



## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday 16 September 2024 at 6pm**

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



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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

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on 16 September 2024 was declared open at 6.00pm. Deputy Mayor Gillam acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

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

**Councillors:** Cr Daiva Gillam [Deputy Mayor and Presiding Member]  
 Cr Daniel Scott [Mayor] (via Teams and unable to preside)  
 Cr Gillian Furlong  
 Cr Brenton Johannsen  
 Cr Travis McNaught  
 Cr Kelly Nunn (via Teams)  
 Cr Sarah Roots  
 Cr Joanne Waterstrom Muller

<b>Staff:</b>	Virginia Miltrup	Chief Executive Officer
	Emma Landers	Director Community Experience
	Alistair Pinto	Director Corporate & Commercial
	Lee Reddell	Director Development Services (via Teams)
	Simon Kot	Director Strategic Projects & Infrastructure
	Kate Jones	Minute Secretary

**Apologies:**

**Absent:**

**Leave of Absence:** Cr Tony Simpson

**Members of Public:** 2

**Members of Media:**

### **3 PUBLIC QUESTION TIME**

No public questions.

### **4 PETITIONS/DEPUTATIONS/PRESENTATIONS**

No Petitions/Deputations/Presentations.

### **5 REQUESTS FOR LEAVE OF ABSENCE**

No requests for leave of absence.

### **6 DECLARATIONS OF INTEREST**

No declarations of interest.

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

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### **OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

That the Minutes of the Ordinary Meeting of Council held on Monday, 19 August 2024, be confirmed as a true and correct record of proceedings.

**MOVED** : Cr McNaught  
**SECONDED** : Cr Furlong  
**Res No** : OCM240916-01

**CARRIED 8/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr McNaught, Cr Nunn, Cr Roots, Cr Waterstrom Muller  
**AGAINST** : Nil

## **8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

No announcements by person presiding without discussion.



## 9 CORPORATE & COMMERCIAL REPORTS

### 9.1 STATEMENTS FOR PERIOD ENDED 31 JULY 2024

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	16 August 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Statement of Financial Activity</li> <li>2. Variance Commentary- Statement of Financial Activity by Nature</li> <li>3. Statement of Financial Position</li> <li>4. Net Current Funding Position</li> </ol>

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#### PURPOSE

To provide a summary of Council’s financial position for the period ending 31 July 2024

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#### OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

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

**MOVED** : **Cr Waterstrom Muller**  
**SECONDED** : **Cr Johannsen**  
**Res No** : **OCM240916-02**

**CARRIED 8/0**

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FOR	:	Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr McNaught, Cr Nunn, Cr Roots, Cr Waterstrom Muller
AGAINST	:	Nil

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#### BACKGROUND

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

#### DISCUSSION

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

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

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

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
<b>Operating Activities</b>							
Revenue (incl. Rates)	138,125,750	138,125,750	69,158,806	72,429,082	3,270,275	4.7%	↑
Expenditure	(128,252,709)	(128,252,709)	(14,372,305)	(10,594,123)	3,778,182	26.3%	↑
<b>Investing Activities</b>							
Inflows	6,328,243	6,328,243	3,351	1,511,509	1,508,158	45006.2%	↑
Outflows	(52,180,508)	(52,180,508)	(3,423,093)	(640,601)	2,782,492	81.3%	↑
<b>Financing Activities</b>							
Inflows	24,777,999	24,777,999	0	0	0	0%	
Outflows	(18,588,938)	(18,588,938)	(2,395,064)	(1,903,031)	492,033	20.5%	↑
<b>Non-Cash Items</b>	29,791,441	29,791,437	2,636,403	3,790,492	1,154,089	44%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.00%	
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.00%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.00%	
<b>Surplus/(Deficit) 24/25</b>	<b>10,768</b>	<b>10,768</b>	<b>51,617,587</b>	<b>64,602,818</b>	<b>12,985,230</b>	25.16%	↑

\*Refer to variance commentary attachment for material differences.

In accordance with the materiality threshold adopted by Council for the reporting of variances in Operating Revenue and Expenses, the comments provided in the Attachment - Variance Commentary Statement of Financial Activity by Nature (Attachment 2) offer an explanation of material variances which contribute significantly to the total YTD budget variance shown in the above table.

**FINANCIAL MANAGEMENT UPDATE**  
**Local Government Financial Ratios**

The following table shows the YTD actual financial ratios meet the target ratios, except for the Asset Sustainability Ratio which is lower than target due to delays in capital renewal projects.

Period Ended 31 July 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b>	> 1	N/A	N/A	16.87
The Current Ratio identifies a local government’s liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government is able to cover its immediate cash commitments				
<b>Asset Sustainability Ratio (ASR)</b>	> 0.90	0.35	0.87	0.52
The ASR measures how effectively a local governments assets are being replaced or renewed. . Upgrades, expansions, and new works are not considered for the ASR				
<b>Operating Surplus Ratio (OSR)</b>	> 15%	84.8%	9.5%	90.9%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes. The City’s ratio is higher than budgeted expectation due to delays in capital projects, less reliance on capital grant funding, and decreased fees & charges and interest income				
<b>Own Source Revenue Coverage Ratio (OSRC)</b>	> 0.90	4.49	0.96	6.42
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				
<b>Debt Service Cover Ratio (DSCR)</b>	> 2	46.2	47.7	51.7
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**

	July-24	June-24	% Change	Comments
<b>Current</b>				
<b>Assets</b>	196,171,166	134,953,121	45.36%	Increase in Unrestricted Cash, Cash Equivalents and Trade Receivables.
<b>Liabilities</b>	11,001,855	13,048,320	-15.68%	Decrease in Trade and Other Payables.
<b>Non-Current</b>				
<b>Assets</b>	753,661,080	753,691,380	0.00%	Decrease in Infrastructure and Property Plant & Equipment.
<b>Liabilities</b>	7,273,010	7,372,718	-1.35%	Decrease in Long Term Borrowings; Self Supporting loans.
<b>Net Assets</b>	931,557,381	868,223,463		

**Debtors Schedule**

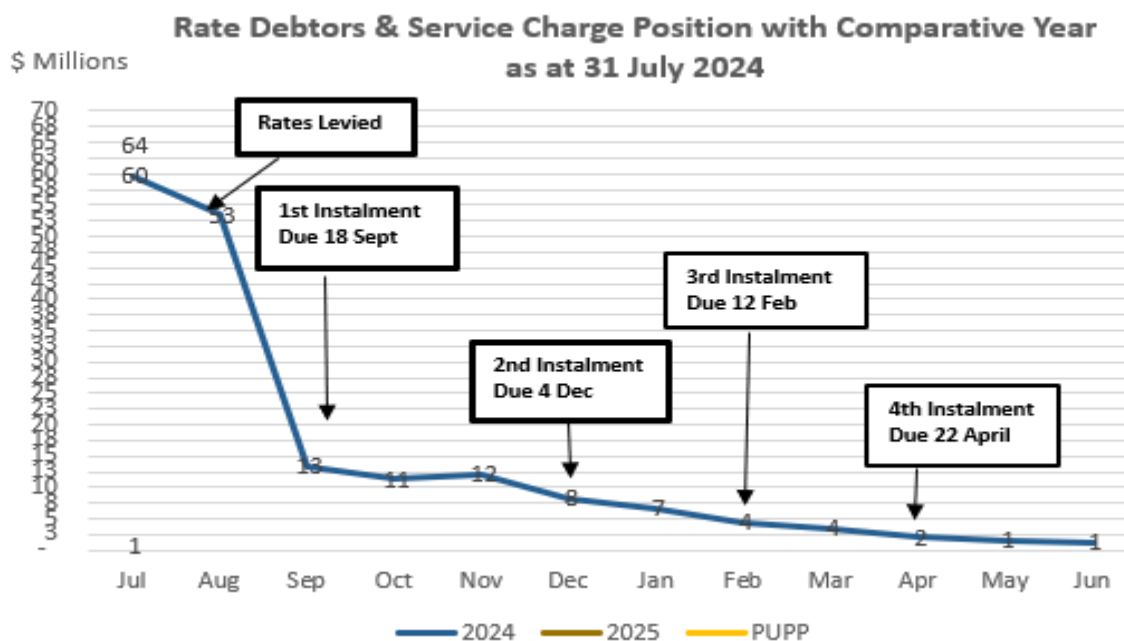
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of July 2024. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 3, there is a balance sheet difference of \$12.4m, reflecting the loans receivable, accrued revenue and GST receivable.

**Debtors Schedule**

	July	June	Change %	% of Current Total
<b>Sundry Debtors</b>				
<b>Current</b>	9,373,022	5,670,262	65%	86.1%
<b>&gt; 40 Days</b>	986,646	587,428	68%	9.1%
<b>&gt; 60 Days</b>	244,723	206,978	18%	2.2%
<b>&gt; 90 Days</b>	278,189	254,899	9%	2.6%
<b>Total</b>	<b>10,882,580</b>	<b>6,719,567</b>	<b>62%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>64,419,028</b>	<b>1,174,755</b>	<b>5384%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>509,708</b>	<b>516,897</b>	<b>-1.4%</b>	<b>100%</b>

A total of \$796k of Rates (including ESL and waste charges) has been paid to end of July 2024, representing a collection rate of 1.2% to date (comparative to 0.6% on 31 July 2023).



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

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

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
C491	Cleanaway Co Pty Ltd	53,704.33	-	-	Waste June 2024. Reminder email sent 14.8.24
C093	Cleanaway Pty Ltd	67,367.18	-	-	Waste June 2024. Reminder email sent 14.8.24
K373	Guadalupe Del Carmen Kocsis	3,175.42	30.94	5,534.15	Directions issued by Rangers for Reimbursement for unsightly property clean ups at Bulgarra Property in 2022, 2023 & 2024. Final Notice Issued 19/08/24
S010	Virgin Australia Regional Airlines Pty Ltd VARA	142,101.98	64,260.16	1,037.65	April & May 2024 Landing Fees and May Passenger Tax. Reminder emails sent and liaising with Accounts Payable Team to why the invoices are being paid late

**Capital Expenditure**

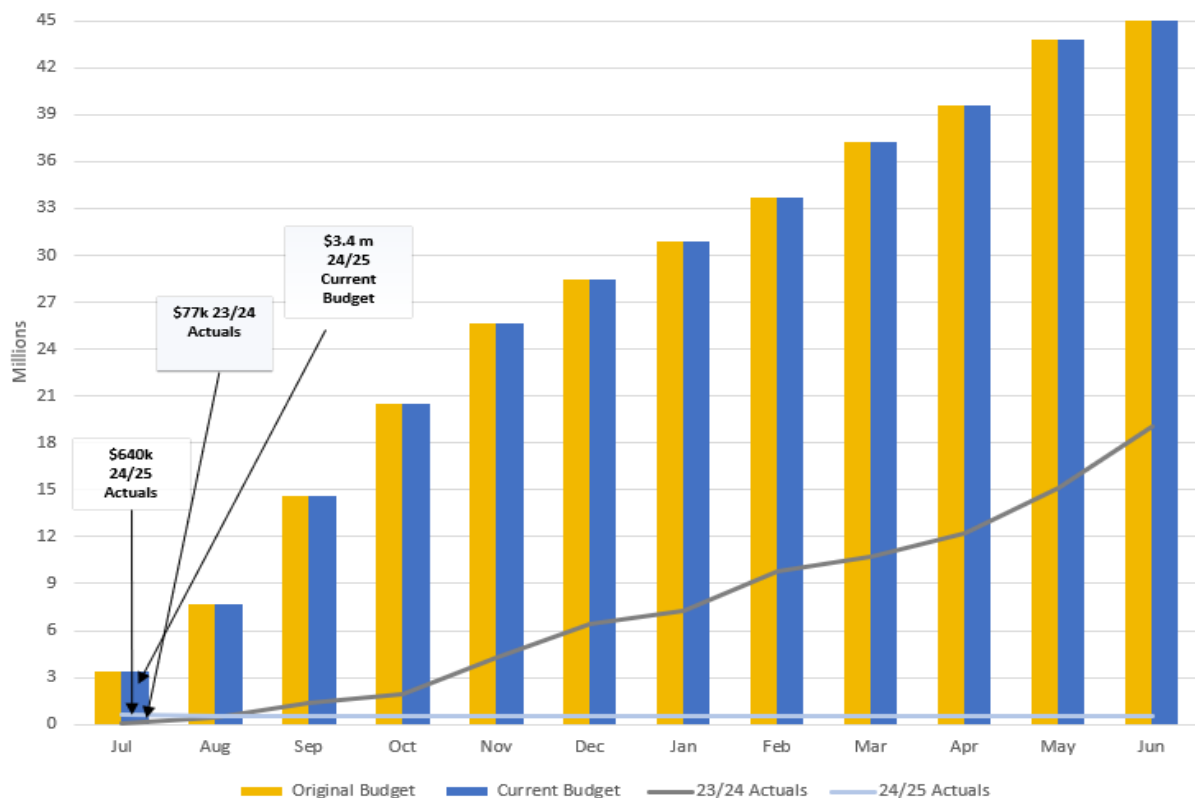
Council’s current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stages 1 and 2.

The City spent \$640k on its capital program to the end of July, representing an underspend of \$2.7 million (81.3%) against YTD budget (up from 29% in June 24).

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

<b>CAPITAL EXPENDITURE</b>						
<b>Asset Class</b>	<b>YTD</b>			<b>ANNUAL</b>		
	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance %</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>% of Annual Budget</b>
	<b>31-Jul-24</b>			<b>30-Jun-25</b>		
Land	8,333	2,120	-74.6%	745,000	745,000	0.3%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	337,161	479,901	42.3%	11,281,371	11,281,371	4.3%
Equipment	0	(80,358)	0.0%	1,710,427	1,710,427,	-4.7%
Furn & Equip	17,000	4,884	-71.3%	1,145,000	1,145,000	0.4%
Plant	540,000	551	-99.9%	1,468,365	1,468,365	0.0%
Inv Property	0	1,610	0.0%	0	0	0.0%
Infrastructure	2,026,044	209,973	-89.6%	32,454,924	32,454,924	0.6%
Work in Progress	492,456	21,794	-95.6%	3,354,140	3,354,140	0.6%
<b>Totals</b>	<b>3,420,994</b>	<b>640,476</b>	<b>-81.3%</b>	<b>52,159,227</b>	<b>52,159,227</b>	<b>1.2%</b>

Capital Expenditure YTD Actual v Budget 2023/24 (excl Reserve Transfers)



**Financial Statements**

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

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

**LEVEL OF SIGNIFICANCE**

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

Financial integrity is essential to the operational viability of the City but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels of comfort.

The ability for the City to remain financially sustainable is a significant strategy for a region that is continually under pressure from the resources industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

**STATUTORY IMPLICATIONS**

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement. Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34(5) of the *Local Government (Financial Management)*

*Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$50,000 or 10% whichever is greater. As this report is composed at a nature level, variance commentary considers the most significant items that comprise the variance.

**COUNCILLOR/OFFICER CONSULTATION**

Executives and Management have been involved in monthly reviews of their operational and departmental budgets and notifying the Financial Services team of trends and variances arising from their operational areas.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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



**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

There are no alternative options proposed by Officers.

**CONCLUSION**

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

**9.2 LIST OF ACCOUNTS – 1 JULY 2024 TO 31 JULY 2024**

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

**PURPOSE**

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

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

That Council RECEIVE the list of payments totalling \$14,492,976.13 as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPay Payments 560 to 581 and EFT Payments 83368 to 83845 (Inclusive): \$9,988,984.57;
3. Cheque Voucher: 78746: \$400.00;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (July 2024): \$49,532.18;
7. Payroll Payments: \$4,454,059.38

**MOVED** : Cr Furlong  
**SECONDED** : Cr McNaught  
**Res No** : OCM240916-03

**CARRIED 8/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr McNaught, Cr Nunn, Cr Roots, Cr Waterstrom Muller  
**AGAINST** : Nil

**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 July 2024 to 31 July 2024 (including credit card transactions – June 2024) totalled \$14,492,976.13 which included a sample of large payments as follows:

- LGIS (Walga) – 24/25 Insurances, Instalment #2 - \$2,118,545
- BCP Contractors – Hillview/Balmoral Road Reconstruction Claim #3 - \$497,617
- MSS Security – Airport Security Services May and June 2024 - \$498,796
- Corps Earthmoving – Footpath / Kerbing Renewal Works - \$1,092,209
- Ausolar Pty Ltd – KLP Oval Sports Lighting Upgrade - \$259,255
- Profix Australia – KLP Shade Materials Claim - \$238,599
- K2 Audiovisual – Airport Display Screens/Hardware - \$216,700

Consistent with CG-11 Regional Price Preference Policy, 50% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In July 2024, 77% of the total number of invoices paid were for local suppliers, higher than the prior period.

**LEVEL OF SIGNIFICANCE**

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

**COUNCILLOR/OFFICER CONSULTATION**

Officers have been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

**COMMUNITY CONSULTATION**

No community consultation is required.

**STATUTORY IMPLICATIONS**

Payments are to be made in accordance with Part 6, Division 4 of the *Local Government Act 1995* and as per the *Local Government (Financial Management) Regulations 1996*. Payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the CEO.

**POLICY IMPLICATIONS**

Staff are required to ensure that they comply under Council Policy CG12 – Purchasing Policy and CG11 - Regional Price Preference Policy (where applicable) and that budget provision is available for any expenditure commitments.

**FINANCIAL IMPLICATIONS**

Payments are made under delegated authority and are within defined and approved budgets. Payment is made within agreed trade terms and in a timely manner.

**STRATEGIC IMPLICATIONS**

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

Our Program: 4.c.1.4 Accounts Receivable and Accounts Payable

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Failure to make payments within terms may render Council liable to interest and penalties
Service Interruption	Moderate	Failure to pay suppliers may lead to delays in the future provision of goods and services from those suppliers
Environment	N/A	Nil
Reputation	Moderate	Failure to pay for goods and services in a prompt and professional manner, in particular to local suppliers, may cause dissatisfaction amongst the community
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority

**OPTIONS:**

There are no alternative options proposed by Officers.

**CONCLUSION**

Payments and credit card payments for the period 1 July 2024 to 31 July 2024 totalled \$14,492,976.13. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

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**COUNCILLOR QUESTION:**

Regarding 083588 Robe River Kuruma Aboriginal Corporation for \$33,000, what was that payment for?

**CITY RESPONSE:**

This payment was a large community grant approved by Council in 22/23 FY for the Red Country Music Festival. The invoice was received in 24/25 FY following completion of evaluation report.

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**COUNCILLOR QUESTION:**

Regarding 13378 Pilbara Wedding and Events, why have we given a Take Your Business Online (TYBO) grant when that business is on a payment plan owing money to the Quarter?

**CITY RESPONSE:**

Pilbara Weddings and Events were approved for a TYBO 2022/23 grant on 29 March 2023 and received the final acquittal payment on 10 July 2024, over 15 months later. Under the current TYBO grant assessment process, officers check for outstanding debts with the City during the initial assessment.

Finance confirmed that as of the end of March 2023, Pilbara Weddings and Events were up to date with their lease payments to Knight Frank, who managed the Quarter at that time.

A review of the process to include a further outstanding debt check for the second TYBO payment will be considered in the next review which is expected to be completed by 30 November 2024.

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**COUNCILLOR QUESTION:**

Regarding 12387 APP Corporation Pty Ltd for \$12,702.25, what was that payment for?

**CITY RESPONSE:**

The City has applied to the Federal Governments Housing Support Program for funding to support the development of Mulataga. The funding timeline was brief and the City lacked the resources required to prepare the submission. APP is currently engaged by the City on the Walgu Apartment Feasibility project and is familiar to Development WA so they were engaged to work with both organisations to prepare the submission.

**9.3 INVESTMENTS FOR PERIOD ENDED 31 JULY 2024**

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

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**PURPOSE**

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

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**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

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

**MOVED : Cr Roots**  
**SECONDED : Cr Furlong**  
**Res No. : OCM240916-04**

**CARRIED 8/0**

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**FOR :** Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr McNaught, Cr Nunn, Cr Roots, Cr Waterstrom Muller  
**AGAINST :** Nil

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**BACKGROUND**

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

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

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

**DISCUSSION**

Details of the investments are included in the report

- Schedule of Cash and Financial Investments
- Allocation of Cash and Financial Investments
- Schedule of Maturity of Cash and Financial Investments
- Schedule of Liquidity

- Schedule of Other Investments
- Aging of Outstanding Lessees Balances
- Schedule of Loan Agreement

Table 10.1a. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 31 July 2024 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		2,088,444	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	10,000,000	10,530,671.27	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,494,400.00	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,626,457.55	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,204,178.07	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,115,459.72	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,141,378.09	5.15	12 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,098,553.43	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,098,926.03	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,135,720.55	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,015,500.27	5.44	12 months	Jul-25	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	4,000,000	4,112,047.12	5.19	12months	Jan-25	Muni TD
WBC	Municipal (Transactional)		8,477,144.65	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,560.00				
<b>TOTAL</b>		<b>104,000,000</b>	<b>117,147,441</b>				

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



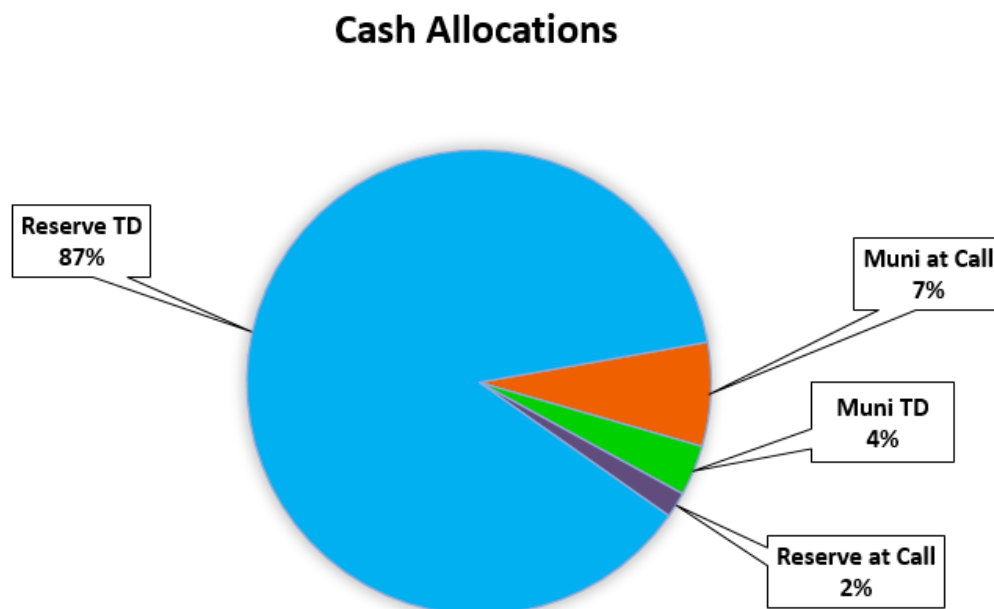
On average, the City is earning 5.19% across Municipal Term Deposits and 5.32% across Reserve Term Deposits.

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

**Allocations of Cash and Financial Investments**

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

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



Graph 10.1a. Percentage of Cash Allocations

**Schedule of Maturity of Cash and Financial Investments**

In accordance with the City’s Investment Policy (CF3), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 36% of Cash and Financial Investments will mature in the next 3 months, 13% maturing in the next 4-6 months and 51% maturing in the next 7-12 months.

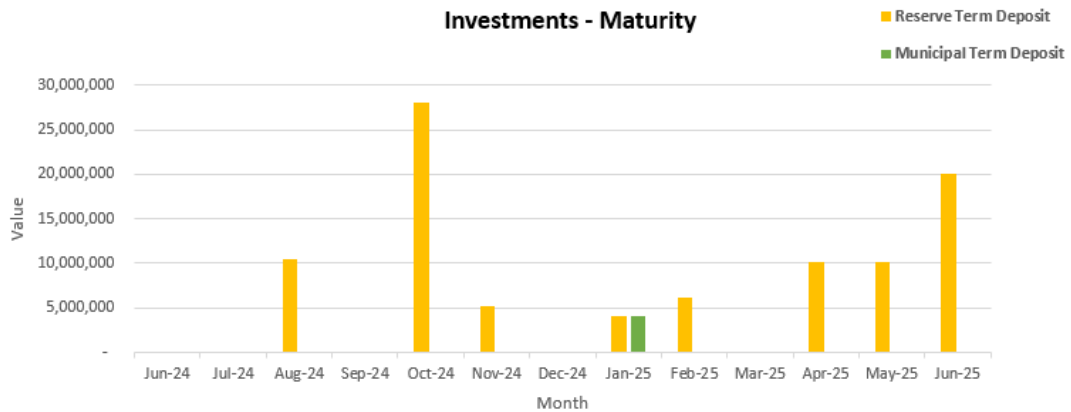


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

**Schedule of Liquidity**

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

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

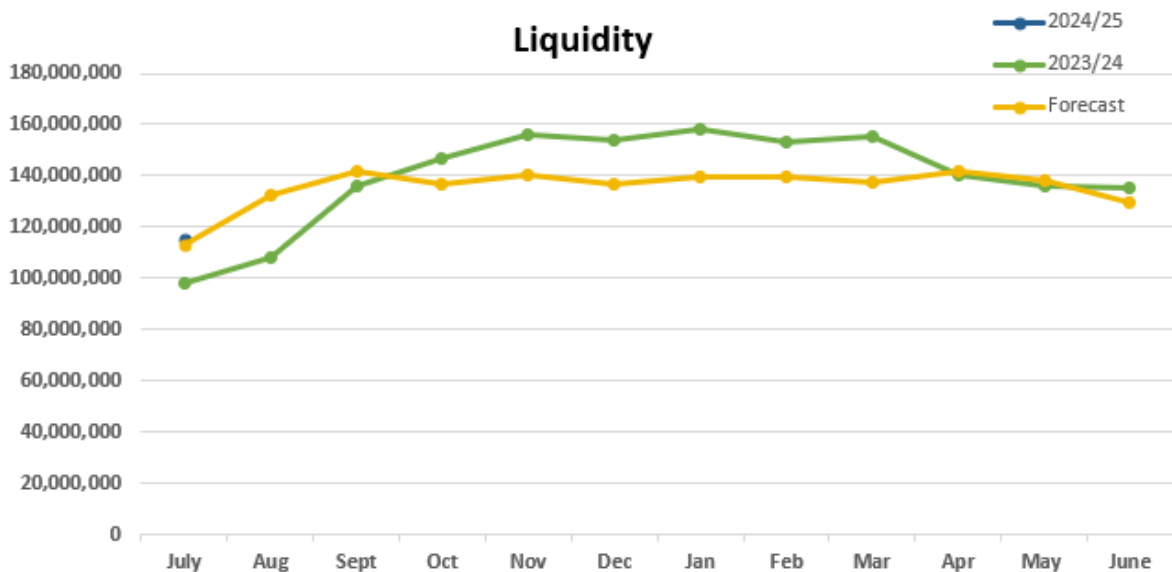


Table 10.1c. Schedule of Liquidity

**Schedule of Other Investments**

*Hangar Lease – Aspen Medical*

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

	Month 31 July 2024 \$	Year-to-Date 31 July 2024 \$	Life-to-Date 31 July 2024 \$
Total Income Received	33,250	33,250	1,889,515
Total Expenditure Paid	-	-	(114,676)
<b>Net Income</b>	<b>33,250</b>	<b>33,250</b>	<b>1,774,839</b>
<b>Annualised ROI</b>	<b>13.2%</b>	<b>13.2%</b>	<b>31.2%</b>

Table 10.1d. Aspen Medical – Hangar Lease Performance

*Ground and Hangar Lease – Babcock Offshore*

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

	Month 31 July 2024 \$	Year-to-Date 31 July 2024 \$	Life-to-Date 31 July 2024 \$
Total Income Received	47,701	47,701	2,125,498
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>47,701</b>	<b>47,701</b>	<b>2,107,887</b>
<b>Annualised ROI</b>	<b>13.5%</b>	<b>13.5%</b>	<b>27.8%</b>

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 July 2024 \$	Year to Date 31 July 2024 \$	Life to Date 31 July 2024 \$
Total Income Received	368,341	368,341	23,994,067
Total Expenditure Paid	(36,655)	(36,655)	(11,352,851)
<b>Net Income</b>	<b>331,686</b>	<b>331,686</b>	<b>12,641,215</b>
<b>Annualised ROI</b>	<b>19.9%</b>	<b>19.9%</b>	<b>8.9%</b>

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 July 2024 by month.

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,887.29	Payment plan accepted 24/04/2024. Monthly payments are being received as agreed
0009	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Lessee in liquidation. Deed of Surrender actioned 27 March 2024. Bond yet to be allocated.

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 July 2024 \$	Year to Date 31 July 2024 \$	Life to Date 31 July 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	12,667	12,667	351,085
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

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 5.32%, there is an opportunity cost for the year to date of \$4,196 and a life to date benefit of \$31,132. For the current month of July 2024, the opportunity cost is \$4,196. This is reflective of current market rates and represents the community benefit to Dampier and the broader community.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

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

**COUNCILLOR/OFFICER CONSULTATION**

Executives and Management have been involved in monthly reviews of their operational and departmental budgets and notifying the Financial Services team of trends and variances arising from their operational areas.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

There are no alternative options proposed by Officers.

**CONCLUSION**

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

## **10 COMMUNITY EXPERIENCE REPORTS**

There are no Community Experience reports.

## 11 DEVELOPMENT SERVICES REPORTS

### 11.1 REVIEW OF LOCAL PLANNING POLICIES DP04 ‘HOME OCCUPATION AND HOME BUSINESS’, DP07 ‘RESIDENTIAL DEVELOPMENT REQUIREMENTS’ AND DP11 ‘TRANSPORTABLE BUILDINGS IN RESIDENTIAL AREAS’

<b>File No:</b>	LP.36
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Senior Strategic Planner
<b>Date of Report:</b>	20 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Existing DP04 – Home Occupation and Home Business</li> <li>2. Existing DP07 – Residential Development Requirements</li> <li>3. Proposed amended DP07 – Residential Development Requirements</li> <li>4. Existing DP11 – Transportable Buildings in Residential Areas.</li> <li>5. Explanatory guide for proposed modifications to the Deemed to Comply Provisions for DP07</li> </ol>

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#### PURPOSE

For Council to consider:

1. Revocation of the following Local Planning Policies:
  - a) DP04 – Home Occupation and Home Business (DP04); and
  - b) DP11 – Transportable Buildings in Residential Areas (DP11); and
2. Amending Local Planning Policy DP07 – Residential Development Requirements (DP07) for the purpose of public advertising.

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#### OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Pursuant to Clause 6 of Schedule 2 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVE to REVOKE:
  - a) Local Planning Policy DP04 – Home Occupation and Home Business; and
  - b) 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.**

**MOVED** : **Cr Scott**  
**SECONDED** : **Cr Waterstrom Muller**  
**Res No** : **OCM240916-05**

**CARRIED 8/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr McNaught, Cr Nunn, Cr Roots,  
 Cr Waterstrom Muller  
 AGAINST : Nil

**BACKGROUND**

This report presents two matters for Council consideration, being:

1. The revocation of two local planning policies (LPPs) being:
  - a) DP04 – Home Occupation and Home Business; and
  - b) DP11 – Transportable Buildings in Residential Areas; and
2. Proposed amendments to DP07 – Residential Development Requirements.

DP04 – Home Occupation and Home Business

DP04 was adopted by Council in September 2002 to provide guidance for development applications for Home Occupations and Home Businesses. There have been a number of reviews and amendments to the policy since originally adopted.

DP11 – Transportable Buildings in Residential Areas

DP11 was introduced in September 2002 and has been reviewed and amended a number of times since originally adopted. The intention of this policy was to ensure the residential amenity was maintained for the resident, while allowing flexibility to use transportable buildings as residential dwellings. Consideration of resident amenity was not a consideration prior to this policy, which is understood to be a concern of the City during increasing housing pressures at the time. Provisions relating to transportable buildings in residential areas have now also been introduced to DP07 (see further discussion below).

DP07 – Residential Development Requirements

DP07 was introduced in September 2002 and was last reviewed in April 2022. That latest review resulted in development standards for transportable buildings in residential areas being added to the LPP, amongst other changes.

**DISCUSSION**

*LPPs proposed to be revoked:*

DP04 – Home Occupation and Home Business

On 15 February 2021, the Western Australian Planning Commission (WAPC) amended the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) to, amongst other changes, include an exemption for all Home Occupations from requiring development approval (DA) and amended the definition of Home Business.



Home Occupation and Home Business are two separate land uses in accordance with the Regulations and the Scheme.

#### *Home Occupation*

The current definition for Home Occupation is:-

*“means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that —*

- (a) does not involve employing a person who is not a member of the occupier’s household; and*
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and*
- (c) does not occupy an area greater than 20 m<sup>2</sup> ; and*
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2 m<sup>2</sup> ; and*
- (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and*
- (f) does not —*
  - (i) require a greater number of parking spaces than normally required for a single dwelling; or*
  - (ii) result in an increase in traffic volume in the neighbourhood; and*
- (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and*
- (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and*
- (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;*

Where a business meets the definition of Home Occupation, there is no requirement for a DA. On this basis, it is appropriate for Council to revoke the LPP as is no longer relevant.

#### *Home Business*

The amendments to the Regulations also increase the level of detail provided in the definition for Home Business.

The previous definition for Home Business was:-

*“a business, service or profession carried out in a dwelling or on land around a dwelling which –*

- (a) does not employ more than 2 people not members of the occupier’s household;*
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;*
- (c) does not occupy an area greater than 50 square metres;*
- (d) does not involve the retail sale, display or hire of goods of any nature;*
- (e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence of, use or calling of a vehicle more than 3.5 tonnes tare weight; and*
- (f) does not involve the use of an essential service of greater capacity than normally required in the zone.*

The current definition for Home Business is:-

*“means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —*

- (a) does not involve employing more than 2 people who are not members of the occupier’s household; and*
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and*
- (c) does not occupy an area greater than 50 m<sup>2</sup>; and*
- (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and*
- (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and*
- (f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and*
- (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.”*

The level of detail now contained in the land use definition for Home Business as well as relevant provisions in the Regulations are considered sufficient to guide decisions relating to that land use without the need for a separate LPP dealing with the same thing. The policy provisions that are now addressed via the above definition are:

- ensuring the home business does not impact the amenity of the neighbourhood or traffic difficulties – these issues are addressed through Clause 67 of the Deemed Provisions of the Regulations;
- change in “private” vehicle size from 3.5 to 4.5 tonnes to cater for larger domestic vehicles, which previously would have been considered as “commercial” vehicles;
- introduction of allowance for sales when facilitated through the internet – this allows the ability for sellers to allocate delivery pick up, mitigating the impact of vehicle movements on the street.

Furthermore, where a provision of the Regulations is inconsistent with any provision of a local planning scheme or LPP, the Regulations prevails.

As such, the land use definition for Home Business in the Regulations overrides any variation sought by the City’s DP04. It is therefore recommended that the LPP be revoked to provide clarity and simplify the approval process for those seeking to establish a Home Business.

#### DP11 – Transportable Buildings in Residential Areas

In 2022, DP07 ‘Residential Development Requirements’ introduced provisions relating to transportable buildings in residential areas.

These provisions are similar to DP11 being:

- any transportable dwelling is required to be compatible with the appearance of surrounding properties;
- all transportable dwellings visible from the public realm are required to be clad, painted or otherwise appear in a form similar to the existing dwelling on the site;
- appearance of buildings is not to detract from residential amenity expected for residential buildings;
- any sub-floor space is required to be appropriately screened by materials or landscaping, and include a verandah to give the impression of it being an insitu residential dwelling.

As such DP07 (as amended) is proposed to expressly revoke DP11.

*LPPs proposed to be amended:*

Local Planning Policy DP07 – Residential Development Requirements

On 10 April 2024, the WAPC introduced an amended Residential Design Codes Volume 1 – Part B (R Codes Vol. 1 – Part B). The R Codes Vol. 1 – Part B allow local government to modify deemed-to-comply standards to provide localised guidance on acceptable residential development outcomes. The R Codes Vol. 1 – Part B provides a statewide framework for residential development through a set of deemed-to-comply standards for residential development. Where a proposal does not satisfy these standards, a discretionary assessment is undertaken against the relevant corresponding design principles.

DP07 is the City's most referred to LPP because it provides guidance for all residential development. The proposed deemed-to-comply provisions within DP07 provide the City with the opportunity to introduce standards that reflect local acceptable development in our residential areas. These modifications have been proposed following an audit of approved residential development, to understand community desire and acceptable development standards in our residential areas. These modifications generally respond to the Pilbara lifestyle and climate, to provide more localised guidance on acceptable built form outcomes. Additionally, the proposed amendments bring DP07 in line with the layout of the R Codes Vol. 1 – Part B to ensure consistency with the R Codes Vol. 1 – Part B and a more user-friendly local planning policy.

**Attachment 5** to this item outlines the modifications proposed to the existing Deemed-to-Comply provisions of the R Codes Vol. 1 – Part B.

In accordance with Clause 3.2.3a of the R Codes Vol. 1 – Part B, the recommended changes to deemed-to-comply standards of the R Codes relating to open space, stormwater management and ancillary dwellings would require WAPC approval, if adopted by Council.

Should Council adopt the recommended modifications to DP07 (as amended), then the draft DP07 would be referred to the WAPC for consideration of those matters (as referred above) that require WAPC approval, prior to advertising. Once the WAPC agrees the requested modifications then the modified policy would be advertised for a period of not less than 21 days in accordance with the Regulations. Following the advertising process, the City would review the proposed policy considering the submissions received during the advertising period. Subsequently, the draft DP07 would then be referred to the Council to resolve whether to support, support with modifications or not proceed with the draft DP07.

Where an LPP is revoked by the introduction of a new LPP, notice must be prepared to this effect. As the recommendation is to initiate DP07 and revoke DP11 simultaneously, DP11 is not able to be formally revoked until amendments to DP07 are adopted by Council. Prior to formal adoption, DP07, inclusive of the revocation of DP11, is required to be advertised in accordance with the Regulations. As such, there will be no gap between the revocation of DP11 and Council's final consideration and adoption of DP07. This means that any transportable repurposed or second-hand dwelling will still require development approval in the Residential zone where it does not achieve these design standards in the interim.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

In accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council needs to determine whether it supports revocation of DP04 and DP11 and the recommended updated version of DP07.

Should Council resolve to amend DP07, the proposed deemed-to-comply standards for open space, stormwater management and ancillary dwellings would need to be referred to the WAPC for approval in accordance with the R Codes and the Regulations.

Should Council resolve to amend DP07, the draft LPP will be required to be publicly advertised for a period of no less than 21 days. Following the advertising period, submissions received must be reviewed and presented back to Council with the final recommended version of DP07. At that point, Council can resolve to proceed with DP07, with or without modification, or to not proceed with DP07.

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires the local government to publish notice of a LPP for a period of no less than 21 days.

**POLICY IMPLICATIONS**

LPPs guide decision making on planning matters.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with the proposed changes to the LPPs.

**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 LPP 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.

**OPTIONS:**

There are no alternative options proposed by Officers.

**CONCLUSION**

It is recommended that Local Planning Policies DP04 'Home Occupation and Home Business' and DP11 'Transportable Structures' be revoked. The provisions of DP11 are proposed to be replaced by provisions being incorporated into the new version of DP07, if adopted. DP04 is no longer required due to Home Occupation and Home Business now being addressed by State planning regulations.

It is recommended that Council adopt amendments to Local Planning Policy DP07 'Residential Development Requirements' as part of an updated version of the policy for advertising purposes. The proposed amendments should reduce the number of minor building works requiring development approval while preserving the amenity of residential neighbourhoods.

## **12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**

There are no Strategic Projects and Infrastructure reports.

### **13 CHIEF EXECUTIVE OFFICER REPORTS**

#### **13.1 ITEMS FOR INFORMATION ONLY**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

#### **PURPOSE**

To advise Council of the information items for September 2024.

#### **VOTING REQUIREMENTS**

Simple Majority.

#### **OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

That Council NOTE the following information items:

- 13.1.1 Community Experience update July 2024**
- 13.1.2 Concession on Fees and Charges July 2024**
- 13.1.3 Youth Advisory Group update**
- 13.1.4 Development Services update**
- 13.1.5 Record of Tender Outcome Under Delegation**
- 13.1.6 Public Agenda Briefing Session Additional Information**

**MOVED : Cr Furlong**  
**SECONDED : Cr McNaught**  
**Res No : OCM240916-06**

**CARRIED 8/0**

**FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr McNaught, Cr Nunn, Cr Roots, Cr Waterstrom Muller**  
**AGAINST : Nil**

**13.1.1 COMMUNITY EXPERIENCE INFORMATION – JULY 2024**

**File No:** CS.23  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** EA Community Experience  
**Date of Report:** 14 August 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

**PURPOSE**

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

**Attendance & Utilisation Summary**

<b>Facility Attendance</b>	<b>July 2023</b>	<b>July 2024</b>	<b>Year on Year %</b>
The Youth Shed	1,249	620	- 50%
The Base	988	1,002	+ 1%
Total Library	8,171	10,186	+ 25%
Karratha Leisureplex	33,686	36,678	+ 9%
Wickham Recreation Precinct	2,283	2,438	+ 7%
Roebourne Aquatic Centre	0	0	0%
Red Earth Arts Precinct	4,995	7,823	+ 57%
Arts Development & Events	808	7,601	+ 841%
Indoor Play Centre	3,150	1,325	- 58%
<b>Community Programs</b>	<b>Jun 2024</b>	<b>Jul 2024</b>	<b>Month on Month %</b>
Security Subsidy Scheme properties	20	8	- 60%
Meet the Street Parties	0	1	+ 100%

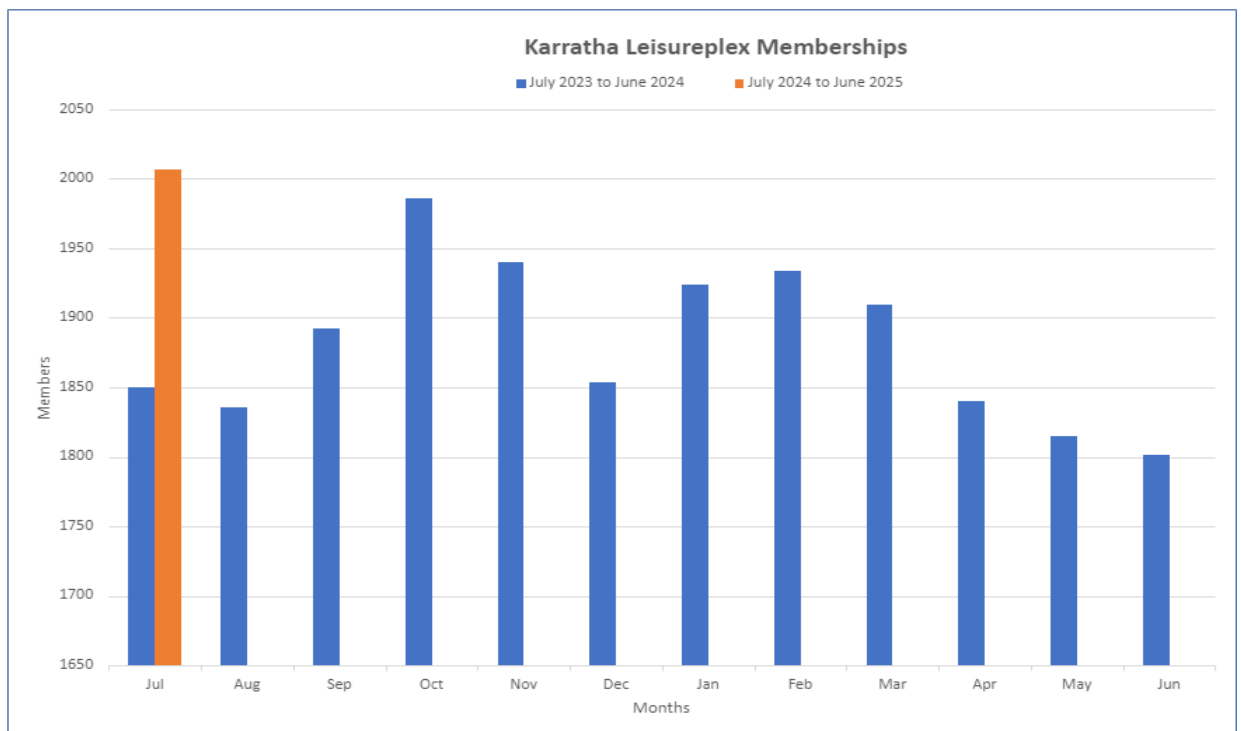
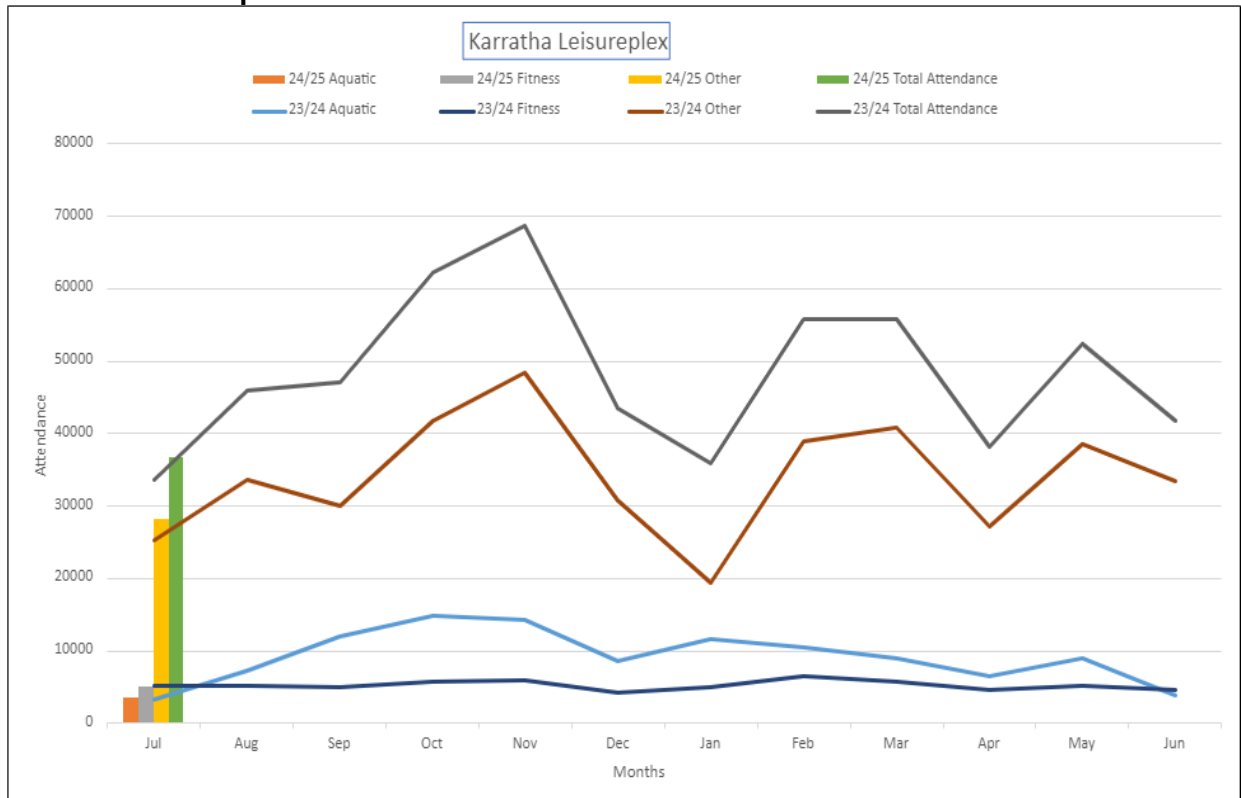


**Small Community Grants**

The following Small Community Grants were awarded since the last Ordinary Council Meeting. The total contribution is \$28,838.70.

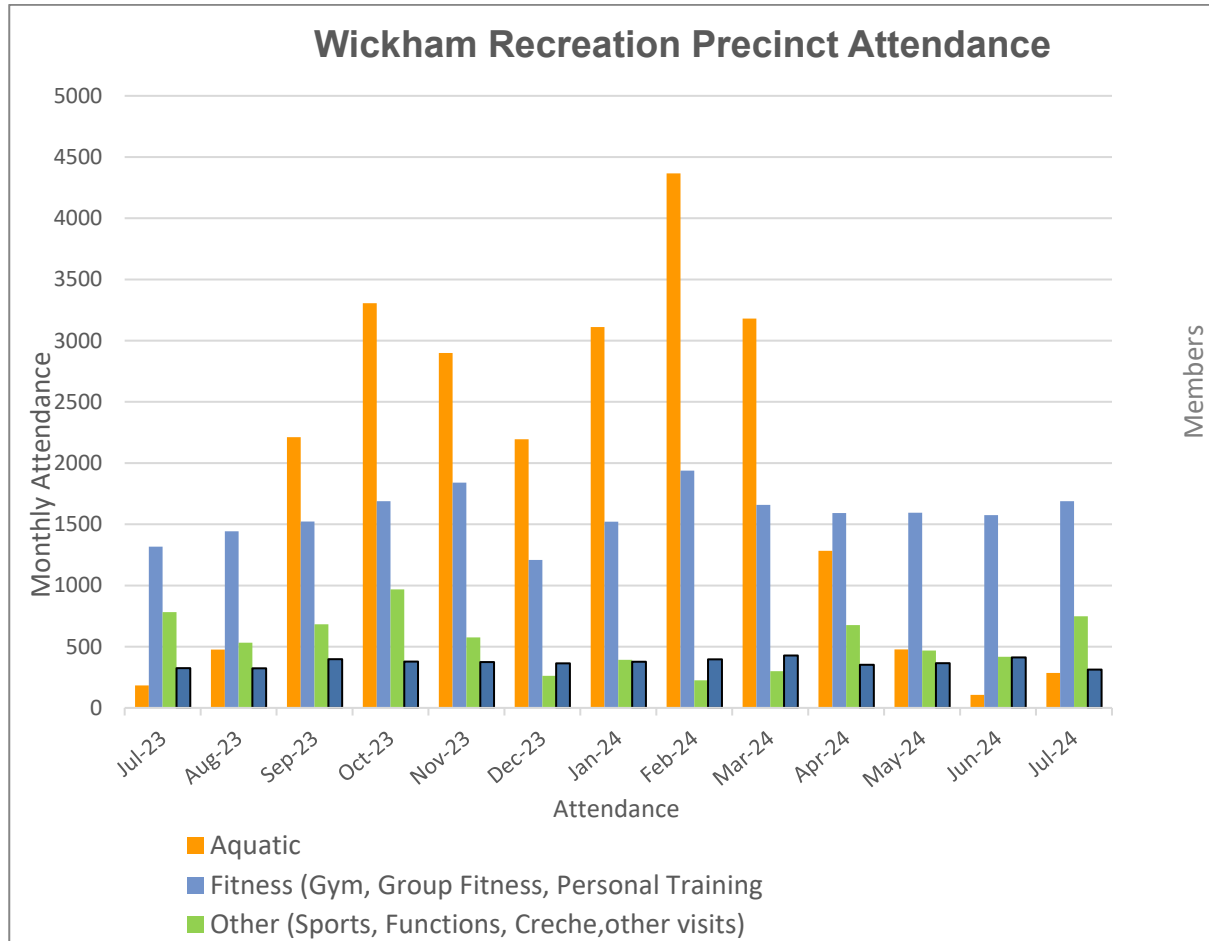
Town	Who	What	Awarded ex GST
Karratha & Surrounds	Country Women’s Association – Karratha & Districts Branch	Funding to purchase aprons, tablecloths and signage to use at fundraising events	\$938.70
Karratha	Karratha Little Athletics Centre	Funding to support costs associated with hosting the 2024 North West Championships, September 2024. Host to 6 North West towns and approximately 150 athletes.	\$5,000
Dampier	Dampier Squash Club	Funding to cover venue hire and flights to support the 2024 FeNaCING Competition in its 35 <sup>th</sup> year.	\$2,900
Karratha	Karratha Basketball Association	Funding to support flights, accommodation and uniforms for local basketballer to attend U16 National Basketball Championships in Melbourne, July 2024.	\$1,000
Point Samson	Point Samson Community Association	Funds to support the Get Up and Groove free family friendly event promoting social interaction within the community and featuring musical performances in the park.	\$5,000
Karratha	Raiders Boxing Club	Funding to replace boxing equipment and to repair the existing boxing ring.	\$5,000
Karratha	WA Police Legacy	Legacy Ball 2024 – Support with costs associated with catering and venue hire for the ball	\$5,000
Karratha	Karratha Netball Association	Supporting 4 junior athletes to attend West Coast Fever Netball Club’s Fever in Time Program in Perth – flights and accommodation	\$4,000

**Karratha Leisureplex**



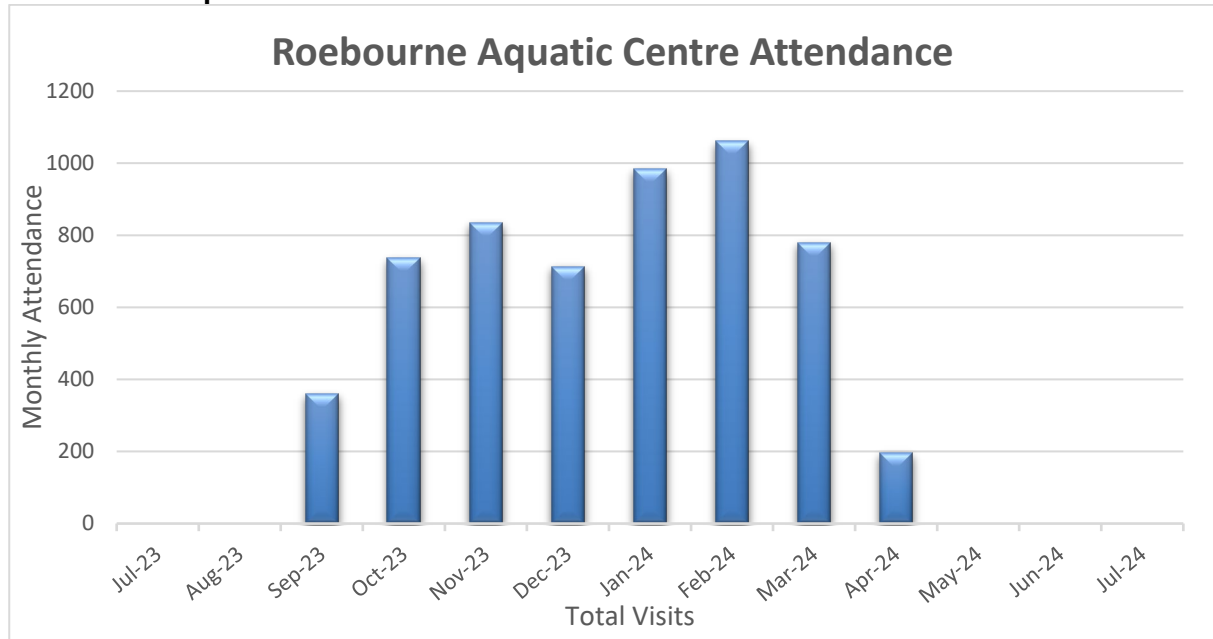
Total attendance was up 9% on July 2023 and this can be attributed to strong growth in netball and increased aquatic attendance in July. Memberships have increased by 206 (11%) over the month of July, primarily attributed to 'new to town' customers. Term 2 (winter) swim school has registered 422 enrolments, total aquatic attendance is up 7% compared to the same period last year.

**Wickham Recreation Precinct**



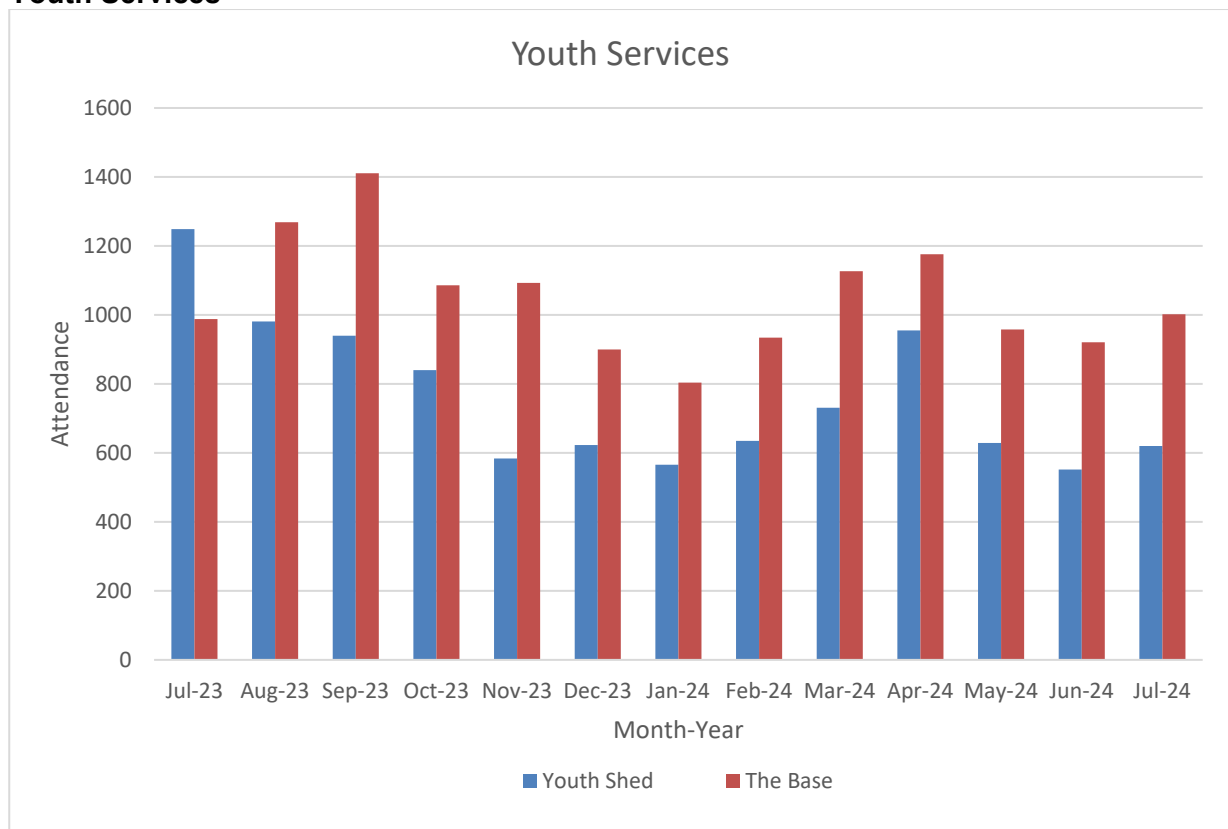
Wickham Recreation Precinct had a decrease of 3% memberships from July 2023 and a 6% group fitness increase from June 2023. WAC attendance for July was 285 which is an increase from the same time last year and up 165% from last month. Total attendance was up 7% from the same time last year.

**Roebourne Aquatic Centre**



Centre closed – seasonal.

**Youth Services**



**The Base, Wickham**

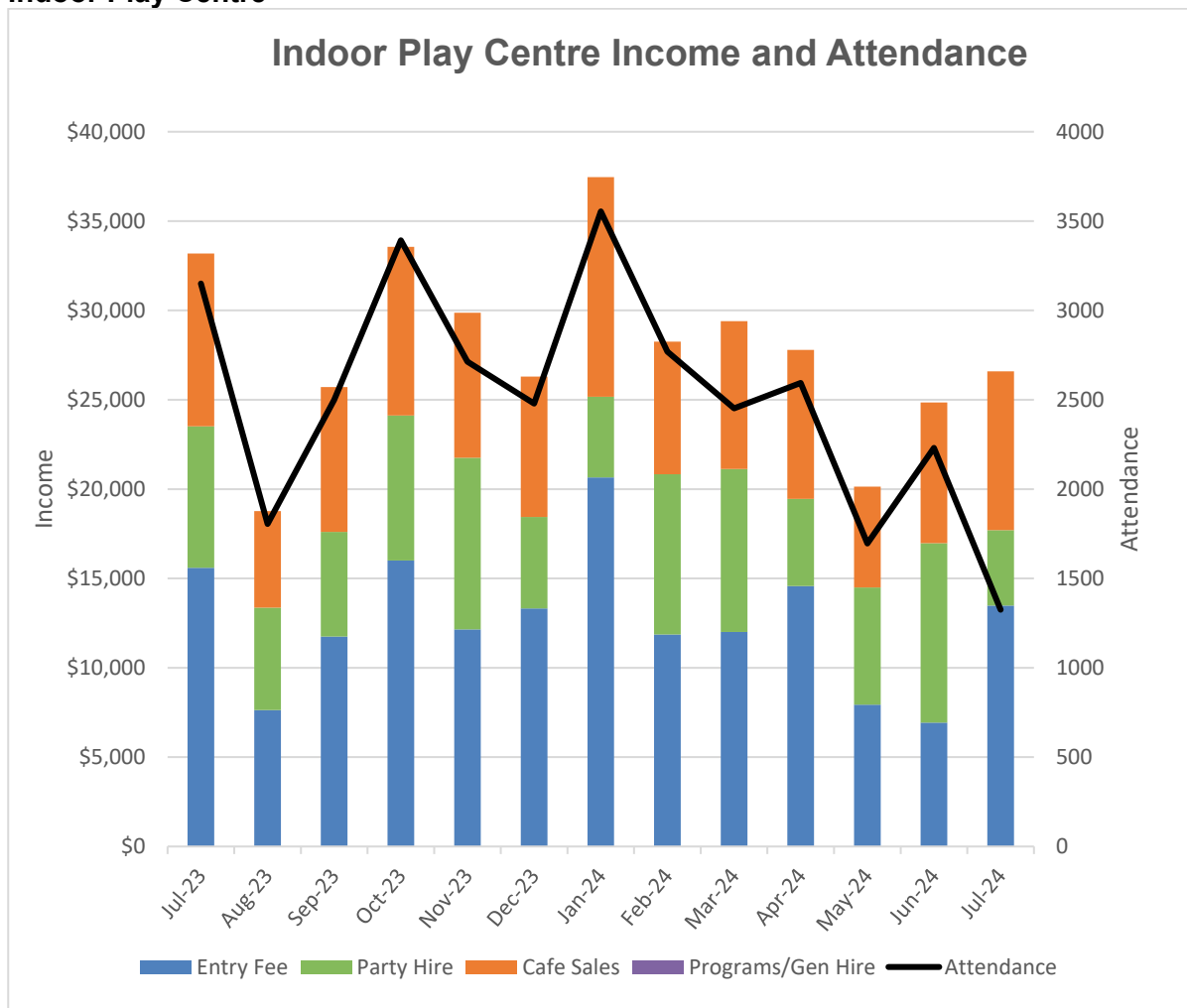
The Base had a monthly attendance of 1,002. This was a result of a change to term programming and school holiday programming. Our school holidays were the highlight of the month. The Base for the first time engaged the youth in Point Samson for a 3x3 basketball competition and DJ live music with free ice cream and this was a successful collaboration

between the young people and the adults. More than 60 youth, 15 parents and grandparents attended the event. NAIDOC week was also an important event in the calendar with youth celebrating shared culture including a Wall Art Masterpiece and Didgeridoo making.

**The Youth Shed, Karratha**

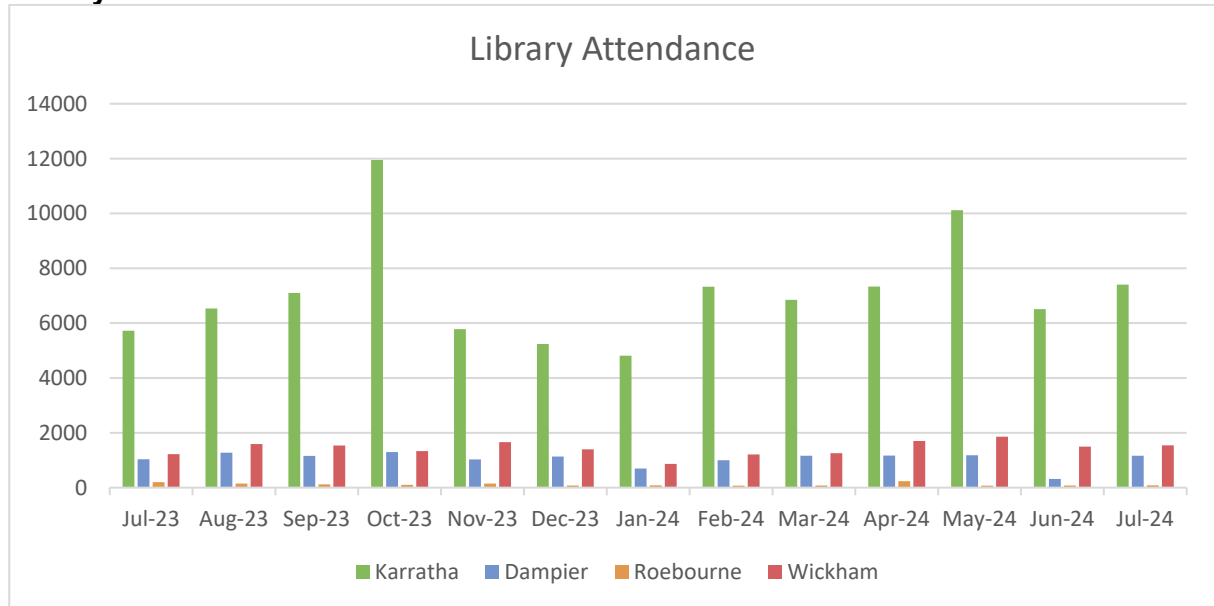
The Youth Shed had a monthly attendance of 602 participants. This achievement resulted from our commitment to community consultation and engagement, which prompted local groups to encourage their young people to take part in our regular programs. A highlight of the month was our collaboration with the Clontarf Academy through the Green Generation program, where over 50 boys from primary and high schools participated in a gardening, composting, and caring for our vegetable garden. Additionally, our NAIDOC week celebrations during the school holidays attracted a new audience and yielded positive outcomes for our regular attendees.

**Indoor Play Centre**



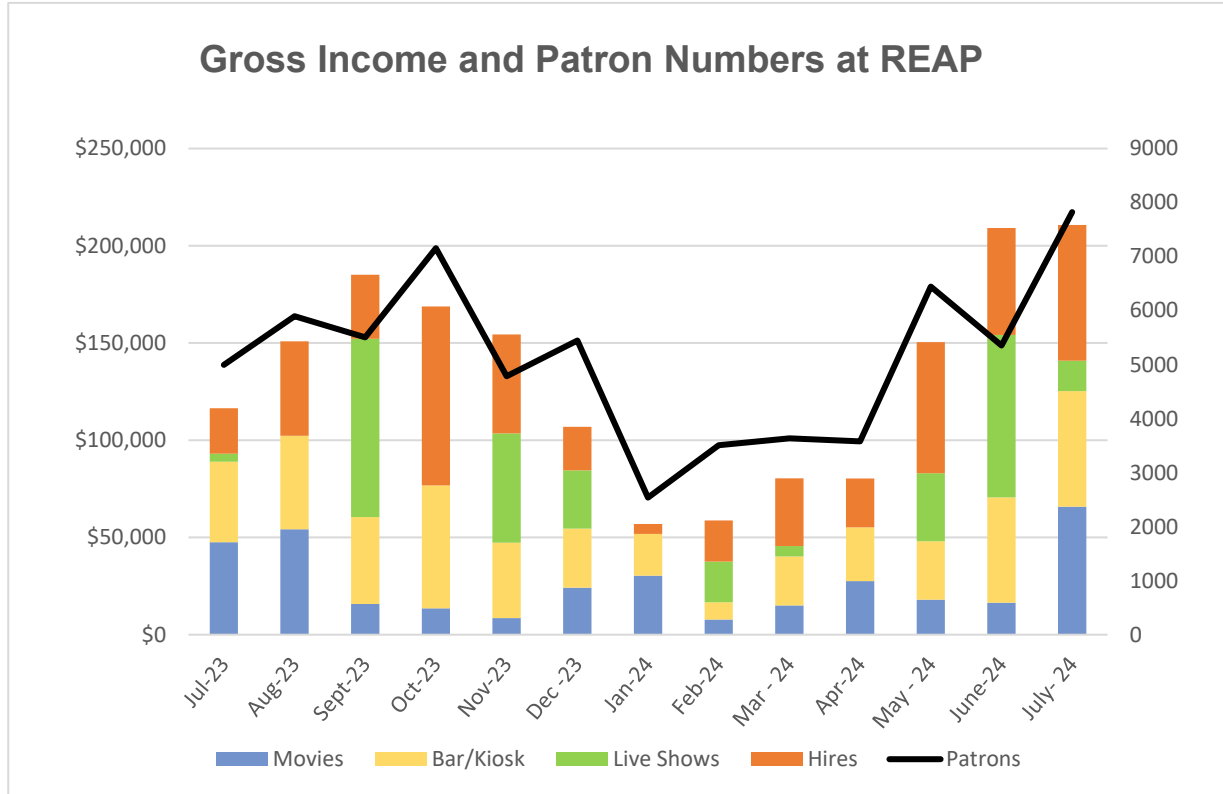
Attendance numbers have decreased in July 2024 compared to the same period in 2023, and June 2024. Revenue has however increased driven by Café sales and entry fees compared to June. New Laser Tag guns have arrived, it is expected attendance will rebound in August as Laser Tag parties recommence.

**Library Services**



<b>11526</b> Total memberships (104 new members signed up in June).	<b>4154</b> Physical items and <b>1091</b> eResources borrowed.
<b>1591</b> Individual computer log ins by members and guests (excludes Wi-Fi).	<b>10</b> External requests for local history information.
<b>1209</b> Program participants at <b>46</b> programs, (including Story Time, Rhyme Time, Family Funday, Libraries After Dark and School Holiday programming).	<b>141</b> Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
<b>1663</b> Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning).	

**Red Earth Arts Precinct**



REAP kicked off the new financial year in July 2024 with impressive figures, significantly outperforming the previous year. This success was driven in part by outstanding movie performances from the blockbusters *Despicable Me 4* and *Inside Out 2*. Below is a detailed analysis, including comparisons to July 2023:

**Movies:** We were fortunate to host two blockbusters that drew in attendance numbers not seen in quite some time. ‘*Despicable Me 4*’ attracted 1933 attendees over six sessions, with one session drawing as many as 446 attendees. ‘*Inside Out 2*’ drew 1764 attendees across five screenings. Both movies were well received by families and significantly contributed to our monthly movie attendance.

**Bar/Kiosk:** Bar and kiosk revenues were significantly bolstered by the movie events, contributing \$36,000 to the total revenue of \$59,371. This was a 43% increase from the previous year. Tina Turner Tribute Event - the bar and kiosk generated \$8673 during this sellout event, which had one of the most enthusiastic crowds we have ever had at the venue.

**Live Shows:** In June, we hosted an ACE - programmed live show, *Momenta*, which performed well despite coinciding with the Roebourne Cup weekend. *Momenta* attendance was 211 and ticketing income equalled \$15,637.

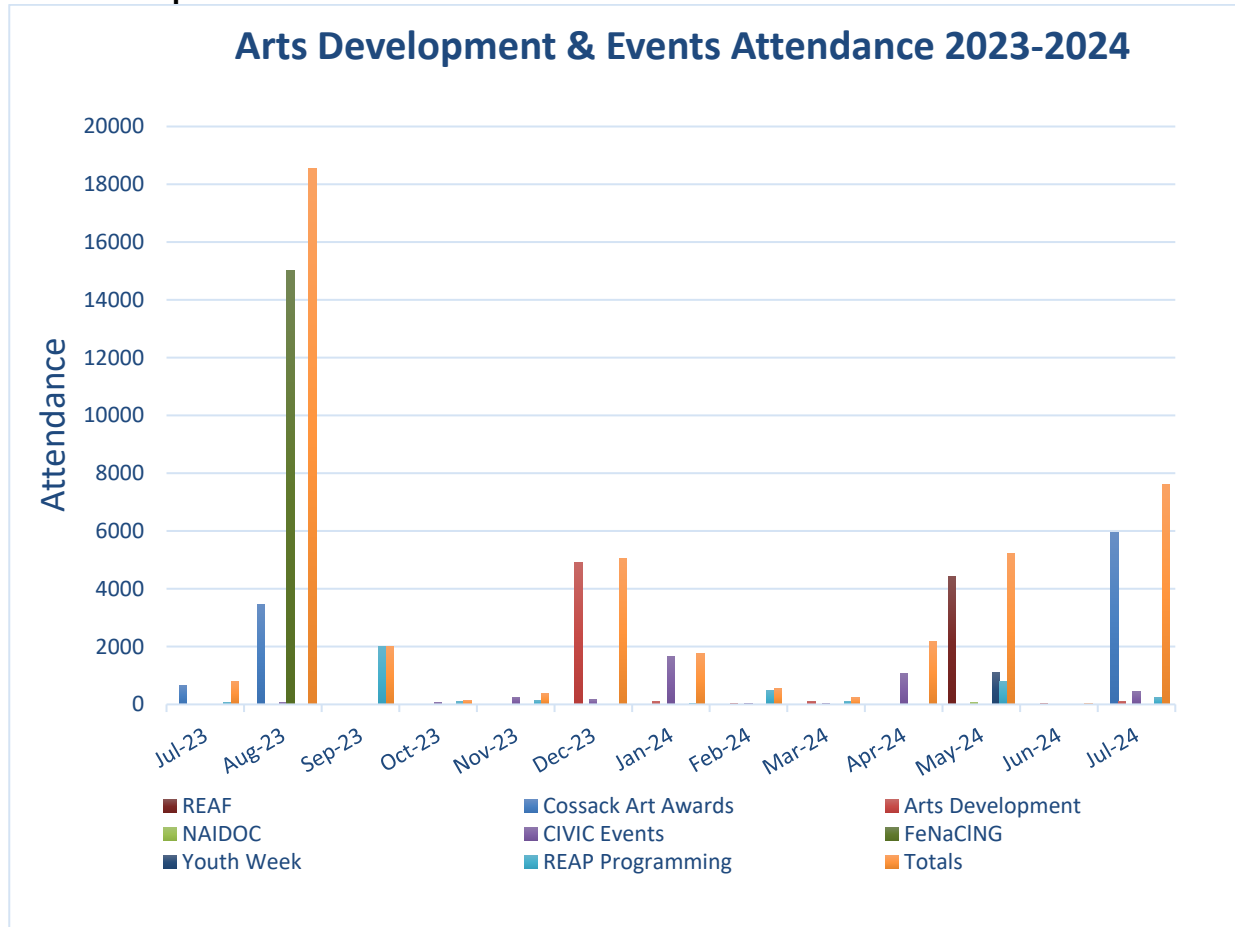
**Venue Hires:** July saw several successful venue hires, with the Tina Turner tribute band event being a standout. Tina Turner Tribute Event attendance was 458, Hire Income \$6347, Ticketing \$26,553 and Bar and Kiosk \$8673.

We also hosted other notable events, including the Rio Tinto Service Dinner for the Pilbara Ports, Grow Local KDCII After Hours, St. John's Ambulance Award Evening, PKKP AGM, and multiple Rio Tinto Leadership Days.

**Patrons:** The total number of patrons visiting the precinct in 2024 (7823) increased significantly compared to July 2023 (4995). This represents a 57% increase in patronage, demonstrating the growing popularity of our events, hires, and programming.

**Total Revenue:** Overall, total revenue for July 2024 \$210,682 saw a substantial increase compared to July 2023 \$116,478. This is an impressive 80.9% increase in total revenue, highlighting the hard work and dedication of the REAP team in achieving this success.

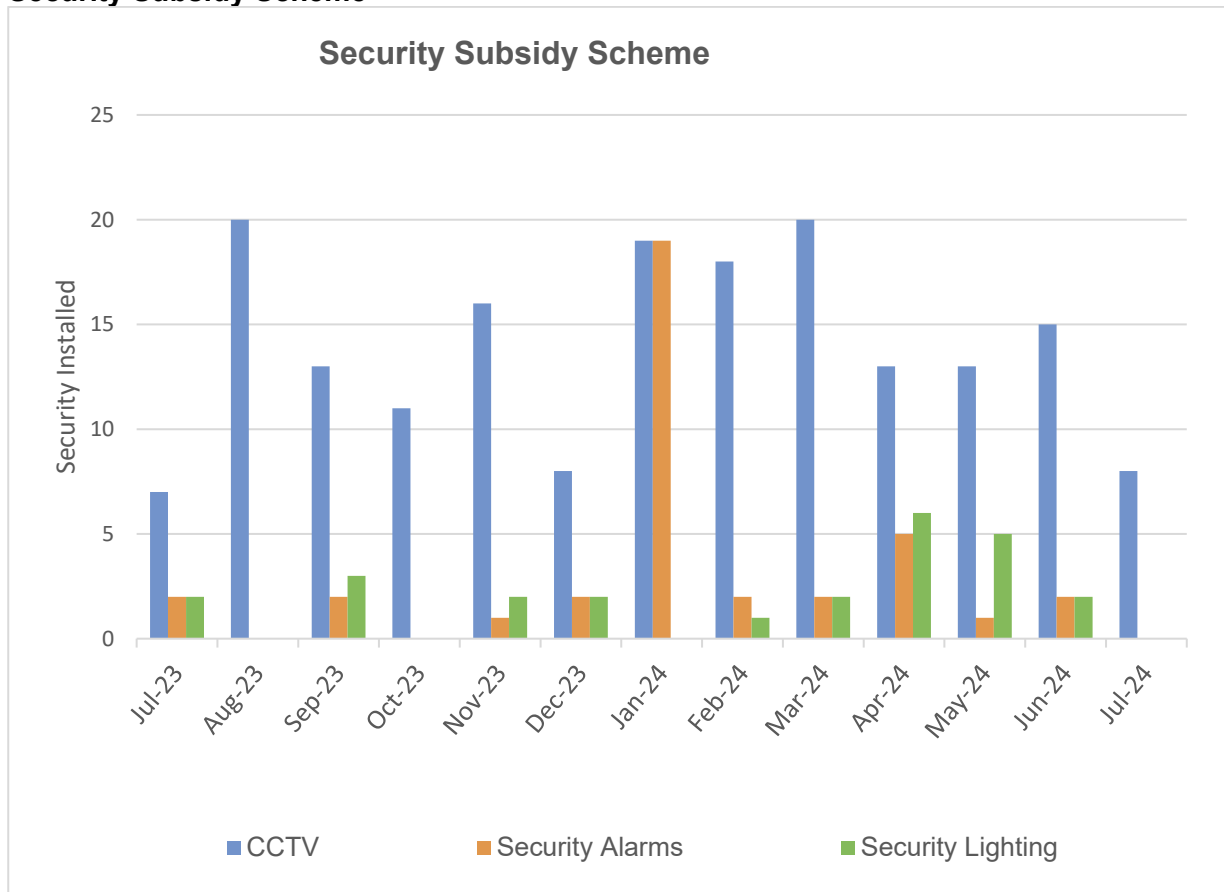
**Arts Development & Events**



July is one of our busiest months with NAIDOC week which was a full program of activities spread throughout our 5 regions which included the flag raising, a talent show, 2 concerts and 5 workshops. We also had the start of Cossack Art Awards with the Gala, Art Awards, Art exhibition at the Bond Store, Children's Art Exhibition at the Gailbrath and 10 public programs. At REAP we had Momenta which included 2 workshops, sneak performance and public performance and the Kindle Art Exhibition. Attendance numbers in July have amounted to 7963.

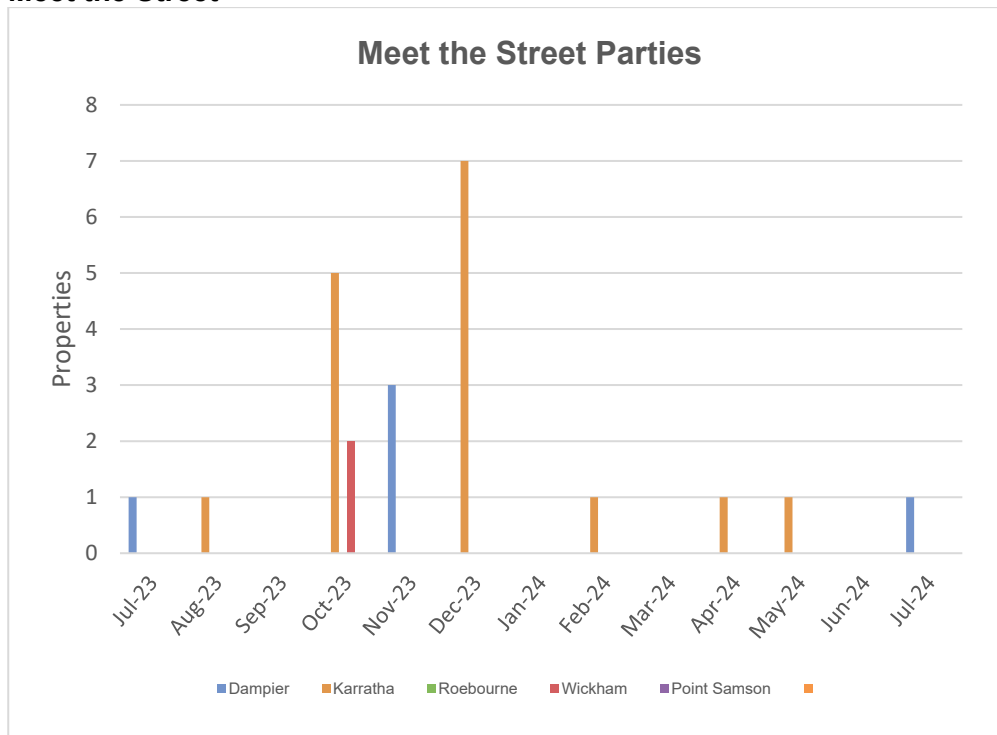


**Security Subsidy Scheme**



8 Security Subsidy applications, less than the previous months but comparable to July 2023.

**Meet the Street**



1 Meet the Street party in July.

**COUNCILLOR QUESTION:**

There was a significant reduction in attendance, of 50%, at the Youth Shed in July compared to the prior year. Why was this?

**CITY RESPONSE:**

Officers will monitor attendance over the coming months. Last year, the City undertook a campaign to promote the reduction in the entry age from 11 years old to 10 years old which resulted in an increase in 10-year-old attendees. Potentially we are seeing numbers normalise.

**COUNCILLOR QUESTION:**

Is there a way to capture number of people attending specifically for laser tag? Can we potentially market laser tag to adults in the evening?

**CITY RESPONSE:**

The team will separate out Laser Tag events for future reports and will investigate potential for expanding this offering to adults in the evening.

**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 July 2024  
**Disclosure of Interest:** Nil  
**Attachment(s):** 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 July 2024.

<b>Organisation</b>	<b>Reason</b>	<b>Authorised Officer</b>	<b>Amount (excl. GST)</b>
Triple M Radio ABC Radio Ngaarda Radio	To waive the fee of \$210 for 6 adult tickets @ \$35 to provide additional exposure to promote Romeo and Juliet presented by Bogan Shakespeare.	Director Community Experience	\$190.91
Triple M Radio ABC Radio Ngaarda Radio	To waive the fee of \$180 for 6 adult tickets @ \$30 to provide additional exposure to promote Are You Pulling My Leg presented by Arts on Tour.	Director Community Experience	\$163.64

**13.1.3 YOUTH ADVISORY GROUP UPDATE**

**File No:** CS.8  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** Manager Engagement and Partnerships  
**Date of Report:** 19 June 2024  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**PURPOSE**

To provide Council an update of the key discussions, feedback, and outcomes from Youth Advisory Group meetings for the 2024 – 2025 term.

**BACKGROUND**

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

The Youth Advisory Group for 2024-2025 were appointed by a panel inclusive of the Manager of Engagement and Partnerships, a Senior Youth Officer, and Community Development Officer in February 2024. In accordance with the Terms of Reference, 12 Youth Representatives were appointed to the group, and an additional 2 members were co-opted into the group by invitation. The Youth Advisory group for this term are comprised of 13 female, and one male representative. Members represent townships from Dampier, Karratha, and Wickham. The youngest member for this term is 11 years old and the oldest is 17 years of age.

On 30 October 2023, Council endorsed the appointment of Cr Nunn, Cr Furlong, and Cr Waterstrom-Muller to the Youth Advisory Group for a two-year term. On 29 April 2024, Council approved the revised/updated Terms of Reference for the Youth Advisory Group, shifting Youth Representatives into a position to chair and drive the group with appointed Councillors and City staff as observers and support only.

**DISCUSSION**

**Meeting 1: 27 March 2024**

Agenda Item	Points of Discussion
Terms of Reference	<ul style="list-style-type: none"> <li>• Outlined to members the guidelines and rules for YAG membership and meetings.</li> <li>• Membership Composition: Discussion on limiting membership to 12 young people plus co-opted members, with City of Karratha staff and Councillors as observers/support only. Two additional youth representatives have been co-opted for their unique skillset.</li> <li>• Family ties: It was mentioned that two appointed council members are related to YAG members.</li> <li>• Chairperson Role: Current chair is the Director of Community Experience; It was suggested that a young person should chair</li> </ul>

	<p>meetings on a rotation with a new chair appointed at the end of each meeting. YAG members were in support.</p> <ul style="list-style-type: none"> <li>• Chairperson Responsibilities: City representatives agreed to outline the role and responsibilities of the chairperson and provide support.</li> <li>• Glossary: A suggestion was made to include the addition of a glossary/index to explain complex terms in the Terms of Reference.</li> </ul>
<p>Youth Week 2024</p>	<ul style="list-style-type: none"> <li>• The City asked if any YAG members would be interested in presenting the City Youth Week program at their school in front of students at assembly- two members volunteered and details were sent to our programming team to follow up with the school.</li> <li>• Members encouraged to think about the events they attend or are interested in and prepare some feedback for the next meeting.</li> <li>• YAG members were asked if they had seen the marketing material for Youth Week and most agreed that they had at least seen the posters.</li> </ul>
<p>Youth Strategy Review</p>	<ul style="list-style-type: none"> <li>• The Youth Strategy was described as an important document used to shape delivery of services, projects, and engagement with young people across the City.</li> <li>• It was mentioned that the City will speak to young people and the YAG about their needs and aspirations for the City during the strategy review.</li> <li>• YAG members expressed interest in more arts and non-sport venues, a water park, and open community spaces, as well as better clothing stores in Karratha. They were informed that while the City cannot control this, it can advocate for it.</li> <li>• It was raised that the YAG will have the ability to provide feedback on future infrastructure projects.</li> <li>• YAG members asked to read the current Youth Strategy as 'homework' and consider some feedback/questions to bring to the next meeting.</li> </ul>
<p>General Business</p>	<ul style="list-style-type: none"> <li>• It was suggested by pre-existing YAG members that meetings held monthly never worked and suggested two per term. It was noted that at least one meeting per term would be good.</li> <li>• It was mentioned that the last week of term is harder to commit to due to existing school commitments and that meetings would be better toward the start of each term.</li> <li>• It was suggested that the YAG could present directly to council in a few months. It was suggested that once a year the YAG could present to council (the Minutes and meeting discussions, any updates etc).</li> </ul>

	<ul style="list-style-type: none"> <li>• The City have asked YAG members to contact City Officers if they want to attend the council meeting when they consider the Terms of Reference or matters relating to the YAG.</li> <li>• A discussion of the best communication method/platform resulted in Teams being the most popular choice. Some YAG members do not have a phone/access to Teams but will be included in conversations via a City Officer in other means.</li> </ul>
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**Meeting 2: 1 May 2024**

<b>Agenda Item</b>	<b>Points of Discussion</b>
Strategic Community Plan	<ul style="list-style-type: none"> <li>• YAG members engaged in a sticky note workshop to discuss what they love about the City, their vision for its future in ten years, and actions to achieve that vision. Feedback has been summarised below;</li> <li>• Recreational and Entertainment Facilities: Desire for mini golf, bowling, outdoor cinema, waterpark, roller rink, laser tag, indoor trampolining, escape rooms, discos, and beach parties.</li> <li>• Affordable Living: Need for cheaper flights to Perth and affordable housing to support young people’s independence.</li> <li>• Youth-Friendly Spaces: Interest in more youth activities, including action-based for younger and chill spaces for older youth, addressing boredom and the Youth Shed’s stigma.</li> <li>• Retail and Dining Diversity: Call for more varied retail outlets, clothing, shoe stores, restaurants, and fresh grocery options.</li> <li>• Infrastructure Improvements: Better wheelchair access, more public transport options, and improved pool amenities/more of.</li> <li>• <b>Safety:</b> Concerns about feeling unsafe at night, especially for girls.</li> <li>• Inclusivity and Accessibility: Reducing discrimination and increasing visibility and opportunities for people with disabilities.</li> <li>• Job and Educational Opportunities: More job options in arts and creativity beyond mining, and support for local farming initiatives.</li> </ul>
Youth Week 2024 Feedback	<ul style="list-style-type: none"> <li>• The laser tag and art class were highlighted as popular.</li> <li>• Free activities attracted many participants, leading to overcrowding, especially in laser tag, where repeated sign-ups and team imbalance affected fairness and experience.</li> <li>• YAG members suggested preventing multiple sign-ups to allow broader participation. The Roebourne Survivor Challenge needed clearer descriptions and better advertising.</li> </ul>

	<ul style="list-style-type: none"> <li>• Only two YAG members attended, with older teens less engaged. Separating activities for different age groups was suggested to improve attendance.</li> <li>• Some couldn't attend due to travel distances, highlighting a need for better public transport.</li> <li>• Discussions on improving Youth Week 2025 will be held later in 2024.</li> </ul>
General Business	<ul style="list-style-type: none"> <li>• All YAG members need to bring a signed image release before we can get a group photo to promote the YAG on social media. Members have been reminded and asked to bring the form to the next meeting.</li> <li>• Suggested a monthly meeting date instead of each term - the majority voted 'yes' for monthly meetings even if they can't always attend.</li> </ul>

**Meeting 3: 12 June 2024**

<b>Agenda Item</b>	<b>Points of Discussion</b>
Youth Strategy	<p>YAG members sought clarification on the terms within the existing strategy.</p> <ul style="list-style-type: none"> <li>• Embedding the Strategy: The YAG discussed the Youth Strategy as a four-year plan linked to the Corporate Business Plan and Strategic Community Plan, outlining youth priorities.</li> <li>• Environmental Focus: YAG members highlighted the strategy currently lacks clear environmental objectives, needing better integration and accountability.</li> <li>• Service Availability: Emphasis on accessible services for young people's wellbeing, including mental health, recreation, and education.</li> <li>• Youth-Led Events: The goal of hosting at least two youth-led events per year may not have been achieved.</li> </ul>
YAG Projects 2024-2025	<ul style="list-style-type: none"> <li>• Group discussion: What do the YAG want to achieve/ work on together?</li> <li>• Youth to deliver an event – e.g. A Colour Run</li> <li>• Raising money for charity- fundraiser (fun-raiser). Sausage sizzle- raising money for charity. Partner with another organisation like Headspace or the Youth Shed.</li> <li>• More advertising/promotion for youth groups- more awareness of the YAG and other youth groups to get young people to join. Promote different options for youth participation.</li> <li>• MC an event (like FeNaCl or REAF).</li> <li>• Advocate/recommend more places for kids to hang out/ online vote for young people to choose where they want to hang out.</li> <li>• Survey of what young people want to see in Karratha/ Youth Survey</li> <li>• Paint and sip/craft workshop delivered by the YAG for young people</li> <li>• Art exhibition / craft workshops</li> </ul>

	<ul style="list-style-type: none"> <li>• Writing competition</li> <li>• YAG members will be asked to add any other ideas they have before a Teams poll to vote for their top three projects. The most popular votes will be taken to the next meeting to expand on and work toward.</li> </ul>
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**Meeting 4: 24 July 2024**

<b>Agenda Item</b>	<b>Points of Discussion</b>
Project: MC a public event	<ul style="list-style-type: none"> <li>• Events considered by the YAG were Christmas on the Green/Christmas Carols/REAP Christmas event/s</li> <li>• Action: Community Development Officer to discuss opportunities for the YAG to MC at City events with the Events Team (AD&amp;E)</li> </ul>
Project: Promote youth groups/activities for young people	<ul style="list-style-type: none"> <li>• The YAG identified Youth Week, Clean Up Australia Day and Keep Australia Beautiful Week, and Mental Health Week as events to promote to young people.</li> <li>• The YAG would like to bring the ideas of young people to be considered when the City organises activities for Youth Week.</li> <li>• The YAG would like to increase the promotion of Clean Up Australia Day and Keep Australia Beautiful Week across Social Media Platforms to encourage increased participation of young people.</li> <li>• The YAG would like to have a social media campaign, with interviews of young people by young people to reduce the stigma of mental health.</li> </ul>
Project: YAG newsletter	<ul style="list-style-type: none"> <li>• YAG members discussed design, topics to be included, and fun inclusions to engage young people.</li> <li>• YAG members to design a logo</li> <li>• Newsletter to be promoted through announcements at schools, by the creation of a YAG page on the City of Karratha website, by the creation of a social media account for the YAG.</li> </ul>
Project: Creative workshops	<ul style="list-style-type: none"> <li>• Creative workshops could be led by YAG members or be provided by other people or organisations.</li> <li>• Ideas for workshops included: Hand- sewing, life skills workshops (how to pay bills, change a tyre, childcare for young people transitioning out of living at home, budgeting etc), making candles, movie screening with craft/facepainting alongside the movie, painting workshop, drawing, paper origami workshop, paper mâché lanterns, chess, checkers (teaching young people how to play).</li> <li>• Action: Community Development Officer to provide a template for YAG to use to plan workshops.</li> </ul>
Project: YAG Radio Show	<ul style="list-style-type: none"> <li>• The YAG would like to talk once a month on the radio to discuss youth issues.</li> <li>• Options partner with ABC Pilbara or Ngaarda Media</li> <li>• YAG will consider their availability to deliver a youth radio show.</li> </ul>



**CONCLUSION**

This report presents the outcomes of the first four Youth Advisory Group meetings held from March to July 2024. The Youth Advisory Group, comprising 12 appointed members and 2 co-opted individuals, represents diverse townships including Dampier, Karratha, and Wickham. Led by young leaders, the group collaborates with Council to provide insights and perspectives crucial for community engagement. Recent updates include revised Terms of Reference, empowering Youth Representatives to chair meetings while Councillors and staff serve as observers and supporters. The report recommends Council receive the Youth Advisory Group Report for this period.

**13.1.4 DEVELOPMENT SERVICES UPDATE**

<b>File No:</b>	DB.32
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Manager Planning Services
<b>Date of Report:</b>	20 August 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

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**PURPOSE**

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

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

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

**As of 21 August 2024**

APPLICATION (City &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
<b>SAT</b>					
Nil					
<b>JDAP</b>					
DA24-024	Bayview Caravan Park Lot 2654 Bayview Road, GAP RIDGE	8 April 2024	<ul style="list-style-type: none"> <li>• Hotel and Restaurant development approved by RDAP:                             <ul style="list-style-type: none"> <li>○ Demolition of existing park homes, ablution blocks and related amenities, with the retention &amp; refurbishment of existing swimming pool, reception area and caretakers’ facility;</li> <li>○ Guest accommodation consisting of 832 rooms, sited within 68 buildings;</li> <li>○ Associated amenities (gym, laundry);</li> <li>○ New restaurant, licenced bar and beer garden; and</li> <li>○ Associated areas of car parking, access and landscaping</li> </ul> </li> <li>• All new buildings would be of a modular construction.</li> <li>• Responsible Authority Report recommended deferral pending resubmission and assessment as Workforce Accommodation.</li> <li>• City provided set of draft conditions, as requested by RDAP.</li> <li>• RDAP approved development on 15/08/2024 subject to set of conditions requested by the applicant.</li> </ul>	Manager Planning	RDAP approved 15/08/2024
DA24-066	Lot 572 Mof Road, BURRUP	25 June 2024	<ul style="list-style-type: none"> <li>• Proposed modifications to the Pluto Train 1 LNG Plant.</li> <li>• Application proposes modifications to Train 1 to be able to accept and process Scarborough gas through the facility.</li> <li>• The application comprises:                             <ul style="list-style-type: none"> <li>○ Temporary construction facilities, to be removed by 2027;</li> <li>○ Construction of Pluto Train 1 Scarborough Modifications (modules) to allow the processing of the Scarborough gas through the existing Train 1 facility; and</li> <li>○ Laydown areas.</li> </ul> </li> <li>• Responsible Authority Report due 11/10/2024</li> </ul>	Senior Planner	Under Assessment

**13.1.5 RECORD OF TENDER OUTCOME UNDER DELEGATION**

**File No:** CP.1806  
**Responsible Executive Officer:** Director Strategic Projects and Infrastructure  
**Reporting Author:** Project Administration Supervisor  
**Date of Report:** 31 July 2024  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

**PURPOSE**

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

**BACKGROUND**

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

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

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

<b>Tender No:</b>	RFT19-23/24	<b>Project Budget:</b>	\$375,000 excluding GST
<b>Tender Title:</b>	Saylor Park Public Accessible Amenity		
<b>State-wide Advertising Commenced:</b>	6/03/2024	<b>Tender Closing Date/ Time:</b>	10/04/2024
<b>Scope of Works:</b>	Design and construction of new public unisex accessible amenity at Saylor Park, Wickham Recreation Precinct, inclusive of the alternative scope with the higher finish treatments.		
<b>Selection Criteria:</b>	Price		50%
	Relevant Experience		20%
	Capacity to Deliver		10%
	Methodology		20%
<b>Submissions Received:</b>	The Trustee for Rebus Restrooms Unit Trust		
<b>Tender Awarded:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Decision:</b>	31/07/2024
<b>Tender Awarded to:</b>	The Trustee for Rebus Restrooms Unit Trust		
<b>Contract Value:</b>	\$338,356.66 excluding GST		
<b>Contract Term:</b>	Six (6) months	<b>Contract Options:</b>	N/A

**13.1.6 PUBLIC BRIEFING ADDITIONAL INFORMATION – 9 SEPTEMBER 2024**

**File No:** CM.191  
**Responsible Executive Officer:** Chief Executive Officer  
**Reporting Author:** Minute Secretary  
**Date of Report:** 9 September 2024  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**PURPOSE**

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 9 September 2024 and outline areas of the September 2024 Ordinary Council Meeting agenda with additional information following the meeting.

**BACKGROUND**

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

**MEETING PROCEEDINGS**

**Official Opening**

Councillor Nunn acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Cr Nunn at 6:00pm on Monday 9 September 2024.

**Record of Attendance**

**Councillors:** Cr Kelly Nunn (Presiding Member)  
 Cr Gillian Furlong  
 Cr Brenton Johannsen  
 Cr Travis McNaught  
 Cr Sarah Roots  
 Cr Jo Waterstrom Muller

**Staff:** Simon Kot A/Chief Executive Officer  
 Emma Landers Director Community Experience  
 Alistair Pinto Director Corporate & Commercial  
 Miranda Geal A/Manager Governance & Organisational Strategy

**Apologies:** Kate Jones Minute Secretary  
 Cr Daniel Scott [Mayor]  
 Cr Daiva Gillam [Deputy Mayor]  
 Lee Reddell Director Development Services  
 Michael Bunting A/Director Strategic Projects & Infrastructure

**Absent:**  
**Leave of Absence:** Cr Tony Simpson  
**Members of Public:** 1  
**Members of Media:**

**Public Question Time**

There were no public questions.

**Petitions/Deputations/Presentations**

There were no Petitions/Deputations/Presentations.

**Declarations of Interest**

There were no declarations of interest

**Requests for Leave of Absence**

There were no requests for leave of absence.

**Agenda Items with Additional Information**

**9 CORPORATE & COMMERCIAL REPORTS**

**9.1 STATEMENTS FOR PERIOD ENDED 31 JULY 2024**

There were no questions.

**9.2 LIST OF ACCOUNTS – 1 JULY 2024 TO 31 JULY 2024**

Questions arising from briefing session.

**9.3 INVESTMENTS FOR PERIOD ENDED 31 JULY 2024**

There were no questions.

**10 COMMUNITY EXPERIENCE REPORTS**

There were no Community Experience reports.

**11 DEVELOPMENT SERVICES REPORTS**

**11.1 REVIEW OF LOCAL PLANNING POLICIES DP04 ‘HOME OCCUPATION AND HOME BUSINESS’, DP07 ‘RESIDENTIAL DEVELOPMENT REQUIREMENTS’ AND DP11 ‘TRANSPORTABLE BUILDINGS IN RESIDENTIAL AREAS’**

There were no questions.

**12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**

There were no Strategic Projects & Infrastructure reports.

**13 CHIEF EXECUTIVE OFFICER REPORTS**

**13.1 ITEMS FOR INFORMATION ONLY**

**13.1.1 COMMUNITY EXPERIENCE INFORMATION – JULY 2024**

Questions arising from briefing session.

**13.1.2 CONCESSION ON FEES FOR CITY FACILITIES**

There were no questions.

**13.1.3 YOUTH ADVISORY GROUP UPDATE**

There were no questions.

**13.1.4 DEVELOPMENT SERVICES UPDATE**

There were no questions.

**13.1.5 RECORD OF TENDER OUTCOME UNDER DELEGATION**

There were no questions.

**Closure**

The meeting closed at 6:14pm.

**14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

No motions of which previous notice was given.

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

No questions by members of which due notice was given.

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

No urgent business.

**17 MATTERS BEHIND CLOSED DOORS**

No matters behind closed doors.

**18 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 6.10pm.

The next meeting is to be held on 28 October 2024 at 6pm at Council Chambers – Welcome Road, Karratha.

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I, Cr Daniel Scott, Mayor of the City of Karratha, hereby declare on behalf of the Councillors of the City of Karratha that the enclosed Minutes are a true and accurate record of the Ordinary Council Meeting held on Monday 16 September 2024.



..... Date: 28/10/2024