Is there any review of what is in the contracts and when they are being renewed? Is sustainability in waste management being addressed in the RFT?

CITY RESPONSE:

A comprehensive review of the contract has been undertaken, assessing current service levels and identifying areas for improvement to ensure the scopes of work for future contracts align with the increasing demands of the City's facilities. The review included feedback from key stakeholders, an analysis of current cleaning schedules, rosters, audit outcomes, and a review of pricing schedules for additional cleaning services.

Sustainability will be assessed as a qualitative criterion in the evaluation of this tender, in line with the City's Purchasing Policy CG12. Tenderers will be required to address the following aspects in their submissions:

Describe how you meet the following sustainability objectives:

- *Reduction in use of toxic chemicals and pollution*
- *water conservation and recycling*
- *Is there significant local content (goods/services/resources) being used, if yes please provide further information*
- *Recycling and reduction in use of single use plastics*

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 March 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

- 13.1.1 Community Experience Update**
- 13.1.2 Concession on Fees and Charges**
- 13.1.3 Development Services Update**
- 13.1.4 Youth Advisory Group Update**
- 13.1.5 Age Friendly Strategy Progress Report**
- 13.1.6 Disability Access and Inclusion Plan Progress Report**
- 13.1.7 Point Samson Interim Plan Q3 Report**
- 13.1.8 Record of Tender Outcome under Delegation**
- 13.1.9 Register of Documents Stamped with the City's Common Seal**
- 13.1.10 Public Agenda Briefing Session Additional Information**

13.1.1 COMMUNITY EXPERIENCE UPDATE – JANUARY 2025

File No: CS.23
Responsible Executive Officer: Director Community Experience
Reporting Author: EA Community Experience
Date of Report: 31 January 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s) Nil

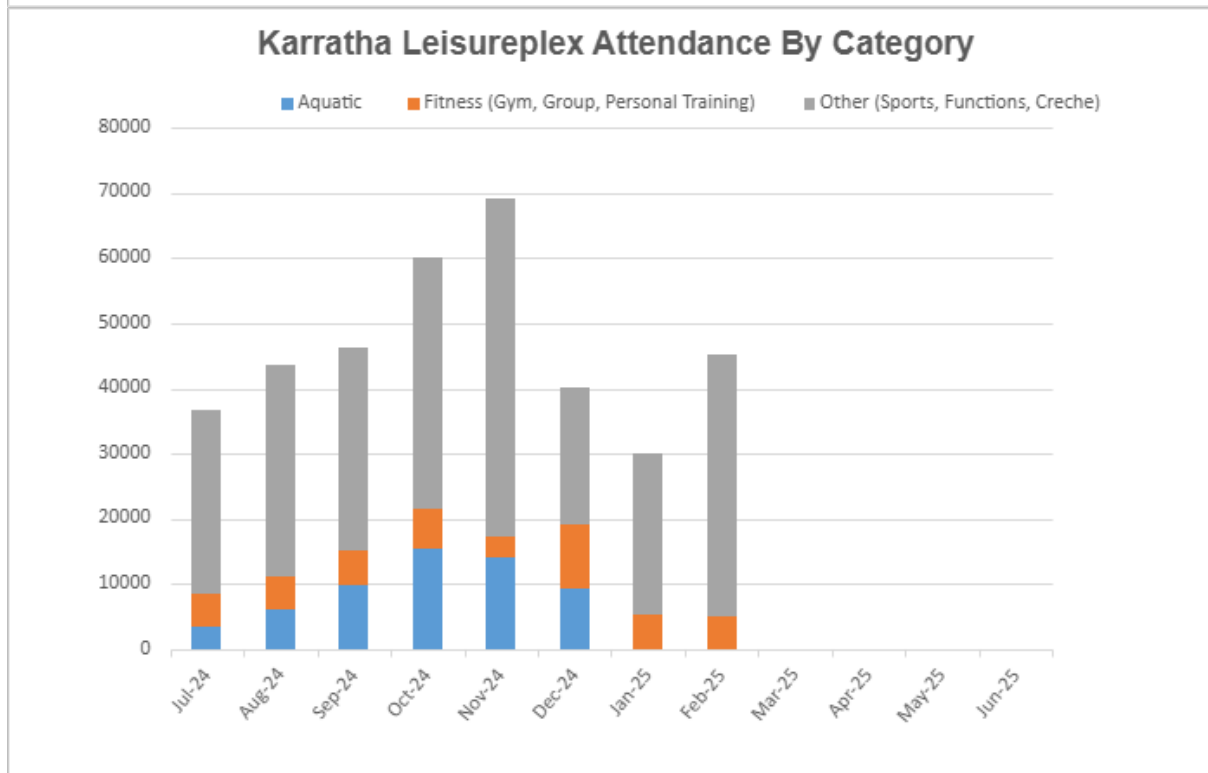
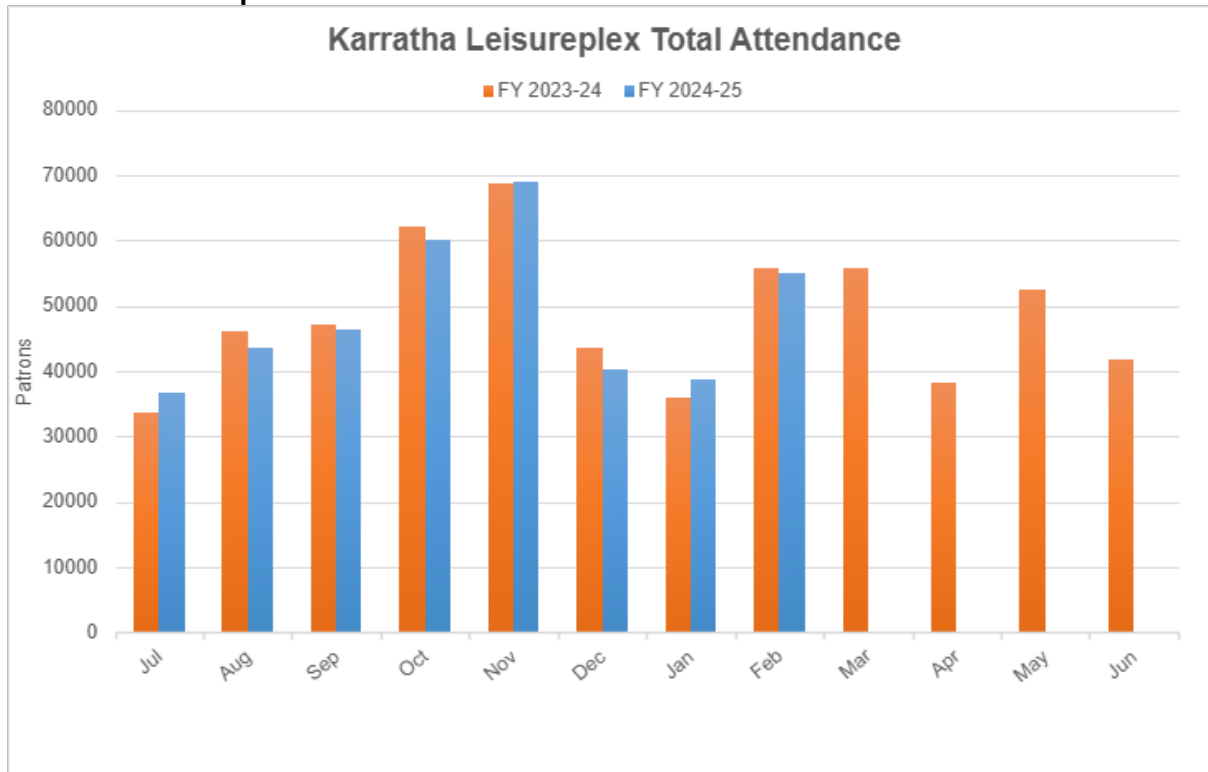
PURPOSE

To provide Council with an update on Community Experience services for January 2025.

Attendance & Utilisation Summary

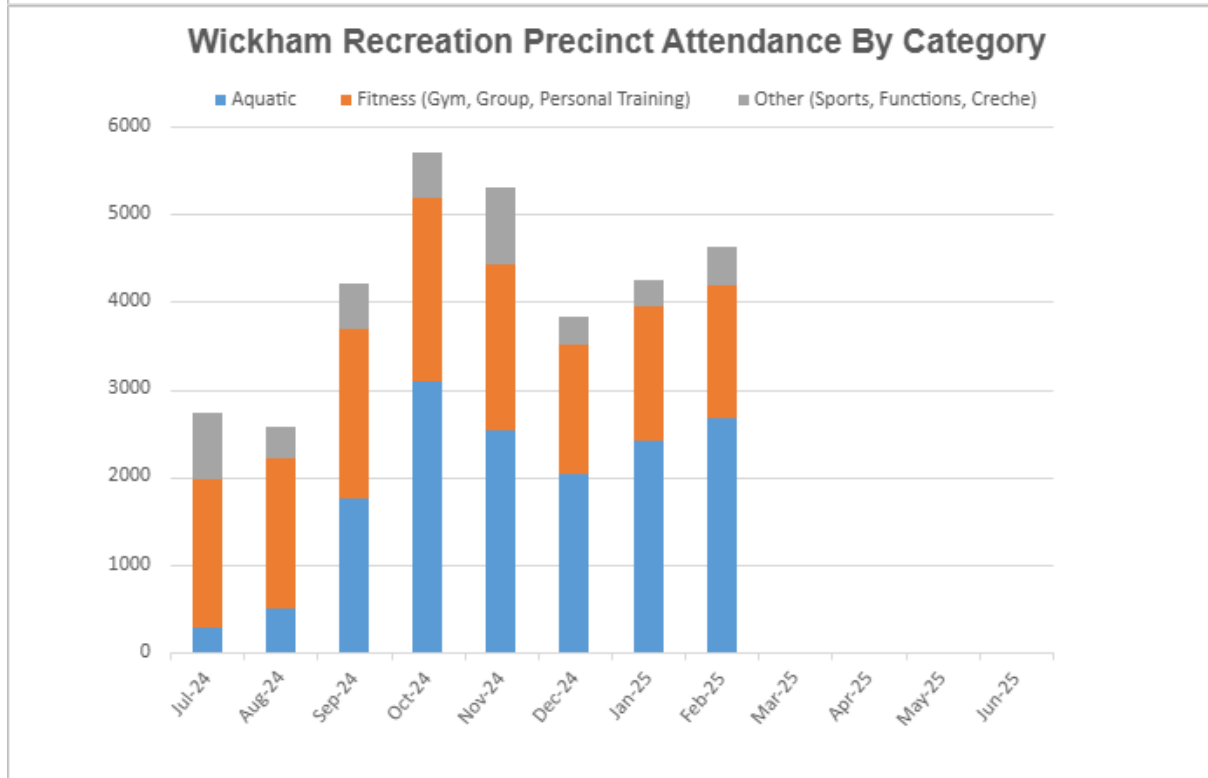
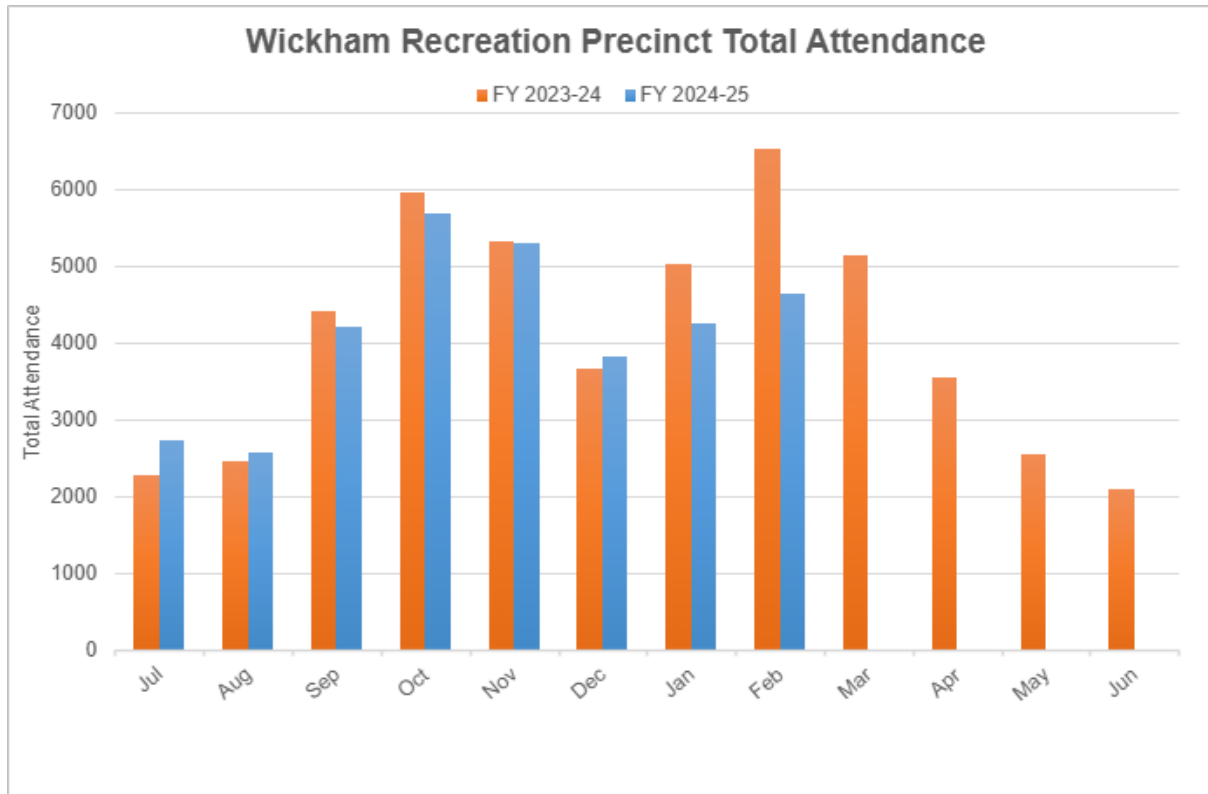
Facility Attendance	Jan 2024	Jan 2025	Year on Year %
The Youth Shed	566	576	+ 2%
The Base	804	659	- 18%
Total Library	6,450	6,545	+ 1%
Karratha Leisureplex	35,925	38,747	+ 8%
Wickham Recreation Precinct	3,665	3,826	+ 4%
Roebourne Aquatic Centre	984	1,202	+ 22%
Red Earth Arts Precinct	2,538	3,135	+ 24%
Arts Development & Events	1,769	2,659	+ 50%
Indoor Play Centre	3,554	3,453	- 3%
Community Programs	Dec 2024	Jan 2025	Month on Month %
Security Subsidy Scheme properties	23	27	+ 17%
Meet the Street Parties	4	0	- 100%

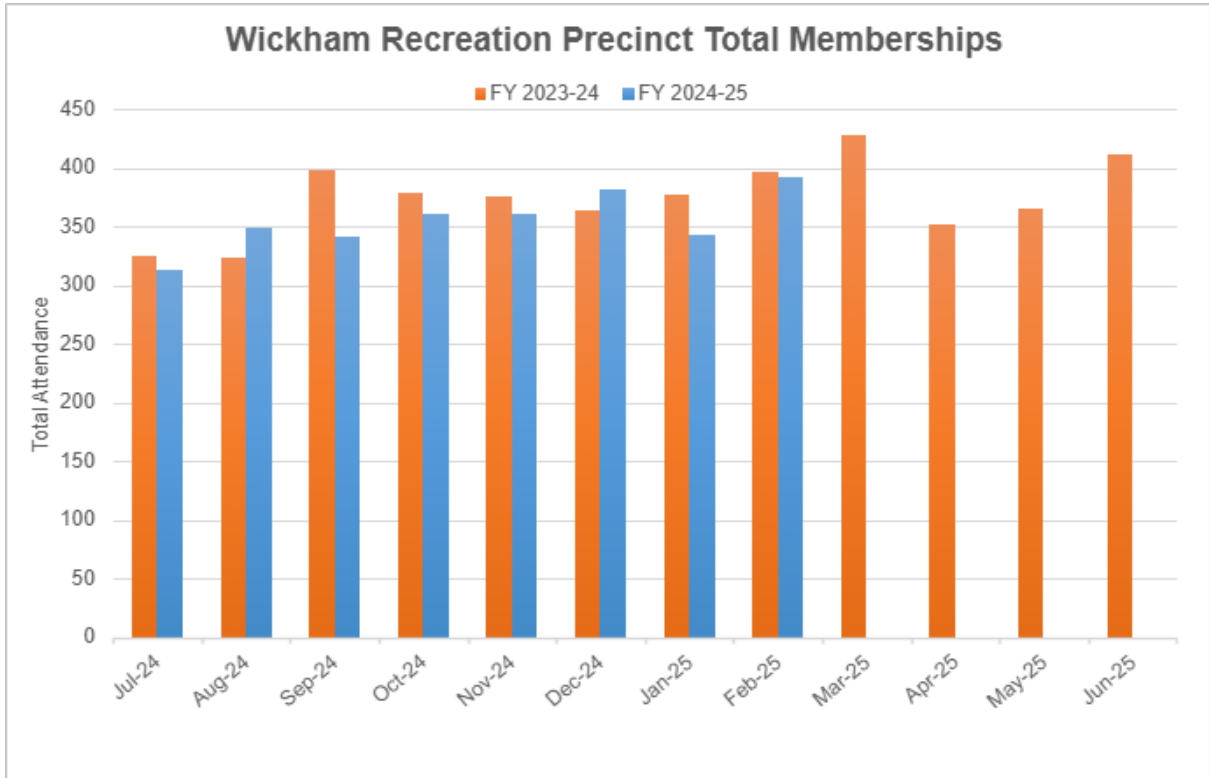
Karratha Leisureplex



January total attendance increased by 7% to 38,747. There was a 25% decrease in the aquatics area as swim entries were free in January for patrons under 18 years old. In contrast, fitness attendance rose by 10%, with membership numbers growing by 7%, totalling 2,074. The fluctuations in attendance across the centre for January were primarily attributed to the weather conditions, with Karratha experiencing extreme heat and humidity, prompting customers to seek indoor training options.

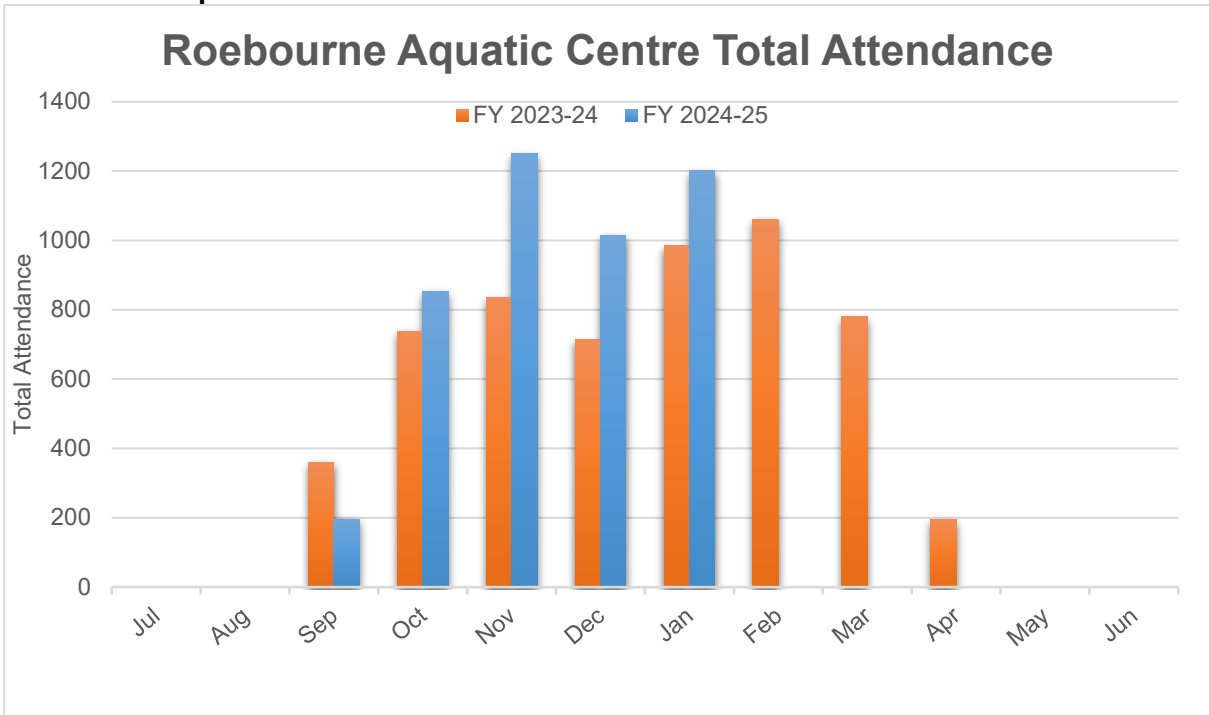
Wickham Recreation Precinct





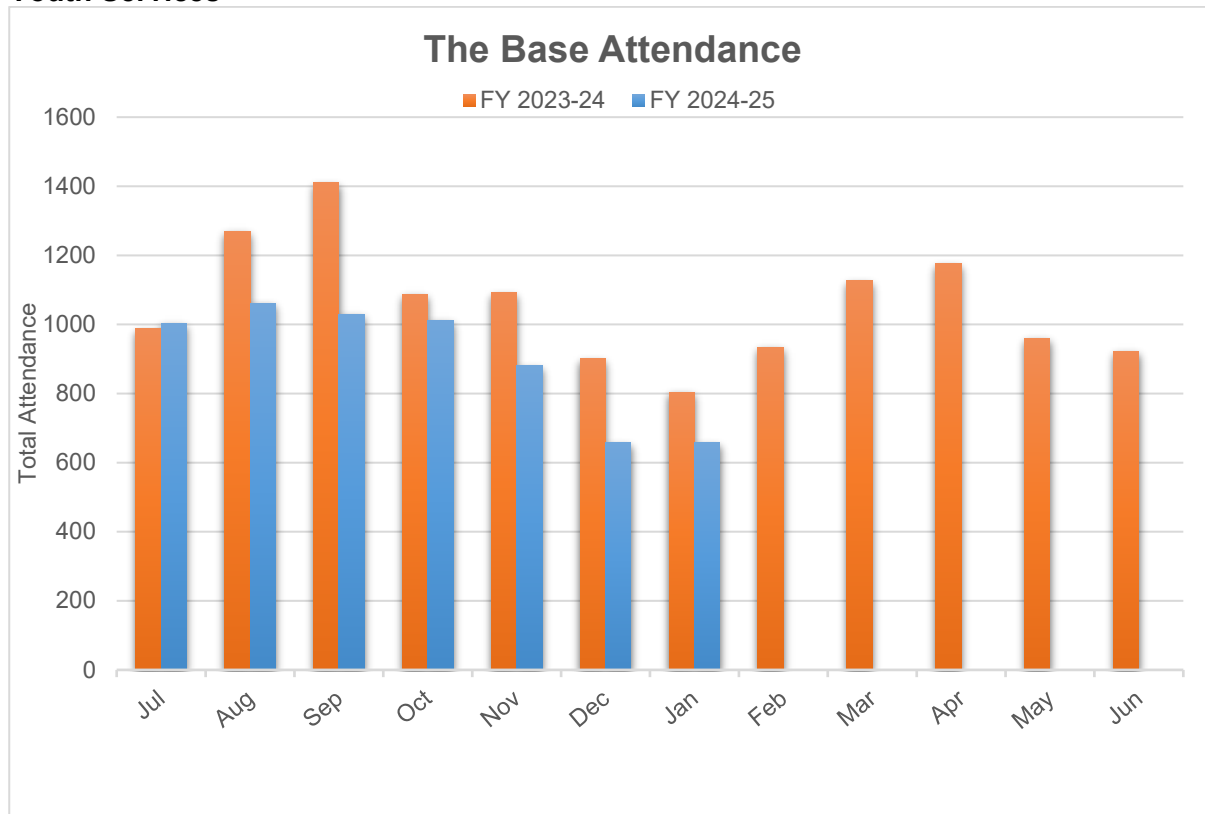
Total attendance at WRP has decreased by 15% for the same period last year. All levels have seen a decrease compared to the same period last year, this may be because of a longer school holiday break with more community members away or the effects of living in a transit town.

Roebourne Aquatic Centre



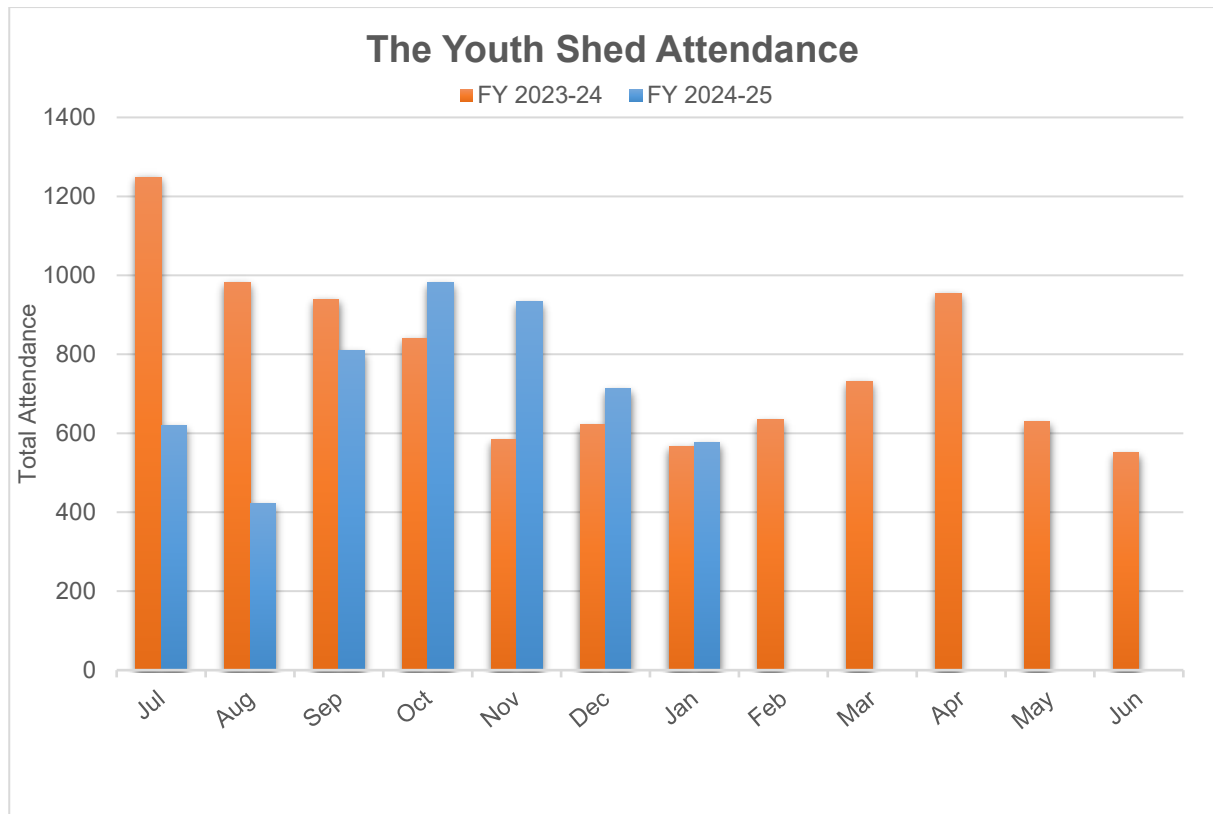
Total entries for same period last year are up 22%. We have had the January free swim program and VacSwim running this month.

Youth Services



The Base, Wickham

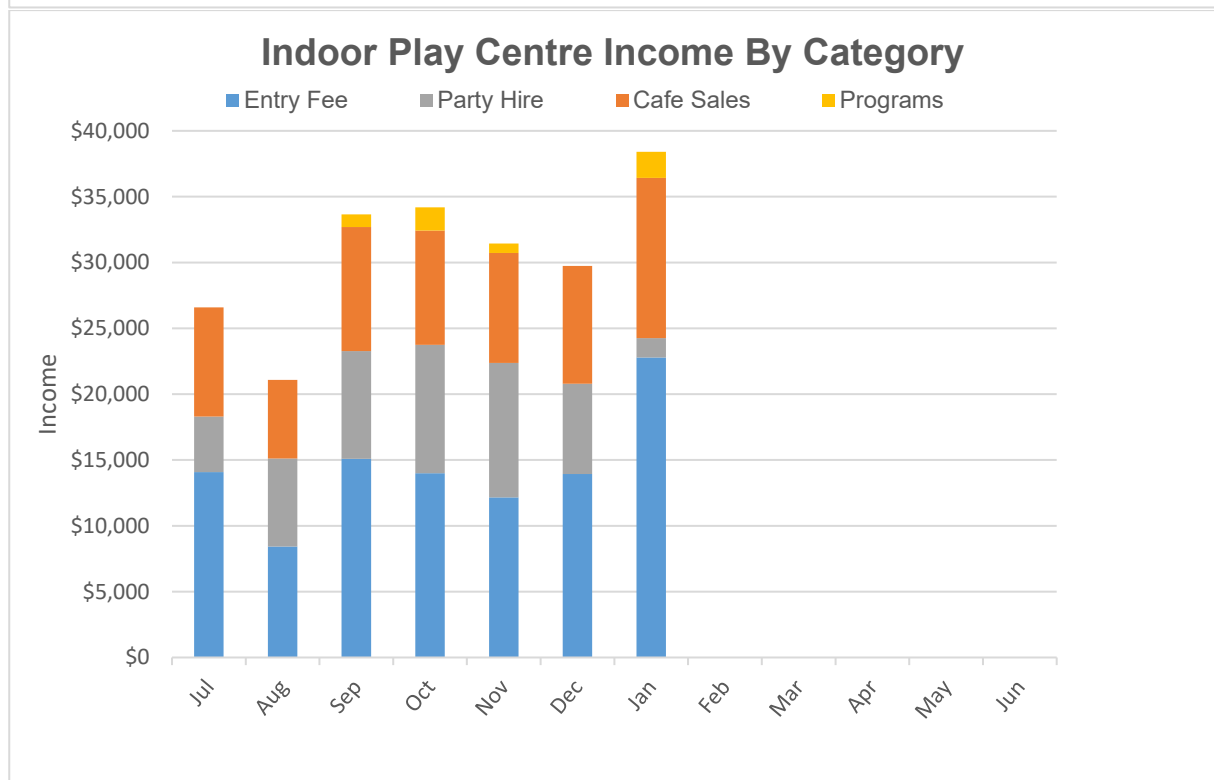
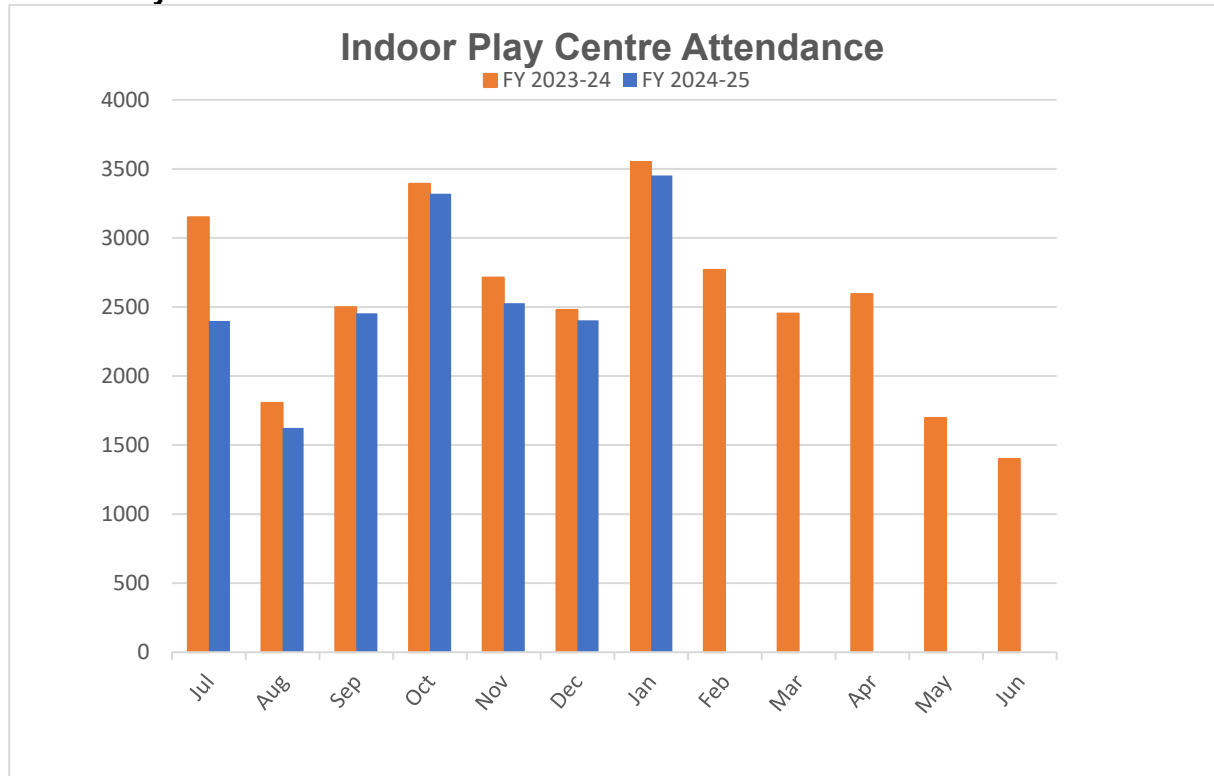
January saw a slight decrease in youth attendance compared with 2024 influenced by several factors. Ongoing warm weather impacting our outdoor engagement, families away on summer holidays and a two day closure due to the Cyclone weather conditions. Despite these challenges youth participation remained consistent, with a strong interest in a mix of simple yet engaging activities. Ddakji emerged as a favourite along with Friday night favourites such as Dodgeball, Basketball and Pool Competitions. In-house programs like Finance Chat 101 and Youth Initiative Drive are educational – fostering valuable life skills while maintaining a fun space. Looking ahead to Youth Week which is a collaboration with Events and key stakeholders will be an exciting and dynamic week for the young people in the City of Karratha.

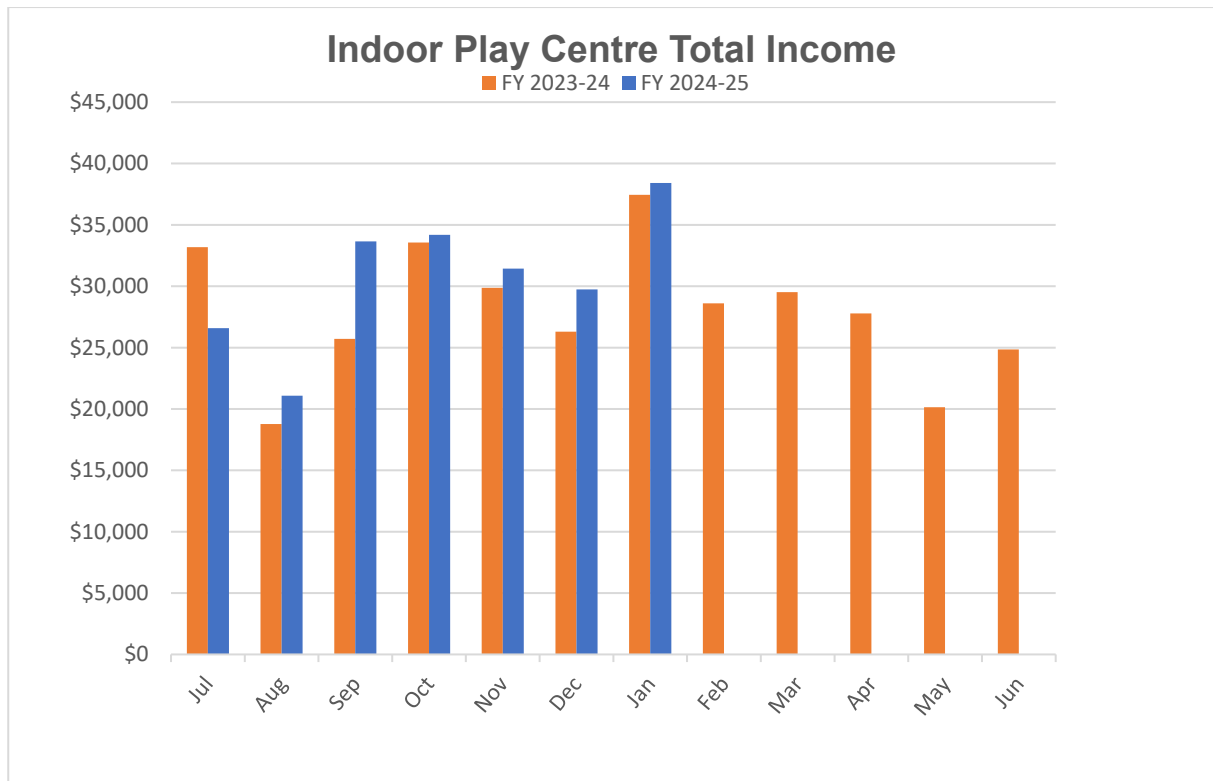


The Youth Shed, Karratha

In January 2025, The Youth Shed welcomed a total attendance of 576 young people which is an increase from January 2024 attendance figures. This outcome is particularly notable considering January is typically a quieter period. As a result of our programming and marketing strategies, we saw a number of new families to town attend the Centre. The highlight of the month was the recorded engagement numbers reaching 600, indicating that many young people are not only attending the Centre, but also participating in multiple programs and activities we offer.

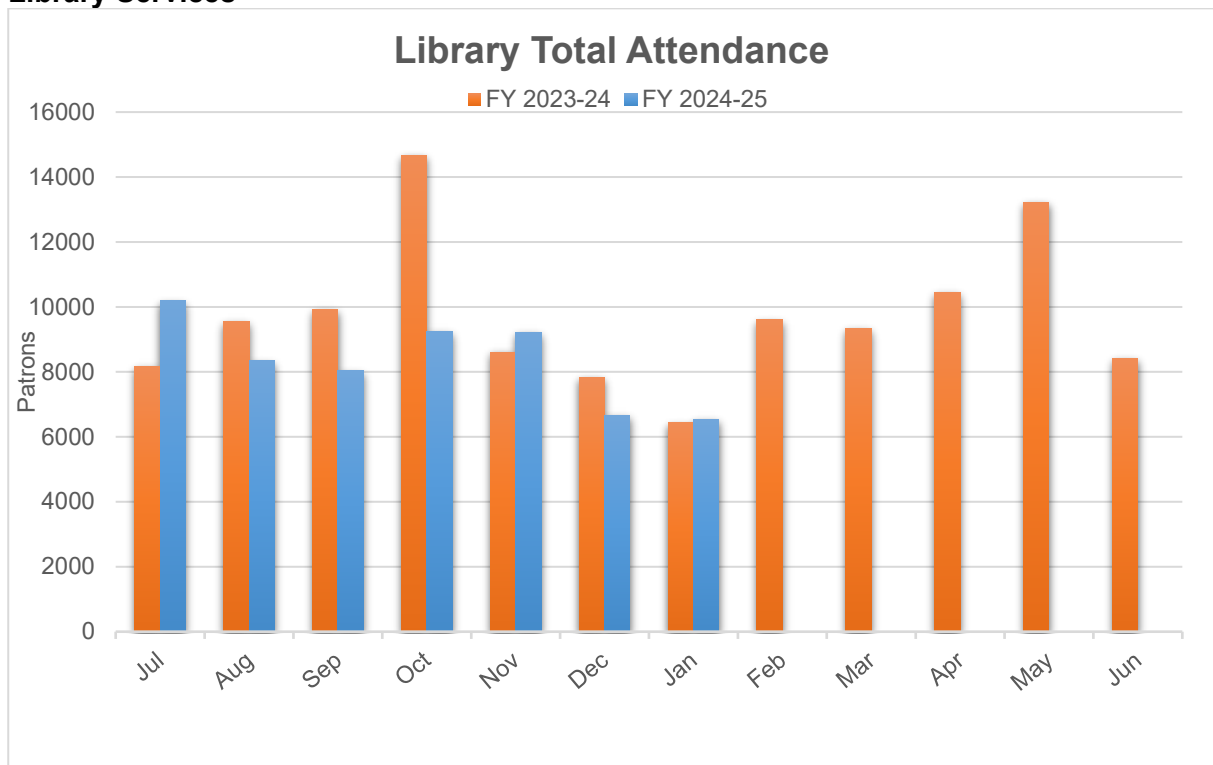
Indoor Play Centre

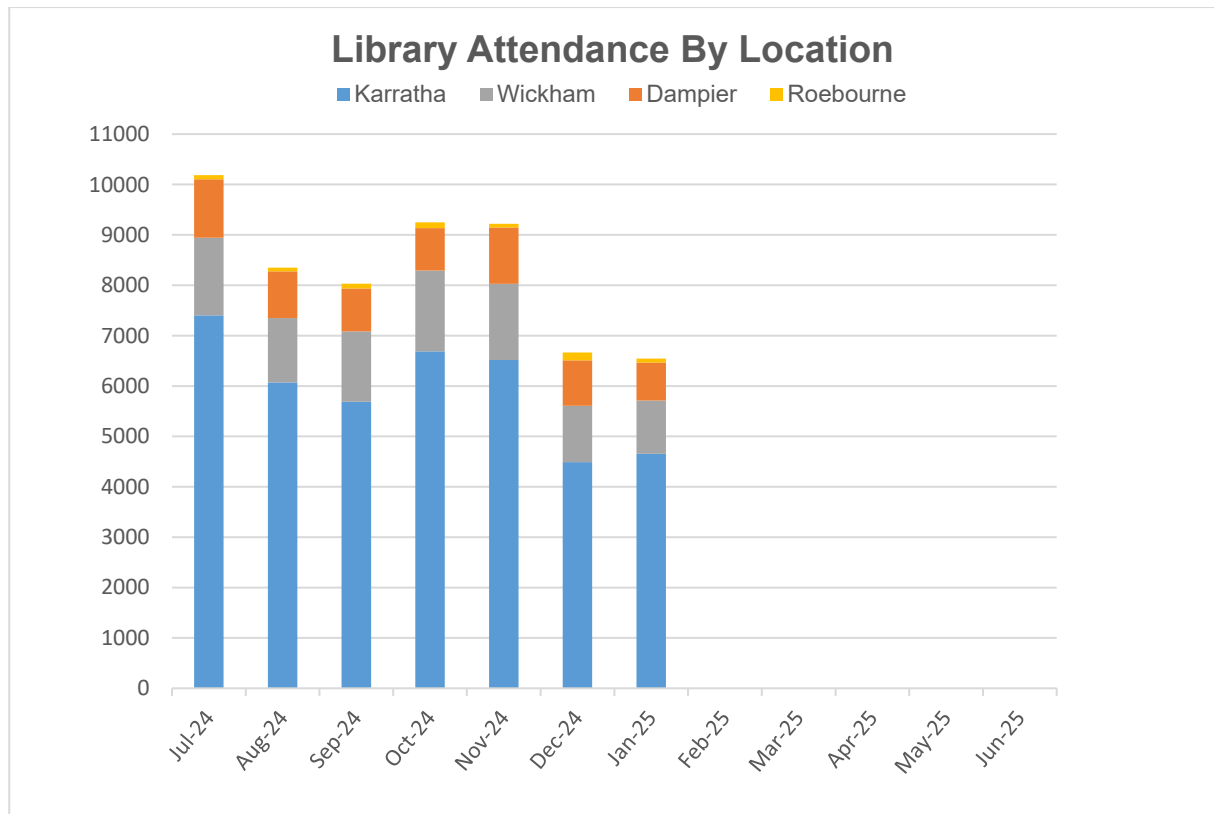




Laser Tag parties were down due to school holidays. A new theme is at the Indoor Play Centre is 'Under the Sea' which is very welcoming and eye catching.

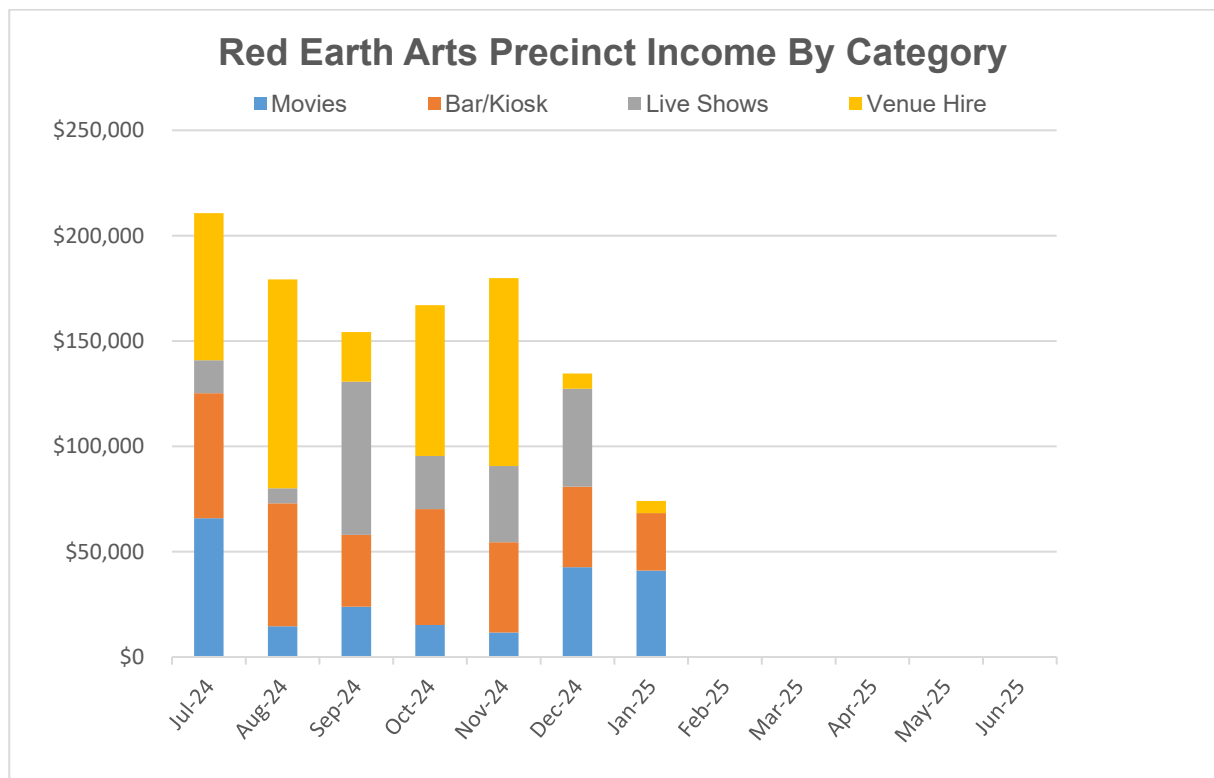
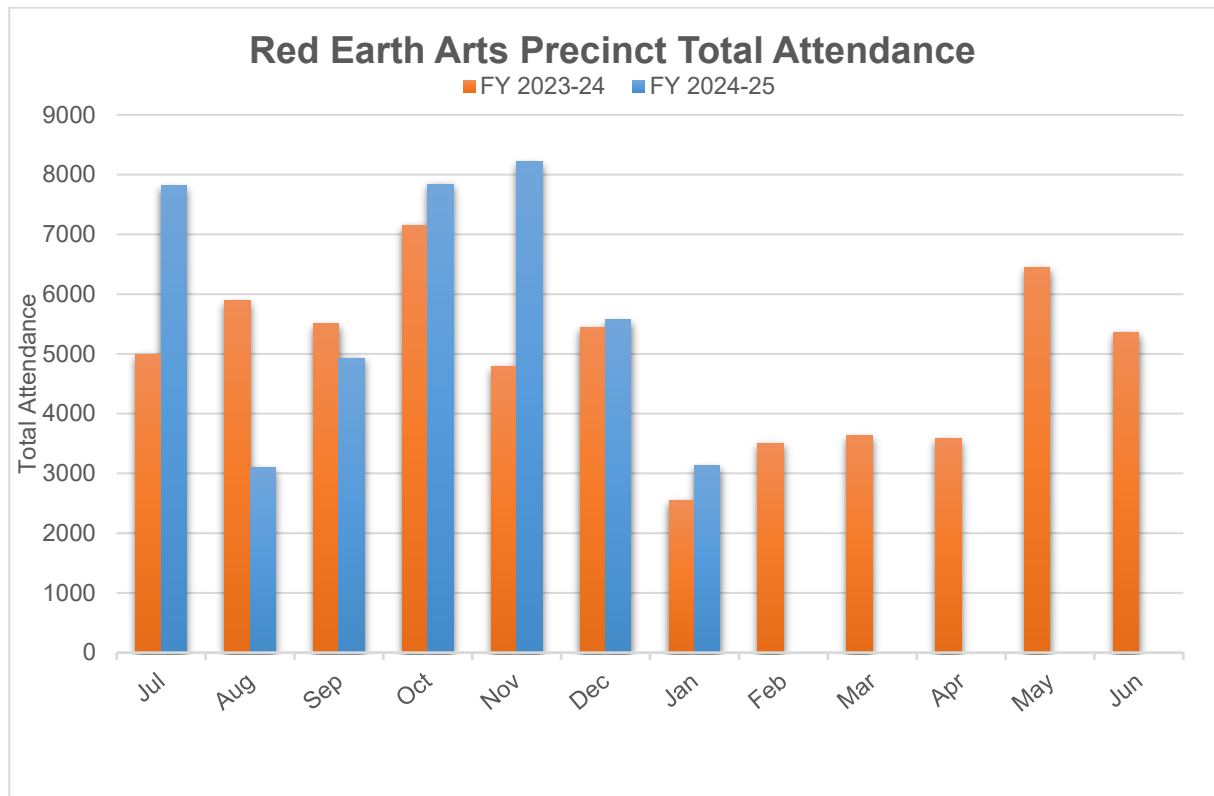
Library Services





<p>11,975 Total memberships (90 new members signed up in January).</p>	<p>2,562 Physical items (up 543 from last month) and 1,289 eResources borrowed (up 144 since in January).</p>
<p>750 Individual computer log ins by members and guests (excludes Wi-Fi, Printing and Scanning - down 103 from last month).</p>	<p>5 External requests for local history information.</p>
<p>127 Program participants at 12 programs, (including Star Gazing Saturday and the Australian Explorer Backpack Launch – Drop in school holiday activities attendance was not recorded).</p>	<p>61 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons.</p>
<p>743 Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning – up 35 in January).</p>	

Red Earth Arts Precinct



Events and Programming:

January's programming was centred around school holiday events, featuring daily movie screenings. We kicked off with Paddington Bear, followed by Moana and Sonic which attracted strong attendance. Mid-January saw the addition of Mufasa: The Lion King to the schedule, giving patrons a range of movies to attend and stay out of the heat.

Movies:

Cinema performance in January saw a 29% increase compared to the same month in 2023, primarily driven by the blockbuster movie offerings. Unfortunately, there was a projector malfunction towards the end of the month, resulting in the cancellation of three movie screenings, plus one that was cancelled due to the rain event.

- Movies screened: 44 (with 4 cancellations)
- Average attendance: 60 patrons per session
- Key Performances:
 - Mufasa: The Lion King – 540 patrons - \$7,429 in tickets sales across 5 sessions
 - Moana 2 - \$9,874 in ticket sales across 4 sessions
 - Sonic the Hedgehog 3 - \$4,962 in ticket sales across 3 sessions

Bar and Kiosk Revenue:

Bar and kiosk sales saw a significant boost in January, up 24% compared to January 2024, largely due to the popularity of the blockbuster movies.

- Moana 2: \$6,850
- Sonic 3: \$4,589
- Paddington Bear: \$2,847

Live Shows:

There were no live shows in January. The next scheduled performance is Glass Child, programmed for March through REAP in collaboration with the ACE programming team.

Venue Hires:

January saw a minimal number of events, with a total of 7 bookings, matching the level of January 2024.

- Community Hires: 3
- Corporate Hires: 4

Key Events:

- ACE Art Exhibition Opening with first event by Junction and Co – 75 guests
- Australia Day Citizenship and Community Awards – 110 patrons
- St Luke's and St Paul's Teachers' Event – 80 patrons

Patrons:

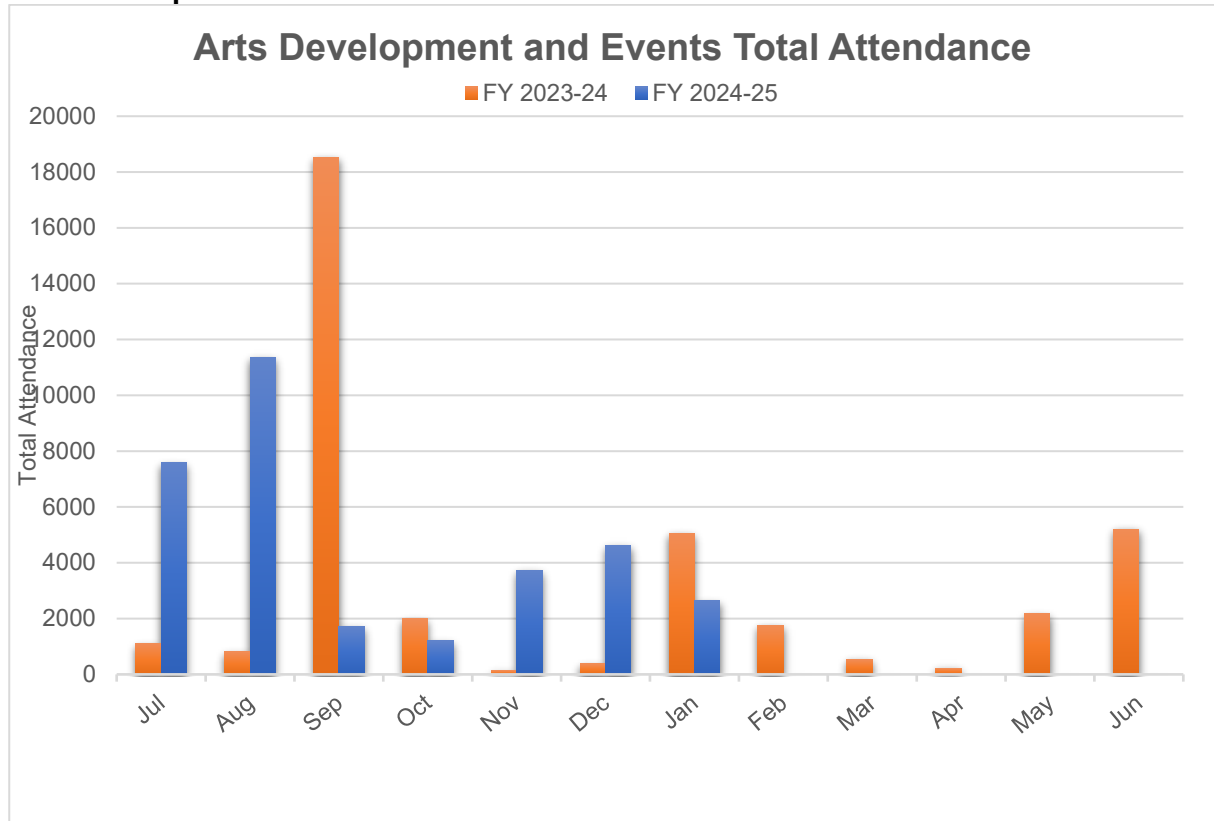
Patronage saw a modest 21% increase compared to January 2024, largely driven by strong cinema attendance.

- January 2024: 2,538
- January 2025: 3,135

Total Revenue:

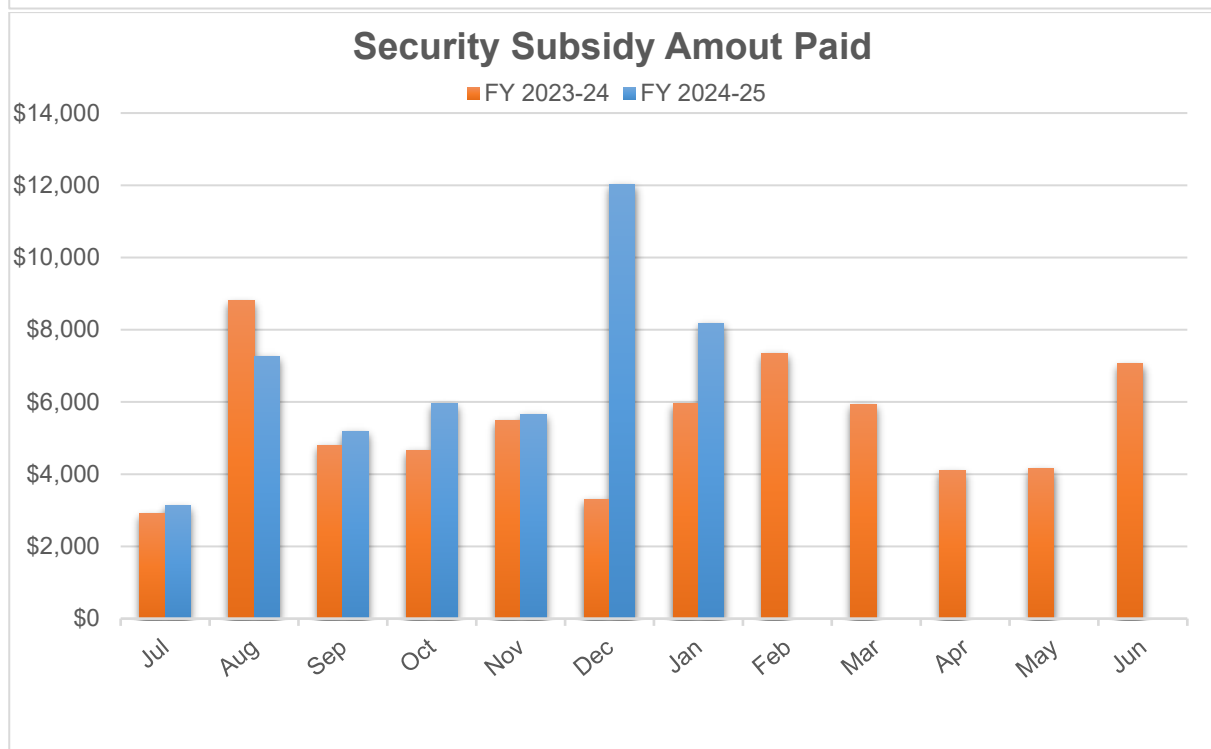
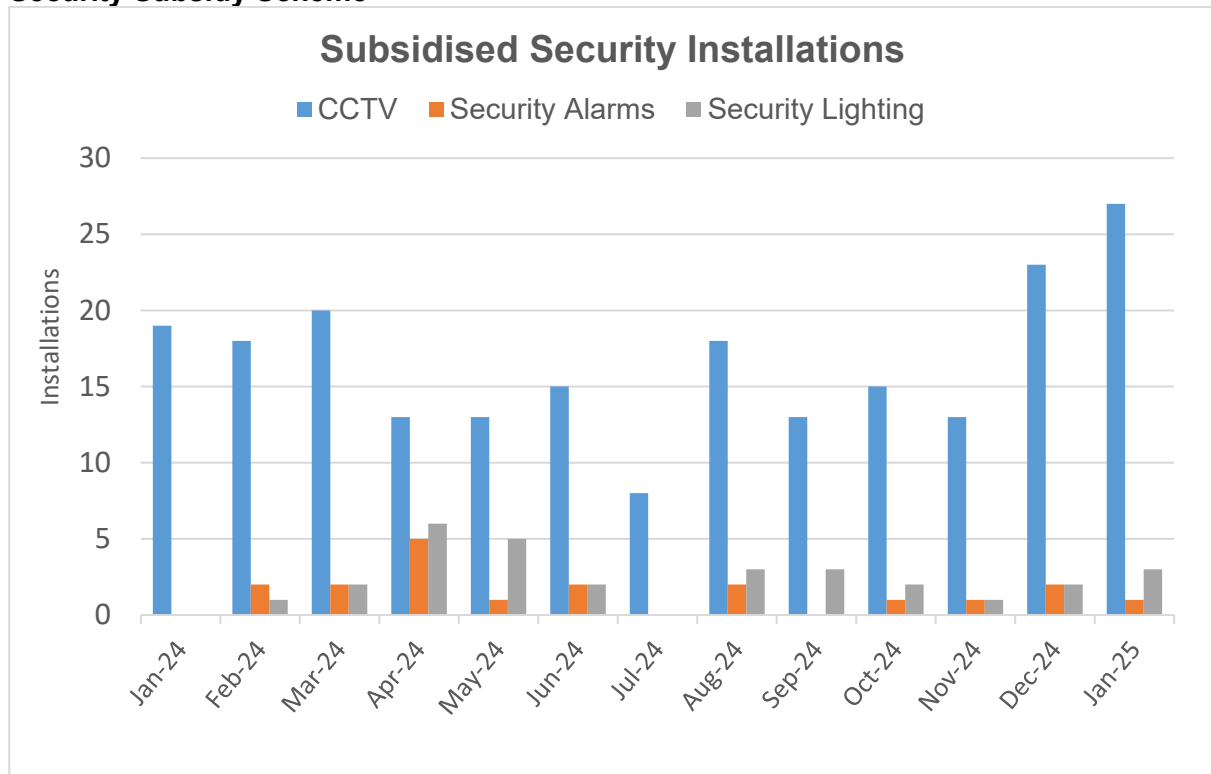
In January 2024, REAP generated \$74,098 in total revenue, marking a 26% increase from the previous year.

Arts Development & Events



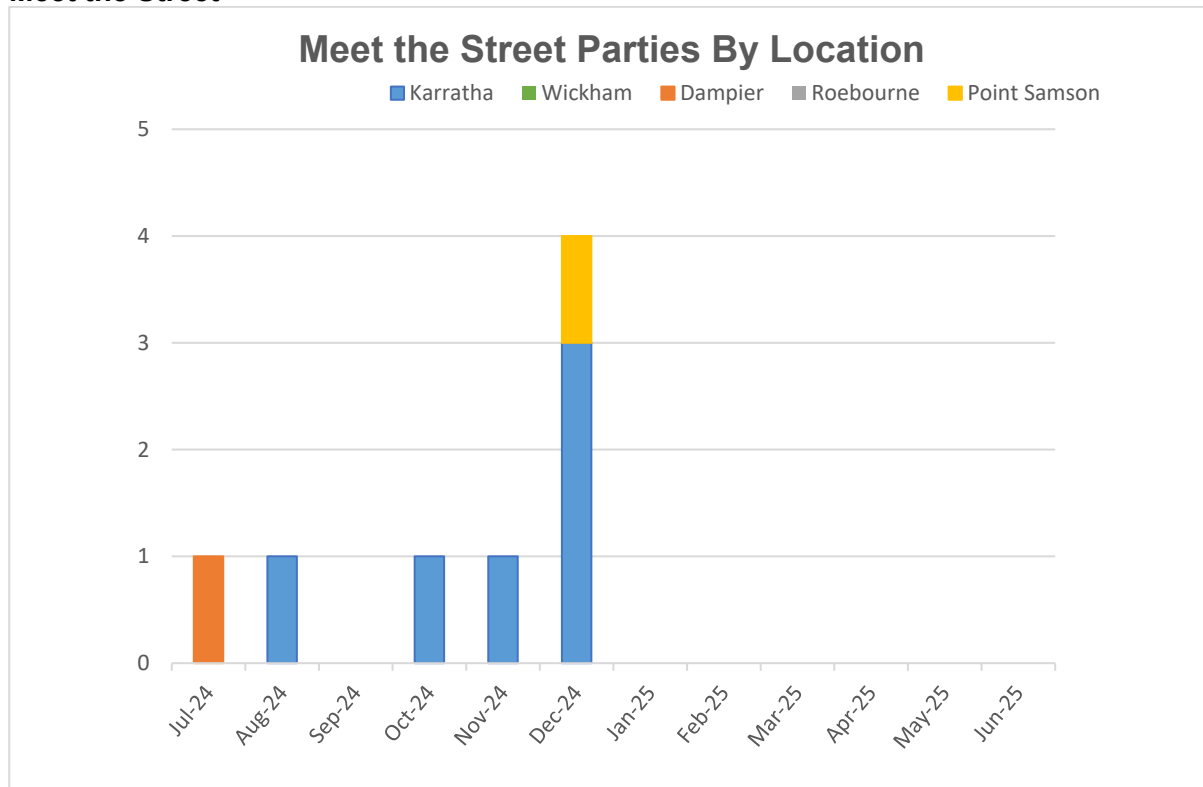
In January we had the Citizenship Ceremony and Community Awards with 92 attendees and the Australian Day Celebrations at Dampier with over 2000 attendees eagerly watching the fireworks. During the month we also had the opening of the art exhibition – Radius – attracting 67 visitors on opening night.

Security Subsidy Scheme



36 Security Subsidy applications were received, with 27 being eligible for reimbursement.

Meet the Street



0 Meet the Street parties hosted this month.

Small Community Grants

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

January 2025

Town	Who	What	Awarded ex GST
Karratha	Basketball WA Pilbara	Funding to support a local basketball coach with costs associated with being selected as an Assistant Coach to the High Performance State WA U14 Boys team in Perth.	\$1,000.00
Karratha	Basketball WA Pilbara	Funding to support a local basketball coach with costs associated with being selected as the State Coach to the WA U15 Girls team at the Southern Cross Challenge in Melbourne.	\$1,000.00
Karratha	Basketball WA Pilbara	Funding to support a local basketball player with costs associated with being selected to represent Basketball WA at the Southern Cross Challenge in Melbourne.	\$1,000.00
Karratha	Basketball WA Pilbara	Funding to support a local basketball player with costs associated with being selected to represent Basketball WA at the Southern Cross Challenge in Melbourne.	\$1,000.00
Karratha	Karratha Netball Association	Funding to support a local netballer who has been talent identified and	\$1,000.00

		invited by Netball WA to develop their umpiring skills at the WANL Fixtures competition in Perth.	
Karratha	Pitter Pat Productions	Funding to increase their scope and collaborate with 4U Foundation to bring more facilitators to the City to conduct training of local directors/artists and guide the artists through the devising, developing and rehearsal process in the lead up to REAF.	\$4,972.00
Wickham	Wickham Netball Association	Funding to purchase gazebos for shade over the Wickham courts and upgrade storage shelves and containers in the storage area.	\$4,476.68
Karratha	Northern Spirit Basketball Club	Funding to support a local basketballer with costs associated with being selected in the Basketball WA High Performance Carnival in Perth.	\$1,000.00
Karratha	Karratha Falcons Football & Sporting Club	Funding to assist with the purchase of a new ice machine.	\$5,000.00
Wickham	Wickam Wolves Football Club	Funding to purchase medical and first aid equipment.	\$4,602.43

COUNCILLOR QUESTION:

Attendance at the Base was down 18%, is there any reason for this?

CITY RESPONSE:

January saw a decrease in youth attendance compared with 2024 influenced by several factors. Ongoing warm weather impacting our outdoor engagement, families away on extended summer holidays and a two day closure due to the Cyclone weather conditions.

13.1.2 CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38
Responsible Executive Officer: Director Community Experience
Reporting Author: EA Community Experience
Date of Report: 31 January 2025
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 January 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)

There were no requests for fee waivers this month.

13.1.3 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	4 March 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 4 March 2025

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

13.1.4 YOUTH ADVISORY GROUP UPDATE

File No: CS.8
Responsible Executive Officer: Director Community Experience
Reporting Author: Community Development Officer
Date of Report: 26 February 2025
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

To update Council on the key discussions, feedback, and outcomes from the Youth Advisory Group meetings held in November of 2024 and February of 2025.

BACKGROUND

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

In recent YAG meetings, members undertook several activities and discussed a range of topics, including:

- Collaboration on Youth Week 2025 planning, suggesting events and activations including youth markets, sports days and workshops, with a focus on inclusivity and community involvement.
- YAG members invited to assist with programs and workshops at our youth facilities.
- In 2025 meetings will be held twice per term, on Thursdays, extended to 1.5 hours in venues including the Read Room and Council Chambers.
- Members proposed an "open" meeting to encourage new members and encourage diversity of future applications. One guest attended the meeting in February and expressed interest in joining the YAG in the future.
- Feedback on event advertising that young people don’t typically follow official city pages. Instead, Snapchat and TikTok are among the most popular platforms

DISCUSSION

Meeting: 14 November 2024

Agenda Item	Points of Discussion
Icebreaker - Christmas Accessory Comp	- YAG members had a mini fashion show judged by the Karratha Librarians.
Youth Week 2025	- The City updated the YAG on Youth Week 2025 planning, highlighting activities planned, such as a movie marathon, secret rave, markets, water fight, sports events and art workshops. YAG members discussed age group inclusivity, noting Youth Week WA targets ages 10-25, aligning with the City’s Youth Strategy. The launch event is likely to be held at REAP, and most YAG members expressed interest in participating. Members also suggested engaging youth

	performers, including Karratha Senior High School’s band and choir.
YAG Newsletter	- Members were informed that only one article was submitted for the YAG newsletter. Due to capacity constraints, the Group agreed to focus on contributing to existing programs and events instead.
General Business	- The City invited YAG members to assist with, or facilitate, programs at the Base or Youth Shed. Members discussed identifying themselves at events, favouring name badges and lanyards over t-shirts. Public speaking training was suggested, along with a confidence-building activity where members present agenda items. Members noted limited awareness of volunteering opportunities and were encouraged to contact the City for referrals. YAG members were also informed about the Winter Wonderland event on 13 December 2024 at the Quarter in Karratha.
Future Meetings	- The YAG agreed to meet twice per term for Terms 1-3 and once in Term 4, with flexibility for special meetings like Youth Week 2025 planning as required. Meetings will shift to Thursdays to accommodate extracurricular conflicts, with periodic reviews. Members agreed to extend meetings to 1.5 hours to allow for deeper discussions. Potential 2025 venues include the Read Room and Council Chambers, with Tambrey Pavilion deemed unsuitable due to echo/acoustics. To encourage diversity, YAG suggested an "open" meeting early in 2025, inviting friends to observe and participate, offering a “try before you buy” experience for potential new members.

Meeting: 20 February 2025

Agenda Item	Points of Discussion
YAG Bingo	- Participants received a bingo card and wrote down their goals for the year, focusing on their role as YAG members. They then shared one or two goals with the group before submitting their named cards for collection. We will check in on YAG member goals as the year progresses.
Youth Week 2025 Launch Event	- Discussion: The Youth Week launch event will kick off with market stalls from 5pm and the official launch featuring guest speakers and youth performances from 5-5:30pm. Entertainment will include the WA Youth Jazz Orchestra and rapper Zero Emcee. A glow-themed rave, to be held at a secret location, will run from 7-10pm, with young attendees divided into three age-based zones, though this may be adjusted to two zones depending on attendance. - YAG members were invited to volunteer as MCs, either alone or in groups, with support provided through a pre-event meeting and speaking notes. MCs need to be available from 4:30pm - 7:00pm on Friday, 11 April. Several members

	<p>expressed interest but were nervous, so a meeting during March will be scheduled to help with preparation.</p> <ul style="list-style-type: none"> - A final call was made for volunteers to assist during the event and throughout Youth Week. Additionally, a YAG member inquired about Youth Cadets and other groups setting up fundraising stalls at the event, which was supported. - Discussions on event advertising highlighted that young people don't typically follow official city pages. Instead, Snapchat and TikTok are among the most popular platforms. Members suggested that targeted or paid ads on Instagram or Facebook should be location-specific, such as "Come to the Youth Week Launch Event in Karratha!" to capture attention. Some members mentioned that they do occasionally see targeted ads.
<p>YACTivate & The Y Youth Parliament</p>	<ul style="list-style-type: none"> - Members discussed YACTivate, a gathering designed for young people involved in local government or community Youth Advisory Groups and Youth Advisory Councils. The event aims to help members connect with other YAGs, develop new skills, and strengthen their groups. It will take place on 14 June 2025 in Perth, the day after Fairground - WA's major youth sector conference, to encourage greater participation from regional youth. Details regarding the age demographic and travel subsidies are still being finalised and YAG members will be informed as soon as information is known. - The group also discussed The Y Youth Parliament, which is open to young people in WA aged 15-25 who are passionate about community issues. It was noted that the Pilbara Youth Week WA Ambassador Daisy Pilsworth and YAG member Sophia Holmes participated last year. Participants represent a state electorate, work in committees on key issues, and are assigned to a non-partisan party (Government or Opposition). The program includes three training days (April 26, May 24, June 21) and a residential camp in Perth from July 6-11, where participants will debate at Parliament House and gain leadership, public speaking, and political knowledge. Participation also earns WACE credits. - For Y Youth Parliament it was discussed that there is assistance available for travel and fees, and members were reminded that applications close on March 3, leaving less than two weeks to apply. Support is available for those needing help with funding. Whilst many YAG members in attendance were too young to apply, they have been encouraged to review the application process and consider it for future years.
<p>Feedback on City Projects</p>	<ul style="list-style-type: none"> - Members were informed that as opportunities arise requiring a youth voice or perspective, they would be brought to the group or shared for feedback. This allowed members to provide input on more projects where appropriate. An example given was testing and navigating the upcoming Request Management system, which would replace Report It later in the year.

	<ul style="list-style-type: none"> - Some YAG members had not heard of the City’s Report It platform.
<p>Social Media Promotion & YAG Merch</p>	<ul style="list-style-type: none"> - Members were split into two groups for this segment of the meeting. Group one filmed footage for social media promotion, including Clean Up Australia Day and the Youth Week Program Launch. Group two began designing their lanyards/name badges using a logo designed by a YAG member. - Each activity lasted 10-15 minutes, after which the group reconvened to finalise the lanyard/name badge design. Members suggested and agreed to use City of Karratha colours on their merchandise for better association with the City. The final design will be submitted to the communications team for feedback and approval.

CONCLUSION

The Youth Advisory Group (YAG) meetings in November 2024 focused on Youth Week 2025 planning, newsletter updates, and general business. Members proposed inclusive activities, discussed advertising and volunteering opportunities, and suggested public speaking training. The group also adjusted meeting schedules for 2025 to improve engagement and plans to host an "open" meeting to attract new members. In February 2025, one guest member attended, adding their voice to the discussion. YAG members began filming social media content for promotion of events and days of observation which will continue into 2025.

The next meeting of the YAG is scheduled for 20 March 2025 with a workshop planned for the Karratha 2050 project.

13.1.5 AGE FRIENDLY STRATEGY UPDATE

File No:	CR.83
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Engagement and Partnerships
Date of Report:	28 February 2025
Disclosure of Interest:	Nil
Attachment(s):	Age Friendly Strategy Progress Report

PURPOSE

To update Council on progress on the City of Karratha's Age Friendly Strategy activities for the period July to December 2024.

BACKGROUND

The City of Karratha's Age Friendly Strategy, adopted in August 2021, seeks to enhance liveability for seniors in the City and ensure that current and future needs of older people are met. At the June 2024 Ordinary Council Meeting, Council endorsed the Implementation Plan and Monitoring Framework for the Strategy and also received a report on actions taken in the previous year.

The attached progress report outlines all actions undertaken during the period July to December 2024, and includes the following notable activities:

- The City assisted the Pilbara Development Commission (PDC) with their preparation of a business case to support the development of an aged care lifestyle village in the City of Karratha, including planning assistance and preferred locations. The business case has been submitted to the Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing; volunteering, for consideration as part of the 2025/26 State Government Budget.
- The Seniors Cyclone Clean Up received 20 properties registered across Karratha, Dampier, Roebourne, and Wickham. Works were completed by two local contractors at a cost of \$23,490.
- The KLP runs lifestyle fitness classes twice a week to cater for seniors. The classes are low impact and have a combination of strength, cardio, mobility, and core exercises. Classes are free for members and accessible via a casual visit pass for those without a membership.

CONCLUSION

The Age Friendly Strategy describes our approach to supporting and engaging with older residents and is the result of community consultation, desktop research and service mapping. Regularly reviewing our progress ensures we are delivering on the initiatives outlined.

13.1.6 DISABILITY ACCESS AND INCLUSION PLAN UPDATE

File No:	CS.62
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Engagement and Partnerships
Date of Report:	28 February 2025
Disclosure of Interest:	NIL
Attachment(s):	Disability Access and Inclusion Plan Progress Report

PURPOSE

To update Council on progress on the City of Karratha's Disability Access and Inclusion Plan activities for the period July to December 2024.

BACKGROUND

At the June 2024 Ordinary Council Meeting, Council endorsed the City of Karratha's Disability Access and Inclusion Plan 2024 – 2029 (DAIP). The DAIP identifies the City's intended outcomes to improve access and inclusion for people of all abilities and outlines key actions for implementation to reduce and eliminate barriers within the city and to advocate for equity of access for all.

In the six months to December 2024, several notable achievements have been made, including:

- Being awarded Highly Commended status in the employment category of Most Accessible Communities in Western Australia (MACWA) Awards, which recognise local governments for their commitment to accessibility.
- Swan Districts Football Club was awarded a small community grant of \$5,000 to deliver an 'All Abilities Sports and Wellbeing Day' with a focus on accessible sports to promote diversity and inclusion.
- Addition of an Inclusion session to the City's annual FeNaCLNG festival.
- Members, with lived experience, of the Disability Access and Inclusion Group provided guidance to the City on the placement of Communication Boards within several local parks across Karratha, Dampier, Roebourne, Wickham and Point Samson.

The attached progress report outlines all activities undertaken during this period.

CONCLUSION

The City of Karratha is required to have a DAIP in accordance with the Disability Services Act 1993 (amended 2014). Increased levels of accessibility and inclusivity will benefit every member of our community including people living with disability, their families and carers, disability services providers, young families, and our aging community. The DAIP 2024-2029 provides specific strategies to increase the accessibility of the City of Karratha and meets the legislative requirements. Regular review of our progress ensures we are on track to deliver the initiatives outlined in the Plan.

COUNCILLOR QUESTION:

I couldn't see anything in there about 24 hour access to an adult change room, can we re-add it to the list and include as an additional action? It had been a high priority about a year ago.

CITY RESPONSE:

The installation of a 24hr accessible adult changeroom can be included on the Disability Access and Inclusion Plan via a separate report to Council.

13.1.7 POINT SAMSON INTERIM PLAN Q3 PROGRESS UPDATE

File No:	CR.98
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Planning Manager
Date of Report:	28 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Point Samson Interim Plan Progress Report

PURPOSE

To provide Council with an update on the status of each action in the Point Samson Interim Plan.

BACKGROUND

At its meeting held 29 April 2024, Council endorsed the Point Samson Interim Plan (the Interim Plan) (Attachment 1).

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

The attached progress report provides a status update on each action up to February 2025. Several notable achievements have been made, including:

- **BMX / pump track and Youth Precinct:** A Request for Quotation seeking a consultant to work with the Point Samson community on a Masterplan closed on 14 February 2025. The City will award the work in early March 2025. Upon completion of the Masterplan, a more detailed concept plan for a both projects will be prepared.
- **Town Entrance Sign:** A design consultant for the new town entrance sign has been awarded, with a community co-design workshop scheduled for March 2025 and a final design expected by June 2025.
- **John's Creek Boat Harbour Footpath:** The feature survey for the footpath from Honeymoon Cove carpark to John's Creek Boat Harbour has been completed, and the design is currently progressing.
- **Service Level for Parks:** Increased maintenance standards for parks and gardens have been implemented post-cyclone, with planting and mulching planned for the cooler months.

CONCLUSION

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

Point Samson Interim Plan – Progress Update – to February 2025

No.	Item	Responsible Directorate	Status	Update
1.1	Undertake an audit of signage, including place names, information boards and interpretive signs throughout the town and develop a plan to renew.	Community Experience	In progress	The signage audit was completed in October 2024. The City are currently awaiting the fabrication and installation of signs for Centenary Park due to be completed in March 2025. The replacement of Information Bay signs will be incorporated under item 1.2.
1.2	Develop and install a new town entrance sign with the community.	Community Experience	In progress	This project is being delivered in partnership with the Point Samson Community Association (PSCA). The PSCA Committee have indicated that the existing Information Bay is their preferred location for the proposed entrance statement sign and have suggested the existing signage at this location be reviewed as part of this project to ensure design consistency (see item 1.1). The RFQ for the Entrance Statement design consultant was awarded to Creative Spaces on 5 February 2025. Contract negotiations are underway, and the first community co-design workshop will occur in March 2025. The final concept design of the Entrance Statement is expected by the end of June 2025.
1.3	Improve town entrance, including planting, information boards and investigate options regarding heritage items.	Community Experience	In progress	Improvements to the town entrance area will be considered and planned once the Entrance Sign concept plan (item 1.2) is completed. This will ensure the improvements align with and complement the proposed theme of the entrance statement.
1.4	Undertake a feature survey and constraints study for a footpath from Honeymoon Cove carpark to John's Creek Boat Harbour to inform assessment for inclusion in the City's Footpath Strategy.	Projects & Infrastructure Services	In progress	Feature survey completed and design is progressing.
1.5	Install lighting along footpath from Honeymoon Cove Carpark to The Cove Caravan Park.	Community Experience	Complete	10-solar lights have been installed from Honeymoon Cover to The Cove Caravan Park.
1.6	Undertake site assessment and design of a BMX / pump track supported by other amenities (shade, BBQ, water fountain and seating) and consider the relocation and incorporation of the existing half pipe into the design).	Community Experience	In progress	At a meeting with the Point Samson Advisory Group on 27 November 2024, the group recommended that incorporating the proposed BMX / pump track, half-pipe (relocation), and half-court basketball projects into a youth recreation precinct, to be further developed through the Point Samson Masterplan process. A Request for Quotation (RFQ) seeking a consultant to work with the Point Samson community on a Masterplan closed on Friday 14 February 2025. The City is currently assessing submitted proposals and will award the work in early March 2025. Upon completion of the Masterplan, a more detailed concept plan for a youth recreation precinct will be prepared.
1.7	Revitalisation of Honeymoon Cove Carpark.	Community Experience	In progress	The Point Samson Advisory Group recommended this project be considered and developed through the Point Samson Masterplan project. Once Masterplan project details have been confirmed, detailed design will be undertaken.
1.8	Identify appropriate location and consider installation of half basketball court.	Projects & Infrastructure Services	In Progress	See item 1.6
1.9	Install water tap in Point Samson Community Park, near BBQ.	Projects & Infrastructure Services	Complete	New tap installation complete.

1.10	Investigate need for installation of a dump point to receive liquid wastes from caravans.	Development Services	In Progress	This item is being considered as part of the Destination Management Plan and Economic Development Strategy review. Contracts for both projects have recently been awarded to service providers and work has commenced. Additionally, the City is halfway through a Visitor Services Review, which will also address this item.
1.11	Partner with the Water Corporation (landowner) to consider installation of a seat with shade on Tank Hill.	Community Experience	Remove	Engagement with Point Samson Community Association representatives in April 2024 representatives indicated this project is not a priority for the community and will be removed.
1.12	Investigate options to replace removed elements from the Point Samson Community Park Playground.	Community Experience	Complete	Completed - the xylophone was replaced with a sand wheel in December 2024.
1.14	Re-establish service levels to general parks and gardens maintenance, increase tree planting and beautify garden beds throughout the town.	Projects & Infrastructure Services	Complete	A Contractor is now working within Point Samson and has increased maintenance standards amongst recent cyclone issues. Plans are in place for planting and mulching of a few sites within Point Samson in the cooler months.
1.15	Advocate to Main Roads Western Australia (MRWA) for the sealing of Sam's Creek Road intersection.	Projects & Infrastructure Services	In Progress	Design complete and a budget has been proposed in FY 25-26.
1.16	Partner with the Department of Transport (DOT) to consider installation of a shelter and information signs at Pope's Nose.	Community Experience	In Progress	Feedback received from Point Samson Advisory Group on 27 November 2024 indicated a preference for: <ul style="list-style-type: none"> the existing seating on the north east of Point Samson Road after the bridge to remain a new dome shelter with seating, solar lighting and signage to be installed on the north west of Point Samson Road after the bridge. <p>The City has initiated contact with DOT, as the relevant landowners, to discuss the shelter project and understand the required approvals process. The preferred north-west location is in two registered Aboriginal Cultural Heritage (ACH) sites and will require planning advice to understand if approval for potential works is required.</p>
1.17	Renew picnic tables and shelters at key locations within the town.	Projects & Infrastructure Services	In Progress	Picnic Shelters and seating is planned for the Point Samson Community park in two locations within the park. Works scheduled for March/April 2025.
1.18	Review dog control and signage at Honeymoon Cove Beach and Front Beach.	Development Services	In Progress	Additional staff recruitment in progress which will allow 1-2 rangers to be allocated to the Eastern Corridor to conduct regular patrols and ongoing education for the communities.
1.19	Advocate to Department of Transport (DOT) to improve parking and traffic flows at John's Creek Boat Harbour.	Projects & Infrastructure Services	In Progress	DOT has advised the City they would discuss issues with Main Roads WA (MRWA) but their short-term solution of line marking will not address all concerns. The City will work on a scope of work and continue to advocate for funding with DOT/MRWA.
2.1	Develop an advocacy plan for the following environmental issues: a) Industry Buffer zone and conservation area between Cape Lambert and the town, b) Constricted tidal flow under Pope's Nose bridge, c) Mangrove health, d) Reef health.	CEO's Office	In Progress	A meeting was held on 22 January 2025, where City Officers agreed to investigate and clearly define the environmental issues in order to better target advocacy efforts. Next steps are: <ul style="list-style-type: none"> Review the data and refine the advocacy request. Formulate a City Advocacy Strategy for each environmental issue including the advocacy goal, target audience, messaging and implementation plan. Present the advocacy approach to the Point Samson Working Group for feedback before progressing to Council.

				The item will continue into FY25/26 for delivery.
2.3	Investigate inclusion of Sam's Creek Tamarind Historic Tree on the Heritage Register and install information signage.	Community Experience	In Progress	The request for consideration of listing the Tamarind Tree as an individual item on the City's register will occur when the City reviews and updates the Heritage Inventory as a whole in 2025/26. In the interim, the City will look at alternative ways to celebrate the Tamarind Tree, potentially through: - A plaque or signage. - Adding photos and item description added to the Library catalogue.
3.1	Investigate demand for and opportunities to provide pop up tourism and business offerings during peak times as part of the review of the City's Destination Management Plan and Economic Development Strategy.	Development Services	In Progress	Feedback from the Point Samson Advisory Group on 27 November 2024 indicated pop up tourism and business offerings are not an immediate priority for the community. This item is still being considered as part of the Destination Management Plan and Economic Development Strategy review being undertaken by the City. Contracts for both projects have recently been awarded to service providers and work has commenced. Additionally, the City is halfway through a Visitor Services Review, which will also address this item.
4.1	Establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors (i.e. Representative from Wickham) and City of Karratha officers to identify opportunities to work collaboratively and to provide input into and updates on the delivery of projects and development of future plans for Point Samson.	Community Experience	Ongoing	Two quarterly meetings have been held to date. The third quarterly meeting was held 12 March 2025.
4.2	Report quarterly on progress of the Point Samson Plan to Council.	Community Experience	Ongoing	An information report providing an update on the Point Samson Interim Plan progress will proceed to March 2025 Ordinary Council Meeting.

COUNCILLOR QUESTION:

The minutes indicate some members were unhappy there was no councillor attendance, what is the internal process to let the rest of us know so that one of us could have attended?

CITY RESPONSE:

Councillors were advised that Cr Johannsen was unavailable. Two email invitations were sent to Councillors seeking an alternate representative.

**13.1.8 RECORD OF TENDER OUTCOME UNDER DELEGATION - RFT0000007
WICKHAM BOAT BEACH RAMP AND JETTY (DESIGN)**

File No: CM.112
Responsible Executive Officer: Director Projects and Infrastructure
Date of Report: 10 February 2025
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:	RFT0000007	Project Budget:	\$385,000 excluding GST
Tender Title:	Wickham Boat Beach Ramp and Jetty (Design)		
State-wide Advertising Commenced:	9/10/2024	Tender Closing Date/ Time:	30/10/2024
Scope of Works:	Engineering and appropriate specialised consultancy services for site investigative works, preparation of stakeholder engagement material, concept through to detailed design, tender documentation, technical specifications, and the establishment of a construction budget for the proposed new boat ramp and jetty.		
Selection Criteria:	Relevant Experience		20%
	Methodology		20%
	Capacity to Deliver		15%
	Sustainability		5%
	Price		40%
Submissions Received:	Sustech Engineering Pty Ltd Magryn & Associates Pty Ltd WGA WA Pty Ltd JJ Ryan Consulting Pty Ltd JBA Pacific Scientists and Engineers Pty Ltd GHD Pty Ltd Burbury Consulting Pty Ltd		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	16/12/2024
Tender Awarded to:	Burbury Consulting Pty Ltd		
Contract Value:	\$478,197 excluding GST		
Contract Term:	8 months, 15 days	Contract Options:	N/A

13.1.9 REGISTER OF DOCUMENTS STAMPED WITH THE CITY OF KARRATHA COMMON SEAL

Responsible Officer: Chief Executive Officer

Reporting Author: EA to CEO

Disclosure of Interest: Nil

PURPOSE

To advise Council of documents, as listed below, that have been stamped with the Common Seal of the City of Karratha since the last Council Meeting.

DATE	DOCUMENT
10/02/2025	Proposed Scheme Amendment No.61 to City of Karratha Local Planning Scheme No.8 - Amendment to rezone Portion of Lot 500 Madigan Road, Gap Ridge from "Rural Residential" to "Tourism"

13.1.10 MARCH 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES

File No: CM.191
Responsible Executive Officer: Chief Executive Officer
Reporting Author: Minute Secretary
Date of Report: 24 March 2025
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 24 March 2025 and outline areas of the March 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 8:20pm on Monday 24 March 2025.

Record of Attendance

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 Jo Waterstrom Muller

Staff: Virginia Miltrup Chief Executive Officer
 Emma Landers Director Community Experience
 Alistair Pinto Director Corporate & Commercial
 Lee Reddell Director Development Services
 Izabella Brandis Minute Secretary

Apologies: Simon Kot Director Projects and Infrastructure

Absent: Nil
Leave of Absence: Nil
Members of Public: 2
Members of Media: Nil

Public Question Time:

There were no Public Questions.

Petitions/Deputations/Presentations

Developed Projects provided a presentation on item 11.6 housing development expression of interest – Bulgarra Apartments.

- There is a proposed total of 116 apartments to be complete by October 2026
- The apartments are made of modules, manufactured and imported to Dampier Port.
- The project will utilise numerous local contractors and benefit the local economy

Declarations of Interest

Cr Scott declared an interest in the following items:

- Direct financial interest in item 11.3 Development Application Da24-114 – Proposed Change Of Use From ‘Restaurant’ And ‘Take Away Food Outlet’ To ‘Small Bar’ And ‘Take Away Food Outlet’ – No.177/26 Sharpe Ave, Pegs Creek as Cr Scott owns a licenced venue that is a competitor of other licenced local businesses.

Agenda Items with Additional Information**9 CORPORATE & COMMERCIAL REPORTS****9.1 STATEMENTS FOR PERIOD ENDED 31 JANUARY 2025**

Questions arising from briefing session.

Item 11.4 was brought forward for discussion at this point in the Public Briefing.

9.2 LIST OF ACCOUNTS – 1 JANUARY 2025 TO 31 JANUARY 2025

Questions arising from briefing session.

9.3 INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2025

There were no questions.

9.4 2024 - 2025 QUARTER 2 BUDGET REVIEW

Questions arising from briefing session.

Addition of Confidential Attachment 2 – Debtors Write Offs

9.5 KEY PERFORMANCE MEASURES Q2 2024/25

Questions arising from briefing session.

10 COMMUNITY EXPERIENCE REPORTS**10.1 APPROVAL TO ADVERTISE DRAFT STRATEGIC COMMUNITY PLAN 2025 - 2035**

Questions arising from briefing session.

11 DEVELOPMENT SERVICES REPORTS**11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR ‘OUR TOWN’ TELEVISION EPISODE**

Questions arising from briefing session.

11.2 WALGU APARTMENTS DEVELOPMENT (LOT 7020 AND PART LOT 7018 WELCOME ROAD, KARRATHA)

There were no questions.

11.3 DEVELOPMENT APPLICATION DA24-114 – PROPOSED CHANGE OF USE FROM ‘RESTAURANT’ AND ‘TAKE AWAY FOOD OUTLET’ TO ‘SMALL BAR’ AND ‘TAKE AWAY FOOD OUTLET’ – NO.177/26 SHARPE AVE, PEGS CREEK

Cr Scott left the room due to a financial interest in this item and deputy mayor assumed the position of chair.

Questions arising from briefing session.

Cr Scott returned to the room and assumed the position of chair.

11.4 SCHEME AMENDMENT NO. 62 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 - REZONING LOT 23 (NO. 8) MIRFIN WAY AND LOT 224 (NO. 9) GALBRAITH ROAD, PEGS CREEK FROM RESIDENTIAL R20 TO RESIDENTIAL R40

Questions arising from briefing session.

11.5 REVIEW OF LOCAL PLANNING POLICIES DP07 ‘RESIDENTIAL DEVELOPMENT REQUIREMENTS’ AND DP11 ‘TRANSPORTABLE BUILDINGS IN RESIDENTIAL AREAS’

Questions arising from briefing session.

11.6 HOUSING DEVELOPMENT EXPRESSION OF INTEREST BUSINESS PLAN – BULGARRA APARTMENTS

Questions arising from briefing session.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 PANEL APPLICATIONS FOR DESIGN SERVICES

Questions arising from briefing session.

12.2 MINOR WORKS – FIRE PROTECTION SYSTEMS AND EQUIPMENT – REQUEST TO CALL TENDERS

There were no questions.

12.3 MINOR WORKS – RETICULATION SERVICES – REQUEST TO CALL TENDERS

Questions arising from briefing session.

12.4 KARRATHA AND DAMPIER CLEANING SERVICES – REQUEST TO CALL TENDERS

Questions arising from briefing session.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

13.1.1 COMMUNITY EXPERIENCE UPDATE – JANUARY 2025

Questions arising from briefing session.

13.1.2 CONCESSION ON FEES FOR CITY FACILITIES

There were no questions.

13.1.3 DEVELOPMENT SERVICES UPDATE

There were no questions.

13.1.4 YOUTH ADVISORY GROUP UPDATE

There were no questions.

13.1.5 AGE FRIENDLY STRATEGY UPDATE

There were no questions.

13.1.6 DISABILITY ACCESS AND INCLUSION PLAN UPDATE

Questions arising from briefing session.

13.1.7 POINT SAMSON INTERIM PLAN Q3 PROGRESS UPDATE

Questions arising from briefing session.

13.1.8 RECORD OF TENDER OUTCOME UNDER DELEGATION - RFT000007 WICKHAM BOAT BEACH RAMP AND JETTY (DESIGN)

There were no questions.

13.1.9 REGISTER OF DOCUMENTS STAMPED WITH THE CITY OF KARRATHA COMMON SEAL

There were no questions.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Item 14.1 notice of motion was tabled at the Public Briefing. A revised version will be available at the Ordinary Council Meeting.

14.1 NOTICE OF MOTION – STATE HOUSING ACCOUNTABILITY AND COMMUNITY PROTECTION

Councillor:	Cr Johannsen
Date of Report:	24 March 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

COUNCILLOR'S RECOMMENDATION

That Council:

- 1. Formally calls on the State Government and the Department of Communities to immediately implement stronger accountability measures for tenants in state-owned housing who engage in antisocial behaviour, criminal activity, or severe property neglect.**
- 2. Requests the CEO to prepare a formal report identifying the most problematic state housing properties within the City based on community complaints, Ranger reports, and WA Police data, and submit these findings to the Minister for Housing, urging immediate action.**
- 3. Commits to utilising all available local government powers under the *Health Act 1911 (WA)*, the *Local Government Act 1995*, and other relevant legislation to enforce compliance on state-owned properties that become public health hazards, sources of criminal activity, or significant nuisances to neighbours.**
- 4. Initiates a public awareness campaign to support law-abiding residents by:**
 - Encouraging residents to formally report problem properties.**
 - Holding the State Government accountable for ongoing inaction.**
 - Ensuring full transparency regarding Council's efforts to address this issue.**

REASON

The City has a duty to stand up for residents whose quality of life is being eroded by the unchecked actions of a minority of state housing tenants. While public housing is an essential service, it must not come at the cost of community safety and liveability. This motion ensures the State Government is held accountable for its obligations and that Councillors take a stand on behalf of the people they represent.

ADMINISTRATIVE COMMENTS

The lack of social housing in the Pilbara has resulted in overcrowding and a rise in anti-social behaviour, affecting the quiet enjoyment of residents in their homes and neighbourhoods. This is a symptom of larger and more complex issues that require an urgent response from the State Government and its agencies. The City of Karratha has multiple projects designed to address the lack of affordable housing, but there needs to be an increased focus on social housing from the State Government to effectively mitigate these concerns. City Officers have

had initial discussions with Department of Communities (the Department) who advise they respond to and investigate all complaints regarding antisocial behaviour via their disruptive behaviour process. The Department will investigate to determine whether the tenant has breached the Residential Tenancies Act 1987. This is a thorough process including contacting the tenant, complainant, witnesses, and Western Australia Police (WAPOL) to verify the incident occurred. The Disruptive Behaviour team will work with the tenant to resolve the tenancy concerns and provide strategies to modify their behaviours including referral to appropriate support services if appropriate. If the behaviour is in breach of the Residential Tenancies Act 1987, a strike may be issued against the tenancy. If a final strike is issued, the Housing Authority may begin the process to terminate the tenancy. There are 676 public housing properties within the City of Karratha.

If Council chooses to support this Notice of Motion, City Officers will prepare a formal report on some of the most problematic properties to inform Council's advocacy and will work with WA Police and the Department to raise awareness on how to report antisocial behaviour.

COUNCILLOR QUESTION:

Cr Johannsen, would you like to run us through this motion?

COUNCILLOR RESPONSE:

A resident contacted me wanting to present at the annual electors meeting but did not feel safe enough to do so due to the potential blowback on her within her street area. There are people that don't feel healthy and safe due to living next door to some of these houses.

COUNCILLOR QUESTION:

For point 4, how would we hold government accountable? Is there potentially a better way to word so that we have an action that comes out of it? Also, can we consider adding a point to reinstate the Safe Communities Partnership network meetings, as these matters were addressed directly by those stakeholders? Finally, can changes be made to this motion before the Ordinary Council Meeting or does it now need to be addressed as an amendment?

CR JOHANNSEN RESPONSE:

This forum is where we should be making the changes, where changes are discussed and made on the spot.

CITY RESPONSE:

Councillors should use the Councillor workshop for open discussion and exploration of ideas.

The public briefing is a good opportunity for councillors to ask questions of Cr Johannsen about the proposed Notice of Motion. Ideally, the Notice of Motion is circulated ahead of the Public Briefing to allow thoughtful enquiries.

Councillors should take care not to negotiate and agree outcomes in the Public Briefing, as this is forum for enquiry, not a decision-making forum.

Councillors should also provide Councillor Johannsen with feedback after the meeting. For him to consider. Which isn't to say that Councillors can't also make amendments at the meeting as well.

COUNCILLOR QUESTION:

Regarding the CEO preparing the formal reports of problematic housing, is it possible for the CEO to contact the Department of Communities and WA Police to identify these as the City does not necessarily have the information available to make these calls?

CR JOHANNSEN RESPONSE:

I think it must be a combined effort.

17 MATTERS BEHIND CLOSED DOORS

17.1 CONFIDENTIAL ITEM NAMING KEVIN RICHARDS MEMORIAL OVAL CLUBROOM/CHANGEROOM

Questions arising from briefing session.

17.2 CONFIDENTIAL ITEM MULATAGA LAND DEVELOPMENT

There were no questions.

Closure

The meeting closed at 10.22pm.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

17.1 CONFIDENTIAL ITEM NAMING KEVIN RICHARDS MEMORIAL OVAL PAVILION

17.2 CONFIDENTIAL ITEM MULATAGA LAND DEVELOPMENT

Also included is the following:

ATTACHMENT TO ITEM 9.4 DEBTORS WRITE OFFS

ATTACHMENT TO ITEM 17.1 LETTER OF SUPPORT

ATTACHMENT TO ITEM 17.1 BACKGROUND INFORMATION

ATTACHMENT TO ITEM 17.2 MULATAGA STAGE 1 SUBDIVISION PLAN

ATTACHMENT TO ITEM 17.2 MULATAGA STRUCTURE PLAN

ATTACHMENT TO ITEM 17.2 TERM SHEET

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 [Click here to enter a date.](#) at 6pm at Council Chambers - Welcome Road, Karratha.