



ORDINARY COUNCIL MEETING

AGENDA

**UPDATED FOLLOWING PUBLIC BRIEFING
HELD MONDAY 2 DECEMBER 2024**

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 9 December 2024 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



No responsibility whatsoever is implied or accepted by the City of Karratha for any act, omission or statement or intimation occurring during Council or Committee Meetings. The City of Karratha disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or Officer of the City of Karratha during the course of any meeting is not intended to be and is not taken as notice of approval from the City of Karratha.

The City of Karratha warns that anyone who has any application lodged with the City of Karratha must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the City of Karratha in respect of the application.

Signed: 
Virginia Miltrup, Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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AGENDA

1 OFFICIAL OPENING

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

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

Councillors:

- Cr Daniel Scott [Mayor]
- Cr Daiva Gillam [Deputy Mayor]
- Cr Gillian Furlong
- Cr Brenton Johannsen
- Cr Travis McNaught
- Cr Kelly Nunn
- Cr Tony Simpson
- Cr Jodie Swaffer
- Cr Joanne Waterstrom Muller

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

Apologies:

Absent:

Leave of Absence: Cr Sarah Roots

Members of Public:

Members of Media:

3 PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

Madison McKenzie (RFF), Owen Hightower (RFF), Jordan Ralph (Representing landowner) and Jake Swaffer (Representing landowner) will provide a deputation to Council in relation to item 16.1 Proposed Scheme Amendment No. 64 to City of Karratha Local Planning Scheme No. 8 - Lot 1 Dampier Road, Gap Ridge.

5 REQUESTS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

Cr Simpson declared an interest in the following items:

- Impartiality interest in item 11.2 Business Development Support Grant Application – Karratha Business Enterprise Centre Incorporated as the applicant is Cr Simpson's landlord.

Cr Swaffer declared an interest in the following items:

- Financial interest in item 16.1 Proposed Scheme Amendment No. 64 to City of Karratha Local Planning Scheme No. 8 - Lot 1 Dampier Road, Gap Ridge as Cr Swaffer has partial ownership of Lot 1 Dampier Road.

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 18 November 2024, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings - November 2024	Location
31/10/2024	Kimberley Pilbara Cattlemen's Association Conference Day 1	Karratha
1/11/2024	Kimberley Pilbara Cattlemen's Association Conference Day 2	Karratha
5/11/2024	WALGA President and CEO Meeting	Karratha
1/11/2024	Kimberley Pilbara Cattlemen's Association Gala Dinner	Karratha
6/11/2024	Community Organisation Networking Sundowner	Karratha
11/11/2024	Remembrance Day Speech and Wreath Laying	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 31 October 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	5 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity2. Variance Commentary - Statement of Financial Activity by Nature3. Statement of Financial Position4. Net Current Funding Position

PURPOSE

To provide a summary of Council's financial position for the period ending 31 October 2024

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

The financial reports presented for October 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 October 2024:

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	139,971,171	139,971,171	91,611,087	101,547,706	9,936,619	10.8%	↑
Expenditure	(130,098,130)	(130,098,130)	(45,396,831)	(42,234,679)	3,162,151	7.0%	↑
Investing Activities							
Inflows	6,328,243	6,328,243	2,023,028	1,587,020	(436,008)	-21.6%	↓
Outflows	(52,180,508)	(52,180,508)	(20,489,572)	(11,280,617)	9,208,955	44.9%	↑
Financing Activities							
Inflows	24,777,999	24,777,999	0	0	0	0.0%	
Outflows	(18,588,938)	(18,588,938)	(1,387,022)	(2,525,374)	(1,138,352)	-82.1%	↓
Non-Cash Items	29,791,441	29,791,441	10,545,612	11,237,521	691,909	-6.6%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2024/25	10,768	10,768	36,915,792	58,341,066	21,425,274	58.0%	↑

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

In accordance with the materiality threshold adopted by Council for the reporting of variances in Operating Revenue and Expenses, the comments provided in Attachment 2 - Variance Commentary Statement of Financial Activity by Nature, offer an explanation of material variances which contribute to the total YTD budget variance shown in the above table. These variances are generally due to cash flow and timing issues, however some months can be quite large and generally reflect usual business for the City.

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 31 October 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	12.05
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government is able to cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	0.99	0.93	0.67
The ASR measures how effectively a local governments assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	57.3%	8.0%	66.7%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	1.86	0.95	2.11
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	49.0	47.7	59.8
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

	October 2024	September 2024	% Change	Comments
Current				
Assets	187,128,887	189,775,983	-1.39%	Increase in Unrestricted Cash and Cash Equivalents, decrease in Trade Receivables.
Liabilities	11,479,596	11,577,117	-0.84%	Decrease in Trade and Other Payables.
Non-Current				
Assets	759,920,358	758,024,650	0.25%	Increase in Property Plant & Equipment and decrease in Inventories
Liabilities	7,107,900	7,107,900	0.00%	No Movement in Long Term Borrowings; Self Supporting loans.
Net Assets	929,115,616	936,851,323		

Debtors Schedule

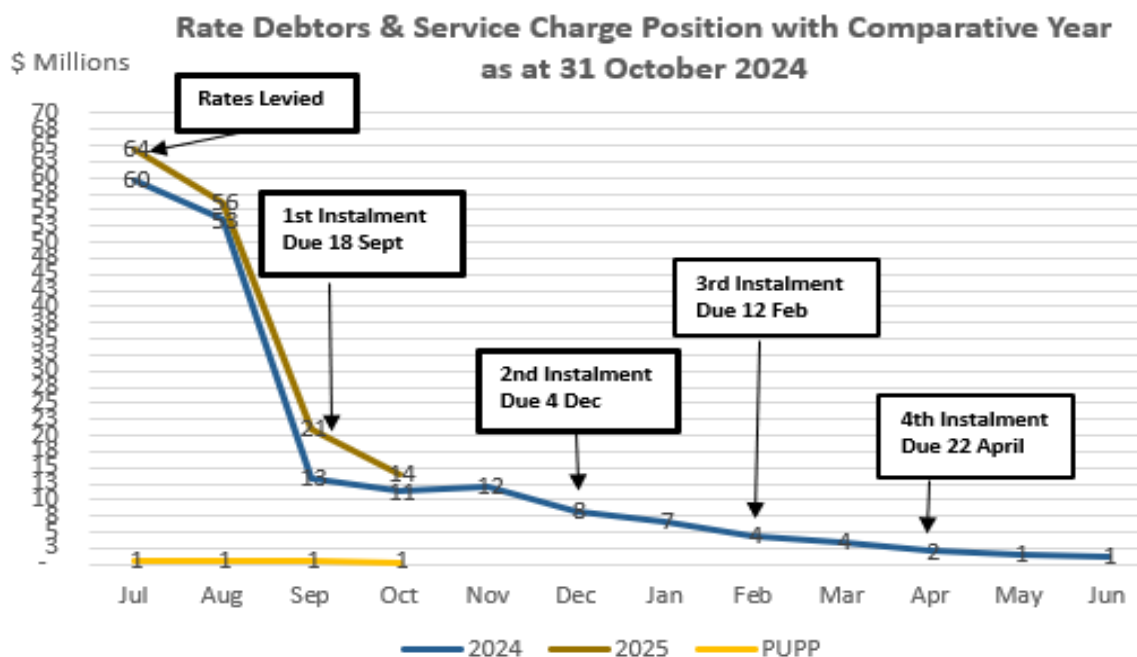
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of October 2024. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 3, there is a balance sheet difference of \$7.5m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	October 2024	September 2024	Change %	% of Current Total
Sundry Debtors				
Current	6,678,801	9,774,191	-32%	64.7%
> 40 Days	874,590	1,887,339	-54%	8.5%
> 60 Days	598,048	2,045,886	-71%	5.8%
> 90 Days	2,168,400	713,430	204%	21.0%
Total	10,319,839	14,420,845	-28%	100%
Rates Debtors				
Total	13,997,842	20,997,047	-33%	100%
PUPP Debtors				
Total	502,596	504,324	-0.3%	100%

A total of \$53m of Rates (including ESL and waste charges) has been paid to end of October 2024, representing a collection rate of 79.1% to date (lower collection rate compared to 81.2% on 31 October 2023).



There was no material change in October 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
L006	CHC Helicopters (Australia)	34,890.52	20,391.79	-	October Lease for tenancy at Karratha Airport and August Utility Charges. Reminder email sent 07.11.24
C491	Cleanaway Co Pty Ltd	410,058.69	445,319.34	126,947.83	August Waste at 7 Mile. Reminder email sent 14.10.24. Account put on stop credit 08.11.24
C093	Cleanaway Pty Ltd	58,436.25	-	116.12	September Waste at 7 Mile. Reminder email sent 07.11.24
B366	Offshore Services Australasia Pty Ltd	23,396.78	63,498.59	-	October Lease for Hangar at Airport, August Utility Charges and July Aircraft Landing Fees. Reminder email sent 07.11.24
Q021	Qantas Airways Ltd	-	7,099.57	6,215.63	May, June & July Utility Charges at Karratha Airport. Final notice issued 07.11.24

A006	Qantas link	-	-	5,498.29	Qantas are disputing the rate charged for the aircraft used. Working with Qantas to resolve the issue
S010	Virgin Australia Regional Airlines Pty Ltd VARA	36,232.47	-	333.38	August Passenger Fees. Reminder email sent 07.11.24
A177	W.T.H Pty Limited (T/A Avis Australia)	-	5,991.91	266,388.02	Final Lease Reconciliation for lease at Airport for 23/24 FY and October Lease for tenancy at Karratha Airport. Airport to review after receiving audited accounts.

Capital Expenditure

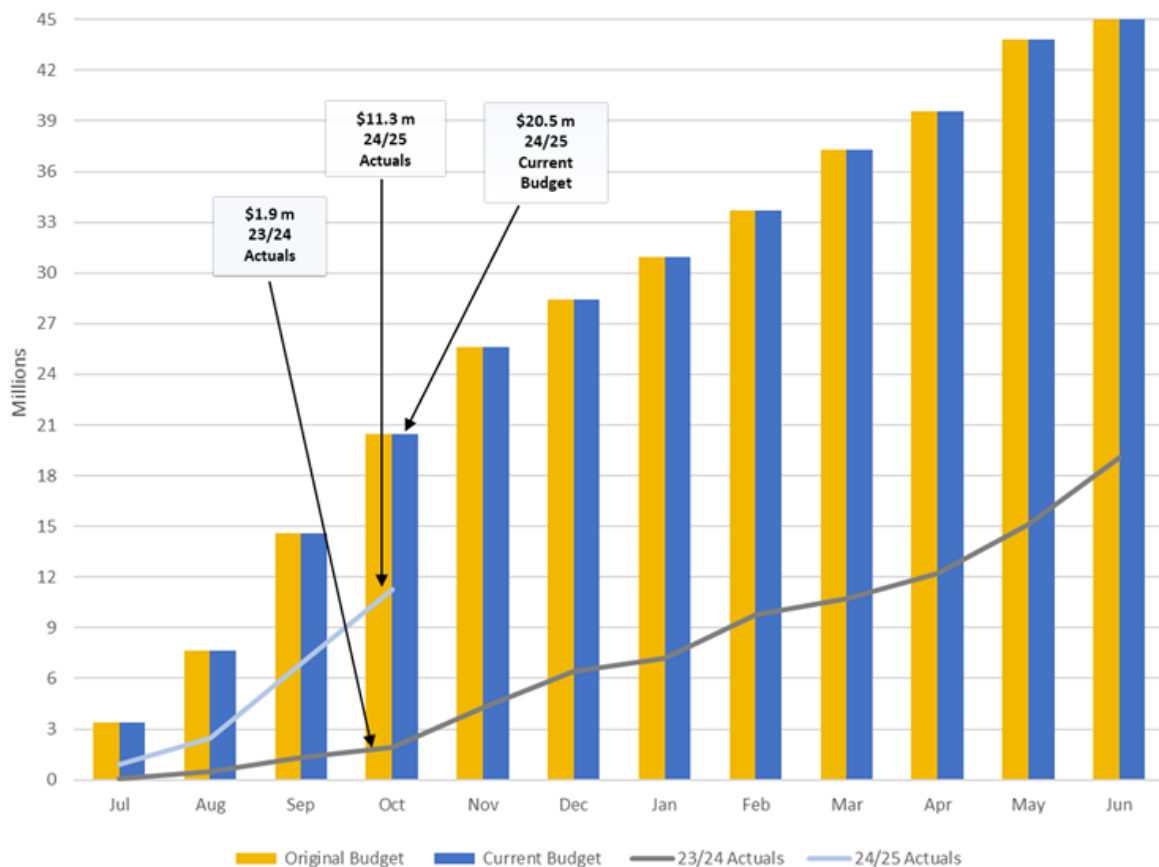
Council's current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stages 1 and 2.

The City spent \$11.3m on its capital program to the end of October, representing an underspend of \$9.2m (44.9%) against YTD budget (down from 52.6% in September 2024).

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

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Current Budget	% of Annual Budget
	31-October-24			30-June-25		
Land	33,332	129,764	289.3%	745,000	745,000	17.4%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	3,556,641	2,325,545	-34.6%	11,281,371	11,281,371	20.6%
Equipment	85,427	147,099	72.2%	1,710,427	1,710,427	8.6%
Furn & Equip	380,250	301,067	-20.8%	1,145,000	1,145,000	26.3%
Plant	1,228,500	501,066	-59.2%	1,468,365	1,468,365	34.1%
Inv Property	0	59,286	100.0%	0	0	0.0%
Infrastructure	14,140,330	7,175,779	-49.3%	32,454,924	32,454,924	22.1%
Work in Progress	1,056,658	640,885	-39.3%	3,354,140	3,354,140	19.1%
Totals	20,481,138	11,280,492	-44.9%	52,159,227	52,159,227	21.6%

Capital Expenditure YTD Actual v Budget 2024/25 (excl Reserve Transfers)



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

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

STATUTORY IMPLICATIONS

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

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$50,000 or 10% whichever is greater. As this report is composed at a nature level, variance commentary considers the most significant items that comprise the variance.

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

Compliance	Low	Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.
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IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

QUESTION:

Regarding the asset sustainability ratio on page 8, the City is under target for asset renewal, why are we not meeting the targets in that area?

CITY RESPONSE:

This ratio is an approximation of the extent to which assets managed by a local government are being replaced as these reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense. Expenditure on new or additional assets is excluded.

Depreciation expense represents an estimate of the extent to which the assets have been consumed during that period. Measuring assets at fair value is critical to the calculation of a valid depreciation expense value.

Standard is met if the ratio can be measured and is 90% (or 0.90) Standard is improving if this ratio is between 90% and 110% (or 0.90 and 1.10).

The ratio is calculated from information included in the local government's Long Term Financial Plan and Asset Management Plan.

This ratio is one that very few, if any, local governments meet target on, as the ratio is a purely theoretical ratio. Mayor noted we have never met target in this area.

9.2 LIST OF ACCOUNTS – 1 OCTOBER 2024 TO 31 OCTOBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	4 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments - October 2024 2. Purchase Cards Report – October 2024 3. Fleet Fuel Card Report – August & September 2024

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council **RECEIVE** the list of payments totalling **\$14,556,205.90** as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPAY Payments 630 to 657 and EFT Payments 85152 to 85929 (Inclusive):
\$11,284,224.53;
3. Cheque Voucher: 078747: \$200.00;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (October 2024): \$47,860.80;
7. Payroll Payments: \$3,223,920.57

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 October 2024 to 31 October 2024 (including credit card transactions – October 2024) totalled \$14,556,205.90 which included a sample of large payments as follows:

- Ausolar Pty Ltd – KLP Oval Light Upgrade, Progress Claims - \$453,251
- Australian Taxation Office – September 2024 BAS Payment - \$244,721
- BCP Contractors – Cossack Rd Culvert Replacement, Claim #2 - \$803,699
- BCP Contractors – Hillview/Balmoral Rd Upgrade, Claim #6 - \$901,378

- Corps Earthmoving – King Bay Culvert Installation - \$307,215
- Dampier Plumbing – Airport Fire/Water Upgrade Claim #1 & #2 - \$364,852
- Dell Australia – Computer Hardware Upgrades - \$249,435
- LGIS – Insurances Instalment #2 - \$2,075,496
- MSS Security – Airport Security Screening Services, Sept24 - \$260,715

Consistent with CG-11 Regional Price Preference Policy, 42.5% of the total value of external payments reported for the period were made locally. This result is slightly lower than the prior month. In October 2024, 70% of the total number of invoices paid were for local suppliers, unchanged since the prior period.

LEVEL OF SIGNIFICANCE

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Failure to make payments within terms may render Council liable to interest and penalties
Service Interruption	Moderate	Failure to pay suppliers may lead to delays in the future provision of goods and services from those suppliers

Environment	N/A	Nil
Reputation	Moderate	Failure to pay for goods and services in a prompt and professional manner, in particular to local suppliers, may cause dissatisfaction amongst the community
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority

CONCLUSION

Payments and credit card payments for the period 1 October 2024 to 31 October 2024 totalled \$14,556,205.90. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

QUESTION:

Regarding payment 10021 – Benara Nurseries, why did we not use a local nursery for this supply?

CITY RESPONSE:

Certain species of plant stock are not available through local nurseries.

QUESTION:

Is there an opportunity to work alongside local businesses to develop the stock we need?

CITY RESPONSE:

The City has worked with local nurseries before on orders with limited success, however is happy to revisit this with the local nurseries. Currently one Nursery is looking to explore options for expansion that the City is aware of.

QUESTION:

Regarding payment 11893 – Karratha Ballet Academy, what was this payment for?

CITY RESPONSE:

This payment was for ticket sale income taken on behalf of Karratha Ballet Academy, less ticketing and hire fees.

9.3 INVESTMENTS FOR PERIOD ENDED 31 OCTOBER 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Financial Analyst
Date of Report:	8 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 30 October 2024.

BACKGROUND

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

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

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

DISCUSSION

Details of the investments are included in the report

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

Table 10.1a. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 31 October 2024 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		1,605,631	2.15	At Call		Reserve at Call
WBC	Reserve Term Deposit	5,000,000	5,273,493.13	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,167,786.29	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,219,263.03	5.15	12 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,231,890.42	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,232,767.13	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,401,386.31	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,125,194.51	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,090,287.68	5.07	3 months	Dec-24	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,067,229.59	5.07	3 months	Dec-24	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,025,397.26	5.15	4 months	Feb-25	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,021,446.58	5.15	4 months	Feb-25	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,164,373.69	5.19	12months	Jan-25	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,034,170.41	5.07	3 months	Dec-24	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,024,308.22	5.07	3months	Dec-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,024,302.46	5.04	6 months	Mar-25	Muni TD
WBC	Municipal Term Deposit	9,000,000	9,008,889.04	5.15	4 months	Feb-25	Muni TD
WBC	Municipal (Transactional)		10,357,893.57	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,505.00				
TOTAL		146,000,000	160,084,215				

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

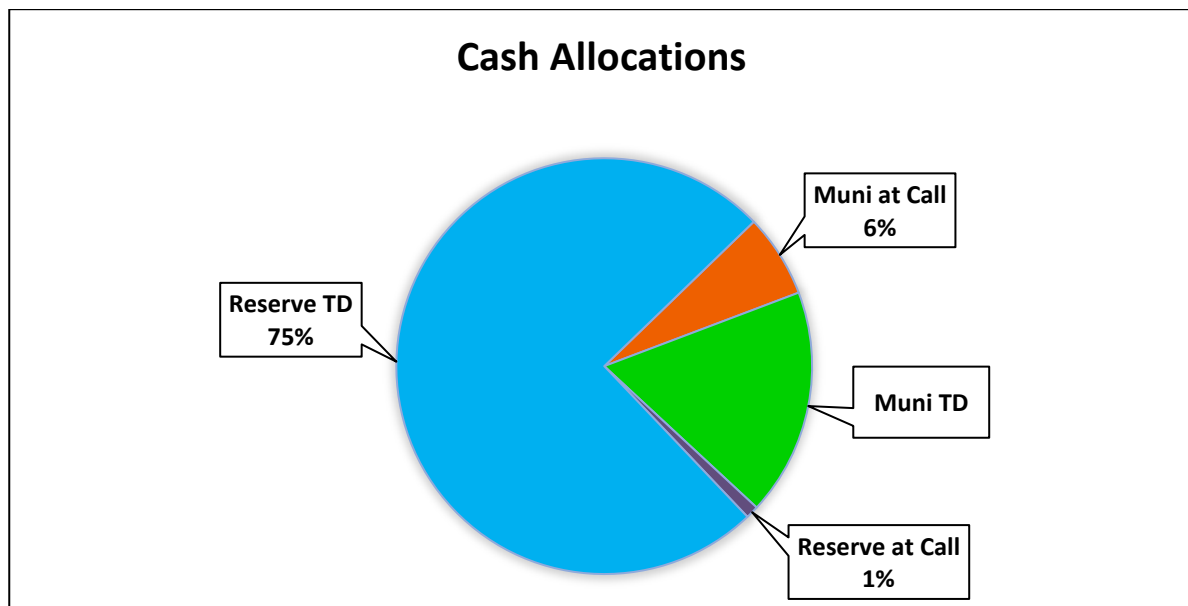
On average, the City is earning 5.10% across Municipal Term Deposits and 5.24% across Reserve Term Deposits. This has decreased slightly from prior months due to bank offerings around recently placed term deposits.

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

Allocations of Cash and Financial Investments

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

The following graph depicts the allocation of our Cash and Financial Investments to maximise return on investment which shows that 93% of our Cash and Financial Investments are invested in Term Deposits.



Graph 10.1a. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments
In accordance with the City’s Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 33% of Cash and Financial Investments will mature in the next 3 months, 41% maturing in the next 4-6 months and 26% maturing in the next 7-12 months.

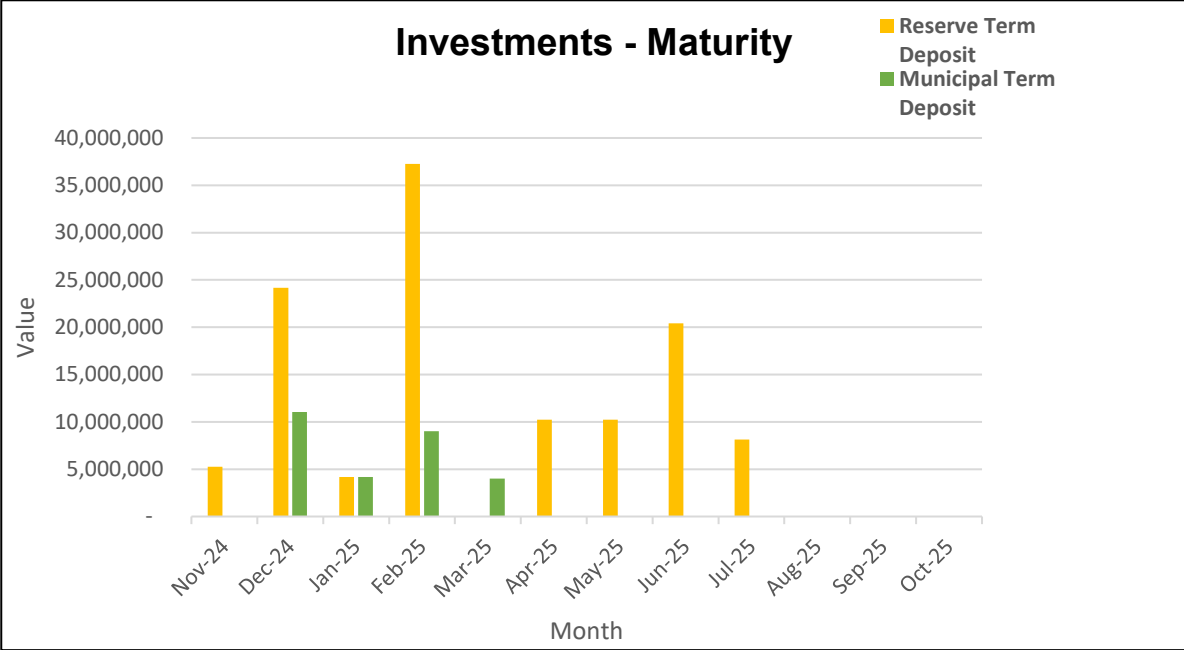


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

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 October forecasts.

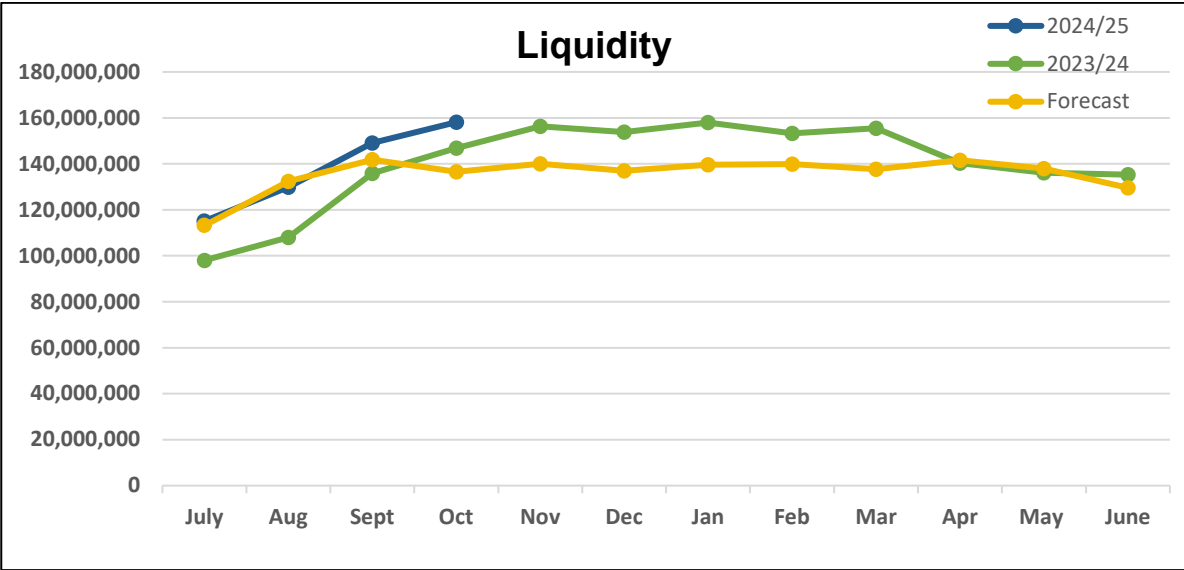


Table 10.1c. Schedule of Liquidity

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 October 2024 \$	Year-to-Date 31 October 2024 \$	Life-to-Date 31 October 2024 \$
Total Income Received	33,250	133,000	2,398,887
Total Expenditure Paid	(4,993)	(6,355)	(134,214)
Net Income	28,257	126,645	2,264,674
Annualised ROI	11.3%	12.6%	35.1%

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 October 2024 \$	Year-to-Date 31 October 2024 \$	Life-to-Date 31 October 2024 \$
Total Income Received	49,847	196,293	2,765,485
Total Expenditure Paid	-	-	(17,611)
Net Income	49,847	196,293	2,747,874
Annualised ROI	14.1%	13.9%	31.6%

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 October 2024 \$	Year to Date 31 October 2024 \$	Life to Date 31 October 2024 \$
Total Income Received	399,242	1,347,851	24,973,577
Total Expenditure Paid	(110,831)	(641,532)	(11,957,728)
Net Income	288,411	706,319	13,015,849
Annualised ROI	17.3%	10.6%	8.9%

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 October 2024 by month.

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,144.34	Payment plan accepted 24/04/2024. Amended payment arrangement in place to recommence November 2024.
0009	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Bond allocated 28 February. Deed of Surrender actioned 27 March. Lessee in liquidation – ongoing.

Table 10.1g. Aged Debtors of The Quarter

Schedule of Loan Agreement

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

	Month 31 October 2024 \$	Year to Date 31 October 2024 \$	Life to Date 31 October 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	12,667	50,667	389,085
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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

*September payment received 1st October. October payment received 1st November.

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 5.24%, there is an opportunity cost for the year to date of \$16,330 and a life to date benefit of \$18,999. For the current month of October 2024, the opportunity cost is \$4,002. This is reflective of current market rates and represents the community benefit to Dampier and the broader community.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

9.4 2024/2025 QUARTER 1 KEY PERFORMANCE MEASURES

File No:	CM.89
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Manager Governance & Organisational Strategy
Date of Report:	11 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide Council with an update on performance against the 2024/2025 Operational Plan for Quarter 1 (July 2024 – September 2024).

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE** the Quarter 1 Performance Report for 2024/2025; and
2. **NOTE** a review of end of year performance reporting for quarterly performance measures will be undertaken with the results provided to Council with the 2024/2025 Quarter 2 Performance Report.

BACKGROUND

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

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

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

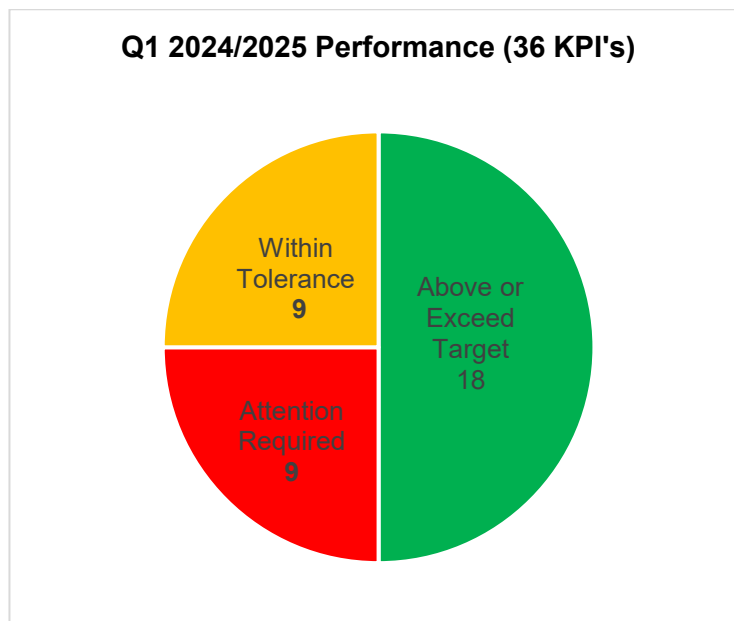
A snapshot of the overall performance during Quarter 1 is included in this report. It uses a traffic light system to represent the following benchmarks.

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

DISCUSSION**2024/2025 QUARTER 1 PERFORMANCE MEASURES**

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

The results for Quarter 1 are provided below:

**2024/2025 Q1 Performance by Theme**

Strategic Theme	On Target	Within Tolerance	Attention Required
Our Community	5	1	3
Our Economy	4	3	2
Our Natural & Built Environment	1	1	0
Our Leadership	8	4	4
TOTAL	18	9	9

“On or Above Target” Q1 Outcomes

In this quarter 18 (50%) performance measures are on target or exceed the target as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct Aquatic Centre and Roebourne Aquatic Centre	#	136,335	136,371	136,335	<p>Attendance overall to all three facilities on par with targets.</p> <p>Attendances at KLP pool were influenced by a lack of pool shade for most of the reporting period, and cooler temperatures.</p> <p>Wickham Recreation Precinct attendance for Q1 is 4% above target, driven predominantly by an increase in Fitness (Gym,</p>

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
					<p>Group Fitness, Personal Training).</p> <p>Roebourne Aquatic Centre opened on 21 September 2024 following the seasonal closure. With only 10 days falling within the reporting period and cooler weather attendance was lower than expected.</p> <p>Overall attendance at the three facilities was above target.</p>
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population	%	45	47.9	46.3	Attendances continue to exceed target for the reporting period for all City library sites. There has been a drop from the last reporting period from 51.5% caused by an increase of 2,038 in ABS population statistics for the City which has resulted in a lower % calculation.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	#	200	247	194	Two adult 'Libraries after dark sessions' were well attended.
1.d.1.6.a Inspect 33 public health premises per month.	#	99	102	108	Q1 KPI's exceed the number of required inspections.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	#	50,000	53,456	59,734	Posts with the highest engagement include Monday Memory about Karratha construction, new emergency warning system advice and Balmoral Road opening.
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVC)	#	11,000	11,266	12,664	Exceeded target. This reporting period is the traditional trailing end of the tourist season before the region experiences increasing heat and tropical cyclones.
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	Ha	300	335	341.6	No change to supply of zoned and planned residential land available for subdivision and development in Q1.
2.c.1.1.c Area of undeveloped industrial lots available for sale	Ha	70	76.4	73.3	Some large lots in the Karratha Industrial Estate have been vacated in Q1. The release of the additional stage of subdivision in Gap Ridge Industrial Estate, vacant industrial properties in Roebourne and Wickham and the vacant industrial properties in the KIE.
2.c.2.3.a Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes	%	85	87.4	NA	Occupancy Rate is – 87.41%. Interest in vacant sites is sporadic. Property manager pursuing with interested parties.
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	kgs	5,000	5,800	7,661	Funding application submitted for additional HHW storage cabinets.

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
4.a.1.1.a Percentage of media releases picked up by the local media	%	80	93	92	14 of 15 media releases issues covered by local media. People + Place exhibition at REAP was the only one not picked up.
4.a.2.3.b Reduce number of lost time injuries	#	9.7	8	22.2	There were 8 LTI's in this period which is an improvement on the previous period.
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	%	95	100	100	All incoming correspondence is processed within 24 hours of receipt.
4.b.2.2.a Minimise unscheduled down time for all public interfacing websites	%	98	100	100	No known unscheduled down time for all public interfacing websites.
4.b.2.2.b Minimise unscheduled down time for all public interfacing email systems	%	98	100	100	No known unscheduled down time for all public interfacing email systems.
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	%	98	100	100	No known unscheduled down time for all public interfacing telephone systems.
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	%	90	92	80	Target exceeded.
4.e.1.1.d Assess all building applications within the statutory timeframes	%	100	100	100	Approval timeframes maintained.

“Within Tolerance” Q1 Outcomes

In this quarter 9 (25%) performance measures are within tolerance as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
1.c.1.3.d Number of visits recorded at City Libraries	#	27,500	26,567	27,609	Karratha Library was closed for a few days in August for the DNA conference thus resulting a slightly lower number of visits for this period.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	#	2,500	2,345	2,732	No regular programming during quarter. Attendances were lower than forecast . School holidays during quarter had an impact on visitations.
1.d.1.1.d Number of REAP visitations	#	16,000	15,849	16,396	REAP's projector malfunctioned which led to the cancellation of a week's worth of movies in early August.
2.a.1.1.b Increase the value of business grants that are approved by the City	\$	35,000	0	NA	No EDG grants awarded in Q1
2.b.1.2.a Percentage of dollar spend paid to local businesses	%	50	49	50	Whilst the percentage of spend to local suppliers is within tolerance, the percentage of invoices paid to local suppliers is higher at 72.08%. In Q1 major construction contracts increased spend to non-local suppliers
4.b.3.1.a Number of indigenous staff employed	#	24	21	24	Full time 12, Part time 1, Casual 8

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	#	15	17.9	13.4	Total Unplanned Leave taken 6,371.5 hours, 355 permanent employees.
4.e.1.1.e Assess all planning applications within the statutory timeframes	%	100	95.5	100	45 development applications determined in the quarter. 43 of those development applications determined within the statutory timeframe. Average processing timeframe of 37 days across all 45 development applications
4.e.1.1.f Incoming organisational correspondence to be acknowledged within agreed time frames	%	90	81.3	85.2	Total Incoming Records this quarter was 4,162. Total Overdue Records for this quarter was 778. Overdue records have decreased by 30% this quarter. Guidance has been included in this months overdue report on how teams can reduce their overdue records.

“Attention Required” Q1 Outcomes

In this quarter 9 (25%) performance measures require attention as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	#	7,454	6,479	7,454	Attendance was low in July and August. Patronage rebounded to be above expectations in September due to school holidays and availability of newly commissioned Laser Tag equipment.
2.a.2.1.d Maintain the value of Take Your Business Online Grants that are approved by the City	\$	100,000	13,422	NA	Target should have read \$25,000 per quarter. The City received fewer applications than expected, supporting 7 applicants with funding totalling \$26,946 (not all payments are made in the quarter that the application is submitted).
2.a.2.1.e Maintain the value of Major Events Sponsorship and Attraction Grants that are approved by the City	\$	212,000	0	NA	\$0 awarded via MESAP in Q1. We paid \$2,554 for KDCCI Business Breakfast. \$40,000 was awarded to the Kimberley Pilbara Cattlemen's Assn on 28 June 2024. There remains \$42,000 to be paid for the DNA conference, though this amount was not awarded in this quarter.
2.a.2.2.d Value of tour bookings made by the KTVc	\$	50,000	21,942	NA	After COVID, there was a spike in intrastate travel which increased bookings. Since then, both tourism operators and tourist numbers have decreased back to pre-COVID times. The 2024/25 season also lost HeliSpirit which had a higher total transactional value than

Measure	UoM	Q1 Target	Q1 Actual	Q1 Last Year	Comments
					most other products being offered.
3.a.2.2.b Identify the number of projects implemented from the Environmental Sustainability Strategy	#	3	0	NA	There are a number of projects underway.
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	%	10	18	7.2	Many processes have become overdue in the last 3 months increasing the percentage. Overdue processes will be followed up with officers.
4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations & Sponsorship)	%	85	73.2	72.1	Total sundry debtor invoices due in Q1 were 1,476 worth \$16.8m. Total paid invoices = 94.2%. Paid within terms = 73.2%. Paid outside terms = 21.1%. Unpaid = 5.8% Overdue invoices are routinely followed up by Finance. Unpaid Q1 invoices comprise: 85 Sundry invoices.
4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	%	60	42	48	Customers locating initial information on the website before calling and are therefore speaking directly with teams.
4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	%	95	86	93	Total Requests = 1,296. Closed Requests = 1,121. Outstanding/Ongoing = 175. Average number of days to close = 1.3.

Of the 36 performance measures that are measured every quarter, the target for 7 of the KPI's is represented as an annual target which is spread across the four quarters. The remaining 29 KPI's are shown as a quarterly target. This has no impact on quarterly performance reporting, however, does impact how results are displayed for end of year reporting.

At the end of the year performance across all four quarters is averaged against the quarterly target instead of aggregated for the 29 KPI's. This means instead of showing an accumulative total at the end of year, a quarterly average is reported. This method of reporting can make some of the targets appear lower than they are.

It is proposed for officers to conduct a review of the end of year reporting method for quarterly performance measures and report back to Council in Q2 performance reporting.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

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

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Quarter 1 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 75% of the 36 performance measures were achieved or within tolerance in Quarter 1 in the 2024/2025 reporting period.

9.5 LONG TERM FINANCIAL PLAN

File No:	FM.1
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	8 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Long Term Financial Plan 2024-2034

PURPOSE

For Council to consider the Long Term Financial Plan for the period 2024/25 to 2033/34

OFFICER'S RECOMMENDATION

That Council ADOPT the Long Term Financial Plan 2024-34 (as attached) pursuant to Section 5.56 of the *Local Government Act 1995*.

BACKGROUND

Section 5.56(1) of the *Local Government Act 1995* requires local government authorities in Western Australia to plan for the future. To assist local government authorities in meeting their strategic planning responsibilities pursuant to this section, the Department of Local Government, Sport and Culture has developed an Integrated Planning and Reporting (IPR) Framework.

As part of the development of the Integrated Strategic Planning Framework, Council is required to adopt a Long Term Financial Plan (LTFP). The LTFP is a ten-year rolling financial plan and is created on the basis of a series of assumptions that consider strategic direction, priorities and services identified throughout the City's Strategic Community Plan and Corporate Business Plan.

The LTFP integrates with other important strategic documents such as rating strategies (differential rating), the Capital Expenditure Program, Asset Management Plan and Workforce Plan. The LTFP identifies the City's long term financial sustainability, allows early identification of financial issues and their longer-term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

The following table highlights significant differences since the adoption of the City's previous Long Term Financial Plan. Please note, the last Long Term Financial Plan submitted in 22/23 included 20 years, however this years proposed LTFP includes 10 years. Therefore, the comparison will only consider the first 10 years of the old plan.

	2022/23	2024/25	Explanation
	\$	\$	
Operating Revenue			
Rates	609m	657m	<p>Increase in rates revenue due to population growth and new commercial and industrial developments.</p> <p>Lot 7020 was removed from commercial growth forecasts which had been incorporated into the previous plan.</p> <p>TWA and Strategic Industry rates account for new developments expected and approval extensions, such as Perdaman and Bechtel.</p>
User fees and charges	315m	766m	<p>The LTFP includes lease income derived from the Quarter Investment property, plus revenue generated from the Red Earth Arts Precinct and the Karratha Leisureplex.</p> <p>Waste and Airport fees and charges reflect increases above CPI due to independent assessment. The Airport has grown in excess of assumptions in place for the previous LTFP.</p>
Operating Expenses			
Employee Costs	466m	575m	The LTFP is based on the updated figures for 24/25, including industrial agreement increases.
Depreciation	227m	339m	Increase in depreciation due to increase in infrastructure and buildings (Capital Program).
Capital			
New borrowings	78m	17m	Borrowings for the Walgu Development previously accounted for \$60m. These borrowings are no longer required and the \$17m relates to airport terminal, runway and carpark upgrades.
Capital Program	482m	486m	<p>The following significant items have been included in the revised capital program;</p> <ul style="list-style-type: none"> Housing Investment Program Karratha Leisureplex Improvement Study Masterplan Kevin Richards Memorial Development Conzinc Bay road (Murujuga) increased expenditure Wickham Facility Improvements Roebourne Recreation Precinct Red Earth Arts Precinct amphitheatre extension Shakespeare Precinct Improvement Project Windy Ridge Sporting Precinct Masterplan Karratha Country Club Redevelopment Karratha Airport improvements and upgrades Point Samson Masterplan Roebourne Streetscape Masterplan Construction of new Cells at 7 Mile Waste Facility Operations Centre (Depot) Improvements <p>Some of the significant items removed from the capital program are:</p> <ul style="list-style-type: none"> Lot 7020 Walgu Development

			<ul style="list-style-type: none"> • Point Samson Fishing Platform/Jetty • Gregory Way – Land Development • Cemetery Refurbishment • Hydrogen Initiative • Dampier Tourist Park
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The Long Term Financial Plan is a ten-year rolling plan formulated on the basis of assumptions regarding the City's revenue and expenditure.

As included within the above table, prospective projects and facilities that are not sufficiently detailed at this stage, have not been removed from the plan. They will be incorporated into future plans once endorsed by Council and transparency around timing, revenue, expenditure and capital is known.

At this time of economic uncertainty, costs will continue to change. Therefore, it is necessary to effectively draw a line in the sand when preparing the capital program for the LTFP. The values disclosed in this plan represent estimated future prices and costs.

This plan will be reviewed on a regular basis and will assist in the development of the Annual Reports.

DISCUSSION

Financial sustainability is a key challenge facing local governments due to several contributing factors including increased demand for services beyond those traditionally provided due to anticipated population growth, cost shifting from other levels of government, ageing infrastructure and constraints on revenue growth.

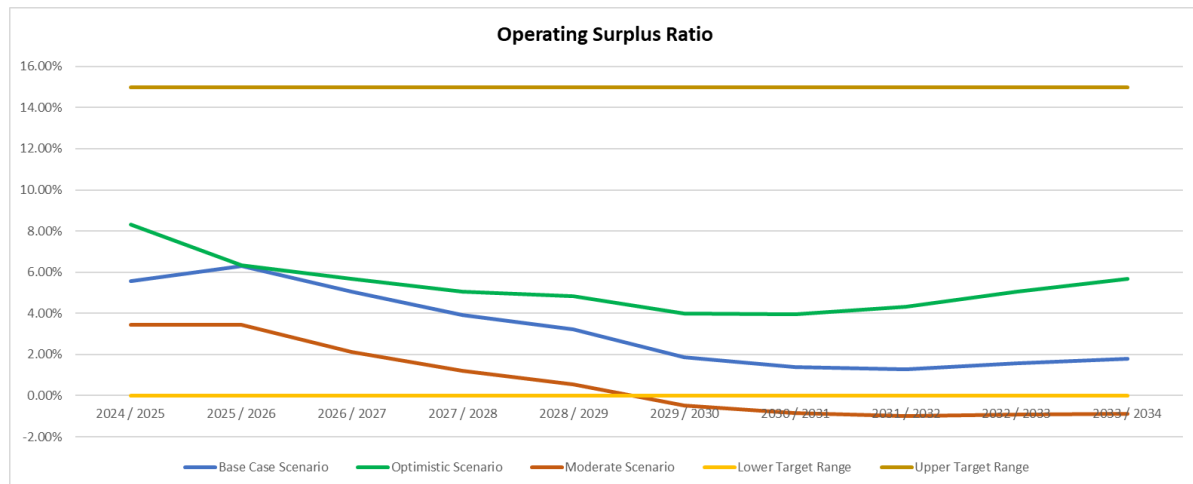
The financial challenges identified in the LTFP have emerged over a number of years and can be attributed to:

- The need to remain financially sustainable and generate sufficient funding to renew and expand essential community assets;
- Local Government costs continually increasing at a higher rate than CPI which combined with additional costs associated with the remoteness of the region provides a funding challenge for ensuring sustainability and meeting increasing community expectations and environmental standards;
- Population growth forecasts vary significantly making it difficult to calculate market demand for facilities and services;
- State agreements for resource projects' create inequity in our rating process across business and industry. This severely limits our ability to source additional capital and operational funding to offset FIFO impacts on community facilities;
- Reduction in State and Federal grants as the City progresses as they are based on population and capacity to generate rates and revenues;
- Impact of demand for additional facilities and services identified through the development of the Community Strategic Plan.

In preparing the LTFP, three scenarios have been modelled to inform the community of the financial implications of activities and service levels outlined in the City's Strategic Community Plan and Corporate Business Plan.

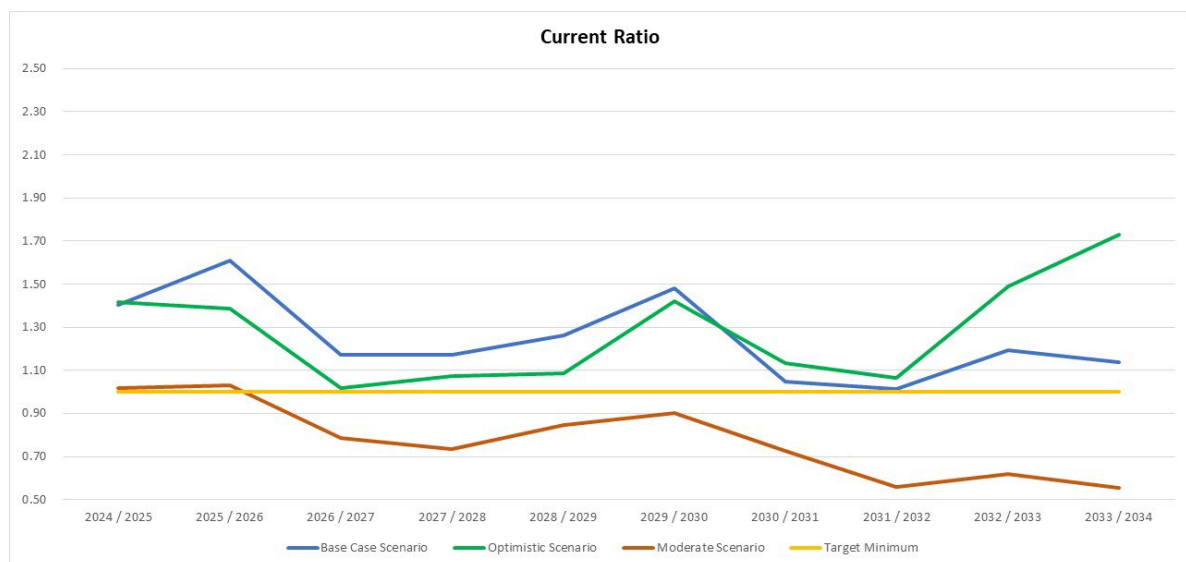
The base case scenario being a business as usual approach is based on an assessment of demand created by known resource projects, housing initiatives and expected population

growth. The moderate growth scenario is based on nominal average population growth of 1.05% (Current REMPLAN Forecast) and higher than expected CPI, which increases costs for goods and services due to decreased demand. The optimistic scenario reflects increased expectations around major project employment and lower than expected CPI, which increases consumer spending, lowering the cost of goods and services through increased demand. The optimistic scenario is aspirational and assumes all local operational employees of new resources projects will require a residential property.

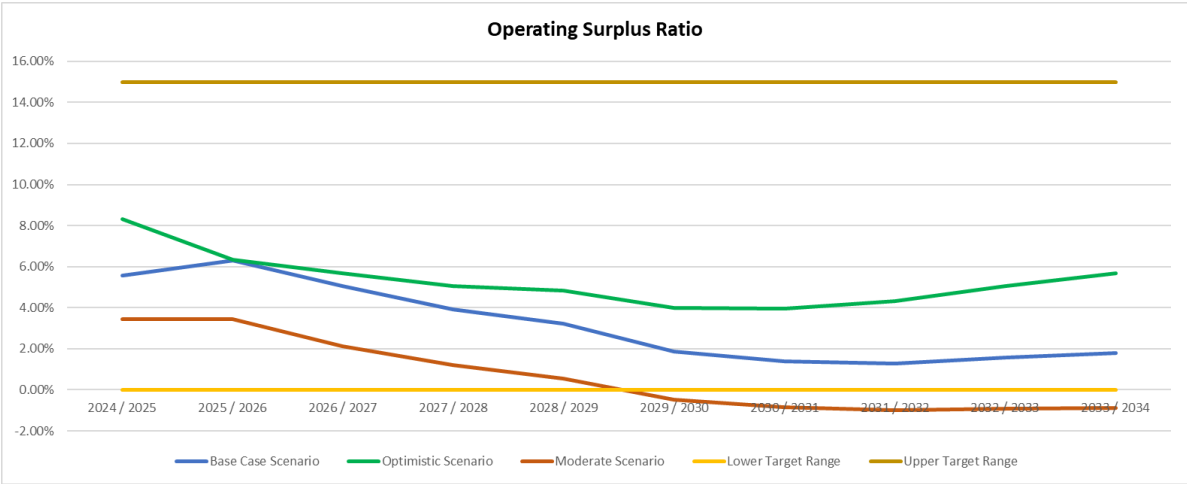


The base case scenario results in a positive operating surplus, sound capacity to meet short-term financial obligations, a consistent trend in rates coverage and ability to generate sufficient cash to cover debt payments.

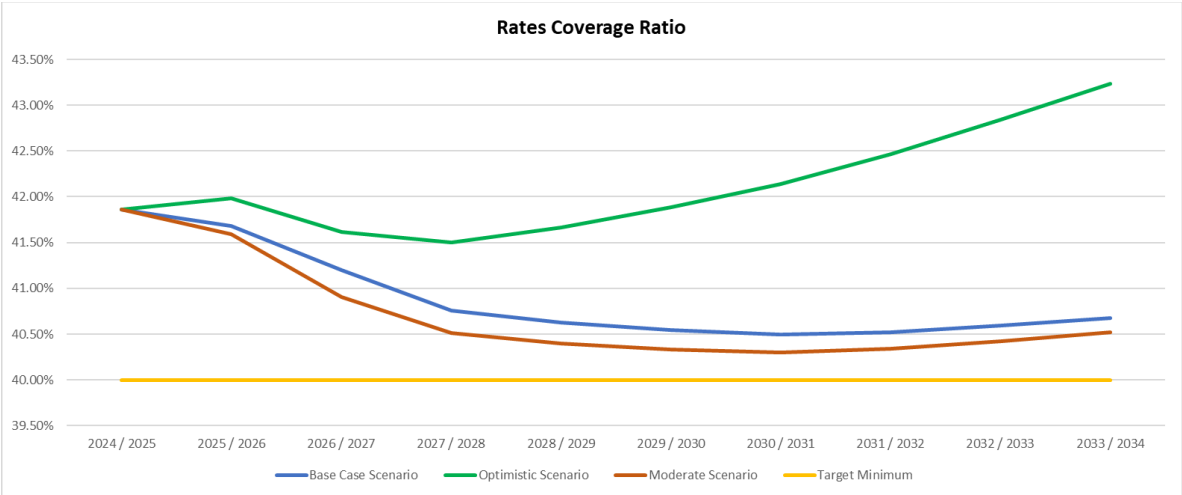
The following graphs provide a snapshot of the City's financial sustainability measures over the life of the LTFP:



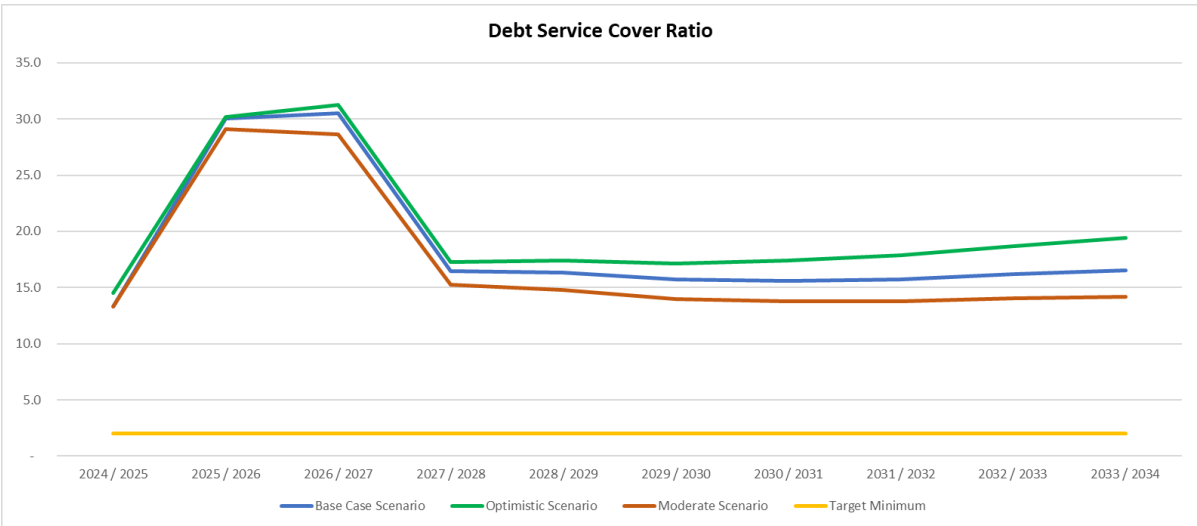
The Current Ratio measures the capacity of Council to meet its short-term financial obligations from available funds. Council will retain a Current Ratio of greater than 1.0 for the life of the LTFP.



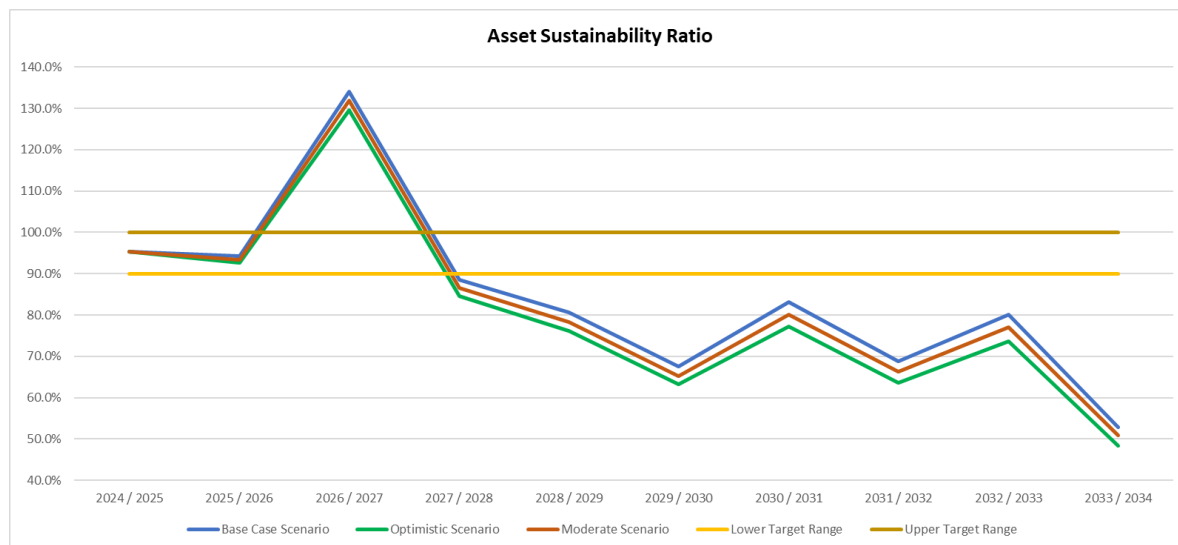
The Operating Surplus Ratio indicates the extent to which revenue raised not only covers operational expenses, but also provides for Capital Funding. The target of an operating surplus is achieved each year of the LTFP. This indicates that surplus funds are available for capital works.



The rates coverage ratio provides an indication of Council’s ability to cover its costs from its own source revenue. Trend shows the rates coverage ratio steady between 40.5% to 41.8%.



The debt service cover ratio indicates the City's ability to generate sufficient cash to cover its debt payment. The City's debt ratio being higher than 2 indicates the ability to fund the LTFP's proposed levels of debt and in 2036/37 is anticipated to have no outstanding debt.



The Asset Sustainability Ratio indicates the extent to which assets managed by Council are being renewed or replaced as they reach the end of their useful lives. For the first years of the LTFP, the City achieves a ratio within the target range or well in excess of the range. From 2027/28 the ratio drops below the target 90%. This is due to new works forecasted within the capital works program, in excess of renewal works which are used to calculate the ratio. This ratio is but one measure of financial sustainability, and it is only due to new works that it appears poor. As assets age, renewal works are expected to increase, however with new assets being built it will be some time before this ratio is expected to improve again.

LEVEL OF SIGNIFICANCE

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

Financial integrity is essential to the future operational viability of the City but also as the custodian of community assets and service provision. An ability to forecast, predict and monitor financial operations, activities and capital projects is imperative to ensure that future 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

Section 5.56 Local Government Act 1995 provides that a local government is to plan for the future of the district.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with relevant Managers and Executives in reviewing the detail contained within the Long Term Financial Plan.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

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

There are no strategic implications.

OR

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.2.5	Long Term Financial Plan
Projects/Actions:	4.c.2.4	Review and update Long Term Financial Plan

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Financial risk will be addressed through an annual review of budgetary expenditure and revenue allocated within the LTFP and Corporate Business Plan effected through development of an Operational Plan for each financial year for the period in which the Corporate Business Plan applies. The LTFP will assist with preparation of the Annual Budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Moderate	The updated Long Term Financial Plan will continue to ensure Council's compliance with <i>Section 5.56(1) of the Local Government Act 1995</i>

IMPACT ON CAPACITY

Decisions made within the adoption of the LTFP may impact on future resourcing of Council and will directly inform the Strategic Community Plan and Corporate Business Plan.

RELEVANT PRECEDENTS

The LTFP is updated regularly with the last review adopted by Council in 2022/23.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Long Term Financial Plan 2024-2034 will facilitate the progression of updates to Integrated Strategic Planning documents to ensure the sustainability of the City as it continues to meet the ongoing needs of the Community now and into the future.

QUESTION:

What made the user fees and charges jump so significantly?

CITY RESPONSE:

Waste fees and charges were increased to reflect increases in operational costs.

The Airport passenger numbers have grown more than assumptions in place for the previous LTFP.

9.6 COUNCILLOR TRAVIS MCNAUGHT RESIGNATION

File No:	GV.4
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	11 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the pathway for filling the Council position vacated following the early resignation of Cr Travis McNaught.

OFFICER'S RECOMMENDATION

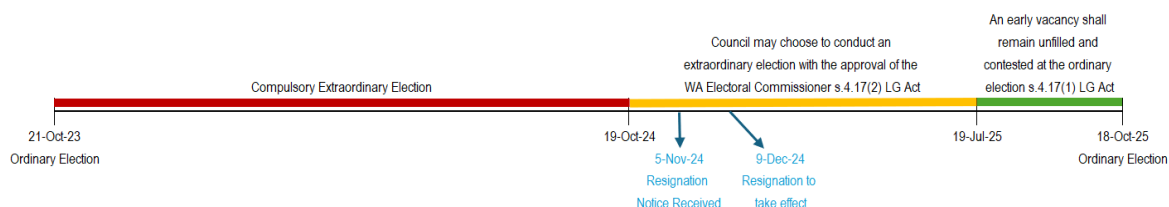
That Council:

- 1. ACCEPT Cr Travis McNaught's resignation and acknowledges his commitment and service to the Council at the City of Karratha; and**
- 2. REQUEST the WA Electoral Commissioner to approve the seat to remain vacant until the 18 October 2025 ordinary election in accordance with section 4.16(4) and 4.17(2) of the *Local Government Act 1995*.**

BACKGROUND

Cr Travis McNaught was elected as a councillor for the Karratha Ward on 16 October 2021 for a four (4) year term expiring 18 October 2025. Cr McNaught has submitted his letter of resignation to the Mayor and CEO on Tuesday 5 November 2024 and will vacate his seat following the Ordinary Council Meeting scheduled for 9 December 2024.

Cr McNaught's early resignation takes place within 12 months prior to the next ordinary election on 18 October 2025. This period enables Council to consider either running an extraordinary election or Council can choose to seek approval from the WA Electoral Commissioner (WAEC) to keep the vacant seat unfilled until the October 2025 ordinary election.



DISCUSSION

Given the period remaining for Cr McNaught's term, which expires in October 2025, it is preferred from a cost perspective that the seat remain unfilled as there is adequate representation currently on Council. In October 2025, Council representation will reduce to

9 elected members as per the directions from the Minister for Local Government issued via *WA Government Gazette* on 30 June 2023.

Council does have the option to proceed with a second extraordinary election this year, but the cost for the WAEC to conduct the extraordinary will be similar to the vacancy created from Cr Miller's early resignation which was in the vicinity of \$73,000. If Council were to proceed with an extraordinary election, Council will need to determine a suitable date for the election (within 4 months of the seat becoming vacant) and engaging the WA Electoral Commissioner to conduct a postal vote election (or Council conducts an in-person election).

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The following provisions of the *Local Government Act 1995* are relevant to this matter:

- Section 2.32(b) – regarding extraordinary vacancies;
- Section 4.9 – regarding election day;
- Sections 4.16 and 4.17 – regarding the option to defer filling the vacant seat; and
- Section 4.20 and 4.61 – regarding the appointment of the returning officer to conduct elections and the method of conducting the election.

COUNCILLOR/OFFICER CONSULTATION

Councillors were informed of Cr McNaught's resignation following his notice in November 2024.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

As a result of the vacancy, councillor fees and allowances of \$3,564.83 per month will not be required until the vacant seat is filled.

The cost to engage the WA Electoral Commission to conduct an extraordinary postal vote will be approximately \$73,000 (inclusive of GST) that is based on 12,870 postal packs being issued, receiving a response rate of 30% and cost recovery for a Returning Officer to be appointed to conduct the election locally and using 'CountWA' software. Costs do not include statutory advertising, costs borne by the City using their staff to issue replacement votes and casual staff on the day of the election. If there is only one nomination received and the election is uncontested then the full costs will not be realised.

An in-person election has not been held in recent years so an estimate is provided below based on costings ascertained from recent postal voting elections as it related to statutory advertising and staff costs on the day of the count. If an In Person Election was to be conducted, the following estimates are based on the assumption that the extraordinary election is based on a Saturday and there is a 30% voter turnout and 50% of voters request a postal pack. Whilst this is an in-person election, electors do have the opportunity to apply for a postal pack.

Estimated costs:

Statutory + Local Advertising/Notices	\$6,000
<i>Call for Nominations, Close of Enrolments (to rolls), Election Notice, Notice of Results Candidates Information Session</i>	
Returning Officer	\$15,000
Deputy Returning Officer	\$10,000
Electoral Officers (early and postal voting)	\$3,000
Polling Officers (Replacement Pack issues)	\$3,000
Count Officers (8 count staff)	\$6,000
Printing Costs	\$6,000
<i>Statutory + Local Notices, Ballot Papers, Electoral Rolls</i>	
Prepaid Postage and Stationery (50% are Postal Votes)	\$10,000
Use of CountWA Software (if required)	TBD
Hire cost for Polling Stations (if applicable)	\$500
Training of Electoral Staff	\$1,000
	\$60,500

No provision has been made in the budget for this extraordinary election expense.

STRATEGIC IMPLICATIONS

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

Programs/Services:	4.a.2.4	Legal and legislative support
Projects/Actions:	4.a.2.4.20.2	Partner with the WA Electoral Commission to conduct bi-annual LG elections

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The savings/costs associated with this item are immaterial in the City's overall budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	There is a statutory requirement to follow the provisions of the <i>Local Government Act 1995</i> . Failure to receive Council direction can impact the effective operations of the Council and the ability to represent the community.
Compliance	Low	An extraordinary election is an option available to Council to address the vacancy issue caused through the early resignation of Cr McNaught. Council is required to decide of their preferred approach.

IMPACT ON CAPACITY

Conducting the extraordinary election was not a planned activity for this financial year.

If the election is conducted as an in-person election, the resourcing needs are significantly multiplied. The CEO is likely to be the returning officer unless someone else is appointed.

If the election is conducted as a postal vote, the resourcing needs are significantly lessened as the WAEC will be running the election and administrative processes with some local support from City staff throughout the engagement.

RELEVANT PRECEDENTS

Over the past decade the Council has previously opted to leave a vacant seat uncontested with the approval of the WA Electoral Commissioner in:

- June 2010 when Cr D Rothe (Karratha Ward) resigned - seat contested at October 2011 election;
- July 2011 when Cr F Cechner (Karratha Ward) resigned - seat contested at October 2011 election;
- January 2013 when Cr N Lockwood (Karratha Ward) resigned - seat contested at October 2013 election; and
- January 2015 when Cr N Kickett (Dampier Ward) resigned - seat contested at October 2015 election.

Extraordinary elections have been held infrequently and all but one was held simultaneously with ordinary elections in 2007, 2011 and 2013. In 2010 an extraordinary election was held on 25 February 2010 for the Karratha Ward, February 2021 for the Dampier Ward and most recently last month October 2024 for the Karratha District.

Apart from an extraordinary election in 2000 that was conducted by the WAEC, since 2007 all bi-annual elections have been conducted by the WAEC.

VOTING REQUIREMENTS

Absolute Majority required if appointing the WAEC to conduct a postal election or a returning officer (other than the CEO) for an in-person election.

CONCLUSION

Council is required to make a decision to address the vacancy created through the early resignation of Cr McNaught. The two pathways are for the vacant seat to remain vacant until the next ordinary election in October 2025, or an extraordinary election be held at cost to the ratepayers for a term that would be less than 10 months in duration.

On the basis of cost the recommendation is to seek the WAEC Commissioner's approval to keep the seat vacant.

QUESTION:

When will nominations be put forward to find a new candidate for Regional Development Assessment Panel & Audit and Organisation Risk Committee (AORC)?

CITY RESPONSE:

The Development Assessment Panel (DAP) has been notified of Cr McNaught's resignation. Proxy members will be contacted by DAP early in 2025 with training dates, the first training session will be scheduled in Q1 2025.

Nomination for a new councillor to be part of AORC will be presented to the February 2025 OCM. This is to align with the appointment of independent audit committee members to the AORC, as part of the recent expression of interest undertaken.

9.7 LIVE STREAMING COUNCIL MEETINGS NEW POLICY

File No:	CM.124
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Governance Coordinator – Procurement & Compliance
Date of Report:	11 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	CG21 Live Streaming Council Meetings Policy

PURPOSE

For Council to consider the adoption of new Council policy CG21 Live Streaming Council Meetings.

OFFICER'S RECOMMENDATION

That Council ADOPT the new Council policy CG21 Live Streaming Council Meetings as attached to this report.

BACKGROUND

As of 1 January 2025, local governments are legislatively required to record council meetings and make them publicly available. As a class 1 local government the City of Karratha (City) is also required to publicly broadcast its council meetings electronically.

This requirement stems from recent local government reforms, specifically the insertion of a new section 5.23A Electronic broadcasting and video or audio recording of council meetings into the *Local Government Act 1995*.

This legislative change is aimed at increasing transparency and accountability in local government as well as making council meetings more accessible to the public.

To support this change, new policy CG21 Live Streaming Council Meetings has been developed for Council's consideration. In the proposed policy council meetings include; ordinary council meetings, special council meetings, public agenda briefing sessions and annual electors' meetings, but does not include committee meetings.

The requirement to publicly broadcast and take video recordings of council meetings does not apply for matters behind closed doors or if the meeting is not held in its usual location, which for the City is the Council Chambers. In these instances, only an audio recording is required and as such the proposed policy does not apply.

The proposed policy makes provision for:

- Remote attendance of a council member at a council meeting;
- Technology failure;
- Access and retention of recordings;
- Privacy and notification of live streaming;
- Unauthorised use of live streams and recordings; and
- Defamation.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

Section 5.23A of the *Local Government Act 1995* and Part 2A of the *Local Government (Administration) Regulations 1996* prescribes the requirements for the public broadcasting and recording of council meetings.

Schedule 2 of the *Local Government (Constitution) Regulations 1998* classifies the City as a class 1 local government.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with relevant officers to ensure there is a consistent and unified approach to the implementation of live streaming at council meetings.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

If adopted, the attached policy would be a new Council policy.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council's reputation may be impacted if the City fails to deliver on its obligations to make council meetings more accessible to the public.
Compliance	Moderate	Legislation requires that the City, as a class 1 local government must publicly broadcast and record its council meetings and make the recordings publicly available.

IMPACT ON CAPACITY

The City Administration is evaluating the resourcing and support needed to ensure that this service is seamless, with some initial testing of the software in readiness for its introduction from 1 January 2025.

RELEVANT PRECEDENTS

There are no relevant precedents.

VOTING REQUIREMENTS

Simple majority.

CONCLUSION

Proposed policy CG21 Live Streaming Council Meetings has been developed to ensure compliance with recent legislative reforms mandating that a Class 1 local government publicly broadcast and record council meetings. If the proposed policy is adopted, it will provide clear guidance to the community and City officers on the City's live streaming and recording processes.

QUESTION:

Point 6 of the Policy says the City is not liable for defamation, does that apply to individual councillors?

CITY RESPONSE:

There is no protection from defamation in the council chambers for individuals.

QUESTION:

Should this statement include the note about individual protection more explicitly?

CITY RESPONSE:

Yes, the draft policy has been updated to reflect this change.

9.8 NOVEMBER 2024 BUDGET REVIEW

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Management Accountant
Date of Report:	2 December 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Statement of Budget Review Quarter 1 24/25

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council by **ABSOLUTE** Majority pursuant to Regulation 33A Section 3 of the *Local Government (Financial Management) Regulations 1996*, **ADOPT** the **2024/25 First Quarter Budget Review** which results in a proposed surplus of \$13,510 as at 30 June 2025.

BACKGROUND

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

DISCUSSION

This year, a minor review of Council's budget was conducted by City Officers in November 2024. Budget modifications have been recommended to forecast the most likely financial outcomes. The following table identifies items that are expected to have material or confirmed variances compared to the current budget and therefore require amendment:

KEY AMENDMENTS**Operating Revenue****Rates**

Perdaman and Woodside rates - increase in UV	\$2.3m
--	--------

Grants, subsidies & contributions

Coolawanyah/ De Witt Upgrade – Blackspot - grant to be received	\$1.2m
Dampier Road Reseal – Regional Road Group - grant to be received	\$1.3m
Roads to Recovery - grant to be received	\$1.0m

Fees & Charges

Waste Management - increase in estimated fees	\$3.6m
Airport - increase in estimated fees	\$1.4m
KLP / REAP / FeNaCINg - increase in estimated fees	\$0.4m
SWA Shakespeare Units - increase in estimated lease income	\$0.2m

Interest

Reserves Interest - increase in expected interest	\$2.0m
<u>Operating Expenditure</u>	
Employee Costs	
Employee cost data re-alignment	\$2.4m
Materials and Contracts	
Contractors - increases to contractors	\$1.6m
Trainees and Apprentices - funds allocated for program	\$0.3m
Depreciation	
Buildings depreciation - recalculated reduction	(\$1.0m)
Infrastructure depreciation - recalculated reduction	(\$0.8m)
Other	
Economic Development Grants	\$0.4m
<u>Capital</u>	
Capital Grants	
Road Maintenance Grants - reduced	(\$1.0m)
Payments for PPE	
Amendment of projects - reduced	(\$4.9m)
Payments for Infrastructure	
Amendment of projects - increased	\$5.4m
<u>Reserve</u>	
Transfer to Reserve	
Employee Entitlements Reserve - estimated entitlements	\$0.5m
Aerodrome Reserve - higher than expected interest	\$0.5m
Infrastructure Reserve - TWA rates	\$4.7m
Infrastructure Reserve - deferred projects	\$1.7m
Partnership Reserve - higher than expected interest	\$0.4m
Waste Management Reserve - higher than expected interest	\$0.5m

As a result of this review, a surplus of \$13,510 is projected as at 30 June 2025.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

Statement of Financial Activity			
Item	Original Budget 24/25	Amended Budget 24/25	Difference
<i>Operating Activities</i>			
<i>Operating Revenue</i>			
Total Operating Revenue	\$ 139,971,171	\$ 154,849,372	\$ 14,878,201
<i>Operating Expenditure</i>			
Total Operating Expenditure	(\$ 130,128,134)	(\$ 132,766,903)	(\$ 2,638,769)
Less Non cash amounts	\$ 31,636,862	\$ 29,642,630	(\$ 1,994,232)
Operating Activities	\$ 41,479,899	\$ 51,725,099	\$ 10,245,200
<i>Investing</i>			
Capital Grants	\$ 4,461,541	\$ 3,084,311	(\$ 1,377,230)
Proceeds from SS loans	\$ 21,285	\$ 21,281	(\$ 4)
Payments for PPE	(\$ 17,508,163)	(\$ 12,609,710)	\$ 4,898,453
Payments for Infrastructure	(\$ 34,621,064)	(\$ 40,005,783)	(\$ 5,384,719)
Investing Activities	(\$ 47,646,401)	(\$ 49,509,901)	(\$ 1,863,500)
<i>Financing</i>			
Cash inflows	\$ 24,777,999	\$ 24,777,999	\$0
Cash outflows	(\$ 18,743,545)	(\$ 27,122,499)	(\$ 8,378,954)
Financing Activities	\$ 6,034,454	(\$ 2,344,500)	(\$ 8,378,954)
Less Non-cash amounts	\$ 133,326	\$ 133,322	\$4
Opening surplus	\$ 9,490	\$ 9,490	
Surplus after rates imposition	\$ 10,768	\$ 13,510	

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The budget review identified a surplus variance to the Original 2024/25 Budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	The City's first budget review is not a legislative requirement.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The proposed amendments from the minor review of the 2024/25 Budget reflect the City's operations for the remainder of the financial year, resulting in an expected surplus of \$13,510 as at 30 June 2025.

10 COMMUNITY EXPERIENCE REPORTS

10.1 COMMUNITY INFRASTRUCTURE PLANNING FRAMEWORK

File No:	CM.617
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Principal Community Planning
Date of Report:	14 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Community Infrastructure Planning Framework

PURPOSE

For Council to receive and endorse the Community Infrastructure Planning Framework and Provision Standards.

OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE** the draft Community Infrastructure Planning Framework and Provision Standards (as Attachment 1).
2. **NOTE** the draft Community Infrastructure Planning Framework and Provision Standards will be used as the basis for the analysis and identification of required community infrastructure in the Community Infrastructure Plan and for any future community infrastructure planning assessment.

BACKGROUND

Over the past 10-15 years, the City of Karratha (the City) has delivered a program of community infrastructure projects to transform the former resource towns into a major regional city. Today communities across the City benefit from a wide range of high-quality sport, recreation, art and culture, open space and community facilities, many of which match the high-quality service outcomes of similar facilities provided in metropolitan areas. The City is now entering a new period of community infrastructure driven by the changing needs and expectations of an increasingly diverse community.

The City is in the process of undertaking a comprehensive review of current and future community infrastructure requirements, via the development of a Community Infrastructure Plan (CIP), to direct future planning and guide the allocation of funding over the next ten years.

The purpose of the CIP is to identify and prioritise future community infrastructure required within the City of Karratha over the next 10-year period, that reflect the evolving needs, priorities and aspirations of our community.

Development of a CIP is necessary to ensure the successful delivery of the City's Strategic Community Plan and its aspiration for communities to improve their standard of living through well serviced community facilities.

The project is being delivered through a staged methodology:

Stage	Description	Timing
1	Project Commencement	October 2024
2	Contextual review and review of all relevant existing strategies, plans, policies and known community information.	November 2024
3	Technical review of previous draft provision standards, and development of a community infrastructure framework with revised provisions standards.	November 2024
4	Research and data collection: facility audit, community consultation and engagement, existing usage and catchment analysis.	November/ December 2024
5	Analysis and initial recommendations.	February 2025
6	Draft plan will be developed incorporating the outcomes of the previous stages and presented for Council consideration.	March 2025
7	Public advertising of draft plan: the draft document will be shared with the community for public feedback prior to Council endorsement of the plan.	April 2025
8	Final plan will be presented to Council for consideration.	May 2025

DISCUSSION

Stages 1 and 2 have been completed resulting in the development of a draft Community Infrastructure Planning Framework developed for consideration.

A well-established community infrastructure planning framework allows for a consistent, considered approach to community infrastructure delivery that is reflective of community needs and local context. Understanding and responding to the unique and individual circumstances of each community in the City of Karratha will ensure that facilities are addressing the needs and interests of the local population.

The draft Community Infrastructure Planning Framework (Figure 1) outlines key considerations for the identification, planning and prioritising of community infrastructure, and has been developed in acknowledgement of the key characteristics and the uniqueness of the towns that make up the City of Karratha.

Figure 1 Summary of draft Community Infrastructure Planning Framework



The draft framework considers:

A. The Scope of Community Infrastructure to be included in the needs assessment and subsequent Community Infrastructure Plan, together with clear definitions for each facility. The facilities have been grouped into 3 categories that are incorporated into the facility audit and quantity standards assessment:

- Sport and Recreation
- Community and Civic
- Arts and Culture.

Each grouping is further broken down into specific infrastructure types and assigned a definition.

B. Planning Catchments and Hierarchy of Provision

Establishing defined planning catchments and a hierarchy of provision will allow for planning efficiency across the network. Planning catchments refer to both geographical areas and the size of the population serviced. The planning catchments proposed in the draft Community Infrastructure Planning Framework are those identified in the City of Karratha Local Planning Strategy, as follows:

- Karratha District - The Karratha District covers both Karratha and Dampier and is envisaged as the City of North Western Australia accommodating over 75% of the City's total population. Karratha will continue to grow and broaden its role as the primary service centre for the Pilbara and North-Western Australia. Dampier is identified as a coastal town that supports the appeal of the City.

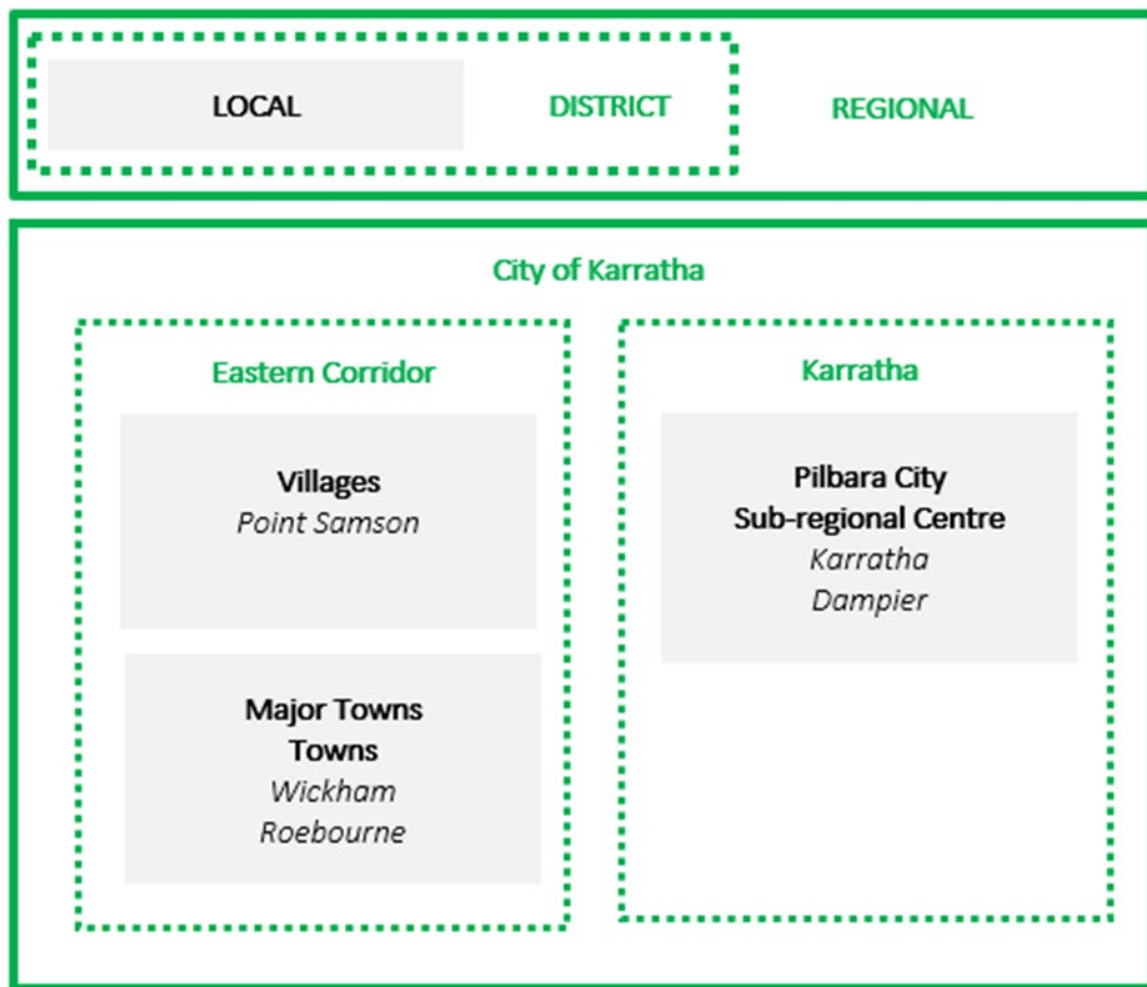
- Eastern Corridor - The Eastern Corridor comprises the settlements of Roebourne, Wickham, Point Samson and Cossack, each with its own identified role and character which, when considered together, provide a complete offering of local level services, facilities and opportunities.
 - Roebourne will continue to be a centre of arts and cultural based community facilities, with its heritage character celebrated through tourism;
 - Wickham, with a larger population base and Rio Tinto's presence to drive growth, will provide the main retail and community facilities servicing the population of the Eastern Corridor;
 - Point Samson will maintain its coastal village form, focussing on coastal tourism with opportunity for population growth over time; and
 - Cossack will remain a coastal heritage centre with opportunities to develop compatible tourism facilities.

Table 1 shows the proposed hierarchy of provision to guide the varying levels of service for the defined planning catchment areas. This establishes that different types of community infrastructure will be provided at various hierarchy levels.

Table 1 Hierarchy of provision

Hierarchy	Description
Local	These are facilities and services that people prefer to access close to their homes and serve a localised function. An example of local level infrastructure includes a community hall, childcare or playspace.
District	Co-location and integration of services and facilities that support a multi-purpose destination. Examples of district level facilities include, multipurpose hubs, libraries, youth centres, skate parks, sports facilities and playing fields.
Sub-regional/ Regional	Major destinations that attract a large volume of visitors and users from all around. These facilities play an important role in resourcing and supporting residents, workers and visitors. These facilities include major cultural and sporting facilities.

Figure 2 shows the relation between proposed planning catchments and hierarchy of provision for the purposes of Community Infrastructure Planning.

Figure 2: Community Infrastructure Planning Catchments and Hierarchy of Provision**C. Population and Data Requirements**

Future population assumptions are an important input for the planning of community infrastructure particularly in relation to the quantity provision standards. It should be noted that population assumptions to develop population projections are based on the best available information at a point in time and if changes to assumptions are made, this could result in changes to projections.

Population assumptions underpinning the draft framework are shown on page 13 of Attachment 1.

D. Quantity Standards

The quantity assessment uses population standards to determine whether there are enough facilities in relation to the population size. Quantity standards identify the threshold at which the population requires and can sustain the provision of a facility. They are expressed as a ratio of a community need to 'x' number of people. One of the benefits of using quantity standards is that they prescribe a level of need per head of population for a given area and provide an easy means of calculation. They are used as one tool in the assessment process.

The following is noted in relation to the proposed quantity standards:

- There are certain infrastructure types that cannot be assessed using quantity standards as their provision are determined based on community needs.

- In small townships there are provisions for local community infrastructure (e.g. community hall, local sports venues) that are a critical for well-functioning communities regardless of population size.
- For some community infrastructure types, a quantity standard range is provided where the lower end of the range would be applicable to small settlements in the Eastern Corridor and the higher end of the range applicable to the Karratha District. This reflects the unique nature of communities in the City of Karratha that have small population (e.g. Point Samson).
- Some facilities will most likely be co-located/integrated within a multipurpose sports centre e.g. aquatics and sports courts. This reflects models of delivery where these spaces can be provided more efficiently in a multipurpose centre rather than standalone. A ratio is not provided in these cases.
- Quantity standards assessments do not take into consideration the quality and usage of existing facilities.
- Library facility planning in Australia is guided by the Standards and Guidelines for Australian Public Libraries, 2020. The use of floorspace is preferred as it allows for a more flexible approach to planning for libraries that considers library needs holistically and the different models of library provision.

The outcomes of the quantity standard assessment should not be considered binding or lead to the expectation that a certain level of facility provision will be provided. They are simply used as a starting point for determining what need might be present in a community. Factors that need to also be considered include innovative delivery models to ensure affordability and achievability for council.

The Draft Quantity Standards are shown on page 16 of Attachment 1.

E. Guiding Planning Principles

A set of overarching principles have been identified in the draft framework to ensure the existing and future development of community facilities meets the strategic direction of the City to deliver a well-connected and equitable network. Thirteen principles have been included:

1. Maximising usage of existing facilities
2. Shared use of community infrastructure
3. Developing flexible, multipurpose community facilities which can incorporate a range of commercial and community services and evolve overtime as the community changes
4. Planning for programs and service delivery, not just space
5. Locating community facilities as part of a functional major activity centre
6. Create adaptable community facilities appropriate to the level of service demanded
7. High quality design outcomes
8. Child friendly and aged friendly communities
9. Access and inclusion
10. Technologically responsive
11. Environmentally sustainable
12. Promote safety and security
13. Future proofing.

SUMMARY

Should the draft Community Infrastructure Planning Framework be endorsed, it will be used as the basis for detailed needs analysis and identification of required community infrastructure within the Community Infrastructure Plan and for future community infrastructure assessment.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has occurred with internal stakeholders to gather insights into the existing network of community infrastructure, service provision and identified community requests. A draft version of the framework was shared with Council for comment and feedback. The City then consolidated feedback received for inclusion into a final draft document.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap² public participation spectrum process to inform, consult, involve, collaborate and empower is proposed in the next stage of the process to inform the analysis of future community infrastructure requirements.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030. In particular:

Our Outcomes:	1.a	Quality Community Facilities
Projects/Actions:	1.a.2	Plan and develop quality new facilities and infrastructure to meet future community needs and industry best practice.

RISK MANAGEMENT CONSIDERATIONS

There are no risk management considerations applicable.

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The draft Community Infrastructure Planning Framework has been developed following the completion of Stages and 1 and 2 of the Community Infrastructure Plan project.

A well-established community infrastructure planning framework allows for a considered approach that is reflective of community needs and local context. Understanding and responding to the unique and individual circumstances of each community in the City of Karratha will ensure that facilities are addressing the needs and interests of the local population.

The draft framework outlines key considerations for the identification, planning and prioritising of community infrastructure, and has been developed in acknowledgement of the key characteristics and the uniqueness of the towns that make up the City of Karratha.

It will be utilised as the basis for detailed needs analysis and identification of required community infrastructure within the Community Infrastructure Plan and for future community infrastructure assessment.

10.2 BIKE PARK ESTABLISHMENT

File No: CP.1881

Responsible Executive Officer: Director Community Experience

Reporting Author: Senior Community Infrastructure Planner

Date of Report: 30 October 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider the allocation of budget to undertake site investigations and concept design for a potential bike park facility in Karratha.

ALTERNATE RECOMMENDATION

Item No. 10.2
Description: BIKE PARK ESTABLISHMENT
Recommended by: CR MCNAUGHT

That Council:

1. **ALLOCATE** a budget of \$200,000 to procure a specialist consultant to undertake site investigations and concept design for a bike park in Karratha, recognizing the opportunity presented by the existing underutilised facility at Bulgarra, a pump track in Wickham, and to provide advice on the inclusion of a pump track within the Point Samson Masterplan.
2. **DIRECT** the Administration to proceed with:
 - Engaging a specialist consultant to develop site selection criteria and conduct site assessments for the Karratha Bike Park and Wickham Pump Track, with a focus on maximising the potential of existing locations, including the underutilised facility at Bulgarra.
 - Facilitating community consultation to gather input from stakeholders in Karratha, Wickham, and Point Samson on desired features and locations.
 - Preparing preliminary concept designs for the Karratha Bike Park and Wickham Pump Track, and providing strategic advice on incorporating a pump track within the Point Samson Masterplan.
 - Presenting findings and recommendations for preferred sites and designs to Council by August 2025.
3. **ACKNOWLEDGE** the Karratha Bike Park, Wickham Pump Track, and potential Point Samson Pump Track as community-wide initiatives designed to enhance recreational infrastructure and promote healthy, active lifestyles, independent of any specific sporting or community group; and

- 4. COMMIT to ensuring these facilities integrate with existing recreational infrastructure where appropriate and ensure that the correct language is used going forward to differentiate between a Bike Park with the potential for flow trails, a pump track, and jump lines, a BMX track which is typically run by a sporting club and is only open to members, and a standalone pump track.**

REASON

The Karratha Bike Park, and Wickham and Point Samson Pump Tracks are envisioned as inclusive, community-wide initiatives, catering to diverse recreational needs and enhancing liveability for residents and visitors.

- Karratha Bike Park: Preliminary investigations will assess the feasibility of developing a comprehensive bike park, considering the underutilized facility at Bulgarra as a potential site.
- Wickham Pump Track: The \$200,000 allocation will also fund initial site assessments and concept design for the Wickham Pump Track. This work will provide a reliable cost estimate, enabling the City to seek additional third-party funding for detailed design and construction.
- Point Samson Pump Track: Advice will be sought on integrating a pump track into the broader Point Samson Masterplan to align with local needs including potential colocation with a basketball half-court.

Based on comparable projects delivered by local authorities, construction of these facilities is likely to be delivered through a design-and-construct tender/contract to ensure efficient and cohesive project delivery.

A preliminary estimate of \$2M has been identified as the likely construction budget for the Karratha Bike Park only. A cost estimate will need established for the Wickham Pump Track following the completion of site investigations, community consultation, and concept design. It would also be prudent to establish an order of magnitude cost for the Point Samson Pump Track acknowledging that this will only be at a Masterplanning stage.

The \$200,000 allocated in this resolution ensures the groundwork for these initiatives is completed strategically, supporting informed decision-making and enabling the City to secure additional funding for implementation phase for the Wickham Pump Track.

OFFICER COMMENT – UPDATED 2 DECEMBER 2024

This is currently not supported by Administration.

In March 2024, Cr McNaught included the Karratha bike park as a Councillor budget request for the 2024/25 budget. It was not prioritised by Council. Subsequently, many other projects were agreed through budget approvals and are now being progressed.

In extensive Community feedback in 2024, strong priorities have emerged from the community, such as square-ground sport grounds, water-based activities and indoor recreation like rock-climbing and bounce.

Cr McNaught's budget request of \$200,000 is double the \$100,000 provision estimated by administration, which raises concerns about the scope and methodology proposed. There is insufficient detail to substantiate this budget provision.

The next opportunity for Councillor budget submissions is March 2025. As the City does not have capacity for additional recreation projects in 2024/25 we suggest that Council reconsiders this request during budget prioritisation for 2025/26.

There is a reputational issue for the City in allowing ad hoc requests to be prioritised without cause. It will deviate from the consistent messaging shared with community over the past year.

Council should carefully consider the potential impact this decision may have on community trust and the perception of fairness and transparency in project prioritisation.

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS REQUIREMENT

Pursuant to regulation 11(da) of the *Local Government (Administration) Regulations* 1996, if the amended recommendation is adopted by Council, the above Reasons will be recorded in the Minutes.

OFFICER'S RECOMMENDATION

That Council:

- 1. DECLINE allocation of budget at this time for the investigation and concept design of a potential bike park in Karratha.**
- 2. AWAIT the outcomes of the Community Infrastructure Plan project to determine demonstrated need for a bike park facility.**
- 3. SUPPORT the commitment to a consistent approach with clubs and community groups, whereby current and future facility needs will be assessed and prioritised by the Community Infrastructure Plan project.**

BACKGROUND

At the October 2024 Ordinary Council Meeting (OCM), Council endorsed a Notice of Motion for investigation into establishment of a bike park in Karratha.

For the purpose of this report, a bike park is understood as a dedicated space containing a mix of flow trails, pump track and jump line infrastructure to facilitate biking skills and recreation.

Officers were requested to prepare a report for the December 2024 OCM capturing:

1. Budget request to cover costs for an initial body of work focussing on site assessment, master planning and concept design.
2. Details on integrating the bike park with existing recreation facilities which could be upgraded at the same time, and;
3. Identification of existing complimentary projects such as the Point Samson Pump Track which could be included in the scope.
4. Commence preliminary community consultation with key stakeholders.

Biking, in particular bicycle motocross (BMX) and mountain biking, is a popular activity in the City of Karratha (City), with high participation in formal and informal activities.

Existing biking facilities in the City include:

- a public bitumen-sealed pump track at Balyarra Park in Baynton West

- a semi-sealed BMX track in Baynton leased to the Karratha BMX Club
- a public dirt BMX track in Dampier
- a public dirt BMX track in Bulgarra.

DISCUSSION

Officers have completed preliminary investigation into community feedback, project scope, cost estimates and time.

Preliminary Consultation

Initial discussions with the Karratha Mountain Bike Club and Karratha BMX Club have occurred. A summary of their feedback is below.

Karratha Mountain Bike Club

- Believe a bike park would be valuable addition to the riding community.
- Support that a bike park could have the following benefits:
 - Act as a feeder in attracting new riders to the club.
 - Be promoted as a venue for skill development and could be utilised for pre-season warm up events.
 - Complement the existing range of biking infrastructure within the City.

Karratha BMX Club

- While a new bike park would address the need for flow trails and jump lines, the Club believes investment to upgrade the existing resources at Karratha BMX Club could fill those needs.
- The City has a number of bike parks however they feel they are poorly maintained and managed.
- The Club recommends the focus should be on improving and maintaining these existing facilities, rather than building a new park.
- The Club supports revisiting the work previously completed by the City on the Karratha Cycling Hub (circa 2020) and progressing further planning of this project.
- The Club considers the existing Karratha BMX Club could be transformed into a dedicated cycling hub, catering to various skill levels, fulfilling the same purpose of this proposed bike park and making better use of existing infrastructure.
- The BMX Club is an affiliate member of AusCycling Limited, the national governing body for cycling in Australia which covers BMX, mountain biking and recreational biking. The Club suggests upgrading the existing Karratha BMX Club would encourage AusCycling to host State Series or State Championship events in Karratha.

Project Specifics

To investigate the development of a bike park in Karratha and produce preliminary concept plans, the scope of work for an external consultant would be to:

1. Review and analyse existing facility trends and case studies to inform development of site selection criteria.
2. Develop and implement a community consultation and engagement plan to gather input on desired features and site preferences.
3. Undertake site visits to identified locations through assessments (travel required).
4. Complete detailed analysis of each site, addressing suitability, accessibility, environmental considerations and potential challenges.
5. Create preliminary high-level designs for the top three identified locations, presenting pros and cons of each site for review.
6. Engage stakeholders to present findings and gather feedback on options.
7. Present consultation findings and a recommendation to the Council on preferred site.

8. Progress the preferred location and design into a more detailed site concept plan with an opinion of probable costs (OPC).
9. Develop project next steps, including potential options for funding, detailed design and phased implementation if required.

Based on Officer research, an estimate budget to complete the above works would be \$100,000 (exc. GST), working with a projected future construction budget of \$2 million. This estimate is informed by feedback from Common Ground, the contractor responsible for the design and delivery of the City of Melville's Dyoondalup Bike Park.

Table 1 below provides an indicative project timeline.

Table 1 - Project Timeline

Milestone / Activity	Timing
1. Develop project plan	January 2025 (1-2 weeks)
2. Procurement of external consultant	Late January to February 2025
3. Desktop research and engagement plan drafting	March 2025
4. Stakeholder consultation	April 2025
5. Site visits and assessments	April – May 2025
6. Site evaluation and preliminary designs	May – June 2025
7. Stakeholder consultation – review findings and feedback on sites	July 2025
8. Concept design and OPC	July - August 2025
9. Final concept and project next steps	August 2025

Community Infrastructure Plan

In the context of facility development, Officers are currently completing the City's Community Infrastructure Plan (CIP) project. The purpose of the CIP is to guide the prioritisation and planning of community facility projects over the next 10 years, whether its improving, upgrading or building new facilities.

Phase 1 of the project commenced in 2022, and Officers are currently working through the next phase of the project. During this time, numerous clubs and community groups have approached the City to discuss their need for dedicated facilities, land or additional space. The consistent messaging to these groups has been the CIP will capture and address their current and future needs, ultimately guiding Council's decision making. Until the CIP is complete, new infrastructure projects and developments have been paused to ensure a coordinated, informed and strategic approach.

It is important to note if Council chooses to progress with the investigation and planning of the bike park at this stage, it will deviate from the consistent messaging shared with community over the past year. Additionally, prioritising this project now would place it ahead of community groups who have been patiently waiting for their needs to be addressed through the CIP. Council should carefully consider the potential impact this decision may have on community trust and the perception of fairness in project prioritisation.

Table 2 - Community Groups / Clubs seeking facility space

Club	Need
Karratha Gymnastics	Facility and space
Raiders Boxing Club	Facility
Wickham Wolves Football Club	Club house and storage
Dance Kix	Suitable facility (mirrors etc) and space

Karate	Suitable facility and space
Futsal	Indoor courts at suitable time
Karratha Hockey Association	Facility and club house
Karratha Mountain Bike Club	Facility space
Karratha Scouts	Facility
Karratha Community Men's Shed	Land
Karratha Arts and Learning Centre	Facility
Hindu Association of Pilbara	Facility and land
Karratha Muslim Community Association	Facility
North West Multicultural Association	Facility
Rugby/Soccer	Rectangle fields

Community Planning Projects

The Administration currently has a large portfolio of projects planned for delivery this financial year, each requiring careful planning, resources and time for successful delivery.

The existing portfolio of projects were agreed with council at or before the strategic planning workshop held on 15 March 2024, and during the subsequent budget approval processes. While the Bike Park was raised as a possible project in March 2024 it was not prioritised by Council.

As the Administration continues to progress with these initiatives, adding a Bike Park Project into the current programme will create additional workload and influence the timing and delivery of other ongoing projects. Should Council resolve to progress with the bike park, the Administration will need to re-assess delivery timelines for existing projects to allow for the successful completion of the bike park. This action will involve either extending delivery dates or pausing an existing project.

Current community planning projects allocated within the existing staffing levels for this portfolio are outlined in Table 3 below. Officers have assessed the impact for each project if it was to be delayed to accommodate delivery of the Bike Park Project.

Should Council decide to proceed with the Bike Park Project this financial year, the Administration considers the scope could be achieved by both:

- (a) Combining the scope with the Wickham BMX Project, creating a larger more comprehensive project. This project has received third party funding and any change to scope or timeline would be subject to the funding body approving a variation, and
- (b) Delaying delivery of an existing project, being the Point Samson Pump Track and Half Court (Youth Space) Project (concept design), to create resource capacity. This project could be rolled into and considered more comprehensively as part of the development of the Point Samson Masterplan.

Combining the Bike Park and Wickham BMX projects will extend the delivery timeline (detail design) for the Wickham BMX track project to mid-FY2025/26. Similarly, delaying the Point Samson Pump Track and Half Court (Youth Space) Project, would mean detail design would occur in FY 26/27.

Table 3 - Community Planning Project Portfolio

	Project	Budget	Status	Impact if delayed
1	Strategic Community Plan (Strategic Focus Area)	\$60k	In progress	Significant - not recommended. CEO KPI

2	Department Project Interface Handover Process and Policy (Internal)	Nil	In progress	Minor – would delay internal teams having clear processes in place
3	Community Infrastructure Plan (Strategic Focus Area)	\$150k	In progress	Significant - many future project are reliant on this project. Strong community interest. CEO KPI.
4	Place Approach and Place Plan Development – Roebourne, Wickham and Point Samson	\$80k	High – community are expecting this project with some already actively involved.	High – community are expecting this project with some already actively involved.
5	REAP Amphitheatre Re-development			
6	Healthcare Needs and Workforce Assessment (Council resolution)	\$80k (subject to Item 9.8)	Significant	Significant – council resolution, due for completion 30 June 2025.
7	Karratha Golf Course - Driving Range	\$50k	In progress	High – community safety concerns.
8	Off Lead Dog Exercise Area (Council initiative)	\$40k	In progress	High – contract has been awarded. Identified as Council priority in March 2024.
9	Wickham BMX Track*	\$50k	In progress	High – project has in-principle 3 rd party funding
10	Point Samson Pump Track and Half-Court (Youth Space)*	\$20k	In progress	Moderate – may cause frustrations with community, however, would allow for consideration into wider Point Samson Masterplan. Has 3 rd party funding.
12	Point Samson Entry Statement	\$50k	In progress	Moderate – collaborative project with community. Will be frustrations if delayed.
13	Point Samson Signage Audit and Implementation Plan	Nil	In progress	Project almost complete. Delay will not create additional capacity.
14	Roebourne Recreation Precinct Masterplan*	\$80k	In progress	High – project has been delayed already. Reputational risk if delayed further.
15	Pope's Nose Upgrade - Signage and Shelter	Nil	In progress	Low – would create very minor additional capacity if delayed

16	Strategic Planning Framework Review (Strategic Focus Area)	Nil	In progress	High – CEO KPI and will inform other internal strategic work.
17	Footpath Strategy Review	In progress	In progress	High – Contract awarded.
18	Bus Shelter Strategy	Nil	Not yet started	Low – due to commence in January 2025. Would not create additional capacity for Bike Park due to type of project.
20	Yaburara Heritage Trail Sign Review	Nil	In progress	High – community safety
21	Wickham South Half-Court Basketball (Council initiative)*	\$20k	In progress	Moderate - Identified as Council priority in March 2024. In-principal 3 rd party funding.

* Requested and/or secured third party funding

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of parties affected.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required for the Officer's recommendation.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications in endorsing the Officer's recommendation.

If Council were to proceed with the Bike Park, \$100,000 would need to be identified within the current budget to be reallocated to this new project.

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.a.2.5	Community Facility Planning
Projects/Actions:	1.a.2.5.22.4	Develop and implement the Community Infrastructure Guidelines & Plan

RISK MANAGEMENT CONSIDERATIONS

The level of risk to the City in endorsing the Officer's recommendation is considered to be as follows:

Category	Risk level	Comments
Health	N/A	There is no perceived health risk in endorsing the Officer's recommendation to decline budget allocation.
Financial	N/A	There is no financial risk associated with the Officer's recommendation.
Service Interruption	N/A	There is no impact on Service Interruption in endorsing the Officer recommendation.
Environment	N/A	There is no environmental risk in endorsing the Officer's recommendation.
Reputation	Low	There is a low perceived risk in endorsing the Officer's recommendation.
Compliance	N/A	There is no compliance risk in endorsing the Officer's recommendation.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The estimated timeline for delivery of an investigation and concept design of a bike park in Karratha would take roughly eight months and require \$100,000 budget allocation. While biking infrastructure will positively benefit the community, progressing the bike park at this stage would be inconsistent with the City's direction to community groups to wait for the outcomes of the CIP. Furthermore, prioritising this initiative ahead of existing projects could impact delivery timelines of existing community planning projects held by the Administration. Preliminary stakeholder feedback suggests investing in existing infrastructure may achieve similar benefits as a new bike park. It is recommended to defer planning until the CIP is complete to ensure a strategic, fair and informed approach to community infrastructure development.

QUESTION:

Does the Administration recognise that the proposed Bike Park is intended to be a community facility, similar to those planned for Wickham and Point Samson, and not a BMX track, which is typically affiliated with a single sporting club and restricted to members?

CITY RESPONSE:

Yes, we are aware the proposed Bike Park is a community amenity and is not tied to any club or group.

QUESTION:

Is the Administration aware that the bike facility in Bulgarra, despite being in an excellent location with many young families in the area, is underutilized due to its poor design and condition?

CITY RESPONSE:

Yes, we have received feedback that the community feels the facility is not well maintained.

QUESTION:

Why does the administration view this as an adhoc request seeking prioritisation without justification, when the concept of a community Bike Park has been consistently raised at the

last three strategic planning workshops, based on community feedback to myself and other councillors?

CITY RESPONSE:

There are many worthy projects discussed at strategic planning workshops. The budget for 2024/25 has been adopted by Council and the Bike Park was not raised as a priority project by Council at the March 2024 Council Strategic Workshop which informed the budget, nor at the time the budget was approved.

As the Bike Park has not been planned for delivery this financial year, it is considered an ad hoc request.

QUESTION:

Is there a risk that our reliance on surveys, workshops, and advisory groups is limiting input from certain demographics, such as men and teenage boys? Does this highlight the importance of councillors engaging directly with underrepresented members of the community?

CITY RESPONSE:

This is a good point, the Administration is aware men, and young boys are difficult groups to reach and we are looking at strategies to improve engagement rates for these cohorts.

Whilst surveys and other engagement methods help inform community priorities and needs, there are other inputs (including Council's feedback) and best practise guidelines that inform the development of plans.

In the case of community infrastructure, the provision standards and community infrastructure framework being presented to Council for approval will guide what this looks like for the City of Karratha.

The framework is informed by state planning policy, case studies and industry guidelines.

Council ultimately approves the budget priorities based on the review of all of these considerations.

QUESTION:

Can the Administration provide clarity on the scope of the Wickham and Point Samson projects, including whether consultants with pump track expertise have been engaged and what progress has been made to date?

CITY RESPONSE:

Wickham – This project was underway in 2020. The site was identified and a Development Approval (DA) received, however due to budget constraints the project did not progress, and the DA has since lapsed. The Wickham project is currently identified as a BMX track not a pump track, however as engagement progresses with the community to inform the design it is possible this could change to a pump track. A new Development Application is being completed and the RFQ drafted to engage a consultant with the required expertise in this area to undertake consultation, design and documentation.

Point Samson – Internal site assessment has commenced, and ACH assessment submitted for existing use. An RFQ is in progress to engage a consultant to undertake a more detailed site assessment, and concept options for youth recreation in Point Samson.

QUESTION:

Has the Administration considered the potential efficiencies of including the Karratha Bike Park and the pump tracks in Wickham and Point Samson within a single project scope for a specialist consultant?

CITY RESPONSE:

Yes, this has been considered, and it is outlined within the Council report that if Council should decide to proceed with the Bike Park project this financial year, the Administration recommends combining the scope of the Karratha Bike Park with the Wickham BMX project.

In addition, it is recommended the Point Samson Pump Track and Half Court projects be delayed creating resource capacity as it could be rolled into and considered more comprehensively as part of the development of the Point Samson Masterplan.

QUESTION:

Regarding capacity, and given the CIP to be finalised in May, are the capacity issues raised by the Administration relevant given the proposal to deliver smaller projects rather than one single?

CITY RESPONSE:

2024/25 projects have been budgeted and planned for delivery based on available resources.

Planning is underway to ensure resourcing across multiple teams is in place to deliver projects identified within the Community Infrastructure Plan once it is endorsed by Council.

QUESTION:

What came of the \$60k that went into the cycling club in 2020?

CITY RESPONSE:

Karratha BMX Club received \$17,000 from the City via an annual grant to undertake master planning, which was managed by the City. Following completion of the plan, the project did not progress due to design cost and lack of funding. In addition, at the time the design was not fully supported by stakeholders and advice from the City was to review the concept and their requirements with aim to reduce costs.

The need for bike related facilities is being considered as part of the scope of the Community Infrastructure Plan. The consultant has been briefed on the previous cycling hub proposal.

QUESTION:

Is there a plan to bring Bulgarra park back to life?

CITY RESPONSE:

A masterplan is required across the entire Bulgarra recreation precinct. It is expected this will be identified as a project within the Community Infrastructure Plan.

QUESTION:

Are there more things that will need to drop out of the priority list based on the alternate recommendation by Cr McNaught?

CITY RESPONSE:

It is unlikely more projects will need to be delayed if Cr McNaught's alternate recommendation is supported by Council as it aligns to the Administration's suggested approach.

11 DEVELOPMENT SERVICES REPORTS

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED REGIONAL SPONSORSHIP FOR KARIJINI EXPERIENCE 2025

File No:	RC.119
Responsible Executive Officer:	Director Development Services
Reporting Author:	Economic Development Project Officer
Date of Report:	6 November 2024
Applicant/Proponent:	Campbell Management Services Pty Ltd Trading As CMS Events Western Australia
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. Karijini Experience 2025 Regional Sponsor Proposal – CMS Events 2. Karijini Experience 2024 Event Report 3. Karijini Experience 2025 Event Presentation 4. MESAP Evaluation – Karijini Experience 2025 Regional Sponsor Proposal

PURPOSE

For Council to consider a request from Campbell Management Services Pty Ltd, trading as CMS Events Western Australian (CMS), to sponsor the Karijini Experience 2025 under Policy DE03: Major Event Sponsorship and Attraction Program (MESAP) Policy.

OFFICER'S RECOMMENDATION

That Council **APPROVE** sponsorship funding to Campbell Management Services Pty Ltd trading as CMS Events Western Australia as follows:

Organisation Name	Project Name	Grant Amount
Campbell Management Services Pty Ltd trading as CMS Events Western Australia	Karijini Experience 2025	\$15,000 (excl. GST)

BACKGROUND

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

CMS submitted a proposal to the City under the MESAP Policy on the 24 September 2024. CMS is an event management company which has been engaged by the Banjima Native Title Aboriginal Corporation to deliver the Karijini Experience event in 2025.

Established in 2013, the Karijini Experience is an annual event featuring cultural, artistic, culinary, and musical experiences that connect visitors to the homeland of the Banjima people and Karijini National Park.

The City has sponsored several editions of the Karijini Experience, including 2019 (\$15,000), 2020 (\$15,000), and 2023 (\$10,000). After Covid cancelled the 2022 event, the event returned in 2023, drawing 2,000 attendees during NAIDOC Week, and grew to 3,142 attendees in 2024, with 52% attending for the first time.

The 2024 post event survey indicated that 11% of visitors were from Perth, 15% from South WA and 16% were interstate or international. This demonstrates the growth of the event and its ability to attract a national and international audience.

The Karijini Experience, scheduled for 11-14 April 2025, aims to attract over 3,000 visitors with a focus on community-centred engagement with Indigenous culture.

DISCUSSION

Proposal

CMS has invited the City to be a Regional Sponsor of the Karijini Experience 2025 for \$15,000 (excl. GST). The total project cost for CMS is \$1,044,963 (excl. GST). The proposed tailored sponsorship for the City includes the following benefits and entitlements:

- Recognised as a Regional Sponsor
- Speaking opportunity at one event
- Verbal acknowledgement at key events
- City promotion opportunities:
 - Social media post with City content marketing, Facebook and Instagram
 - Logo included in event marketing in print and electronic: eNewsletter, website, printed event program
 - A minimum of two banners in the eNewsletter pre-event
 - One feature article in event eNewsletter pre-event
 - Promotional banners at event activations
- Karratha to be promoted as the Karijini Experience Holiday Gateway as the fly-in and drive-in destination to the region through online promotion and social media.
- Ticket Allocations:
 - Access to all free community events that are open to the public. The majority of events are provided at no cost.
 - Complimentary tickets:
 1. Two (2) tickets to one of the Karijini Dining Experiences at Dales Gorge
 2. Two (2) tickets to the Banjima led Bush Tours
 3. Four (4) tickets to the major concert with food and drink packages – Yurlu Lounge
- An onsite promotional stand during the event for three days, increasing location awareness. This can potentially be delivered in partnership with Pilbara Tourism Association or Australia's North West.
- Post event research survey will be conducted by CMS to determine visitation and regional access. Questions for the survey will be reviewed with the City of Karratha with an option to include questions in the post-event survey relating to Karratha visitors and travel planning.

A full copy of the Regional Sponsorship Proposal tailored for the City is included as **Attachment 1**, the Karijini Experience 2024 Event Report is included as **Attachment 2** and the 2025 Event Presentation as **Attachment 3**.

Assessment

This MESAP application has been evaluated against the assessment criteria in the MESAP Policy which can be found at **Attachment 4**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans and specifically aligns with the MESAP Policy which seeks to attract events to the region and the Destination Management Plan which aims to attract events that leverage natural assets and develop the local tourism industry.
2. It has shown significant appeal to a broad audience, with attendance increasing from approximately 75 attendees in 2013 to around 2,300 in 2024. Attendance is expected to reach up to 3,000 people in 2025, while approximately 50 visitors will fly-in and self-drive from Karratha for this event.
3. Organisers indicate potential direct local spend at businesses in Karratha between \$48,000 (low yield) and \$70,000 (high yield) for the 2025 event. Using these values and REMPLAN multipliers, the economic impact will range between \$61,663 (low yield) and \$102,771 (high yield) of direct spent. In addition, an estimated 50 visitors will fly and in self-drive to the event, spending an estimated \$28,200 in Karratha. Based on this and using REMPLAN multipliers, the economic impact will be \$40,407. Total impact for the event may therefore range from \$102,070 (low yield) to \$143,178 (high yield). At a \$15,000 sponsorship, this translates into a total economic impact return ratio ranging between \$6.80 (low yield) and \$9.55 (high yield) per dollar spent by the City.
4. The event will not be held in the City and will not have an adverse environmental impact within the City. The Shire of Ashburton, where the event will occur, will make determination about environmental impact.
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad audience of participants.
6. Is unlikely to experience any issues with delivery as it is being managed by a reputable event management company with experience in delivering similar events.

The proposed event is being hosted in the Shire of Ashburton. The City has sponsored events outside of the local government area previously where there is considered to be a benefit to the broader region and the City's brand. An example of this is the sponsorship provided to the Town Team Movement State Conference held in Port Hedland in 2022 which was sponsored for \$10,000. It is considered appropriate to provide sponsorship for this event as it promotes the region to a broad audience from throughout Australia and will benefit the City by building our brand as a gateway tourism destination.

Administration has considered the sponsorship and is of the view that the branding, promotion, and networking benefits provided through the Regional Sponsorship package provides good value for money, enables the City to be associated with this high profile event and is broadly in line with funding provided in previous years. It is therefore recommended that the City accept the invitation for the Regional sponsorship package and accept the funding request of \$15,000 (excl. GST).

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with relevant internal departments including REAP Operations, Karratha Tourism and Visitor Centre, Marketing & Communications, Community Programs, and Community Partnerships.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget 2024/25	\$112,000 (excl. GST)
Total Committed	\$82,000
Remaining Balance	\$30,000

Administration has considered the sponsorship opportunity and is of the view that the requested investment of \$15,000 (excl. GST) as a Regional Sponsor provides good value for money and demonstrates a strong return on investment.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil.
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement. The event will continue without City funding. If the Council should choose not to fund the full amount, the City may consider a different sponsorship package.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with CMS to ensure the sponsorship is acquitted to a satisfactory standard.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

Event	City Contribution (excl. GST)	Direct & Indirect Spend (excl. GST)	Return on Investment (excl. GST)
2023 Pilbara Summit	\$20,000	\$743,000	\$37.15
2023 Karijini Experience	\$10,000	\$35,000	\$3.50
2024 Developing Northern Australia Conference	\$142,000	\$802,550	\$5.65
2024 Pilbara Summit	\$33,000	\$821,000	\$24.88
2024 Kimberley Pilbara Cattlemen's Association Annual Conference	\$40,000	\$526,740	\$13.17
2025 Karijini Experience - Low yield	\$15,000	\$102,070	\$6.80
2025 Karijini Experience - High yield	\$15,000	\$143,178	\$9.55

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

CMS has requested Regional Sponsorship of \$15,000 (excl. GST) for the delivery of the Karijini Experience 2025 through the City's MESAP. The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that Council support the Karijini Experience through a Regional Sponsorship for \$15,000 (excl. GST).

11.2 BUSINESS DEVELOPMENT SUPPORT GRANT APPLICATION – KARRATHA BUSINESS ENTERPRISE CENTRE INCORPORATED

File No:	GS.65
Responsible Executive Officer:	Director Development Services
Reporting Author:	Business Engagement Officer
Date of Report:	7 November 2024
Applicant/Proponent:	Karratha Business Enterprise Centre Inc
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Business Development Support Grant Scheme Application 2. Business Development Support Grant Assessment

PURPOSE

For Council to consider a request from Karratha Business Enterprise Centre Incorporated (KBECI) to sponsor the expansion and enhancement of services at the Enterprise Hub Karratha under Policy DE02: Business Development Support Grant Scheme.

OFFICER'S RECOMMENDATION

That Council **APPROVE** sponsorship funding to Karratha Business Enterprise Centre Incorporated under Policy DE-02 Business Development Support Grant Scheme as follows;

Organisation Name	Project Name	Support	Recommended Amount (excl. GST)
Karratha Business Centre Inc.	Enterprise Hub Karratha Sponsorship	2024/2025 Sponsorship	\$20,000

BACKGROUND

The City's Business Development Support Grant (BDSG) Policy, established in 2016, aims to ensure a competitive, open, and fair process for local organisations to apply for grant funding to support innovative projects that bring economic benefits to Karratha. It also ensures Council's investment in business services provides efficient value for money to improve local business conditions.

The KBECI is a not-for-profit organisation operating for over 25 years in the Pilbara supporting local small businesses. KBECI has applied for sponsorship under the (BDSG). KBECI is staffed by two part-time employees and operates through two entities including:

- Enterprise Hub Karratha (EHK) at 18 Hedland Place, Karratha, with 6 offices (fully leased), 17 co-working desks (used by 26 individuals), 3 booths and a rentable conference boardroom; and
- Business Centre Pilbara (BCP) with 7 commercial rental units.

KBECI received sponsorship from the City of Karratha to the value of \$20,000 (excl GST) in the 2023/2024 year & \$11,000 (excl GST) for the 2021/2022 year.

DISCUSSION

The funding application (Attachment 1) requests sponsorship from the City of Karratha. KBECI is the only co-working space in Karratha offering a low-cost, professional, secure and welcoming working environment. The vision of the EHK is to be an all-in-one innovative tech hub.

The table below shows the occupancy at end September 2024 for EHK working spaces:

Item	Capacity
EHK offices	6 out of 6 used full time (100%)
EHK hot desks	14 out of 17 used full time (83.25%)
BCP low-cost commercial units	7 out of 7 used full time (100%)

EHK has indicated that they have a long waiting list for their working spaces. This demonstrates the high demand and need to expand these services. KBECI intends to increase its operational capacity and efficiency for the EHK during the 2024/25 financial year by:

- Upgrading their hot desks to ergonomic cubicles;
- Adding additional ergonomic cubicles to accommodate growing demand;
- Hosting free business workshops;
- Implementing an online booking system;
- Explore virtual membership options; and
- Researching enclosed soundproof pods.

KBECI is requesting sponsorship of \$20,000 from the City to support these planned actions. The KBECI funding application has been assessed in accordance with the BDSG guidelines using the criteria below:

1. Strategic Alignment

Aligns with the City's strategies and Operational Plan. Specifically, the proposal will assist the City to deliver against Strategy in the City's Strategic Community Plan 'to promote the region as a business destination' (2.d.2). It will also support various strategies in the City's Economic Development Strategy to attract and support the establishment of new businesses including Outcome 3: Diverse economy.

2. Demand/Need

Long term occupancy and continued high demand for KBECI's service offerings at the Enterprise Hub Karratha and the Business Centre Pilbara, demonstrate an on-going need within the Karratha business community.

3. Economic Development

The Enterprise Hub Karratha has direct impact on the local economy by providing professional, low-cost, small-scale co-working spaces and offices that assist businesses to progress in their business journey. Their support of new, small and existing businesses is crucial to Karratha's economy and business growth and diversification.

This sponsorship application aims to expand the existing EHK services and facilities of KBECI, it will leverage contributions provided by the City and other funding sources.

4. Value for Money

This application represents reasonable value for money with a clear investment and benefit to the City with recognition of City support from the KBECI. While this BDSG application does not specify the direct items for spending, it lists the potential actions KBECI are considering to increase operational capacity and efficiency.

A full break down of the evaluation is included as Attachment 2.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between relevant internal departments.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Budget 2024/25	\$205,000 (excl. GST)	
Total Committed	\$151,875	
Commitment from 2023/24		\$17,000
Commitment from 2024/25		\$134,875
Remaining Balance	\$53,125	

If Council adopts the Officer's recommendations, it will be committing \$20,000 (excl GST) against the allocated budget

STRATEGIC IMPLICATIONS

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

Programs/Services:	2.a.1.1	Small and Medium Enterprise Support
Projects/Actions:	2.a.1.1.19.1	Implement Business Support Grants

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil Health considerations.
Financial	Low	Low financial risk. Budget has been allocated for this grant. Risk will be managed through funding agreement. The funding is required for the planned

Category	Risk level	Comments
		activities and may not continue without Council support.
Service Interruption	N/A	Nil Service interruption.
Environment Reputation	N/A	Nil Service interruption.
	Low	Low Reputational risk of Council providing funding to projects that cannot be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk if projects are not acquitted. Risk will be managed through funding agreements and the City will work with the KBEC to ensure funding is acquitted to a satisfactory standard.

IMPACT ON CAPACITY

The capacity to deliver the recommendations will be met through the City's existing operational resources.

RELEVANT PRECEDENTS

In the last five years, Council has endorsed applications for funding under the BDSG Policy as follows.

Year	Applicant	No of projects Funded	Total Funding Awarded	Actual Expenditure (Total)
2021/2022	<ul style="list-style-type: none"> KDCCI Business Centre Pilbara (KBECI) 	6 1	\$113,000 \$10,000	\$119,377
2022/2023	<ul style="list-style-type: none"> Pilbara Tourism Association KDCCI 	1 7	\$9,000 \$102,000	Awaiting Acquittal
2023/2024	<ul style="list-style-type: none"> KDCCI KBECI Indigenous Emerging Business Forum Aboriginal Corporation 	8 1 1	\$130,000 \$20,000 \$20,000	Awaiting Acquittal
TOTAL		25	\$404,000	

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

This application aligns with the City's strategic objectives, particularly in promoting the region as a business destination and fostering a diverse economy in accordance with the BDSG Policy. The consistent demand for services at the EHK underscores the critical need for these facilities, which are currently operating at or near full capacity.

By enhancing the services and infrastructure of the KBECI, this sponsorship will not only support existing small & medium enterprises but also create opportunities for new businesses, therefore contributing to Karratha's economic growth. Overall, this grant application represents a sound investment in the local economy and the entrepreneurial ecosystem, through the support of small businesses.

11.3 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM - PROPOSED SPONSORSHIP FOR PILBARA SUMMIT 2025

File No:	RC.119
Responsible Executive Officer:	Director Development Services
Reporting Author:	Economic Development Project Officer
Date of Report:	6 November 2024
Applicant/Proponent:	Informa Australia Pty Ltd
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. Pilbara Summit 2025 Sponsorship Proposal 2. Evaluation – Pilbara Summit 2025 Sponsorship

PURPOSE

For Council to consider a request from Informa Australia Pty Ltd (Informa) to sponsor the Pilbara Summit 2025 under Policy DE03: Major Event Sponsorship and Attraction Program (MESAP) Policy.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE** sponsorship funding to Informa Australia Pty Ltd as follows:

Organisation Name	Project Name	Grant Amount
Informa Australia Pty Ltd	Pilbara Summit 2025 Platinum Sponsorship	\$35,000 (excl. GST)
TOTAL		\$35,000 (excl. GST)

2. **APPROVE** by Absolute Majority an increased budget allocation of \$20,000 from the Economic Development Reserve to cover the shortfall in the 2024/2025 MESAP budget.

BACKGROUND

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

Informa submitted a proposal to the City under the MESAP Policy on 15 October 2024. Informa are one of Australia's leading corporate event management companies that aims to connect professionals with knowledge, ideas and opportunities.

The Pilbara Summit is an annual event that was established in 2018 to raise the profile of the specific issues and opportunities in the Pilbara region. The Summit was previously held in Perth on three occasions and has been held in Karratha since 2022. All three editions held

in Karratha (2022, 2023 and 2024) were sold out and had over 600 delegates attending each year.

The 2025 Summit will be held at the Red Earth Arts Precinct on 25-26 June 2025. The event aims to provide an opportunity for representatives from the government, business and industry sector to attend.

Key topics to be discussed at the Pilbara 2025 include:

- Strategic development, investment opportunities and emerging industries driving economic growth
- Clean energy transition and transformation
- Industrial decarbonisation
- Pilbara as the diversifying resources powerhouse of WA - growth and new developments
- First Nations and Traditional Owner engagement and economic development
- Energy security and strategic security in the North West of Australia
- Circular Economy – The lifecycle, recycling and decommissioning of renewable infrastructure
- Freight and logistics – major growth and opportunities, and
- Managing and stimulating economic opportunity and growth creating thriving and diverse communities

DISCUSSION

Proposal

Informa has invited the City to become a platinum sponsor of the 2025 Pilbara Summit.

Package	Entitlements	Investment
Platinum sponsorship package	<ul style="list-style-type: none"> • Keynote speaking opportunity (20 minutes on the morning of Day 1) • Opportunity to participate in a panel • Announcement as a sponsor at the start of each day of the event • Keynote Sponsorship branding and logo placement on all conference promotions and advertising • Branded one minute advertisement video played during conference • 3m x 2m display space • Two (2) speaker passes • Ten (10) complimentary delegate passes • 15% discount for further registrations • Attendee list provided post event; and • Circulation of company brochures/profile post event 	\$35,000 (excl. GST)

The Platinum Sponsorship meets the needs of the City with the presentation opportunity, marketing and promotion, display space, discounted additional ticket purchases and available of complimentary tickets.

A full copy of the sponsorship proposal is included as **Attachment 1**.

Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy which can be found in **Attachment 2**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans, particularly the MESAP Policy, which aims to attract events that support local businesses and foster new industry development by

- providing a platform for thought leaders to gather and share insights. It also aligns with the Destination Management Plan, which focuses on attracting events that stimulate growth in the local tourism industry
2. The event has shown significant appeal to a broad audience, with attendees expected from a range of locations, including interstate, intrastate, and the Pilbara region. Based on the 2024 attendance numbers, it is estimated that about 405 visitors from outside of regional WA will visit Karratha for the 2025 event. It is estimated that direct accommodation spend will be \$567,405 and the economic impact is anticipated to be \$813,010
 3. Based on the 2024 event, it is anticipated that numerous local businesses will be engaged to support the event. In 2024, 22 companies participated, contributing a total spend of \$177,213.80 at Karratha businesses. For 2025, projected spending by local businesses is expected to range from \$160,000 (low yield) to \$230,000 (high yield), with the economic impact of direct spending estimated to fall between \$229,257 (low yield) and \$329,557 (high yield)
 4. Total impact for the event may range from \$1,042,267 (low yield) to \$1,142,567 (high yield). At a \$35,000 sponsorship, this translates into an economic impact return ranging between \$29.78 (low yield) and \$32.64 (high yield) per dollar spend by council
 5. The event will not have an adverse environmental impact
 6. Will provide good place-based branding and marketing benefits to the City and promotion of the region to a broad audience of participants; and
 7. It is unlikely that any issues will arise with delivery, as a reputable event management company, with a proven track record of successfully delivering this event on three previous occasions

The Pilbara Summit is considered to provide an excellent opportunity to facilitate high level discussion on economic development and diversification, support local hospitality businesses, tourism and cultural tour operators and to promote Karratha and the Pilbara region more generally.

A one-year sponsorship agreement is currently being presented for consideration. While a multi-year sponsorship arrangement was explored and discussed with Community Partnerships, the development of a multi-year package is not feasible at this time due to the ongoing review of the Arts & Cultural and Event Strategy.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with relevant internal departments including Marketing and Communications, REAP Operations and Karratha Tourism and Visitor Centre.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The City's MESAP Policy applies.

FINANCIAL IMPLICATIONS

Budget 2024/25	\$112,000 (excl. GST)
Total Committed	\$82,000
Commitment from Item 11.2	\$15,000
Remaining Balance	\$15,000

This Pilbara Summit 2025 sponsorship proposal for \$35,000 (excl. GST) will:

1. Exhaust the remaining \$15,000 (excl. GST) of 2024/25 MESAP budget, and
2. Require a budget adjustment for the remaining \$20,000 (excl. GST) from the Economic Development reserve.

The balance of Economic Development reserve is \$1.4M. The purpose of this reserve is to fund economic development activities within the City, including destination marketing, business attraction, property development and tourism. The proposed funding broadly aligns with the purpose of this reserve as it will create opportunities for destination marketing and tourism. As the budget will be transferred from the Economic Development Reserve there will be no impact on the City's overall budget for 2024/25.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement. The event will continue without City funding. If the Council should choose not to fund the full amount, the City may consider a different sponsorship package.
Service Interruption	N/A	Nil.
Environment	Low	Low environmental risk as the event will be held at the Red Earth Arts Precinct, with no foreseeable impact on natural environment and no residential noise impact.
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with Informa to ensure the sponsorship is acquitted to a satisfactory standard.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

Event	City Contribution (excl. GST)	Direct & Indirect Spend (excl. GST)	Return on Investment (excl. GST)
2023 Pilbara Summit	\$20,000	\$743,000	\$37.15
2023 Karijini Experience	\$10,000	\$35,000	\$3.50
2024 Developing Northern Australia Conference	\$142,000	\$802,550	\$5.65
2024 Pilbara Summit	\$33,000	\$821,000	\$24.88
2024 Kimberley Pilbara Cattlemen's Association Annual Conference	\$40,000	\$526,740	\$13.17
2025 Pilbara Summit Low yield	\$35,000	1,042,267	\$29.78
2025 Pilbara Summit High yield	\$35,000	1,142,567	\$32.64

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Informa invites the City to become a platinum sponsor of the 2025 Pilbara Summit for \$35,000 (excl. GST). The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. The assessment has shown that the event has significant return on investment for the City. It is therefore recommended that Council support the Pilbara Summit 2025 through a Platinum Sponsorship for \$35,000 (excl. GST).

QUESTION:

Is this decision an absolute majority because an increased budget allocation is required?

CITY RESPONSE:

Yes

12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

12.1 WICKHAM RECREATION PRECINCT MULTI-PURPOSE COURTS SHADE (DESIGN) – TENDER OUTCOME

File No:	RFT0000025, CP.1831
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager City Projects
Date of Report:	2 December 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider tenders for Wickham Recreation Precinct Multi-Purpose Courts Shade Design.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by Plus Architecture Western Australia Pty Ltd ABN 52 618 393 338 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000025 Wickham Recreation Precinct Multi-Purpose Courts Shade Design; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Plus Architecture Western Australia Pty Ltd, subject to any variations of a minor nature.**

BACKGROUND

The Wickham Recreation Precinct (WRP) is the district sports and recreation hub for the City of Karratha's eastern corridor and services the town of Wickham, Point Samson and Roebourne. The Precinct co-locates key community infrastructure assets such as the Wickham Aquatic Centre, sporting spaces (fields and courts), the Wickham Amenities Building and Saylor Park.

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

The City in partnership with RTIO, identified some infrastructure at the WRP is no longer fit-for-purpose by modern standards, triggering the need to renew, replace or upgrade facilities within the precinct. Otium Planning Group Pty Ltd were engaged by the City in February 2022 to undertake a Feasibility Study to investigate options for the renewal or replacement of the identified WRP facilities.

At the February 2024 Ordinary Council Meeting, Council resolved to progress the WRP Court Shade Design in 2024/25. A detailed design brief was prepared that was approved by RTIO as the proposed asset owner.

The design brief included:

- a) Shade structure over the courts:
- b) Gable roof (ridge running North /South),
- c) Structural portal frame with metal deck roof sheeting,
- d) Designed to cyclonic codes,
- e) Side panels to structure
- f) Additional storage shed
- g) Modification of existing electrical services and lighting to suit new roof structure

A tender document for Design and Consultancy Services was prepared and advertised on 30 October 2024 and closed 27 November 2024.

One (1) tender was received by the closing date from Plus Architecture Western Australia Pty Ltd.

The tender was evaluated by a three (3) person panel comprising of:

- Manager City Projects
- Infrastructure Project Officer
- Principal Community Planning

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	15%
Methodology	10%
Capacity to Deliver	20%
Sustainability	5%
Price	50%

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

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

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of social and wellbeing issues as it relates to the construction of community infrastructure.

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Council resolved to prioritise the design of WRP Multipurpose Courts Shade at the February 2024 OCM.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap2 public participation spectrum process to inform, consult and involve have been undertaken throughout the project.

Various workshops and meetings regarding the Wickham Recreation Precinct Feasibility Study have been conducted with key stakeholders including the following:

Who	How	When	What	Outcome
Rio Tinto	Partnership management meetings Regular telephone and email correspondence	31 January 2024 21 May 2024	Discuss partnership reserve funding of projects	RTIO provided in principle support of allocating partnership reserve funding for the WRP Court Shade Design tender Meaningful feedback regarding the feasibility study and proposed stage works provided.
Community	Facebook: Website, Direct consultations with community groups and individuals at Information Sessions	13 & 28 March 2024	Present WRP Feasibility Study results and next steps for delivery of works.	Meaningful feedback regarding the feasibility study and proposed stage works provided by all parties.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Council endorsed \$375k for this project as part of the 2024/25 financial year Budget allocation.

RTIO as owners of the WRP are responsible for funding the WRP facilities upgrades. The City has received support from RTIO to fund the design and have currently allocated \$175k to offset the costs for the initial design stage packages of work.

If supported, it is proposed that the design packages can be released in stages subject to additional RTIO funding being released from the RTIO Partnership Reserve.

Further meetings will need to be held with RTIO regarding confirmation of funding allocation for the construction phase of this project currently estimated as \$5.65M. Officers will continue

to work with RTIO throughout the design phase regarding funding allocations in preparation for the construction package of work.

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.a.2.5	Community Facility Planning
Projects/Actions:	1.a.2.5.24.8	Progress the design and commence construction of the Wickham Recreation Precinct multi-purpose covered courts.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Aligns with the City's commitment to providing appropriate public facilities and open spaces to support good health and wellbeing within our community.
Financial	Low	Funding for the design stage has been provided by RTIO. Securing additional funding is anticipated to occur through the RTIO/Wickham management reserve.
Service Interruption	Low	Interruption to users kept to a minimum through considered construction timing and management of the site.
Environment	Low	Noise output and dust pollution throughout construction, will be managed by the contractor.
Reputation	Moderate	Council led project for which members have demonstrated a high level of engagement and interest. An upgrade to this facility is likely to deliver positive reputational impact for Council.
Compliance	Low	Works are expected to comply with relevant standards.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the February 2024 OCM, Council resolved (Resolution OCM240212-19) to receive the Wickham Recreation Precinct (WRP) Feasibility Study and endorsed the proposed timeframes for implementation of the report recommendations for each facility.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer provides the relevant level of experience and knowledge to provide the most advantageous outcome for the Wickham Recreation Precinct and its users.

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 December 2024.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council NOTE the following information items:

13.1.1 Community Experience update

13.1.2 Concession on Fees for City Facilities

13.1.3 Development Services update

13.1.4 Record of Tender Outcome Under Delegation

13.1.5 Public Agenda Briefing Session Additional Information

13.1.1 COMMUNITY EXPERIENCE UPDATE – OCTOBER 2024

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 31 October 2024

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

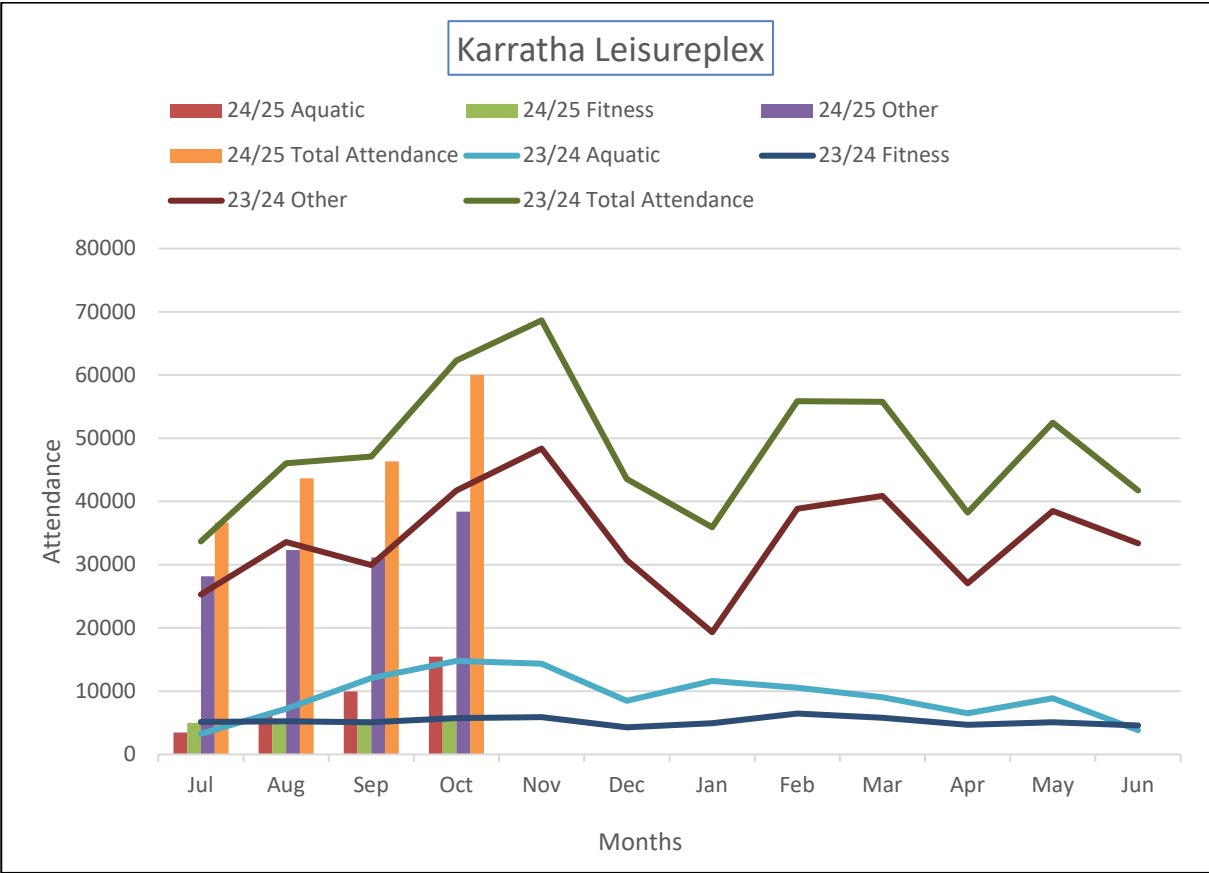
PURPOSE

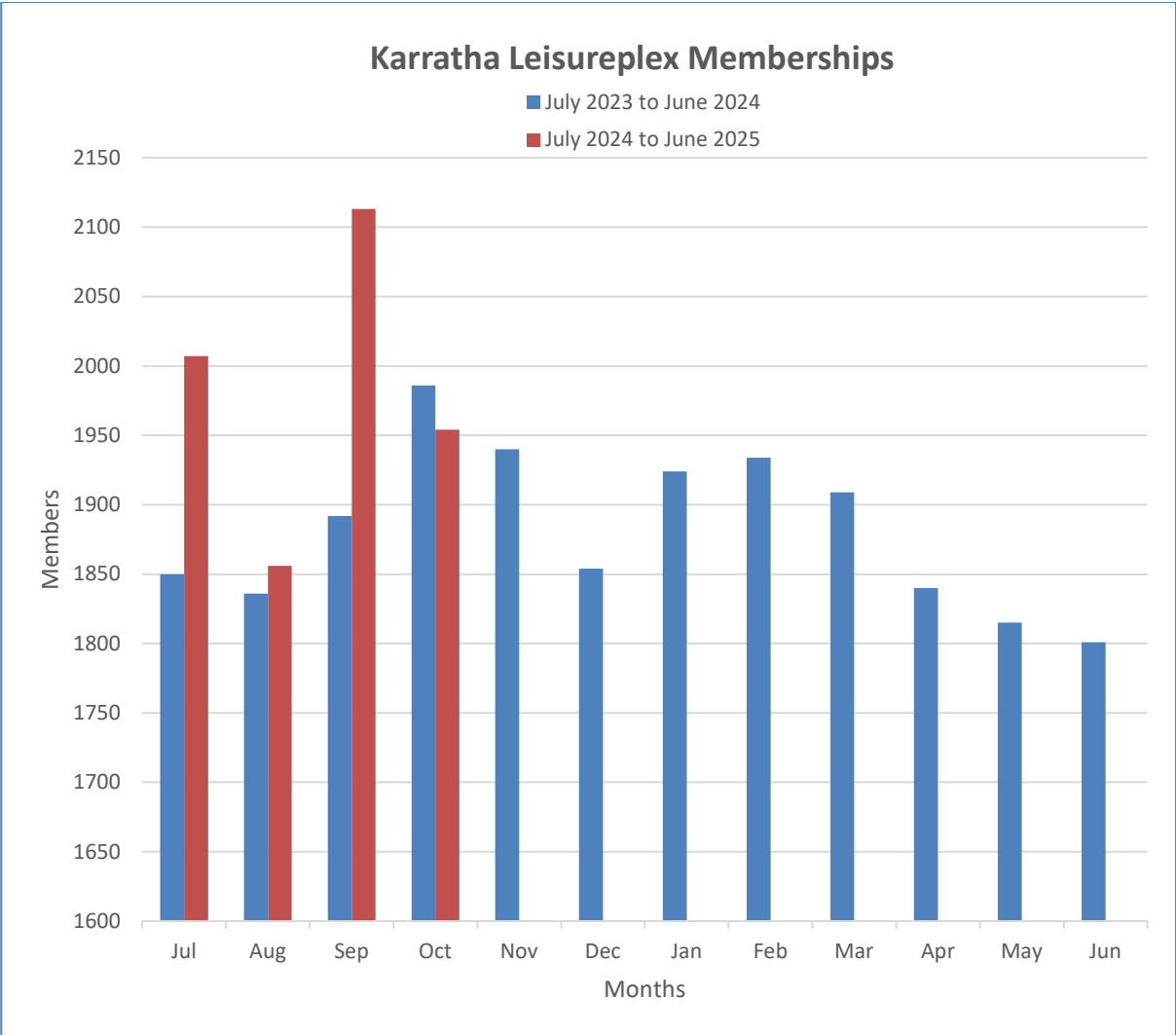
To provide Council with an update on Community Experience services for October 2024.

Attendance & Utilisation Summary

Facility Attendance	Oct 2023	Oct 2024	Year on Year %
The Youth Shed	840	982	+ 17%
The Base	1,086	1,010	- 7%
Total Library	14,675	9,250	- 37%
Karratha Leisureplex	62,281	60,036	- 4%
Wickham Recreation Precinct	5,962	5,834	- 2%
Roebourne Aquatic Centre	359	196	-45%
Red Earth Arts Precinct	7,156	7,843	+ 10%
Arts Development & Events	144	1,204	+ 736%
Indoor Play Centre	3,392	3,320	- 2%
Community Programs	Sep 2024	Oct 2024	Month on Month %
Security Subsidy Scheme properties	14	15	+ 7%
Meet the Street Parties	0	1	+ 100%

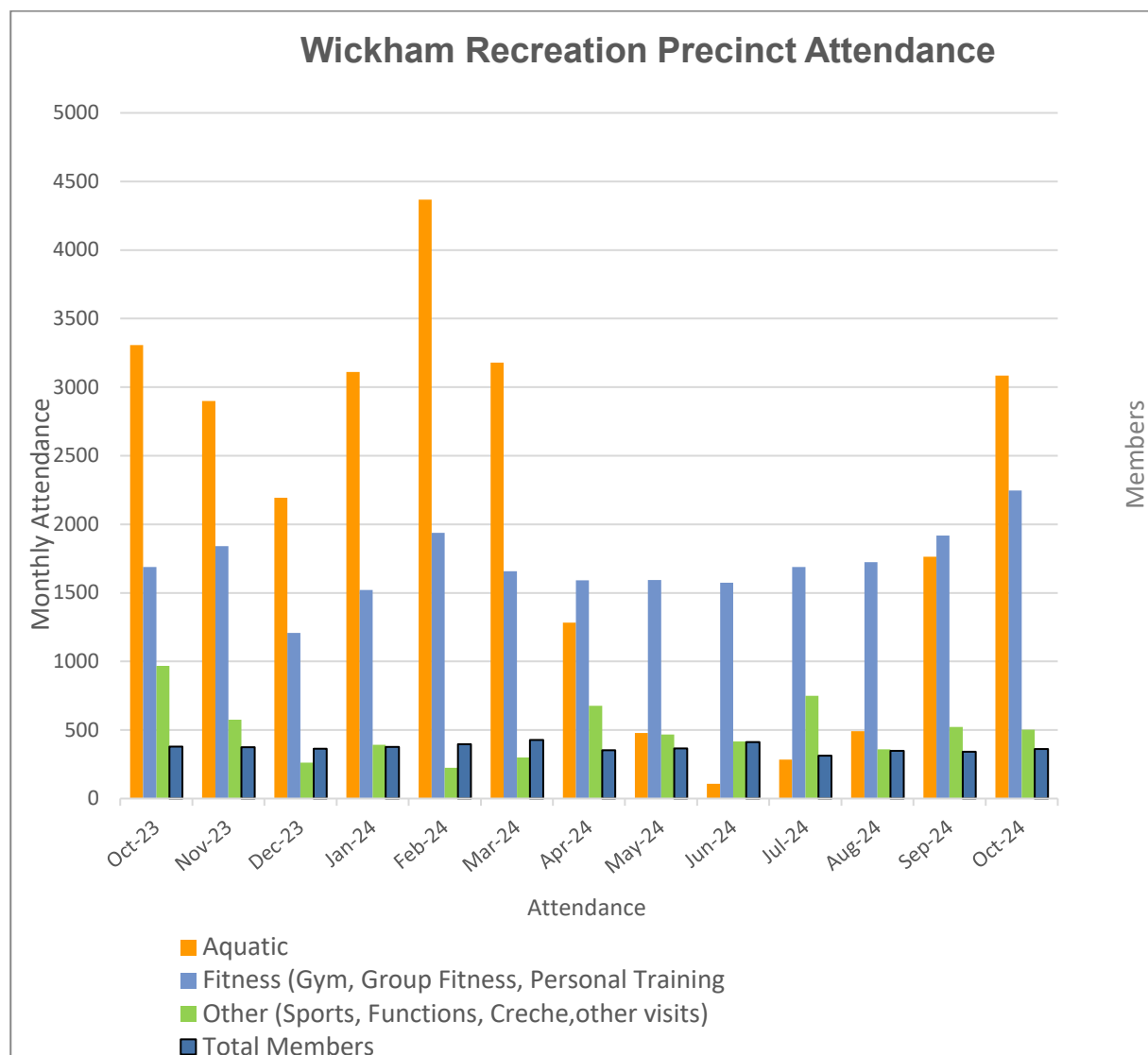
Karratha Leisureplex





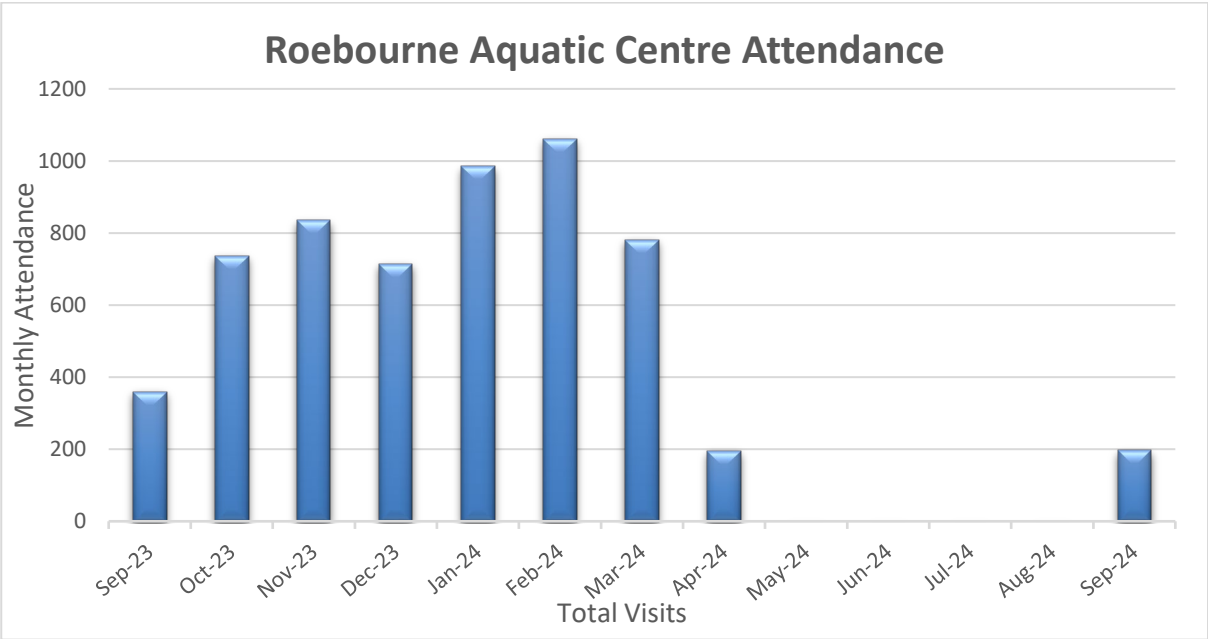
Total attendance was down 4% in October 2024, while aquatic attendance increased by 4%, driven by 34 Aquaruns, the Soccer End-of-Year Pool Party, and warmer temperatures. Memberships were slightly down by 0.5% compared to October 2023, but member visits rose by 8%.

Wickham Recreation Precinct



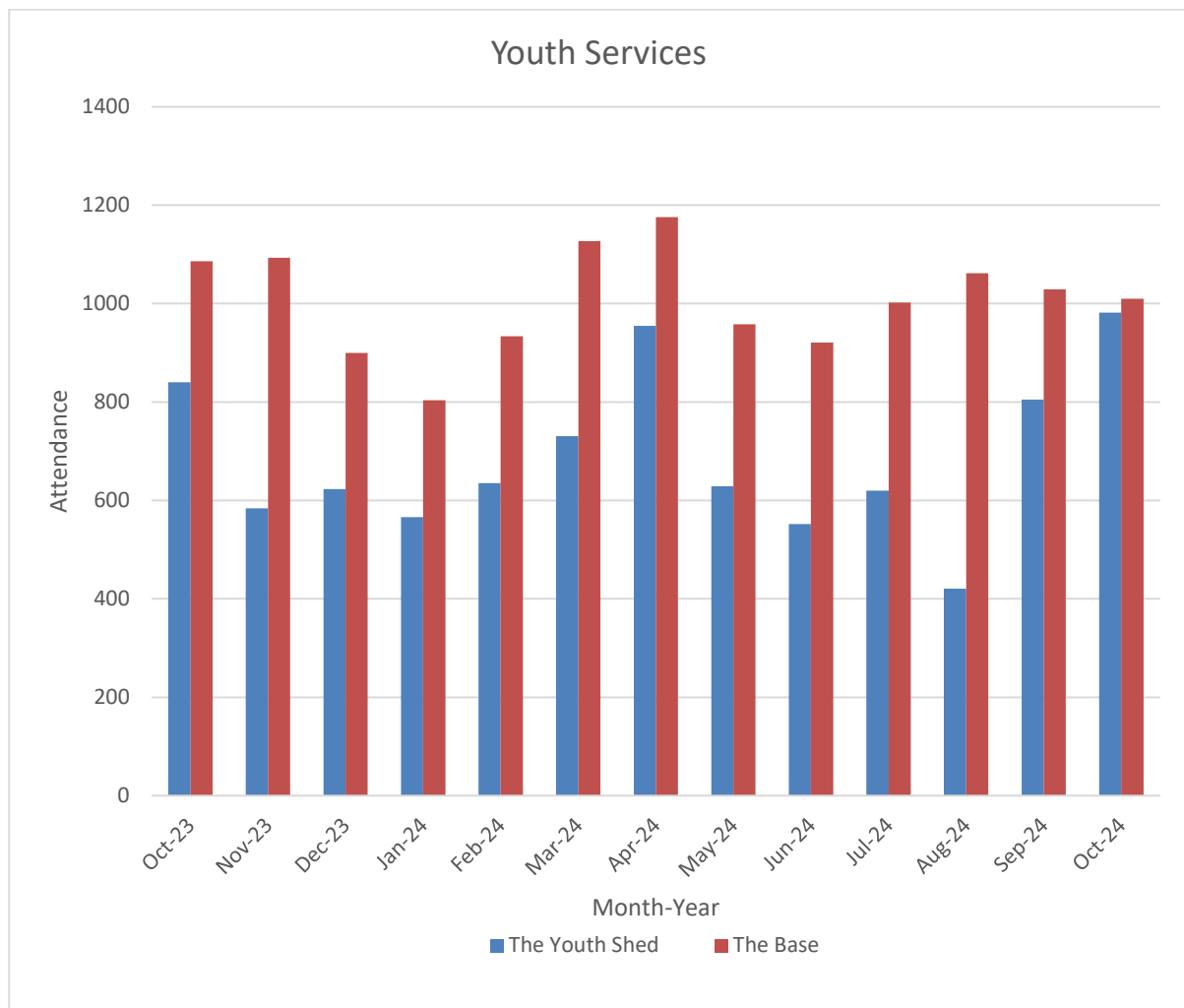
October attendance saw a decline across key areas. WRP memberships were down by 4%, Group Fitness attendance dropped by 10% (though the average session attendance remained steady at 6.4), and WAC attendance decreased by 6% compared to the same period last year. Group Fitness session attendance has remained consistent with last year's average of 6.4 per session.

Roebourne Aquatic Centre



For the month of October, pool attendance included a total of 142 adult visits, 10 concession entries, and 275 child visits. There were 5 family entries and 40 spectators. Additionally, 112 visits were recorded for children under 5, and 211 group entries were made. Adult visits accounted for 20 of these group entries.

Youth Services



The Base, Wickham

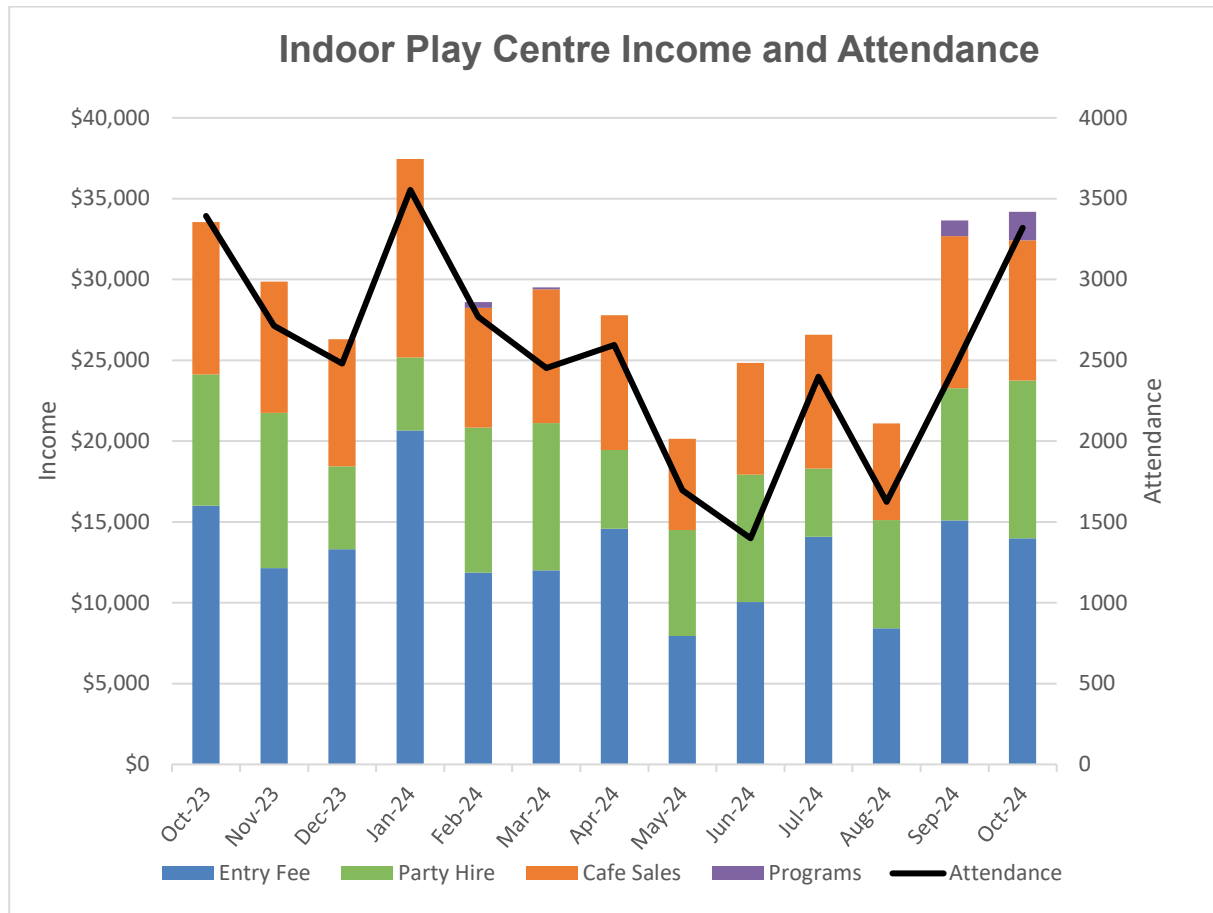
This month, The Base saw a slight decrease in attendance, with 1,010 visits compared to 1,029 in September. Program highlights included the Pure Shot Basketball Clinic, which engaged 40 youth participants; Smile It's Friday Night, attended by 70 youth; and Halloween events, where 65 youth attended a Base-hosted event. Additionally, a collaborative Community Halloween event, hosted with Yaandina and PCYC, drew 120 attendees, including 105 youth.

The Youth Shed, Karratha

In October 2024, The Youth Shed had a successful month, welcoming 982 young people—a 17% increase from October 2023 and a 21% increase compared to the previous month. Our school holiday programs were a highlight, attracting 245 attendees over seven days in October. Additionally, the new Pool Days program was well-received, with over 100 young people participating across four sessions.

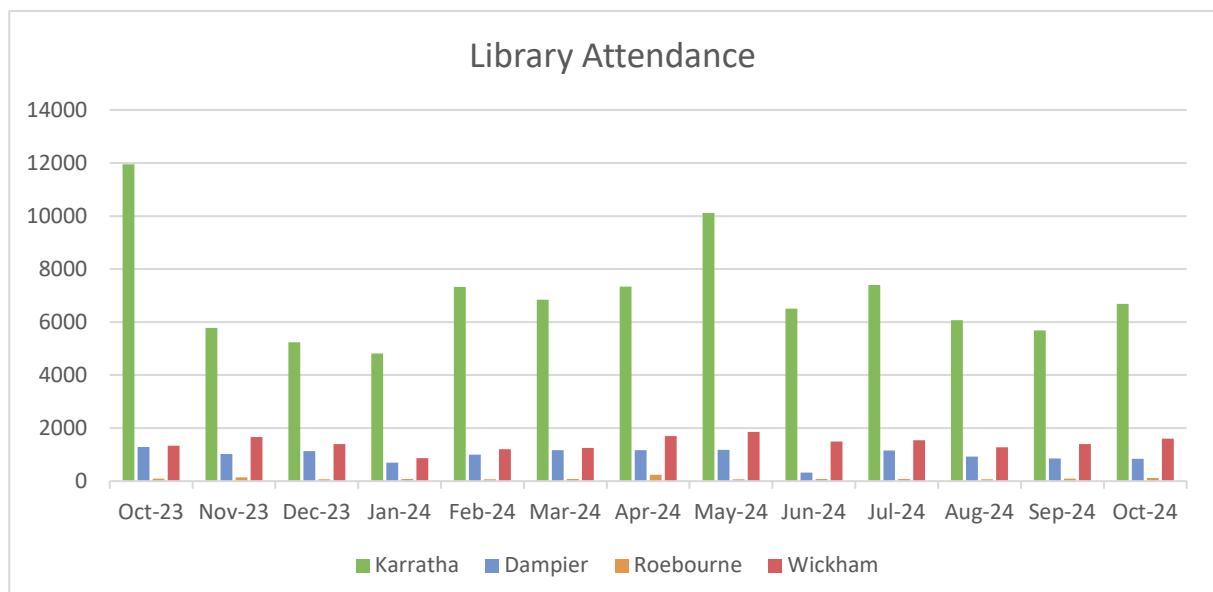
The month's highlight was the Halloween Tunnel of Terror event, which drew more than 116 visitors who enjoyed the festive activities at The Youth Shed.

Indoor Play Centre



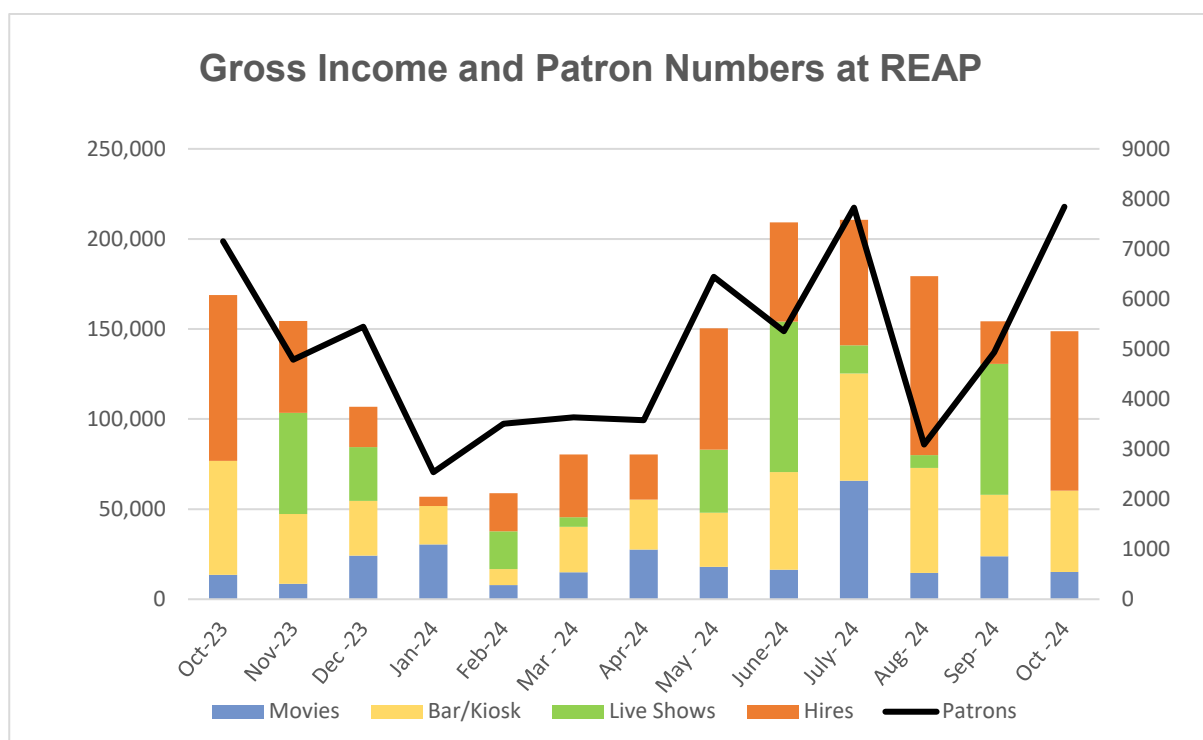
October attendance increased as expected with seasonal variation. However, compared to October 2023, attendance was down by 2%, while revenue saw a 2% increase. A total of 140 children participated in 12 Laser Tag events throughout the month, including 8 private parties and 4 Laser Tag Frenzy sessions.

Library Services



11,749 Total memberships (77 new members signed up in October).	3,144 Physical items (up 160 from last month) and 1401 eResources borrowed (up 260 from last month).
740 Individual computer log ins by members and guests (excludes Wi-Fi, Printing and Scanning - down 103 from last month).	5 External requests for local history information.
881 Program participants at 46 programs, (including Story Time, Rhyme Time, Family Funday, School holiday programming, Special Ballet, Turtle and Spooky Story Time).	38 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
1060 Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning – up 79 from last month).	
October 2023 Karratha Library door count was up due to the Pilbara Summit. The door count for that period was over 5,500. This year the Pilbara Summit was held in June 2024.	

Red Earth Arts Precinct



October was an exciting month for REAP, as the venue entered the graduation and ball season, culminating with the return of the Pilbara Cattleman's Conference, which had last been held here in 2019. The month featured a successful lineup of high-profile events, all receiving fantastic feedback, particularly from large venue hires and live performances.

Movies:

Movie attendance was consistent with the previous year, though no major blockbusters were released during the school holidays, resulting in fewer attendees compared to July school holidays. The top performers included *Wild Robot*, with 182 patrons and \$2,637 in ticket sales from 2 sessions, and *Runt*, an Australian film, with 140 patrons and \$2,043 in ticket sales across 2 sessions.

Bar/Kiosk:

Revenue from the bar and kiosk saw a significant boost, largely driven by venue hire events like the KDCCI Business Excellence Awards and the Karratha Sports Awards. This contributed to a 69% increase in revenue compared to the previous year.

Live Shows:

In October, REAP hosted one ACE-programmed live show, *Vivaldi*, which was performed in the round, giving the audience a unique perspective by surrounding the orchestra on stage. This show received a standing ovation, with an attendance of 131 and \$4,787 in ticketing income. Additionally, the interactive kids' installation, *Sea of Light*, was a popular event for families.

Venue Hires:

The venue successfully delivered several large-scale flat-floor and tiered seating events throughout October, including:

- A book launch by Dr. Tracey (200 guests)
- Department of Health WA Challenge Awards (100 attendees)
- St Lukes and KSHS Year 12 graduations (200 and 350 guests, respectively)
- The NW Multicultural Festival (amphitheatre performance)
- City of Karratha Sports Awards (180 guests)
- The Cattleman's Conference (200 guests for 2 days)
- Rio Tinto Service Dinner for Cape Lambert

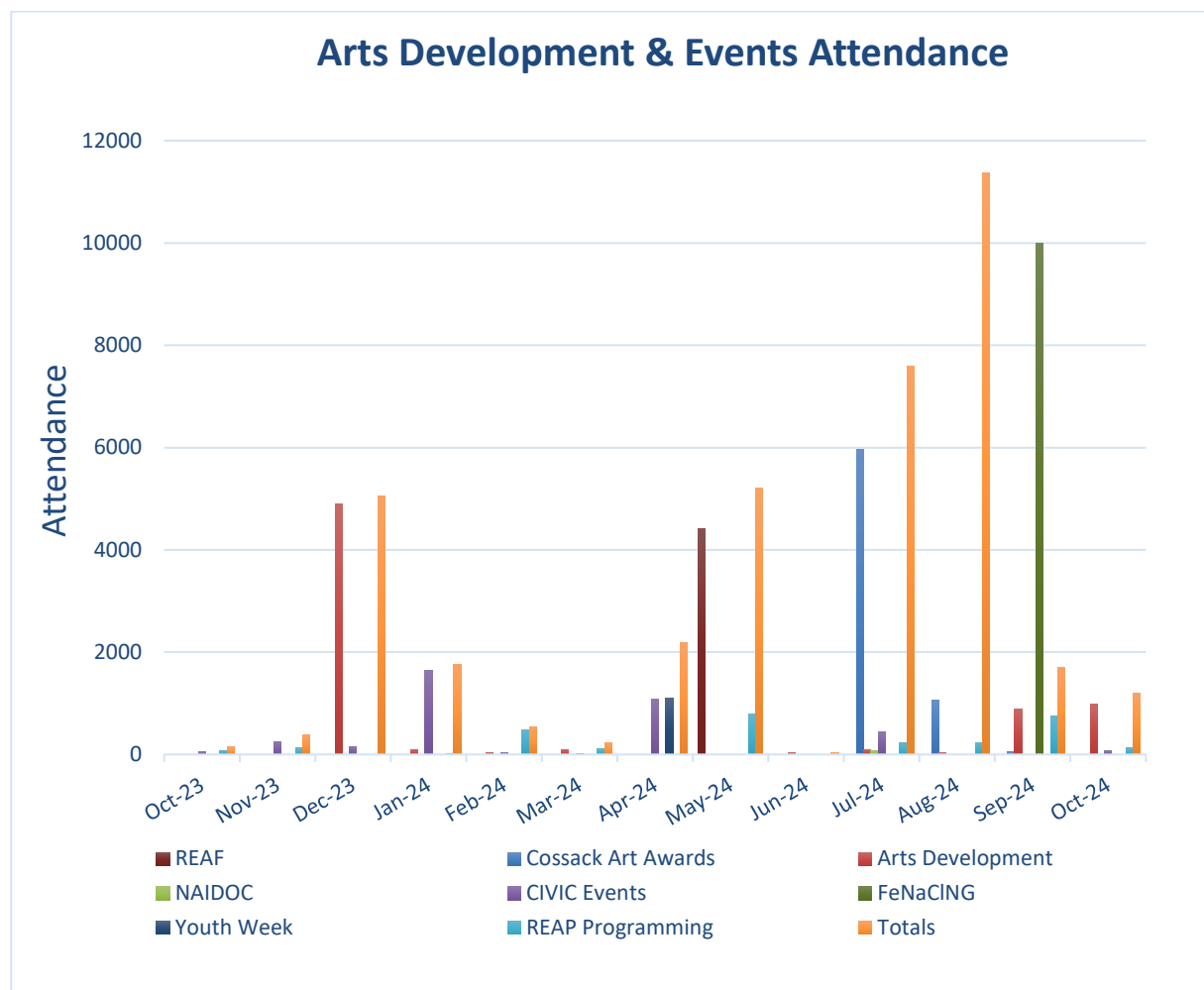
Patrons:

Total patronage for October 2024 was 7,843, an increase from 7,156 in October 2023, reflecting a rise in attendance, likely due to the venue's availability for large events like the KDCCI and Cattleman's Conference.

Total Revenue:

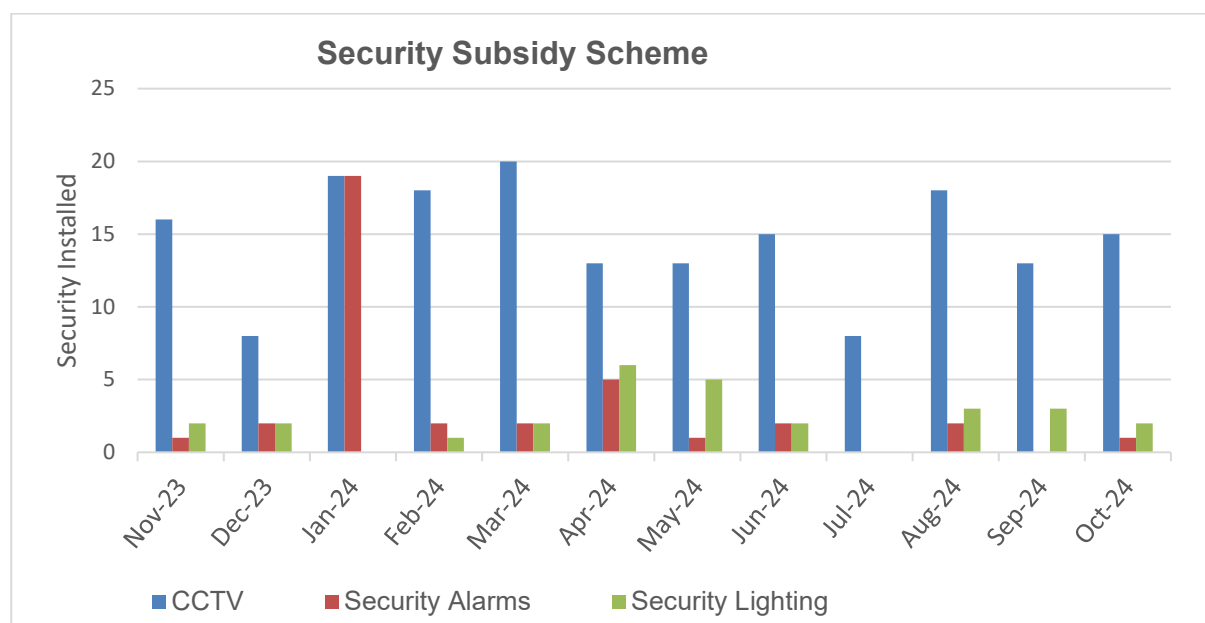
Overall, total revenue for October 2024 reached \$148,705, reflecting strong performance across all areas, particularly with the venue hires and successful events.

Arts Development & Events



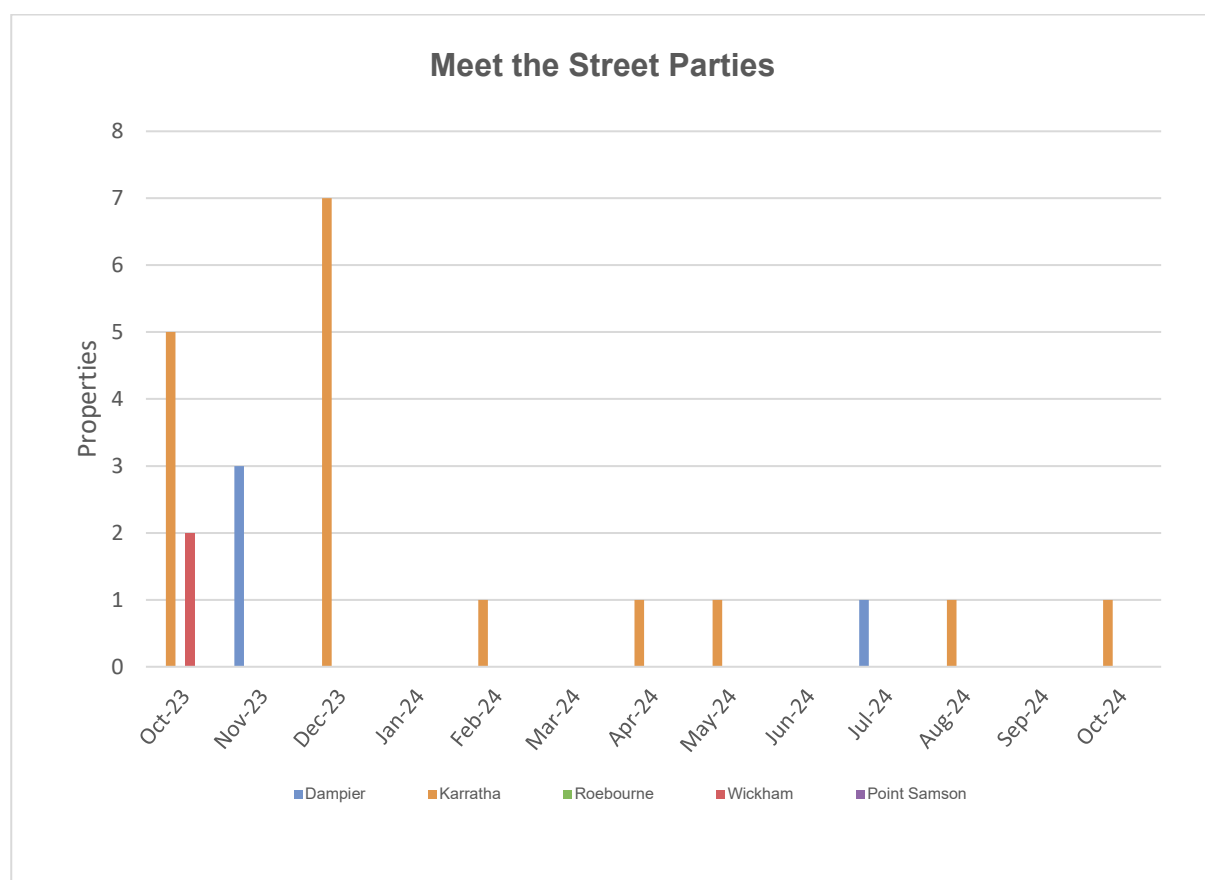
In October, Arts, Culture & Events hosted 36 events and activities, with 29 of them being the popular immersive installation, *Sea of Light*, which attracted 994 visitors, particularly enjoyed by younger audiences. Other notable events included the launch of the *People and Place* Art exhibition at REAP, a well-reviewed performance of *Vivaldi's Four Seasons*, Project 10 Children's workshops, and a Citizenship Ceremony. In total, 1,204 patrons attended these diverse events throughout the month.

Security Subsidy Scheme



18 Security Subsidy applications were received, with 15 being eligible for reimbursement.

Meet the Street



One Meet the Street activity was held in Karratha.

Small Community Grants

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

October 2024

Town	Who	What	Awarded ex GST
Karratha & Surrounds	Nickol Bay Bushfire Brigade	Funding to purchase a television to enable their team to complete training sessions onsite. Currently, they must travel to other stations to conduct training.	\$1050.00
Karratha & Surrounds	Karratha Scout Group	Funding to purchase a new fan-forced oven as their current oven is needing replacement and is no longer fit for purpose. The oven is used by Scout members to develop their cooking skills and to assist with fundraising.	\$848.00

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 October 2024

Disclosure of Interest: Nil

PURPOSE

To provide Council with a summary of all concessions on fees for the City's community facilities under Delegation 1.10 of the Delegations Register for the month of October 2024.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Dampier Community Association	The \$126.00 venue hire fee for Dampier Library (calculated at \$31.50 per hour for 4 hours) was waived to allow use of the library's open area for hosting the inaugural Dampier Quill Quest Presentation Afternoon.	Director Community Experience	\$114.55
Karratha Library, City of Karratha	The \$4.60 guest pass fee was waived to assist in de-escalating a situation with a patron within the venue.	Manager Community Programs	\$4.18

13.1.3 DEVELOPMENT SERVICES UPDATE**File No:** DB.32**Responsible Executive Officer:** Director Development Services**Reporting Author:** Manager Planning Services**Date of Report:** 12 November 2024**Disclosure of Interest:** Nil**Attachment(s)** List of current decisions subject of State Administrative Tribunal Review and List of current Regional Development Assessment Panel applications

PURPOSE

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

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

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

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

As of 12 November 2024

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

13.1.4 RECORD OF TENDER OUTCOME UNDER DELEGATION

File No: RFT0000018

Responsible Executive Officer: Director Strategic Projects & Infrastructure

Reporting Author: Asset Maintenance Contract Officer

Date of Report: 6 November 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:

CONCLUSION

Tender No:	RFT0000018	Project Budget:	\$1.7M
Tender Title:	Fencing Services		
State-wide Advertising Commenced:	30/09/2024	Tender Closing Date/ Time:	21/10/2024
Scope of Works:	Contractors to provide comprehensive fencing services across various sites in Karratha, Western Australia. This contract, involves the design, supply, installation, maintenance, and repair of a diverse range of fencing types, tailored to meet the specific needs of each site.		
Selection Criteria:	Relevant Experience	15%	
	Capacity to Deliver	10%	
	Key Personnel Skills and Experience	10%	
	Sustainability	5%	
	Price	60%	
Submissions Received:	Djeleanna Environmental Solutions Pty Ltd Greentree Ngaliya Civil & Fencing Prompt Contracting And Fencing Pty Ltd		
Tender Awarded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Decision:	9/12/2024
Reason:	The CEO rejected all tenders. All submissions under this tender were not shortlisted to the price assessment stage. The City will re issue the tender shortly and offer feedback to the unsuccessful proponents.		

QUESTION:

Is this the tender that intended to create a panel of fencing service contractors?

CITY RESPONSE:

Yes. It was not awarded because quality of submissions was poor and businesses missed the scope. Feedback has been provided to these businesses and the tender readvertised.

13.1.5 PUBLIC BRIEFING ADDITIONAL INFORMATION – 2 DECEMBER 2024

File No:	CM.191
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Minute Secretary
Date of Report:	2 December 2024
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 2 December 2024 and outline areas of the December 2024 Ordinary Council Meeting agenda with additional information following the meeting.

BACKGROUND

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

MEETING PROCEEDINGS**Official Opening**

Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Mayor Scott at 6:00pm on Monday 2 December 2024.

Record of Attendance

Councillors:	Cr Daniel Scott	[Mayor]
	Cr Daiva Gillam	[Deputy Mayor]
	Cr Gillian Furlong	(via Teams)
	Cr Brenton Johannsen	
	Cr Travis McNaught	
	Cr Kelly Nunn	
	Cr Sarah Roots	
	Cr Tony Simpson	
	Cr Jodie Swaffer	
Staff:	Virginia Miltrup	Chief Executive Officer
	Michael Bunting	A/Director Strategic Projects & Infrastructure
	Emma Landers	Director Community Experience
	Alistair Pinto	Director Corporate & Commercial
	Lee Reddell	Director Development Services
	Kate Jones	Minute Secretary
Apologies:	Cr Jo Waterstrom Muller	
Absent:		
Leave of Absence:		
Members of Public:	12	
Members of Media:	1	

Public Question Time

There were no public questions.

Petitions/Deputations/Presentations

Madison McKenzie & Owen Hightower - RFF, provided a deputation to Council in relation to item 16.1 Proposed Scheme Amendment No. 64 to City of Karratha Local Planning Scheme No. 8 - Lot 1 Dampier Road, Gap Ridge.

Key points of the deputation:

- Seeking to re-zone Lot 1 from Rural to Industry. It is a strategically located freehold parcel ~15ha.
- The objective of this amendment is to efficiently address industrial land shortages in Karratha, supporting economic diversification and industrial demand.
- The neighbouring Lot 500 Dampier Road has been designated “industry-Noxious” since August 2024, with the EPA designated land use buffers extending the full extent of Lot 1 and limiting its ability to be developed for a number of rural uses and sensitive uses.
- Desire to respond to a rapidly changing market rather than waiting for Development WA (DevWA) to establish the broader area as Industrial. It is noted that the land identified for the broader Gap Ridge East estate is subject to non-exclusive native title rights, and the required negotiation processes are likely to take in the order of 5 – 7 years at a minimum.

Declarations of Interest

Cr Simpson declared an interest in the following items:

- Impartiality interest in item 11.2 Business Development Support Grant Application – Karratha Business Enterprise Centre Incorporated as the applicant is Cr Simpson’s landlord.

Cr Swaffer declared an interest in the following items:

- Financial interest in item 16.1 Proposed Scheme Amendment No. 64 to City of Karratha Local Planning Scheme No. 8 - Lot 1 Dampier Road, Gap Ridge as Cr Swaffer has partial ownership of Lot 1 Dampier Road.

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 October 2024**
Questions arising from briefing session
- 9.2 LIST OF ACCOUNTS – 1 OCTOBER 2024 TO 31 OCTOBER 2024**
Questions arising from briefing session
- 9.3 INVESTMENTS FOR PERIOD ENDED 31 OCTOBER 2024**
There were no questions
- 9.4 2024/2025 QUARTER 1 KEY PERFORMANCE MEASURES**
There were no questions
- 9.5 LONG TERM FINANCIAL PLAN**
Questions arising from briefing session
- 9.6 COUNCILLOR TRAVIS MCNAUGHT RESIGNATION**
Questions arising from briefing session
- 9.7 LIVE STREAMING COUNCIL MEETINGS NEW POLICY**
Questions arising from briefing session
- 9.8 2024-2025 NOVEMBER BUDGET REVIEW**
Late Item – To be published 6 December 2024
- 10 COMMUNITY EXPERIENCE REPORTS**
- 10.1 COMMUNITY INFRASTRUCTURE PLANNING FRAMEWORK**
There were no questions.
- 10.2 BIKE PARK ESTABLISHMENT**
Questions arising from briefing session
- 11 DEVELOPMENT SERVICES REPORTS**
- 11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED REGIONAL SPONSORSHIP FOR KARIJINI EXPERIENCE 2025**
There were no questions.
- 11.2 BUSINESS DEVELOPMENT SUPPORT GRANT APPLICATION – KARRATHA BUSINESS ENTERPRISE CENTRE INCORPORATED**
There were no questions.
- 11.3 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM - PROPOSED SPONSORSHIP FOR PILBARA SUMMIT 2025**
Questions arising from briefing session
- 12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**
- 12.1 WICKHAM RECREATION PRECINCT MULTI-PURPOSE COURTS SHADE (DESIGN) – TENDER OUTCOME**
Late Item – To be published 6 December 2024
- 13 CHIEF EXECUTIVE OFFICER REPORTS**
- 13.1 ITEMS FOR INFORMATION ONLY**
- 13.1.1 COMMUNITY EXPERIENCE UPDATE – OCTOBER 2024**
There were no questions
- 13.1.2 CONCESSION ON FEES FOR CITY FACILITIES**
There were no questions
- 13.1.3 DEVELOPMENT SERVICES UPDATE**
There were no questions
- 13.1.4 RECORD OF TENDER OUTCOME UNDER DELEGATION**
Questions arising from briefing session
- 13.2 PROPOSED AMENDMENT TO CITY OF KARRATHA ADVOCACY POSITION STATEMENTS**
There were no questions
- 14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 14.1 NOTICE OF MOTION – ROYAL COMMISSION INTO THE COVID-19 PANDEMIC RESPONSE**
Questions arising from briefing session
- 14.2 NOTICE OF MOTION – REDUCTION IN COUNCILLOR NUMBERS**

- Questions arising from briefing session
- 14.3 NOTICE OF MOTION – CR JOHANNSSEN - OPERATIONAL EFFICIENCY REVIEW**
The motion was withdrawn by Cr Johannsen on Monday 2 December 2024
- 14.4 NOTICE OF MOTION – CR JOHANNSSEN - SPENDING FREEZE**
The motion was withdrawn by Cr Johannsen on Monday 2 December 2024
- 14.5 NOTICE OF MOTION – CR JOHANNSSEN - ADOPTION OF TRANSPARENCY MEASURES IN TENDER EVALUATIONS AS PER CCF WA REPORT 2022**
Questions arising from briefing session
- 15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
There were no questions
- 16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**
- 16.1 PROPOSED SCHEME AMENDMENT NO. 64 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 - LOT 1 DAMPIER ROAD, GAP RIDGE**
Questions arising from briefing session
Cr Swaffer left the room at 6:46pm due to a financial interest in item 16.1.
Cr Swaffer returned to the room at 7:02 pm after the Q&A for item 16.1.
- 17 MATTERS BEHIND CLOSED DOORS**
- 17.1 NOMINATION FOR HONORARY FREEMAN**
Questions arising from briefing session

Closure

The meeting closed at 7:50pm.

13.2 PROPOSED AMENDMENT TO CITY OF KARRATHA ADVOCACY POSITION STATEMENTS

File No:	CR.77
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Manager Corporate Development
Date of Report:	7 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Advocacy Position Statements 2024-2026 Tracked Change 2. Advocacy Position Statements 2024-2026 Clean

PURPOSE

For Council to consider adopting an amendment to the City's Advocacy Position Statements 2024-2026.

OFFICER'S RECOMMENDATION

That Council ADOPT the City of Karratha Advocacy Position Statements included as Attachment 2.

BACKGROUND

The City adopted its Advocacy Position Statements 2024-2026 at the Council Meeting on 28 June 2024. This included a range of positions covering the Focus Areas of housing, access to health services and Local Government Act and regulations.

Since these position statements were adopted the City has undertaken a number of actions to promote and champion these causes. The City has completed a number of activities to raise the profile of the City and champion our advocacy positions including:

- Presenting at conferences;
- Preparing briefing papers and letters to various decision makers;
- Identifying potential advocacy bodies that have similar position statements and partnering with them in advocacy efforts; and
- Meeting with various Ministers, Shadow Ministers and departmental staff and both a State and Federal Government level.

Since these position statements were adopted there have been a number of City projects that have progressed or emerged and to maintain currency of the City's Position Statements it is considered appropriate to update the document to include these new items.

DISCUSSION

There are four key modifications proposed to the City's Advocacy Position Statements set out below:

1. Update to existing Position Statement relating to the Step-Up Step-Down facility to acknowledge the current status of the project;
2. Inclusion of additional Position Statements on the following topics:

- a. The City's application through the Housing Support Program requesting a grant of \$22.1 million to support the delivery of 130 development-ready residential lots in Mulataga;
 - b. The City-supported applications to the Housing Australia Future Fund;
 - c. The City's Project Dorothy housing development expression of interest;
 - d. The Pilbara Development Commission's efforts to develop a retirement living option in Karratha;
 - e. Upgrading the City's airport to international status; and
 - f. The continuation of the State Government's capped price regional airfare program.
3. Inclusion of further information for each Position Statement to include who we are advocating to, and who our partners are in those advocacy efforts.
4. A number of minor editorial adjustments.

A tracked change version of the Position Statements is included as **Attachment 1** and a clean copy is included as **Attachment 2**.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of influencing the City's activities and reputation.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

The proposed amendment to the Advocacy Position Statement reflects the feedback received from the community through the annual community survey and other engagement undertaken by the City.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The implementation of the Officer's Recommendation will be met through the existing operational budget.

STRATEGIC IMPLICATIONS

This item is relevant to the implementation of the City's approved Strategic Community Plan 2020-2030, the Corporate Business Plan 2020-2025 and the Operational Plan 2024-2025.

RISK MANAGEMENT CONSIDERATIONS

There are no risk management considerations applicable. Advocacy Position Statements are typically used to mitigate existing or potential risks to the City of Karratha and its community.

IMPACT ON CAPACITY

The cost to implement the Administration recommendation will be met through the City's existing operational budget and resourcing.

RELEVANT PRECEDENTS

Council adopted the City's Advocacy Position Statements at its meeting on 28 June 2024.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

It is recommended that Council adopt the amended Advocacy Position Statements 2024-2026 to incorporate additional areas of advocacy for the City to champion.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

Councillor:	Cr Brenton Johannsen
Date of Report:	13 November 2024
Disclosure of Interest:	Nil
Attachment(s):	Community Engagement Outcomes

COUNCILLOR'S RECOMMENDATION

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

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

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

That Council:

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

REASON

Re-establishing and Building Trust in Government

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

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

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

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

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

Local Government and COVID-19

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

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

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

Community Safety and Well-being

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

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

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

Royal Commission

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

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

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

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

CHIEF EXECUTIVE OFFICER'S COMMENTS

What is a Royal Commission?

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

A royal commission can:

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

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

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

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

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

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

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

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

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

¹ Attorney General's Department, Commonwealth of Australia, [t t t °d v ^ i ` l j . j f p p f l k ° d l s ° r](https://www.agps.gov.au/agps-nsd/attorneys-general/attorneys-general-portfolio/attorneys-general-portfolio-portfolio), Retrieved 13 November 2024

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

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

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

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

Policy response (State)

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

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

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

Place-based response (Local)

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

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

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

Stimulus Grants (Commonwealth)

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

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

² Commonwealth Government of Australia, 'COVID-19 Response Inquiry Report', [t t t mj `°dl s^r](#), Retrieved 13 November 2024

³ Government of Western Australia, 'Review of Western Australia's COVID-19 Management and Response', [t t t t ^°dl s^r](#), Retrieved 13 November 2024.

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

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

City of Karratha Community Feedback

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

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

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

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

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

⁴ Commonwealth Government of Australia, 'COVID-19 Response Inquiry Report', [t t t 'mj '°dl s°r](#), Retrieved 13 November 2024

⁵ City of Karratha, '2024 Community Survey Results Summary', [t t t 'h^oo^q^t ^°dl s°r](#), Retrieved 13 November 2024

⁶ City of Karratha, 'Strategic Community Plan Review', [t t t 'e^q bj ^hbqfh^oo^q^t ^°dl s°r](#), Retrieved 13 November 2024

QUESTION:

Are we able to get any indication of the response we have had to the survey so far?

CITY RESPONSE:

626 responses have been received so far. The responses will be compiled and issued as a late addition to the December Ordinary Council Meeting agenda.

QUESTION:

What sample size represents a statistically significant number for Karratha's population?

CITY RESPONSE:

400 is the minimum sample size required.

QUESTION:

How many people would need to complete a petition for it to be considered significant?

CITY RESPONSE:

The Local Government Act outlines the criteria required for a petition; the CEO can talk through the requirements with anyone who is considering a petition to Council.

A petition only needs to have two electors' signatures to be accepted, and it will appear more representative of public feeling if it is signed by as many people as possible.

Although anyone can sign a petition, only those who are City of Karratha electors will be recorded in the official signature count.

QUESTION:

How did the council prepare for and respond to the pandemic?

CITY RESPONSE:

The City's response was informed by policy and directives that were set and directed by the state and federal governments.

QUESTION:

What policies or strategies were implemented during this time?

CITY RESPONSE:

The City's response was guided by the directives set by the state and federal government. As a service provider some of our services were deemed to be critical services and at various times, we were required to respond to particular mandates from the government, for example in delivery of waste services.

QUESTION:

What evidence or guidance informed council decisions related to COVID-19 measures, such as closures, health mandates, or vaccination advocacy?

CITY RESPONSE:

The City's response was informed by policy and directives that were set and directed by the state and federal governments.

QUESTION:

Were there any debates or disagreements within the council regarding these measures, and how were they resolved?

CITY RESPONSE:

Mayor Scott: there were no disagreements

QUESTION:

How did the council engage with the community to gather input on COVID-19-related measures?

CITY RESPONSE:

Businesses were surveyed via phone to gain an understanding of how the COVID-19 crisis was affecting local businesses and to ensure they were aware of the help that was available. Elected members and City employees continued to engaged with the community in real time.

QUESTION:

Why was vaccination advocacy included in the council's public health planning?

CITY RESPONSE:

This arose during the development of the City of Karratha Local Public Health Plan 2022-2027. The document includes information on 'how the plan was developed' in pages 17 to 20.

QUESTION:

Has the council reviewed or considered changes to vaccination advocacy since the pandemic?

CITY RESPONSE:

No.

QUESTION:

What support was provided to local businesses, workers, and vulnerable community members during lockdowns or restrictions?

CITY RESPONSE:

The City provided the following support to businesses, workers and the community:

Initiative	Description
Try Local Vouchers*	\$100 to every household to spend with local businesses
Sporting Groups Support Grants*	Up to \$1,000 to local community groups on a dollar-for-dollar basis for local spend
Tourism*	20% discount for locals booking tours and commissions waived
Small Business Grants*	Up to \$10,000 for local small businesses
Meet the Street*	Program doubled from \$100 to \$200 per event
Fees and charges	No increase in the 2020/21 budget
Double Down	Projects brought forward by City to increase local spend
Rates	0% increase in 20/21 budget
Lease Relief	Lease fees waived for tenancies in City owned properties
Lights On	Lights on sporting grounds turned on for two hours per night
Fee waiver*	Environmental health Inspection Fees waived

*Fully, or substantially funded, via a \$1,000,000 (exc. GST) grant provided by Rio Tinto.

QUESTION:

Can the council provide a breakdown of how \$3,765,138 received from the Commonwealth was allocated and spent?

CITY RESPONSE:

The Local Roads and Community Infrastructure funding was allocated to the following projects:

Bayley Ave realignment and reconstruction - \$604,179

Kevin Richards Memorial Oval Redevelopment - \$2,812,455

Coolawanyah Road and De Witt Road Intersection - \$348,504

QUESTION:

Was this funding conditional or tied to any expectations about the council's actions, such as refraining from investigating COVID-19 measures?

CITY RESPONSE:

No.

QUESTION:

How did the council ensure transparency in its decisions and expenditures during the pandemic?

CITY RESPONSE:

Subject to Council resolution. All Council decisions and expenditure is on public record.

QUESTION:

Were there any reviews or audits conducted on the council's handling of COVID-19?

CITY RESPONSE:

The City's finances are audited annually. There was no audit specific to COVID-19.

QUESTION:

What mechanisms are in place to evaluate the effectiveness of COVID-19 measures and to apply insights to future health crises?

CITY RESPONSE:

The City conducts regular review of services and embeds continuous improvement measures. Lessons learned would have been captured and implemented by line managers at the time they occurred.

14.2 NOTICE OF MOTION – CR JOHANNSSEN - REDUCTION IN COUNCILLOR NUMBERS

Councillor: Cr Brenton Johannsen

Date of Report: 27 November 2024

Disclosure of Interest: Nil

Attachment(s): Nil

BACKGROUND

In light of the legislative minimum of four councillors for districts with a population of not more than 75,000, I propose a reduction in the number of councillors to six, effective at the next standard election in October 2025. This adjustment seeks to balance efficient decision-making with adequate community representation. It also introduces an even election cycle, ensuring consistent councillor turnover each election.

While the City previously resolved to maintain the maximum number of councillors, this recommendation reflects evolving community expectations, streamlined governance, and fiscal considerations support revisiting this decision.

COUNCILLOR'S RECOMMENDATION

That Council:

- 1. SUPPORT a reduction in the number of councillors from the current eight to six, plus the Mayor, effective from the October 2025 local government election;**
- 2. DIRECT the CEO to conduct community consultation to seek feedback on the proposed reduction; and**
- 3. REQUEST that City staff present the results of the community consultation, along with a draft submission to the Local Government Advisory Board (LGAB), for Council consideration.**

REASON

1. Aligns the number of councillors more closely with the City's population size, adhering to principles of proportional representation.
2. Reduces costs associated with maintaining a larger council while maintaining sufficient representation to cover City activities, committees, and advisory boards.
3. Enhances governance efficiency by creating an even election cycle, electing three councillors at each election.

OFFICER COMMENT

The proposal put forward is to alter the number of elected councillor representatives from 8 to 6 for the 2025 ordinary local government elections whilst retaining the publicly appointed

role of Mayor. Schedule 2.2 of the *Local Government Act 1995* is the relevant legislation that details how to deal with submissions associated with changes in councillor representation.

Council last considered ward adjustments and representation in December 2022 when it was directed by the Minister for Local Government that representations had to align with new parameters based on the population size of the Council. In the City's case, a population of between 5,000 – 75,000 residents aligned to permissibly having between 5 and 9 council representatives including the mayoral role (s.2.17A(4) LG Act).

Council resolved at the December 2022 meeting to have a no ward system and agreed to reducing the number of elected members from 11 to 10 (including a popularly elected mayor) for the 2023 ordinary local government elections and a further reduction by 1 to 9 councillors (including mayoral role) for the 2025 ordinary election.

The proposal put forward by Cr Johannsen is to reduce the number by a further two positions to seven (including the mayor). This is within the parameters allowed by the Act.

At the Council meeting in December 2022, Council cited reasons including ensuring maximum community representation at the leadership table, sharing workload, and ensuring there was adequate Councillor representation at events, on committees, advisory boards, external groups etc. With fewer Councillors each Councillor would need to increase their involvement in City activities and across the community, ensuring they are canvassing different opinions and take on more responsibilities.

Table below indicates the elected member to elector ratio based on the planned adjustments as approved by the Minister and Governor and the proposal put forward.

	Councillors (Cr)	Electors (2024)	Ratio
Current Dec 2024	Mayor + 9 Cr's (10)	13,006	1:1,301
Planned Oct 2025	Mayor + 8 Cr's (9)	13,006	1:1,445
NOM Proposed Oct 2025	Mayor + 6 Cr's (7)	13,006	1:1,858

Cost to support a councillor, including allowances, is approximately \$48,778 per annum.

Process in brief:

For this matter to progress, Council would need to support the proposed notice of motion. Council would then need to initiate a review and make a proposal to the Local Government Advisory Board (LGAB). Before this is to occur, Council would need to determine whether the proposal is of a minor nature that would effectively mean no requirement to seek public submissions. This will require an absolute majority decision of Council.

If it is not of a minor nature, then a mandatory 6 week (minimum) submission period is required where an information statement will need to be produced and made available for the public to comment. Submission responses would then need to be considered by Council for the proposal to be submitted to the LGAB for their consideration.

The proposal put forward by Cr Johannsen suggests the City undertake community consultation to seek feedback on the proposed reduction. Noting that Council have elected not to have an ordinary Council meeting in January 2025, this community response would return to Council at the February meeting.

Potential vacancies:

Ordinarily 50% of councillor seats would be contested each election. By removing an additional 2 seats would produce equilibrium for each local government election cycle.

	Election Oct 2025	Election Oct 2027	Mayoral Election	Total
Current Seats	Furlong McNaught Waterstrom-Muller Swaffer Gillam Nunn	Johannsen Roots Simpson	Scott	10
Planned Oct 2025	Five (5) seats contested	Johannsen Roots Simpson	Scott	9
NOM Proposed Oct 2025	Three (3) seats contested	Johannsen Roots Simpson	Scott (2027)	7

Acknowledgment of deadlines by the machinery of government:

The LGAB have indicated all completed reviews from local governments must be received before 31 January 2025 for the proposal to be considered by the Board and for any recommendations put forward to the Minister are approved to take effect for the October 2025 elections. If this time frame cannot be met, any changes would take effect for the October 2027 elections. It is also worth remembering that Federal and State elections are also planned for early 2025 and any decisions requiring the Minister for Local Government to make may be suspended during the State Government's caretaker period. The WA Electoral Commissioner will also be involved in implementing any changes prior to July 2025 subject to any assent orders from the WA Governor.

Given these timeframes it is unlikely that any recommended changes to councillor numbers would be able to be affected prior to the October 2027 election.

QUESTION:

If councillor numbers were to be reduced, would that impact/jeopardise the ability to have sufficient representation of the Eastern corridor?

CITY RESPONSE:

Yes, that is a valid risk. Noting with the abolished ward system there is no guarantee of even representation.

QUESTION:

Regarding the current election cycle, is there any possibility of a two-year term to even the election cycle to a 4 & 4 rather than 3 & 5?

CITY RESPONSE:

The City can make a submission to the Local Government Advisory Board for their consideration. Their earlier decision by the LGAB in 2023 is perhaps based on the mayoral election coinciding with the year three councillors are elected to make it elections for four vacancies. Hence five seats in 2025 (5 councillor seats) and four seats in 2027 (3 councillor seats and mayoral seat).

14.3 NOTICE OF MOTION – CR JOHANNSEN - OPERATIONAL EFFICIENCY REVIEW

Councillor: Cr Brenton Johannsen

Date of Report: 2 December 2024

Disclosure of Interest: Nil

Attachment(s): Nil

This Notice of Motion was withdrawn by Cr Johannsen on Monday 2 December 2024.

14.4 NOTICE OF MOTION – CR JOHANNSSEN - SPENDING FREEZE

Councillor: Cr Brenton Johannsen

Date of Report: 2 December 2024

Disclosure of Interest: Nil

Attachment(s): Nil

This Notice of Motion was withdrawn by Cr Johannsen on Monday 2 December 2024.

14.5 NOTICE OF MOTION – CR JOHANNSSEN - ADOPTION OF TRANSPARENCY MEASURES IN TENDER EVALUATIONS AS PER CCF WA REPORT 2022

Councillor: Cr Brenton Johannsen

Date of Report: 2 December 2024

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

To enhance transparency, accountability, and consistency in the tender evaluation process for the City of Karratha by adopting recommendations from the Civil Contractors Federation WA (CCF WA) report, Transparency in Western Australian Local Government Tender Evaluation (2022).

COUNCILLOR'S RECOMMENDATION

That Council:

1. **ADOPT** the following tender transparency measures, effective immediately:
 - a) **Publish the names of all companies that submitted tenders and the prices they proposed.**
 - b) **Publish each bidder's scores or rankings against both price and non-price assessment criteria.**
 - c) **Provide a detailed explanation of how the scores were determined, including a summary of the tender evaluation process and reasons for selecting the successful tenderer.**
2. **DIRECT** the Chief Executive Officer to:
 - a) **Review the current tender evaluation and reporting practices to ensure compliance with these measures.**
 - b) **Update council policies and procedures to align with the recommendations of the CCF WA report.**
 - c) **Provide training to relevant staff on the implementation of the new transparency requirements.**
3. **CALL** on the State Government to modernise the WA Local Government Act 1995 to replace the current blanket commercial-in-confidence provisions with a framework that aligns with community expectations and the practices of other states.

REASON**Rationale:**

The CCF WA report highlights significant inconsistencies in transparency across local governments in WA, with best practice demonstrated by councils such as the City of Joondalup. By implementing these measures, City of Karratha will:

- Enhance accountability and public trust in procurement decisions.
- Support local contractors by providing valuable feedback for future submissions.

- Position the City of Karratha as a client of choice, encouraging more and higher-quality tender submissions.

Outcome:

This motion ensures that City of Karratha is a leader in transparency, aligning with best practices and community expectations while fostering fair competition and improved service delivery.

CHIEF EXECUTIVE OFFICER COMMENT

This recommendation is not supported.

What is the ‘Transparency in Western Australian Local Government Tender Evaluation’ Report?

The Civil Contractors Federation WA (CCF WA) report, Transparency in Western Australian Local Government Tender Evaluation (2022) was released on 2 August 2022 and suggested that Local Government could improve the transparency of tender processes in construction projects.⁷ The report called for greater transparency of contract tender information, including prices and rankings. The report provided a score for Councils on their transparency.

However, the report was almost immediately discredited when the CCF backflipped on its claims a day after its scorecard appeared in The West Australian newspaper.

In one example the CCF conceded that it was “wrong to give Bayswater council a mark of zero out of 10. CCF chief executive Graham Andy said a complaint from a local reporter, who said the council was usually transparent, prompted it to reassess the mark. After further research, it then amended the score to give Bayswater council six out of 10.”⁸

The CCF report is not considered reputable and should not be used as a reference for best practice tendering processes.

What tender information remains confidential and why?

The City of Karratha keeps commercial-in-confidence information confidential, including prices and rankings.

The City ensures ‘confidential’ information is kept to a minimum and applies the relevant legislation.

In many project types the City has a small number of contractors available to submit tenders. It is our view that publishing contractor pricing will act as a deterrent to local contractors participating in tender processes.

If the number of suppliers drops the City of Karratha will have less competition and the likelihood of higher supplier prices, impacting the value-for-money received by the community.

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Supporting local contractors

Local contractors are always invited to receive direct feedback on their submissions and how they might improve.

City of Joondalup case study

The City of Karratha is highly regarded for its tendering processes and achieves best practice outcomes in the North West.

However, the CEO will review the City of Joondalup's approach to identify improvement opportunities.

We note that the City of Joondalup is based in the metro area and has access to a larger – and more competitive – supplier market than exists in the Pilbara.

Therefore, there will be differences of the external environment that the two City's operate in, and differences to the policies and processes that should be taken.

QUESTION:

Is this notice of motion applying to all tenders, and would this impact the process for quotations?

CITY RESPONSE:

This applies to all tenders and does not impact the process for quotations.

QUESTION:

How does the City compare in ranking to the report issued in 2022?

CITY RESPONSE:

The report evaluated Council tender assessments, using the following criteria:

- 1 point for publishing the name of the winning tenderer and their price bid
- 1 point for publishing the names of all companies that tendered
- 2 points for publishing all prices bid
- 2 points for publishing each bidder's scores/ranking against non-price evaluation criteria
- 1 point for publishing each bidder's scores/ranking against price and non-price evaluation criteria
- 1.5 points for publishing some commentary (even if brief) on why the successful bidder chosen, plus an additional 1.5 points for publishing a more detailed explanation of why the successful bidder was chosen.

The City of Karratha received a score of 1.5 out of 10. Administration disputes this score.

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16.1 PROPOSED SCHEME AMENDMENT NO. 64 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 - LOT 1 DAMPIER ROAD, GAP RIDGE

File No:	AMD64
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	29 November 2024
Applicant/Proponent:	RFF Pty Ltd on behalf of Green Grid Energy Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Location Plan2. Existing & Proposed Zoning3. Layout shown on approved plans for 'Storage Facility/ Depot/ Lay Down Area'4. Proposed Scheme Amendment No.64 Report5. Extract from Local Planning Strategy6. Lots currently for sale in Gap Ridge7. Concept subdivision plan for Gap Ridge North

PURPOSE

For Council to consider a request to initiate an amendment to City of Karratha Local Planning Scheme No.8 (Scheme) to rezone Lot 1 Dampier Road, Gap Ridge from 'Rural' to 'Industry'.

OFFICER'S RECOMMENDATION

That Council:

- 1. RESOLVE to NOT PREPARE Scheme Amendment No. 64 to the City of Karratha Local Planning Scheme No.8, in accordance with Attachment 4 pursuant to Section 75 of the *Planning and Development Act 2005* for the following reasons:**
 - a. It is considered that there is sufficient supply of industrial land to satisfy immediate and short-term demand;**
 - b. The land is not identified for future industrial use by the City's Local Planning Strategy;**
 - c. The land is not included in current planning for Development Investigation Area 9 – Gap Ridge North;**
 - d. Consideration of this land for future industrial subdivision and development should be undertaken as part of the planning for Development Investigation Area 9 – Gap Ridge North;**

- e. Access arrangements are not considered acceptable for future industrial subdivision and development over this land;
 - f. The current 'Rural' zoning of this land and the approved temporary 'Storage Facility/Depot/Lay Down Area' use is considered an appropriate short-term use for the land in the absence of broader investigation and planning for future industrial subdivision and development of the area.
2. **OFFER to work with Development WA to progress investigations and planning for Development Investigation Area 9 – Gap Ridge North, including Lot 1 and Lot 500 Dampier Road, Gap Ridge.**

BACKGROUND

The Subject Land

Lot 1 Dampier Road is a 15.6 Hectares lot located approximately 7.5 Km west of the Karratha CBD and approximately 2.5 Km south of the Karratha Airport (Attachment 1). The land is zoned 'Rural' (Attachment 2) and is set back from Dampier Road by more than 400m, connected by a 10m wide battleaxe leg.

In 1993, development approval was granted to undertake aquaculture (Redclaw farming) and fish pellet production across a larger 37.5 Hectare Crown land parcel comprising current Lot 1 and adjoining Lot 500. In 2014, the Department of Planning, Lands and Heritage subdivided that land to create Lot 1 and Lot 500. Lot 1 was granted conditional freehold title (restricting use to aquaculture). Lot 500 remained Crown land. The 20m wide battleaxe leg for the larger lot was subdivided to give each lot a 10m wide battleaxe leg to Dampier Road, side-by-side.

Ownership of Lot 1 has recently changed and the new owners have purchased the property for other purposes. The restrictive covenant that restricted use of Lot 1 to aquaculture has recently been lifted.

In September 2024, a time-limited development approval was granted for 'Storage Facility/ Depot/ Lay Down Area' over Lot 1 (DA23-146). The 'Storage Facility/ Depot/ Lay Down Area' use is relatively temporary in nature and the approval was issued for a period of 5 years. The reason for time-limiting the approval is to provide the option for this land to be included in broader planning for future industrial subdivision and development.

The approved plans for 'Storage Facility/ Depot/ Lay Down Area' show 11 allotments with an internal private access road. Access to Dampier Road is via the battleaxe leg for adjoining Lot 500 rather than the battleaxe leg for Lot 1, which is unconstructed (Attachment 3). Conditions are included on the development approval requiring access roads and laydown areas to be suitably constructed and acceptable vehicle access arrangements from Dampier Road being put in place. The lessee for Lot 500 has entered a licence agreement with the owner of Lot 1 to grant them the right to use their battleaxe leg for access for a period of 12 months, with further terms provided for unless the licence agreement is otherwise terminated. If the battleaxe leg for Lot 500 were not available for use by the owner of Lot 1, separate access could be constructed in the adjoining battleaxe leg for Lot 1.

Locality

Lot 1 is on the eastern side of Dampier Road between Jingarri Estate and the Karratha Airport in an area that is zoned 'Rural' and largely undeveloped. Lot 1 is at least 1.5Km away from the nearest residential subdivisions at Madigan and Jingarri Estates to the east. When this land was originally developed for aquaculture, it was selected because of its separation from sensitive land uses.

Adjacent Lot 500 is utilised by Karratha Environmental Crushing for storage and laydown, as well as the crushing of building materials. This operation also benefits from being separated from sensitive land uses. The Scheme was amended in 2020 to add an Additional Use of Industry Noxious – Crushing of Building Materials for Lot 500. This Additional Use was required because Industry Noxious uses are not permitted in the 'Rural' zone. A 5 year time-limited development approval has been granted for the use of Lot 500. The time-limited approval has been granted for the same reason; to provide the option for this land to be included in broader planning for future industrial subdivision and development.

The Gap Ridge Industrial Estate is on the other side of Dampier Road to the west. The Gap Ridge Industrial Estate is a fully planned and serviced industrial estate. The Estate includes designated Light Industry and General Industry precincts, as well as a designated Noxious Industry precinct, which is set aside for industrial uses with heavier off-site impacts. The Estate has a coordinated road network and design guidelines to ensure an acceptable and consistent standard of development. There are examples nearby of industrial development that has not been planned in the same way.

PROPOSED SCHEME AMENDMENT

The City has received a proposed Scheme Amendment that seeks to rezone Lot 1 from 'Rural' to 'Industry' (Attachment 4).

The Scheme Amendment report makes the following statements in support of the requested rezoning:

- The requested rezoning is necessary to facilitate industrial expansion in Gap-Ridge, addressing short-term supply shortages;
- The Land Supply Analysis prepared in support of the Scheme Amendment estimates a 3 Hectare shortfall in General Industrial land over the next 10 years (79 Hectares required, 76 Hectares available) and highlights the estimated 6-year supply of development-ready serviceable industrial land as a critical shortage;
- Lot 1 is one of a limited number of development-ready freehold lots;
- Rezoning is appropriate because the land is strategically located and has formalised road access to major freight routes;
- The requested scheme amendment aligns with the WAPC State Planning Framework;
- The current 'Rural' zoning is not viable and is incompatible with the current 'crushing of building materials' noxious industry use of adjoining Lot 500 to the immediate north, which has buffer requirements that significantly impacts the property and use of the existing dwelling;
- Development of Gap Ridge North (the future industrial investigation area north of Lot 1) is expected to be considerably delayed due to servicing, tenure and native title;
- Rezoning would not compromise future strategic planning, represents a logical extension to Gap Ridge North and provides for the orderly 'rounding out' of the expansion of the Gap Ridge Industrial Estate; and
- Pre-lodgement consultation has occurred with the City, DPLH, the Office of the Minister for Lands and the offices of local MPs.

The requested Scheme Amendment has been reviewed by an independent planning consultant. The comments below have been informed by and align with their review.

DISCUSSION

Strategic Planning Context

The City of Karratha Local Planning Strategy (Strategy) was endorsed by the Western Australian Planning Commission (WAPC) in 2021. The Strategy identifies a large tract of

Rural zoned land east of Dampier Road between Seven Mile Creek and the southern boundary of the Karratha Airport reserve for future industrial subdivision. This area is referred to as Development Investigation Area 9: Gap Ridge North (General Industry) (DIA 9) (Attachment 5). Lot 1 and Lot 500 are not included in DIA 9 and are instead identified to remain 'Rural'.

Lot 1 and Lot 500 are excluded from DIA 9 based on general consideration of tenure differences, pre-existing uses and proximity to Seven Mile Creek rather than any specific consideration of whether the land is suitable for future industrial use. It is likely that the future subdivision and development of Lot 1 and Lot 500 can be considered as part of future planning for DIA 9.

Planning legislation and State-level planning policy sets out the recognised planning process that should be followed in planning for future industrial subdivision and development. That process is supported by the City's Scheme. The recognised planning process generally involves the following steps:

1. Identify areas for future industrial subdivision and development via local planning strategies and strategic plans;
2. Zoning those areas for future industrial development; and
3. Preparing a WAPC approved structure plan to guide and coordinate future subdivision and development of the area.

The level of technical investigation and planning increases at each stage in the process.

The Strategy already identifies DIA 9 for future industrial subdivision and development. While Lot 1 and adjoining Lot 500 are not included in DIA 9, they are immediately adjacent, are similar in landform and have existing approvals for commercial use. It would therefore be reasonable to consider them as part of the future planning for DIA 9.

The next steps in the recognised planning process would be to change the zoning of the entire area (DIA 9, as well as Lots 1 and 500 should the relevant parties be supportive of that approach) from 'Rural' to 'Industrial Development' and prepare a structure plan to guide and coordinate future subdivision and development. The requested Scheme Amendment seeks to have Lot 1 considered and planned on its own rather than as part of the broader area. It also seeks to change the current zoning directly from Rural to Industry, rather than Industrial Development which would require a subsequent Structure Plan to consider and guide subdivision and development. Council needs to consider whether this request is acceptable.

Supply of Industrial Land

Development WA has provided the following information in relation to the Gap Ridge Industrial Estate:

- Industrial lots have been available in the Gap Ridge Industrial Estate since 2012;
- 99 lots have been delivered in the last 12 years;
- Average of six lots sold per year;
- Uptake increased 2020 – 2022 due to State Government's Regional Land Booster program;
- Only one lot sold in last 12 months;
- 7 lots currently available for sale (Attachment 6);
- 35 lots still to be developed; and
- Subdivision approval for 19 new lots in early 2025, with titles expected early 2026.

There are also a number of properties currently for sale in the Karratha Industrial Estate.

It is difficult to predict what market demand will do in the short term but with the current construction cycle being experienced in the region, City officers generally agree with the conclusion of the applicant's Industrial Land Assessment that there will be on-going demand for industrial land, at least for the next few years. However, City officers do not consider the current supply of industrial land to represent a critical shortage. Based on the above information, City officers consider that the industrial land that is currently available and the land that is in the land supply pipeline for release over the next 12-24 months should be sufficient to meet immediate and short-term demand.

In terms of future industrial land supply, Development WA has plans to provide more industrial land at Gap Ridge North, however notes that the current focus is on delivering remaining lots in the existing Gap Ridge Estate. Preliminary site investigations and concept planning have been undertaken for Gap Ridge North (Attachment 7). As is highlighted by the Scheme Amendment report, Native Title and mining tenements still need to be addressed in order to make that land available. As stated above, it makes sense to include Lot 1 and Lot 500 in the planning for Gap Ridge North given their proximity, current approvals and commercial land use. City officers have discussed this with Development WA. The subdivision concept plan for Gap Ridge North is currently being reviewed to determine whether and how Lot 1 and Lot 500 could be added. Adding Lot 1 and Lot 500 to the planning for DIA 9 would have the following benefits:

1. These two lots are not subject to Native Title nor mining tenements so could potentially be made available as a first stage of subdivision if demand warrants and there are delays in making other land in DIA 9 available;
2. The 20m wide combined access corridor for these two lots and the existing approved and constructed intersection on Dampier Road could help in providing one of the points of access into the future subdivision.

Lot 1 has recently been granted a 5 year development approval for 'Storage Facility/ Depot/ Lay Down Area' which provides a short-term option for commercial use of the land. The development approvals for Lot 1 and Lot 500 are time-limited in recognition of the broader planning work being undertaken for the adjacent DIA 9 and the opportunity to link into that bod of work.

Considering the Rezoning of Lot 1 Separately

The contention that the requested rezoning would not compromise planning for DIA 9 is not supported. It is difficult for the proponent to make that assertion without the planning for DIA 9 having been undertaken. For example, by not coordinating access onto Dampier Road for the whole area, more access points onto Dampier Road would be required and visitors to the area may have to go back out onto Dampier Road to travel between businesses. This would affect the safety and efficiency of Dampier Road. The Traffic Impact Assessment supporting the requested Scheme Amendment estimates that 880 trips per day would be generated, with 88 trips at peak hours. It would be better to coordinate these traffic movements across the whole DIA 9 area.

Drainage and earthworks are better planned strategically across an area rather than on a lot-by-lot basis. The Environmental Assessment Report supporting the requested Scheme Amendment notes that this area is subject to flooding and the Servicing and Infrastructure Report recommends internal roads and building envelopes be filled. Development WA has identified the amount of fill required as a key consideration in planning for future subdivision and development of DIA 9. It would be better to plan effective drainage and earthworks across this entire area than to undertake this planning separately. The current landform is largely contiguous across DIA 9 and these adjoining lots.

Utility services are also better planned strategically across an area rather than on a lot-by-lot basis. In investigations for DIA 9, Development WA has highlighted the cost of providing reticulated sewerage and power as significant considerations in planning for the future subdivision and development of the area. The Servicing and Infrastructure Report submitted with the Scheme Amendment notes that existing reticulated sewerage and water services are more than 500m from the proposed allotments on the other side of Dampier Road and upgrades to the Horizon Power transformer are likely required. While adding Lot 1 and adjoining Lot 500 to the plan for future industrial land in this area would increase yield and the capacity to absorb site preparation and servicing costs, the requested rezoning on its own would prevent such coordinated consideration.

Without an overall investigation and plan for the future subdivision and development of the area, the spot rezoning of Lot 1 is considered premature and inconsistent with the intentions for future industrial development of the area.

The potential for future industrial subdivision and development over Lot 1 and adjoining Lot 500 should be considered as part of the investigations and planning for DIA 9 - Gap Ridge North. City officers have previously offered to work with Development WA to advance that investigation and planning. In the meantime, development approval has been granted for 'Storage Facility/ Depot/ Lay Down Area' on Lot 1 as a short-term commercial option for the landowner. Lot 1 is considered suitable for that purpose in the short-term but the land should not be zoned 'Industry' in the absence of broader coordinated investigation and planning.

Development Considerations

The proposed Scheme Amendment and the time-limited development approval for 'Storage Facility/ Depot/ Lay Down Area' indicate that the site is intended to be used by multiple tenants rather than a single user. This is not surprising given the size of the lot.

Considering this site to be used by a number of parties for storage and laydown (as currently approved) is a different proposition to considering the site being used by any combination of industrial land uses (requested). Storage and laydown does not necessarily require buildings to be constructed. If the land is zoned 'Industry', then any General, Service or Light Industry use would become permitted in accordance with the zoning table.

The time-limited development approval for 'Storage Facility/ Depot/ Lay Down Area' requires suitable vehicle access arrangements to be demonstrated. More detailed consideration should be given to the acceptability of access arrangements in considering the request to amend the zoning of Lot 1 from 'Rural' to 'Industry'. The Traffic Impact Assessment states that the need for upgrades to the Dampier Road access can be considered at the planning approval or subdivision stage. The WAPC's *Development Control Policy 4.1: Industrial subdivision* includes the following requirements:

- An access road must be a minimum of a 20m road reserve and 10m carriageway width to service industrial lots; and
- Use of battleaxe legs for access is generally to be avoided in industrial areas serviced by large vehicles.

Lot 1 is connected to Dampier Road via a 10m wide battleaxe leg but actually gains access via the adjoining 10m wide battleaxe leg for Lot 500 under a licence agreement.

The Bushfire Management Plan submitted with the proposed Scheme Amendment states that it has been prepared on the assumption that no public roads are proposed as part of the development.

While these access arrangements are considered acceptable for the approved temporary 'Storage Facility/ Depot/ Lay Down Area' use under a 'Rural' zoning, they are not considered acceptable for an 'Industry' zone. This is because Lot 1 does not meet the requirements of the WAPC's industrial subdivision policy. It is considered that it would be premature to rezone Lot 1 to 'Industry' based on the current access arrangements that are available.

The Bushfire Management Plan identifies the land as bushfire prone but states that compliance with bushfire protection criteria can be achieved as development progresses. The WAPC's Planning for Bushfire Guidelines includes the following acceptable solution in relation to vehicular access:

- Public road access should be provided in two different directions to two suitable destinations, with an all-weather surface.

Lot 1 only has a single point of access. While this is considered acceptable under its current 'Rural' zoning, two points of access/egress should be provided prior to considering the potential intensification of land use that would result from rezoning the land 'Industry'. A future road connection as part of broader planning for the area would address this.

Comments from Engineering Services

The City's Engineering Services makes the following comments in relation to the requested Scheme Amendment:

- Traffic Impact Assessment does not provide information regarding existing traffic volumes on the battleaxe leg for Lot 500 nor proposed maximum vehicle weights that would be accessing the site;
- The crossover and intersection are likely to need to be widened and upgraded to support RAV10 swept paths;
- Installation of a left turn (eastbound) slip lane and right turn auxiliary lane on Dampier Road may be required. Main Roads should review the Traffic Impact Assessment;
- Detailed design and drawings for road pavements, sewer/stormwater reticulation, power and telecommunications to be submitted if lot is proposed to be subdivided;
- The Engineering Servicing Report assumes sewer and water servicing would not be required. This would compromise future development potential of the land;
- The Stormwater Management Plan assumes that Lot 1 would be used as a Temporary Laydown Area only. Development approval has already been granted for 'Storage Facility /Depot/ Lay Down Area';
- Any proposal to increase the development potential of Lot 1 should include more detailed information on stormwater management including flood modelling, drainage strategy, hydrology, hydraulic design, implementation, stormwater design including relevant treatments, water quality treatments and finished floor levels.

Options

The recommendation is to not initiate the requested Scheme Amendment for the following reasons:

- It is considered that there is sufficient supply of industrial land to satisfy immediate and short-term demand;
- The land is not identified for future industrial use by the City's Local Planning Strategy;
- The land is not included in current planning for Development Investigation Area 9 - Gap Ridge North;

- Consideration of this land for future industrial subdivision and development should be undertaken as part of the planning for Development Investigation Area 9 – Gap Ridge North;
- Access arrangements are not considered acceptable for future industrial subdivision and development over this land;
- The current ‘Rural’ zoning of this land and the approved temporary ‘Storage Facility/Depot/Lay Down Area’ use is considered an appropriate short term use for the land in the absence of broader investigation and planning for future industrial subdivision and development of the area.

Other options open to Council are to defer, seek modifications or initiate the proposed Scheme Amendment.

Should Council resolve to initiate the requested Scheme Amendment, it would be classified ‘Complex’ because it is inconsistent with an endorsed Local Planning Strategy and would need to be referred to the WAPC to make a recommendation to the Minister for Planning as to whether it should be approved for advertising.

If the Minister for Planning approves advertising, then the amendment would be referred to the Environmental Protection Authority for environmental review before advertising can commence.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

In accordance with Part 5, Division 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council can resolve to:

- Proceed to seek approval to advertise the proposed Scheme Amendment;
- Proceed to modify the proposed Scheme Amendment and advertise the modified Scheme Amendment; or
- Not proceed with the Scheme Amendment.

When preparing a Scheme Amendment, Regulation 35 of the Regulations requires the local government to designate the Scheme Amendment as either ‘Basic’, ‘Standard’ or ‘Complex’.

The Regulations define a Scheme Amendment that is inconsistent with an endorsed Strategy as ‘Complex’. The requested Scheme Amendment is inconsistent with the City of Karratha’s endorsed Strategy because it proposes ‘Industry’ zoning over land that is shown as ‘Rural’ in the Strategy. As is noted above, a ‘Complex’ Scheme Amendment must be approved for advertising by the Minister for Planning. The consultation period for a ‘Complex’ Scheme Amendment is 60 days.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

If Council resolves to initiate this Scheme Amendment and the Minister for Planning approves advertising, then the Scheme Amendment would be advertised for 60 days via notification on the City’s website and in the local newspaper. Letters would also be sent to surrounding landowners and occupiers and a sign would be erected on site.

CONCLUSION

The requested Scheme Amendment seeks to modify the zoning of Lot 1 Dampier Road from 'Rural' to 'Industry'. The land is not identified for industrial use by the City's WAPC endorsed Local Planning Strategy.

This land has approval for 'Storage Facility/ Depot/ Laydown Area'. This is considered a suitable use for the land in the short-term under the 'Rural' zoning and this may assist in providing industry with an option for storage and laydown if required in the short-term. However, based on the information available, it is considered that there is sufficient industrial land available and in the land supply pipeline to meet market demand while plans are being developed for the future subdivision and development of Gap Ridge North.

It is recommended that Lot 1 and adjoining Lot 500 be included in the investigations and planning for the Gap Ridge North Development Investigation Area (DIA 9) and that planning for that whole area be undertaken before any of the land is zoned, subdivided and developed for industrial use. It is recommended that the City should offer to work with Development WA to progress that planning. Without that planning being in place, it is considered premature to zone Lot 1 'Industry'. However, once planning is in place, Lot 1 may provide an option for Stage 1 of the Gap Ridge North expansion if there are tenure or other restrictions on other land in the DIA.

QUESTION:

If council was to support the rezoning, can you run us through the process in regard to public advertising and when would this be brought back to council?

CITY RESPONSE:

The proposal is considered a complex amendment under the regulations because it is not supported by the local planning strategy. Complex applications require Ministerial approval to advertise. If that is granted, it would be referred to the Environmental Protection Authority first. Assuming no issues, it would then go out for public advertising. Submissions would then be collated and brought back to Council to consider whether to endorse the amendment. It would then go back to the State government for WAPC and Ministerial consideration.

QUESTION:

What is the best-case indicative timeline to approval?

CITY RESPONSE:

The timeline for this process is highly variable. Best case scenario is approximately 12 months.

QUESTION:

How long would it take if Development WA (**Dev WA**) were to undertake this process and has there been an indication of when Development WA might start this process?

CITY RESPONSE:

The Manager of Planning Services has been in contact with Development WA and they indicated they are keen to investigate how this area could be included in future planning for Development Investigation Area 9. We do not have any indicative timelines for this.

QUESTION:

Is there a way we can work with Dev WA and the landowner and help progress this application in an efficient way?

CITY RESPONSE:

Yes, this forms Part 2 of the officer's recommendation.

QUESTION:

What industrial land is currently available and is that an adequate supply?

CITY RESPONSE:

DevWA have indicated there are 7 lots currently available in Gap Ridge. The City has recently provided referral comments to the WAPC for a further 35 lot subdivision at Gap Ridge. DevWA indicated one sale in the past 12 months in Gap Ridge.

QUESTION RELATING TO DEPUTATION:

Given there is a temporary approval for lay down and storage, what is the proponent seeking to do beyond that?

RFF (OWEN HIGHTOWER) RESPONSE:

RFF has been approached by many real estate agents on behalf of people looking for land of size with the appropriate location and lack of limitations that would allow development to proceed. We understand there is activity happening on land that is not approved to occur because there is not enough land readily available. We are looking to get the land ready so that when those people come to the market they have somewhere to go because the land has been zoned correctly. The lay down use is a temporary way to activate the land while under a rural zone.

QUESTION RELATING TO DEPUTATION:

Just to confirm, has DevWA contacted Ngarluma Aboriginal Corporation (NAC) in regard to the adjacent block of land with Native Title?

GREEN GRID ENERGY SOLUTIONS (JAKE SWAFFER) RESPONSE:

NAC has been contacted by the proponent approximately 12 months ago about the land surrounding the block and indicated no interest in developing the land. There is no file notation over the area.

QUESTION:

Given that the future for DIA 9 will be industrial anyway, what is the impact of rezoning this land first?

CITY RESPONSE:

Potential consequences of not considering the servicing, access, drainage etc on a more wholistic basis, is that it may have an impact on the development of DIA 9. The City's position is that this land should be considered more broadly rather than on ad hoc basis.

GREEN GRID ENERGY SOLUTIONS (JORDAN RALPH) RESPONSE:

We have spoken to Water Corporation about having a portable water connection there, which is doable, from Gap Ridge. The only thing they cannot provide us is a quote unless we engage studies to be done is around the waste water sewer connection.

GREEN GRID ENERGY SOLUTIONS (BYRON NEWBOLD) RESPONSE:

Both Lot 1 and Lot 500 both have freehold access through to the highway so any development around that area would have to consider the existing road. Current zoning of the lot next door more or less prevents further development as Rural land.

Supplementary Councillor Questions:**QUESTION:**

Doesn't the proponent already have this land approved for a "lay down area" for the next 5 years as it currently stands?

CITY RESPONSE:

Yes – a Development Application was issued for "Storage Facility / Depot / Laydown" area for Lot 1 in September this year.

This was issued as a 5 year time limited approval in acknowledgement of the broader planning likely to take place in the Gap Ridge North area over that period and the potential to link in to that work for re-zoning.

See a copy of the approved DA plan in attachment.

QUESTION:

My question is what do they plan to do with the land once it is approved to land use "Industry"? Anything else besides a lay down area?

CITY RESPONSE:

The proponent has indicated that they do not have a specific use or tenant in mind yet, rather that they're looking to provide flexibility to consider offers that come their way.

Note that if "Industry" zoning is approved by the Minister, all of the uses identified in the zoning table for Industrial land will be able to be considered. This includes General and Noxious Industry.

****See the highlighted column for the Industry zone in the PDF attachment above.**

The symbols are described below:

3.2.2 The symbols used in the zoning table have the following meanings:

P	the use is permitted by the Scheme
D	the use is not permitted unless the local government has granted development approval.
A	the use is not permitted unless the local government has granted development approval after giving notice in accordance with clause 64 of the deemed provisions.
I	the use is not permitted unless the use to which it is put is incidental to the predominant use as decided by the local government.
X	a use that is not permitted by the Scheme.

QUESTION:

Why the rush to get it through now?

CITY RESPONSE:

The proponents have indicated that they have a number of potential tenants that have expressed an interest in the property but are not interested unless the zoning is changed from Rural to Industry.

QUESTION:

Can we defer the decision until next year?

CITY RESPONSE:

Short answer is yes, Council could resolve to defer consideration until next year.

QUESTION:

Is there currently a sufficient supply of large industrial lots available for lease to meet current and short-term market demand, particularly for the industrial needs that Lot 1 could accommodate?

CITY RESPONSE:

The Administration has not had sufficient time to seek professional peer review of the economic assessment provided by the applicant suggesting that there is pressing demand in the medium-term horizon. The Administration has however sought advice from DWA as the developers of Gap Ridge as to their current lot availability, recent sales and upcoming subdivision. On this basis, it is the view of the Administration that there is likely to be sufficient industrial land supply in the short-medium term.

DWA advised:

- They currently have 7 lots available for sale in Gap Ridge (see Attachment 6 of the agenda item)
- Available lots vary in size between approximately 4,500m² (Lot 638) and 3ha (Lot 92)
- They have only sold one lot in Gap Ridge over the last 12 months

The Administration has also recently provided referral comments on the proposed subdivision of another 35 lots in Gap Ridge

****See draft 35 lot subdivision plan for Gap Ridge attached.**

QUESTION:

How does the potential rezoning of Lot 1 compare to other industrial land options in terms of size, location, and suitability for future industrial developments?

CITY RESPONSE:

See draft subdivision plan attached above for up-coming stages of Gap Ridge.

See also concept subdivision plan for Gap Ridge North (DIA 9) at Attachment 7 of the agenda item.

Development Areas 6, 7 & 8 in the Local Planning Strategy are identified for potential future industrial expansion. None of these areas are being actively planned for expansion.

****See extract from the LPS above. DIA's 6, 7 & 8 are shown in pink/purple around the KIE.**

DWA have indicated that they intend to focus on Gap Ridge North as the next area for industrial expansion.

QUESTION:

Isn't this an opportunity to have an active private land developer in a market dominated by DevelopmentWA and shouldn't we be encouraging this?

CITY RESPONSE:

We absolutely should encourage well considered, well planned expansion of urban or industrial areas.

It is the view of the Administration however that this proposal has not sufficiently demonstrated orderly and proper planning.

The proponent did not undertake any formal preapplication consultation with the City on this proposal and as such, there has been no opportunity for the Administration to work through potential concerns, areas for improvement and compromise prior to the Scheme Amendment having been lodged.

I note that there were a number of casual discussions with the applicant re: potential to seek rezoning to Industry and advice from officers at that time was that this would likely be problematic given the lack of strategic support within the Local Planning Strategy.

Because the applicant was very keen to have the matter considered by Council at the December meeting, there has also been limited opportunity to work through issues since the application was lodged.

I note that the Administration did however follow up with the applicant after the public briefing on Monday to acknowledge the concerns raised about potential timing of the Gap Ridge North expansion and suggest a compromise that could be supported by officers, being that the land be re-zoned to "Industrial Development" rather than "Industry".

By way of explanation, "Development" zones (either Industrial Development or Urban Development) are utilised to designate land for future development and to provide the basis for detailed planning in accordance with a Structure Plan.

The purpose of the Industrial Development zone (Scheme extract) is:

Industrial Development

5.8.9 The purpose of the Industrial Development zone is to provide areas for future industrial estate development where development can occur, in accordance with an approved structure plan, prior to amending the Scheme to incorporate detailed zones and reservations for particular lots. *AMD 46 GG 15/6/18*

5.8.10 All development requirements related to the Industry zone also apply to the Industrial Development zone.

5.8.11 The local government shall, when it considers subdivision and development in an area the subject of a structure plan has proceeded to an extent where detailed zones and reservations can be defined amend the Scheme to indicate these zones and reservations. *AMD 46 GG 15/6/18*

This was suggested as a suitable compromise by officers as:

- a. it demonstrates in principle support for future transition of the lot to Industry zone (rather than simply being a recommendation to not support the proposed rezoning of the land); and
- b. it allows for more detailed planning (usually via a Structure Plan) to occur to confirm suitable zoning and subdivision and would address matters such as: the key

- attributes of the area, including the environment; the broader planning context; coordination of key access and transport, etc. and
- c. it would not require development of the property to be postponed pending work by DWA on Gap Ridge North.

Where a property is zoned Industrial Development, a Local Government may require a Structure Plan be prepared prior to development but this is not an absolute requirement (eg: where a proposed development can suitably demonstrate that it will not have a negative impact, development of the land could be considered through a DA without the need for a structure plan).

The suggestion to consider rezoning to “Industrial Development” rather than “Industry” was not able to be raised with the applicant prior to lodgement of the application given there was no formal pre-application consultation sought/undertaken.

This option was put to the applicant at our meeting with them on Tuesday, to discuss with their clients as a possible middle-road. We have since been advised however that they do not wish to pursue this option.

QUESTION:

Access arrangements have been identified as a concern. Wouldn't the rezoning and subsequent subdivision process address these concerns, including potential requirements for infrastructure upgrades or traffic management improvements?

CITY RESPONSE:

The property is reliant on a 10m wide battleaxe access leg from Dampier Road. This access leg is private land and not a public road. Typically an industrial subdivision would require a 20m wide road corridor (or up to 25m for heavily trafficked roads) to allow for suitable vehicle movements and a battleaxe access leg would not be considered suitable.

I note also that the DA for storage on Lot 1 currently relies on access to the site over Lot 500 via agreement with the neighbouring tenant (who have a constructed accessway) but there is currently no formal instrument (eg: an easement) that guarantees that access.

Given that this land is in freehold ownership, I note also that the owner may choose not to further subdivide the property.

QUESTION:

Could rezoning this lot be conditional on achieving certain infrastructure standards to address these concerns?

CITY RESPONSE:

Council is not the decision maker for Scheme Amendments. All Scheme Amendments require approval by the Minister for Planning who will determine whether any modifications to the proposal are necessary.

The options available to Council are:

- Proceed to seek approval to advertise the proposed Scheme Amendment;
- Proceed to modify the proposed Scheme Amendment and advertise the modified Scheme Amendment; or
- Not proceed with the Scheme Amendment

If Council wanted to support the eventual development of the land for industrial purposes but believed that it would be appropriate to undertake more considered planning, Council could

choose to consider an Alternate Recommendation to support the rezoning of the lot from Rural to “Industrial Development” rather than “Industry”.

This would indicate in principle support by Council for transition of the lot from rural to industrial use but require more detailed planning to be undertaken prior. While this may be done through a Structure Plan, it could also be done through a DA if the applicant were able to provide sufficient evidence that the proposed land use and development of the lot would not have a negative impact on the broader area.

Further discussion in the above question on Development zones.

QUESTION:

What are the implications of deferring this rezoning until a broader strategic plan for DIA 9 is developed?

CITY RESPONSE:

That the development of Lot 1 may be delayed beyond a timeframe that is considered reasonable to the applicant.

I note however that as per discussion above, the option to modify the proposal to request a rezoning to “Industrial Development” rather than “Industry” was put to the applicant on the basis that while it would require consideration of the broader development context, it would not require the full planning of Gap Ridge North by DWA. The applicant has indicated that they do not wish to pursue this option.

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

17.1 NOMINATION FOR HONORARY FREEMAN

This matter is confidential and if disclosed would reveal personal information.

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Monday 24 February 2025 at 6pm in Council Chambers - Welcome Road, Karratha.