



PUBLIC BRIEFING

AGENDA

**NOTICE IS HEREBY GIVEN that the
Public Agenda Briefing will be held
in the Council Chambers, Welcome Road, Karratha,
on Tuesday, 22 April 2025 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**

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PUBLIC BRIEFING AGENDA

1 OFFICIAL OPENING

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

2 ABOUT THIS MEETING

Mayor Scott provides the following statement at the beginning of the Public Briefing meeting:

PURPOSE - *The purpose of the Public Agenda Briefing Session is for Councillors to ask questions, and obtain additional information, relating to items for consideration at the next Ordinary Council Meeting. No decisions are made at Public Agenda Briefing Sessions.*

MEETING PROCEDURES - *This meeting is conducted as a public meeting of Council, and the City of Karratha's Standing Orders will apply.*

COUNCILLOR QUESTIONS - *Questions asked by Councillors are to be answered by the CEO or a person nominated by the CEO.*

LIVE STREAMED - *this meeting will be live streamed and a recording of the meeting will be available. Meeting recordings are copyright material and cannot be used without written permission of the CEO.*

3 RECORD OF ATTENDANCE / APOLOGIES

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

Staff:	Virginia Miltrup	Chief Executive Officer
	Alistair Pinto	Director Corporate & Commercial
	Simon Kot	Director Projects & Infrastructure
	Henry Eaton	Manager Governance & Organisational Strategy
	Izabella Brandis	Minute Secretary

Apologies:

Absent:

Members of Public:

Members of Media:

4 PUBLIC QUESTION TIME

Mayor Scott provides the following introduction to Public Question Time.

Public questions at this meeting must relate to an item on the Agenda.

You are required to provide your name, address and question in writing on arrival and the Mayor will invite you to ask your question.

Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or be defamatory to particular Elected Members or City employees.

Verbal questions are limited to two minutes per person, with a limit of two verbal questions per person and may be responded to at the meeting or taken on notice.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 DECLARATIONS OF INTEREST

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

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 Monday, 31 March 2025 be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – March 2025	Location
5/03/2025	City of Karratha Business Breakfast Briefing	Karratha
10/03/2025	Baynton West Primary Year 4 Visit	Karratha
12/03/2025	KDCCI Business After Hours Event	Karratha
16/03/2025	Stephen Yarwood Meeting	Karratha
18/03/2025	Hon Melissa Price MP Meeting	Karratha
25/03/2025	AMCA Board Meeting	Online
25/03/2025	Hon Stephen Dawson MLC Meeting	Karratha
27/03/2025	Sector Briefing: The Future of Resources – Business News	Perth

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 28 FEBRUARY 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	28 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity 28 February 20252. Statement of Financial Position 28 February 20253. Variance Commentary SFA by Nature 28 February 20254. Net Current Funding Position 28 February 2025

PURPOSE

To provide a summary of Council's financial position for the period ending 28 February 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Financial Statements for the financial period ending 28 February 2025 as shown in Attachments 1 to 4.

BACKGROUND

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

DISCUSSION

The attached Monthly financial reports for February 2025 have been prepared in accordance with the *Local Government Act 1995* and the associated *Local Government (Financial Management) 1996 Regulations*.

The financial reports presented for February 2025 are subject to audit and adjustment.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 28 February 2025 (Note: the current budget does not include adjustments for Quarter 2 budget review that were adopted at the 31st March 2025 Ordinary Council Meeting):

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	139,971,171	154,849,359	124,266,824	124,653,335	386,511	0.3%	↑
Expenditure	(130,098,130)	(132,766,985)	(87,532,612)	(83,903,939)	3,628,672	4.1%	↑
Investing Activities							
Inflows	6,328,243	4,849,013	3,564,714	2,053,988	(1,510,726)	-42.4%	↓
Outflows	(52,180,508)	(52,534,775)	(27,292,078)	(21,366,244)	5,925,834	21.7%	↑
Financing Activities							
Inflows	24,777,999	24,777,999	0	0	0	0.0%	
Outflows	(18,588,938)	(26,967,896)	(7,133,768)	(3,839,698)	3,294,070	46.2%	↑
Non-Cash Items	29,791,441	27,797,209	19,729,390	20,896,788	1,167,399	5.9%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2024/25	10,768	13,510	25,611,960	38,503,720	12,891,760	50.3%	↑

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

The comments provided in Attachment 3 - Variance commentary Statement of Financial Activity by Nature, explain material variances contributing to the total YTD budget variance shown in the above table. These variances are due to cash flow and timing issues; however, some months can be quite large and generally reflect usual business for the City. Whilst every effort is made to time the cash flow movements appropriately, there may still be months of large variances due to unexpected items processed.

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 28 February 2025	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	9.14
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	0.85	1.07	0.77
The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	48.5%	8.0%	36.4%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	1.60	0.95	1.35
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	55.5	41.9	55.4
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

	February 2025	January 2025	% Change	Comments
Current				
Assets	173,883,260	176,783,738	-1.64%	Decrease in Unrestricted Cash and Cash Equivalents.
Liabilities	11,727,272	11,761,441	-0.29%	Decrease in Trade and Other Payables.
Non-Current				
Assets	760,025,862	760,076,573	-0.01%	Decrease in Property Plant & Equipment
Liabilities	6,515,684	6,515,684	0.00%	No Movement in Long Term Borrowings; Self Supporting loans.
Net Assets	918,583,186	923,561,941		

Debtors Schedule

The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of February 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$9.3m, reflecting the loans receivable, accrued revenue and GST receivable.

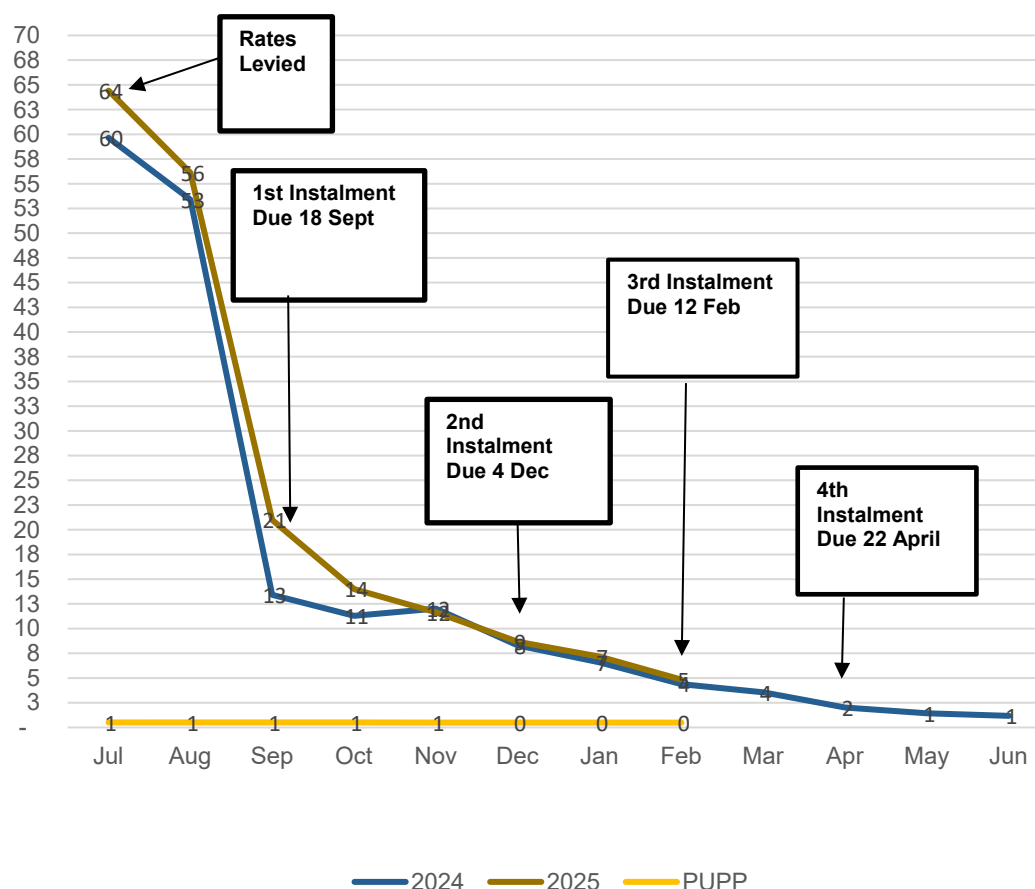
Debtors Schedule

	February 2025	January 2025	Change %	% of Current Total
Sundry Debtors				
Current	8,536,500	6,444,532	32%	91.4%
> 40 Days	50,695	923,805	-95%	0.5%
> 60 Days	74,440	357,975	-79%	0.8%
> 90 Days	673,646	715,843	-6%	7.2%
Total	9,335,281	8,442,155	11%	100%
Rates Debtors				
Total	4,839,225	7,164,434	-32%	100%
PUPP Debtors				
Total	491,341	498,514	-1.4%	100%

A total of \$62m of Rates (including ESL and waste charges) has been paid by the end of February 2025, representing a collection rate of 92.8% to date (comparative collection rate compared to 93% on 29 February 2024).

Rate Debtors & Service Charge Position with Comparative Year as at 28 February 2025

\$ Millions



There was no material change in January in the PUPP Debtors' balance. PUPP payments have now been received on 99.8% of properties and of those paid, 99.55% have paid in full, with 0.24% (\$491,341) still outstanding. Review of the outstanding debtors is currently underway to determine their debt collection status.

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

Debt or Code	Name	Up to 90 Days (Interest)	Over 90 Days (Principal and Interest)	Commentary
F138	Frank Smith	-	\$41,593.20	House Demolition costs. Collection unlikely due to current financial situation. Report to Council in April OCM.
F174	Flex Cafe	\$268.46	\$53,677.66	Unable to be contacted. Collection unlikely. Report to Council in April OCM.

Debt or Code	Name	Up to 90 Days (Interest)	Over 90 Days (Principal and Interest)	Commentary
K373	Guadalupe Del Carmen Kocsis	\$49.91	\$8,998.49	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Debt Recovery continuing.
L136	If Foundation	\$27.21	\$5,181.28	Unable to be contacted. Collection unlikely.
J101	Karratha Skip Bin Hire Pty Ltd	\$35.22	\$7,809.08	Bailiff unable to serve Property Seizure and Sale Order. Since litigation commenced, the Company has been deregistered.
M379	Move Your Body Studio	\$124.84	\$24,872.82	Gone into liquidation. Collection unlikely. Report to Council in April OCM.
B424	Noel Bartholomew	\$339.74	\$72,497.46	Multiple cleanup costs. Collection unlikely due to financial situation. Report to Council in April OCM.
T264	Telstra Corporation Ltd	\$28.59	\$5,140.58	Annual Service Charges for Utilities at Karratha Airport. Liaising with Telstra to resolve a dispute with the invoice.
V026	Virgin Australia Airlines Pty Ltd	-	\$520,047.67	Final Dividend received from Administration. Report to Council in April OCM.

Capital Expenditure

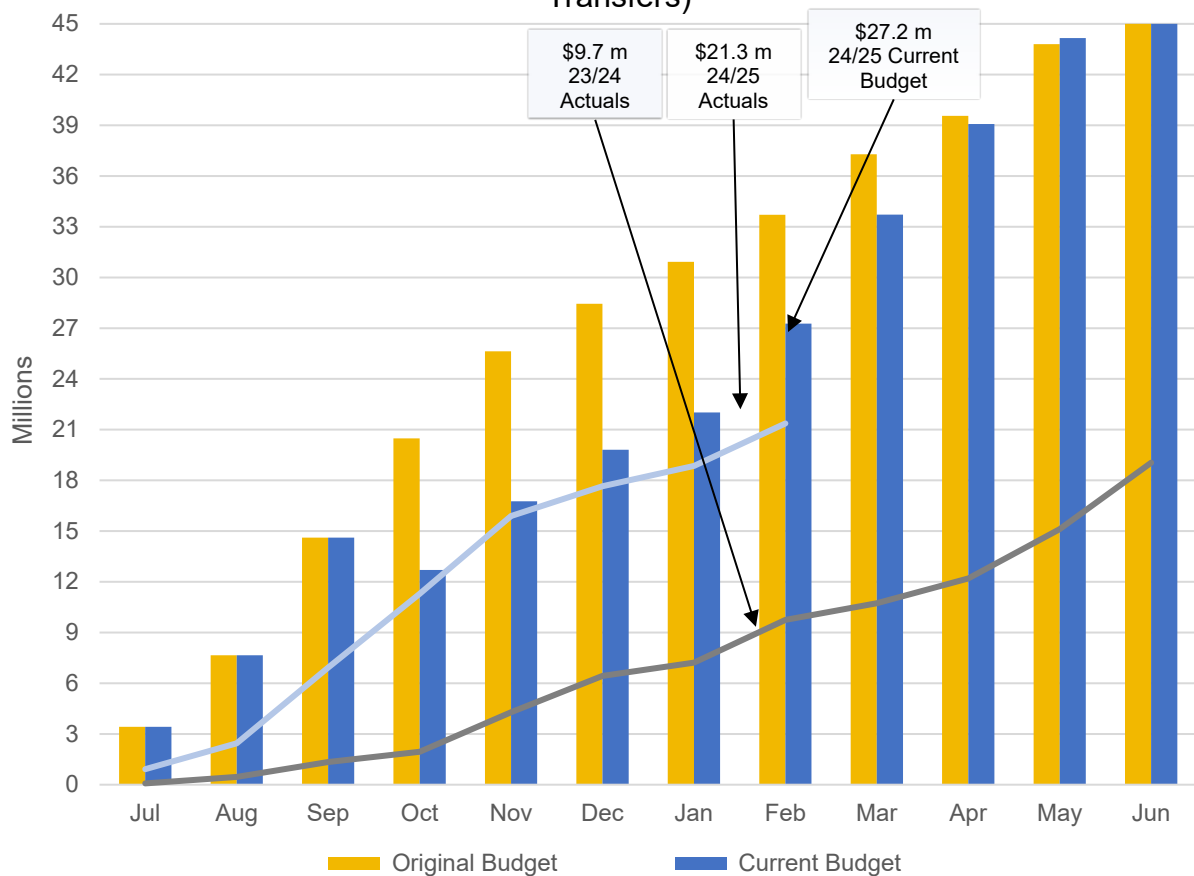
Council's current 2024/25 Capital Expenditure budget is \$52 million which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan – Stage 1.

The City spent \$21.3m on its capital program to the end of February 2025, it is \$5.9m (21.7%) less than the YTD budget (up from 14.4% in January 2025).

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
	28-February-25			30-June-25		
Land	124,321	148,992	19.8%	745,000	753,657	19.8%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	5,082,788	3,291,503	-35.2%	11,281,371	9,927,369	33.2%
Equipment	118,326	271,579	129.5%	1,710,427	1,843,326	14.7%
Furn & Equip	1,400,857	681,613	-51.3%	1,145,000	1,970,357	34.6%
Plant	742,058	961,350	29.6%	1,468,365	1,785,923	53.8%
Inv Property	0	90,530	100.0%	0	20,000	452.6%
Infrastructure	17,638,624	14,529,264	-17.6%	32,454,924	31,829,390	45.6%
Work in Progress	2,168,132	1,391,288	-35.8%	3,354,140	4,383,472	31.7%
Totals	27,275,106	21,366,119	-21.7%	52,159,227	52,513,494	40.7%

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



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

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

STATUTORY IMPLICATIONS

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

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

provided for this activity:

Our Programs/Services: 4. c.1.1 Management Accounting Services

Our Projects/Actions: 4. c.1.1.19.1 Conduct monthly and annual financial reviews and reporting.

RISK MANAGEMENT CONSIDERATIONS

The level of risk to the City has been assessed and is considered to be as follows:

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

9.2 LIST OF ACCOUNTS – 1 FEBRUARY 2025 TO 28 FEBRUARY 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	25 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. List of Payments – February 20252. Purchase Cards Report – February 20253. Fuel Card Report – February 2025

PURPOSE

To advise Council of payments made for the period from 1 February 2025 to 28 February 2025.

OFFICER'S RECOMMENDATION

That Council **RECEIVE** the list of payments totalling **\$10,028,878.93** as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPay Payments 724 to 749 and
EFT Payments 87623 to 88188 (Inclusive): **\$6,641,815.18**;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: 88042 & 88043: **\$9,741.20**;
6. Credit Card Payments (February 2025): **\$36,265.04**;
7. Payroll Payments: **\$3,341,057.51**

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 February 2025 to 28 February 2025 (including credit card transactions – February 2025) totalled \$10,028,878.93 which includes a sample of large payments as follows:

- Blu Electrical Services – KRMO Lighting Upgrade - \$873,760
- Corps Earthmoving – Kerb/Pathway Renewal Works - \$288,765
- Corps Earthmoving – Coolawanyah/Dewitt Rd Upgrade - \$368,669

- Corps Earthmoving – King Bay Culvert Works - \$197,303
- Australian Taxation Office – BAS, January 2025 - \$180,924

Consistent with CG-11 Regional Price Preference Policy, 56% of the total value of external payments reported for the period were made locally. This result is slightly lower than the prior month. In February 2025, 72% of the total number of invoices paid were for local suppliers, the same as the prior period.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

Category	Risk level	Comments
		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 February 2025 to 28 February 2025 totalled \$10,028,878.93. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

9.3 INVESTMENTS FOR PERIOD ENDED 28 FEBRUARY 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Financial Analyst
Date of Report:	25 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide a summary of Council's investment position for the period ending 28 February 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 28 February 2025.

BACKGROUND

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

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

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

DISCUSSION

Details of the investments are included in the report

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

Institution	Accounts	Principal Investment \$	Balance 28 February 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		1,616,020	1.85	At Call		Reserve at Call
WBC	Reserve Term Deposit	10,000,000	10,405,808.23	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,407,342.48	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,747,906.86	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,268,273.96	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,080,972.61	5.14	12 months	Nov-25	Reserve TD
NAB	Reserve Term Deposit	13,000,000	13,140,414.25	5.12	7 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,111,540.00	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,026,903.01	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,028,701.37	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,012,623.29	4.85	11 months	Jan-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,090,581.91	5.04	6 months	Mar-25	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,046,532.88	5.07	10 months	Oct-25	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,038,893.16	5.07	3 months	Apr-25	Muni TD
WBC	Municipal Term Deposit	7,000,000	7,001,852.60	4.83	3 months	May-25	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,012,940.27	4.92	3 months	Apr-25	Muni TD
WBC	Municipal (Transactional)		7,441,461.70	3.95	At Call		Muni at Call
N/A	Cash on Hand		8,505.00				
	TOTAL	143,000,000	154,487,274				

The balance of all Term Deposits includes interest accrued to 28 February 2025

Table 10.1a. Cash Allocations of City Funds

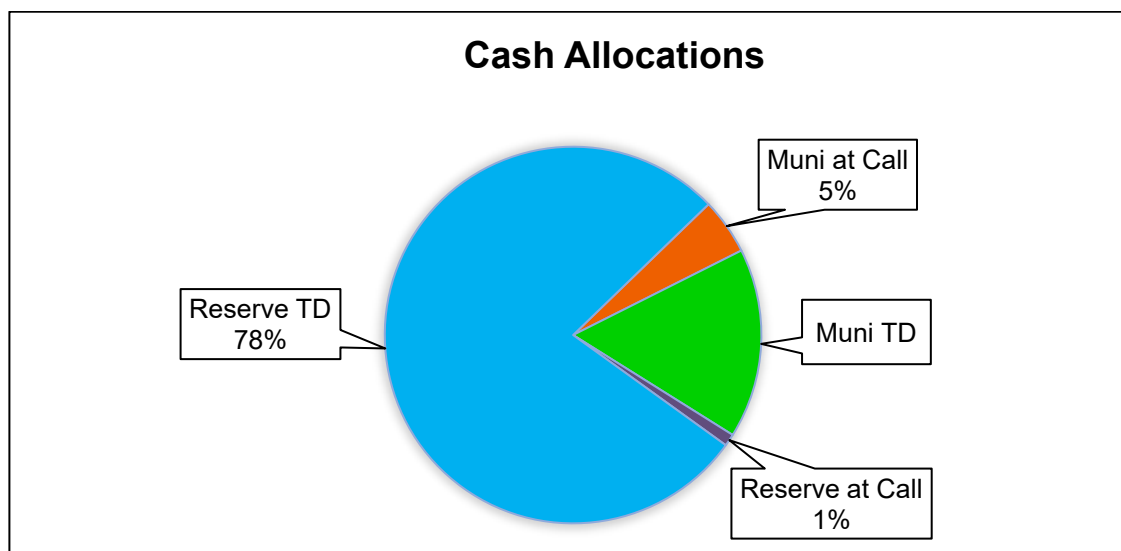
On average, the City is earning 4.99% across Municipal Term Deposits and 5.14% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) was reduced by 25 basis points during the month of February and current cash rate is at 410 basis points. As a result, the Municipal Funds held in the Westpac transaction account are now earning 3.95% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 1.85% in interest on balances over \$1m.

Allocations of Cash and Financial Investments

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

The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 94% of our Cash and Financial Investments are invested in Term Deposits.



Graph 10.1a. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

In accordance with the City's Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 28% of Cash and Financial Investments will mature in the next 3 months, 29% maturing in the next 4-6 months and 43% maturing in the next 7-12 months.

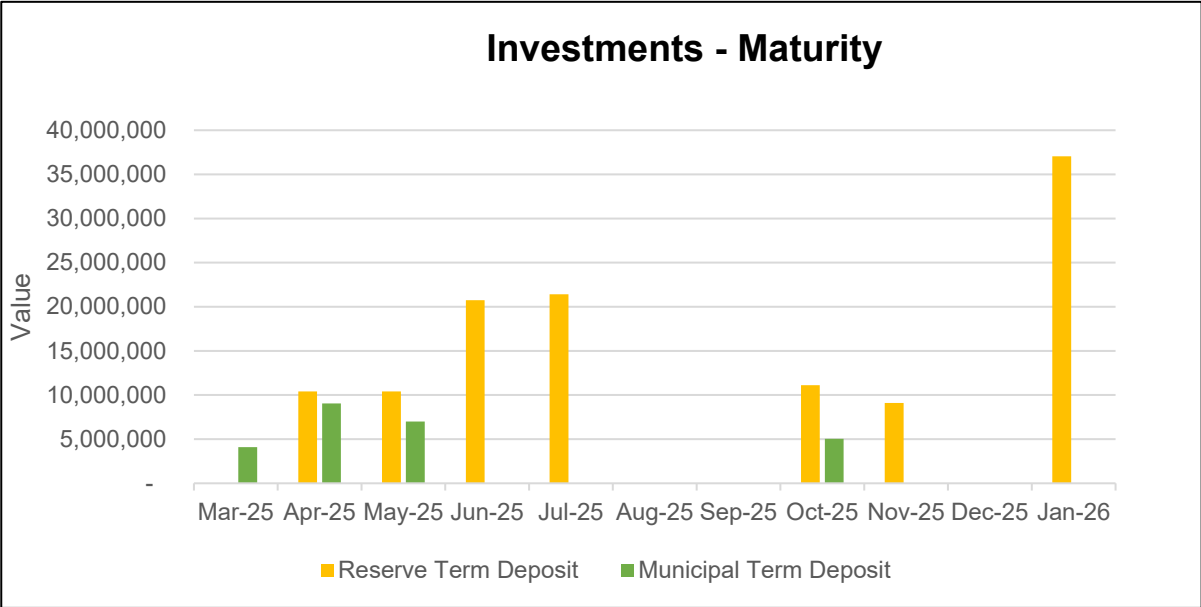


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity
Financial Services review funds to ensure there is sufficient liquidity to meet the operational cash flow requirements.

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

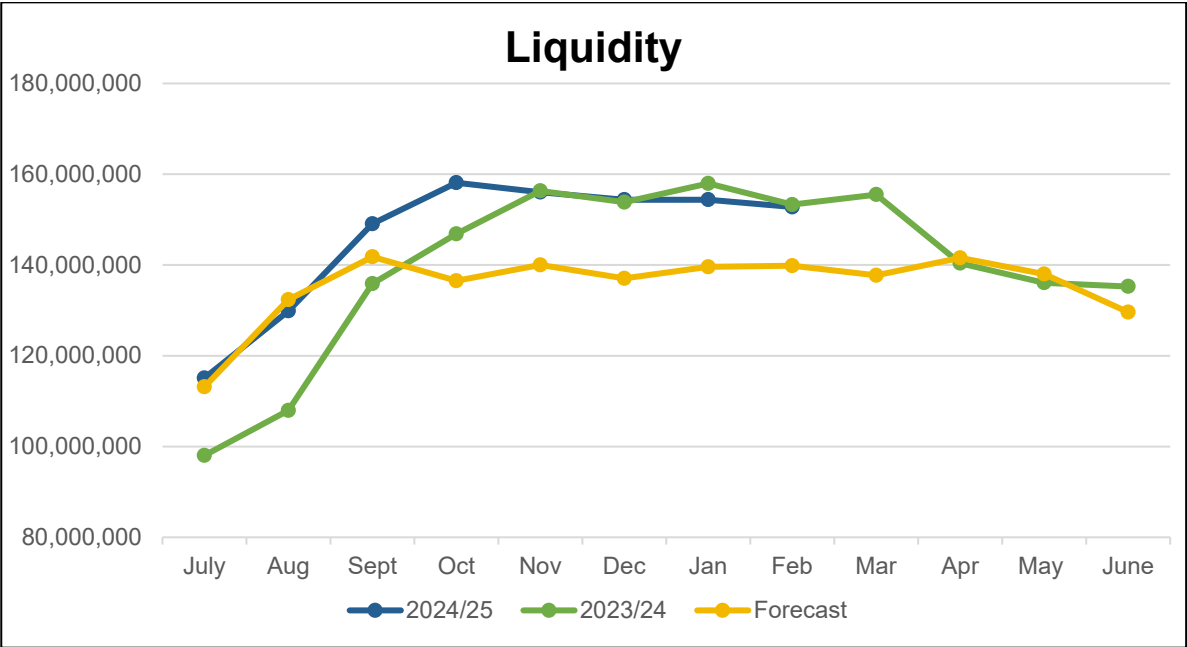


Table 10.1c. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

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

	Month 28 February 2025 \$	Year-to-Date 28 February 2025 \$	Life-to-Date 28 February 2025 \$
Total Income Received	33,250	288,693	2,576,805
Total Expenditure Paid	-	(6,550)	(134,409)
Net Income	33,250	282,143	2,442,396
Annualised ROI	13.2%	14.1%	41.9%

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 28 February 2025 \$	Year-to-Date 28 February 2025 \$	Life-to-Date 28 February 2025 \$
Total Income Received	49,847	417,557	2,942,602
Total Expenditure Paid	-	-	(17,611)
Net Income	49,847	417,557	2,924,991
Annualised ROI	14.1%	14.8%	37.8%

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

The Quarter HQ

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

	Month 28 February 2025 \$	Year-to-Date 28 February 2025 \$	Life-to-Date 28 February 2025 \$
Total Income Received	279,708	2,624,975	26,250,701
Total Expenditure Paid	(146,199)	(1,050,846)	(12,367,042)
Net Income	133,510	1,574,129	13,883,658
Annualised ROI	8.0%	11.8%	9.2%

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 28 February 2025 by month.

Suite ID	Lessee	Total Amount Outstanding	Commentary
0003	T0000699 - Pilbara Weddings & Events	11,144.34	Amended payment arrangement in place to recommence November 2024. VPG advised Tenant will pay by the end of April.
0009	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Bond allocated 28 February. Deed of Surrender actioned 27 March. Lessee in liquidation – ongoing. VPG waiting confirmation to see if we will be eligible to recover any debt.
0001 & 0002	Fiorita	8,554.90	VPG will send breach notice if not paid by end of the week.
L1U2	Pilbara Ports Authority	44,351.23	Tenant advised will be paid in next payment run on 10 April 2025. Payment made to an old bank account in error.

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 28 February 2025 \$	Year-to-Date 28 February 2025 \$	Life-to-Date 28 February 2025 \$
Funded Amount	279,708	2,624,975	26,250,701
Interest Charges	(146,199)	(1,050,846)	(12,367,042)
Remaining Loan Amount	8.0%	11.8%	9.2%

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

Table 10.1h. Scope Property Group Loan Agreement Schedule

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 10.1a of 5.14%, there is an opportunity cost for the year to date of \$31,146 and a life to date benefit of \$4,182. For the current month of February 2025, the opportunity cost is \$3,323. 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 as per statutory requirements. This report guides Council on the performance of investments the City possesses and maintains.

9.4 2025 LOCAL GOVERNMENT ORDINARY ELECTION

File No:	GV.4
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance & Organisational Strategy
Date of Report:	25 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Written Agreement from WAEC 2. Cost Estimates Letter from WAEC

PURPOSE

For Council to consider the appointment of the WA Electoral Commissioner to conduct the 2025 local government ordinary elections as a postal election.

OFFICER'S RECOMMENDATION

That Council:

1. **DECLARE**, in accordance with section 4.20(4) of the *Local Government Act 1995*, the WA Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required; and
2. **DECIDE**, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be a Postal election.

BACKGROUND

Local government elections are held on the third Saturday in October every two years to elect approximately 50% of the elected members. The next ordinary local government election will be conducted on Saturday 18 October 2025.

The 2025 election will conclude our second tranche of reform measures introduced by the State Government in 2023. This election will see a reduction in our Council representation by one councillor from 10 Elected Members to 9 Elected Members (i.e. Mayor and 8 Councillors) representing the one whole district.

Current representation is:

Election	Representation	Term Expiry	
Mayor	Cr Daniel Scott - Mayor		2027
Councillor	Cr Gillian Furlong	2025	
	Cr Daiva Gillam	2025	
	Cr Brenton Johannsen		2027
	Cr Kelly Nunn	2025	
	Cr Sarah Roots		2027
	Cr Tony Simpson		2027
	Cr Jodie Swaffer	2025	
	Cr Joanne Waterstrom-Muller	2025	
	Vacant		2027

DISCUSSION

The 2025 election is not a year for the mayoral election and will result in 5 councillor's terms ordinarily expiring including the filling of the vacancy resulting from the early resignation of Cr Travis McNaught in December 2024. Cr McNaught's term was due to expire in October 2027.

This year, five seats will be contested in October consisting of four vacant seats with a full term expiring in 2029 and one seat expiring in 2027.

In accordance with the *Local Government Act 1995* (the Act), local government elections can be conducted as *postal elections* or *voting in person elections*. The table below summarises the distinctions between the two different options available to Council:

	Postal Election	Voting In Person Election
Returning Officer	The WA Electoral Commissioner is the only person eligible to conduct this type of election under the Act. The WAEC is completely responsible for the conduct of the election.	CEO or another appointed person (and approved by the WAEC). CEO (or other appointee) is completely responsible for the conduct of the election and count.
Frequency	Council has conducted postal elections as far back as 2007 so electors familiar with method adopted by Council.	Last Voting In Person election undertaken in 2005 where amongst 6,980 electors 12.78% voter turnout.
Elector Behaviour	Electors are familiar with electoral process. Electoral packs posted to all electors 4-5 weeks in advance of the election so they can cast their votes.	Premise of this election is for voters to attend polling stations to cast their vote on the day. Electors unable to do this will need to apply for a postal, absentee or early voting with a reason for choosing their preferred alternative method.
Candidate attendance at Polling Booths on election day	Minimal impact as electors would have made their choice and posted their preferences before the election day.	Candidates and their supporters can choose to be present at polling places to hand out flyers/how to vote cards.
Probity	Independent and at arms-length.	City officers and their interaction with council members can be perceived to be not at arms-length with the election process and aligning with sitting candidates.
Cost	Estimated to be \$85,482 (GST included) plus additional costs for staffing on polling night and non-statutory advertising and promotion. Costs based on 30% response rate for 5 vacancies with postal packs distributed to 13400 electors.	Assessed to be 40% of WAEC estimate inclusive of non-statutory advertising and in-house polling officers. Additionally, costs will be incurred to also reach out to non-locally residing electors to ensure that they need to apply for a postal pack if they wish to cast a vote. Stationery will have to be sourced for postal, absentee and early voting packs. The City does not have immediate access to software and will be required to purchase software to facilitate the count.

	Postal Election	Voting In Person Election
Resourcing	<p>The WAEC are responsible towards staffing the election – principally the returning officer and support staff.</p> <p>The City has supplied staff for the Count and for issuing replacement ballot packs.</p>	<p>The City will be responsible for the appointment of the returning officer and support staff.</p> <p>Some knowledge within organisation. Training will be required for key personnel.</p>
Polling Period	<p>Postal packs released late Sept 2025. Delivered to all electors at their nominated address.</p> <p>Postal packs to be returned by Election night - 6pm 18 Oct 2025.</p>	<p>Notice is by way of public advertising and promotions.</p> <p>Postal and absentee packs to be sent out by application.</p> <p>Postal voting closes 13 Oct Absent voting closes 14 Oct. Early voting closes 17 Oct.</p>
Election Day	<p>City Chambers in Karratha is the principal polling station open from 8am-6pm on election day.</p> <p>Secondary polling stations can be operationalised within other town sites on election day with differing operating hours.</p>	<p>Same as Postal Election.</p>
Count	<p>Undertaken at Council Chambers and at the WAEC on election night.</p> <p>Count is determined by the Optional Preferential Voting system that exhausts voting preferences until all vacancies are filled.</p> <p>Count is more complex and will rely on WAEC software to determine the results of the election.</p> <p>Recounts will be through revalidation of batch inputs.</p>	<p>Undertaken at Council Chambers only.</p> <p>Count is determined by the Optional Preferential Voting system that exhausts voting preferences until all vacancies are filled.</p> <p>No existing software available to assist with Count complexities. Purchase of new system will be required. A manual system can be conducted – but not recommended.</p> <p>Recounts are likely to be quite expensive and time consuming.</p>
Risks	<p>Experienced contractor with knowledge of conducting elections.</p> <p>WAEC have come under the spotlight recently with their management of the WA State Election.</p>	<p>Less experienced staff so staff will need to be trained to manage all stages of the election process.</p> <p>Electors will need to apply for postal, absentee or early voting as opposed to attending on election day to cast their vote.</p> <p>Any acquired electoral software will need to be tested to ensure it meets counting standards. Could be reliant on contractor support – otherwise potential risk of a long drawn out recount(s), manual counts or matters are referred to the Court of Disputed Returns</p>

	Postal Election	Voting In Person Election
Voter turnout (2023)	31.6% State Wide Average 30.6% Metro average 34.9% Country average 27.7% City of Karratha	Data not available for 2023 however in 2021 state average was 27.9%
Participating LGs	115* (84%) – 2023 92 (67%) – 2021 86 (63%) – 2019 85 (62%) – 2017 * 35 LGs did not contest elections in 2023	22* (16%) – 2023 46 (33%) – 2021 51 (37%) – 2019 52 (38%) – 2017 * 13 LGs did not contest elections in 2023

The City has been regularly conducting postal voting elections and using the services of the WA Electoral Commission as returning officer since 2007. The decision was based on the desire for Council's elected members and City staff to be at arms-length to the process and to improve voter participation for each election. Recent participation rates in the district are noted below:

Year	Dampier Ward	Karratha Ward	Wickham-Point Samson-Roebourne-Cossack-Pastoral Ward	Roebourne-Pastoral Ward	Wickham-Point Samson-Cossack Ward	District Total
Oct 2024¹						18.6%
2023						27.7%
2021	Elected Unopposed	23.09%	34.86%			28.97%
Feb 2021²	37.34%					37.34%
2019	No Election	26.90%	25.74%			26.30%
2017	Elected Unopposed	31.58%	35.87%			33.90%
2015³	Elected Unopposed	27.01%	24.87%			26.69%
2013	32.47%	26.09%		No Election	Elected Unopposed	26.64%
2011	Elected Unopposed	29.67%		Elected Unopposed	No Election	29.67%
Ave	34.90%	27.39%	30.34%			28.42%

The decision to be made by Council is:

1. the method of conducting the election is by way of:
 - a. Postal Election, or
 - b. In Person Election; and
2. who is to conduct the election:
 - a. if it is a Postal Election, only the WA Electoral Commissioner can run the election, or
 - b. if it is an In Person Election, the Council can appoint the CEO as the Returning Officer or another person (and this may also be the WA Electoral Commissioner).

¹ Extraordinary election for Karratha District and conducted by postal vote by the WAEC.

² Extraordinary election held in Dampier Ward and conducted by postal vote by the WAEC.

³ Ward boundaries were adjusted from 4 wards to 3 wards.

It is proposed that the WAEC be appointed to conduct a postal election for the City of Karratha. This is likely to generate greater voter participation and engagement with electors who are not solely based in Karratha.

With the introduction of the optional preferential voting system and its complex redistribution of votes by voter preference, the City cannot gain independent use of the WAEC's software licence to CountWA and therefore must utilise the WAEC to undertake this exercise.

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 *Local Government Act 1995* was amended in 2023 that affected changes to the conduct of local government elections as of the October 2023 ordinary elections.

Section 2.11 of the Act ordered the election of Mayor to be by the electors for Band 1 and 2 local governments. The City of Karratha is a Band 1 local government.

Section 4.61 of the Act provides for the choice of method of conducting the election. If the Council is to continue with postal elections, it needs to make this declaration prior to 30 July 2025 (80 days prior to Election Day).

Section 4.20 of the Act provides for the selection of the returning officer. The Electoral Commissioner has written to the City advising of his agreement to be responsible for the conduct of the 2025 elections if the City is to conduct a postal election.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

CG14 Caretaker Policy comes into effect following the close of nominations and election day.

FINANCIAL IMPLICATIONS

The WAEC has provided an estimate of \$85,482 (GST included) to conduct the 2025 ordinary election seeking 4 vacancies for the position of councillor. This will cover all running costs, postage and stationery, statutory advertising, but excludes local government administration and non-statutory advertising through local media outlets. Their cost is based on a response rate of 30% from 13,400 electors. Costs exclude any potential legal costs associated with the Court of Disputed Returns, engagement of local government officers (polling officers) and any postage cost increases.

The actual cost for the election is also dependent upon whether all vacancies are contested and the number of polling stations required. In recent years the principal polling station at the City's Council Chambers in Karratha has received early postal votes and on election day has been supported by secondary polling stations at Roebourne, Wickham and Dampier.

If Council decides to run the election in-house and run an in-person Election, then costs will be significantly less than that quoted by the WAEC. Costs would range between \$25,000 and \$35,000 however with the complexities of distribution of preferences under the optional preferential voting system, it is more advantageous for the Council to have a quick and

certain result by using the WAEC software available through the postal voting option as opposed to a protracted manual count process.

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 the biannual 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	Funding to be allocated in the 2025/26 budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Conducting an election by postal method will increase independence in process and minimise any reputational risks.
Compliance	Low	30 July 2025 (80 days prior to the election day) is the last date a decision can be made to appoint the WAEC to act as returning officer.

IMPACT ON CAPACITY

With either option, there is a degree of staff involvement in supporting the electoral process.

In the event the WA Electoral Commission is appointed to conduct the postal election, the WAEC appoint a Returning Officer to oversee and manage the ordinary election process. Local staff involvement is required to support elector enquiries and facilitating the issuing of replacement packs when an election is underway. Staffing is also required at polling stations on the day of the election and in the count after the polls close until a result is determined.

In the event of a voting in person election, staff are engaged to be the returning officer and polling officers throughout the entire election cycle. Expertise and knowledge of the election process is essential and can be supported by the WAEC, WALGA and the Department of Local Government, Sport and Cultural Interests.

RELEVANT PRECEDENTS

Since 2007, Council have utilised the WAEC to run postal voting method elections.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

With the term of five elected members due to expire this year and reforms necessitating a reduction in membership by one, Council is required to determine the method of conducting the 2025 local government election and who will be responsible for conducting the election. Apart from costs, there is little benefit to conducting a *voting in person election* whereas a postal election conducted by the WAEC offers significant benefit in terms of independence, voter participation and computerised count software.

9.5 RESERVE REVIEW 2025/26

File No: FM.1

Responsible Executive Officer: Director Corporate Services

Reporting Author: Chief Financial Officer

Date of Report: 18 March 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): OCM 20170626 Minutes Community Grants

PURPOSE

For Council to consider amendments to Reserves as identified through the 2025/26 Budget process.

OFFICER'S RECOMMENDATION

That Council by **SIMPLE MAJORITY**:

1. **AGREE to close the following reserves:**
 - a) Carry Forward Budget Reserve
 - b) Community Development Reserve
 - c) Mosquito Control Reserve
 - d) Restricted Funds Reserve
 - e) Workers Compensation Reserve;
2. **RESOLVE to:**
 - a) Establish a Woodside Partnership Reserve for the purpose of funding partnership agreement activities within the City;
 - b) Establish a Strategic Reserve for the purpose of quarantining revenue funds that relate to contentious issues, projects or programs;
 - c) Rename the Partnership Reserve to Rio Tinto Partnership Reserve;
 - d) Remove the wording “and the funding of employee entitlements” out of the purpose of the Aerodrome and the Waste Management Reserves.

That Council by **ABSOLUTE MAJORITY**:

1. **APPROVE the changes to use of the money in a reserve account for another purpose and provide public notice of same for the following reserves:**
 - a) Community Development Reserve
 - b) Restricted Funds Reserve
 - c) Workers Compensation Reserve;

BACKGROUND

Reserves are created when the City identifies funds are required to be quarantined for a specific purpose. Pursuant to section 6.11 of the *Local Government Act 1995*, if the City has a specific purpose for funds the Council has the power to establish and maintain these reserves. Currently, the City has fourteen (14) reserves as listed below with their respective purposes:

Reserve	Purpose
Employee Entitlement Reserve	To fund employee leave entitlements when on extended leave, including long service leave as well as periods of annual leave for periods greater than 4 weeks duration, thereby retaining salary and wages budgets for the funding of replacement staffing during extended periods of leave.
Public Open Space Reserve	To fund development of land set aside for the purpose of public enjoyment and protection of unique, environmental, social, and cultural values for existing and future generations.
Aerodrome Reserve	The purpose of this reserve is to fund the development, operation, and maintenance of the Karratha Airport, inclusive of any repayments of borrowings <i>and the funding of employee entitlements</i> .
Carry Forward Budget Reserve	This reserve is for the purpose of preserving project funds carried over.
Community Development Reserve	The purpose of this reserve is to hold Annual Community Association Grant Scheme unspent payments each year and to fund future projects initiated by Community Associations from time to time via the Annual Community Association Grant Scheme.
Dampier Drainage Reserve	This reserve is maintained as part of an agreement between the City and Hamersley Iron. The purpose of the reserve is to ensure funds are available for the maintenance of drainage in Dampier.
Economic Development Reserve	To fund economic development activities within the City, including destination marketing, business attraction, property development and tourism.
Infrastructure Reserve	The purpose of this reserve is to allow for the use of these reserve funds for the enhancement, replacement, refurbishment and purchase of infrastructure assets or project works of the City inclusive of the associated repayment of borrowings on infrastructure. Project works funded from this reserve may not necessarily belong to the City but must be carried out for the benefit of the City.
Medical Services Assistance Package Reserve	The purpose of this reserve is to fund future assistance to Medical Services in accordance with the City's participation in the Medical Services Incentive Scheme. This is inclusive of retention payments to General Practitioner's in accordance with the Medical Services Incentive Scheme.
Mosquito Control Reserve	The purpose of this reserve is to fund mosquito control programs inclusive of the purchase of replacement equipment as required.
Partnership Reserve	This reserve is maintained as part of the Community Infrastructure and Services Partnership (the Partnership) and the related funding agreements between the City and Rio Tinto Iron Ore. The purpose of the reserve is to preserve funds received under each funding agreement under the partnership and restrict the funds for the purpose of each funding agreement.
Restricted Funds Reserve	This reserve is for the purpose of holding unexpended or prepaid grants (other than Royalties for Regions) and capital contributions provided for specific purposes.
Waste Management Reserve	The purpose of this reserve is to fund development, operation, and maintenance of the City's waste management facilities inclusive of repayments of borrowings <i>and the funding of employee entitlements</i> .

Reserve	Purpose
Workers Compensation Reserve	The purpose of this reserve is to provide the City with sufficient funds to cover its potential liability regarding the performance-based workers compensation scheme of Local Government Insurance Services of which the City of Karratha is a member. Funds within the reserve that become surplus to requirements will be transferred to the City's Employee Entitlements Reserve via way of the City's Annual Budget.

DISCUSSION

Reserves are part of the City's overall equity position. Reserves are funds which have been set aside for purposes and projects to be undertaken in future years.

Reserves are established by Council to achieve Strategic Community Plan and Corporate Business Plan objectives and are to be extinguished once the Reserve purpose has been achieved. The retention of obsolete Reserves restricts cash that could be utilised for funding other initiatives and can impact on cash ratios.

In accordance with CF14 Reserve Funding Policy, the City will review the number of, and funding of, all Reserves on an annual basis which has been completed through the 2025/26 budget process. Financial services have collated historical and current information in relation to the reserves as many have not been utilised recently or they relate to programs that are no longer in place to formulate recommendations.

A breakdown reviewing each of the reserves are as follows:

Reserve	Recommendation
Employee Entitlement Reserve	The purpose has been reviewed and is fit for purpose. Reserve must remain to preserve employee entitlements. The officer's recommendation is to retain this reserve.
Public Open Spaces Reserve	The purpose has been reviewed and is fit for purpose. Reserve must remain to quarantine public open space funds. The officer's recommendation is to retain this reserve.
Aerodrome Reserve	The purpose has been reviewed and is fit for purpose. Reserve must remain to ensure funds are designated for future maintenance and capital works. The officer's recommendation is to retain this reserve.
Carry Forward Budget Reserve	The purpose of this reserve has been reviewed, and it has not been utilised since the 2022/23 financial year. The way the City accounts for carry forwards currently does not require this reserve and hence this reserve is no longer required. The officer's recommendation is to close this reserve.
Community Development Reserve	The purpose of this reserve was to administer the annual community association grant schemes. These fund allocations were specific to Community Associations such as Dampier Community Association, City of Karratha's Roebourne Advisory Committee, Wickham Community Association, Point Samson Community Association and Karratha Community Association under policy CS19. This policy has been replaced with Policy CS-06 Community Grants and

Reserve	Recommendation
	Contributions Scheme. The officer's recommendation is to close this reserve.
Dampier Drainage Reserve	The Dampier drainage reserve is a requirement for the Rio Tinto Dampier drainage agreement that contributes \$10,000 annually to the maintenance of the reserves in Dampier. Historically, the costs of maintaining reserves have been higher than the \$10,000 contribution through Rio Tinto. The officer's recommendation is to retain this reserve.
Economic Development Reserve	This reserve was created in 2017 to fund specific programs such as destination marketing, business attraction, property development and tourism. The Economic Development Strategy is currently being formulated and the reserve's requirement will be assessed once the Strategy is established. The officer's recommendation is to retain this reserve.
Infrastructure Reserve	The purpose has been reviewed and is fit for purpose. The Reserve must remain as it forms part of the Long-term financial plan to fund the City's infrastructure program. The officer's recommendation is to retain this reserve.
Medical Services Assistance Package Reserve	Historically this reserve provided funding assistance to the Medical Services Incentive Scheme. This program is currently under review from funding partners and once an outcome is received, a decision can be made on the reserve. The officer's recommendation is to retain this reserve.
Mosquito Control Reserve	This reserve was created to administer CLAG funding where there was a Government requirement to reserve fund this grant. This is no longer a requirement, and the value is so low that it is no longer valid to hold a reserve to administer. The program is currently funded out of Municipal funds in the yearly operational plan. The officer's recommendation is to close this reserve.
Partnership Reserve	The purpose has been reviewed and is fit for purpose. The Reserve must remain as it forms part of the partnership agreement between the City and Rio Tinto Iron Ore. The officer's recommendation is to retain the reserve and rename it to Rio Tinto Partnership Reserve.
Restricted Funds Reserve	This reserve was required for holding unexpended or prepaid grants and capital contributions which are currently maintained through a balance sheet account to comply with AASB20 Revenue recognition accounting standards. This account has not been utilised since the 2020/21 financial year. The officer's recommendation is to close this reserve.
Waste Management Reserve	The purpose has been reviewed and is fit for purpose. The Reserve must remain as it forms part of the Long-term financial plan to fund the City's Waste infrastructure program. The officer's recommendation is to retain this reserve.

Reserve	Recommendation
Workers Compensation Reserve	The purpose of this reserve is to fund the City's workers compensation performance-based liabilities. These are currently being funded out of Municipal as they are processed and paid when received. The requirement to fund these out of reserve are no longer required. The officer's recommendation is to close this reserve.

New Reserve

The City is required to open reserves if aligned to new partnership agreement or the funds are required for a specific purpose. In 2024, a new agreement was signed with Woodside to formalise partnership funding for strategic programs/projects.

There is also a need for a reserve to quarantine revenue funds that relate to contentious issues, projects or programs. This may involve rating issues, project or program timing and allows for the funds to be quarantined to allow for an outcome or timing to allow for the funds to be released.

The below details the proposed new reserves and their specific purpose's:

Reserve	Purpose
Woodside Partnership Reserve	This reserve is maintained as part of the City of Karratha Community Development Partnership agreement between the City and Woodside. The purpose of the reserve is to preserve funds received under the funding agreement for the purpose outlined within the agreement.
Strategic Reserve	The purpose of this reserve is to quarantine revenue funds that relate to contentious issues, projects or programs. The funds are placed into reserve whilst an outcome or timing is established and released upon resolution of these.

Summary of Reserves with balances – allocation of funds after closure

The reserves that require closure and have remaining balances are detailed in the financial implications section with recommendations as to the distribution of these funds.

Below is a summary of these reserves with balances and the proposed allocation of funds:

Reserve	Funds allocation
Community Development Reserve	To municipal funds
Mosquito Control Reserve	To municipal funds
Restricted Funds Reserve	To municipal funds
Workers Compensation Reserve	To the Employee entitlement reserve

Renaming of the Partnership Reserve

Renaming the current Partnership Reserve to Rio Tinto Partnership Reserve is recommended by officers to create distinction from the proposed new Woodside Partnership Reserve.

Wording amendments

Officers recommend removing the words “and the funding of employee entitlements” from the purpose of the Aerodrome and the Waste Management Reserve. The reasoning behind this is the Employee entitlement reserve is utilised for this purpose for all staff at the City.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Pursuant to section 6.11 of the *Local Government Act 1995*, reserves are established if the City has a specific purpose for funds, the Council have the power to establish and maintain these reserves.

Subject to section 6.11(2)(b) of the *Local Government Act 1995*, any changes to uses of the money in a reserve account for another purpose requires public notice of the proposed use and requires an absolute majority from Council.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the Chief Financial Officer and the Executive’s that monitor individual reserves. This consultation was to ensure that legislative requirements were considered in relation to older reserves and that current reserves still had a relevant purpose.

COMMUNITY CONSULTATION

Public notice will be required for the changes to the proposed uses of the money in the reserve account.

POLICY IMPLICATIONS

The Reserves policy CF14 states that the review of reserves is completed on an annual basis through the planning and budget process.

FINANCIAL IMPLICATIONS

There will be financial implications as various reserves that are earmarked for closure have remaining balances. After Council approval, these reserves will need to be closed, and the funds transferred appropriately during an annual budget or budget review as below:

Reserve	Funding allocations for balances
Community Development Reserve	The current approximate balance of this reserve is \$650,000 and according to Ordinary Council Meeting 26 June 2017 (Attachment 1) any unspent ex-gratia and Community Association Development Scheme (ACAS) funding will be transferred to the Community Development Reserve. The funds will be held in Reserve or a period of not more than 2 years following the year of allocation. At this time unspent funding is incorporated into the City of Karratha Annual Community Grant for the purpose of being distributed in accordance with Council Policy CS6 – Community Grants & Contributions. Currently, this program is funded out of Municipal funds and is in the

Reserve	Funding allocations for balances
	vicinity of \$700,000 annually. The officer's recommendation is to place these funds into the Municipal account to fund the 2025/26 program of Community Grants.
Mosquito Control Reserve	The current approximate balance is \$2,300 and the officer's recommendation is to transfer funds to the Municipal account to fund the program in the current budget.
Restricted Funds Reserve	The current approximate balance is \$23,000 and the officer's recommendation is to transfer funds to the Municipal account.
Workers Compensation Reserve	The current approximate balance is \$380,000 and the purpose of the reserve states that funds are required to be transferred to the City's employee Entitlement Reserve via way of the City's Annual Budget. This will fund employee leave liabilities for the 2025/26 year.

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 financial risk of reserve funds is low as these are restricted funds held in term deposits.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Moderate	Compliance to legislation and the City's policies are required to mitigate any compliance risks.

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 for all recommendations apart from recommendation 3 which requires an Absolute Majority.

CONCLUSION

Diligent financial management requires the reserves to be regularly reviewed to ensure the purpose of reserves and restricted funds held align to the budget and the direction of the City's Strategic Plans. This review supports the reserve policy and the purpose of the reserves to ensure that they are aligned to the current strategic plans.

9.6 2025/26 PROPOSED FEES AND CHARGES ADVERTISING

File No:	FM.1
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Chief Financial Officer
Date of Report:	29 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	2025/26 Draft Schedule of Fees and Charges

PURPOSE

For Council to consider the 2025/26 Draft Schedule of Fees and Charges for public advertising to the Community.

OFFICER'S RECOMMENDATION

That Council ENDORSE the 2025/26 Draft Schedule of Fees and Charges as detailed in Attachment 1 for advertising and invite submissions.

BACKGROUND

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996*, a local government is to undertake a review of its fees and charges regularly, and not less than once in every financial year. This report provides the Council with a proposed Schedule of Fees and Charges to apply for the next financial year commencing on 1 July 2025.

Each year, the City sets its fees and charges after consultation with City staff, the Executive Leadership team and Council input.

DISCUSSION

Development of the 2025/26 Budget is well underway and at this stage operating expenditure is expected to increase predominantly due to the following:

- increasing staffing levels and employment costs (including the Industrial Agreement increase);
- insurance premiums increasing by approximately 9%;
- materials and contracts increasing by approximately 2.0% (excluding the \$22.3million Mulataga and Rio Tinto Partnership operational portions);
- renewal asset maintenance program for 2025/26;
- meeting community demands for housing (including service worker accommodation); and
- increasing service levels and support for economic development within the region.

The City receives approximately 32% of its total funding from rates, 39% from fees and charges, with the remainder coming from grants and contributions, reserves, and other sources. The City's property investments (including The Quarter HQ, which is currently returning 9.2% on the life of the investment) continue to provide a positive alternative revenue source to reduce reliance on rates. However, with rate increases at less than CPI over recent years, increases in own source revenue (rates, fees and charges) have been

unable to sustain the additional cost of operating expenditure leading to increased reliance on reserves.

Officers have reviewed each section of the fees and charges schedule and have made proposed recommendations for change. As part of the annual review of the fees and charges, officers consider matters including statutory and local factors, which may include the cost to provide a service, market conditions and needs of the community. These inform the recommendations made to Council.

The following provides an overview of noteworthy changes to the 2025-2026 Draft schedule of Fees and Charges:

Significant Fees and Charges proposed to remain the same

Airport Car Parking Fees

General Tip Disposal Domestic (still no charge)

Ticket Charges Movies

Personal Training across facilities

Roebourne Sports Stadium, Pool admissions and functions

Wickham Recreation Precinct

Proposed Fees and Charges to be deleted

Description	Number	Reasoning
Weighbridge Public use (Waste)	1 x fee	Unable to obtain DoT certification
Rubber products (Waste)	1 x fee	Added rubber products to tyre fee
Mulch/soil conditioner (Waste)	5 x fee	Compost trial ended
Waste oil and water mixture (Waste)	1 x fee	No longer accepted at Landfill
Copy of agenda/minutes (Governance)	2 x fees	Removed as available online
Kiosk Hire Dampier (Facilities)	3 x fees	Managed by DCA now
REAP audiovisual charges (REAP)	9 x fees	Removed as no longer available
Community Hall and Kiosk (Facilities)	7 x fees	Removed as now included in hall hire

New Fees and Charges Proposed

Description	Amount
Off-loading fee using City of Karratha watercart for dust suppression (per hour) - Minimum charge one hour - Advance application required	\$315.55
45-minute Personal Training session – 5 visit pass (KLP)	\$294.50
45-minute Personal Training session - 10 visit pass (KLP)	\$558.00
45-minute Personal Training session - kick start pack (KLP)	\$140.00
Membership subscription- Per Year Single Membership (KLP)	\$210.00
Membership subscription - Per Year Family Membership (KLP)	\$245.00
Audio console – Allen & Heath QU-PAC (REAP)	\$125.00
Audio console – Allen & Heath QU16 (REAP)	\$160.00
Outdoor equipment hire fee REAP (excluding shelf hires)	\$360.00
Microphone fees REAP (7 x various)	\$16.00 - \$33.00
Mobile folding stage REAP (transtage)	\$75.00

Reduction of Fees and Charges

Description	Reasoning	Amount	Percentage
Aqua Run hire (per hour) (Roebourne)	Reduced to match KLP	\$8.00 ↓	7.41% ↓
KLP Gym 3D Body Scan	Return to original add-on price	\$2.00 ↓	6.25% ↓
Lane Hire 25m (per hour) (Community) (KLP)	Adjusted down, should be 50% of Commercial for Community Groups	\$7.00 ↓	31.82% ↓
Lane Hire 50m (per hour) (Community) (KLP)	Adjusted down, should be 50% of Commercial for Community Groups	\$9.00 ↓	33.33% ↓
Floor protection (indoor courts)	Reduced to align with actual cost of install	\$35.00 ↓	25.93% ↓
Other recreation and leisure program fees	Changed to per hour not session (unit measure adjustment)	\$30.00 ↓	54.55% ↓

Increases in Fees and Charges

Description	Reasoning	Amount	Percentage
Refund of duplicate payment	Was \$15 now \$17.50 – cost recovery (timely to process)	\$2.50 ↑	16.67% ↑
Lane Hire 25m per hour (KLP)	Was \$27 now \$30 per hour	\$3.00 ↑	11.11% ↑
Lane Hire per hour 50m (KLP)	Was \$32 now \$36 per hour	\$4.00 ↑	12.5% ↑
General public – 9 holes Adult	Was \$32 now \$35 (Verified with Golf club)	\$3.00 ↑	9.38% ↑
General public – 9 holes Children U18	Was \$16 now \$17.50 (Verified with Golf club)	\$1.50 ↑	9.38% ↑
Other recreation and leisure program fees	Was \$9 now \$10	\$1.00 ↑	11.11% ↑

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of economic issues that affect the Communities access to facilities provided by the City.

STATUTORY IMPLICATIONS

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996*, a local government is to undertake a review of its fees and charges regularly, and not less than once in every financial year.

Section 6.16 of the Act states that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.17 of the Act further states that in determining the amount of a fee or charge for goods and services, a local government is to take into consideration the following factors:

- The cost to the local government of providing the service or goods;
- The importance of the service or goods to the community; and
- The price at which the service or goods could be provided by an alternative provider.

This may include increases beyond normal indexation in particular cases, in line with section 6.17 of the Act.

Section 6.18 of the Act clarifies that, if the amount of any fee or charge is determined under another written law, then a local government may not charge a fee that is inconsistent with that law.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with both Council and Executive staff through workshops and consultation sessions.

COMMUNITY CONSULTATION

Community submissions will be sought via statewide and local public notices from the community.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Overall, the Fees and Charges revenue yield is proposed to increase by 3% which aligns with CPI assumptions and offset by a hold on increases for select Fees and Charges. Increases to Lease income for 2025/26 also contribute toward this increase in revenue yield from Property Investments.

The 2025-26 Draft Schedule of Fees and Charges has been generally guided by a CPI increase process including benchmarking against other Local Governments and a review of associated service costs. Impact to the community is also considered when setting fees for access to Community facilities regardless of total service costs.

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	Moderate	Council is reliant on Fees and Charges revenue to maintain cash flows for the efficient and effective delivery of services at required service levels and project timeframes.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council must ensure justifiable economic decisions are made to increases of Fees and Charges to warrant a positive Community reaction for the City's reputation.

Category	Risk level	Comments
Compliance	Moderate	Fees and Charges are legislated to ensure Council provide goods or services in a costly manner to the Community. Compliance to this legislation ensures fairness and equity to the Community.

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

It is important that, where possible, controllable fees and charges are appropriately indexed and benchmarked, to assist in offsetting the increasing costs of providing associated services and to ensure the City continue to price services appropriately. Several factors have been utilised including Community needs to ensure any increases do not impact on the cost of living any more than general economic conditions.

9.7 WRITE OFF SUNDRY DEBTOR CHARGES

File No:	FM.29
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Assistant Management Accountant
Date of Report:	27 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. CONFIDENTIAL V026 Update to Creditors2. CONFIDENTIAL B424 Letter3. CONFIDENTIAL F174 Email Trail4. CONFIDENTIAL F138 Email Trail5. CONFIDENTIAL M379 Payment Plan Memo

PURPOSE

For Council to consider writing off outstanding debts for various debtors after unsuccessful collection attempts or liquidation of organisation.

OFFICER'S RECOMMENDATION

That Council RESOLVE by Absolute Majority to:

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

BACKGROUND

Virgin Australia Airlines (V026) went into voluntary administration as of 20th April 2020, with a balance outstanding of \$554,835.87. These charges relate to airport passenger fees and aircraft landings from February 2020 to April 2020 and the cost for security screening charges for April 2020.

The City provided proof of debt formally on 6th August 2021. A dividend payment of \$29,514.49 was received on 15th September 2022 and a final dividend payment of \$5,273.71 was further received on 14 December 2023. The City was advised that no further dividends were to be received. The balance of \$520,047.67 is no longer collectible and is required to be written off.

Attachment 1 - V026 Update to Creditors

Noel Bartholomew (B424) has an outstanding debtor balance of \$73,176.94, relating to an invoice raised in January 2021 for remedial works for residential address of 45 Sholl Street, Roebourne. An amount of \$50,795.26 for the remedial works was invoiced as requested by Ranger Services in compliance of their direction notice and 12.5% admin fees of \$6,349.41 totalling \$57,144.67. The remainder of the balance is interest accrued. These debts have been noted against the property so if the property is ever for sale, it will be added to the settlement.

Mr Bartholomew has contacted the Debtors Team multiple times advising he has no capacity to repay this invoice due to being unemployed and no house to live in. The Debtors Team has proposed selling the property, but market in Roebourne is slow-moving. No viable repayment plan could be established due to financial constraints and extenuating personal circumstances.

It was referred to the Debt Recovery Agent on 30th November 2022. The City again has received advice from Noel that there is no current capacity to enter an arrangement to settle the debt due to financial hardship and extraordinary personal circumstances. Mr Bartholomew has been paying minor amounts towards the outstanding rates and he currently owes \$2,151.77 as at the 31st March 2025.

There is no longer a residence on the property, however the City can go through the process to sell the land to assist in repaying the debt. There will be further legal costs in the vicinity of \$ 13,000 before the City is in a position to be able to seize assets, following this there will be a 2.5% commission on the sale proceeds by the Real Estate Agent. Time implications in this process can range from 12 – 18 months before available assets are able to be seized. An indicative market appraisal for a block of land in Roebourne is in the vicinity of \$15,000 to \$25,000 with the comment that they have very low marketability and are difficult to move.

Attachment 2 – B424 Letter

Flex Café (F174) has an outstanding debtor balance in the system of \$54,214.58, relating to monthly rent at Karratha Leisureplex Café from September 2021 to November 2022 and utility fees for July 2021 to October 2022, grease trap removals, annual food inspection fees and penalty interest.

Initial payment plans were discussed with the Debtors Team, including weekly or monthly payments, but the payments were not consistently followed. A termination notice was issued on the 18th of August 2022 and Flex Cafe vacated on the 1st of October 2022. The City referred the matter to the Debt recovery agents on 22nd November 2022. A letter of demand was issued with no response. Skip tracing and investigations to find the debtors whereabouts were conducted, but they continue to evade service.

Multiple attempts to serve the debtor were unsuccessful, with the debt recovery agent reporting that they had vacated their last known addresses. The debt recovery process remained on hold due to inability to locate the debtors.

Attachment 3 – F174 Email Trail

Frank Smith (F138) has an outstanding debtor balance in the system of \$41,593.20, relating to Demolition costs due to an uninhabitable dwelling. Mr Smith also has an outstanding property rates balance for this property of \$41,282.93 as at 31st March 2025 (This report is not requesting write-off of rates).

On 17 January 2014, a notice of damage to the property was issued by the along with a demolition permit application form. Subsequently, on 20 March 2014, a notice was issued under the *Health Act 1911*, declaring the property uninhabitable, with the requirement for repairs or removal. On 30 May 2014, an application for a demolition permit was submitted for works totalling \$41,593.20. On 4 November 2014, Keystart, as the mortgagee in possession, took control of the property. A demolition cost recovery invoice (17806) was issued to the debtor on 14 May 2015. By 30 June 2015, an application was lodged with the Registrar of Titles to register a charge against the property for demolition costs, which was subsequently approved. In December 2017, Keystart discharged the mortgage on the property, relinquishing any claim against Frank Smith. In January 2019, a General Procedure Claim was filed by CS Legal on behalf of the City for unpaid rates. On 12 April 2019, Palmos Legal, representing Frank Smith, lodged a notice of intention to defend the unpaid rates matter.

In February 2019, Council Resolution No. 154290 was passed for the City to take possession of and sell the property. The defendant, Frank Smith, denied liability. A Summary Judgment was granted in favour of the City on 11 March 2022, however, subsequent attempts to recover any money have been unsuccessful. Frank Smith's legal representative, Palmos Legal, lodged a Notice of Intention to Defend, but withdrew from the proceedings on 22nd April 2022 due to being unable to contact their client. Despite ongoing efforts to contact the debtor, no communication has been received from Frank Smith regarding this matter. The City did place a charge on the property in January 2015 to cover the demolition charges from the Health Act instruction due to the damage from Cyclone Christine in December 2013.

There is no longer a residence on the property due to the demolition order, however the City can go through the process to sell the land to assist in repaying the debt. There will be further legal costs in the vicinity of \$ 13,000 before the City is in a position to be able to seize assets, following this there will be a 2.5% commission on sale by the Real Estate Agent. Time implications in this process can range from 12 – 18 months before available assets are able to be seized. An indicative market appraisal for a block of land in Roebourne is in the vicinity of \$15,000 to \$25,000 with the comment that they have very low marketability and are difficult to move.

Attachment 4 - F138 Email Trail

Move your body studio (M379) has an outstanding debtor balance in the system of \$25,122.50, relating to rent for a lease at Pam Buchanan Family Centre for December 2021 - August 2022, and utility charges for December 2021 - June 2022.

The debtor's situation was initially approached with caution, given the community-focused nature of the facility. Despite these efforts, the outstanding debt continued to rise. On 12 August 2021, a letter of demand was issued by CS Legal, and the debtor responded by agreeing to a payment plan, which was approved by the City. Unfortunately, the debtor did not adhere to the plan. In an effort to resolve the matter, the City met with the debtor on several occasions to facilitate a solution that would allow them to remain in the premises while addressing the outstanding payments. However, over time, there was a gradual loss of contact with the debtor as committee members stepped down. In February 2022, the City pursued debt recovery while the debtor remained on the premises. A breach notice was issued on 17 Feb 2022, though no significant action was taken. Another breach notice was hand-delivered by the City on 5 July 2022, yet the debtor did not respond as expected. The lease was terminated on 4 August 2022 due to continued non-compliance with the agreed terms.

Since this time, there have been attempts to contact the debtor to obtain payment, however, the email address has been deleted, and further communications have failed to locate the debtor.

Attachment 5 – M379 Payment Plan Memo

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Penalty interest has been levied in accordance with section 6.51 of the *Local Government Act 1995* (the Act) and regulation 70 of the *Local Government (Financial Management) Regulations 1996*.

Section 6.12(1)(c) of the *Local Government Act 1995* provides Council with the power to write off debts.

COUNCILLOR/OFFICER CONSULTATION

Councillor and Officer consultation was conducted in the 31st March 2025 Ordinary Council Meeting via a confidential report.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

CF08 Debt Collection Policy, with reference to clause 2.3 Bad Debts – Sundry Debtors.

FINANCIAL IMPLICATIONS

The amount requested to be written off is broken down as follows:

Debtors code	Interest levied	Outstanding invoice balance	Recoverable	To write-off
B424 - Noel Bartholemew	\$16,032.27	\$57,144.67	-	(\$73,176.94)
F138 - Frank Smith	-	\$41,593.20	-	(\$41,593.20)
F174 - Flex Café	\$9,246.20	\$44,968.38	-	(\$54,214.58)
M379 - Move Your Body	\$4,118.89	\$21,003.61	-	(\$25,122.50)
V029 - Virgin Australia	-	\$554,835.87	(\$34,788.20)	(\$520,047.67)
Total	\$29,397.36	\$719,545.73	(\$34,788.20)	(\$714,154.89)

These debts were provisioned as doubtful debts in the 2023/24 Financial Statements and with Council approval they will be expensed in the current financial year. The financial impact of these write-offs is \$714,154.89.

STRATEGIC IMPLICATIONS

There are no strategic implications.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	The amount involved is material to the City's overall financial position.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Community perception is a reputational risk for the City in writing off large debts.
Compliance	Moderate	Enforcing payments, terms, and conditions of lease agreements should be upheld to enable breaches/terminations to be pursued in a timely manner.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the December 2019 Ordinary Council Meeting, Council resolved (Res No. 154496) to write off a portion of an outstanding debt with the balance being payable by Karratha Asphalt Services. In this scenario, the Debtor was not declared bankrupt nor were they in liquidation.

At the February 2022 Ordinary Council Meeting, Council resolved (Res No. 154961) to write off a portion of an outstanding debt with the balance being payable by Supercivil Pty Ltd. In this scenario, the Debtor was not declared bankrupt nor were they in liquidation.

At the December 2023 Ordinary Council Meeting, Council resolved (Res No. OCM240212) to write off a portion of an outstanding debt with the balance being payable by Cecel Filipino and Asian Food Pty Ltd. In this scenario, the Tenant was declared bankrupt.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The City has exhausted available options to recover the outstanding debts from the debtors listed in this report and the debts are no longer commercially collectable. To continue pursuing debtors through the appropriate debt recovery agency, further significant cost implications will be incurred, the recommendation is that the debt should be written off to ensure no further costs are incurred and interest calculations cease.

9.8 ANNUAL ELECTORS' MEETING MINUTES AND CONSIDERATION OF DECISIONS

File No:	GV.2
Responsible Executive Officer:	Manager Corporate and Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	8 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Annual Electors' Meeting Minutes – 24 March 2025

PURPOSE

For Council to receive the minutes of the Annual Electors' Meeting held 24 March 2025.

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE** the Minutes of the Annual Electors' Meeting held on 24 March 2025 provided in Attachment 1;
2. **ACKNOWLEDGE** that the contents of the City of Karratha Annual Report 2023/24 including the audited Annual Financial Report for the Year Ended 30 June 2024 has been accepted; and
3. **NOTE** that Motions carried at the Annual Electors' Meeting will be put forward for Council consideration at the May 2025 Ordinary Council Meeting.

BACKGROUND

In accordance with the *Local Government Act 1995*, Local Governments are required to hold an Annual Electors' Meeting (AEM) within 56 days of accepting the Annual Report. The purpose of the AEM is to allow electors to ask questions about the Annual Report, raise general business matters, and put forward motions for the Council's consideration.

DISCUSSION

At the Special Council Meeting held 3 February 2025, Council resolved to accept the City's Annual Report 2023/24 and hold the Annual Electors' Meeting (AEM) on Monday, 24 March 2025 at 5:30pm.

The City of Karratha's AEM was held on 24 March 2025. Minutes of the proceedings are detailed in the Attachment. A copy of the minutes is available for inspection by members of the public on the City's website. While decisions made at the Electors' meetings are not binding, Council is required to consider them in accordance with Section 5.33(1) of the *Local Government Act 1995*. This section mandates that all decisions made at an AEM must be considered at the next Ordinary Council Meeting or, if that is not practicable, at the first Ordinary Council Meeting after that meeting.

At the 2025 AEM, 35 members of the public were in attendance together with all councillors. 8 motions were carried and these motions will be presented for Council's consideration at the May Ordinary Council Meeting.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 5.27 of the *Local Government Act 1995* (the Act) requires the City to hold a general meeting of electors once each financial year, within 56 days of accepting the Annual Financial Report.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap² public participation spectrum process to inform have occurred as follows:

Who	How	When	What	Outcome
Community	Advertise in the local newspaper	26 February 2025	Date, time, place and purpose of Electors' Meeting	Give local public notice of the 2023/24 Annual Report and Annual Electors' meeting
Community	Advertise on the City's website, public noticeboards and Facebook page	18 February 2025 until meeting date	Date, time, place and purpose of Electors' Meeting	Give local public notice of the 2023/24 Annual Report and Annual Electors' meeting

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Any financial implications will be assessed should Council support the individual recommended motions put forward from the AEM.

STRATEGIC IMPLICATIONS

The purpose of this report is to put forward motions raised at the AEM. Decisions associated with individual motions will be assessed at the time as to their alignment with the Council's Strategic Community Plan.

RISK MANAGEMENT CONSIDERATIONS

There are no risk management considerations applicable. The acceptance of any motions put forward will

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

Category	Risk level	Comments
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 consideration of motions raised at the Annual Electors' Meeting will allow Council to formally respond to community input at the upcoming May 2025 Ordinary Council Meeting.

10 COMMUNITY EXPERIENCE REPORTS

10.1 WAIVER OF MEETING ROOM HIRE FEES – JULUWARLU ART GROUP

File No:	RC.113
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Coordinator Arts Culture and Events
Date of Report:	27 March 2025
Applicant/Proponent:	Juluwarlu Art Group
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider a fee waiver of \$6,156 incl. GST for the hire of the meeting room at the Karratha Tourism & Visitors Centre (KTVc) for the Mayalarri Exhibition. This exhibition is a significant cultural event that aims to celebrate and share Yindjibarndi culture and knowledge with the community and visitors.

OFFICER'S RECOMMENDATION

That Council APPROVE a FEE WAIVER of \$6,156 incl. GST for the hire of the meeting room at the Karratha Tourism and Visitors Centre for 8 weeks, starting from 7 May 2025 for the Mayalarri Exhibition.

BACKGROUND

The Bunggaliyarra Munggu is part of the Red Earth Arts Festival (REAF) and Mayalarri Exhibition, which will open alongside REAF in May 2025, will be exhibited for a period of two months. Bunggaliyarra Munggu has been programmed as the finale of REAF and will feature a light and sound drone show presented by First Lights and the Juluwarlu Art Group, highlighting the story of the two Sisters-in-law, the Bunggaliyarra Munggu. Juluwarlu Art Group, in collaboration with Fremantle Biennale, has contributed \$120,000 to this Bunggaliyarra via industry funding.

Bunggaliyarra Munggu will be supported by an in-depth exhibition titled Mayalarri: the Seven Sisters and will open at the KTVc on the 14 May 2025. The exhibition will include the famous Yellow Bus parked on site at the Karratha Tourism and Visitors Centre (KTVc) and an exhibition in the meeting room at KTVc which will provide an immersive cultural experience, showcasing Yindjibarndi creation stories, artworks, films, and interactive installations.

DISCUSSION

The exhibition is expected to attract a diverse audience, including local residents, tourists, and cultural enthusiasts. It will offer significant benefits to the community, including:

- **Cultural Enrichment:** Promoting understanding and appreciation of Yindjibarndi culture.
- **Economic Impact:** Boosting local businesses through increased tourism and event-related activities.

- **Community Engagement:** Providing opportunities for local employment, professional development, and cultural tourism.
- **Educational Value:** Offering educational experiences for young people and the broader community through storytelling and interactive exhibits.

The exhibition space inside KTVC will remain unmanned by Juluwarlu staff, allowing visitors to explore the space independently. The bus will be open three days a week, with Juluwarlu staff present both inside and outside to manage their exhibition areas. The exhibition pieces will be for sale but managed through Juluwarlu Art Group.

The meeting room at the KTVC will be hired for 8 weeks, starting from 7 May 2025, to support the exhibition. Given the cultural and economic benefits, waiving the hire fee of \$6,156 for this period will support the successful execution of this important project.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The power to defer, grant discounts, waive or write off debts is required to comply with Section 6.12 of the *Local Government Act 1995*, requiring an absolute majority decision by Council.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The hire fee for the back room of KTVC is \$17.10 per hour for not-for-profit organisations. The opening hours during May and June are Monday to Friday, 9am until 4pm, and on weekends from 9am until 2pm representing 45 hours per week.

The total for 8 weeks is \$6,156 incl. GST

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.d.1.1	Arts Development and Events Programs
Projects/Actions:	1.d.1.1.21.1	Coordinate the Red Earths Arts Festival
Programs/Services:	2.d.3.2	Arts Development and Events
Projects/Actions:	2.d.3.2.20.1	Support and Activate creative industries as an economic driver

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The proposed fee waiver is considered minor in the context of the City's budget.
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

Absolute Majority.

CONCLUSION

The Mayalarri Exhibition is a valuable part of Arts, Culture and Events Programming that will benefit the Karratha community in multiple ways and add to the tourist experience when visiting Karratha. Waiving the hire fee of \$6,156 for the meeting room at KTVc for 8 weeks, starting from 7 May 2025 will facilitate the event's success and contribute to the promotion and preservation of Yindjibarndi culture. It is recommended that the council approve the fee waiver to support this significant cultural initiative.

10.2 DRAFT COMMUNITY INFRASTRUCTURE PLAN 2025 - 2035

File No:	CM.617
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Principal Community Planning
Date of Report:	28 March 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Draft Community Infrastructure Plan 2025 - 2035

PURPOSE

For Council to consider the Draft Community Infrastructure Plan to be advertised for community feedback.

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

The City of Karratha ('City') recognises that investing in community infrastructure is crucial for the health, social well-being, and economic prosperity of communities. Over the past 10 to 15 years, the City has implemented a series of community infrastructure projects, resulting in the community benefiting from a diverse range of high-quality sports, recreation, arts and culture, open spaces, and community facilities.

The City is now entering a new phase of community infrastructure needs, driven by the evolving demands and expectations of a more diverse population, requiring the development of a Community Infrastructure Plan (CIP) to identify the necessary infrastructure and facilities that will support the aspirations of the changing community.

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.

In September 2024, the City engaged TAP Consulting to prepare the CIP. The development of the Draft CIP has followed the staged methodology as outlined in Table 1.

Table 1: CIP Development methodology

Stage	Description	Timing	Status
1	Contextual review and review of all relevant existing strategies, plans, policies and known community information.		Complete
2	Development of a community infrastructure framework to assess community facilities needs in the City of Karratha.	October 2025	Complete and endorsed at December OCM 2024
3	An audit and mapping of existing community facilities across the City of Karratha to understand patterns of provision.	November 2024	Complete
4	Community and stakeholder consultation to gather insights from community and users regarding community infrastructure needs and gaps in the City.	November – December 2024	Complete
5	Develop recommendations and actions to meet identified needs and gaps in community infrastructure as well as preparation of an implementation plan.	January – March 2025	Complete
6	Preparation of a Draft CIP incorporating the outcomes of the previous stages and presented for Council consideration.	April 2025	Complete
7	Public advertising of Draft CIP: the draft document will be shared with the community for public feedback prior to Council endorsement of the plan.	May 2025	Pending
8	Final CIP will be presented to Council for consideration to endorse.	July 2025	Pending

The community infrastructure planning framework developed in Stage 3 was adopted at the Ordinary Council Meeting held on the 9 December 2024 (OCM241209-20), and includes:

- Clear definitions for each Community Infrastructure type.
- A defined community infrastructure hierarchy including planning catchments to allow for planning efficiency across the network.
- Population and data requirements that served as key inputs into the needs assessment.
- Provision Standards, specifically Quantity Standards (Population Standards) as a starting point for the needs assessment. Other provision standards include Quality Standards (Fitness for Purpose and Asset Rating) and Utilisation Standards (Usage Rates).
- The need to consider feedback from consultation with community and key stakeholders.
- Guiding planning principles that underpin the provision of community infrastructure.

The framework has been used as the basis for the analysis and identification of required community infrastructure in the Draft CIP and will be utilised for any future community infrastructure planning assessment.

DISCUSSION

The Draft CIP 2025 – 2035 (Attachment 1) sets the long-term framework for community infrastructure facilities in the City of Karratha and identifies priority projects based on a detailed needs assessment.

The community infrastructure considered in the Draft CIP have been categorised into three key categories:

- Sports and Recreation
- Community and Civic
- Arts and Culture

The application of the endorsed framework and community infrastructure needs assessment has led to the identification of specific needs and directions for each community infrastructure category.

High level needs and gaps identified:

The Draft CIP 2025 – 2035 has identified the following high-level community infrastructure needs and gaps:

- Upgrades and refurbishments are needed for existing sports facilities to allow for increased utilisation and access.
- There is a lack of community meeting spaces, particularly a large community venue that can host large events and ceremonies.
- There is very limited arts and cultural facilities. i.e. dedicated space for the exhibition of art with flexible spaces for meetings, educational and cultural programs, creative workshop space and small event spaces in the City of Karratha. Existing facilities require upgrades and expansion.
- Some community groups face challenges with the affordability of hiring or leasing community spaces.
- There is a perception from some in the community that access to community facilities is seen as not equal, where some clubs, groups and organisations have more or exclusive access while others do not.
- There are several clubs/groups/organisations that are looking for community space where they either have priority access or exclusive use due to challenges with sharing of space particularly where there is not enough storage space and the need to setup/pack up for some groups.
- Other gaps in community facilities in the City of Karratha have been identified as follows:
 - Indoor facilities
 - Community Centres (capable of supporting a variety of uses, such as arts and performing arts spaces, dance studios, town hall, neighbourhood centre, seniors space)
 - Water Park/Splash Park
 - Gymnastics Facility
 - Hockey Facility
 - An adequate number of Sports Courts (Netball, Basketball, Tennis, Squash)
 - Shaded Infrastructure
 - Places and activities for Kids/Teenagers
 - Bike and Skate Facilities

Future Directions

The Draft CIP outlines future directions for action and investment that will meet current and future community needs. It adopts two broad approaches for addressing community infrastructure needs, each designed to deliver the Plan's vision for community infrastructure in the City of Karratha. The approaches are:

- **City Wide Directions** – Directions that are applicable across the City of Karratha to optimise the use of facilities, improve access for the community and deliver a strong community infrastructure network for the City. There are a total of 8 City Wide Directions that are either a City Wide project or recommended to be incorporated across future infrastructure developments and in future planning considerations.
- **Catchment Based Directions** – Directions that are specific to the main townships of Karratha, Dampier, Wickham, Roebourne and Point Samson. They focus on investment projects that include the development of new facilities, upgrades or improvements to existing facilities, and further planning and investigation. There are a total of 58 recommended investment projects. Table 2 shows the spread of projects across the City of Karratha and their delivery timeframes, details of each project are in the attachment.

Table 2: Total Projects Recommended by Catchment

Town	Short <i>Commenced or recommended to commence in next five years (2025–2030)</i>	Medium <i>Recommended to commence in next five to 10 years (2030–2035)</i>	Long <i>Recommended to commence in next 10 to 20 years (2035–2045)</i>	Total Projects
Karratha	16	4	2	22
Dampier	5	6	1	12
Wickham	8	4	1	13
Roebourne	5	2	1	8
Point Samson	2	1	0	3
Total Projects	36	17	5	58

Implementation Plan

An indicative implementation plan identifying short (0-5 years), medium (5 - 10) and long term (beyond 10 years) projects is included in the Draft CIP based on the assessed need. It is noted that all future directions, both City wide and catchment-based projects are important and that community would ideally like all to be completed quickly. However, as resources are finite, a priority has been allocated.

The detailed timelines will require further analysis and may adjusted based on input from Council and community, as well as potential future funding opportunities that may arise.

Advertising for Community Feedback

To ensure the plan accurately reflects the feedback received from community during the initial consultation process and captures their aspirations for future community infrastructure developments, Officers recommends advertising the Draft CIP 2025 – 2035 for public consultation over 4-week period (29 April – 27 May 2025).

A summary of the feedback from the public consultation will be presented to Council at its July 2025 Ordinary Council Meeting. Any required revisions to the Draft CIP 2025-2035 will be incorporated into the final CIP 2025 – 2035. The Final CIP is scheduled for presentation to Council in July 2025 for endorsement.

Considerations and Next Steps

The Draft CIP is the first key strategic step in planning for the delivery of projects that address evidence informed, identified community infrastructure needs. If the Final CIP is endorsed by Council in July 2025, several strategic steps will then need to occur to advance the identified projects of the plan:

Detailed Implementation Plan

City Officers will further develop the implementation plan into a detailed annual work plan that identifies and schedules the project stages that will inform budget requests and identifies funding opportunities.

Land Assessment and Allocation

As the City is relatively land locked, a detailed site identification and assessment process will need to occur to identify and secure parcels of land with the capacity and suitability for community infrastructure development. This may include securing land parcels currently not City owned or under management order.

Financial Assessment

A high-level financial assessment of the proposed future infrastructure developments will be undertaken following endorsement of the plan and the Land Assessment and Allocation process. This will help determine the full cost of delivering the identified program, and inform future budget processes and the Long Term Financial Plan.

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 taken place between Administration and Council involved two workshops during the development of the Draft CIP 2025 – 2035. The first in the development of the Community Infrastructure Planning Framework that was endorsed at the December 2024 OCM, and the second to workshop the Draft CIP.

Various Officers were consulted during the development of the plan, and on the Draft CIP 2025 – 2035 having reviewed the draft document.

COMMUNITY CONSULTATION

Community engagement activities were conducted in November and December 2024 to inform the development of the draft CIP 2025 – 2035. This included:

- Five (5) Community Focus Group Sessions – attended by 34 people
- One on one stakeholder meetings – 21 meetings
- Community Survey – 156 responses
- User Group survey for Sport and Recreation Groups and Associations, and Community Groups – 50 responses

By endorsing the Officer's recommendation in this report, further community engagement activities aligned with the iap² public participation spectrum process to inform, consult, involve, collaborate and empower are proposed as follows:

What	How	When	Description	Outcome
Communications	Facebook Post #1	29 th April 2025	Announcing CIP is out for public comment	Inform – provide public with information & Consult – obtain public feedback.
	Media Release	29 th April 2025		
	What We Make It Update Live	29 th April 2025		
	Facility Posters	29 th April – 27 th May 2025		
Community Engagement	Email to WWMI Member database	29 th April 2025		
Community Engagement	Email to sports and community group contacts	29 th April 2025		
Community Engagement	Display at Administration Building	29 th April – 27 th May 2025	Hardcopy prints of document for public feedback	
Communications	Facebook Post #2	TBC	Don't forget to give your feedback messaging	
Communications	Facebook Post #3	TBC	Feedback Closing Soon	

The City will also accommodate feedback through alternative methods upon request.

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: the Operational Plan 2024-2025 provided for this activity:

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

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	Low	The service interruption risk is low as a result of the Officer's recommendation as the scope of work is captured within the current staff resourcing.
Environment	N/A	Nil
Reputation	Moderate	The community interest in the CIP is high. Not promoting the Draft CIP to gather feedback from

Category	Risk level	Comments
		community may likely lead to negative community sentiment.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The City commenced the development of a Community Infrastructure Plan to identify the necessary infrastructure and facilities that will support the aspirations of the changing community for the next 10 year period. It has been developed following a detailed needs assessment that considers the community infrastructure planning framework previously adopted by Council.

The developed plan is in draft format and is ready for public comment. After the consultation period, a summary of the community feedback will be presented to Council in July 2025, with any necessary revisions to the draft CIP. The Final CIP is scheduled for presentation to Council in July 2025 for endorsement.

10.3 LARGE COMMUNITY GRANTS

File No: GS.76

Responsible Executive Officer: Director Community Experience

Reporting Author: Community Development Officer

Date of Report: 25 March 2025

Applicant/Proponent: Local Community Organisations

Disclosure of Interest: Nil

Attachment(s): Summary of Applications

PURPOSE

For Council to consider providing grants to support a range of community projects/activities under Council Policy CS06 – Community Grants and Contributions Scheme.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE** the following applicants to receive funding under the Large Community Grant Scheme:

Applicant	Project	Amount Recommended
Nickol Bay Sporting Shooters Association	Turning Target Project	\$18,000
Karratha Arts and Learning Centre	Facility Upgrade Project	\$50,000
Karlayura Rodeo Inc.	Karlayura Roebourne Rodeo	\$50,000
Volleyball WA	WA Volleyball League – Regional Round	\$23,327
Nor West Jockey Club	Roebourne Races (Ladies Day 2025)	\$50,000
St John Ambulance WA	Wellbeing Walkabout	\$15,845
Nickol Bay Sports Fishing Club	Billfish Shootout 2025	\$20,000
RDA - Pilbara	Young Karratha Change Agents	\$48,500
Karratha Kats Football & Sporting Club	Solar Project	\$50,000
Murujuga Aboriginal Corporation	Women's Cultural Learning	\$32,370
SUBTOTAL		\$358,042

2. DECLINE the following applicants to receive funding under the Large Community Grant Scheme:

Applicant	Project	Amount Recommended
Karratha Central Healthcare	Building Refresh	0
North West Multicultural Association	North West Multicultural Festival	0
Karratha Women's Place	Expansion of Women's Mental Health Support	0
Karratha Community House	KCH Revive: Building Brighter Spaces	0
Nickol Bay Speedway Club	Sprint Car Stampede 2025	0
Welcome Lotteries House (WLH)	Men's Bathroom Expansion	0
Karratha Shotokan Karate Club	Travel – State Championships	0
St Lukes College	Resurface of Basketball Courts	0
Yaandina Community Services	Roebourne Youth Centre – A/C Repairs and Refurbishment	0
Karratha BMX Club	Club House Install & Refurbishment	0
SUBTOTAL		\$0

BACKGROUND

Council supports local community organisations through the provision of funding under the Community Grants and Contributions Scheme.

This report presents funding proposals received under the Large Community Grants category. Proposals have been assessed in accordance with the guidelines using the five criteria below:

1. *Income/Other Funding* – Will the project be able to generate income from other sources so as not to be 100% reliant on City of Karratha funding?
2. *Project Viability/Feasibility* – Is the project underpinned by a well-planned approach that will ensure the project can be delivered as intended, with minimal risks and with sound management? Has the proposal adequately demonstrated a community need/demand is being fulfilled?
3. *Broad Community Benefit* – How many community members will be beneficiaries of the project? Is the project inclusive and open to a broad range of community groups/members? If the project is targeting a specific part of the community, has this been demonstrated in the proposal?
4. *Previous funding received from the City*
5. *Capacity for Delivery* – Can the project be delivered by the applicant? How much of the project is proposed to be outsourced? Will this project help build capacity by way of developing new skills or providing volunteering opportunities?

In 2024/25, Council allocated \$500,000 for Large Community Grants, to be awarded each financial year. Council has pre-committed \$110,501 via three-year Memorandums of

Understanding (MOUs) and awarded Pilbara Community Men's Shed \$12,000 in December 2024. This has left \$377,499 available in Council's budget to be allocated.

Current MOU commitments:

Applicant	Project	Committed 2024/2025 Budget
Dampier Community Association	Dampier Beachside Markets (expires June 2025)	\$31,629
Dampier Community Association	Dampier Sunset Movies (expires June 2025)	\$7,666
Dampier Community Association	Dampier Art Awards (expires Sept 2025)	\$10,000
Karratha City Co.	Karratha Eats (expires June 2025)	\$15,000
Hampton Harbour Boat and Sailing Club	Guy Fawkes (expired October 2024)	\$26,000
Northern Swimming Association	Pilbara Championships (expires June 2025)	\$15,000
Ngarliyarndu Bindirri Aboriginal Corporation	Yirramagardu Crew Yard Maintenance (expires June 2025)	\$5,206
TOTAL		\$110,501

DISCUSSION

Summary of current round:

- Total applications received: 20
- Total Project Value: \$1,602,015
- Total Requested: \$770,680

The detailed assessment is attached to this report and is summarised below:

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
RECOMMENDED				
Nickol Bay Sporting Shooters Association	Turning Target Project	34,246	18,000	18,000
Karratha Arts and Learning Centre	KALC Facility Upgrade Project	77,979	50,000	50,000
Karlayura Rodeo Inc.	Karlayura Roebourne Rodeo	254,000	50,000	50,000
Volleyball WA	WA Volleyball League – Regional Round	73,277	23,327	23,327
Nor West Jockey Club	Roebourne Races (Ladies Day 2025)	65,087	50,000	50,000
St John Ambulance WA	Wellbeing Walkabout	22,595	15,845	15,845
Nickol Bay Sports Fishing Club	Billfish Shootout 2025	85,000	20,000	20,000

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
Regional Development Australia – Pilbara	Young Karratha Charge Agents	56,080	48,500	48,500
Karratha Kats Football and Sporting Club	Solar Project	70,000	50,000	50,000
Murujuga Aboriginal Corporation	Women's Cultural Learning	87,370	32,370	32,370
SUBTOTAL		\$825,634	\$358,042	\$358,042

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
NOT RECOMMENDED				
Karratha Central Healthcare	Building Refresh	146,533	50,000	0
North West Multicultural Association	North West Multicultural Festival	51,000	50,000	0
Karratha Women's Place	Expansion of Women's Mental Health Support	79,570	49,705	0
Karratha Community House	KCH Revive: Building Brighter Spaces	45,086	45,086	0
Nickol Bay Speedway Club	Sprint Car Stampede 2025	55,500	30,000	0
Welcome Lotteries House (WLH)	Men's Bathroom Expansion	138,845	50,000	0
Karratha Shotokan Karate Club	Travel – State Championships	19,600	19,600	0
St Lukes College	Resurface of Basketball Courts	72,000	50,000	0
Yaandina Community Services	Roebourne Youth Centre – A/C Repairs and Refurbishment	18,247	18,247	0
Karratha BMX Club	Club House Install & Refurbishment	150,000	50,000	0
SUBTOTAL		\$776,381	\$412,638	\$0

While all the submissions were worthy initiatives, they have not been recommended for a range of reasons including not meeting guidelines, requiring further planning, pending community leases or were able to be supported through other avenues. Officers will work with unsuccessful applicants to assist them to apply in future rounds of grant 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 social, cultural & wellbeing issues due to the Community Grants and Contributions Scheme providing significant financial assistance to the associated organisations.

STATUTORY IMPLICATIONS

Section 3.18 of the *Local Government Act 1995*.

COUNCILLOR/OFFICER CONSULTATION

Proposals submitted as part of the Large Community Grant Scheme are considered through an internal assessment process by Officers. Councillors are provided with a briefing presentation on the proposals received.

COMMUNITY CONSULTATION

Officers have liaised with each of the organisations to offer support and assistance in the completion and submission of their funding proposals. Further consultation with applicants was undertaken to gain an understanding of the purpose and benefit of their projects. There will be further consultation with the applicants once Council has considered the matter.

POLICY IMPLICATIONS

Policy CS06 Community Grants and Contributions Scheme applies.

FINANCIAL IMPLICATIONS

A total of \$500,000 was allocated for Large Community Grants in the 2024/2025 FY Budget.

Total Budget (24/25 FY)	\$500,000
Committed to MOU's	\$110,501
Awarded in December 2024	\$12,000
Remaining	\$377,499
Recommended	\$358,042
Total Remaining	\$19,457

STRATEGIC IMPLICATIONS

This item is relevant to Council's approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2025. In particular, the Operational Plan 24/25 provided for this activity:

Our Outcomes:	1.c	Accessible Services
Our Response:	1.c.2	Establish partnerships to enhance the provision of services

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Recommended funding is within the 24/25 budget. Should Council resolve to support the full amount of funding there will be \$19,457 remaining in this financial year's budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil

Category	Risk level	Comments
Reputation	Low	Should Council resolve not to support specific community projects, there may be a negative response from organisations.
Compliance	N/A	Officers have applied Policy CS06 – Community Grants and Contributions Scheme during the assessment and subsequent recommendations.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council provides funding to community groups through the Community Grants and Contributions Scheme throughout the year.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Various community organisations have submitted funding proposals for the Large Community Grant Scheme under Policy CS06 – Community Grants and Contributions Scheme. Officers have recommended an amount of \$358,042 be awarded from this round.

10.4 KARRATHA SPORTING & RECREATION CLUB INC – RENTAL APPEAL

File No:	CS.18
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Infrastructure Coordinator
Date of Report:	10 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Letter of Appeal regarding rental amount2. Community Leasing of Land Policy – CS253. Leasing of Land Operational Guidelines4. Current Leased Area vs Proposed Lease Area5. CONFIDENTIAL Financial Statement 21/22, 22/23 & 23/24

PURPOSE

For Council to consider an appeal from the Karratha Sporting & Recreation Club Inc (the Club) on the proposed lease fees for the facility on Lot 1455, Searipple Road, Bularra as applied under the Community Leasing of Land Policy – CS25.

OFFICER'S RECOMMENDATION

That Council UPHOLD the proposed annual rental fee of \$6,548.40 plus GST and outgoings for the Karratha Sporting & Recreation Club, in accordance with Council's Community Leasing of Land Policy-CS25.

BACKGROUND

The Karratha Sporting & Recreation Club (The Club) at Lot 1455, Searipple Road, Bularra held a 21-year land lease with the City of Karratha, which expired on 16 December 2024 with no further extension options available. The current lease is in a holding over pattern under the same conditions of the expired lease with a rental amount at a peppercorn rate of \$10 + GST plus outgoings for 3,438m² of land only. At its meeting held 17 November 2003, Council approved gifting the club premises, excluding the changerooms, in recognition of the Club's financial contributions since 1977 and its ongoing development of the facilities.

In October 2024, Officers received formal communication from the Club expressing interest to re-enter a new lease under the same conditions of a peppercorn rental rate of \$10 plus GST plus outgoings for a 21-year term.

The Karratha Sporting & Recreation Club Inc has been a part of the Karratha Community for almost 50 years (February '26). The Club is a Not-for-Profit Organisation. The Club is a family friendly environment with a large outdoor grassed area for the children to play. The Club hosts Community functions (e.g. BINGO and are also the home of both Men's & Ladies Darts competitions. The Club has over the years sponsored local sporting groups for both Junior & Senior sports.

DISCUSSION

Officers have reviewed the Club's request and have applied both the Community Leasing Policy CS-25 (attachment 2) and Leasing of Land Operational Guidelines (Attachment 3) which were adopted by Council in February 2024.

In particular, the Club's request was assessed against the Term of Lease (clause 7) and the Calculation of Rent (clause 8) and the associated Community Discount and Term of Lease Matrixes to negotiate the lease.

Lease fee calculation- Clause 8 application

An average of the last three (3) years financial figures were accepted for consideration. It was determined the Club falls within Class 2, Incorporated Large Community Organisation with a gross annual revenue between \$400,000 and \$1,000,000. This would entitle the Club to receive a discounted rent at 50% of market value.

Additional to the 50% discount, Officers applied the Community Benefit Discount Matrix to assess further discounts. Officer evaluations placed the Club within the 12–17 point range, qualifying them for a further 20% discount. This resulted in a total discount of 70% off market rental valuation.

The evaluation received in November 2024 from Ray White Karratha, identified the market rental value for Lot 1455, Searipple Road, Bulgarra (land only) at \$12/m² p.a. The land area for the current lease is 3,438m², equating to \$41,256 + GST per annum plus outgoings. The current leased area (currently delineated) includes the City's public toilets, and a portion of grassed area.

It was proposed to re-assess the leased area to include only the Club's building and fenced outdoor area. The resulting leased area was reduced to 1,819m². An aerial view of the lot showing current leased area and proposed leased area is provided as Attachment 4.

At the rate of \$12/m² p.a. (excl GST), the annual rental value for 1,819m² is \$21,828 + GST per annum plus outgoings. Applying the 70% discount as per the rental calculation for the Club, the new lease fee that was applied equaled \$6,548.40 + GST per annum (\$545.70 per month + GST) plus outgoings.

Term of Lease - clause 7 application

The duration of a lease can be for one substantial term or an initial term with additional optional further terms. The Club requested a term of 21-years for the new lease. Clause 7.3 specifies that for Crown land where the City has a management order, the maximum permitted term is generally 21 years. However, for a lease term exceeding 20 years, the City may be required to make an application to the Western Australian Planning Commission (WAPC) under *Section 136 of the Planning and Development Act 2005*. To avoid a further application, the maximum lease term is capped at 20 years (including all optional terms). As such officers offered a 20-year lease term, as 10-years plus two (2) optional five (5) year terms (10+5+5).

The Appeal

Due to this being a new lease negotiation, the City's intention to lease Lot 1455, Searipple Road, Bulgarra to the Club was advertised via Local Public Notice for a period of 14 days calling for submissions. No submissions were received other than the appeal letter (Attachment 1) from the Club presenting information that they believe to be relevant in supporting their appeal against the rental amount.

In essence the Club indicates in their letter that they are seeking a peppercorn rental rate of \$10 p.a. plus outgoings for a term of 20-years. Further claims indicate that the Club has

made a small profit in the 23/24 financial year and that the two previous financial years demonstrates losses due to Covid-19 and TC Damian repairs. The insurance excess payable of \$25k exhausted the Clubs maintenance funds. The Club had consolidated its debts into one loan to manage their debt.

The assistance of a large Community Grant from the City enabled the Club to install a Solar Power System to reduce their electricity expenses & environmental footprint. The Club has received several smaller grants to complete the restoration of the rear garden area and the replacement of old air conditioners with more energy efficient systems and new outdoor furniture. Without this assistance & support, the Club would not have been able to have posted this trading profit.

The Club is requesting, to allow the Club to continue upgrading the premises, for the renewal of the lease under the same conditions of a peppercorn rental rate of \$10 plus GST plus outgoings for a 20-year term.

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 in Council's ability to perform its role.

STATUTORY IMPLICATIONS

Section 3.58 of the *Local Government Act 1995* is applicable to disposal by way of lease or licence of property.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place internally between the Governance Officer and Community Infrastructure Officers to realign the lease area and to apply the 70% discount based on the community benefit matrix.

COMMUNITY CONSULTATION

Consultation has been directly with the Club to better understand the financial operating model of the Club. The Club have advised that they would be unable to pay the proposed Lease Fee if that was applied. They have requested a lease term of 21 years, however Officers recommended lease for 20-years (10+5+5).

POLICY IMPLICATIONS

Community Policy CS-25 and the associated Leasing of Land Operation Guidelines applies in the consideration of offering lease terms and proposed lease fees.

FINANCIAL IMPLICATIONS

The following shows the various lease fees that could be applied to the Club following consideration by Council on the grounds of their appeal:

- Annual lease fees at full rental valuation rate = \$21,828 + GST
- Annual lease fee at the 50% discounted community rate = \$10,914 + GST
- Annual lease fee at the 70% discounted community rate = \$6,548.40 + GST
- Annual lease fee at peppercorn rate = \$10 + GST

STRATEGIC IMPLICATIONS

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

Programs/Services: 2.a.2.4 Lease Management

Projects/Actions: 2.a.2.4.20.1 Manage commercial and community leasing arrangements

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	A discounted or peppercorn rate for this building has minor impact on the 2024/25 financial budget.
Service Interruption	Low	The Club may cease operations should they not receive the peppercorn rental rate
Environment	N/A	Nil
Reputation	Low	The City may potentially be faced with negative community feedback from frequent users of the Club.
Compliance	Low	Officers have applied the assessment of the lease fee against Council's endorsed policy.

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 following the adoption of Council's Community Leasing of Land Policy – CS25 at its meeting in February 2024.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Karratha Sporting & Recreation Club (The Club) held a 21-year land lease with the City of Karratha, which expired on 16 December 2024 and is now in a holding over arrangement at a peppercorn rent of \$10 + GST plus outgoings for 3,438m². In October 2024, the Club formally requested a new 21-year lease under the same terms. The City assessed the request under its Community Leasing Policy and determined the Club qualifies for a 70% discount on market rent, setting the new lease fee at \$6,548.40 + GST per annum for a reduced 1,819m² area. The Club appealed, requesting for the continuation of a peppercorn \$10 annual rent, mentioning financial strain from COVID-19, TC Damian repairs, and debt consolidation despite recent grants assisting with upgrades. Officers advertised the lease proposal for public comment, receiving no submissions except for the Club's appeal.

10.5 MULTI-YEAR FUNDING REQUEST – DAMPIER COMMUNITY ASSOCIATION

File No:	GS.76
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development & Partnerships Coordinator
Date of Report:	24 March 2025
Applicant/Proponent:	Dampier Community Association
Disclosure of Interest:	Nil
Attachment(s):	Dampier Community Association City of Karratha Partnership Proposal for Annual Events

PURPOSE

For Council to consider a request from Dampier Community Association for a three-year funding partnership for five major annual events.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE a three-year funding request of \$101,500 to Dampier Community Association for the following five major annual community events:**

Event Name	Requested Amount
Dampier Art Awards	\$21,500 (excl. GST)
Dampier Beachside Markets	\$32,000 (excl. GST)
Dampier Photography Awards	\$21,500 (excl. GST)
Dampier Sunset Movies	\$10,500 (excl. GST)
Dampier Quill Quest	\$16,000 (excl. GST)

2. **APPROVE a budget allocation of \$101,500 (excl. GST) per year for three years from the Large Community Grants budget, commencing in 2025/26.**

BACKGROUND

On 3 February 2025, Dampier Community Association (DCA) submitted a request for a three-year partnership to secure funding for five major annual events. DCA's purpose, a community based not-for-profit organisation, is to represent and promote the civic and social advancement of Dampier that sustains quality of life and community pride for all residents. Established in 1968, and becoming an incorporated association in 1977, one of DCA's major objectives is to promote, support or coordinate community activities and events that encourage community engagement and promote a sense of community. To achieve this objective, DCA delivers a variety of events and projects throughout the year, each catering to a different demographic within the community. Although Dampier based, these activities, events and projects attract people from the wider City of Karratha area and visitors to our region.

This is the first instance that DCA have bundled their major events funding proposals into one request, providing funding certainty for their major events calendar. The DCA request exceeds the funding limit of \$50,000 for annual events and activities within Policy CS-06 -

Community Grants and Contributions Scheme, requiring the request to be considered by Council.

DISCUSSION

The City has received a request from DCA to enter into a three-year funding agreement for their five major annual events, with a commitment of \$101,500 (excl. GST) per year, to provide funding certainty for the delivery of:

- Dampier Art Awards
- Dampier Beachside Markets
- Dampier Photography Awards
- Dampier Sunset Movies
- Dampier Quill Quest

Funding request

Event Name	Total 2025 budget ex GST	Requested Amount ex GST per year	Officer's Recommended Amount ex GST per year
Dampier Art Awards	\$43,195.18	\$21,500	\$21,500
Dampier Beachside Markets	\$43,158.18	\$32,000	\$32,000
Dampier Photography Awards	\$38,695.18	\$21,500	\$21,500
Dampier Sunset Movies	\$13,491.82	\$10,500	\$10,500
Dampier Quill Quest	\$24,488.18	\$16,000	\$16,000
Total	\$163,028.54	\$101,500	\$101,500

The City has been a long-term funding partner of DCA's major events through the provision of multiple three-year funding agreements through individual applications for their major events, funded via the large community grants program. DCA has demonstrated their capacity to deliver multiple events and activities of this nature, having presented the Dampier Art Awards since 2010, the Markets and Movies since 2013 and the Photography Awards since 2022.

Dampier Art Awards

Showcasing local artistic talent, The Art Awards attract approximately 100 entries and over 1,900 visitors to the exhibition, both in person and via online avenues. The exhibition is open to the public for a two week period, with winners being exhibited for a further four weeks in the Dampier Community Hub foyer.

Dampier Beachside Markets

Since 2013, the Markets have provided an outlet for small, home-based and mobile businesses to sell their products, whilst raising their profile and connecting with the wider community. The Markets are held both as morning events and evening events in the warmer months, and are scheduled around existing local events, such as FeNaCING. The Markets are well attended and consistently attracts large crowds.

Dampier Photography Awards

Now in its fourth year, these awards have established themselves as a popular community event, attracting over 70 entries and 1,600 visitors in 2024. Entry is exclusive to City of Karratha residents, providing an opportunity to recognise and celebrate the creative achievements of local residents.

Dampier Sunset Movies

A regular fixture on the annual community calendar, six family friendly movies are scheduled per year and held at Hampton Oval. Food vendors or fund-raising community groups are encouraged to attend and bean bags are available for hire. In its 12th year, the movies provide an opportunity for community members to congregate in a family friendly way.

Dampier Quill Quest

A relatively new addition to the DCA calendar, Quill Quest provides an opportunity for local writers, both emerging and established, to showcase their creativity to their community. Community workshops will also be held, to develop skills, experience and confidence.

Detailed information on each activity, including proposed budgets and delivery methodology, is available in the attached Partnership Proposal.

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 and economic issues as there is sufficient budget available within the Large Community Grant budgeted funds.

STATUTORY IMPLICATIONS

This item is relevant to Council's approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2025. In particular, the Operational Plan 24/25 provided for this activity:

Our Outcomes:	1.c	Accessible Services
Our Response:	1.c.2	Establish partnerships to enhance the provision of services

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The request exceeds the funding limit of \$50,000 for annual events and activities within the City's Policy CS-06 - Community Grants and Contributions Scheme, requiring the request to be considered by Council.

FINANCIAL IMPLICATIONS

DCA currently have three multiyear funding MOUs in place as follows:

Dampier Beachside Markets	Expires June 2025	\$31,629
Dampier Sunset Movies	Expires June 2025	\$7,666
Dampier Art Awards	Expires September 2025	\$10,000

It is proposed that this agreement, if endorsed, will commence in the 2025/26 financial year.

Assuming 2025/26 budget is approved, the budget for large grants is expected to be as follows:

Large Community Grant Budget 2025/26	\$600,000 (excl. GST)
Total Funds Committed	\$0
Remaining Balance	\$600,000

STRATEGIC IMPLICATIONS

This proposal aligns with the City of Karratha's mission to enhance social, cultural, economic and environmental wellbeing and contributes to the City's vision. In particular, alignment with the City's strategic themes can be described as follows:

Theme One – Our Community: Inclusive and Engaged	
1.b Improved Community Safety	Activating public spaces during the day and at night
1.c Accessible Services	Providing free events, accessible to all ages and abilities, community informed
1.f Connected Communities	Family friendly events, social interaction, virtual exhibitions
Theme Two – Our Economy: Well Managed and Diversified	
2.d Role Clarity	Opportunities for local businesses, local procurement
Theme Three – Our Environment: Thriving and Sustainable	
3.b Attractive Built Environment	Use and support of Oval, Hub, Community Hall

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 events will continue without City funding, possibly with reduced scope.
Service Interruption	N/A	Nil
Environment	Low	Low environmental risk as the events will utilise DCA facilities and the Hampton Oval for outdoor events. DCA have experience with traffic planning and management.
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 events not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with DCA to ensure the agreement is acquitted to a satisfactory standard. All previous funding agreements have been successfully acquitted.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has endorsed previous multiyear MOU's with DCA to deliver individual events.

Event	MOU Agreement Years	Annual City Contribution (excl. GST)
Dampier Beachside Markets	2019-2022	\$39,545
Dampier Sunset Movies	2019-2022	\$16,454
Dampier Art Awards	2020-2023	\$14,785
Dampier Beachside Markets	2022-2025	\$31,629
Dampier Sunset Movies	2022-2025	\$7,666
Dampier Art Awards	2022-2025	\$10,000

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

DCA has requested a multi-year funding agreement of \$101,500 (excl. GST) per year, for the delivery of their five major annual events:

- Dampier Art Awards
- Dampier Beachside Markets
- Dampier Photography Awards
- Dampier Sunset Movies
- Dampier Quill Quest

The request exceeds the funding limit of \$50,000 for annual events and activities within Policy CS-06 - Community Grants and Contributions Scheme, requiring the request to be considered by Council. It is recommended that the application be supported for the full amount of funding as DCA has proven their ability to deliver quality events, has a strong presence in the community and has successfully acquitted all City grants previously received.

11 DEVELOPMENT SERVICES REPORTS

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR STAIRCASE TO THE MOON FOR THE STORYTELLER CHEF

File No:	RC.119
Responsible Executive Officer:	Director Development Services
Reporting Author:	Economic Development Project Officer
Date of Report:	2 April 2025
Applicant/Proponent:	The Storyteller Chef
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"> 1. MESAP Staircase to the Moon, Original Proposal 2. MESAP Staircase to the Moon, 3-Year Budget 3. MESAP Staircase to the Moon, 1-Year Evaluation

PURPOSE

For Council to consider a request from The Storyteller Chef to sponsor Staircase to the Moon under Policy DE03: Major Event Sponsorship and Attraction Program Policy (MESAP Policy).

OFFICER'S RECOMMENDATION

That Council **APPROVE** sponsorship funding to The Storyteller Chef for Year 1 of Staircase to the Moon

Organisation Name	Project Name	Grant Amount
The Storyteller Chef 2024/25	Staircase to the Moon	\$27,500 (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.

Zach Green, known as The Storyteller Chef, submitted on 28th January 2025 a sponsorship proposal to the City under the MESAP Policy. Zach Green's culinary approach honours Indigenous heritage by blending traditional and contemporary techniques to create an immersive cultural experience. Passionate about fostering inclusivity and respect, he advocates for mental health awareness and offers meaningful employment opportunities within his team.

Zach Green's proposed event, Staircase to the Moon: A Three-Year Cultural & Culinary Journey, is designed to showcase Aboriginal culture through food, art, and storytelling. The event will facilitate cultural exchange, highlight Indigenous perspectives, and contribute to Karratha's development as a cultural tourism destination. The three-year event plan is as follows:

Year One

The inaugural event at Hearson Cove will host a long-table dinner for 75 guests, curated by Zach Green, featuring local ingredients and Indigenous cooking techniques. Artist Bobbi Lockyer will contribute storytelling and installations. Local businesses Wrapped Creations and North West Brewing Co. will provide cultural elements and beverages. Nexus Airlines and Go West Tours will facilitate travel.

Year Two

The dinner expands to 90 guests, offering a deeper exploration of Pilbara-inspired cuisine. A major new addition will be a live concert, featuring Indigenous musicians (e.g., JK-47, Coloured Stone) for 300–500 attendees. The event adds an art exhibition, beer garden, and enhanced storytelling. Year two aims to elevate the event's cultural significance, positioning it as a key attraction in Karratha and the Pilbara.

Year Three

In its third year, Staircase to the Moon will evolve into a three-day cultural festival, featuring:

- An Indigenous fashion show at Murujuga National Park.
- A long-table dinner for 100 guests.
- A NAIDOC Cultural Market (1,000 visitors) with artists, artisans, workshops, and performances.
- A headline concert at Hearson Cove (500–700 attendees), featuring Thelma Plum and emerging Indigenous artists.

Held during NAIDOC Week and the school holidays, Staircase to the Moon will offer an opportunity to celebrate and honour the deep Aboriginal cultural connection with the region. The event will foster cultural understanding and respect, providing a platform for Indigenous voices and heritage, while connecting attendees to the rich traditions of the land. This timing not only enhances its cultural significance but also attracts families and tourists, further establishing Karratha as a must-visit destination for cultural tourism.

Held during NAIDOC Week and school holidays, Staircase to the Moon fosters cultural understanding, by providing a platform for Indigenous voices and heritage, whilst developing Karratha's appeal as a cultural tourism hub.

DISCUSSION

Proposal

The City was invited to participate as an event funding partner, with a three-year commitment totalling \$230,000 (excl. GST). Following consultation with the applicant, the officer recommends funding of \$27,500 for the first year, allowing for an evaluation of the event's success before committing further. The applicant has indicated that this level of support is acceptable and that the event viability will not be adversely impacted by this adjustment.

The one-year approach provides an opportunity to review the event's impact on its economic, cultural, and community goals, ensuring that future investment decisions are based on

tangible outcomes. The grant applicant has been encouraged to reapply for funding in subsequent years once the event's long-term vision is refined. The City recognises the potential of the event and is open to supporting its continued growth based on demonstrated success.

Research has been conducted on developing a successful annual event in the region. Typically this takes over five years of strategic planning, execution, and community buy-in. Examples within the region, such as the Shinju Matsuri Festival in Broome and the Karijini Experience, illustrate how consistent investment and structured growth can transform events into significant cultural and tourism assets. The City of Broome has supported the Shinju Matsuri for 14 years, contributing nearly \$1.4 million, while the Shire of Ashburton has increased its annual sponsorship of the Karijini Experience from \$50,000 to \$75,000 in 2024. These case studies highlight the long-term economic and cultural benefits of sustained event development, reinforcing the value of an initial trial period before committing to extended funding.

The proponent is currently developing the event marketing plan. The proposed 1-year sponsorship includes the following benefits:

- City of Karratha logo on all printed (newspaper adverts, flyers, posters etc) and digital media under Major Partner heading. The logo included in digital media will link back to the City of Karratha website.
- Recognition of the City of Karratha as the Major Partner in all audio and visual media coverage (Radio / Television).
- Logo featured on banner-mesh signage at the event and in other approved locations across Karratha and surrounding Pilbara towns.
- Logo featured on the Storyteller Chef website events page as the Major Partner.
- Registration and ticketing outlets will feature the City of Karratha logo as the funding partner.
- Announcements made through the event.
- City of Karratha representative will be offered a speaking opportunity at the event.
- Complimentary tickets for City of Karratha employees (*number yet to be determined*)

A full copy of Staircase to Moon Event Proposal is included as **Attachment 1**.

Assessment

This MESAP application has been evaluated against the assessment criteria in the MESAP Policy which can be found at **Attachment 3**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans and specifically aligns with the MESAP Policy which seeks to attract events to the region and the Destination Management Plan which aims to attract events that leverage natural assets and develop the local tourism industry.
2. The event is expected to attract a broad audience, building on The Storyteller Chef's previous events and the growing interest in cultural tourism. It will provide opportunities for community participation and promote appreciation of local Indigenous culture.
3. The event will attract visitors from outside of Karratha. The financial data below includes both low and high yield estimates for volumes of these visitors, providing an overview of the event's economic impact. The low yield calculation uses a conservative spending total of \$188 per day, per person, while the high yield calculation is based on \$350 per day.

Tourism spend impact:

- Low Yield: \$4,320
- High Yield: \$11,550

- Local businesses play a prominent role in this event, with approximately 80% of suppliers from Karratha supporting the event. Based on figures supplied and REMPLAN multipliers, the economic impact is as follows:
 - Local Spend: \$66,000
 - Indirect Impact: \$17,000
 - Induced Impact: \$11,500
 - Total: \$94,500
- The return on investment is calculated by assessing the combined impact of tourism spending and local business benefits. For every dollar invested, the projected economic return is:
 - Low Yield: \$3.60 per \$1 invested, totalling \$98,820
 - High Yield: \$3.90 per \$1 invested, totalling \$106,050

This calculation is based on the recommended funding of \$27,500, demonstrating the potential economic benefits generated by the event.

- The event is projected to attract a diverse audience, supported by The Storyteller Chef's prior events and increasing demand for cultural tourism. It will offer opportunities for community involvement and highlight local Indigenous culture.
- The event will contribute to Karratha's cultural profile by highlighting the region's natural landscape and Aboriginal heritage, supporting tourism growth.
- Is unlikely to experience any issues with delivery as it is being managed by a reputable company with experience in delivering similar events in the City.

Administration has reviewed the sponsorship request and supports the 1-year funding proposal, as the event aligns with the City of Karratha's vision to enhance liveability, promote cultural tourism, drive economic benefits, and strengthen community engagement. It is recommended the City accept the invitation to be the official event funding partner for the first year

Funding Request

Organisation Name	Project Name	Project	Project Total	Requested Amount	Officer's Recommended Amount
The Storyteller Chef	Staircase to the Moon	Cultural & Culinary Journey Year 1	\$81,660 (excl. GST)	\$50,000 (excl. GST) – 2024/25	\$27,500 (excl. GST) – 2024/25

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

The applicant has secured a sponsorship arrangement with Murujuga Aboriginal Corporation and has implemented a succession plan that includes training to ensure a smooth transition, enabling Murujuga Aboriginal Corporation to take over event management from Year 4.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The current MESAP budget for financial year 2024/25 is \$182,000 (excl. GST) with \$144,500 (excl. GST) committed for this financial year. If Council adopts the officer's recommendation to fund \$27,500 (excl. GST) for sponsorship of the Staircase to the Moon, funding will fall within the allocated budget for 2024/25. It will take the total committed amount for this financial year to \$172,000 (excl. GST) leaving \$10,000 (excl. GST)

Administration has reviewed the sponsorship opportunity and believes the recommended funding of \$27,500 for Year one represents value for money. This allocation allows for an initial assessment of the event's impact and ensures a measured approach before considering future financial commitments.

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 a 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	The event presents a low environmental risk, as it will implement a range of proven measures to minimise its impact.
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are

Category	Risk level	Comments
		delivered to an inadequate standard. Risk will be managed through a funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through a funding agreement. The City will work with The Storyteller Chef to ensure the project is acquitted to a satisfactory standard.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Storyteller Chef has requested a three-year sponsorship commitment totalling \$230,000 (excl. GST) for the delivery of the Staircase to the Moon event through the City's MESAP Program. While the event aligns with the objectives of the MESAP Policy, years two and three remain conceptual, and the financial model currently operates at a loss, relying on future sponsorships and grants that have not yet been secured. Given these uncertainties, it is recommended that funding be approved for year one at a reduced amount of \$27,500. This approach allows for an initial evaluation of the event, ensuring it delivers anticipated economic and community benefits before considering further financial commitment.

11.2 INITIATION OF SCHEME AMENDMENT NO. 60 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – OMNIBUS AMENDMENT

File No:	LP.364
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	1 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Standard Scheme Amendment No. 60 – Omnibus Amendment2. Omnibus Amendment Explanatory Notes3. Track Changes – Local Planning Scheme No.8 Text

PURPOSE

For Council to consider initiating an Omnibus Amendment (the amendment) to the City of Karratha Local Planning Scheme No. 8 (the Scheme) for the purpose of advertising.

OFFICER'S RECOMMENDATION

That Council:

1. **PREPARE** Scheme Amendment No. 60 of the City of Karratha Local Planning Scheme No. 8, in accordance with Attachment 1, pursuant to Section 75 of the *Planning and Development Act 2005*;
2. **CLASSIFY** proposed Scheme Amendment No. 60 as a 'Standard' Amendment, pursuant to Part 5, Division 1, Regulations 34 and 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
 - a) The proposed amendments are generally consistent with the objectives of the City of Karratha's Local Planning Scheme No. 8;
 - b) The proposal is generally consistent with the endorsed Local Planning Strategy;
 - c) The amendments include provisions to ensure that the Residential Design Codes are to be read as though they were part of the Scheme;
 - d) The proposed amendments are unlikely to cause any adverse impacts on the environmental, social and economic context of the City;
 - e) The amendments include the normalisation of Structure Plans approved under the City of Karratha's Local Planning Scheme No. 8.
3. **AUTHORISE** the City to forward the proposed Local Planning Scheme Amendment No. 60 to the Environmental Protection Authority, pursuant to Section 81 of the *Planning and Development Act 2005*; and

4. **NOTE the intention to REVOKE the following Structure Plans, pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, upon approval of proposed Scheme Amendment No. 60:**

Structure Plan Area No.	Structure Plan Area	Endorsement Date
DA9	Dampier Road, Baynton West, Karratha	15 October 2020
DA40	Lot 617 Shadwick Drive, Millars Well	30 April 2014
DA45	Lot 613 Wotherspoon Road, Millars Well	30 April 2014

BACKGROUND

The *Planning and Development Act 2005* enables local governments to prepare and maintain local planning schemes to guide the use and development of land in the local government area. The Scheme was gazetted on 22 August 2000 and has been subject to several reviews and amendments to ensure the local planning framework remains consistent with the State planning framework and reflects the strategic vision of the City. A Scheme review has identified a few amendments that are largely unrelated, leading to the preparation of this amendment.

In October 2015, the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) came into effect. The Regulations affect arrangements for local planning schemes, strategies and amendments, including prescribed model text for local planning schemes and deemed provisions that form part of all local planning schemes.

The intention of this amendment is to:

- Reflect development and strategic changes across the City;
- Introduce new land uses and permissibilities to guide development where appropriate;
- Introduce new development provisions to address land use planning issues identified by the City;
- Be consistent with the Regulations and remove unnecessary red tape through the supplemental provisions; and
- Amend minor errors and omissions in the Scheme text and maps.

In 2019, the Department of Planning, Lands and Heritage (DPLH) launched the WA Planning Reform program. One of the streams of this program is Consistent Local Planning Schemes, with an aim to standardise land use and zoning definitions. The Regulations include standardised wording for local planning schemes through the model provisions. The *Planning and Development Act 2005* prescribes that where there is an inconsistency between the Scheme and the Regulations, the Regulations prevail. This amendment includes many modifications to bring the Scheme in line with the Regulations.

The City has reviewed the Scheme and is planning to start preparing a new local planning scheme. The City is currently reviewing the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) which is required to inform the new local planning scheme.

This amendment is an interim step to bring the scheme in line with the State Planning Framework and introduce minor amendments and administrative changes before a new local planning scheme is prepared.

DISCUSSION

There are 206 proposed modifications as part of this amendment. 48 modifications are proposed to amend development provisions and land use permissibility. These modifications

are detailed below. Approximately half of the proposed modifications are consistent with the State planning framework. The remainder of the proposed modifications are minor errors and mapping modifications. The modifications do not change the intent of the scheme. The extent of the modifications is in the Scheme Amendment Report and explanatory notes.

Amend Development Provisions and Land Use Permissibility

Murujuga National Park and Burrup Peninsula and Dampier Archipelago Islands

The Murujuga National Park was formally declared as a national park in 2013, after the Scheme was gazetted. The amendment proposes to rezone an outdated Telecommunications reserve to ‘Conservation, Recreation and Natural Landscapes’ to accurately reflect the intended use of the land.

On 11 August 2024 it was announced that West Intercourse Island will be transferred to the Department of Biodiversity, Conservation and Attractions (DBCA) for joint management with Murujuga Aboriginal Corporation (MAC). The Department of Jobs, Tourism, Science and Innovation have advised that there are additional islands that are intended to be transferred to DBCA and MAC. These islands also form part of the World Heritage listing nomination which is to be determined by UNESCO this year. These islands are currently zoned “Strategic Industry” and “Infrastructure”. The amendment proposes to rezone to “Conservation, Recreation and Natural Landscapes” to reflect the future intended use of the islands. The amendment reflects the future intent to conserve these sites, rather than being used for industry or telecommunications infrastructure.

New Land Use Permissibility

The Regulations have undergone amendments since being introduced in 2015, including to modify and remove land use terms and definitions. The amendment proposes some changes to the land use definitions, including removing outdated definitions and terms that are defined in other legislation, introducing new definitions and making minor modifications to definitions (where it does not change the intent of the term or the application of the Scheme).

The amendment proposes to introduce new land uses into the zoning table and assigned permissibility. The below table outlines the meaning of the permissibility symbols:

<u>Interpreting the Zoning Table</u>	
<u>P</u>	<u>Use is permitted if it complies with any development standards and requirements of the Scheme</u>
<u>I</u>	<u>Use is permitted if it is consequent on, or naturally attaching or relating to the predominant use AND complies with any relevant development standards and requirements of the Scheme</u>
<u>D</u>	<u>Use requires development approval</u>
<u>A</u>	<u>Use requires development approval AND is required to be advertised during the development approval process</u>
<u>X</u>	<u>Use is not permitted</u>

A breakdown of the new land use and permissibility is in the table below:

Zoning Table		Residential	Urban Development	Town Centre	Commercial	Tourism	Mixed Business	Strategic Industry	Industry	Industrial Development	Rural	Rural Residential	City Centre			
													Precinct 1 Retail Core	Precinct 2 Commercial	Precinct 3 Entertainment	Precinct 4 Accommodation
14	Tourist and Visitor Accommodation	X	Development and use of land shall have due regard to an approved structure plan or local development plan	D	X	P	X	X	X	Development and use of land shall have due regard to an approved structure plan or local development plan	A	A	A	A	A	A
19	Commercial Vehicle Parking	A		X	X	X	P	P	P		D	D	X	X	X	X
30	Renewable Energy Facility	X		X	X	X	X	D	D		D	X	X	X	X	X
35	Brewery	X		A	A	A	A	X	D		A	X	A	A	A	A
36	Convenience Store	X		P	P	I	D	X	I		X	X	P	P	P	P
50	Service Station	X		A	A	A	A	I	D		A	X	X	X	X	X
53	Small Bar	X		A	A	A	X	X	X		X	X	D	D	D	A
59	Civic Use	A		D	D	D	D	X	D		X	X	D	P	D	D
60	Community Purpose	A		D	D	D	X	X	X		X	I	D	P	D	D
65	Family Day Care	D		D	D	X	X	X	X		D	D	X	X	X	D
75	Art Gallery	X		A	A	A	A	X	X		A	A	D	D	P	P
76	Cinema/Theatre	X		A	A	A	A	X	X		A	X	D	D	P	P
79	Exhibition Centre	X		A	A	A	A	X	X		A	X	D	D	P	P

The amendment proposes home occupation to be a permitted in all zones where dwellings are a permissible use. This is consistent with the Regulations, which exempt all home occupation from requiring development approval.

Local Development Plans

The Regulations provide for two types of planning documents to guide subdivision and development in specific locations, Structure Plans and Local Development Plans (LDP). Structure Plans are generally prepared to guide the zoning and subdivision of large parcels of land. LDPs provide specific and detailed guidance on development provisions that apply to a particular site. The Scheme does not currently reference LDP's, the amendment proposes to introduce LDP's into the Scheme.

Additional Use Rights

Additional Use rights are added to a Scheme where the land use is not usually permitted in a zone, but on specific sites can be considered appropriate.

The City is working toward the preparation of a Precinct Structure Plan to provide detailed planning and development guidance for the Karratha City Centre. An objective of this project is to promote activated spaces and streetscapes, which can be better achieved through land uses other than Service Stations which are vehicle dominated and can minimise interaction with the street. It is considered that any new Service Station would detract from pedestrian amenity and interaction between land use and activated streets. The amendment is therefore proposing that Service Stations should not be permitted in the City Centre. There are three operational Service Stations in the City Centre. The amendment proposes to prescribe Additional Use rights over the existing Service Stations which will allow these sites to continue to operate in perpetuity.

The zoning that covers the Port Walcott Yacht Club is Strategic Industry. The relevant land use for Port Walcott Yacht Club is “Recreation – Private”. This land use is not permitted in the Strategic Industry zone. The amendment proposes an Additional Use right to cover the Port Walcott Yacht Club lease area. This will allow Port Walcott Yacht Club to continue to operate.

Restricted Use

Restricted Use rights are imposed where a land use is permitted in a zone but is not considered appropriate for a specific site.

Amendment No. 33 to the Scheme introduced Caretakers Dwelling as a restricted use on Lot 4 Jager Street, Roebourne in error. That amendment, as approved, meant the lot could only be used for Caretakers Dwelling, rather than not permitting Caretakers Dwelling which was the intention of the amendment. This will be rectified by removing the restricted use and introducing a clause that reads “*Notwithstanding the permissible land uses prescribed in the Zoning Table for Industry, Caretakers Dwelling are not permitted on Lot 4 Jager Street, Roebourne.*” The new provision is recommended because this lot is within the buffer area of the Roebourne Wastewater Treatment Plant, where residential development should not be permitted. DPLH has advised that the proposed amendment is an appropriate way to prevent a caretaker’s dwelling use on this lot.

New Exemptions to the requirement for Development Approval

Currently, shade sails are exempt from requiring development approval where they are proposed on the same lot as a single house or grouped dwelling. The amendment proposes new to now exempt shade sails on all lots from exemptions to allow for shade sails to be installed on any lot without the need for a requiring development approval, except for when the lot is where the lot is not located in a heritage listed place. Shade sails are still required to comply with the requirements of the *Building Act 2011*.

Revocation of Structure Plans

Three Structure Plans are proposed to be revoked as part of this amendment. The amendment proposes to:

1. Amend the maps to reflect the zoning prescribed under each structure plan;
2. Amend the scheme text to remove the structure plans; and
3. Expressively revoke the structure plans as part of the amendment report.

Baynton West has been subdivided and substantially developed, meaning this Structure Plan is no longer required and is proposed to be revoked as part of this amendment. Two “Lazy Lands” sites, being Lot 617 Shadwick Drive and Lot 613 Wotherspoon Road, Millars Well, are proposed to be hard coded as part of this amendment will also be revoked.

Consistency with State Legislation – Supplemental Provisions

The deemed provisions of the Regulations form part of the Scheme, as prescribed in the *Planning and Development Act 2005* and Clause 1.4 of the Scheme. Clause 61 of the deemed provisions outlines development that does not require development approval. Schedule A of the Scheme contains supplemental provisions that outline additional development that does not require development approval in the relevant local government area. The WAPC have made several amendments to Clause 61 which have resulted in duplication of provisions between Clause 61 and Schedule A, including a change in formatting. The amendment proposes to remove duplicated provisions and re-format Schedule A to be consistent with the table format of Clause 61.

Consistency with State Legislation – Land Use and General Definitions

To ensure consistency with the wider state legislation, the amendment proposes to amend several land use definitions to bring them into line with the definitions of the Regulations.

Consistency with State Legislation – Minor Modifications

The terminology and wording of standard provisions for local planning schemes are prescribed in the Regulations. The amendment proposes to amend some of the standard provisions to align with the Regulations. This does not change the intent of any of the provisions.

Mapping Modifications

A total of thirty-three (33) map based changes are proposed as part of this amendment. Nineteen (19) of these relate to amending errors in the Scheme Maps and won't influence how the lots are used. The remaining amendments relate to the Dampier Archipelago Islands, Restricted Uses, Additional Uses and normalising Structure Plans, which has been described above.

Minor Spelling and Grammatical Amendments

These are detailed in the Scheme Amendment Report and they would not change the intent of any of these provisions.

LEVEL OF SIGNIFICANCE

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

- Prepare the proposed Scheme Amendment;
- Prepare a modified Scheme Amendment; or
- Not prepare the Scheme Amendment.

Under Part 5, Division 1 of the Regulations 2015, the proposed Scheme Amendment is considered a Standard Amendment for the reasons listed in the Officers Recommendation.

In accordance with Section 81 and 82 of the *Planning and Development Act 2005*, the City is required to submit a copy of the proposed Scheme Amendment to the Environmental Protection Authority (EPA) for review.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

Should Council resolve to prepare the proposed Scheme Amendment, Regulation 38 of the Regulations 2015 and Section 83 of the *Planning and Development Act 2005* require the Scheme Amendment to be advertised.

In accordance with Section 83A of the *Planning and Development Act 2005* the City is required to submit the proposed Scheme Amendment to the Minister for Planning for consent to advertise prior to any advertising being undertaken. The Minister may require modifications to the proposed Scheme Amendment prior to advertising.

If Council resolves to initiate this Scheme Amendment, then the Scheme Amendment would be advertised for 42 days via notification on the City's website (What We Make It community consultation platform) and in the local newspaper. Letters would also be sent to affected landowners and opportunities to meet with affected landowners will be invited.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The financial implications of initiating this Scheme Amendment are the advertising costs associated with local newspapers and letter distribution to affected landowners.

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 provides for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The intention of this Scheme Amendment is to bring in line with the State legislation. It is not expected that there are any contentious amendments proposed.
Compliance	Low	The proposed Scheme Amendment is based on a review of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and ensures consistency with the State Planning Framework.

IMPACT ON CAPACITY

This Scheme Amendment has been prepared and would be progressed within the City's existing resources.

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposed Omnibus Amendment to the City of Karratha Local Planning Scheme No. 8 proposes several updates to the Scheme as an interim step to the preparation of a new local planning scheme. In summary, the proposed amendments:

- Reflect development and strategic direction across the City;
- Introduce new land uses and permissibilities to guide development where appropriate;
- Introduce new development provisions to address land use planning issues identified by the City;
- Ensure consistency with the Regulations and remove unnecessary red tape through the supplemental provisions; and
- Amend minor errors and omissions in the Scheme text and maps.

It is recommended that Council approve the Omnibus Amendment for the purpose of initiation and referral to the EPA and DPLH for consent to undertake public advertising.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 EARLY ACQUISITION OF LONG LEADTIME FLEET AND PLANT ITEMS

File No:	PP/1/6
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Waste & Fleet Coordinator
Date of Report:	21 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider endorsing the placement of early orders for the long lead-time fleet and plant items proposed in the 2025/26 Budget.

OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE** the early order of the fleet and plant items listed in this report; and
2. **APPROVE** by Absolute Majority an allocation of \$1,640,000 to fund the early order of fleet and plant items that will be delivered as part of the 2025/26 Budget.

BACKGROUND

The City's fleet and plant replacement process ensures assets are renewed at optimal intervals to maintain operational efficiency and cost-effectiveness. The 2025/26 Fleet and Plant Replacement Program has been assessed against these principles, considering condition, utilisation, maintenance costs, and replacement value.

The draft 2025/26 Fleet and Plant Replacement Program has been reviewed by the City's Executive Management Team for inclusion in the draft 2025/26 Budget. As part of the process Officers have identified significant supply chain delays in delivering specific plant and fleet items, largely attributed to changes in Australian Design Regulations (ADR) and the introduction of Euro 6 emissions standards from July 2025. This delay poses potential risks, including increased maintenance costs and operational disruptions in maintaining items scheduled for replacement.

To mitigate these risks, Officers propose early procurement of key long lead-time assets, ensuring their availability within the 2025/26 financial year. This approach aligns with best-practice asset management, minimises potential service interruptions, and prevents cost escalations due to supply shortages.

Subject to Council approval, procurement will be conducted in accordance with Council policies through WALGA's Preferred Supplier Panel and the State Government CUA PLC00617 Panel, ensuring compliance, competitive pricing, and value for money.

DISCUSSION

The proposed 2025/26 Fleet and Plant Replacement Program has been reviewed and endorsed by the City's Executive and will be presented for Council consideration as part of the budget adoption process at its July 2025 meeting.

The below fleet and plant items have been identified as having long lead times from order to delivery. Lead time estimates have been sourced for suppliers.

Description	Anticipated Lead-Time
8 Tonne Wheeled Loader	10-12 months
Tri-axle Low Loader Transport Float	10-12 months
3 Tonne Weed Spraying Truck	11 months
6 Tonne Truck – mower transport	14 months
Roadway Sweeper	12 months

The key risks associated with not securing these assets within the 2025/26 financial year include rising maintenance costs, operational downtime, reduced efficiency, and service delivery impacts. By placing orders early, the City can lock in costs, reduce operational risks, and ensure fleet availability in line with its 2025/26 budgeted replacement schedule.

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 environmental issues & Council's ability to perform its role.

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of the *Local Government Act 1995* and associated *Regulations* are applicable to the procurement process.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the Waste & Fleet Coordinator, Manager Waste Fleet & Depot, Manager Asset Maintenance and Director Projects and Infrastructure.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

CG12 Purchasing and TE07 Fleet & Plant Policies are applicable to this matter.

FINANCIAL IMPLICATIONS

A total allocation of \$1.64M has been included in the 2025/26 Draft Budget in accordance with the 10 year Fleet & Plant Replacement Program. Budget allocations are shown in the below table.

Description	2025/2026 Budget
8 Tonne Wheeled Loader	\$250,000
Tri-axle Low Loader Transport Float	\$460,000

Description	2025/2026 Budget
3 Tonne Weed Spraying Truck	\$170,000
6 Tonne Truck – mower transport	\$150,000
Roadway Sweeper	\$610,000
Total	\$1,640,000

The Roadway Sweeper is proposed to be funded from the Waste Reserve.

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.1.6	Fleet and Plant Management
Projects/Actions:	4.c.1.6.20.1	Monitor and update the Fleet and Plant Replacement Program; Utilisation Report and Maintenance Report

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	Procurement is within draft budget allocations and in accordance with the 10-year Fleet and Plant Replacement Program.
Service Interruption	Moderate	Retaining the existing plant items beyond optimum replacement timeframe is likely to increase operating costs (e.g. repairs & maintenance, fuel consumption, tyre wear & tear), potential for critical breakdowns, and associated downtime.
Environment	Low	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

Council has previously approved the early acquisition of long lead time plant and equipment in accordance with the 10-year Plant Replacement Program, most recently at its Ordinary Meeting of April 2022.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Early procurement of long lead-time fleet and plant items will ensure service continuity, mitigate supply delays, and align with the 2025/26 Budget. Given regulatory changes and extended delivery times, timely action will secure cost-effective replacements while

maintaining operational efficiency. This approach follows best-practice procurement, ensuring compliance and value for money while supporting the City's long-term fleet management strategy.

Council's approval will enable staff to initiate procurement processes in a timely manner, ensuring that critical fleet and plant assets are available when required.

12.2 PLAYGROUND REVITALISATION - TAMBREY AND CHURCH WAY PARK – TENDER OUTCOME

File No: RFT0000027

Responsible Executive Officer: Director Projects & Infrastructure

Reporting Author: Manager Asset Maintenance

Date of Report: 20 March 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Playground Revitalisation - Tambrey and Church Way Park Tender, Number RFT0000027.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT** the tender submitted by ForPark Australia ABN 56 657 333 296 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000027;
- 2. AUTHORISE** the Chief Executive Officer to execute a contract with ForPark Australia, SUBJECT to any variations of a minor nature; and
- 3. APPROVE** by Absolute Majority a Budget Amendment to deliver the Playground Revitalisation - Tambrey Park and Church Way Park works valued at \$580,000 (excluding GST) as follows;

	Account Details	Current Budget	Proposed Budget	Variation
Park Enhancement	4410-91087-6392-0000	\$340,981	\$310,981	(\$30,000)
Playground Replacement	4410-30500-6392-0000	\$550,000	\$580,000	\$30,000
Totals		\$890,981	\$890,981	\$0

BACKGROUND

The City of Karratha (City) is upgrading Tambrey Park and Church Way Park playgrounds as part of the City's playground replacement and park enhancement strategies, aimed to revitalise and upgrade existing playgrounds. These upgrades include hard and soft landscaping, minor demolition and new playground installations.

In alignment with the Playground Strategy (2023) and the 10-Year Playground Renewal Program, Tambrey Park and Church Way Park have been identified for renovation in the

2025 calendar year. Council allocated \$550,000 excluding GST in its 2024/2025 Budget to deliver these works.

Tenders were invited under CEO's delegation and advertised on 8 February 2025 and closed 4 March 2025.

One (1) tender was received by the closing date from ForPark Australia

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

- Manager Asset Maintenance
- Parks and Gardens Assets Supervisor
- Parks and Gardens Project Officer

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

The criteria and associated weightings were:

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

The Regional Price Preference Policy was not applied to the submission.

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

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

DISCUSSION

If Council is to support the Officers recommendation to award the contract, then a Budget amendment will be required. Officers have identified funds that may be utilised to offset this additional capital cost. Refer to the Financial Implications section of this report.

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 Council's ability to perform its role.

STATUTORY IMPLICATIONS

Tenders for the works were called in accordance with Section 3.57 of the *Local Government Act 1995* and associated Regulations.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the Asset Maintenance and Community Engagement teams.

COMMUNITY CONSULTATION

City Officers collaborated with design consultants to develop multiple playground options for Tambrey Park and Church Way Park, incorporating feedback from prior community surveys.

The final concept design was reviewed and presented at the Cossack Art Awards Children's Day in August 2023. During the event, City Officers engaged with the community at an informational stall that showcased the proposed designs, collecting feedback from children and parents on potential modifications. Public participation was substantial, and additional comments regarding other playgrounds were also gathered to inform future playground designs.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget for the playground replacement is \$550,000 (excluding GST), however, ForPark Australia's submission exceeds this at \$580,000 (excluding GST). The increase in cost is attributed to rising material costs since the initial budget estimate was developed.

Officers recommend increasing the budget and awarding the tender to ForPark Australia given their proven track record in playground installations for the City and other local governments across Western Australia.

The Park Enhancement program, completed under budget thanks to Woodside volunteers, has allowed the City to save a substantial amount. Officers propose reallocating these savings to the Playground Revitalisation program.

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.a.1.2	Parks and Gardens Maintenance
Projects/Actions:	1.a.1.2.19.1	Implement Playground Replacement Program

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Renewing playgrounds before the end of their life cycle reduces the risk of injury to the public
Financial	Moderate	Playground renewals and replacements are included in the City's Long Term Financial Plan (LTFP).
Service Interruption	Low	Existing playgrounds will be demolished and replaced within a four-to-6-week period. Members of the public will be directed to nearby alternative playgrounds via signage.
Environment	N/A	Nil
Reputation	Low	Continuing to renew playgrounds with state of the art features and inclusivity allows for a more vibrant environment for the public to utilise and enjoy.
Compliance	Moderate	Playgrounds must adhere to relevant Australian Standards and compliance requirements. Replacing equipment before it reaches the end of its lifespan ensures compliance and mitigates the risk of injury.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the September 2023 OCM, under CEO delegation, it was resolved to award a tender (RFT 08-22/23) for Playground Revitalisation of Miles Loop Park and Smith-Delambre Park. The project was completed by ForPark Australia, setting a new precedent for future park developments across the City.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer has the capacity to deliver the works to the City's expected standards and has provided the most advantageous outcome for the project.

The Evaluation Panel sees no advantage in requesting RFT0000027 Playground Revitalisation - Tambrey and Church Way Park be readvertised.

12.3 KARRATHA BACK BEACH JETTY MAINTENANCE – TENDER OUTCOME

File No:	RFT0000020
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	25 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for Karratha Back Beach Jetty Maintenance Tender, Number RFT0000020.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT** the tender submitted by PCM Group ABN 54 605 476 266 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000020 – Karratha Back Beach Jetty Maintenance; and
2. **AUTHORISE** the Chief Executive Officer to execute a contract with PCM Group, **SUBJECT** to any variations of a minor nature; and
3. **APPROVE** by Absolute Majority an increased budget allocation of \$367,500 in the 2024/2025 budget to be funded from the Infrastructure Reserve to deliver the Karratha Back Beach Jetty Maintenance resulting in no net impact to the 2024/25 Budget surplus / deficit.

BACKGROUND

The Karratha Back Beach Boat Ramp and Jetty Facility was redesigned and rebuilt in 2016, with a jetty life expectancy of 25 years. The project included new boat ramps, a jetty, and asphalt surfacing in the carpark.

Operational staff maintain the facility regularly, cleaning it every two months to remove algae and barnacles. This maintenance has extended the jetty's lifespan. However, despite regular upkeep, specialised maintenance is still required to ensure the longevity and structural integrity of the facility. The Council allocated \$300,000 in the 2024/2025 Budget for such essential preservation work. Tenders were advertised on 28 January 2025, closing on 25 February 2025.

The scope of works included but was not limited to:

- Supply of all labour, supervision, materials, equipment, consumables, testing equipment, transport and set up of temporary facilities.
- Mobilisation and demobilisation of all plant, equipment, materials and personnel to and from site.

- Site preparation and set up.
- Disassemble, removal and transportation of the structure off site to execute off site remediation works. Off-site works will consist of removing all removable components of the structure with the likes of fenders, mesh grating, headstocks, steel work including bolts, ladders, cross members, beams, deck stringers and chafers.
- On site remediation works to all fixed structures including surface preparation, defect remediation including concrete footing repairs, protective coating application and encapsulation. On site works will consist of in situ remediation to the jetty piles that cannot be removed from site and concrete repair works where concrete has cracked.
- Transportation and rebuild of structure on site upon completion of remediation works.

Tenders were received by the closing date from:

- Duratec Australia Pty Ltd
- PCM Group
- Xelerator Pty Ltd T/a KBSS Engineering

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

- Manager Asset Maintenance
- Operations Coordinator
- Operations Project Officer

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	20%
Methodology	20%
Capacity to Deliver	10%
Key Personnel Skills and Experience	5%
Sustainability	5%
Price	40%

The Regional Price Preference Policy was applied to three (3) local tenderers.

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

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

DISCUSSION

The City engaged a consultant to assess the current condition of the Karratha Back Beach Jetty and develop a comprehensive remediation scope. This assessment formed the foundation for the City's Request for Tender document, which was subsequently issued to potential vendors. The received tenders included detailed pricing structures for the proposed remediation work.

To ensure a thorough understanding of the financial implications, the City reengaged the consultant to perform a meticulous price analysis, which provided a detailed breakdown of the total projected costs for all required remediation efforts, as outlined in the Request for Tender Scope of Work.

The consultant's cost analysis revealed the significant impact of inflation on goods and services, which has increased the overall project budget. Additionally, the jetty's ongoing deterioration necessitated more extensive remediation work than initially anticipated. The preferred tenderer's bid closely matched the consultant's estimated value, offering a competitive and reasonable cost that represents good value for money.

Constructed in 2016, the jetty is expected to have a 25-year lifespan, provided that the outlined remediation work is completed, and the City's bi-monthly boat ramp maintenance program continues. This will help ensure the structure reaches its expected lifespan and potentially extend the asset's longevity by an additional 10-15 years before steelwork replacement is necessary.

Based on these findings, the recommendation to undertake the works is grounded in the thorough assessment and analysis conducted by the consultant, the alignment of the preferred tenderer's bid with the consultant's estimates, and the projected benefits for the jetty's longevity and overall value for money.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Tenders for the works were called in accordance with Section 3.57 of the *Local Government Act 1995* and associated Regulations.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget for the Karratha Back Beach Boat Ramp and Jetty Facility was initially set at \$300,000 (excluding GST). This amount was determined based on the value of a previous Request for Quotation process conducted in 2023, where the received submissions fell within this range. As the price exceeded the original estimate of \$150,000 and tender threshold of \$250,000 excluding GST a tender was required. Based on tender submissions now received and the further deterioration to the jetty structure Officers now recommend increasing the budget to \$667,500 (excluding GST) to enable award of the tendered contract.

The decision to consider increasing the Budget is based on several factors; the inflation of works across the industry since 2023, the further deterioration of the jetty since the previous tender, which has increased the scope of the required works, and the associated risk of not completing the scope now. Delaying or not completing the works will result in further deterioration, potentially escalating the cost or requiring a more expensive replacement rather than the remediation and rectification works outlined in this tender.

Officers have identified other project works that are in jeopardy of not being delivered in the Current financial year which may realise savings in the current Budget however efforts. The main reason is due to contractor availability however efforts are being made to commence these projects in the coming months. Rather than adjust the Budget to remove or reduce

these works Officers propose that the additional \$367,500 required to award the contract is funded from the City's Infrastructure Reserve. The Infrastructure Reserve has a forecast balance of \$51,274,651 meaning any transfer will have minimal impact on the Reserve balance and future commitments to fund the City's future Capital Works program. If supported this transfer would result in nil impact on the City's forecast surplus / deficit for the 2024/25 financial year.

STRATEGIC IMPLICATIONS

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

Programs/Services: 1.a.1.1 Civil Infrastructure Works Construction and Maintenance.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	Delays to the remediation works of the jetty could potentially increase the risk to public safety.
Financial	Moderate	Delays to the remediation works of the jetty will result in an increased financial burden due to further dilapidation of the structure and rising costs associated with inflation.
Service Interruption	Moderate	Delays to the remediation works of the jetty will increase the shutdown duration, as increased dilapidation of the structure will lead to longer interruption, affecting the availability of the jetty for the community.
Environment	N/A	
Reputation	Moderate	Completing the remediation works as scheduled this year will positively reflect on the City, while any further delays could potentially increase the risk of a negative impact on the City's reputation.
Compliance	Moderate	Delaying the remediation works could impact the City's ability to provide a safe and compliant facility in the foreseeable future.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

RFQ27-23/24 Back Beach Boat Ramp Maintenance was advertised in 2023, but all submissions were rejected due to budget.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The Evaluation Panel believes the recommended tenderer has demonstrated the relevant experience to successfully complete the project, providing a submission that addresses all criteria and demonstrates a clear understanding of the scope, while minimising disruption to

the public. Officers recommend increasing the budget to \$667,500 (excluding GST) and awarding the contract to PCM Group.

12.4 PROVISION OF GRAFFITI REMOVAL – REQUEST TO CALL TENDER

File No: RFT0000033 & CS.86

Responsible Executive Officer: Director Projects & Infrastructure

Reporting Author: Sanitation Coordinator

Date of Report: 27 March 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider calling for tenders for the Provision of Graffiti Removal.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for The Provision Graffiti Removal for a period of three (3) years with one (1) year extension option, exercisable at the sole discretion of the City and in accordance with the scope of works as outlined in this report.

BACKGROUND

Councils Graffiti Management Policy guides Officers in the approach and treatment of graffiti in public places.

As part of the policy, the City of Karratha is committed to reducing the occurrence and visibility of graffiti, acknowledging it as a significant community concern that affects the social, environmental and economic well-being of the local community. Illegal graffiti contributes to negative perception of safety, degrades streetscapes and the urban environment, and diminishes community pride.

Rapid graffiti removal is considered best-practice in graffiti management, as it minimises the recognition and reward sought by graffiti vandals. Prompt removal also ensures that assets preserve a well-maintained appearance, preventing the perception of neglect. By proactively reducing graffiti, the City of Karratha can enhance community safety while achieving significant cost savings.

The current contract, was awarded to Profix West Pilbara Enterprises and commenced on 1 August 2023 for a period of one (1) year with one (1) year extension option. The first option was exercised 1 August 2024 and will expire 30 July 2025. As the current contract is due to expire Officers are seeking Council approval to call Tenders for the service.

DISCUSSION

The service provided under the current contract has been of a high standard, with all expectations and requirements consistently met. Given this positive performance, it is prudent to seek a longer-term contract structure that provides greater stability, efficiency, and value for money.

Moving to a three-year contract, with an additional one-year extension option (3+1 years), offers several advantages:

- Operational Continuity – A longer contract term reduces service disruptions and ensures consistency.
- Financial Efficiency – A multi-year contract allows for better financial planning and potential cost savings.
- Contractor Investment – A longer-term commitment encourages contractors to invest in resources, equipment, and workforce development, further enhancing service quality.
- Reduced Administrative Burden – Extending the contract cycle minimises the need for frequent tender processes, saving time and administrative costs.

Officers propose the scope of works includes Graffiti removal on City owned assets including but not limited to

- Office buildings
- Community halls and facilities
- Public toilets
- Aged accommodation
- Hard courts, skate parks and playing surfaces
- Signage
- Playground equipment
- Reticulation and electrical control boxes
- Bus shelters
- Fence lines and walls
- Street and footpath lights
- Entry statements
- Walkways and paved areas
- Walls and lights
- Parks and Playgrounds
- Street furniture
- Public Art (new asset addition to the scope)

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 Council's ability to perform its role.

STATUTORY IMPLICATIONS

Tenders will be called in accordance with Section 3.57 of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

Councillor/Officer Consultation

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Council Policies CG-12 Purchasing, CG-11 Regional Price Preference and CS-17 Graffiti Management Policy are applicable to this matter.

In accordance with Council CG-12 Purchasing Policy, Officers propose Tenders are assessed against the following weighted qualitative criteria;

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

In accordance with Council Policy CS-17, Section 2.31, tenders must adhere to the specified removal timelines.

Identified graffiti on Council-owned property and property abutting Council-owned property must be removed within the following timeframes:

- Obscene, offensive, or racist graffiti – within 48 hours of being reported to the Contractor.
- Distinctive or highly visual graffiti – within 14 days of being reported to the Contractor.
- Any other graffiti – within 21 days of being reported to the Contractor.

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including extension options and CPI increase is \$390,000 (excluding GST) over the proposed (4) year period.

It is anticipated that expenditure associated with delivering these services under this tender will be in accordance with City's budget allocation.

STRATEGIC IMPLICATIONS

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

Programs/Services: 1.a.1.0 Waste and Sanitation Services

Projects/Actions: 1.a.1.10.19.1 Implement and deliver litter and sanitation servicing contracts.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	NIL
Financial	Low	Financial impact is expected to remain minimal, with costs projected to align with budget allocation.
Service Interruption	Low	The service level is expected to be maintained without disruption.
Environment	Low	Graffiti can contribute to environmental degradation by promoting further vandalism and leading to increased maintenance and cleaning costs.
Reputation	Low	Graffiti can negatively impact an area's reputation by creating a perception of neglect and disorder if not promptly addressed.
Compliance	Low	Graffiti often raises compliance concerns as it may violate local laws, incur significant removal costs to

Category	Risk level	Comments
		meet regulatory standards, and necessitate enforcement actions to prevent further vandalism.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the June 2023 OCM, Council resolved to award a quotation (RFQ 54-22/23) for Provision of Graffiti Removal.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Graffiti removal is essential for maintaining the City of Karratha's public spaces, preserving community pride, and fostering a safe and welcoming environment. The expiration of the current contract presents an opportunity to secure a new agreement that ensures continued delivery of efficient and cost-effective services.

Calling for tenders will enable the City to engage a qualified provider capable of meeting these requirements while ensuring compliance with procurement policies and budgetary constraints. By proceeding with the Officer's recommendation, the City can sustain its commitment to rapid graffiti removal and uphold the aesthetic and social integrity of its urban environment.

12.5 TE-06 CROSSOVERS AND REAR ACCESS WAYS POLICY REVIEW

File No:	RD.34
Responsible Executive Officer:	Director Projects and Infrastructure
Reporting Author:	Asset Maintenance Support Officer
Date of Report:	3 February 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. TE-06 Crossovers and Rear Access Ways – Track changes2. TE-06 Crossovers and Rear Access Ways – Clean version

PURPOSE

For Council to consider the revised Council Policy TE-06 Crossovers and Rear Access Ways.

OFFICER'S RECOMMENDATION

That Council ADOPT amended Council Policy TE-06 Crossovers and Rear Access Ways as attached to this report.

BACKGROUND

In November 2019, Council policy TE-06 Crossovers was approved by Council. The policy included for the first time guidance and provision for rear access ways to be considered for construction being the portion of an access way within a road reserve or drainage reserve providing access to rear property boundaries. This inclusion was made in an attempt to formalise a practice that had occurred within the City for many years, in most cases with little evidence to support any approval.

DISCUSSION

In 2024 Officers commenced a review of the policy however several issues had become apparent in terms of assessing and approving applications from residents for rear access ways, specifically in Dampier where the City had also commenced preliminary planning as part of the Dampier Drainage Study.

At a Councillor workshop in September 2024, concerns regarding approvals for Rear Access crossovers in Dampier were discussed as part of an ongoing review on drainage investigations across Dampier. It was noted that a review was necessary to ensure the relevant legislation under the Local Government (Uniform Local Provisions) Regulations 1996 appropriately covered the approval of rear access ways. Additionally, issues were raised regarding recent changes to the Aboriginal Heritage approvals for ground disturbing works in listed sites, of which the Dampier townsite has many.

At the November Councillor workshop, Council received an update on the next steps for Rear Access approvals in Dampier. The update outlined an approach that enables approvals to proceed, provided residents obtain the necessary permits and consider Aboriginal Heritage approvals and potential impacts.

Noting these issues, Officers have conducted a review of the existing policy with a summary of proposed changes are outlined in the table below:

TE-06 Crossovers and Rear Access Ways		
Item Reference	Proposed Amendment	Rationale
Policy Template	Update to new Policy template.	Consistency across the organisation.
Policy Name	To include rear access ways as the policy also includes these.	For transparency.
Section 1 - Purpose	Include references to the specific updated crossover specifications.	For reference to specifications.
Section 2 – Definitions	Added the below definition terms that were missing and are relevant to this policy and alphabetised. 1. Act 2. City 3. Owner 4. Stormwater Management Infrastructure	To inform the reader what terms are defined as.
Section 3 – Policy Statement	1. Made minor spelling and formatting updates. 2. Added how the crossover subsidy is calculated and included in the fees and charges. 3. Included post construction responsibilities. 4. Included legislation details into the consequences clause.	For legibility and transparency.
Section 3 – 1. Specifications and Design	1. Combined the crossover and rear access ways sections and incorporated the general conditions. 2. Replaced the generic reference to crossover specifications with specific reference to the new Crossover specification (CKS-300). 3. Added reference to the Stormwater Design Specifications (CKS-500) for construction of rear access ways.	To be specific and clear.
Section 3 – 2. Approval	1. Extracted the requirements for crossover approval out of the general conditions and created specific section.	For clarity.
Section 3 – 3. Construction	1. Extracted the requirements for crossover and rear access way construction out of the general conditions and created specific section. 2. Amended wording around responsible people.	For clarity
Section 3 – 4. Inspections	1. Extracted the requirements for crossover and rear access way inspections out of the general conditions and created specific section. 2. Amended wording around responsible people.	For clarity
Section 3 – 5. Subsidy	1. Referenced the regulations that state the City will offer a subsidy if criteria is met.	For transparency

TE-06 Crossovers and Rear Access Ways		
Item Reference	Proposed Amendment	Rationale
	2. Added the process to which a subsidy is calculated and referenced the City's fees and charges. 3. Extracted the eligibility criteria and conditions to receive a subsidy out of general conditions.	
Section 3 – 6. Post crossover construction responsibilities	Outlined who is responsible for maintenance and reconstruction in certain circumstances post construction.	To be explicit in responsibilities and minimise confusion.
Section 3 – 7. Consequences and legislations	Added reference to Local Government regulations 17-19 in relation to rear access ways.	For reference.
Section 4 – Related Documents	Added references to Australian standards and City documents references through the policy.	For reference.
Section 5 – Policy Owner	Changed Department from Technical Services to Asset Maintenance	As per department structure.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Manager Asset Maintenance, Coordinator Engineering, Engineering Technical Officers, Planning Services Team, Manager Governance and Organisation Strategy and Executive Team.

Councillors were briefed of the recommended changes and rationale in the November Council Briefing Session.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The attached policy is proposed to replace the existing 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	Low	Providing a rebate to homeowners who install a crossover poses minimal financial risk.
Service Interruption	N/A	Nil
Environment	Moderate	There is a moderate risk that both past and future rear access way construction may impact Dampier's stormwater management.
Reputation	Low	There is a low risk to reputation.
Compliance	Low	The risk of non-compliance with crossover specifications is low.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

TE-06 Crossovers was last reviewed in November 2019.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The policy has been reviewed to ensure it remains current and aligned with legislation. It now includes provisions for processing rear access way requests approvals.

12.6 TREE WATERING SERVICES – TENDER OUTCOME

File No:	RFT0000024
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	26 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Identify
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Poinciana Nursery Tender, Number RFT0000024.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT the tender submitted by Poinciana Nursery ABN 70 123 771 746 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000024 – Poinciana Nursery; and**
2. **AUTHORISE the Chief Executive Officer to execute a contract with Poinciana Nursery, SUBJECT to any variations of a minor nature.**

BACKGROUND

The City of Karratha (City) has historically tendered for Tree Watering Services as contractors can provide specialised equipment and skills to assist in delivering the contract requirements.

The proposed scope of works includes:

- Tree Watering services;
 - Set service, supplementary, ad hoc and project based
- Tree establishment and maintenance;
 - Staking, tying, constructing tree wells, mulching and tree replacement
- Reactive services;
 - Additional watering after periods of higher-than-expected temperatures
- Revegetation Watering of newly planted tube stock for revegetation of natural area sites, or including bushland, swale drains or foreshores; and
- Disposal of Litter, Rubbish and Green Waste in an appropriate manner.

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

Tenders were advertised on 15 February 2025 and closed 5 March 2025.

Five (5) tenders were received by the closing date from:

- Poinciana Nursery
- Pilbara Landscaping Services PTY LTD
- Mesloe PTY LTD AFT Westarbor Trust
- EK Contracting
- Greenflow Water Services Pty Ltd

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

- Manager Asset Maintenance
- Acting Horticultural Technical Officer
- Parks & Gardens Project Officer

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

The criteria and associated weightings were:

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

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

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

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

DISCUSSION

The current contract, RFT18-21/22, was awarded to Poinciana Nursery and Landscaping and commenced on 25 July 2022 for a period of two (2) years with one (1) x one (1) year extension option. The extension was exercised on 25 July 2024 and will expire 24 July 2025.

The City conducted a review to assess the feasibility of an in-house service delivery. The analysis revealed that costs associated with purchasing specialised equipment and increasing staff numbers rendered this option non-viable. Additionally, the City evaluated the costs and environmental impacts of long-term tree maintenance to determine whether to implement permanent irrigation with ongoing reduced hand watering. Considering the installation costs for labour and materials, as well as the ongoing maintenance and testing of permanent irrigation systems, contracting hand watering services was found to be a more cost-effective solution.

To ensure effective monitoring of contractor performance throughout the contract duration, Key Performance Indicators (KPIs), targets, and outcomes have been established. Quarterly assessments of the service at each site will be conducted, with feedback provided to the contractor during Contractor Performance Meetings. This approach is designed to ensure consistent service delivery throughout the life of the contract.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The total estimated cost of the service over five (5) years proposed under this tender including extension options is \$1.5M (excluding GST) with CPI increase to be applied annually.

Council has allocated \$283,000 (excluding GST) for the 2025/2026 budget. It is forecast that similar annual budgets will be required in future years.

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.2.2	Parks and Gardens
Projects/Actions:	1.a.2.2.20.1	Implement Street Tree Planting as per Street Tree Strategy

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Ongoing costs for the Tree Water Services can be modified to the City's endorsed program requirements.
Service Interruption	Low	Watering of trees required for establishment. Service allows for additional watering due to climatic conditions or reticulation issues to be supplemented with watering until maintenance is complete
Environment	Moderate	Managed control of water and frequency on the newly established tree will reduce water usage long term
Reputation	Moderate	Failure to support the annual street tree planting program by maintaining the newly established trees and vegetation is not in line with the Community's expectation and current level of service standards.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the June 2022 OCM, Council resolved (Resolution 155031) to award a tender (RFT 18-21/22) for Tree Watering Services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

Furthermore, the Evaluation Panel believes there is no advantage in requesting the RFT Tree Watering be readvertised. Awarding the contract is the most cost-effective and efficient approach, ensuring the continued success of the City's established streetscape and tree planting programs.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1.1 COMMUNITY EXPERIENCE UPDATE – FEBRUARY 2025

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	28 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

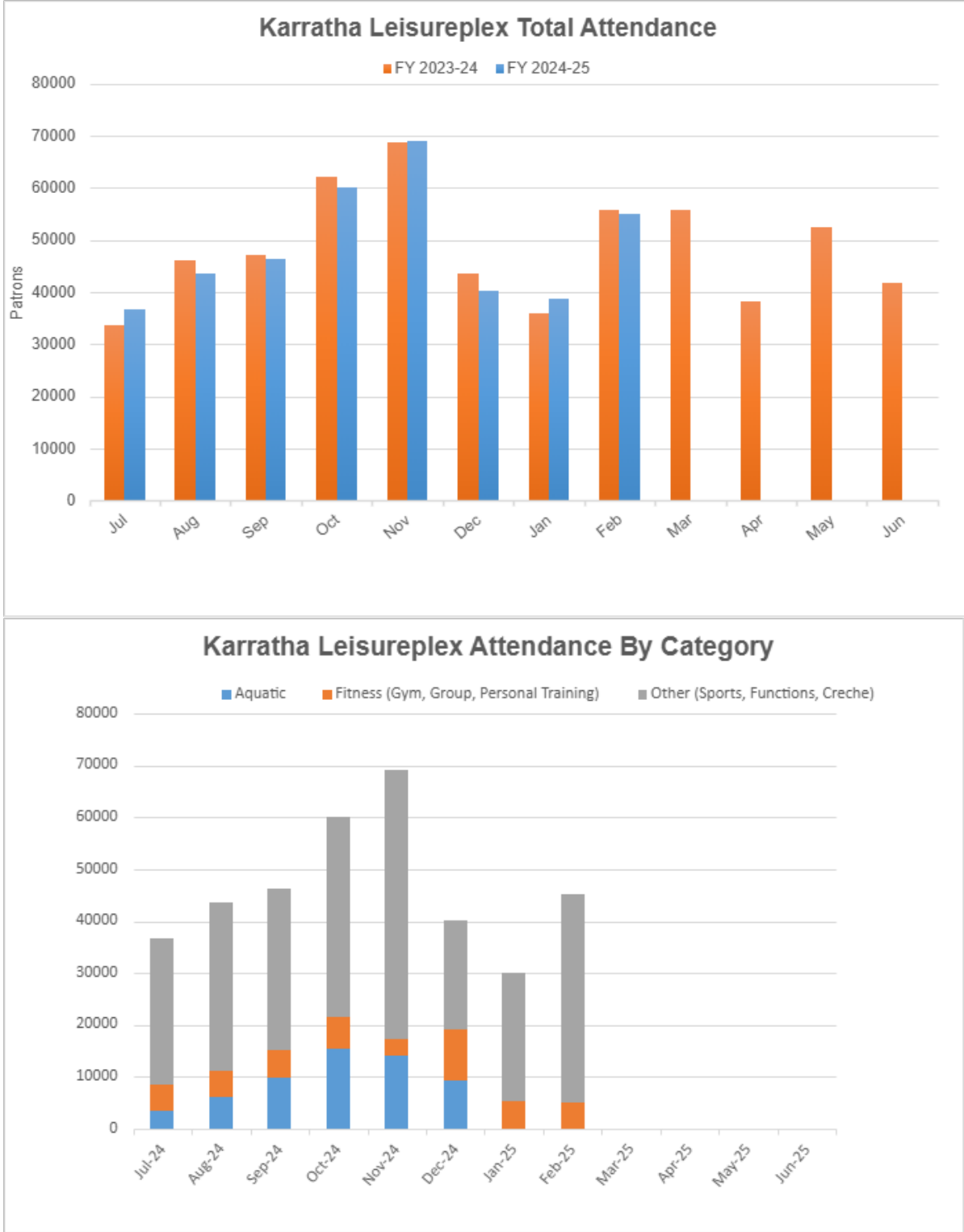
PURPOSE

To provide Council with an update on Community Experience services and programs for February 2025.

Attendance & Utilisation Summary

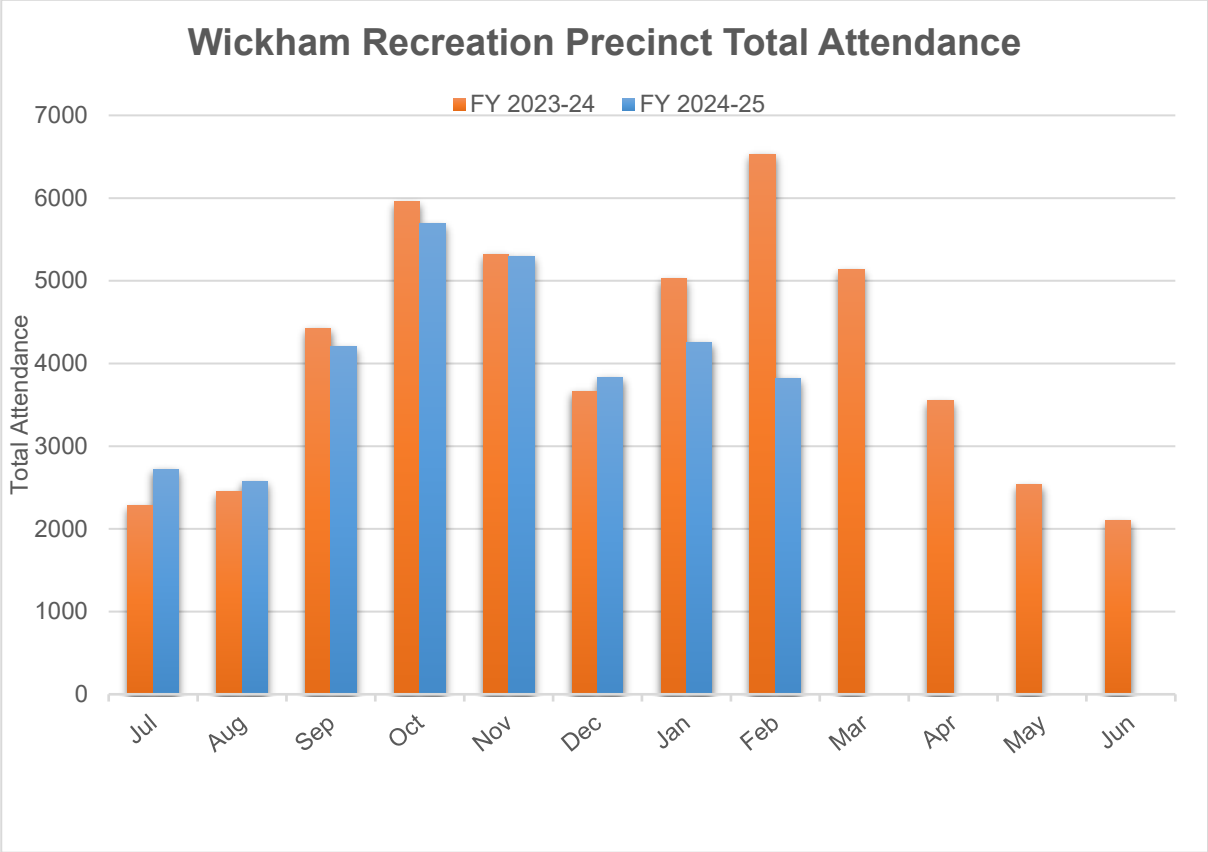
Facility Attendance	Feb 2024	Feb 2025	Year on Year %
The Youth Shed	635	511	- 20%
The Base	934	668	- 28%
Total Library	9,608	6,792	- 29%
Karratha Leisureplex	55,870	55,120	- 1%
Wickham Recreation Precinct	6,530	4,634	- 42%
Roebourne Aquatic Centre	1,061	832	- 22%
Red Earth Arts Precinct	3,507	2,016	- 43%
Arts Development & Events	547	0	- 100%
Indoor Play Centre	2,769	2,222	- 20%
Community Programs	Dec 2024	Jan 2025	Month on Month %
Security Subsidy Scheme properties	27	19	- 30%
Meet the Street Parties	0	0	0%

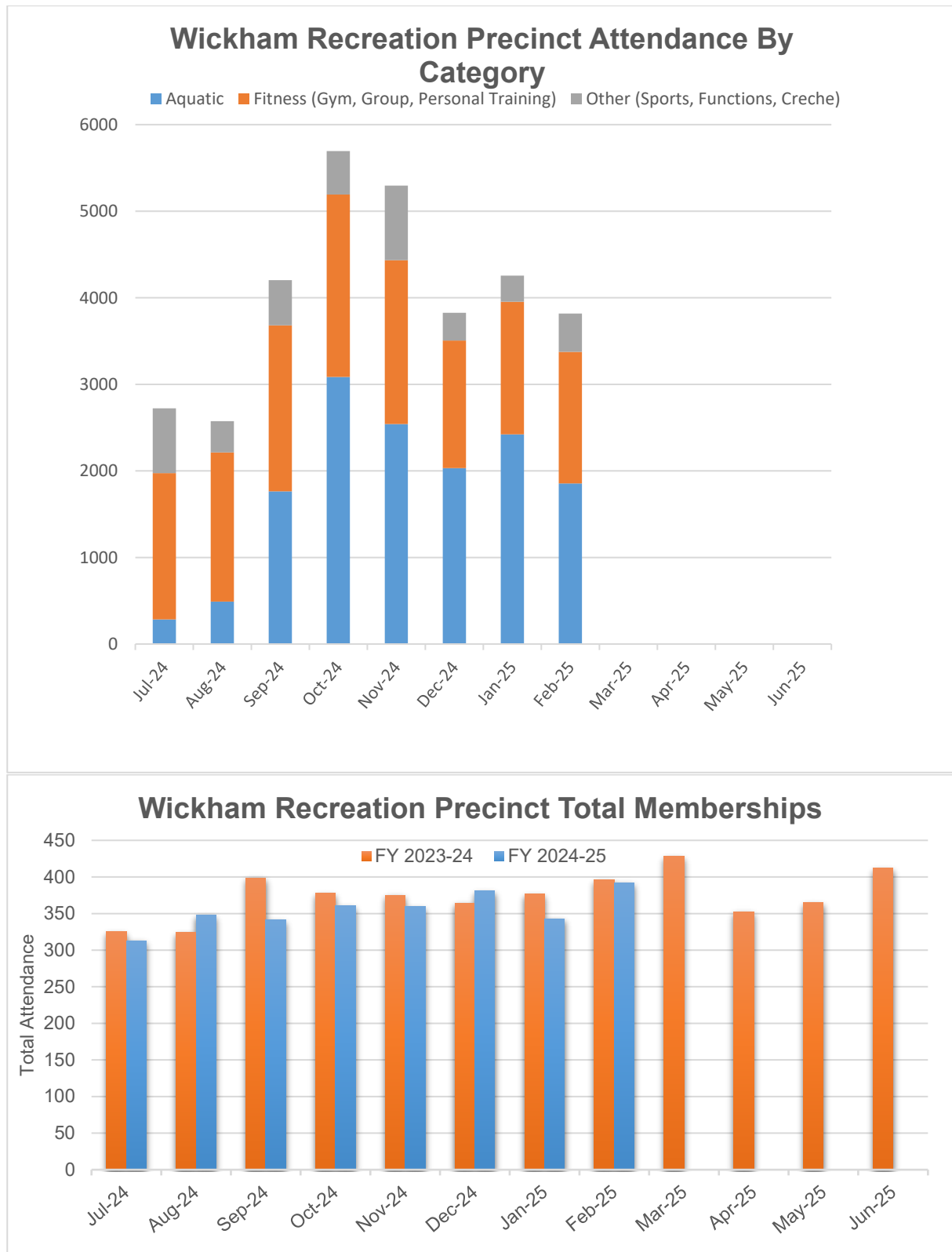
Karratha Leisureplex



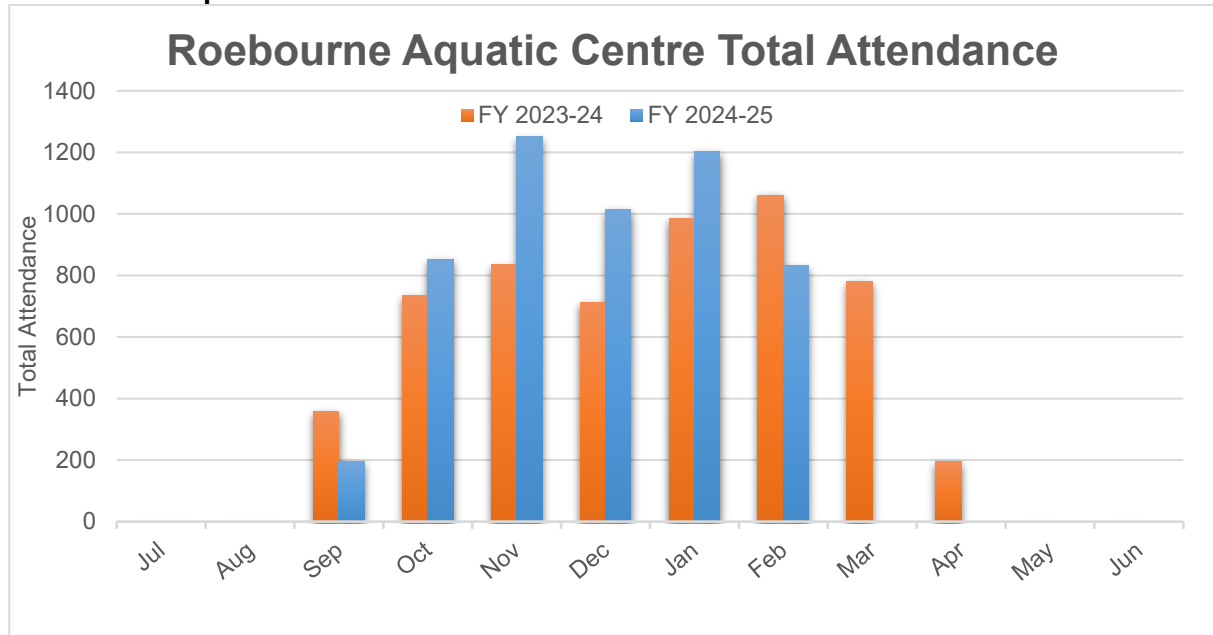
Due to Cyclone Zelia, Karratha Leisureplex was stood up as an evacuation centre.

Wickham Recreation Precinct

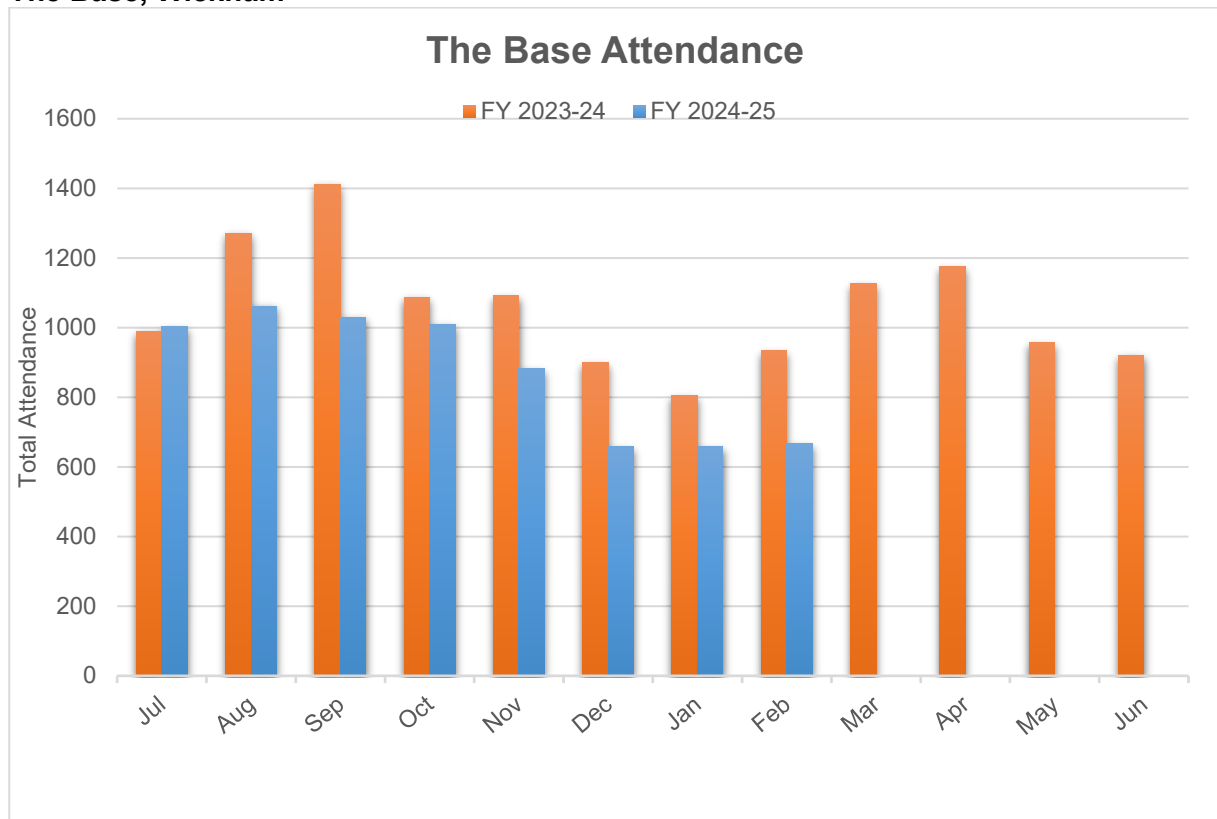




Total attendance at Wickham Recreation Precinct has increased slightly from January but still a 42% decrease from February 2024. A large contracting company that has been utilising our facilities has slowed down in operations which has caused a drop in facility visits. The slight increase is due to school returning and members returning from holidays.

Roebourne Aquatic Centre

Attendance down by 22% on previous year. On such low numbers, this is consistent with other aquatic facilities that were impacted by cyclone activity.

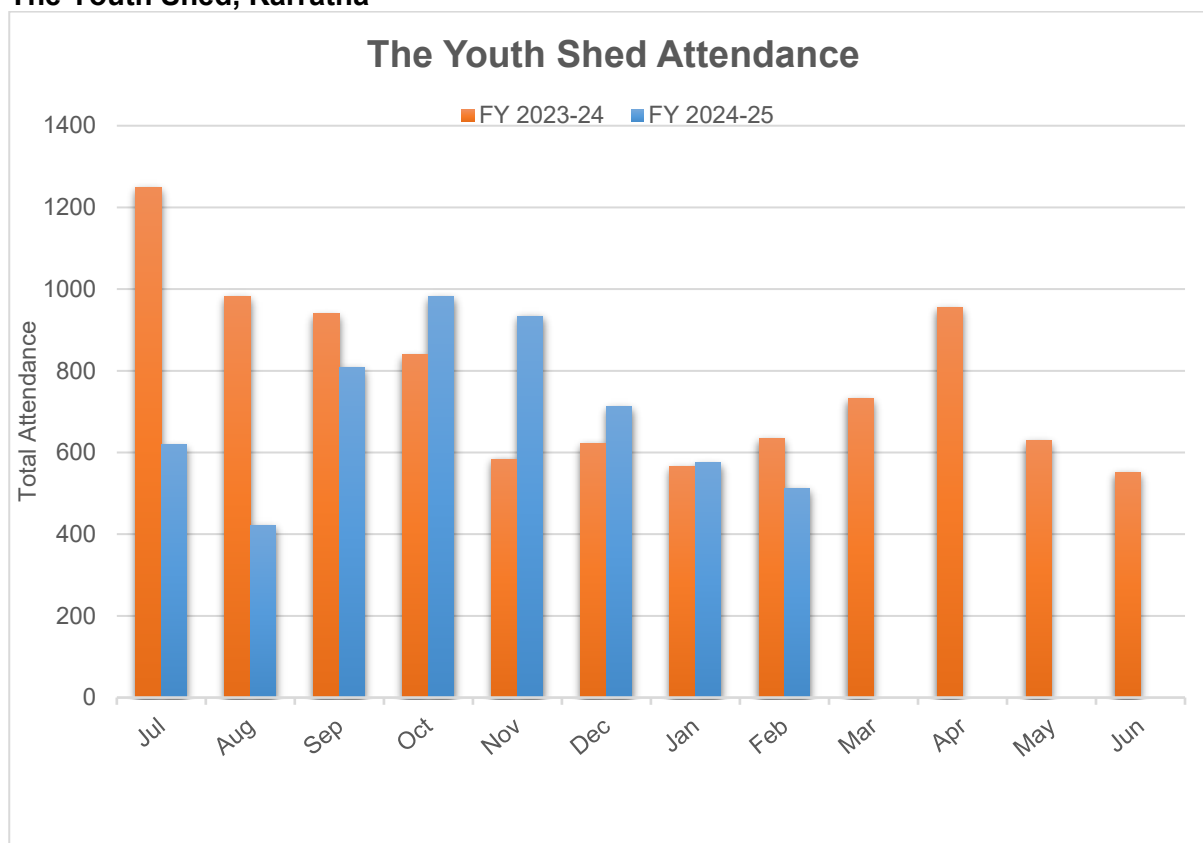
Youth Services**The Base, Wickham**

In February 2025, The Base recorded 668 attendees, a decrease from 934 in February of the previous year. Despite this, there has been noticeable growth in the engagement of young people with programming. The Base was closed for two days due to the cyclone, and it took a few more days for attendance to rebound.

This month, staff have been actively promoting the upcoming Youth Week in Karratha this April. Several visits were made to Karratha Senior High School (KSHS) to connect with Year 7, 10, and 11 students. These visits provided a great opportunity for the youth to ask questions about upcoming activities and to build excitement around Youth Week.

The young people have shown a strong interest in a variety of activities, with Ddakji emerging as a new favourite, alongside popular options like Dodgeball, Basketball, and Pool Competitions on Friday nights. In-house programs, such as Finance Chat 101 and the Youth Initiative Drive, have also contributed by offering valuable life skills education.

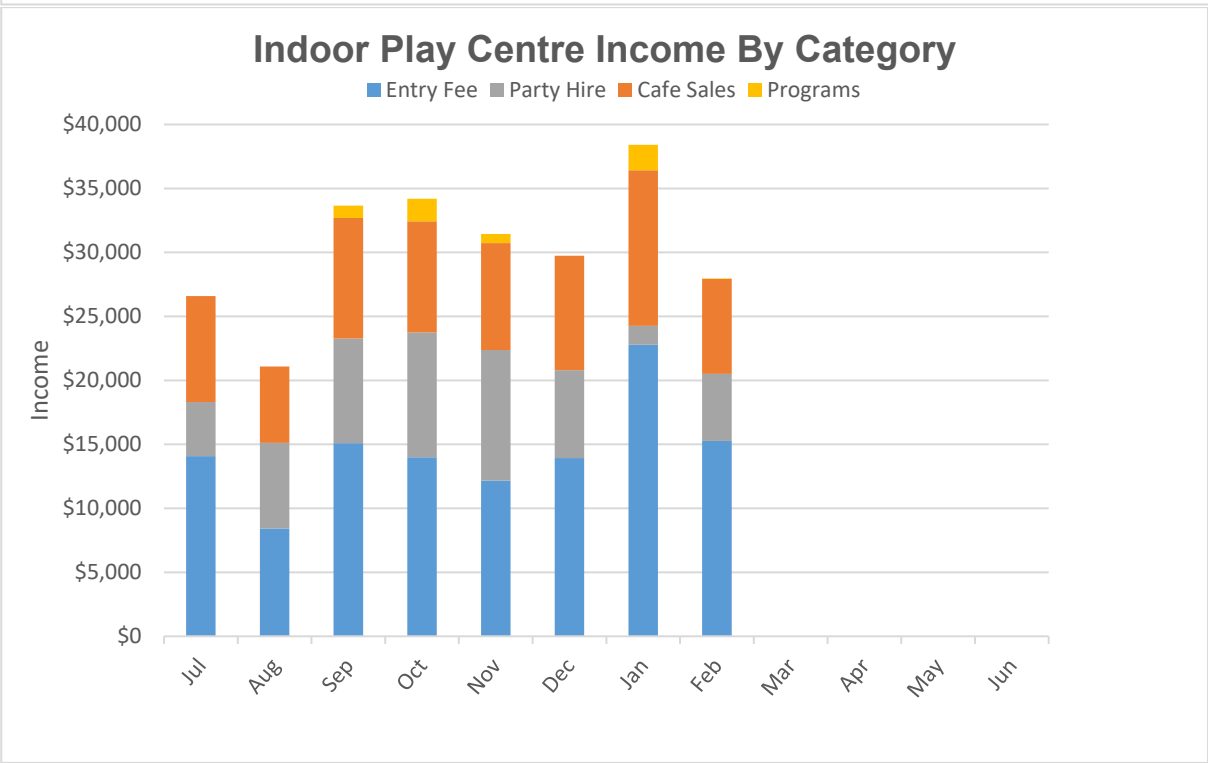
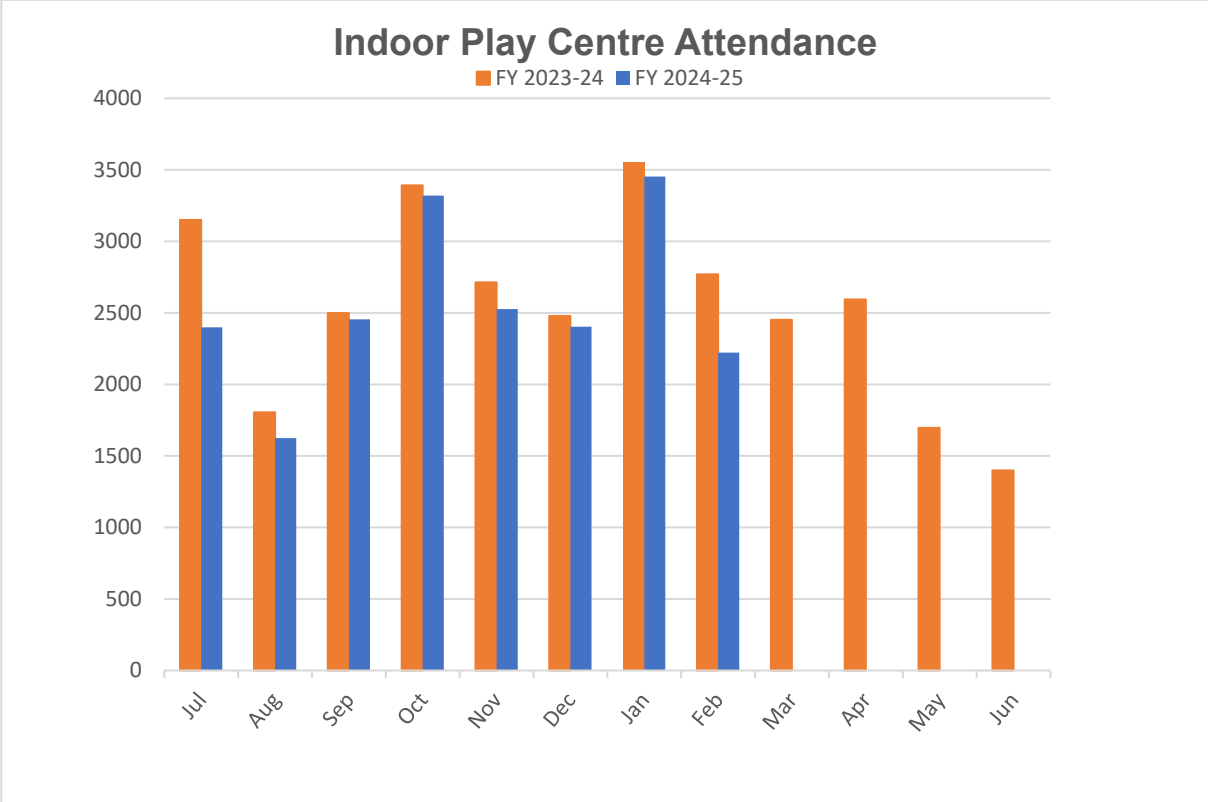
The Youth Shed, Karratha

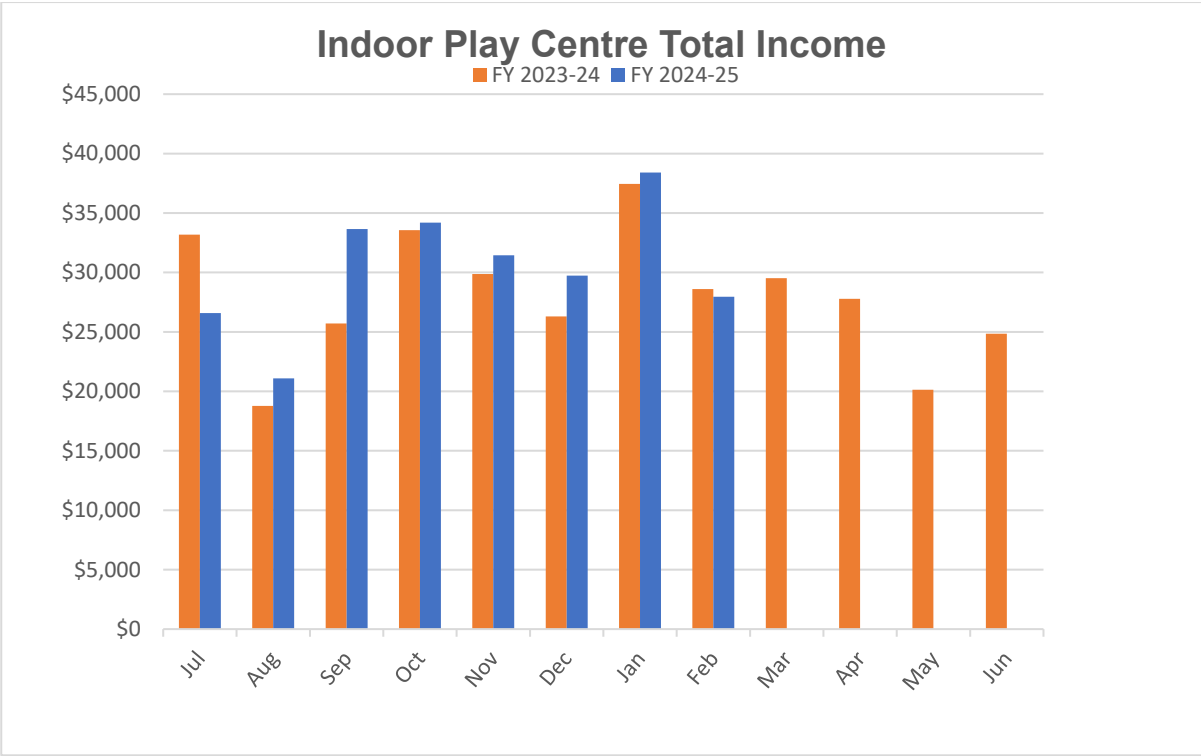


The Youth Shed recorded a total of 511 attendees in February 2025, compared to 635 attendees in February 2024. This decrease can be attributed to several factors, including weather-related closures as The Youth Shed was closed for two days during the watch and act notice. The Youth Shed has been running an outreach program every Tuesday at the Karratha Leisureplex pools and in February this program attracted an additional 145 young people. These figures are recorded separately from the drop-in numbers at the Centre.

Despite the drop in attendance, engagement levels for February 2025 were impressive, with a total engagement of 1179. This demonstrates that young people are not only attending the Youth Shed but are actively participating in multiple programs. The Friday night basketball, music, dinner, and bus service saw an increase in attendance from January. There was also an increase in regular daily attendees who enjoy using the Youth Shed's facilities and programs.

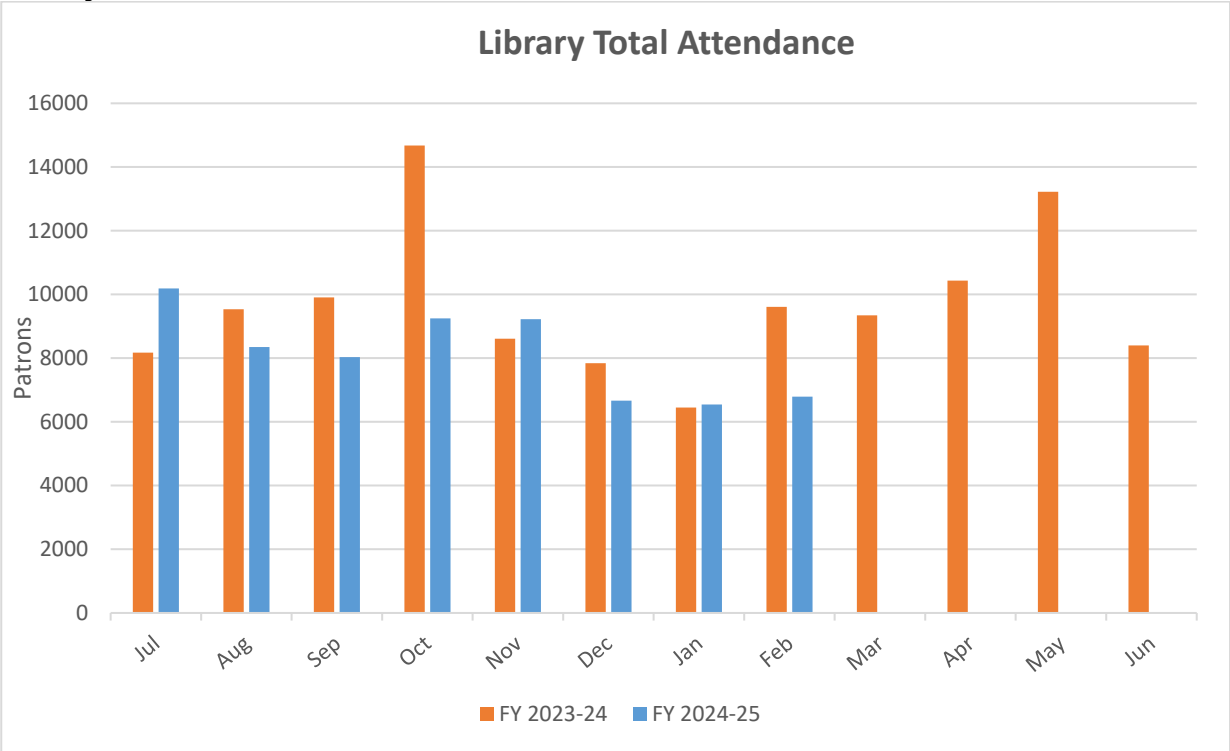
Indoor Play Centre

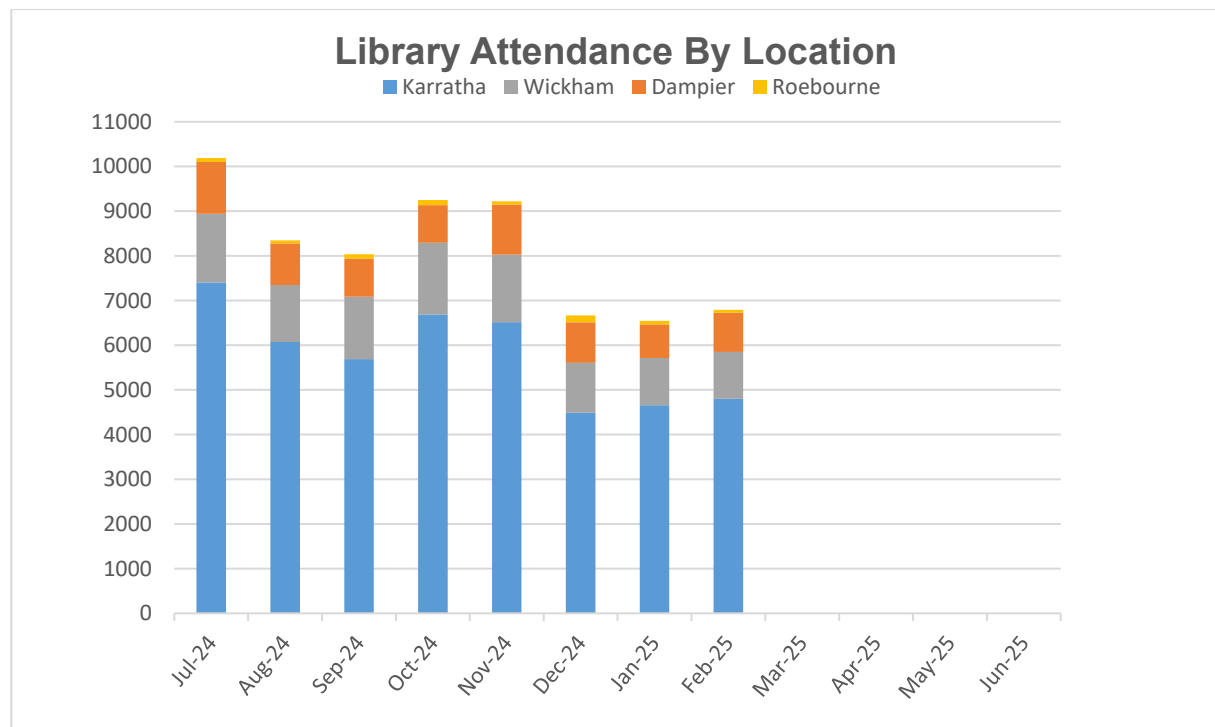




Party Hire demonstrated a decrease from \$8,963.50 (2024) to \$3,723.50 (2025) due to party admissions being captured in entry (admissions) other than the booking fee and laser tag. The centre was closed due to TC Zelia 13 - 14 February 2025 which resulted in some party bookings and Valentines Disco being cancelled. February 2024 was also a Leap Year.

Library Services





12,073 Total memberships (98 new members signed up in February).

2,699 Physical items (up 543 from last month) and **1,094** eResources borrowed (up 137 since in February).

785 Individual computer log ins by members and guests (excludes Wi-Fi, Printing and Scanning – up 35 in February).

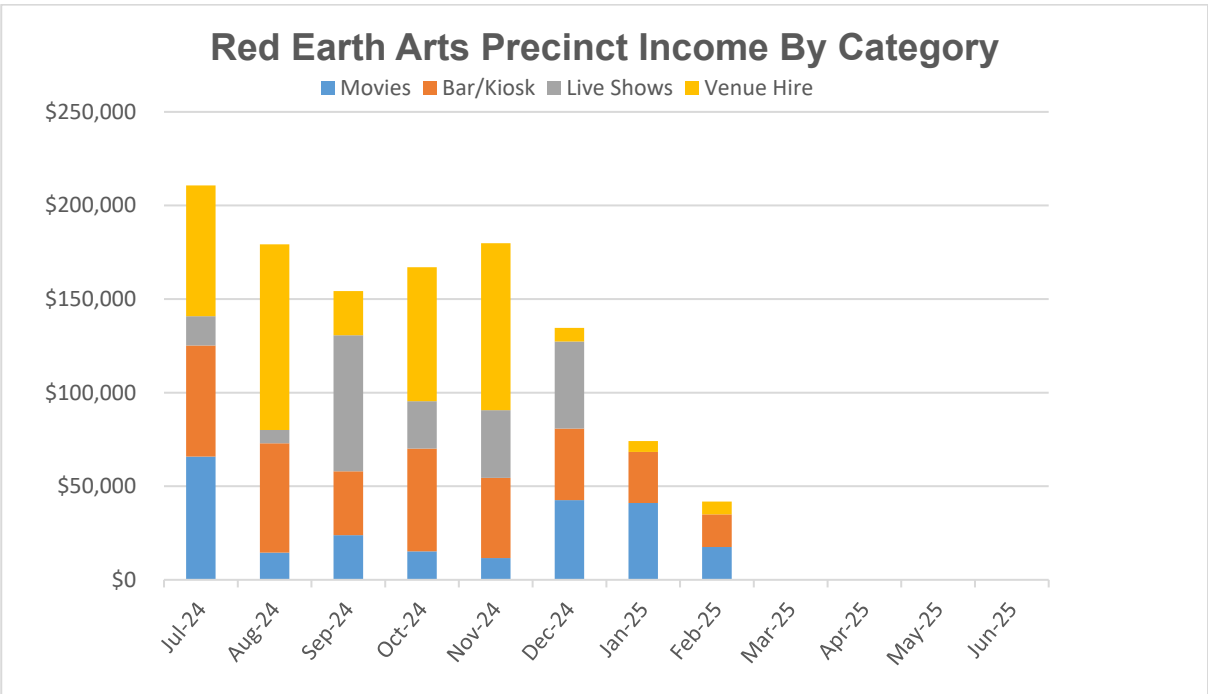
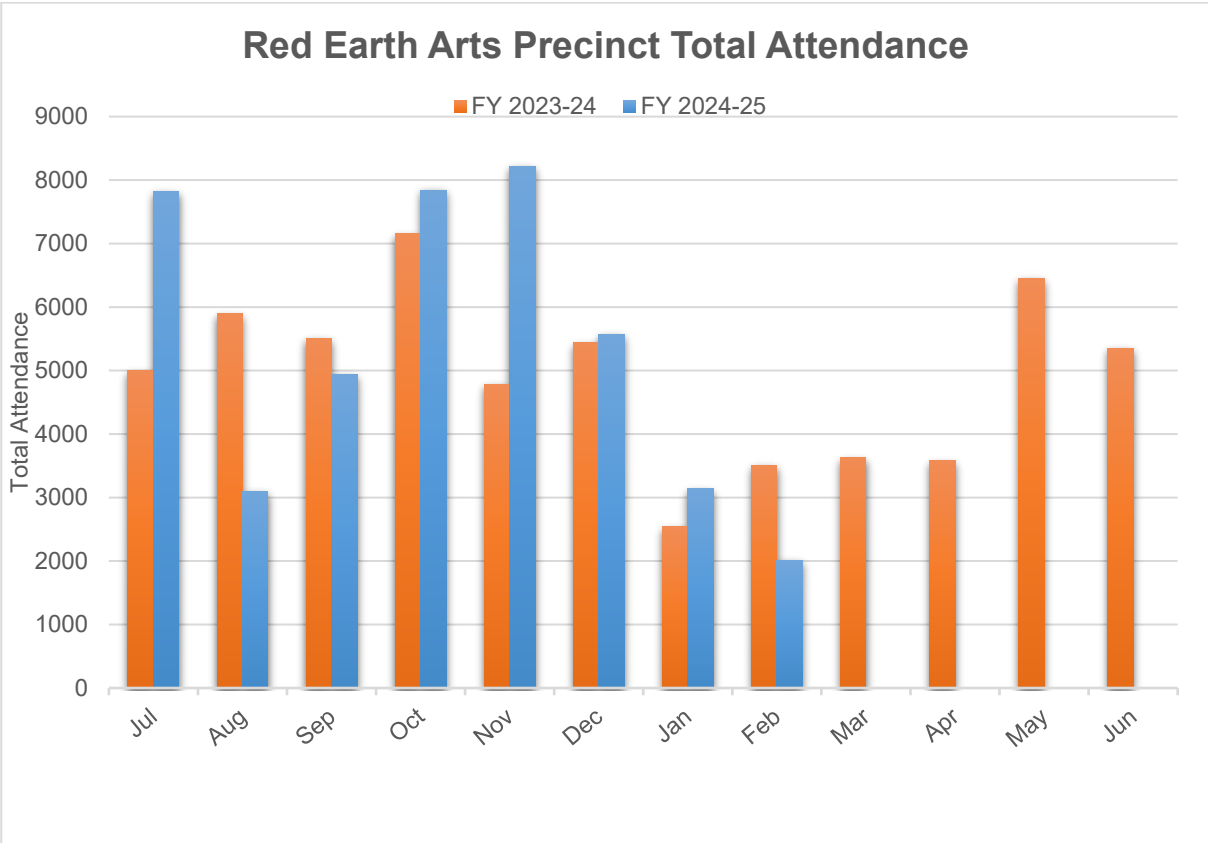
5 External requests for local history information.

596 Program participants at **29** programs, (469 more participants than January. Included regular term programs and special Better Beginnings 20th Birthday Story Time events).

57 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons.

776 Technical enquiries (including assistance with Computers, WiFi, Printing and Scanning – up 33 in February).

Red Earth Arts Precinct



Events and Programming:

February saw a reduced schedule due to planned venue maintenance, with only the studio rooms available for hire and theatre available to movies on weekends. The maintenance work included sanding and repainting the stage, as a comprehensive inspection of the fly system.

Movies:

Cinema attendance in February surged by 125% compared to the same period in 2024, driven largely by the continued success of blockbuster films from the Christmas season. A standout event was the Girl's Night screening of *Bridget Jones: Mad About The Boy*, a special event that included nibbles and a complimentary drink with ticket. The session attracted 251 attendees and underscored the need for more social cinema experiences in the community. The cyclone impacted only one scheduled session.

Cinema Statistics:

- Movies screened: 27 (1 cancellation due to cyclone).
- Average attendance: 44 patrons per session.
- Key Performances:
 - *Mufasa: The Lion King* – 152 patrons - \$2,175 in tickets sales (2 sessions).
 - *Moana 2* - \$1,428 in ticket sales (1 session).
 - *Sonic the Hedgehog 3* - \$2,268 in ticket sales (2 sessions).
 - *Bridget Jones: Mad About The Boy* - \$5,474 in ticket sales (2 sessions).

Bar and Kiosk Revenue:

Bar and kiosk sales saw a 24% compared to February 2024, fuelled by the strong audience turnout for *Moana 2*, *Mufasa* and *Sonic the Hedgehog 3*. The highest grossing event was the *Bridget Jones: Mad About the Boy* girl's night.

- *Moana 2*: \$1,1016
- *Sonic 3*: \$1,585
- *Bridget Jones: Mad About the Boy*: \$5,740

Live Shows:

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

Venue Hires:

February saw 23 venue hires, primarily for small strategic meetings and the return of local dance schools after their holiday break in November. The cyclone impacted three bookings due to venue closures.

- Community Hires: 19
- Corporate Hires: 7

Key Events:

- KDCCI Pilbara Indigenous Business Network – 50 patrons.
- Brazilian Samba – A new adult dance class with regular bookings throughout 2025.

Patrons:

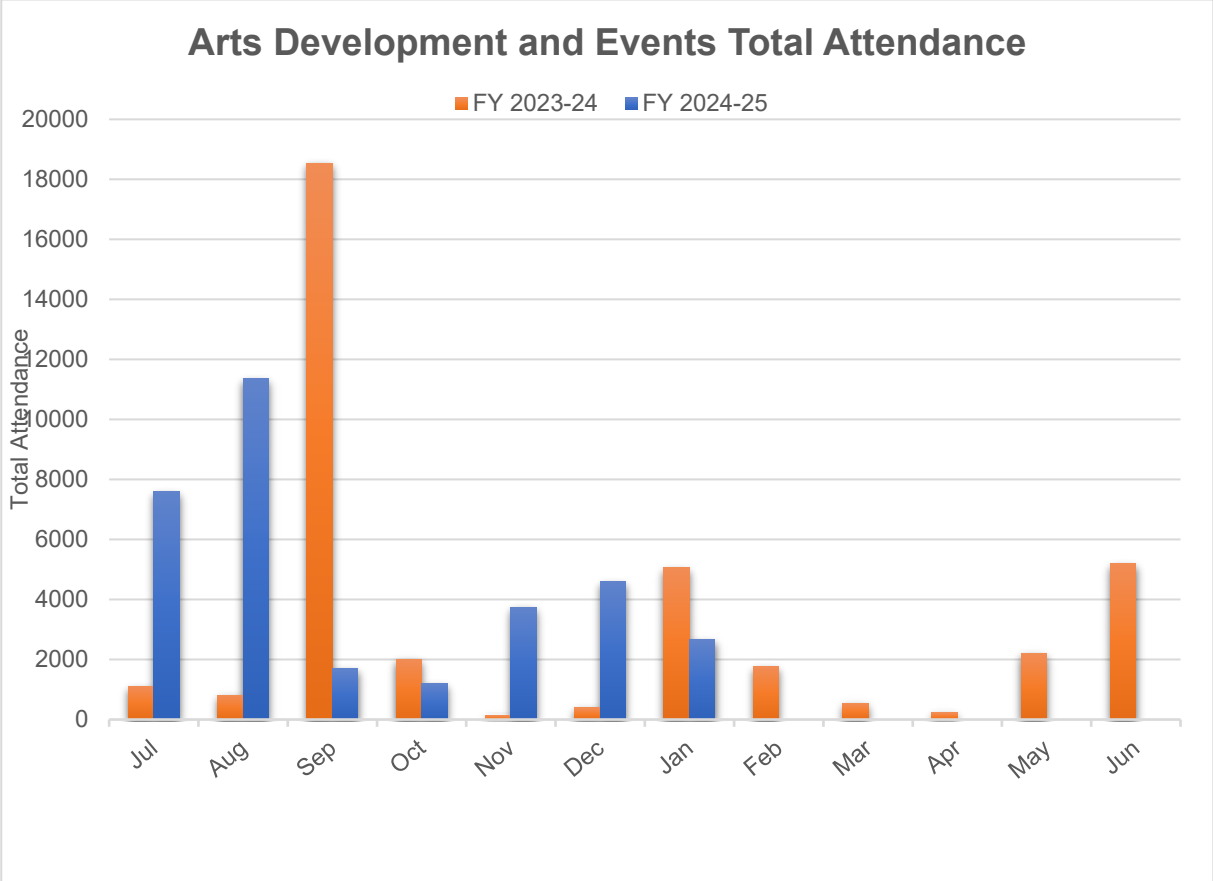
Overall patronage declined by 42% compared to February 2024, likely due to mid-February cyclone and delayed returns to town due to the extreme heat.

- February 2024: 3,507 patrons
- February 2025: 2,016 patrons

Total Revenue:

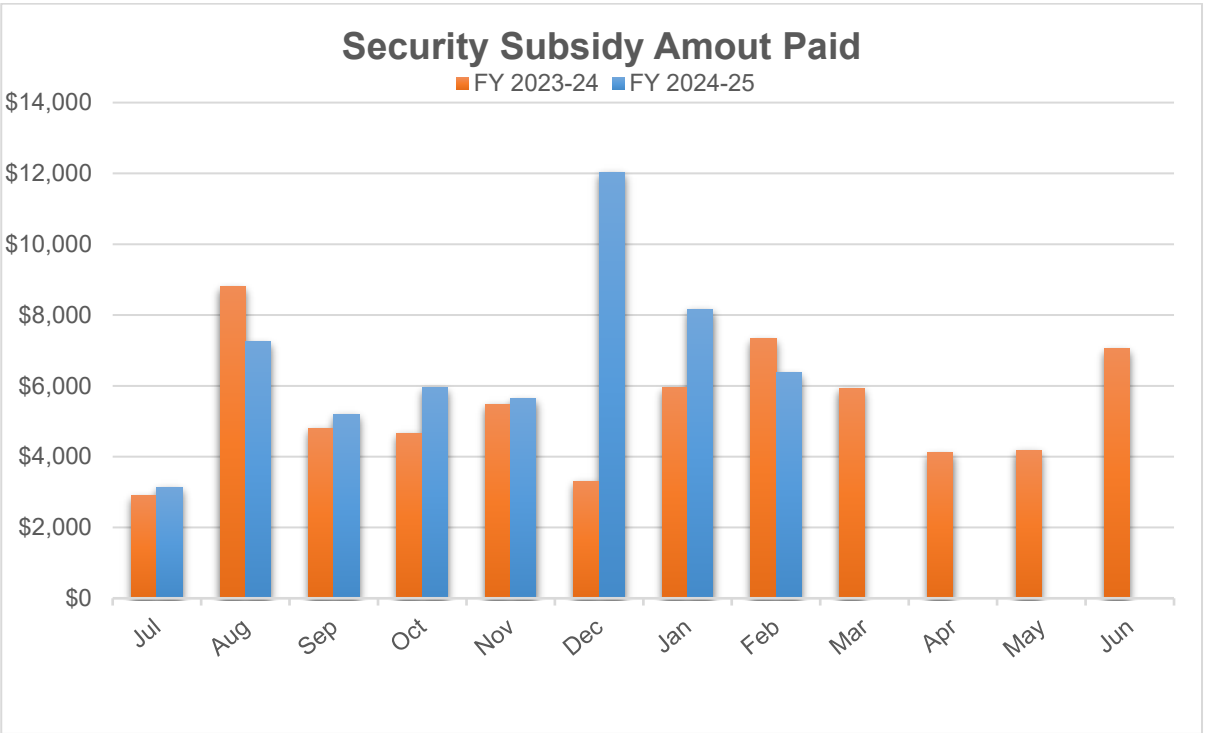
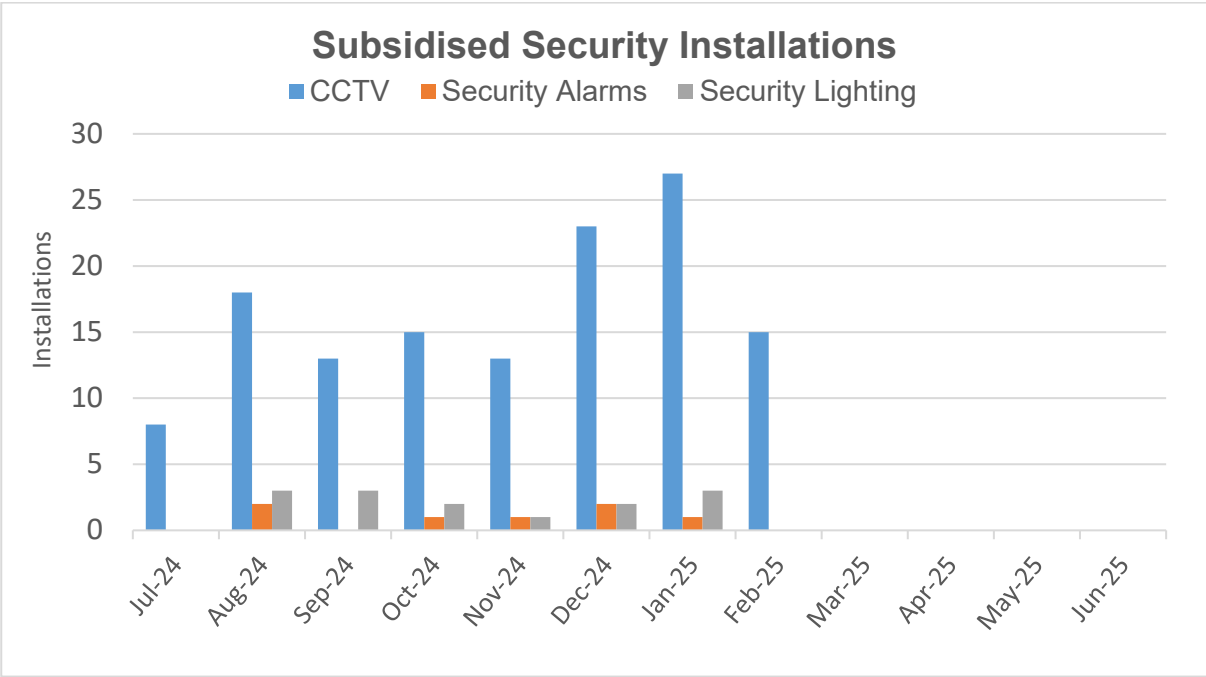
REAP generated \$39,056 in total revenue for February 2025, a 33% decrease from the previous year. This decline is primarily attributed to the cyclone and the absence of a high-attendance live show, which had boosted revenue in February 2024.

Arts Development & Events



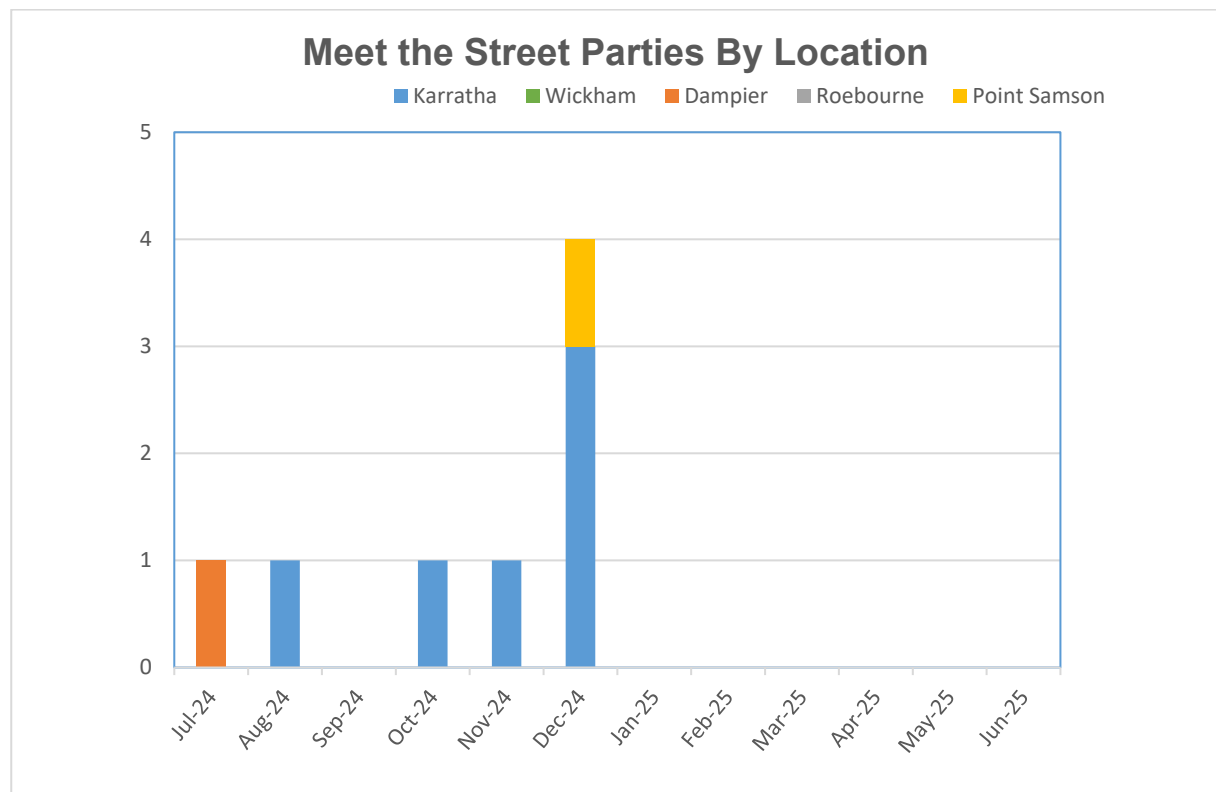
The Arts, Culture and Events team had no events or activations in February 2025. A workshop was booked but rescheduled to March due to the cyclone event.

Security Subsidy Scheme



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

Meet the Street



0 Meet the Street parties hosted this month.

Small Community Grants

The following Small Community Grant was awarded since the last Ordinary Council Meeting.

March 2025

Town	Who	What	Awarded ex GST
Karratha	Pilbara Regiment	Funding to assist delivery of Run Army 2025 – an Australian Army national event that promotes resilience, health and wellbeing across the Australian community with a 5km and 10km run/walk course on 5 May.	\$2,551.30

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: 28 March 2025

Disclosure of Interest: Nil

PURPOSE

To provide Council with a summary of all concessions on fees for the City's community facilities under Delegation 1.10 of the Delegations Register for the months of January, February and March 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Dampier Sharks Junior Football Club	To waive costs associated with running a Telethon Fundraiser "Runathon for Telethon" on 11 and 12 October 2025 including oval hire and lighting.	Director Community Experience	\$556.00
City of Karratha	To waive ticket fees for promotional giveaways of "The Hypotheticals" by The Last Great Hunt in April, through local radio stations (Triple M, ABC, and Ngarrda)	Director Community Experience	\$190.91
Pilbara Community Men's Shed	To waive costs associated with running Car Boot Sale and sausage sizzle to raise funds for the Club, including oval hire and light tokens.	Director Community Experience	\$167.00

13.1.3 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	31 March 2025
Disclosure of Interest:	Nil
Attachment(s)	List of current decisions subject of State Administrative Tribunal Review and List of current Regional Development Assessment Panel applications

PURPOSE

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

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

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

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

As of 31 March 2025

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

13.1.4 YOUTH ADVISORY GROUP UPDATE MARCH 2025

File No:	CS.8
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	27 March 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the key discussions, feedback, and outcomes from Youth Advisory Group meetings held in March of 2025.

BACKGROUND

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

In March 2025, members were engaged in the Karratha 2050 workshop with Stephen Yarwood to develop their aspirations for the City of Karratha looking toward the next 25 years.

DISCUSSION**Meeting: 20 March 2025**

Agenda Item	Points of Discussion
Karratha 2050 Visioning	The session began with introductions and an icebreaker, where members shared why they joined YAG and their personal heroes. Discussions covered key themes such as the importance of young people in shaping the City of Karratha's future and the role of futurists in strategic planning. Concepts like urbanism, governance, and the function of a lord mayor were explained. Members explored the idea of thinking in the "long now," emphasising proactive involvement in shaping the future rather than passively letting it unfold. The discussion also touched on artificial intelligence, its future impact, and how technology will integrate into daily life. Members worked in groups to generate ideas on what would make the City of Karratha the best place to live in the year 2050.
YAG Presenting to Council	At their first meeting in 2024, YAG members were invited to present an update to Council. They opted to do so after 12 months, allowing time to develop projects and build confidence. During this meeting, members reaffirmed their readiness to present soon. Planning for the presentation, including content and timing, will commence at the next meeting on May 8, 2025, following Youth Week.
Next Meeting	To be chaired by Fern Woods, Thursday 8 May 2025.

CONCLUSION

The YAG meeting in March focused on the Karratha 2050 visioning, where members discussed the role of young people in shaping the City of Karratha's future, explored concepts like urbanism and governance, and considered the impact of emerging technologies. They worked in groups to generate ideas on making Karratha the best place to live in 2050. Additionally, members revisited their plan to present to Council, reaffirming their readiness to do so. They will begin planning the presentation at their next meeting on May 8, 2025, after Youth Week.

13.1.5 APRIL 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES

File No: CM.191

Responsible Executive Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Date of Report: 22 April 2025

Disclosure of Interest: Nil

Attachment(s): Nil

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

17.1 CONFIDENTIAL ITEM OPERATING AGREEMENT – WICKHAM RECREATION PRECINCT

Also included is the following:

ATTACHMENT TO ITEM 17.1 Attachment 1 WRP Operational Management Funding Agreement

ATTACHMENT TO ITEM 17.1 WRP Operational Management Funding Agreement

ATTACHMENT TO ITEM 17.1 WRP Asset Management Plan 2025-2033

ATTACHMENT TO ITEM 17.1 Wickham Recreation Precinct Operation Plan 2025-2033

ATTACHMENT TO ITEM 9.7 V026 Update to Creditors

ATTACHMENT TO ITEM 9.7 B424

ATTACHMENT TO ITEM 9.7 F174 Email Trail

ATTACHMENT TO ITEM 9.7 F138 Email Trail

ATTACHMENT TO ITEM 9.7 M379 Payment Plan Memo

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

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The Ordinary Council meeting is to be held on Monday, 28 April 2025 at 6pm at Council Chambers - Welcome Road, Karratha.