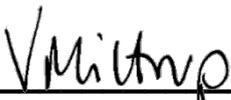




PUBLIC BRIEFING

AGENDA

**NOTICE IS HEREBY GIVEN that the
Public Agenda Briefing will be held in the
Council Chambers, Welcome Road, Karratha,
on Monday, 19 May 2025 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

Signed: _____

A handwritten signature in black ink, appearing to read "VMiltrup", written over a horizontal line.

Virginia Miltrup - Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	TABLE OF CONTENTS	2
1	OFFICIAL OPENING	4
2	ABOUT THIS MEETING	4
3	RECORD OF ATTENDANCE / APOLOGIES	5
4	PUBLIC QUESTION TIME	6
5	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
6	DECLARATIONS OF INTEREST	6
7	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS	6
8	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	7
9	CORPORATE & COMMERCIAL REPORTS	8
9.1	STATEMENTS FOR PERIOD ENDED 31 MARCH 2025	8
9.2	LIST OF ACCOUNTS – 1 MARCH 2025 TO 31 MARCH 2025	16
9.3	INVESTMENTS FOR PERIOD ENDED 31 MARCH 2025	19
9.4	ADVERTISING OF 2025/26 DIFFERENTIAL RATES	27
9.5	MEMBERSHIP TO EXTERNAL ADVOCACY BODIES	36
9.6	PAYMENT PROTECTION FRAMEWORK: ANNUAL ELECTORS' MEETING NOTICE OF MOTION	37
9.7	RE-ADOPT 2023/24 ANNUAL BUDGET	40
10	COMMUNITY EXPERIENCE REPORTS	45
10.1	BUS SEAT AND SHELTER INSTALLATION: ANNUAL ELECTORS' MEETING MOTION	45
10.2	WATERPARK DEVELOPMENT: ANNUAL ELECTORS' MEETING MOTION	49
11	DEVELOPMENT SERVICES REPORTS	53
11.1	HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BAYNTON DEVELOPMENT CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION	53
12	PROJECTS & INFRASTRUCTURE REPORTS	67

12.1	TE-01 COMMUNITY FACILITY NAME SIGNS POLICY REVIEW.....	67
12.2	SUPPLY OF RETICULATION PIPE AND ASSOCIATED FITTINGS – REQUEST TO CALL TENDER	72
12.3	WEED MANAGEMENT: ANNUAL ELECTORS’ MEETING MOTION	76
12.4	CONZINC BAY ACCESS REQUEST AND PROJECT UPDATE: ANNUAL ELECTORS MEETING MOTION	81
12.5	CONSTRUCTION AND DELIVERY OF THE FOOTPATH AND CONCRETE PROGRAM - REQUEST TO CALL TENDER.....	85
13	CHIEF EXECUTIVE OFFICER REPORTS.....	90
13.1	ITEMS FOR INFORMATION ONLY	90
13.1.1	COMMUNITY EXPERIENCE UPDATE – MARCH 2025	91
13.1.2	INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES	107
13.1.3	DEVELOPMENT SERVICES UPDATE.....	108
13.1.4	REGISTER OF DOCUMENTS STAMPED WITH THE CITY OF KARRATHA COMMON SEAL	110
13.1.5	FEE WAIVER POLICY AND 24-HOUR LIBRARY ACCESS TRIAL: ANNUAL ELECTORS’ MEETING MOTION UPDATE	111
13.1.6	MAY 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES	113
14	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	114
15	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	114
16	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	114
17	MATTERS BEHIND CLOSED DOORS.....	114
18	CLOSURE & DATE OF NEXT MEETING	115

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 Agenda 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
Emma Landers Director Community Experience
Lee Reddell Director Development Services
Simon Kot Director Projects & Infrastructure
Henry Eaton Manager Governance & Organisational Strategy
Kate Jones Minute Secretary

Apologies:

Absent:

Leave of Absence:

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, 28 April 2025, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – April 2025	Location
01/04/2025	Ngaarda Media Interview	Karratha
02/04/2025	7News Regional WA Interview	Karratha
02/04/2025	Business News Interview	Karratha
03/04/2025	RCAWA Meeting	Newman
03/04/2025	Rio Tinto Supplier Recognition Gala	Perth
04/04/2025	ABC Interview	Karratha
05/04/2025	Gary Slee Meeting	Karratha
09/04/2025	AGRC Board Meeting	Online
10/04/2025	Baynton West Primary Easter Hat Parade Judging	Karratha
11/04/2025	Minister Beazley Meeting	Karratha
11/04/2025	Youth Week Kick Off Event	Karratha
11/04/2025	Dampier Art Awards Opening Night	Karratha
12/04/2025	Whim Creek ANZAC Day Service	Whim Creek
15/04/2025	RCA Board Meeting	Online
16/04/2025	Pilbara Country Zone Meeting	Perth
16/04/2025	Cassandra Maney, Senior Policy Advisor to Minister Sanderson Meeting	Perth
16/04/2025	Perdaman Meeting	Perth
25/04/2025	ANZAC Day Service	Karratha
28/04/2025	Pilbara Ports Research Interview	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 31 MARCH 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	28 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Statement of Financial Activity 31 March 2025 2. Statement of Financial Position 31 March 2025 3. Variance Commentary SFA by Nature 31 March 2025 4. Net Current Funding Position 31 March 2025

PURPOSE

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

OFFICER'S RECOMMENDATION

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

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

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	139,971,171	162,145,240	132,511,575	131,755,213	(756,362)	-0.6%	↓
Expenditure	(130,098,130)	(132,284,868)	(96,528,305)	(96,084,712)	443,593	0.5%	↑
Investing Activities							
Inflows	6,328,243	2,952,327	2,069,783	2,056,147	(13,636)	-0.7%	↓
Outflows	(52,180,508)	(49,811,891)	(28,805,988)	(24,475,543)	4,330,445	15.0%	↑
Financing Activities							
Inflows	24,777,999	30,210,662	0	1,095,907	1,095,907	0.0%	↑
Outflows	(18,588,938)	(42,218,874)	(7,599,970)	(3,510,874)	4,089,096	53.8%	↑
Non-Cash Items	29,791,441	29,038,871	21,801,532	23,310,991	1,509,459	6.9%	↑
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	40,957	23,895,868	34,156,617	10,698,499	45.6%	↑

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

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

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 31 March 2025	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	9.01
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	1.64	0.78
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%	30.9%	8.0%	30.3%
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	1.24	0.95	1.24
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	52.2	49.5	51.7
The DSCR measures a local government's ability to repay its debt using cash. As the City has minimal debt, it exceeds the basic standard of greater than 2.0				

Statement of Financial Position

	March 2025	February 2025	% Change	Comments
Current				
Assets	168,366,157	173,883,260	-3.17%	Decrease in Trade & Other Receivables
Liabilities	11,279,714	11,727,271	-3.82%	Decrease in Trade and Other Payables.
Non-Current				
Assets	759,952,704	760,025,271	-0.01%	Decrease in Inventories, Increase in Infrastructure
Liabilities	6,451,877	6,515,684	0.98%	Decrease in Long Term Borrowings
Net Assets	918,583,186	923,561,941		

Debtors' Schedule

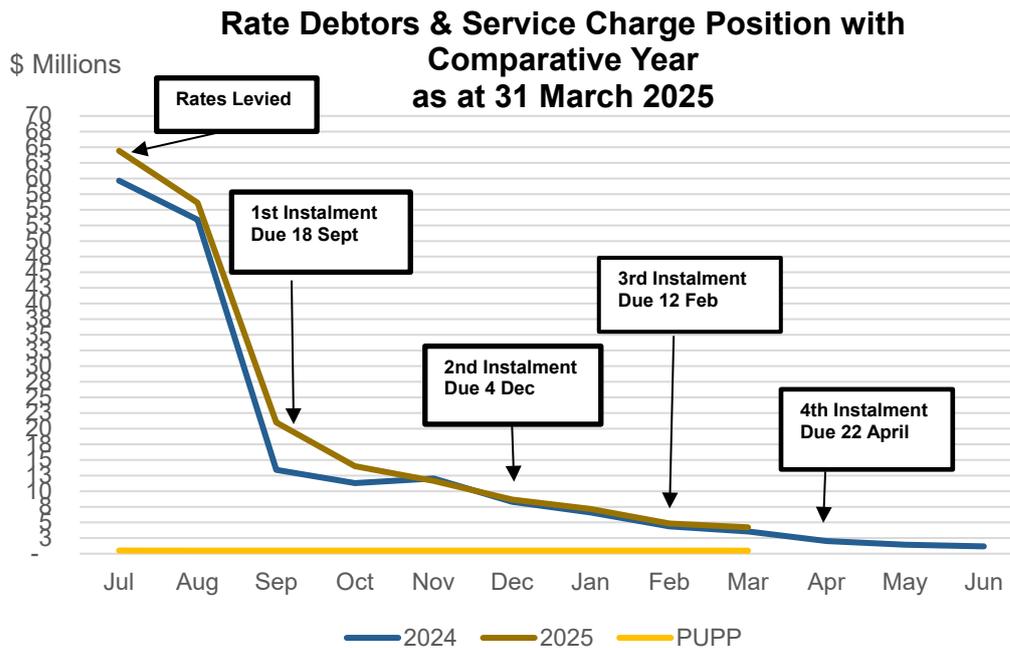
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of March 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

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

	March 2025	February 2025	Change %	% of Current Total
Sundry Debtors				
Current	6,403,241	8,536,500	-25%	72.6%
> 40 Days	712,048	50,695	1305%	8.1%
> 60 Days	1,033,037	74,440	1288%	11.7%
> 90 Days	671,813	673,646	0%	7.6%
Total	9,335,281	9,335,281	-6%	100%
Rates Debtors				
Total	4,222,364	4,839,225	-13%	100%
PUPP Debtors				
Total	490,997	491,341	-0.1%	100%

A total of \$62.7m of Rates (including ESL and waste charges) has been paid by the end of March 2025, representing a collection rate of 93.7% to date (comparative collection rate 94.3% for 31 March 2024).



There was no material change in March 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% (\$490,997) still outstanding. Review of these is currently underway of their debt collection status.

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

Debtor Code	Name	Up to 90 Days (Interest)	Over 90 Days	Commentary
K373	Guadalupe Del Carmen Kocsis	49.91	9,048.40	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	Hire of Facility fees, Unable to be contacted. Collection unlikely.
T264	Telstra Corporation Ltd	28.60	5,140.58	Annual Service Charges for Utilities at Karratha Airport. Consulting with Telstra to resolve a dispute with the invoice

Capital Expenditure

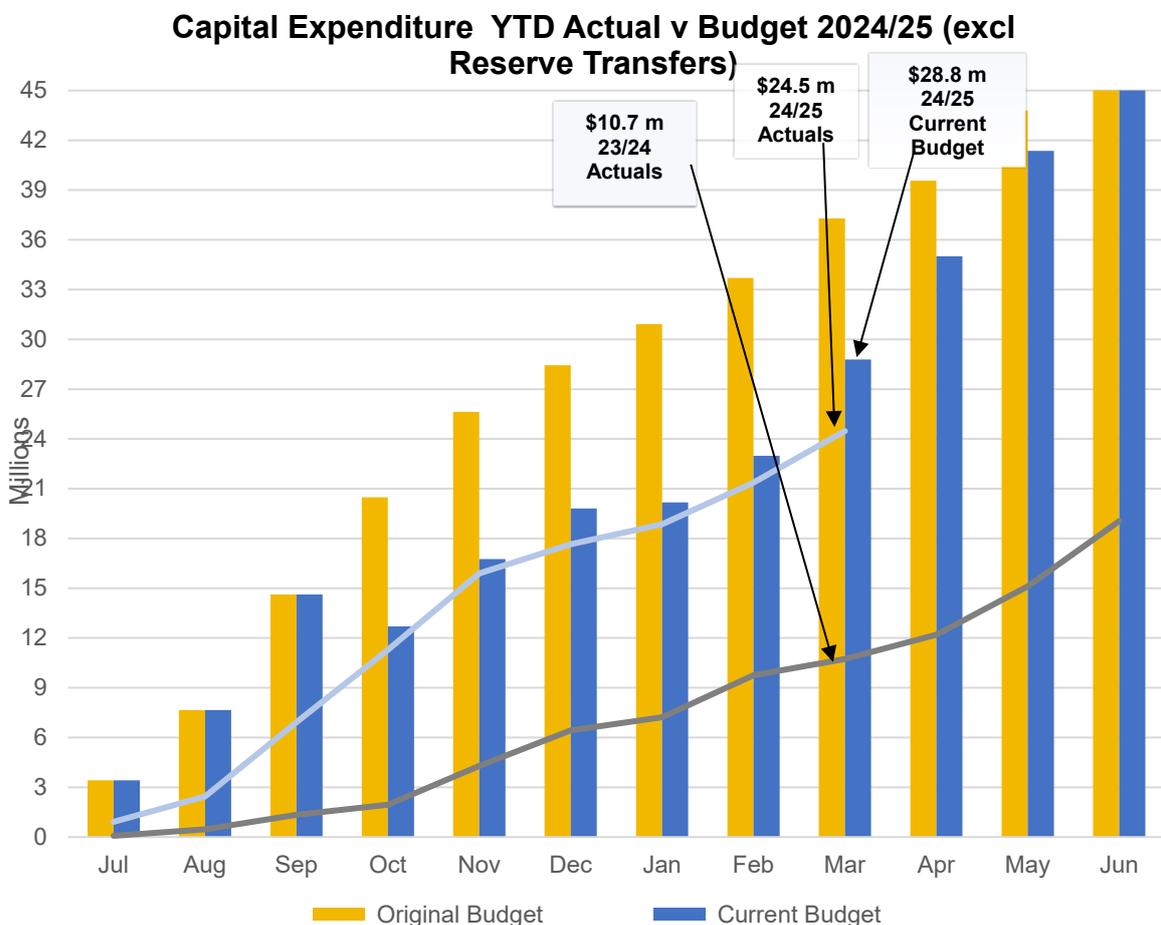
Council's current 2024/25 Capital Expenditure budget is \$49.8 million which includes significant projects such as: Hillview/Balmoral Upgrade, Karratha Leisureplex Oval Lighting Replacement, Kevin Richards Memorial Oval Lighting and Pole Upgrade, Coolawanyah & Dewitt Road Intersection Reconstruction and Roebourne Streetscape Master Plan – Stage 1.

The City spent \$24.5m on its capital program to the end of March 2025, it is \$4.3m (15.0%)

less than the YTD budget (down from 21.7% in February 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
	31 March-25			30 June-25		
Land	272,499	265,173	-2.7%	745,000	909,168	29.2%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	4,333,713	3,313,625	-23.5%	11,281,371	7,411,807	44.7%
Equipment	964,365	271,579	-71.8%	1,710,427	1,737,445	15.6%
Furn & Equip	1,536,460	712,083	-53.7%	1,145,000	1,828,210	38.9%
Plant	1,168,740	1,109,102	-5.1%	1,468,365	2,079,411	53.3%
Inv Property	104,974	90,530	-13.8%	0	104,974	86.2%
Infrastructure	18,159,516	16,155,553	-11.0%	32,454,924	29,596,926	54.6%
Work in Progress	2,246,598	2,557,774	13.9%	3,354,140	6,122,669	41.8%
Totals	28,786,865	24,475,419	-15.0%	52,159,227	49,790,610	49.2%



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 the 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

Officers 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 detailed 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 MARCH 2025 TO 31 MARCH 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	22 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> List of Payments – March 2025 Purchase Cards Report – March 2025

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council **RECEIVE** the list of payments totalling **\$9,787,942.98** as detailed in **Attachments 1 and 2** being made up of:

- Trust Payments: nil;
- BPay Payments 750 to 770 and EFT Payments 88192 to 88612 (Inclusive): **\$6,258,122.59**;
- Cheque Voucher: nil;
- Cancelled Payments: nil;
- Direct Debits: 88371 & 88501: **\$5,922.00**;
- Credit Card Payments (March 2025): **\$46,709.67**;
- Payroll Payments: **\$3,477,188.72**

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 March 2025 to 31 March 2025 (including credit card transactions – March 2025) totalled \$9,787,942.98 which includes a sample of large payments as follows:

- Blu Electrical Services – KRMO Lighting Upgrade Claim - \$229,200
- MSS Security Services – Airport Security, Jan 2025 - \$267,373
- The Artisan Co WA P/L – Roebourne Streetscape Works - \$439,262
- Clark Settlements – De Grey Units Purchase - \$980,076
- Corps Earthmoving – King Bay Culvert Works - \$153,576
- Poinciana Nursery – Hillview/Balmoral Road Upgrade Works - \$315,145

Consistent with CG-11 Regional Price Preference Policy, 48% of the total value of external payments reported for the period were made locally. This result is slightly lower than the prior month. In March 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 suppliers, may cause dissatisfaction amongst the community

Category	Risk level	Comments
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 March 2025 to 31 March 2025 totalled \$9,787,942.98. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

9.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Management Accountant
Date of Report:	26 May 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

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

DISCUSSION

Details of the investments are included in the report

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

Institution	Accounts	Principal Investment \$	Balance 31 March 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		1,618,559	1.85	At Call		Reserve at Call
WBC	Reserve Term Deposit	10,000,000	10,450,737.00	5.29	11 months	Apr-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,452,441.11	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,837,424.67	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,305,236.15	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,102,800.01	5.14	12 months	Nov-25	Reserve TD
NAB	Reserve Term Deposit	13,000,000	13,196,944.66	5.12	7 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,158,906.30	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,043,923.28	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,102,846.58	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,090,887.67	4.85	11 months	Jan-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,068,063.02	5.07	10 months	Oct-25	Muni TD
WBC	Municipal Term Deposit	5,000,000	5,060,423.30	5.07	3 months	Apr-25	Muni TD
WBC	Municipal Term Deposit	7,000,000	7,030,567.94	4.83	3 months	May-25	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,029,654.79	4.92	3 months	May-25	Muni TD
WBC	Municipal (Transactional)		9,202,696.48	3.95	At Call		Muni at Call
N/A	Cash on Hand		8,505.00				Muni
TOTAL		139,000,000	152,760,617				
The balance of all Term Deposits includes interest accrued to 31 March 2025							

Table 10.1a. Cash Allocations of City Funds

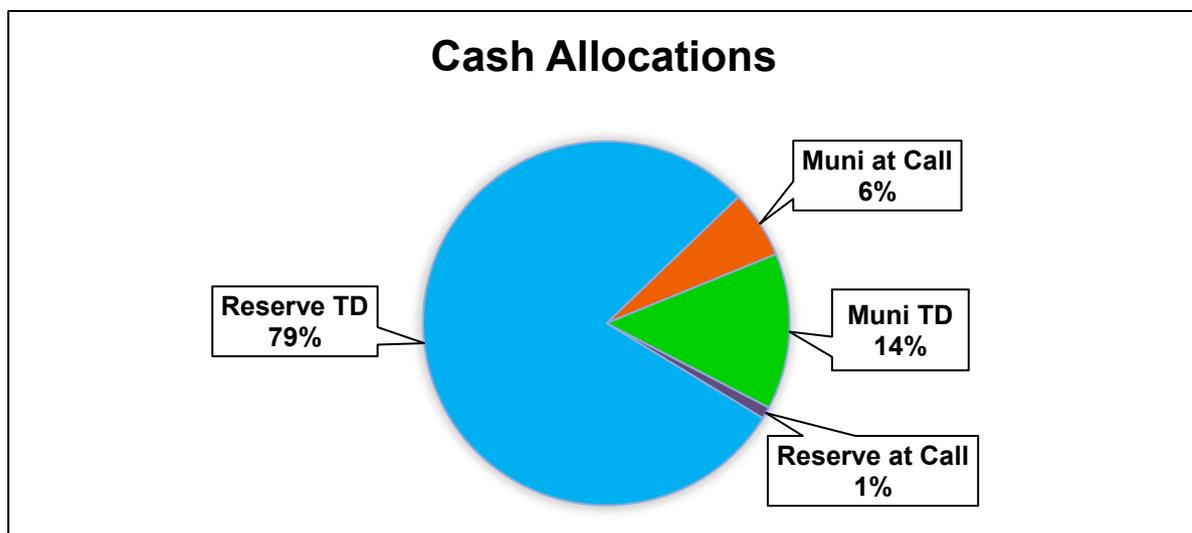
On average, the City is earning 4.97% across Municipal Term Deposits and 5.14% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) was maintained at 410 basis points during the month of March. Municipal Funds held in the Westpac transaction account are 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 93% of our Cash and Financial Investments are invested in Term Deposits.



Graph 10.1a. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

In accordance with the City’s Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 41% of Cash and Financial Investments will mature in the next 3 months, 15% maturing in the next 4-6 months and 44% maturing in the next 7-12 months.

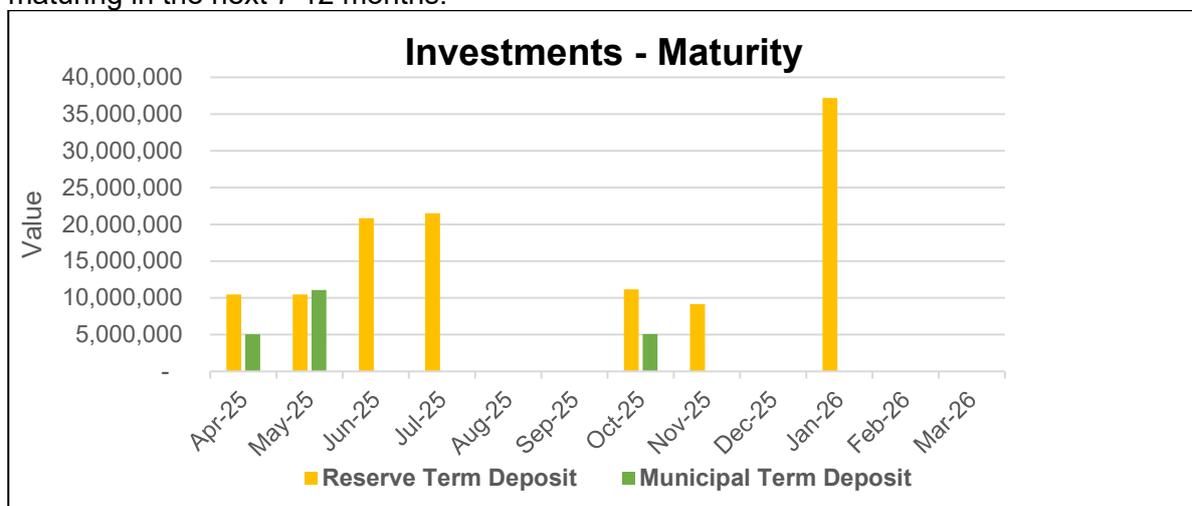


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

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

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

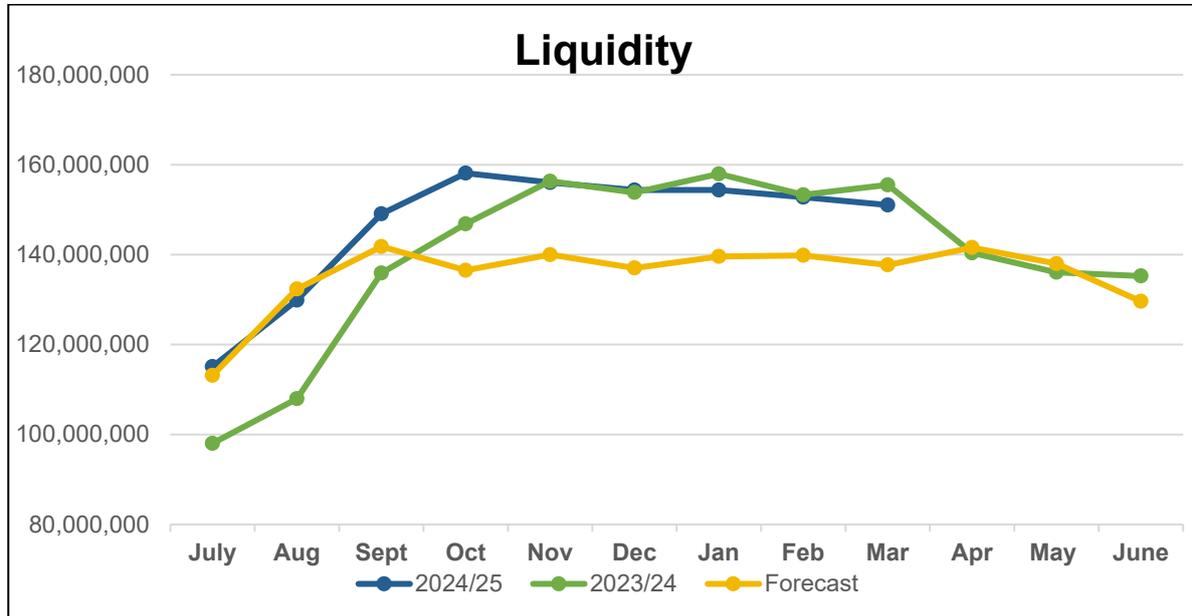


Table 10.1c. Schedule of Liquidity

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 31 March 2025 \$	Year-to-Date 31 March 2025 \$	Life-to-Date 31 March 2025 \$
Total Income Received	33,250	321,943	2,610,055
Total Expenditure Paid	-	(6,550)	(134,409)
Net Income	33,250	315,393	2,475,646
Annualised ROI	13.2%	14.0%	42.6%

Table 10.1d. Aspen Medical – Hangar Lease Performance

Ground and Hangar Lease – Babcock Offshore

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

	Month 31 March 2025 \$	Year-to-Date 31 March 2025 \$	Life-to-Date 31 March 2025 \$
Total Income Received	49,847	467,404	3,121,313
Total Expenditure Paid	-	-	(17,611)
Net Income	49,847	467,404	3,103,702
Annualised ROI	14.1%	14.7%	38.6%

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

The Quarter HQ

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

	Month 31 March 2025 \$	Year to Date 31 March 2025 \$	Life to Date 31 March 2025 \$
Total Income Received	366,826	2,991,801	26,617,527
Total Expenditure Paid	(55,425)	(1,106,272)	(12,422,468)
Net Income	311,401	1,885,530	14,195,059
Annualised ROI	18.7%	12.6%	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 31 March 2025 by month.

Suite ID	Lessee	Total Amount Outstanding (\$)	Commentary
3	T0000699 - Pilbara Weddings & Events	11,144.34	No payment received from tenant or response. Follow up email sent.
9	T0000716 - Onyx	5,945.38	Email received from the liquidators advising the liquidation is still ongoing and there are insufficient

Suite ID	Lessee	Total Amount Outstanding (\$)	Commentary
	Group WA Pty Ltd		funds to enable a dividend to creditors. Official update to creditors to be provided.
0001 & 0002	Fiorita	33,795.48	Part payment now received. Breach notice issued to the tenant for the remainder (April rent).
0006 & 0007	T0000702 - Lo's Cafe	8,299.22	Tenant advised outstanding April rent will be paid.
L1	T0000706 - Minister for Works	12,495.84	Work in progress with the tenant. Email sent to tenant providing supporting documentation as requested. Department of Communities Tenancy.
L2	T0000707 - Minister for Works	16,645.11	Work in progress with the tenant. Email sent to tenant providing supporting documentation as requested. All other Government Department tenancies on Level 2.

Table 10.1g. Aged Debtors of The Quarter

Schedule of Loan Agreement

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

	Month 31 March 2025 \$	Year to Date 31 March 2025 \$	Life to Date 31 March 2025 \$
Funded Amount	-	-	3,800,000
Interest Charges*	-	114,000	452,419
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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

Table 10.1h. Scope Property Group Loan Agreement Schedule

Note that there was no receipt of interest charges in March. This was followed up directly with the Scope Property Group Director who has confirmed that they had changed banks recently and the payment was missed, and that a double payment would be made in April.

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 \$34,826 and a life to date benefit of \$502. For the current month of March 2025, the opportunity cost is \$3,679. 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 ADVERTISING OF 2025/26 DIFFERENTIAL RATES

File No:	FM.1
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Chief Financial Officer
Date of Report:	26 May 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Objects and Reasons for Differential Rates 2025/26

PURPOSE

For Council to consider the following for the purpose of advertising and seeking public submission on the proposed differential rates model for the 2025/26 financial year:

- Objects and Reasons for Differential Rates.
- Rates in the dollar and minimum rates for each Differential Rating category; and

OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE** the proposed **Objects and Reasons for Differential Rates 2025/26**; and
2. **ADVERTISE** and **INVITE** submissions regarding the following proposed differential rates in 2025/26:

GRV/UV	Differential Rates Categories	Proposed Rate in \$	Multiplier Lowest Rate in \$	Minimum Rate
GRV	Residential	0.055795	Lowest GRV	\$1,750
GRV	Commercial/Industrial	0.091110	1.63x	\$1,750
GRV	Airport/Strategic Industry	0.111589	2x	\$1,750
GRV	Transient Workforce Accommodation/Workforce Accommodation	0.223179	4x	\$1,750
UV	Pastoral	0.130035	Lowest GRV	\$367
UV	Mining/Other	0.145248	1.12x	\$367
UV	Strategic Industry	0.219248	1.69x	\$367

BACKGROUND

A key component of the budget setting is the establishment of the rates in the dollar (RID). Council has adopted differential rating whereby different rates in the dollar are set for different rating categories. In 2024/25 rate revenue was derived from the following differential rating categories:

- | | |
|------------------------------------|-----|
| - Residential properties | 41% |
| - Commercial/Industrial properties | 18% |

- Airport/Strategic Industry (GRV) properties 4%
- Transient Workforce Accommodation 16%
- Strategic Industry (UV) 18%
- Pastoral/Mining/Other Categories (UV) 3%

The graph below shows historical rate increases and impact on rates yield with a predominant 2.1% increase on yield applied to 2025/26 based on current valuations in addition to growth in rateable properties.



Chart 1: Annual Rate Yield to Rates Increases

Properties on Unimproved Values (UV) have their values reviewed annually and GRV properties are normally revalued every 3 years. The GRV revaluation was performed by Landgate in August 2024 and in effect from the 1 July 2025.

DISCUSSION

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

- increasing staffing levels and employment costs (including the EA increase).
- insurance premiums increasing by approximately 9% (being an increase of \$313K from \$3.36m to \$3.67m).
- Business as usual materials and contracts increasing by approximately 2.0% (being an increase of 680K from \$36.9m to \$37.7M).
- upgrade/renewal asset maintenance program for 2025/26.
- new services and upgrade/renewal of facilities.
- 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 34% of its total funding from rates, 38% 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% over the life of the investment) continue to provide a positive alternative revenue sources 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 absorb the additional cost of operating expenditure leading to increased reliance on reserves.

For the 2025/26 year, the City has obtained valuations from Landgate for all Gross Rental Value (GRV) properties, as revaluations fall every 3 years. These valuations have seen an increase in the gross rental valuations for all GRV categories.

The process once the Valuer General issues GRV valuations is the data is used to update valuation amounts providing a new total for the category. For the 2025/26 year this value landed at \$370,892,996 for GRV Residential compared to \$ 250,893,391 for 2024/25. The rate in the dollar is then re-calculated from this GRV total value to return to a baseline rate yield from the previous year. This baseline rate in the dollar has been calculated at \$0.055795 for the 2025/26 year. The new valuation provided by Landgate is times by the rate in the dollar to determine the rates value for each property.

Sensitivity Analysis was conducted to determine the most impacted suburbs within the City of Karratha. From Chart 2 it can be ascertained that numerous suburbs have had varied impacts from the GRV valuation, more so in Baynton, Bulgarra, Millars Well, Nickol, and Pegs Creek. With this uneven distribution, some ratepayers will be impacted more in these suburbs than Dampier, Roebourne and Wickham.

	< -20%	-20 to -15%	-15 to -10%	-10 to -5%	-5 to 0%	0 to 5%	5 to 10%	10 to 15%	15 to 20%	> 20%	Grand Total
BAYNTON	-	-	22	426	693	220	121	46	8	100	1,636
BULGARRA	-	-	-	-	3	321	833	62	9	6	1,234
DAMPIER	-	-	-	4	264	231	19	3	-	-	521
GAP RIDGE	-	-	-	1	-	-	-	-	-	-	1
KARRATHA	-	-	-	-	-	60	-	-	-	-	60
MILLARS WELL	-	-	-	-	41	563	101	17	93	12	827
NICKOL	-	-	-	23	532	546	625	116	3	6	1,851
PEGS CREEK	-	108	178	-	1	288	405	21	6	-	1,007
POINT SAMSON	-	-	-	1	4	20	62	27	1	1	116
ROEBOURNE	8	24	3	16	5	140	-	1	1	1	199
WICKHAM	112	4	17	217	234	107	-	-	-	1	692
Grand Total	120	136	220	688	1,777	2,496	2,166	293	121	127	8,144

Chart 2: Sensitivity Analysis GRV Residential at Baseline rates yield

Due to the financial effect of new values received from the Valuer General, the Administration recommends keeping the baseline rates yield at 0% on GRV Residential to lessen the impact to ratepayers as is demonstrated in Table 1.

Table 1 provides a comparison of the proposed average rates per property based on the proposed rates in the dollar:

Rate Type	Differential Rates Categories	2024/25 Average Rate per Property (Current Year Valuations) \$	2025/26 Proposed Average Rate per Property (Current Year Valuations) \$	Increase / (Decrease) \$	Increase / (Decrease) %
GRV	Residential	2,532	2,530	-2	0%
GRV	Commercial/Industrial	8,429	8,223	-206	-2.4%
GRV	Airport/Strategic Industry	58,020	41,289	-16,731	-28.8%
GRV	Transient Workforce Accommodation/Workforce Accommodation	423,752	345,690	-78,062	-18.4%
UV	Pastoral	23,380	23,381	+1	0%
UV	Mining/Other	3,965	3,872	-93	-2.3%

UV	Strategic Industry	307,804	506,998	+199,194	+64.7%
----	--------------------	---------	---------	----------	--------

Table 1: Comparison of the proposed average rates per property based on the proposed rates in the dollar
Updated UV valuation data have been received and valuations updated. Although the proposed 5% increase from 2025/26 baseline would apply to any property with an average valuation change, the impact would be different for any properties with a valuation change greater or less than the average.

Council's Long Term Financial Plan (2022-2042) has a rate increase assumption of 3.5% in 2025/26. The Australian CPI reached 2.9% in the December quarter of 2024 – which has progressively slowed from 4.1% the same time last year. Based on the forecasts for the coming year, a 0% increase for GRV residential and 5% for GRV Commercial/Industrial and the UV categories to align with recent market indicators and the City's required rate yield is proposed.

The proposed differential rates are detailed in Table 2 below:

Rate Type	Rate Category	Rate in \$	Minimum Payment
GRV	Residential	0.055795	\$1750
GRV	Commercial/Industrial	0.091110	\$1750
GRV	Airport/Strategic Industry	0.111589	\$1750
GRV	TWA	0.223179	\$1750
UV	Pastoral	0.130035	\$367
UV	Mining/Other	0.145248	\$367
UV	Strategic Industry	0.219248	\$367

Table 2: Proposed Differential Rates for 2025/26

Based on current rating information, the proposed differential rates model would raise \$66.3 million in rates in the 2025/26 financial year, comparative to \$59.5 million of rates levied in 2024/25. The additional yield is derived from the State Government amending lease consideration for a substantial landholding for 2025/26. This revenue will be quarantined into the Strategic Reserve, pending the potential for objection from the ratepayer.

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 addition to giving public notice and inviting submissions regarding the proposed differential rates, Section 6.33 of the *Local Government Act 1995* provides that a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential rate. Based on the proposed differential rates model, this is applicable for the GRV TWA/Workforce Accommodation (TWA/WA) differential rate.

The proposed rates model would result in no Ministerial Approval for the GRV Airport/Strategic Industry differential rates relative to the lowest differential rate as the multiplier has been maintained to less than twice the lowest differential rate.

Table 3 highlights this:

	2024/25		2025/26	
	Relativity to Lowest rate-in-the-\$	Relativity to Residential rate-in-the-\$	Relativity to Lowest rate-in-the-\$	Relativity to Residential rate-in-the-\$

GRV TWA/Workers Accommodation	4.02x	4.02x	4.00x	4.00x
----------------------------------	-------	-------	-------	-------

Table 3: Relativity of Differential Rate more than twice the lowest rate

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Councillors and the Executive Management Team via budget workshops and briefing sessions.

COMMUNITY CONSULTATION

The proposed differential rates together with the objects and reasons for each rate must be advertised for a minimum of 21 days, no earlier than 1 May 2025.

This period of advertising allows ratepayers to consider the proposed rates and make any submissions for Council's consideration prior to seeking Ministerial approval to impose a differential general rate which is more than twice the lowest differential rate. The advertising process does not prevent Council from amending the differential rates before Budget adoption.

POLICY IMPLICATIONS

In accordance with the Department of Local Government Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency. The following indicates how these values are satisfied by the proposed differential rates:

Objectivity:

- The land on which differential general rates is proposed has been rated according to Zoning and Land Use.
- One differential general rate category has been proposed which is more than twice the lowest differential – being the Transient Workforce Accommodation/Workforce Accommodation.

Fairness and Equity:

Council has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. In particular, the following items have been budgeted or undertaken:

Efficiency Measures:

- Continued review of the need for and remuneration of each vacant position.
- Disposal of under-utilised light fleet and plant.
- Continued use of local suppliers whenever possible and appropriate.
- Implementing energy and water efficiency strategies.
- Conduct one full statutory budget review.
- Implementation of new Enterprise Resource Planning system; and
- Ongoing investment in property to generate alternative revenue streams and reduce reliance on rates.

Service Improvements:

- Kevin Richards Multi-use hardcourts and lighting \$3.25 million.
- Dampier Land Transfer from Rio Tinto.
- Wickham BMX & Pump Tracks \$850,000.
- Roebourne Streetscape Masterplan for town centre \$2.4 million and Recreation Precinct \$1 million.
- Point Samson Master Plan.
- Karratha CBD Public Toilet.
- Dampier Townsite Masterplan.

- Footpath, kerb, and road renewals \$9 million.
 - Park enhancement including playground replacement and reticulation upgrades \$1.3 million.
 - Airport airside and equipment upgrades.
 - Housing and land initiatives including provision of Service Worker accommodation.
 - Ranger visibility in the community.
 - Increased grant funding opportunities for community organisations.
 - Implementation of Community Infrastructure Plan.
 - Increase in Indigenous engagement.
 - Attraction and retention of skilled workers under Designated Area Migration Agreement (DAMA).
-
- The objects of imposing differential rates and reasons for each rate are set out in the attached document that will be publicly available from 28 May 2025.
 - These objects and reasons clearly explain why each differential general rate is proposed to be imposed.
 - The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.
 - As there are less than 30 ratepayers in the Transient Workforce Accommodation/ Workforce Accommodation and UV Pastoral differential rating groups, each of these ratepayers will be individually informed in writing of the Department's Rating Policy, Council's objects and reasons, the differential general rate proposed that will apply to the ratepayer's property and the previous year's differential general rate for comparison. The closing date for submissions on the proposal will be at least 21 days after this information is provided.
 - All submissions from ratepayers will be presented to Council for consideration at a later meeting and the minutes of this meeting, including the responses to ratepayer submissions, will be provided to the Department and the Minister.

Consistency:

- All properties with the same land use characteristics have been rated in the same way, with the exception of vacant land which has been rated based on zoning.
- The proposed differential rates align to the City of Karratha Long Term Financial Plan 2022-2042 and projected CPI, which is below recent market indicators. Actual Perth CPI for the December 2024 year was 2.9% and WA Local Government Cost Index forecast at 2.2% for the 2025/26 year with 2.7% forecast to June 2025.
- Consideration has been given to rates proposed in neighbouring or similar local government districts however the Town of Port Hedland and Shire of Ashburton have yet to propose a differential rates model for 2025/26.
- Karratha has a higher revenue from TWAs than other surrounding arrears, however this is offset by a markedly lower UV mining rate.

Transparency and Administrative Efficiency:

- A document has been prepared clearly describing the object of and reason for each differential general rate. This will be made publicly available from 28 May 2025.
- Public notice will be exhibited on a notice board at Council's offices and at each library within the district from 28 May 2025. This public notice will also be published in state-wide and local newspapers from 28 May 2025.
- The public notice will detail each differential general rate to be imposed, advise ratepayers where to obtain a copy of the objects and reasons, invite submissions from ratepayers on the proposed differential general rates and advise the closing date for submissions of 19 June 2025.

- After the closing date for submissions, each submission received will be presented to Council for consideration prior to resolving to make application to the Minister for approval of the proposed differential general rates.

FINANCIAL IMPLICATIONS

Table 4 provides a comparison of rate yield based on rate in the dollar amendments.

Rate in Dollar % increase	2024/25	2025/26 Baseline	Proposed Increases %
Rate Yield	\$59,520,795	\$65,020,796	\$66,388,283
Difference (% and property growth)		\$5,500,001	\$1,367,487

Table 4: Comparison of total rate yield

The increase in the rate yield from 2024/25 to the 2025/25 baseline is reflective of the State Government amendment to lease considerations for a substantial landholding. There has been a 2.1% growth in the rate yield with the proposed increases for the 2025/26 year.

Table 5 provides a comparison of the proposed rates yield compared to 2024/25 using current year valuations. The proposed rate yield has decreased for all GRV categories due to the revaluation and the effect has seen a decrease to the rate in the dollar. For the UV categories the rate in the dollar has increased to accommodate a 5% increase on the 2025/26 baseline yield from 2024/25:

Rate Type	Differential Rates Categories	Current Year Valuations				Increase / (Decrease) %
		2024/25 Full Year Rate Yield \$	2024/25 Full Year Rate Yield %	2025/26 Proposed Rate Yield \$	2025/26 Proposed Rate Yield %	
GRV	Residential	21,640,070	36.4%	21,617,013	32.6%	(0.1%)
GRV	Commercial/Industrial	9,811,415	16.5%	9,580,272	14.4%	(2.4%)
GRV	Airport/Strategic Industry	1,972,687	3.3%	1,403,832	2.1%	(28.8%)
GRV	Transient Workforce Accommodation/Workforce Accommodation	11,017,547	18.5%	8,987,943	13.5%	(18.4%)
UV	Pastoral	233,798	0.4%	245,504	0.4%	5.0%
UV	Mining/Other	1,609,719	2.7%	1,662,759	2.5%	3.3%
UV	Strategic Industry	13,235,559	22.2%	22,890,959	34.5%	72.9%
	TOTAL	59,520,795	100.0%	66,388,283	100.0%	11.5%

Table 5: Comparison of Proposed rate yield

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.3.1 Property Rating 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

Category	Risk level	Comments
Financial	High	Failure to obtain Ministerial approval for the proposed differential rates model may result in an increase in the rates required from other properties or a significant shortfall in rates revenue.
Service Interruption	High	Any budget shortfall or delays in adoption of the rates and annual budget has the potential to impact operations and services.
Environment	N/A	Nil
Reputation	Moderate	Failure to obtain Ministerial approval for the proposed differential rates model may require Council to increase rates on other differential rating categories to make up any shortfall which would not be well received by other ratepayers.
Compliance	High	Council will be in breach of the <i>Local Government Act 1995</i> if it adopts any differential rates higher than 2x the lowest rate without having followed the prescribed process, including public consultation and Ministerial approval.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Based on the City's rating strategy, the City applies annually for Ministerial Approval to impose differential rating for all Gross Rental Value properties and Unimproved Value properties.

For each financial year from 2012/13 to 2014/15, the City adopted a differential rates model that incorporated a combined Commercial/Industrial differential rating category.

For the 2015/16 financial year the City was required to modify the application, to reduce the differential rate levied on properties in the Transient Workforce Accommodation/Workforce Accommodation differential rating category from \$0.232179 to \$0.216481 to obtain Ministerial Approval.

For the 2016/17 financial year the City was required to provide a concession to a number of properties in the Transient Workforce Accommodation/Workforce Accommodation differential rating category to limit their increase in rates payable to 20%. These concessions were offset by Ministerial Approval being granted for the higher rate in the dollar of \$0.321484 rather than the initially proposed rate of \$0.293013.

Council regularly reviews the proportion of the rate income generated under categories to ensure that all property owners make an equitable contribution to rates, and to minimise the impact that rates have on residential, industrial, and commercial ratepayers.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The differential rates model proposed for public advertising meets the anticipated revenue requirements of the 2025/26 Budget while ensuring there is capacity to complete the Capital Works program required. The proposed increase to rates in the dollar is lower than Council's

current Long Term Financial Plan, but on par to actual CPI for the most recent calendar year ensuring funding of the forecasted budget deficit.

9.5 MEMBERSHIP TO EXTERNAL ADVOCACY BODIES

File No: GR.49

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Manager Governance & Organisational Strategy

Date of Report: 7 May 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

9.6 PAYMENT PROTECTION FRAMEWORK: ANNUAL ELECTORS' MEETING NOTICE OF MOTION

File No:	GV.25
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Governance Coordinator – Procurement & Compliance
Date of Report:	29 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to note the actions being undertaken by Officers to review existing systems with the objective of enhancing payment protections for subcontractors in City administered contracts.

OFFICER'S RECOMMENDATION

That Council:

1. **ACKNOWLEDGE** the motion put forward at the Annual Electors Meeting of 24 March 2025 item 4.2.3 from N Selten relating to payment protection for local subcontractors;
2. **SUPPORT** a review of subcontractor payment protections; and
3. **NOTE** that a further report will be presented detailing outcomes of the review.

BACKGROUND

At the Annual Electors' Meeting held on 24 March 2025 item 4.2.3 N Selten, presented a motion that was carried:

That Council:

1. Implement a payment protection framework for local subcontractors engaged in projects awarded to larger companies through City of Karratha Tenders.

This framework should include:

- a) A requirement for principal contractors to provide proof of payment to subcontractors before receiving their final payments from the City;
 - b) A structured reporting system where subcontractors can flag non-payment issues directly with the City; and
 - c) Consideration of financial penalties or withholding of funds for companies that fail to meet subcontractor payment obligations;
2. Review contractual obligations in City tenders to strengthen protections for local businesses by:
 - a) Including clauses that mandate timely payments to subcontractors;

- b) Prioritising companies with a demonstrated history of fair subcontractor treatment in the tender evaluation process; and
 - c) Establishing clear escalation procedures for payment disputes involving local subcontractors;
3. Commits to transparent communication with affected subcontractors by:
 - a) Providing regular updates on payment concerns raised by local businesses; and
 - b) Ensuring that any issues with outstanding payments are addressed within a reasonable timeframe; and
 4. That the City reserves the right within the head contract to pay subcontractors direct instead of waiting for the head contractor to make payment.

This motion is in response to a recent issue where a head contractor was unable to pay local subcontractors between October and December 2024 under a City contract. When the City became aware of the situation, measures were taken by the City to address the issue and find a remedy for the affected businesses.

All affected businesses have now been paid what was due and payable, with the City paying three of the businesses directly from withheld funds due to the main contractor.

DISCUSSION

The City's existing payment processes for significant construction contracts require a contractor to submit a statutory declaration with a payment claim. The declaration is for the purpose of confirming the contractor has paid all monies due and payable under the contract as of the date of the claim, including those owed to any sub-contractor.

In this instance the timing of the claim meant the City wasn't made aware of the situation early enough to intervene.

To provide greater visibility to the City on subcontractor payments, officers are currently reviewing the existing framework. This includes revising the statutory declaration template and requiring contractors to provide more detailed information. A legal firm has also been contracted to deliver a standardised suite of contract documents for the City. As part of this review, the City will incorporate protections for subcontractors to ensure they receive fair and timely payments.

A further report, detailing the outcomes, will be presented to Council upon the completion of the review.

Additionally, for construction contracts entered into on or after 1 August 2022 the *Building and Construction Industry (Security of Payment) Act 2021* (SOPA) also applies. This legislation introduced a series of changes to help promote cash flow in the building and construction industry, protect subcontractors and suppliers from the risk of non-payment and provide mechanisms for the recovery of payments. In 2022 the City adjusted its systems to accommodate this legislative change.

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.

STATUTORY IMPLICATIONS

Section 5.33(1) of the *Local Government Act 1995* requires all decisions made at an electors' meeting to be considered by council at its next ordinary council meeting or special council meeting.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between officers.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

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	When subcontractors aren't paid, it can result in higher contract costs due to project delays, penalties and the significant time and money needed to resolve issues. It also is an impost on contractors and affects their cash flows.
Service Interruption	Moderate	Subcontractor non-payments can lead to subcontractors stopping work which has an impact on the City's contract delivery timeframes.
Environment	N/A	Nil
Reputation	Moderate	If subcontractors lose faith in the City's contracting practices, they may refuse to bid on future projects, leading to reduced competition and potentially higher costs for the City.
Compliance	Moderate	Sub-contract disruptions can have a knock-on effect to the head contract causing contractual issues.

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

Systems and templates will be reviewed to enhance protections for subcontractor payments by head contractors in City-administered construction contracts. Following the review a report detailing the outcomes, will be presented to Council for consideration.

9.7 RE-ADOPT 2023/24 ANNUAL BUDGET

File No:	FM.1
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Management Accountant
Date of Report:	26 May 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. 2023/24 Annual Statutory Budget 2. Letter of approval Differential Rating 2023-24

PURPOSE

For Council to consider the adoption of the amended Annual Budget for the 2023/24 financial year following the quashing of the 2023/24 rates as detailed at the Ordinary Council Meeting on 24th February 2025, resolution OCM250224-06 approving ministerial approval for the 2023/24 Transient Workforce Accommodation/Workforce Accommodation differential rate to be greater than two times the lowest rate in the dollar.

OFFICER'S RECOMMENDATION

That Council:

- IMPOSE the following differential general and minimum rates on Gross Rental and Unimproved Values;**

GRV/ UV	Differential Rates Categories	2023/24 Proposed Rate in \$	Multiplier Lowest Rate in \$	Minimum Rate
GRV	Residential	0.073545	Lowest GRV	\$1,666
GRV	Commercial/Industrial	0.102115	1.39	\$1,691
GRV	Airport/Strategic Industry	0.147090	2.00	\$1,691
GRV	Transient Workforce Accommodation/ Workforce Accommodation	0.295458	4.02	\$1,691
UV	Pastoral	0.113093	Lowest UV	\$355
UV	Mining/Other	0.145025	1.28	\$355
UV	Strategic Industry	0.201747	1.78	\$355

ANNUAL BUDGET FOR 2023/24

- That Council **ADOPT** the Annual Budget as contained in Attachment 1 for the 2023/24 financial year.
- That Council approves the refund of 31 ratepayers in the GRV Airport/Strategic Industry category due to those rates initially being levied at greater than two (2) times the lowest rate in the dollar as follows:

Assess	Ven	Address	Owner	Refund
A76474	797395	LOT 7 NORMAN ROAD GAP RIDGE WA 6714	Karratha Flying Services (2008) Pty Ltd	\$ 243.78
A76475	797396	LOT 8 NORMAN ROAD GAP RIDGE WA 6714	Karratha Flying Services (2008) Pty Ltd	\$ 80.83
A76476	797397	LOT 9 NORMAN ROAD GAP RIDGE WA 6714	Police WA	\$ 271.49
A76483	797404	LOT 16 BAYLY AVENUE GAP RIDGE WA 6714	BP Australia Pty Ltd	\$ 155.14
A76484	797405	LOT 17 BAYLY AVENUE GAP RIDGE WA 6714	Viva Energy Aviation Pty Ltd	\$ 227.17
A76485	797406	LOT 18 BAYLY AVENUE GAP RIDGE WA 6714	Thrift Car Rentals	\$ 202.23
A76486	797407	LOT 503 BAYLY AVENUE GAP RIDGE WA 6714	Hertz Australia Pty Ltd	\$ 121.89
A76487	797408	LOT 503 BAYLY AVENUE GAP RIDGE WA 6714	Avis Australia	\$ 136.30
A76488	797409	LOT 503 BAYLY AVENUE GAP RIDGE WA 6714	Budget Rent A Car	\$ 138.51
A76493	797414	LOT 28 KARASEK WAY GAP RIDGE WA 6714	Helicopters Australia	\$ 159.57
A76495	797416	LOT 30 BAYLY AVENUE GAP RIDGE WA 6714	Woodside Offshore Petroleum Pty Ltd	\$ 765.71
A76496	797417	LOT 31 KARASEK WAY GAP RIDGE WA 6714	Babcock Offshore Services Australia Pty Ltd	\$ 293.65
A76632	1316898	LOT 34 KARASEK WAY GAP RIDGE WA 6714	Aspen Medical	\$ 304.73
A77735	1417618	LOT 564 VILLAGE ROAD BURRUP WA 6714	Yara Pilbara Fertilisers Pty Ltd	\$ 11,890.98
A78663	1556780	LOT 3002 NORTH WEST COASTAL HIGHWAY MAITLAND WA 6714	EDL LNG (WA) Pty Ltd	\$ 1,819.87
A89242	1692652	LOT 503 NORMAN ROAD GAP RIDGE WA 6714	Express Freighters Australia	\$ 76.99
A89243	1692653	LOT 6B NORMAN ROAD GAP RIDGE WA 6714	Virgin Australia Cargo Pty Ltd	\$ 76.99

Assess	Ven	Address	Owner	Refund
A89425	1809903	LOT 32 KARASEK WAY GAP RIDGE WA 6714	CHC Helicopters (Australia)	\$ 324.70
A91506	1921494	LOT 503 ROWELL STREET GAP RIDGE WA 6714	Indara Digital Infrastructure	\$ 38.36
A91551	1994716	LOT 503 HOOD WAY GAP RIDGE WA 6714	Lagadere/AWPL Pty Ltd	\$ 211.37
A91897	2084185	LOT LS1 MOF ROAD BURRUP WA 6714	Woodside Burrup Pty Ltd	\$ 788.47
A91898	2084167	LOT LS1 EAST INTERCOURSE ISLAND DAMPIER WA 6713	Hamersley Iron Pty Ltd (Strategic Assets)	\$ 381.45
A91899	2084179	LOT LS1 DAMPIER ROAD GAP RIDGE WA 6714	Hamersley Iron Pty Ltd (Strategic Assets)	\$ 2,855.54
A91900	2084188	LOT LS1 FORTY MILE BEACH ROAD MARDIE WA 6714	Quadrant Energy Australia Limited	\$ 353.75
A91901	2084182	LOT LS1 CAPE LAMBERT ROAD POINT SAMSON WA 6720	Robe River Iron Associates (UV Properties)	\$ 649.96
A91902	2084189	NORTH WEST COASTAL HIGHWAY ROEBOURNE WA 6718	Venturex Pilbara Pty Ltd	\$ 110.81
A91903	2084187	LOT LS1 BURRUP ROAD BURRUP WA 6714	Woodside Energy Ltd (UV Properties)	\$ 2,378.20
A91904	2084178	LOT LS1 EAST INTERCOURSE ISLAND DAMPIER WA 6713	Hamersley Iron Pty Ltd (Strategic Assets)	\$ 1,917.90
A92074	2057189	UNIT 2 LOT 503 BAYLY AVENUE GAP RIDGE WA 6714	Northwest Aviation Services Pty Ltd	\$ 38.78
A92089	2112741	LOT 1 BAYLY AVENUE GAP RIDGE WA 6714	Bristow Helicopters Australia Pty Ltd	\$ 343.52
A92181	1175897	LOT 503 BAYLY AVENUE GAP RIDGE WA 6714	Airlink Pty Ltd	\$ 181.18
			Total:	\$ 27,539.83

BACKGROUND

The Officers Recommendation for the GRV and UV differential general rates for the 2023/24 financial year had proposed a 5% increase for all GRV and UV rates. On that basis, the relativity would have been retained, and all the differential rating categories would have been consistent with the provisions of s.6.33(3) of the LG Act.

However, at the 30 June 2023 OCM, Councillors had sought to alleviate cost of living pressures on residential ratepayers through a reduced increase in rates for that category from 5% down to 3.5%, while maintaining a 5% increase for all other categories.

It was not apparent to Council members at the time of adopting the reduced increase for the Residential GRV category, that by adopting anything other than what officers recommended, the relativities between categories would be changed. The unintended consequence was that the Airport/Strategic Industry GRV had become more than two times the Residential GRV rate, with a factor of 2.03 instead of 2.00.

The GRV and UV Differential rate model which emerged from the 30 June 2023 OCM was included in the City's 2023/2024 Budget, and rate notices were issued in accordance with Resolution 155204.

By reason of the Council's initiative, the rate in the dollar for the Residential GRV category was 0.073545, making the two times amount to 0.14709. However, the rate in the dollar for the GRV Airport/Strategic Industry category was 0.149221 which clearly was more than twice the GRV Residential rate.

Ministerial approval had been received on 29 June 2023 for the GRV Transient Workforce Accommodation/Workforce Accommodation rate to be more than twice the lowest rate in the GRV category. Similar approval had not been obtained for the Airport/Strategic Industry GRV rating category.

DISCUSSION

To rectify the irregularity regarding the difference between the Residential GRV rate and the Airport/Strategic Industry GRV rate, and after obtaining legal advice on this matter, the City applied for the 2023/24 rates to be quashed for all rating categories.

A renewed application to the Minister for approval was made to impose the differential general rate for the GRV Transient Workforce Accommodation/Workforce Accommodation category at a rate which is more than twice the lowest GRV differential rate imposed by the Council (as was the intention initially). The Airport/Strategic Industry GRV rate has been adjusted down from 0.149221 to 0.147090 so that it is not greater than 2 times the Residential GRV.

Having now received Ministerial approval for all differential rating categories and to impose a rate in the dollar for the GRV Transient Workforce Accommodation/Workforce Accommodation that is greater than 2 times the lowest rate in the dollar, it is intended that the Council will reimpose the differential rates in compliance with s.6.33(3) of the Local Government Act and readopt the 2023/24 budget to include these changes.

As a consequence of reducing the Airport/Strategic industry GRV rate, a refund to rate payers in this category will become due across 31 rate payers with a total amount of \$27,539.83.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft budget has been prepared to include information required by the *Local Government Act 1995*, *Local*

Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

COUNCILLOR/OFFICER CONSULTATION

Extensive consultation has occurred with all departments and through briefings and workshops with elected members during the setting of the initial budget.

COMMUNITY CONSULTATION

The proposed differential rates model was not required to be readvertised as directed by the Department of Local Government, Sport and Cultural Industries, as this had already taken place in the initial budget and rates setting process.

POLICY IMPLICATIONS

CF-10 Rating Equity Policy.

The Draft Budget 2023/24 applies the principles of rating equity in the setting of Council's differential rates.

FINANCIAL IMPLICATIONS

The amended 2023/24 Budget results in a reduction of \$27,539.83 in rates income already received for the Airport/Strategic industry GRV. This will be refunded in the current financial year as budget has been allocated.

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	Low	The value of refunds is of low materiality
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	The discovery of the error may lead to reputational damage.
Compliance	Low	All statutory requirements have been met to proceed in this manner

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The 2024/25 Budget was adopted by Council on 28 June 2024.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The amended 2023/24 Budget results in a surplus of \$7,929.00 with \$27,539.83 being refunded to rate payers in the GRV Airport/Strategic category during the current year.

10 COMMUNITY EXPERIENCE REPORTS

10.1 BUS SEAT AND SHELTER INSTALLATION: ANNUAL ELECTORS' MEETING MOTION

File No:	CS.84
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	18 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the motion from the Annual Electors Meeting held March 2025 to install seats and shelters at bus stops throughout the City of Karratha, as well as maintaining weeding and upkeep of the stops and that these installations are completed by next summer.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACKNOWLEDGE** the motion carried at the March 2025 Annual Electors Meeting requesting the installation of seats and shelters at bus stops throughout the City, including weed management and upkeep of the stops; and
- 2. SUPPORT** progressing the request for seat and shelter installation through the development of a comprehensive Bus Shelter Plan proposed in the 2025/2026 financial year. This plan will include an audit of existing bus stops and establish a prioritised delivery program.

BACKGROUND

At the March 2025 City of Karratha Annual Electors Meeting, an elector moved a motion, subsequently carried, requesting that the Council:

1. Install seats and shelters at bus stops throughout the City;
2. Ensure regular maintenance, including weeding and general upkeep of the bus stops; and
3. Complete the installations by next summer (i.e. December 2025).

This motion reflects ongoing community concerns regarding public transport infrastructure, comfort, and accessibility within the City. Additionally, the motion discussed a review of bus stop location allocation.

DISCUSSION

1. Current Status of Bus Stops

In Western Australia, the Public Transport Authority (PTA) is responsible for the planning and delivery of public bus services for the benefit of the local community. This includes determining public bus routes, setting service frequencies, selecting bus stop locations and the operation of bus services. The PTA has been providing bus services in the City of Karratha under the TransRegional banner since 2017. Under existing arrangements, the bus services (including school bus services) to the various towns are provided by contractors under an agreement with PTA.

The City of Karratha is responsible for the installation and maintenance of bus shelter and seating within the road reserve. Installing additional infrastructure requires approval from both the PTA and the Department of Transport (DOT). The PTA's Bus Shelter Subsidy Program (BSSP) provides funding support for Local Governments to install road-side bus shelters for the benefit of local commuters.

Currently, the City has 91 bus stops (including 84 school bus stops) and 14 terminus locations, but the City currently provides 26 bus shelters. Condition is unconfirmed and there are variables on the different types of bus shelters for each of these, with a limited number equipped with seating.

2. Bus Shelter Plan Development

The City is in the process of developing a comprehensive bus shelter plan to identify and prioritise new bus shelter installations, which will move away from the current ad hoc approach to infrastructure delivery for these assets. Additionally, the existing standard bus shelter design will be reviewed to ensure it aligns with local conditions.

This project is already in the pipeline for development in the 2025-26 financial year, with a proposed allocated budget of \$40,000.

The project scope includes the following:

- Audit and assessment of existing bus stop shelters and seating;
- A review of bus shelter design and recommendations for key design elements of all City bus shelters, tailored to various locations and conditions;
- A prioritisation framework to identify high-need locations for shelter installation and seating;
- A recommended implementation program for shelter / seating installation; and
- An evaluation and approval process for all new shelter requests from community.

The plan will provide a clear program for delivery of bus shelter and seating installations, ensuring these assets are placed at locations with the greatest need across the City.

In parallel to the development of the bus shelter plan, the City will work with the DOT and PTA to:

1. Gather and analyse usage statistics for all bus stops. Understanding which stops are most frequently used, and during which times, will support the City in determining the prioritisation framework.
2. Understand the guidelines, requirements, and approval processes for the installation of seating and shelters at bus stops throughout the City.

3. Bus Shelter Installation

Table 1 below provides an indicative project timeline for completion of the Bus Shelter Plan, scheduled for commencement in July 2025.

Table 1 - Project Timeline

	Milestone / Activity	Timing
1	Project Plan approval	July 2025
2	RFQ Procurement of Consultant	July – August 2025
3	Plan development	August - October 2025
4	Public consultation	November 2025
5	Draft Plan Finalisation	December 2025
6	Present final Bus Shelter Plan for final Director approval	January 2026
7	Council Endorsement	February 2026

Based on this timeline of program completion, the installation of identified priority bus shelters could begin from March 2026 onwards. Completion of the project by the start of summer (December 2025) is therefore not feasible under the current timeline and resource constraints.

An estimate budget to complete installation of one individual bus shelter and seating at one location would be approximately \$150,000 + GST. This estimate is informed by the cost of installation of recent shelters at existing stops located at the Karratha Health Campus and Karratha City Shopping Centre in 2024.

4. Maintenance

Ongoing maintenance will be essential to ensure that any new installations remain safe and functional. The City will coordinate with the DOT and PTA to establish a regular maintenance schedule, including inspections and prompt repairs as necessary. Currently, weed management around bus stops is conducted four times per year through spraying and slashing. As part of the maintenance strategy, which aligns with the quarterly assessment and works as part of the current level of service.

On completion of the bus shelter plan, ongoing maintenance expenses will need to be considered as part of the long-term operational requirements.

5. Public Transport Review

A comprehensive review of public bus routes and bus stop locations across the City is scheduled as part of a Public Transport Review, budgeted for delivery in the 2025/26 financial year. The findings and recommendations from this review will guide the City's advocacy efforts with the PTA to improve service provision.

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 parties affected.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

Community consultation is not required at this stage. Engagement with the community will take place in 2025-26 as part of the Bus Shelter Plan project, focusing on identifying priority locations for shelter installation.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

A budget of \$40,000 has been requested as part of the 2025/26 budget to deliver the Bus Shelter Plan project.

Installation costs and additional maintenance costs are not currently included in the City's approved budget or requested in the 25/26 budget, however the Long-Term Financial Plan includes an allocation of \$100,000 per annum from

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	There is no perceived health risk in endorsing the Officer's recommendation.
Financial	N/A	There is no financial risk associated with the Officer's recommendation.
Service Interruption	N/A	There is no impact on Service Interruption in endorsing the Officer recommendation.
Environment	N/A	There is no environmental risk in endorsing the Officer's recommendation.
Reputation	Low	There is a low perceived risk in endorsing the Officer's recommendation.
Compliance	N/A	There is no compliance risk in endorsing the Officer's recommendation.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

At the March 2025 Annual Electors Meeting, a motion was carried requesting the City of Karratha install seats and shelters at bus stops, maintain them regularly, and complete installations by December 2025. The City, responsible for bus shelter installation and upkeep, plans to develop a Bus Shelter Plan in 2025/26. This initiative includes an audit of current infrastructure, design review, prioritisation framework, and implementation program, with a \$40,000 budget. Installation of new shelters, estimated at \$150,000 each, will begin in 2026/27 following Council's endorsement of the Plan. A broader Public Transport Review, also planned for 2025/26, will assess routes and stop locations, enhancing future service delivery.

10.2 WATERPARK DEVELOPMENT: ANNUAL ELECTORS' MEETING MOTION

File No:	CM.617
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	17 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the motion from the Annual Electors Meeting held March 2025 for the construction of a waterpark, including waterslides, in the City of Karratha and to present options for Council consideration.

OFFICER'S RECOMMENDATION

That Council:

1. **ACKNOWLEDGE** the motion carried at the March 2025 Annual Electors Meeting requesting a water park, including waterslides; and
2. **SUPPORT** the delivery of feasibility study on a splash pad or water park at Dampier Foreshore and a waterslide at the Karratha Leisureplex in the 2025/2026 financial year.

BACKGROUND

At the March 2025 City of Karratha Annual Electors Meeting, an elector moved a motion, subsequently carried, requesting that the Council build a water park for the community, including waterslides. The motion highlighted the potential benefits of the facility, including increased recreational opportunities, enhanced community wellbeing, and its potential as a tourist attraction.

DISCUSSION

Karratha has a young and growing population, with many families seeking additional leisure and recreation options. The City understands the community demand and the social and economic benefits a water park and water-based activities offers for residents and visitors.

For this report, a water park is defined as a recreational facility featuring attractions such as swimming pools, water slides, splash pads, wave pools, and other aquatic play areas. Water parks can range from small, local facilities to large-scale destinations.

Planned Water Park Projects

The City's primary aquatic recreation facility is the Karratha Leisureplex (KLP) Aquatic Centre. As part of the KLP Improvement Plan, adopted by the Council at its Ordinary Council Meeting in November 2020, a staged implementation approach was proposed, including a feasibility study for the potential addition of a water slide. While further work is required on design, cost estimates, and operational planning, the water slide project is currently

incorporated into the City's Long Term Financial Plan, with \$4.6 million allocated for the 2027/28 financial year.

Community Infrastructure Plan

The Administration is in the process of preparing the City's Community Infrastructure Plan (CIP), a strategic framework designed to guide the prioritisation and planning of community facility projects over the next 10–15 years. The CIP encompasses initiatives for enhancing, upgrading, or constructing new facilities to meet community needs effectively.

A draft CIP has been completed and was presented to Council at the April Ordinary Council Meeting (OCM), for public advertisement.

Regarding waterpark facilities, the draft CIP outlines the following specific recommendations:

Catchment	Assessment of Need	Draft CIP Recommendation
Karratha	<ul style="list-style-type: none"> The City's Karratha Leisureplex Aquatic Centre, includes an eight-lane 50-meter pool (partially shaded), a four-lane 25-meter pool, a leisure pool, and a fully shaded splash pad. Provision standards and community consultation indicate no need for additional aquatic facilities. The community has expressed interest in adding a diving pool/diving board/waterslide at the Leisureplex. These enhancements will be assessed as part of the Karratha Leisureplex Improvement Plan. 	<p>No recommendation for a waterpark.</p> <p>Continue with the Leisureplex Improvement Plan to assess feasibility of waterslide feature.</p>
Dampier	<ul style="list-style-type: none"> No aquatic facility currently exists; aquatic activities focus on the foreshore. Provision standards do not indicate a need for an aquatic facility. However, there is widespread community demand for a splash pad/water park. It is acknowledged that there is a water park within KLP, however, there is a cost to use the facility, and it is not in a location that families may choose to recreate. 	<p>Prepare a feasibility study for a splash pad or water park on the Dampier foreshore to enhance its appeal as a "daytrip" destination.</p>
Wickham	<ul style="list-style-type: none"> Wickham's aquatic facility features a 25-meter pool. Provision standards do not indicate a need for additional aquatic facilities. Community feedback highlighted issues with the change rooms and a desire for heated water to enable year-round use. 	<p><i>No specific recommendation is made regarding a water park.</i></p>
Roebourne	<ul style="list-style-type: none"> The Roebourne Recreation Precinct features an aquatic centre, including a 25-meter pool, shaded leisure water, and an integrated play area. Provision standards do not indicate a need for additional aquatic facilities 	<p>Implementation of the Roebourne Recreation Precinct Master Plan – Aquatic Centre:</p> <ul style="list-style-type: none"> - disabled pool access;

Catchment	Assessment of Need	Draft CIP Recommendation
	<ul style="list-style-type: none"> Previous consultation found the need for upgrades to existing aquatic centre. 	<ul style="list-style-type: none"> additional shade structures for pool.
Point Samson	<ul style="list-style-type: none"> The population of Point Samson is not sufficient to sustain large community facilities / waterpark. 	<i>No specific recommendation is made regarding a water park.</i>

NEXT STEPS

In alignment with the draft CIP's assessment and recommendations, the Administration proposes addressing the request as follows:

1. Current scheduling

While community interest in a water park is valid and reflects the region's climate and demographics, careful planning and thorough investigation are essential before committing to a significant capital investment. Strategic enhancements to existing infrastructure may offer a more cost-effective and sustainable solution in the short term.

Funding has been allocated under the Long-Term Financial Plan (LTFP) to evaluate the feasibility of enhancing or expanding the KLP, including the potential addition of water features or slides. While the strategic planning of the project is scheduled for delivery in the 2026-27 financial year, the waterslide feasibility component of the KLP Improvement Plan can be brought forward for delivery into FY25/26. The Long Term Financial Plan will need to be revised to bring forward delivery of the waterslide to FY26/27, if feasibility is confirmed.

In terms of a Dampier Foreshore Waterpark, the draft CIP recommends advancing a feasibility study for a splash pad or water park on the Dampier Foreshore within the next 1–5 years. However, this project has not yet been budgeted to be delivered.

2. Budget

To streamline efforts and address community priorities, the Administration recommends prioritising the feasibility study for the Dampier Foreshore Splash Pad/Water Park in FY25/26, while concurrently evaluating the viability of adding a waterslide at the KLP. A budget allocation of \$100,000 has been proposed in the FY25/26 budget to support further planning of key projects identified in the CIP, which could be partly used to fund this work.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

Community consultation is not required at this stage. Engagement will be conducted during the development of the planned KLP Improvement Plan and the Dampier Foreshore Feasibility Study.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

\$100,000 has being proposed in the draft FY 25/26 Annual Budget to progress priority projects identified within the Draft Community Infrastructure Plan.

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	There is no perceived health risk in endorsing the Officer's recommendation.
Financial	N/A	There is no financial risk associated with the Officer's recommendation.
Service Interruption	N/A	There is no impact on Service Interruption in endorsing the Officer recommendation.
Environment	N/A	There is no environmental risk in endorsing the Officer's recommendation.
Reputation	Low	There is a low perceived risk in endorsing the Officer's recommendation.
Compliance	N/A	There is no compliance risk in endorsing the Officer's recommendation.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

At the March 2025 City of Karratha Annual Electors Meeting, a motion was carried requesting the development of a community water park with waterslides, aimed at increasing recreational opportunities and boosting community wellbeing. Karratha, with its growing population, has a demand for more leisure options. The draft Community Infrastructure Plan (CIP) recommends enhancing the Karratha Leisureplex through an Improvement Plan which will examine the feasibility of additional of water features, like a slide. Additionally, a feasibility study for a splash pad or water park at Dampier Foreshore was recommended as part of the draft CIP. The Administration recommends advancing the feasibility study planning for the Dampier Foreshore Splash Pad/Water Park and the KLP waterslide in FY25/26, utilising a proposed \$100,000 budget that was allocated to support key projects outlined in the CIP.

11 DEVELOPMENT SERVICES REPORTS

11.1 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BAYNTON DEVELOPMENT CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION

File No:	CM.599
Responsible Executive Officer:	Director Development Services
Reporting Author:	Housing Financial Analyst
Date of Report:	1 May 2025
Applicant/Proponent:	Acero Construction Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Advertised Business Plan 2. Public Submissions 3. Business Plan review 4. CONFIDENTIAL Corporate Credit Reporting 5. CONFIDENTIAL Contractor References 6. CONFIDENTIAL Building Inspection Report

PURPOSE

For Council to consider public submissions received regarding the draft Business Plan to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing and determine whether to proceed with acquiring the development.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority:

- 1. RECEIVE the 15 public submissions and administration's response regarding the draft Business Plan to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing;**
- 2. NOTE the due diligence that has been undertaken to minimise risk, including:**
 - Independent Business Plan review
 - Corporate Credit Reporting
 - Contractor References
 - Building Inspection report
- 3. AGREE to undertake a Major Land Transaction to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing;**
- 4. APPROVE a budget allocation of \$26,236,692 for the transaction in the 2025/26 Annual Budget to be funded by transfer from the Infrastructure Reserve; and**
- 5. AUTHORISE the Chief Executive Officer to execute a Contract for Sale of Land by Offer and Acceptance and Development Agreement to facilitate the Major Land Transaction.**

BACKGROUND

At its March 2024 Ordinary Meeting, Council resolved to conduct an Expression of Interest (EOI) for Housing Development. The aspirational deliverables of the Housing Development EOI included:

- Provide the market with details pertaining to undeveloped, development-ready lands within the Karratha town centre.
- Support the development of a mix of affordable housing (e.g., service/essential worker accommodation), government housing (local, state), and private rentals/sales.
- Aggregate demand: The aggregation of city-owned, undeveloped, development-ready lands may support scale economies and improve investment yields.
- Invite proposals, ideas, interest in the development of additional housing on the sites featured in the City's inventory.
- Propose and consider a range of incentives that may boost the feasibility of housing projects in the City of Karratha

Expressions of Interest were advertised on 3 April 2024 and closed 15 May 2024. During this period the City also facilitated a series of briefing sessions to disseminate important information and convey instructions for potential proponents, including two virtual sessions held 10 April and 1 May, in Karratha on 11 April and in Perth on 17 April 2024.

Upon closing, 15 EOIs were received and were then evaluated by a five person panel. The EOIs were assessed initially for compliance with the EOI documents. They were then assessed against qualitative criteria.

At the June 2024 Ordinary Meeting, Council endorsed a shortlist of eight proposals that met the selection criteria and in the Evaluation Panel's opinion warranted further investigation and consideration.

Following Council's endorsement in June 2024, Officers met with each shortlisted proponent to assess the financial models, legal structures, compliance requirements and refine each proposal into a set of go-forward options. These deliberations presented an opportunity to consider which proposals offer the best social and economic outcomes to the City on the land proposed.

The Evaluation Panel worked with proponents to clarify and refine each proposal against the evaluation criteria. At the October 2024 Ordinary Meeting, the evaluation panel recommended that the five shortlisted proposals be prioritised and that the selected options warrant the development of individual business plans.

Council accepted these recommendations and resolved in accordance with Section 3.59 of the *Local Government Act 1995* to prepare Local Government Act Business Plans for each proposal and report back to Council prior to advertising.

At the February 2025 Ordinary meeting, Council resolved to adopt the business plan for one of the five shortlisted proposals, the Baynton Development by Acero Construction, and advertise the business plan for public feedback prior to making an investment decision.

DISCUSSION

The Business Plan was made available on Council's 'What We Make It' website from 27 February 2025, with Statewide public notice provided on 5 March 2025. The Business Plan was also promoted through the City's social media channels. Public submissions were open until 5:00pm on 16 April 2025, being 6 weeks after Statewide public notice in accordance

with s3.59 of the *Local Government Act 1995*. 15 submissions were received with 10 broadly in favour of the proposal and 5 opposed.

The submissions in favour primarily emphasised the need for additional housing, commended the City for taking a proactive approach, made suggestions for ways to best utilise the development and provided advice on some matters that the respondents felt were not addressed sufficiently in the Business Plan.

The submissions opposed all shared the common theme that respondents believed the City should not be directly or financially involved in housing development.

A copy of all submissions and proposed responses is attached for reference (Attachment 2) while a summary of the key comments and issues raised is contained within the Community Consultation section below.

Due Diligence

In order to provide assurance around the project feasibility, contractor's experience, reliability and capability to deliver the project, Officers have undertaken a number of due diligence activities.

Independent Business Plan review

Officers engaged APP Consulting to provide a review of the business plan for compliance, project feasibility, financial projections and risk analysis. The review concluded that:

- the business plan complies with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*;
- key information is provided within the Business Plan to fully understand the nature of the transaction, the options available, outcomes to the City and support the recommendations made;
- the risks identified constitute a sound overview of the key risks (noting that risk management is considered a dynamic function that will need to be managed should the project proceed);
- that rents adopted in the project modelling are below current market and therefore the financial results are not considered overly optimistic from this perspective;
- cashflows and associated sensitivity analysis for all options are considered robust; and
- a terminal value should be included in the Net Present Value (NPV) and Internal Rate of Return (IRR) calculation to reflect the asset maintaining a value at the end of the cashflow period. It is expected that by including a terminal value a moderate increase of returns will result.

A copy of the review findings is attached for reference (Attachment 3).

Corporate Credit Reporting

Officers have engaged Illion Risk Services to provide comprehensive credit reporting on both the proponent company Acero Construction Pty Ltd as well as individual reporting on all Directors.

The reporting rated Acero Construction Pty Ltd as minimal risk of default and below average risk of late payment to suppliers in the next 12 months.

The reporting also confirmed there were no previous bankruptcies, administrations/liquidations or disqualifications from company Directorships for either of the Directors of the company.

A copy of the relevant corporate credit and background reporting is attached for reference (Attachment 4).

Contractor References

Officers have sought and obtained trade references from a number of previous clients of Acero Construction.

The referees have highlighted that in their experience Acero Construction provide quality workmanship, adhere to project timelines and budgets, are willing to accommodate scope changes, deal promptly with any issues that arise and maintain regular and professional contact with their clients.

All referees indicated that they would be willing to engage Acero construction again in future, with some referees indicating that they already had other projects underway.

A copy of all trade references obtained are attached to this report (Attachment 5).

Building Inspection Report

Officers had the opportunity to inspect two current developments being undertaken by the proponent in South Hedland, both of which were individual single level detached houses that were at or near practical completion. The inspection took place on 5 May 2025.

To assist with the inspection, Barron Building Surveying was engaged as a licensed Building Inspector.

The inspection found the development to comply with both the building plans and all relevant Australian codes and standards and demonstrated the builders understanding of standard building practices. The inspection also highlighted a number of areas for improvement and suggested strategies and actions to mitigate these areas of concern. Overall the building inspection report suggests that proceeding with this builder is reasonable, provided that the suggested strategies and actions for improvements are implemented.

In addition to the formal building inspection, officers found the aesthetic of the development to be of good quality and aligned to the surrounding area.

A copy of the building inspection report is attached for reference. (Attachment 6)

Final Costing

The initial price for the proposal was provided by the Proponent in response to the City's EOI in May 2024. Since that time the cost to deliver the project has increased due to availability and cost of materials and labour.

The proponent has submitted a revised cost proposal of \$24,987,326 (inc GST). This represents a 6.7% increase on the original cost of \$23,416,589 (inc GST) submitted in response to the City's EOI. This is considered to be a reasonable increase in the current construction environment. By comparison, the cost for the City's proposed Walgu Apartments development increased by 122% in 4 years.

In addition, consultation and professional advice during the due diligence process has confirmed that the City is unable to claim Input Tax Credits on the development cost, as residential housing is not eligible to be Input Taxed. This means that the GST component of the construction cost cannot be claimed back and must be included in the project cost. Financial modelling in the business plan was based on the GST exclusive cost.

The proposed budget allocation also includes a 5% construction contingency (\$1,249,366) in addition to the cost proposal from the proponent. This is common for construction projects and is prudent to cover potential cost changes for preferences in fixtures, fittings and finishes, design changes requested by the City, and any external costs for project quality assurance and oversight engaged by the City.

Financial projections for the development based on the revised cost proposal (inclusive of GST and contingency) are detailed in the Financial Implications section.

Funding

Officers have engaged in several discussions with the WA Premier, Minister for Housing and Department of Treasury seeking a State Government capital contribution towards the project. While all parties have expressed a high regard for the City's proactive approach to addressing the housing shortage, no commitment of funds has been forthcoming.

The City has been directed to a number of current and upcoming State Government housing programs and encouraged to avail of these programs, however none are of the required scale or fit within the timeline to be utilised for this project.

While officers will continue to explore innovative ways that the City can participate in State Government housing programs to increase housing supply in our region, the recommendation is that the proposal be funded from the City's Infrastructure Reserve.

If a commitment to a funding contribution from the State Government is received prior to construction, the transfer from Infrastructure Reserve required to complete the project would be reduced.

Utilisation

Funding the project from the City's Infrastructure Reserve, rather than from a State Government capital contribution, means the City is not restricted in the potential usage of the completed dwellings (i.e. there is no mandated affordable housing component).

The WA Department of Communities Government Regional Officer Housing (GROH) Program has expressed interest in leasing a significant portion of the development to increase their available supply of housing for State Government employees and their families. It is proposed to continue negotiations with GROH to secure long term leases of up to 10 years with rent at market rates, underpinning the returns on the development to ratepayers.

The remaining dwellings not leased by GROH would primarily consist of 1x1 apartments and it is proposed that, where not required for Staff housing, a qualified residential property manager be engaged to facilitate private leasing of these dwellings. The private investor market across the City is primarily detached houses so it is considered that supplying 1x1 apartments to the rental market does not significantly compete with private investors.

Summary

Overall public sentiment towards the development has been positive, and in particular there has been feedback urging the City to continue to find ways to increase housing supply and address the current critical housing shortage.

Various third parties have been engaged to provide assurance around the developer and the proposal, with several identified risks able to be mitigated. While all investment carries risk, this proposal has the potential to also provide significant benefit to the City.

In addressing the current critical housing shortage across the City, this proposal provides a strong dwelling yield on the site and a positive return to ratepayers.

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-08 Significant Decision Making Policy, this matter is considered to be of high significance in terms of economic issues as the cost of a proposal is estimated at more than 5% of the total rates of the Council as shown in the annual corporate plan or Strategic Plan for the financial year.

STATUTORY IMPLICATIONS

This project is considered a Major Land Transaction under the *Local Government Act 1995*. Section 3.59 (3)(b) & (c) of the Act states:

Before it —

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

The Act also states in 3.59 (4) that the local government is to

- (a) give Statewide public notice stating that —*
 - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*
 - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
 - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
 - (b) make a copy of the business plan available for public inspection in accordance with the notice.*
- (5) After the last day for submissions, the local government is to consider any submissions made and may decide* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*

** Absolute majority required.*

COUNCILLOR/OFFICER CONSULTATION

Council has made resolutions at four separate meetings regarding the progress of the broader Housing Development EOI and in particular the proposed Baynton residential development (March 2024, June 2024, October 2024 and February 2025).

Councillors have additionally been briefed regarding the ongoing development of the EOI proposals at regular briefings.

COMMUNITY CONSULTATION

Significant community consultation has occurred regarding the Business Plan and proposed Major Land Transaction. This has included:

- Statutory Advertising: Public Notice of the Business Plan was advertised State-wide in *The West Australian* newspaper and locally in the *Pilbara News* newspaper on Wednesday 5 March 2025.

- Public notice was provided on Council’s ‘What We Make It’ website with an attached copy of the Business Plan and a Frequently Asked Questions document providing further information
- A copy of the public notice, along with a copy of the Business Plan, were available for public viewing at the Council Administration Office and at all libraries within the City.
- Social media posts regarding the public notice and business plan were also made on 27 February and 7 March 2025 with commenters encouraged to make an official submission via the appropriate channel.

A total of 15 submissions were received regarding the Business Plan and proposed transaction. 10 submissions (67%) were broadly in favour of the proposed transaction while 5 submissions (33%) were broadly against.

It is noted that four of the submissions received are from City of Karratha staff members who are also local residents.

A summary of relevant comments and key issues raised in the submissions is provided below. A full copy of submissions and proposed responses can be found at Attachment 2.

Comment/Key Issues	Officer’s Comments
IN FAVOUR	
My advice is 'just get on with it'. We do not have time to fluff around given the trades and supply chain issues. I would suggest the community has already given the City of Karratha the implicit mandate to fix the accommodation issue asap. Slow action is exacerbating the issue and not adding to liveability.	The <i>Local Government act 1995</i> requires that for any Major Land Transaction, the City prepare and advertise a business plan for public consultation for a minimum period of 6 weeks. Officers have continued to work on due diligence on the project during this period with the intention of seeking a final investment decision from Council and commencement of construction as soon as possible.
The Baynton Residential Development makes financial sense and sets a valuable precedent: that local governments can and should take the lead in addressing regional challenges.	Through our community engagement, the local resident and business community have highlighted housing as one of the two most significant issues impacting liveability and the ability to do business, alongside cost of living. To achieve our vision to become Australia’s most liveable regional City, the City has taken a proactive approach to addressing the housing shortfall. This development is also forecast to derive a net return to the City, providing funds for future investment into housing or community facilities and services.
What opportunities will there be for local businesses in construction, maintenance, and property management as part of the project?	While the development is modular, the proponent has indicated a commitment to using local resources where possible for

	<p>works such as civil, electrical, plumbing and landscaping.</p> <p>As the owner of the development, the City will utilise local trades for ongoing property maintenance and works.</p>
I suggest the Capital cost needs to be the \$23.4 (inc GST) not ex GST, you cannot claim GST on residential housing.	In undertaking due diligence for the proposed investment, the City has obtained tax advice that confirms this point. The projected returns outlined in this report reflect the GST inclusive cost of the development.
The business plan shows you the general problem when building in Karratha, that it is extremely difficult to make a reasonable return on investment.	<p>As part of the Housing Development Expression of Interest, the City has sought innovative ways to maximise yield and minimise cost through aggregating demand and economies of scale.</p> <p>This project provides a strong dwelling yield for the site at a cost-per-dwelling lower than what is typically available for single detached houses in the current market.</p>
Please make this housing project happen and prioritize healthcare workers (especially doctors) who choose to stay and work in Karratha long-term if you want to attract and keep them serving the community.	The City has engaged with GROH and WACHS to gauge interest in utilising the development for housing of State Government employees, including medical professionals.
Other risks should also be addressed prior to a final investment decision. For example, review of the builder financial capability, and project track-record should be completed.	As part of the City's due diligence before making a final investment decision, we have obtained independent corporate credit checks to verify the builders financial capability, and trade references from previous clients to verify their project track-record.
The Business Plan uses a 5.22% discount rate, equivalent to the City's return from term deposits. Based on the Business Plan and the level of uncertainty in the project, it has a materially different risk profile to that of a term deposit. We would recommend the projects risk adjusted return evaluation based on the information provided should be between 10-15%. This is a similar rate we have applied in evaluating other similar projects.	Unlike commercial entities, the City is not making this investment decision based solely on financial return and does not have a benchmark investment hurdle rate for assessing potential investments. In this instance, the discount rate used is based on the City's cost of capital.
<p>An inspection of the proponents project by City officers as a mitigation regarding construction capability is not adequate. The City should:</p> <p>a. Engage building surveyors and structural engineers to review the quality and condition of the recent project</p>	As part of the City's due diligence before making a final investment decision, an independent building inspection report (Attachment 6) was obtained from a qualified building surveyor to verify the quality and condition of a recently completed project. Trade references from previous clients including a State

<p>b. Engage with property management agents managing previously constructed assets to understand maintenance performance</p> <p>c. Seek references from other clients</p>	<p>Government agency were also obtained (Attachment 5).</p>
OPPOSED	
<p>Council should not be involved in housing developments</p>	<p>While housing is not typically a Local Government responsibility, the critical housing shortage across the City is having a significant impact on the community.</p> <p>Through our community engagement, the local resident and business community have highlighted housing as one of the two most significant issues impacting liveability and the ability to do business, alongside cost of living.</p> <p>To achieve our vision to become Australia’s most liveable regional City, the City has taken a proactive approach to addressing the housing shortfall.</p> <p>This proposal has clear linkages to the City of Karratha’s approved Strategic Community Plan 2020-2030 and the City has been working proactively to assist with solving this issue alongside regularly advocating with State and Federal Governments, industry groups, real estate agents and other key stakeholders.</p> <p>This development is also forecast to derive a net return to the City, providing funds for future investment into housing or community facilities and services.</p>
<p>What do rate payers gain out of this investment?</p>	<p>The City is forecasting a positive net return from this development, allowing for future investment into housing or community facilities and services to benefit ratepayers and residents.</p>
<p>Why aren’t Rio Tinto and Woodside paying for the proposed development?</p>	<p>The City is proposing to invest in this development to increase housing supply in the community as part of the Housing Development Expression of Interest.</p> <p>Neither Rio Tinto nor Woodside are parties to the development or to the City’s housing Development EOI. Both companies own significant residential property in the City and continue to operate their own housing portfolios independent of the City.</p>
<p>Will these houses be genuinely affordable to low-income workers?</p>	<p>It was intended that the properties be leased as affordable housing in line with the</p>

	Housing Australia Future Fund guidelines at 25% below market value if the project was funded by a State Government capital contribution.
Council should be investing in new community facilities and services rather than housing	<p>The City has recently released its draft Strategic Community Plan and draft Community Infrastructure Plan for public feedback. In addition to this there are significant community facilities and services included in the City's Long Term Financial Plan.</p> <p>None of the proposed investment in community facilities and services is compromised by undertaking this proposed housing development.</p> <p>As the project provides a positive investment return, it may provide for additional investment in community facilities and services in future.</p>
Council shouldn't be using ratepayer funds to pay for staff housing	<p>Staff housing is considered a cost of doing business in the region and the City already incurs staff housing costs as part of its annual operating expenditure.</p> <p>The City will continue to manage its staff housing portfolio as needed to adapt to a changing staff demographic. The proposed development may or may not form part of that portfolio.</p>
If no State Government contribution is received, using reserves without a guaranteed return could impact funding for other community and business support initiatives.	The City currently has healthy cash reserves. None of the planned facilities or services in the City's Long Term Financial Plan are compromised by the implementation of this development.
If this is a good investment, why aren't private developers undertaking it?	<p>While this proposal provides a positive net return, it is also build-to-rent project where the return is derived over a number of years of working the asset.</p> <p>Private developers are typically preferring to invest in build-to-sell projects to derive their returns over a shorter timeframe, and in projects with higher returns in other locations throughout Australia or in some instances overseas.</p>
This development alone will not be sufficient to fully address the region's housing crisis	<p>This is correct, however it is likely that no individual project can resolve the full shortage in housing availability.</p> <p>In undertaking this project, in addition to providing some additional housing supply, the City is seeking to take a leadership role</p>

	in tackling the housing crisis and stimulate the residential building industry in the region.
--	---

POLICY IMPLICATIONS

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

When making decisions to invest in Property related investments one or more of the following criteria needs to be satisfied:

vi. Council may invest in property to achieve key strategic goals of the Council that will deliver a broad-based benefit to the community without financial return being the key driver.

The proposed investment is consistent with the policy provision as it provides broad-based social and economic benefits to the community by addressing the City's current critical housing shortage. Improving housing supply and affordability is a key strategic outcome required to achieve Council's vision to become Australia's most liveable regional city.

In addition to addressing the current critical housing shortage, the proposed investment also provides a positive financial return to the City.

FINANCIAL IMPLICATIONS

The cost of the Major Land Transaction is \$26.2m (inc GST and contingency). Officers continue to lobby the WA State Government to make a capital contribution to the project with the more likely outcome a partial rather than full contribution. No commitment has been received to date, meaning the transaction is currently proposed to be fully funded from the City's Infrastructure Reserve. The current balance of the Infrastructure Reserve is \$49.3m.

The proposed transaction is not included in the City's Long Term Financial Plan or the Draft 2025/26 Annual Budget. If Council resolves to proceed with this development, the Draft 2025/26 Annual Budget will be updated prior to adoption with an allocation for this transaction.

While the financial models for the project have been updated with the revised project cost, to maintain a level of conservatism the revenue assumptions remain as per the Business Plan. Projections are based on an average starting rental of \$900 per dwelling which the Business Plan review found to be below market.

The total forecast return over the first 20 years of operation is:

Net Cash Flows	Net Present Value (NPV) (inc. residual asset value)	Internal Rate of Return (IRR)
\$9,297,716	(\$301,988)	5.00%

Net Cash Flows

The projected net cash flows of the development over the initial 20-year term are \$9,297,716 consisting of net operating cash flows of \$35,534,408 offset by the initial construction cost of \$26,236,692.

Net Present Value (NPV)

NPV for the proposal has been calculated based on a discount rate of 5.10% - the current average term deposit rate for the City's Reserve investments – and represents the hurdle rate for Council above which an investment is considered positive.

The development is forecast to derive an NPV of (\$301,988) over the initial 20-year period consisting of discounted net cash flows of \$21,083,767 and a discounted residual asset value of \$4,850,927 offset by the initial construction cost of \$26,236,692.

In simple terms, this means that the City is forecast to be \$301,988 worse off over the 20-year period from this proposal as opposed to term deposit investments at the discount rate.

Internal Rate of Return (IRR)

The development is projected to derive an IRR of 5.36% over the initial 20-year term – above the City's current average term deposit rate of 5.10% for the City's Reserve investments.

STRATEGIC IMPLICATIONS

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

Programs/Services:	2.a.1.1	Small and medium enterprise support
	2.c.2.3	Treasury and investment management
Projects/Actions:	2.a.1.1.20.2	Advocate for partnerships to increase housing and land supply
	2.c.2.3.19.1	Generate returns from property investment

RISK MANAGEMENT CONSIDERATIONS

A risk analysis for the proposal has been undertaken and was detailed in the Business Plan

The analysis was undertaken using a risk matrix approach. A total of nine (9) potential risks were identified with four (4) risks initially being rated as moderate risk and five (5) risks initially being rated as high risk. No extreme risks were identified.

Mitigation strategies for all risks were also identified. No risks will remain rated as high after the implementation of the mitigation strategies, all risks are reduced to low or moderate ratings.

A summary of the risks identified is as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	<ol style="list-style-type: none"> 1. Development costs exceed budget – mitigated by fixed price contract 2. Development does not generate forecast returns – to be mitigated by seeking pre-commitment to enter into long terms leases 3. Developer defaults during construction – mitigated by credit and trade risk assessments undertaken during due diligence 4. City borrowing capacity limited – mitigated by not borrowing to fund this project 5. Investment in this project means that other community projects cannot proceed – mitigated by maintaining sufficient reserve balances and debt capacity during the LTFP term to deliver all planned community facilities and services

Category	Risk level	Comments
		6. Developer's capacity to execute a project of this size - mitigated by credit and trade risk assessments undertaken during due diligence 7. Failure to meet delivery timeline – mitigated by pre-engaged production and trade capacity to deliver the project. The consequence of this risk is also considered to be low as the fixed price contract means the developer is liable for any cost overruns where the City does not cause the delay
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	8. Council is perceived to be misusing ratepayers funds – mitigated by funding the development from the Infrastructure Reserve which does not contain any rates from residential, commercial or industrial properties, and by the project delivering a positive return 9. Council should not be involved in housing – mitigated by various information published by the City outlining the depth of the housing crisis, lack of action by other parties (i.e. State Government, private developers) and the benefits of the City facilitating additional housing supply
Compliance	N/A	Nil

IMPACT ON CAPACITY

The City currently has two positions funded by a Federal Government grant dedicated to the Housing Action Plan. The proposed transaction will be implemented by these two positions.

Construction project management and ongoing operation of the completed development will be integrated within the City's existing teams and will not impact the capacity to deliver planned facilities and services.

RELEVANT PRECEDENTS

There are several relevant precedents related to this matter. Council has accepted and considered public feedback on several previous Business Plans in relation to proposed Major Land Transactions and Major Trading Undertakings. These are detailed in the table below.

OCM	Proposal	Outcome
April 2013	To acquire sites allocated to the City under the Residential Infill Program (Bulgarra Lazy Lands)	Proposal proceeded and transaction was completed in July 2013
January 2017	To acquire the site at 8 Coringer Ave, Gap Ridge for the purpose of developing the Karratha Homemaker Centre	Proposal proceeded to feasibility study but was discontinued thereafter
March 2017	To purchase The Quarter HQ	Proposal proceeded and the transaction was completed in June 2017
May 2018	To acquire the land for The Quarter Hotel, lease the land to the developer and make a fitout	Council resolved to proceed with the proposal however the developer was unable to achieve

	contribution to the construction of the hotel	financial close and the development did not proceed
March 2021	To acquire the land at Lots 7020 and 7018 Sharpe Ave and develop the Walgu Apartments project	Architectural design and revised feasibility study have been completed however development has not proceeded due to significant cost increases

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The proposal has garnered positive public sentiment, reflecting strong community support and confidence in our vision. The positive reception underscores the proposal's potential to make a meaningful impact and reinforces our commitment to addressing the current critical housing shortage.

Extensive due diligence activities have been conducted to ensure the feasibility and robustness of the proposal. Comprehensive market analysis, risk assessments, and stakeholder consultations have been integral to this process. These efforts have provided a solid foundation for informed decision-making and have highlighted the proposal's alignment with our long-term strategic goals.

This proposal provides a strong dwelling yield across the subject site with 37 townhouses and apartments. Strong rental interest supports the financial modelling demonstrating that the project is forecast to provide a positive financial return to the City.

The development of medium-density residential property on undeveloped lands within the City is consistent with Council's approved Strategic Community Plan. The increase in available housing supply can provide significant public benefit in addressing the current critical housing shortage.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 TE-01 COMMUNITY FACILITY NAME SIGNS POLICY REVIEW

File No:	RD.54
Responsible Executive Officer:	Director Projects and Infrastructure
Reporting Author:	Asset Maintenance Support Officer
Date of Report:	28 March 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. TE-01 Community Facility Name Signs – Tracked Changes2. Application for Community Facility Sign 2025

PURPOSE

For Council to consider the revised Council policy TE-01 Community Facility Name Signs.

OFFICER'S RECOMMENDATION

That Council ADOPT amended Council policy TE-01 Community Facility Name Signs as attached to this report.

BACKGROUND

Community Facility Name Signs are designed to meet Australian Standards AS 1742.5:2017, assist with direction (particularly for visitors), ensure consistency, and safety for road users and the public. This governs the nature and types of facility name signs and guides Councils Community Facility Name Signs Policy.

Officers reviewed the TE-01 Community Facility Name Sign policy, last approved in October 2020. As part of the review, a new policy template has been adopted to standardise document formatting.

The community application form (attachment 2) was also internally reviewed and updated to align with the policy revision.

DISCUSSION

In the 2024/25 financial year to date, the City has approved three (3) community facility name sign applications.

Officers/Administration process an average of five to ten (5-10) community facility name sign applications per year. Occasionally, individual commercial establishments apply for signage, however upon assessment, are declined as they do not meet the policy criteria.

Historically, there have been no requests for changes to signage covered under this policy.

During the policy review, the responsibility for sign fabrication was reassessed. Initially, applicants were accountable for fabrication. However, to mitigate risks associated with fabrication errors and avoid unnecessary refabrication expenses, it was decided that the City

would assume responsibility for sign fabrication, leveraging local contractors to ensure compliance with established standards and specifications.

In addition to minor grammatical changes and rearrangement of text consistent with the policy headings, the following changes are proposed:

1. TE-01 Community Facility Name Signage		
Item Reference	Proposed Amendment	Rationale
Policy Template	Update to new Policy template.	Consistency across the organisation.
Section 1 – Purpose	Expanded on the policy intent statement by adding “ <i>to provide guidelines for persons seeking to obtain approval for the installation of such signs within a road reservation, including</i> ” before the list of inclusions.	For clarity.
Section 2 – Definitions	All relevant definition terms have been added to this policy and alphabetised.	For clarity and ease of reference.
Section 3 – Policy Statement: <i>This policy is intended to provide a guide for persons seeking to gain approval for the installation of such signs within a road reservation.</i>	Removed the policy statement sentence as it is a direct copy of the intent statement in the purpose.	Removed repeat sentence.
Points 1-3	Formatting amendments only.	Formatted as per the template for consistency.
<i>2.5.1 Signage arrangements through appropriate signage manufacturers and associated fabrication costs are to be borne by the applicant following design approval from the City;</i>	4.1 Fabrication The arrangement for all fabrication of signs will be undertaken by the City and/or its approved Contractors. The costs associated with the fabrication and delivery of City approved signage will be the responsibility of the applicant and will be paid by the applicant to the City prior to fabrication.	Updated headings to suit subject. Amended who is responsible to minimise fabrication errors and ensure Australian Standards are adhered to.
<i>2.5.2 Installation and maintenance of signs will only be undertaken by the City and/or its approved contractors;</i> <i>2.5.3 Once community facility name sign/s are fabricated in accordance with 2.5.1 and supplied to the City, all costs associated with the</i>	4.2. Installation The installation of signs will only be undertaken by the City and/or its approved Contractors. The costs associated with the installation of signage will be paid by the applicant to the City prior to installation. Associated costs including, but not limited to: a. appropriate fittings and fixings,	Updated headings to suit subject. Combined both points as they relate to installation. Amended references to other points for consistency.

1. TE-01 Community Facility Name Signage		
Item Reference	Proposed Amendment	Rationale
<p><i>installation are to be borne by the applicant and paid to the City. These costs include the City's supply of:</i></p> <p>a) <i>appropriate fittings and fixings;</i></p> <p>b) <i>any additional pole/s and associated hardware as required; and</i></p> <p>c) <i>the City's labour to install the sign/s including wages, overhead and plant operating costs;</i></p>	<p>b. any additional pole/s and associated hardware as required, and/or</p> <p>c. the City's labour to install the sign/s including wages, overhead and plant operating costs.</p>	
<p><i>2.5.4 Installation costs are also applicable for replacement signs as per 2.5.1 - 2.5.3 above, required in the event that the existing sign becomes damaged or in the City's opinion has deteriorated to an unacceptable standard.</i></p>	<p>4.3. Maintenance If the existing sign becomes damaged or, in the City's opinion, has deteriorated to an unacceptable standard, costs for maintenance and/or a replacement sign are borne by the applicant as per clause 4.1 and 4.2 above.</p>	<p>Updated headings to suit subject.</p> <p>Included replacement signs under maintenance heading for clarity.</p>
<p><i>If the City considers the applicant to be a not-for-profit community group, the applicant will be exempt from installation costs provided under section 2.5.3. However, this exemption is not applicable for replacement signs as described in 2.5.4.</i></p>	<p>4.4. Exemptions If the City considers the applicant to be a not-for-profit community group, the applicant will be exempt from installation costs only provided under clause 4.2. This exemption is not applicable for costs relating to fabrication or maintenance and/or a replacement sign as described under clause 4.1 and 4.3 respectively.</p>	<p>Created heading to suit subject for readability and flow.</p>
<p><i>2.6 Sign Approval Process</i></p>	<p>1. Updated heading to Application and Assessment Requirements.</p> <p>2. Formatted to numbered points.</p> <p>3. In 5.1 Amended the name of the application forms reference to be consistent.</p> <p>4. Changed 5.3 to reflect the change in responsibility of fabrication and added 'All charges are payable to the City prior to fabrication commencing.'</p>	<p>Heading updated to reflect the subject and avoid including operational process in policy.</p> <p>Minor wording changes.</p> <p>When fees are payable has been included to mitigate risk of unpaid installations fees post fabrication.</p>

1. TE-01 Community Facility Name Signage		
Item Reference	Proposed Amendment	Rationale
2.7 <i>Compliance with policy and</i> 3. <i>Consequences</i>	6. Compliance 7. Consequences	Heading updated for consistency. No content changes were made to these clauses.

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) of the *Local Government Act 1995* identifies the role of Council to include the determining of the local government's policies in association with strategic planning and direction, service and facility provision, local government financing and resourcing.

COUNCILLOR/OFFICER CONSULTATION

Consultation has been conducted with relevant stakeholders, including the Executive Manager Group and the Governance Team to finalise the proposed policies.

COMMUNITY CONSULTATION

No community consultation is required; however, internal consultation has been completed as per the review process.

In May 2024, the draft policy was emailed to key internal stakeholders, including the Operations Coordinator, Asset Maintenance Manager and Governance, for review and feedback. Minor grammatical changes were made based on the suggestions received.

In September 2024, the Executive Management Group (EMG) reviewed the policy during their monthly meeting, addressing and clarifying questions raised, regarding the exclusion of other types of signage, such as tourism signs or location markers.

The Community Facility Name Sign policy serves as a vital framework for standardising the naming and signage of local facilities. Its scope encompasses ensuring alignment with Australian Standards, as referenced within the policy, to provide clear, effective, and standardised communication to residents and visitors. This includes signs for community facilities such as recreational spaces, libraries, and public service centers.

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	N/A	Nil
Service Interruption	Low	Signs are installed as part of the Operations schedule of works program.
Environment	N/A	Nil
Reputation	Low	The risk to reputation is low.
Compliance	Low	The compliance risk is low, as the production of community facility name signs adheres to established standards.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

TE-01 Community Facility Name Signs was last reviewed in October 2020.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The policy has been reviewed to ensure alignment with current legislation, Australian Standards and the City's strategic direction.

12.2 SUPPLY OF RETICULATION PIPE AND ASSOCIATED FITTINGS – REQUEST TO CALL TENDER

File No:	RFT0000030
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	10 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling tenders for the Supply of Reticulation Pipe and Associated Fittings.

OFFICER'S RECOMMENDATION

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

BACKGROUND

The City of Karratha (City) has historically tendered for the supply of reticulation pipe and associated fittings to establish a contract with a preferred supplier. This approach was primarily driven by the frequency of ad hoc purchases and the administrative burden of sourcing multiple quotes from various suppliers. As reticulation works are often reactive, delays in procurement resulted in extended water supply shutdowns, negatively impacting the health of turf, trees and shrubs.

The current contract, RFT01-20/21 was awarded to Reece Australia Pty Ltd and commenced 1 November 2020 for a period of three (3) years with two (2) x one (1) year extension options. The second extension option was exercised on 1 November 2024 and will expire 31 October 2025.

The proposed scope is for the supply of reticulation pipe and associated fittings, based on a schedule of rates and is for the provision of:

- PVC pipe
- PVC fittings
- Sprinklers
- Solenoid control valves
- Valves and valve boxes
- Other fittings

DISCUSSION

The continued implementation of the City’s Reticulation Replacement Program is essential to maintaining the integrity of the City’s water distribution network and ensuring reliable service to the community. Replacing aging infrastructure reduces system failures, minimises reactive maintenance, and supports long-term asset management objectives. To ensure timely and cost-effective program delivery, it is recommended that Council establish a contract for the supply of reticulation pipes and fittings, ensuring access to quality-assured materials and consistent program delivery.

The Parks and Gardens team (P&G) is responsible for maintaining an extensive network of reticulation infrastructure, including the Effluent Reuse System (ERS), which supplies the majority of the City’s annual water allocation. This system services ovals, general parks, streetscapes, public facilities and the golf course.

While preventative maintenance is supported through an inventory of stock held at the Operations Centre, the reactive nature of reticulation repairs necessitates immediate access to parts and fittings to ensure prompt response to faults and minimise water loss. The ability to undertake timely repairs is essential to the efficiency and sustainability of the network.

To support this, officers recommend the continued engagement of a sole contractor for the supply of reticulation pipe and associated fittings. A single supplier arrangement ensures compliance with quality standards, simplifies procurement in line with the City’s purchasing policy by removing the need for multiple quotations, and supports warranty compliance through centralised supply management.

As a Gold Waterwise Council, the City is committed to efficient water use and responsible infrastructure management. Streamlining procurement processes to enable swift repairs is a key component in reducing water loss and supporting broader water conservation goals.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

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

Criteria	Weighting
Quality	10%
Capacity to Deliver	20%
Price	70%

The above weighted selection evaluation criteria is proposed, noting that the contract does not include labour for works, it is specific to supply only.

FINANCIAL IMPLICATIONS

The total estimated cost of goods proposed under this tender including extension options and CPI increase is \$1.5M over the proposed five (5) year period.

It is anticipated that expenditure associated with delivering the supply of reticulation pipe and associated fittings under this tender will be in accordance with Council's budget allocations.

STRATEGIC IMPLICATIONS

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

Programs/Services:	3.d.1.3	Parks and Gardens Maintenance
Projects/Actions:	3.d.1.3.20.1	Continue implementation of Reticulation Replacement Program
	3.d.1.3.23.1	Utilise Effluent Reuse System (ERS) Software and Hardware upgrades to improve efficiencies

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	The Effluent Reuse System (ERS) must comply with specific standards and policies regarding part selection and identification, with timely repairs essential to minimise the risk to public from leaks.
Financial	Moderate	Delays in procuring parts result in downtime for both administrative staff and field officers. A schedule of rates for parts supports more effective planning and budgeting of works.
Service Interruption	Moderate	Failure to procure parts in a timely manner results in reticulation systems remaining offline for extended periods.
Environment	Moderate	Extended reticulation shutdowns while awaiting parts negatively impact the health of turf, trees and plantings.
Reputation	Low	Visible reticulation leaks, fenced off areas, and a decline in the quality and health of turf, trees and plantings can negatively impact the City's reputation for maintaining service levels.
Compliance	Low	Contracted rates for parts and fittings ensure compliance with procurement guidelines and policies.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the September 2020 OCM, Council resolved to award a tender (RFT 01-20/21) for Supply of Reticulation Pipe and Associated Fittings

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers propose that Council consider the request to invite tenders for the supply of reticulation pipe and associated fittings. The current contract expires on 31 October 2025, and establishing a new contract will ensure the continued supply and timely delivery of required products.

12.3 WEED MANAGEMENT: ANNUAL ELECTORS' MEETING MOTION

File No:	RD.19
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	17 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the motion raised at the Annual Electors Meeting held on 24 March 2025, requesting a review of the City's weed management practices and the adoption of a policy that prioritises cultural and biological control methods over chemical use. The motion also seeks to quantify and publicly disclose pesticide usage online and collaborate with contractors to protect pollinators while managing weeds on City managed and adjacent crown land.

OFFICER'S RECOMMENDATION

That Council:

1. **NOTE** the information contained in this report as it relates to the City's current integrated Weed Management Plan; and
2. **CONTINUE** to investigate options to improve weed management practices including;
 - a. Investigate alternative weed management methods to glyphosate and alternative methods to spraying activities;
 - b. Work proactively with Contractors and collaborate on Weed Management techniques to reduce chemical usage and schedule 6 chemicals on residential properties outside of City's jurisdiction; and
 - c. Actively engage with property owners and agencies to manage weeds on non-City owned or vested management areas.

BACKGROUND

At the Annual Electors Meeting, a motion was proposed to review weed management practices and develop and adopt a chemical use policy.

That Council:

1. Develop and adopt a chemical use policy focusing on integrated weed and pest management that commits to the reduction of pesticide use, that will always use options such as cultural and biological controls prior to chemical use;
2. Quantify their current annual usage and declare the exact chemicals they are using in public spaces and for those to be available online;
3. Work with contractors in town that are spraying residential properties with schedule 6 chemicals which have a significant impact on pollinators; and

4. Take responsibility for weeds not only on the City's property, but those that have spread from their property to surrounding unoccupied crown land.

The City of Karratha (City) currently adopts an integrated weed management plan that identifies specific chemicals to target weeds. Weed spraying occurs year-round utilising City Officer and contractors to service our open areas, parks, ovals, facilities and foreshores. Weed management is complemented by non-chemical actions such as vegetation management through slashing and manual removal by hand of weeds.

DISCUSSION

Develop and adopt a chemical use policy

The City currently implements an Integrated Weed Management Plan, which outlines a range of methods for effective weed control. These methods include both chemical and manual techniques, with chemical spraying occurring year-round in open spaces, parks, ovals, facilities and streetscapes, based on varying levels of service. Manual weed control is also actively undertaken, including:

- Vegetation slashing in open areas by contractors, who complete a minimum of three rotations annually across the five townships within designated serviced areas.
- Hand weeding within maintained parks, ovals and facilities.
- Engagement of a preferred Amenity Tree Pruning contractor for removal of invasive species, including root ball extraction.

In response to concerns regarding pesticide use, Officers have revised their spraying practices to ensure specific locations are treated at appropriate times of day or during certain periods of the year. For example, spraying near schools is scheduled during school holidays, high use footpaths and road verges are sprayed during quieter periods, and ovals are sprayed early in the morning to avoid users. The City has trialled a number of non-glyphosate chemical alternatives. These alternatives have shown limited success and, in some cases, present additional health and safety risks to officers due to increased application frequency and reduced effectiveness. Consequently, full-time adoption of these alternatives has not been viable. Nonetheless, the City remains committed to exploring viable options and continues to work closely with working groups, suppliers and contractors to trial and review emerging products.

A three-month trial of a steam weeding trailer unit was recently undertaken, supported daily by the contracted supplier. Specific areas and weed species were targeted using various implements, with multiple applications conducted to assess timing, frequency and effectiveness. While limited success was achieved on some species, the City is currently awaiting a final report from the supplier to evaluate the broader viability of this method.

Historically, the City has had success with externally contracted spraying services. However, recent contract renewals saw a significant increase in rates, making them financially unsustainable. While officers continue to engage with local contractors on updated schedules of rates, in-house service delivery remains the more cost-effective option. A review of current practices between in house and contractors is required, alongside an increase in service capacity to fully implement the Weed Management Plan.

To enhance the effectiveness and sustainability of the City's weed management approach, the following is recommended:

- Additional staff training in integrated pest management techniques and the benefits of cultural and biological controls.
- Ongoing pilot programs trialling non-chemical methods across various City managed areas, and documenting trial reports to ensure transparency and community awareness.

Quantify and declare chemical usage

Since July 2023, the City has used approximately 3700L of glyphosate across all areas under its management. To support transparency and community awareness, updates regarding chemicals usage, specifically glyphosate, are published on the City's website.

Pre-emergent chemicals have been applied along Dampier Highway median strip and trialled on high traffic road verges. These applications aim to reduce weed regrowth, which in turn decreases the frequency of weed control activities and improves safety by limiting staff exposure to high-risk roadside conditions.

To further improve operational tracking, the City plans to develop a more comprehensive inventory management system to monitor and report on chemical usage with greater accuracy. Monthly updates detailing spraying and slashing timelines and locations continue to be published on the City's website.

Work with contractors spraying Residential properties

The City does not have jurisdiction over the chemicals used by private contractors on residential properties that are not City-owned. However, City officers can explore opportunities to engage with local contractors to share information and best-practice guidance on chemical selection. While the City cannot enforce specific chemical use standards for private operations, closer collaboration may enhance overall community outcomes and promote more sustainable weed management practices.

Take responsibility for weed spread

The City is authorised to manage and remove weeds only from land it owns or managed under formal vesting management orders. However, the City collaborates closely with key agencies, including the Department of Biodiversity, Conservation and Attractions (DBCA) and the Pilbara Weed Management Committee (PWMC), to remove invasive weeds and weeds of significance through funding and reporting across both City and non-City land.

This includes reporting of weeds on residential or commercial properties to DBCA and working with PWMC for the removal of weeds of significance from Harding River in Roebourne. Additionally, the City is working with DPLH to gain access to crown land adjacent to City land to remove weeds. Progress on this initiative is currently delayed due to DPLH approval processes and the requirement for Aboriginal cultural heritage surveys to be completed prior to works commencing.

The City remains committed to safe chemical practices, maintaining strict internal safety protocols to safeguard staff and the community. Updates on chemical use, particularly glyphosate, are published on the City's website, along with monthly updates on spraying and slashing activities.

Through ongoing collaboration with local contractors and relevant agencies, the City strives to manage invasive weeds species responsibly while complying with relevant safety and environmental standards.

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has previously been undertaken between relevant officers, stakeholders and contractors to ensure the proposed policy aligns with best practice principles and community expectations.

COMMUNITY CONSULTATION

City Officers will continue to publish regular updates on current weed management practices, chemical usage and maintenance schedules via the City's website.

POLICY IMPLICATIONS

The proposed policy will be developed to align with existing Council policies relating to environmental management and community health.

FINANCIAL IMPLICATIONS

City Officers will explore options to increase budget allocations to support chemical trials, increased weed management spraying and service delivery, and the engagement of consultants to further develop and promote best-practice weed management approaches. This includes efforts to educate both staff and the community on sustainable and integrated weed control methods.

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	Low	Reducing chemical use will have improved impacts to pollinators.
Financial	Moderate	Alternative measures and practices will incur higher costs to complete.
Service Interruption	Low	Services can be improved with improved practices.
Environment	High	Positive impacts by reducing chemical use and protecting pollinators.
Reputation	Moderate	Positive community perception by adopting sustainable practice
Compliance	Low	Aligns with existing regulations and policies

IMPACT ON CAPACITY

Potential changes to less efficient weed management practices may necessitate additional staffing resources to maintain services levels.

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Further development and implementation of a chemical use policy focused on integrated weed and pest management represents a proactive step towards sustainable environmental management. It addresses long-standing concerns around chemical use, enhances transparency, and aligns with both community expectations and industry best practices. Continued monitoring, research and stakeholder engagement will be essential to improve

weed management outcomes and ensuring the policy remains responsive and effective over time.

12.4 CONZINC BAY ACCESS REQUEST AND PROJECT UPDATE: ANNUAL ELECTORS MEETING MOTION

File No:	TT.486
Responsible Executive Officer:	Director Projects and Infrastructure
Reporting Author:	Manager City Projects
Date of Report:	29 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider administrations update and response to the motion provided by the public at the Annual Electors meeting in relation to a project update and access to Conzinc Bay

OFFICER'S RECOMMENDATION

That Council:

- NOTE that Murujuga Aboriginal Corporation own in freehold the Murujuga National Park and jointly manage with the Department of Biodiversity, Conservation and Attractions; and**
- NOTE a request has been sent to Department of Biodiversity, Conservation and Attractions, asking for the motion from the City's Annual Electors Meeting be shared with Murujuga Aboriginal Corporation and a response provided to the City, in relation to the immediate reopening of the access track.**

BACKGROUND

At the Annual Electors Meeting held on 24 March 2025, the following motion was carried;

That Council:

- RECOGNISE that the Conzinc Bay and associated 4x4 access tracks commonly referred to as the "Jump Up" have been closed for public access for over two years now with no sign of any progress on the promised access road.
- NOTE that the construction of the access road was expected to start in late 2024 but to date there has been no sign of progress other than filling in the well known 4x4 challenge known as the "Jump Up" and that there has been no further indication of an updated timeline for completion.
- Council formally REQUEST that the Murujuga Aboriginal Corporation (MAC) and the Department of Biodiversity, Conservation and Attractions (DBCA) immediately re-open public access to Conzinc Bay via the existing route or an alternative interim solution.

The Murujuga National Park Access Road project is a significant initiative aimed at enhancing access to the Murujuga National Park (MNP), located on the Burrup Peninsula in Western Australia. The park, jointly managed by Murujuga Aboriginal Corporation (MAC) and the Department of Biodiversity, Conservation and Attractions (DBCA), is renowned for its rich cultural, archaeological and natural significance. The project involves the construction of an access road that will facilitate tourism and improve access to key areas within the park, including Conzinc Bay and Withnell Bay.

The project began with the 2017 Feasibility Concept Report, which outlined key design principles, with the City engaged at the request of MAC for the design and construction management of the access road, which is intended to be classified as a Local Road under the City's management. These principles included utilising existing tracks to minimise the construction footprint, adopting low design speeds to create a low-speed environment, and designing the road to accommodate two-wheel drive vehicles and single-unit trucks or buses. The report also emphasised the importance of minimising environmental and cultural heritage impact and blending the road into the natural landscape.

Since 2020, the Project Control Group comprising representatives from the City, DBCA and MAC, have been actively involved in refining the design considerations for the access road. Final design considerations, provided to the design consultant, include hydrology modelling, structural bridge design, and the consideration of the reduction of the visual impact of the road. The design also details intersection and visitor stop points to access the entry point and day use carparking areas.

Progress to date includes the completion of comprehensive Flora and Fauna Surveys and Aboriginal Heritage Surveys by MAC. Additionally, MAC has engaged specialist consultants and contractors for Geotechnical Investigations, Bushfire Planning, and Feature Surveys to inform the project. The DBCA is finalising the Recreation Masterplan Project (RMP) for the Murujuga Tourism Program (MTP), which will guide future infrastructure development and visitor management within the park.

The City has played a key role in the project, and is responsible for the design of the access road, including the Withnell Bay car park, entry pull-over area, and secondary roads and car parks servicing the day-use areas. The City is also responsible for the hydrology study and design of the bridge and culverts. All other components of the broader MNP project and associated development are being led by MAC and DBCA. The design process has involved extensive collaboration with MAC, DBCA, and other stakeholders to ensure that the road meets all relevant standards and to minimise environmental and cultural impacts.

The design process has been guided by several key considerations, including the protection of petroglyphs (rock engravings), ensuring the road meets the needs of the proposed tourism precinct, and environmental and cultural heritage protection. The road has been intentionally designed with a relatively low design speed, achieved through tight geometry. Additionally, the design considers measures to prevent visitors from parking and exiting their vehicles in culturally sensitive areas.

MAC and DBCA has closed public access to the MNP, although access to the Withnell Bay beach boat launching area remains available. MAC, in partnership with the DBCA will be responsible for securing all necessary environmental and cultural heritage approvals. Following construction, MAC/DBCA will also be responsible for ongoing environmental and cultural heritage obligations, such as the monitoring of mangrove health.

In summary, the Murujuga National Park Access Road project represents a collaborative effort involving MAC, DBCA, and the City. The project aims to enhance access to the park, support tourism, and preserve both the cultural and natural heritage of the area. The design

and construction process has been carefully planned to minimise environmental and cultural heritage impact while ensuring the road meets all relevant standards.

DISCUSSION

Land Ownership

Murujuga National Park land is owned by MAC and jointly managed with DBCA, and not by the City of Karratha. Noting the Murujuga National Park ownership, City Officers have shared the notice of motion raised at the electors meeting and are currently awaiting a formal response from MAC regarding the request to re-open the area for the public.

Project Progress

Project Officers have experienced delays in the design phase due to scope changes. The design is currently progressing to the 50 percent design stage with adjustments requested by MAC and DBCA to the access road alignment at Picnic Creek, and the overall visual impact of the road generally, including incorporating 'one-way' direction sections of the road alignment.

Stakeholder Engagement

The project partnership team comprising MAC, DBCA and the City attend monthly Project Control Group (PCG) meetings, actively progressing not only the MNP Access Road, but the larger project as a whole, which includes the Living Knowledge Centre site, short stay accommodation and the day use areas including associated visitor facilities.

City Officers have been invited to attend the upcoming Murujuga Aboriginal Corporation (MAC) Board Meeting in May. The meeting will focus on discussing MAC's direction and decision making process for changes required to the design.

Project Program

The Murujuga National Park Access Road project has progressed steadily, the next milestone scheduled to be achieved was the 50% Design Completion by 23 April 2025.

As the design phase has had continued collaboration with MAC and DBCA there is continued efforts to refine the road alignment through updated cultural and heritage surveys. Recent requests from MAC and DBCA to further refine this will push out the 50% design completion milestone. This ongoing collaboration between all parties will continue throughout the design phase and no amendments to the design will be made without consultation and agreement of the partnership members (MAC, DBCA and 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 social issues, environmental issues and cultural & wellbeing issues.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation has been undertaken to date; however, regular and ongoing communication is occurring with DBCA and MAC in relation to this project. At the time of writing this report, City Officers are still awaiting a formal response from DBCA and MAC in response to the motion raised at the Annual Electors Meeting.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The budget allocation for the Murujuga Access Road Project in the current financial year (2024/25) is \$193K. The estimated cost for the construction phase of the Access Road is \$27.3M with the Council's commitment to the project limited to \$3M.

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.2.6	Infrastructure Project Management
Projects/Actions:	1.a.2.6.19.2	Progress the design of the Murujuga National Park Conzinc Bay road access

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	Moderate	Murujuga track closed by MAC and DBCA, access to Conzinc Bay remains via boats only.
Environment	High	Significant Cultural Heritage site owned by MAC.
Reputation	Low	The park is not owned by the City of Karratha or on land controlled by the City of Karratha.
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 Murujuga National Park Access Road project is a collaborative initiative involving MAC, DBCA, and the City. The project aims to improve access to the park while preserving its significant cultural and natural heritage.

The City has played a crucial role in ensuring the road design meets relevant standards and minimises environmental and cultural heritage impacts, prioritising the protection of petroglyphs and culturally significant areas (middens, birthing areas, etc).

While the City can advocate to MAC and DBCA regarding the closure of the area, Murujuga National Park is owned by MAC and jointly managed with DBCA; therefore, decisions regarding public access ultimately rests with those parties.

12.5 CONSTRUCTION AND DELIVERY OF THE FOOTPATH AND CONCRETE PROGRAM - REQUEST TO CALL TENDER

File No:	RFT0000040
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	15 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling tenders for the Construction and Delivery of the Footpath and Concrete Program Tender.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for Construction and Delivery of the Footpath and Concrete Program for a period of eighteen (18) months in accordance with the scope of works as outlined in this report.

BACKGROUND

The City of Karratha (City) maintains over 100kms of footpaths and provides a shared network to enable the efficient and safe movement of bicycles and pedestrians across the townships of Karratha, Roebourne, Wickham, Dampier, and Point Samson. Council has adopted the 10-Year Footpath Strategy and the Footpath Renewal Program, which are developed and delivered annually through capital work packages.

The City has traditionally tendered "Supply and Laying of Concrete & Kerbing" Contracts. Delivering works under this contract has on occasions been successful however various issues have arisen in this contract causing some delays to construction and asset renewal works.

In November 2019, Council accepted a three-year tender with two one-year extension options under RFT 29-18/19. In July 2022, the contractor declined the first extension due to inadequate cost adjustments for local material and labour increases, leading to contract termination on 1 November 2022. Council then awarded a new contract, February 2023 for three years with three one-year extensions. Due to a series of contract issues, the City and contractor agreed to end the contract in November 2023.

Most recently tenders for concrete and kerbing under RFT 12-23/24 were advertised on 20 December 2023. On 12 February 2024, Council accepted a three-year tender with two one-year extensions. The contractor has experienced challenges meeting the contract requirements and plans to terminate the contract.

DISCUSSION

The current contractor has faced ongoing challenges in delivering the current footpath program in accordance with the timelines and standards required by the City. As a result,

the contractor has confirmed its intention to terminate the contract by July 2025 citing ongoing difficulties related to workforce shortages, and a schedule of rates that is no longer fit for purpose. These issues have collectively impacted the contractor's ability to fulfil the requirements of the agreement.

Throughout the contract period, the City has worked closely with the contractor to support delivery, through regular minuted meetings, on-site inspections, and detailed walkthroughs with multiple supervisors to ensure compliance with the required standards, specifications and designs. The City also granted schedule allowances to accommodate the contractor's staffing constraints. Despite these efforts, there have been significant delays to work completion timelines.

To ensure clear communication, the City maintained a consistent flow of technical queries and written correspondence with the contractor to document and clarify work requirements.

As part of the mutual agreement, the contractor has committed to continuing works on the Andover Park Footpath and Carpark Upgrade in Roebourne.

Officers are now seeking Council approval to call for Tenders for Construction and Delivery of the Footpath and Concrete Program.

The proposed works include, but are not limited to:

- Earthworks, and associated compacted fill, topsoil backfill and levels adjustment necessary to prepare the site for the installation of concrete shared paths.
- Demolition and disposal of existing concrete paths and kerb sections, ensuring proper connection to the existing infrastructure.
- Supply and install concrete kerb.
- Construct new concrete shared paths and perform all necessary backfilling activities.
- Install all necessary proprietary bike-safe barriers, grab rails, signage, and line markings.

The proposed contract term is proposed to be for a period of eighteen (18) months.

Officers initially considered issuing a three (3) year tender for the Supply and Laying of Concrete & Kerbing similar to previous, to support ongoing infrastructure delivery aligned with the City's Footpath and Kerbing Programs. However, this approach has been reconsidered due to ongoing performance, reliability, and contract management challenges experienced under both the current and previous contracts. These recurring issues have raised concerns regarding the viability of committing to another long-term contractual arrangement at this time.

Instead, it is now recommended that the City focus on the immediate delivery of the current Footpath Program and kerb program, particularly given the significant external funding that has been secured for several footpaths under the 10-Year Footpath Strategy. This revised approach will enable the City to align works with strategic objectives, optimise the use of available funding, and achieve improved community outcomes.

Subject to Council's endorsement, the City proposes to release a tender for the current program of works structured into separable portions for each footpath. An indicative program is established, outlining the shovel ready projects listed below.

1. Ridley Street - New Footpath
2. Queen Street - New Footpath
3. Cleaverville Road - New Footpath

4. Blinco Road - New Footpath
5. Shadwick Drive - New Footpath
6. Strickland Drive - New Footpath
7. Goshawk Circle - New Footpath
8. Enderby Street - New Footpath
9. Namatjira Road - New Footpath
10. Galbraith Road - Footpath Renewal

Several projects are also nearing final design, with additional designs proposed for the 2025/26 financial year, subject to the update and approval of the revised 10-Year Footpath Strategy. To assist with this program, the contract will include a schedule of rates component to accommodate the delivery of further footpaths identified in the 10-Year Footpath Strategy, concrete footpath renewals and kerbing renewal programs, subject to available budget and contractor capacity.

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.

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

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

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

FINANCIAL IMPLICATIONS

The indicative estimated cost proposed under this tender is \$7.5M over the eighteen (18) month period. This includes \$5M compromising the 2024/25 budget allocation and a portion of the 2025/26 budget, which, while not yet adopted, is allocated to shovel-ready projects identified under the current program. An additional \$2.5M is proposed to be included in the 2025/26 budget to support delivery of projects currently in the final stages of design, as part of the 10-Year Footpath Strategy, footpath renewal and kerbing renewal programs.

It is anticipated that expenditure associated with the delivery of works under this tender will be in accordance with Council's approved budget allocations.

STRATEGIC IMPLICATIONS

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

Programs/Services:	1.a.1.1	Civil Infrastructure Works Construction and Maintenance.
Projects/Actions:	1.a.1.1.20.1	Design and Implement Footpath Renewal Plan.
Projects/Actions:	1.a.1.1.20.2	Implement the annual Kerb Renewal Program to compliment the Road Reseals Program
Projects/Actions:	1.a.1.1.22.3	Progress the implementation of the City's Footpath Solar Light Strategy

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	A lack of safe and complete pedestrian infrastructure may discourage walking and cycling, contributing to sedentary lifestyles and poor public health outcomes.
Financial	Low	Expenditure to be monitored against approved budgets.
Service Interruption	Moderate	Incomplete or poorly maintained footpaths can result in trip hazards, uneven surfaces, and obstructed walkways, increasing the likelihood of falls, especially among vulnerable groups such as the elderly, children, and people with disabilities.
Environment	Low	Incomplete or disconnected footpath networks discourage walking and active transport. This can lead to greater reliance on cars resulting in higher greenhouse gas emissions, increased air pollution and a greater carbon footprint at a community level.
Reputation	Moderate	Inadequate or incomplete footpath networks can negatively affect perceptions of community safety, deter walking after dark, and reduce general public confidence in local infrastructure planning.
Compliance	Low	All works are to be undertaken in accordance with relevant OSH provisions, Australian standards, legislation, and best industry practice.

IMPACT ON CAPACITY

Should Council support the recommendation, it is intended that the contract be managed by the City's Asset Maintenance Department.

RELEVANT PRECEDENTS

At the February 2023 OCM, Council resolved to award a tender (RFT01-22/23) for Supply and Laying of Concrete & Kerbing.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The City requires a Request for Tender to procure external contractors for the construction and delivery of footpaths and concrete program, as internal resources are not sufficient to undertake these works. Previous long-term contracts have proven challenging due to local resourcing limitations, specialised kerbing requirements, and rising material costs. A targeted tender process will support the continued implementation of the 10-Year Footpath Strategy, footpath renewal program and kerbing programs by clearly defining project deliverables and enabling the City to meet its infrastructure goals while ensuring quality and value for money.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for May 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

13.1.1 Community Experience Update – March 2025

13.1.2 Concession on Fees for City Facilities

13.1.3 Development Services Update

13.1.4 Register of Documents Stamped with the Common Seal

13.1.5 Fee Waiver Policy and 24-Hour Library Access Trial: Annual Electors' Meeting Motion Update

13.1.6 May 2025 Public Briefing Notes and Table of Report Changes

13.1.1 COMMUNITY EXPERIENCE UPDATE – MARCH 2025

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	30 April 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

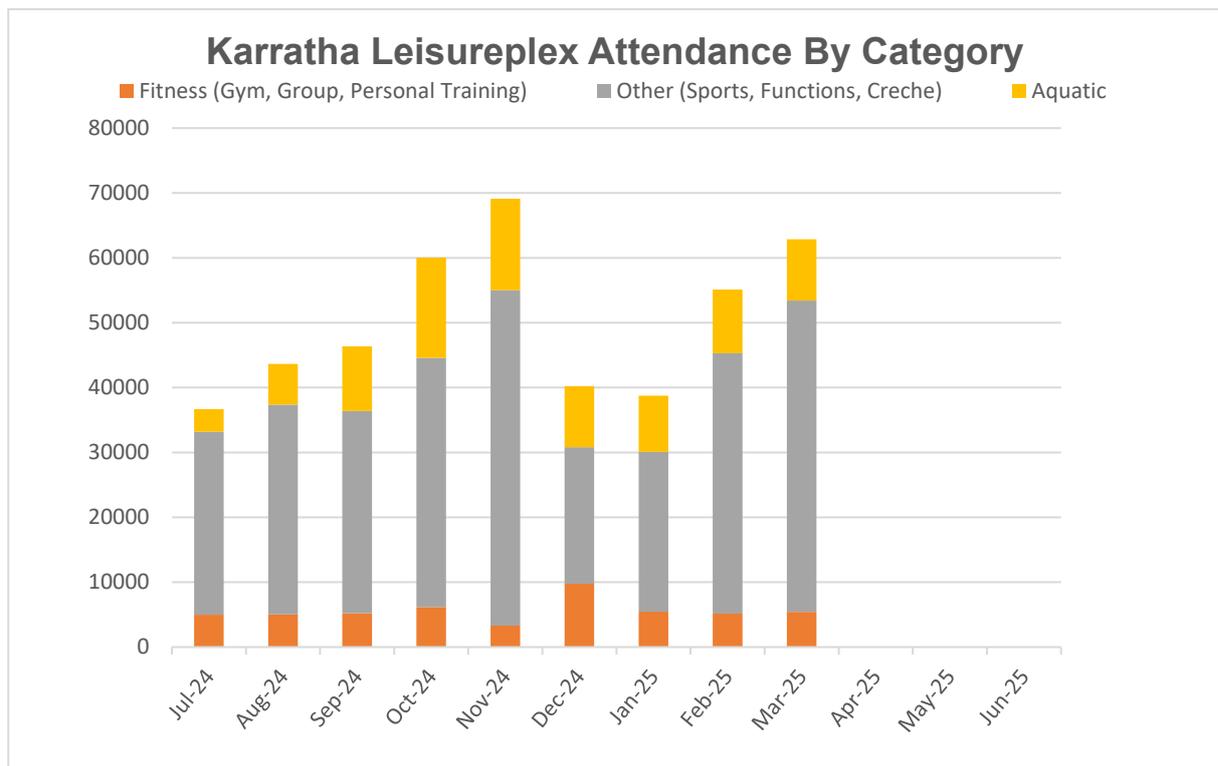
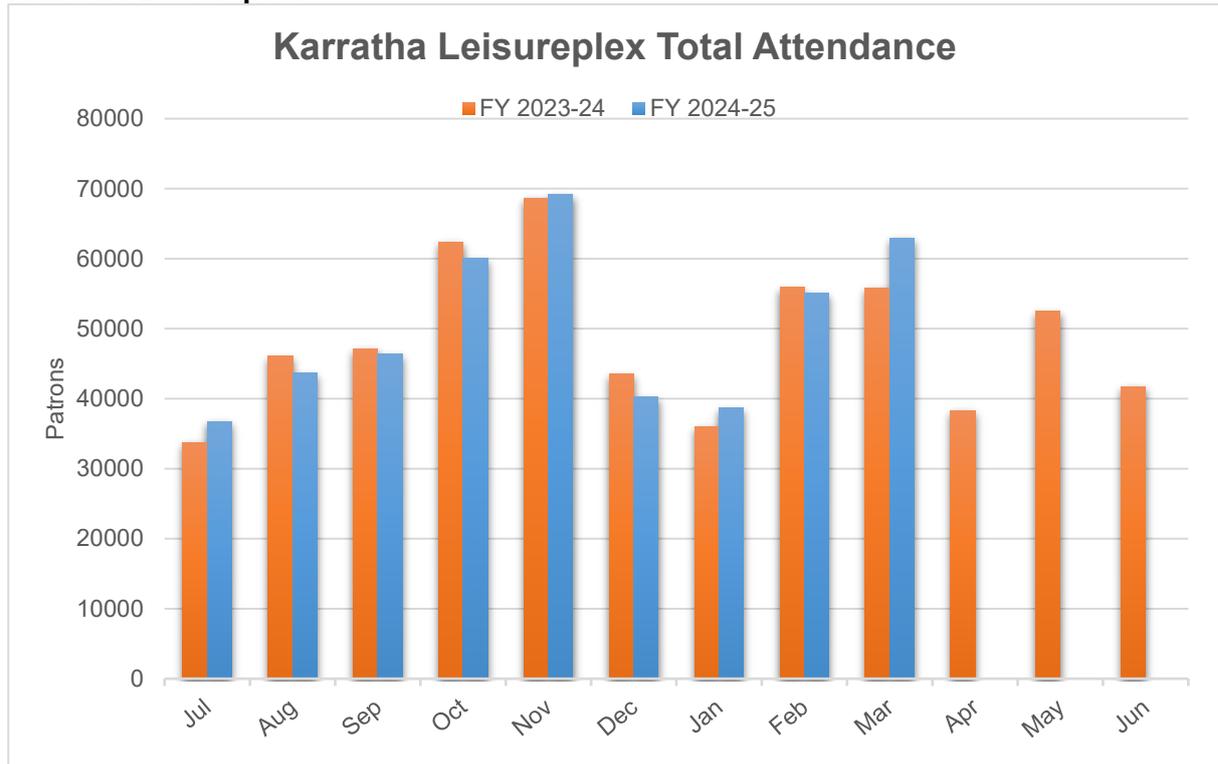
PURPOSE

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

Attendance & Utilisation Summary

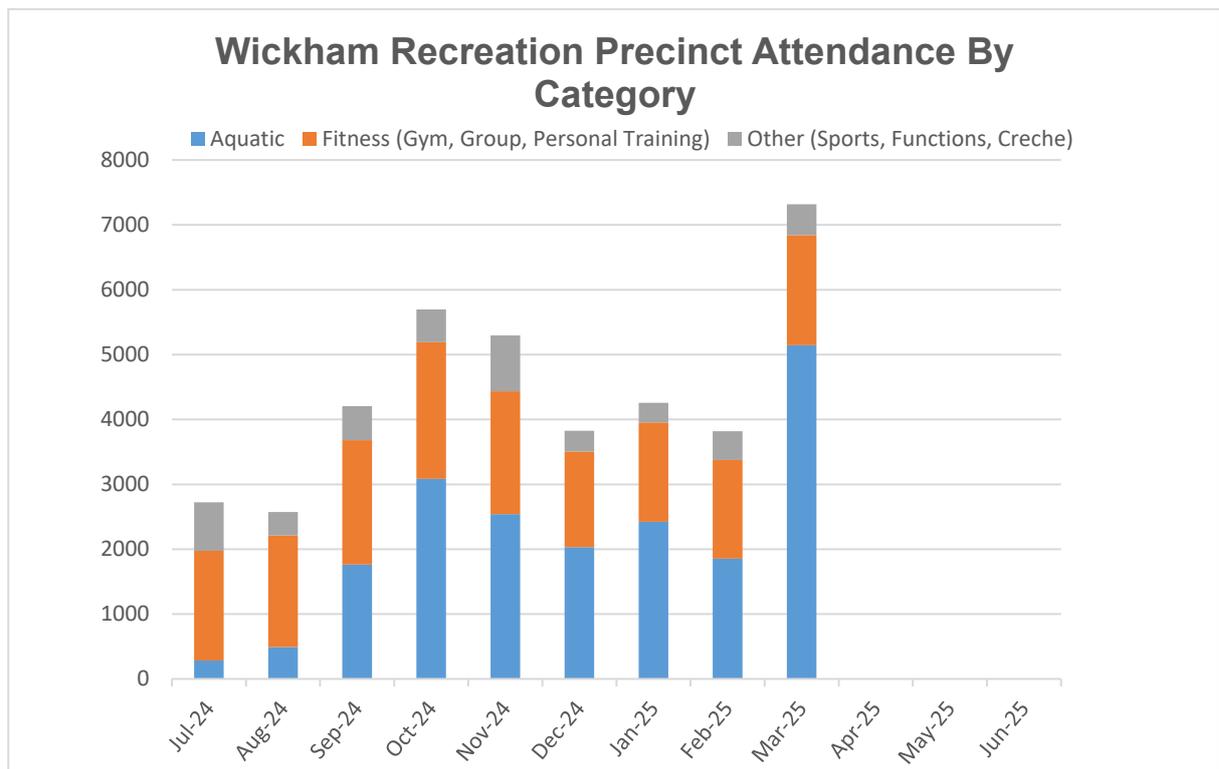
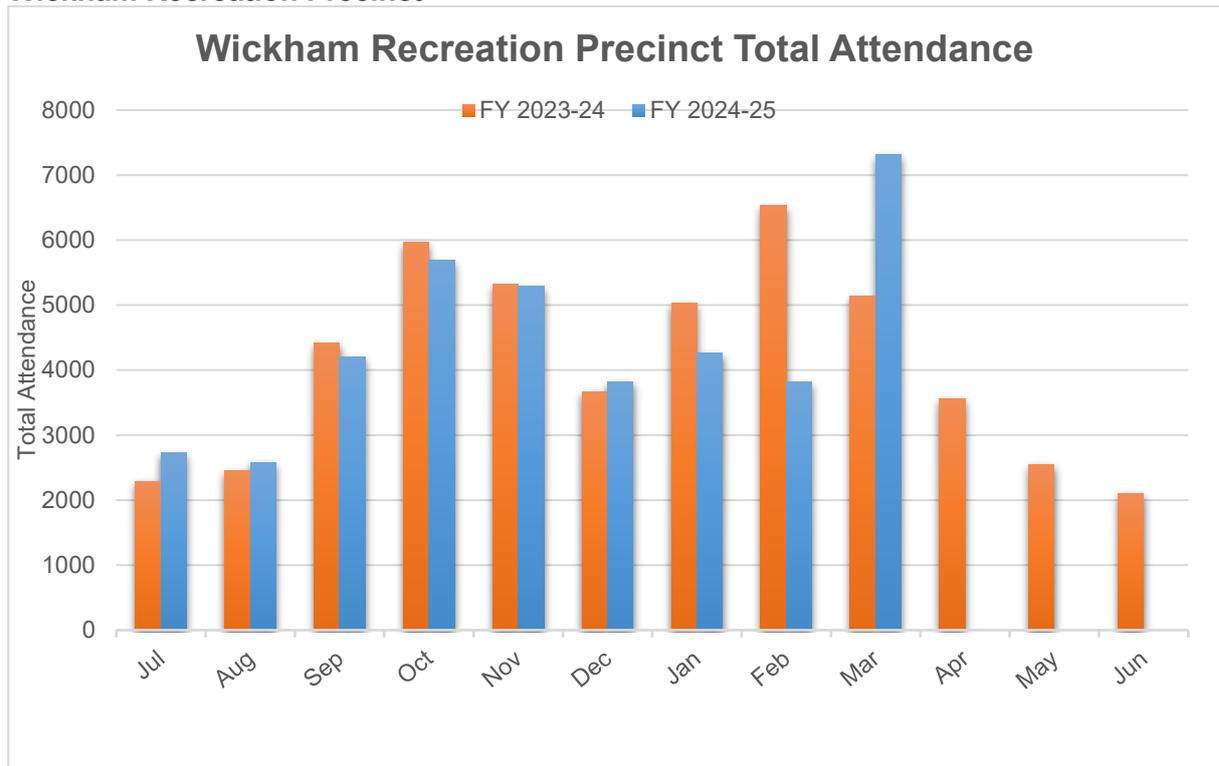
Facility Attendance	Mar 2024	Mar 2025	Year on Year %
The Youth Shed	731	669	- 8%
The Base	1127	807	- 28%
Total Library	9,343	8,401	- 10%
Karratha Leisureplex	55,746	62,878	+ 13%
Wickham Recreation Precinct	5,138	7,317	+ 42%
Roebourne Aquatic Centre	780	1,073	+ 38%
Red Earth Arts Precinct	3,634	3,904	+ 7%
Arts Development & Events	227	510	+ 125%
Indoor Play Centre	2,452	2,673	+ 9%
Community Programs	Feb 2025	Mar 2025	Month on Month %
Security Subsidy Scheme properties	15	10	- 47%
Meet the Street Parties	0	0	0%

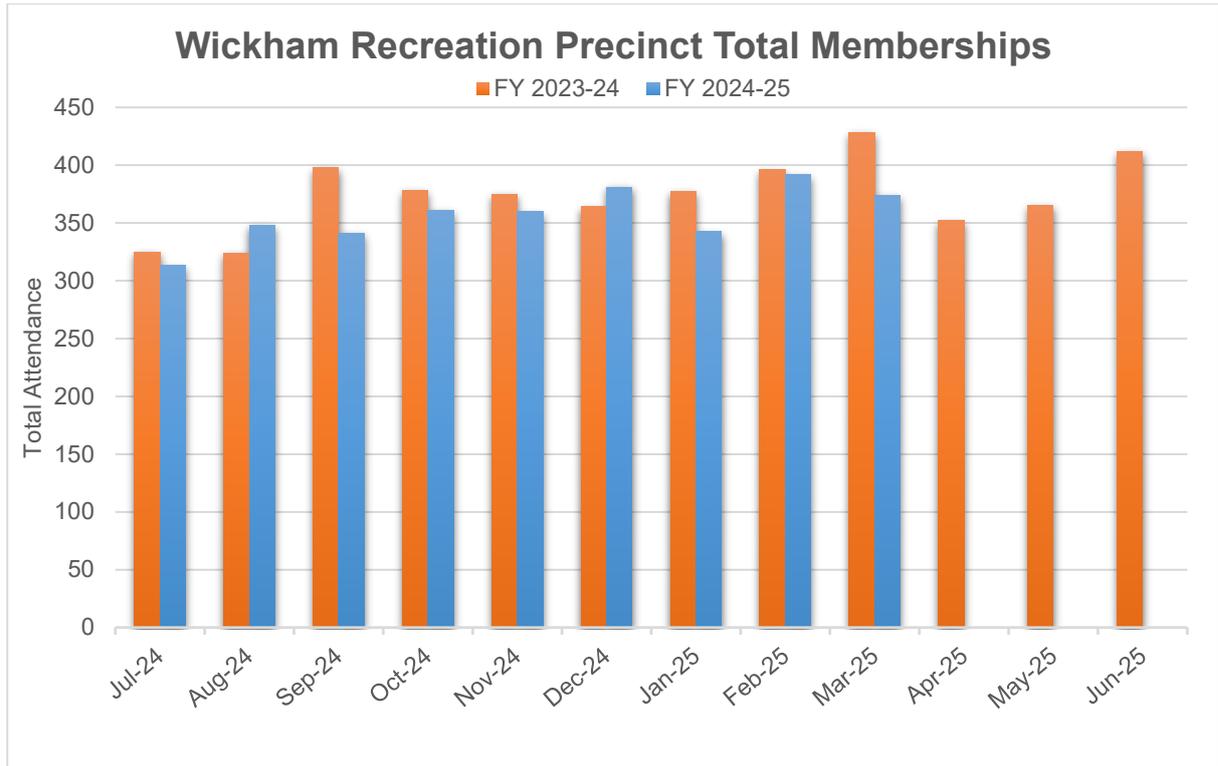
Karratha Leisureplex



Total attendance at Karratha Leisureplex has increased by 13% compared to the previous year's data largely due to well attended end of summer events including North West Swimming Championships and Karratha Basketball Association Finals Series. Memberships have also increased by 12% resulting in a steady rise in Creche attendance throughout the warmer months with parents and caregivers tending to bring their children to Karratha Leisureplex for supervision whilst they participate in activities across the facility.

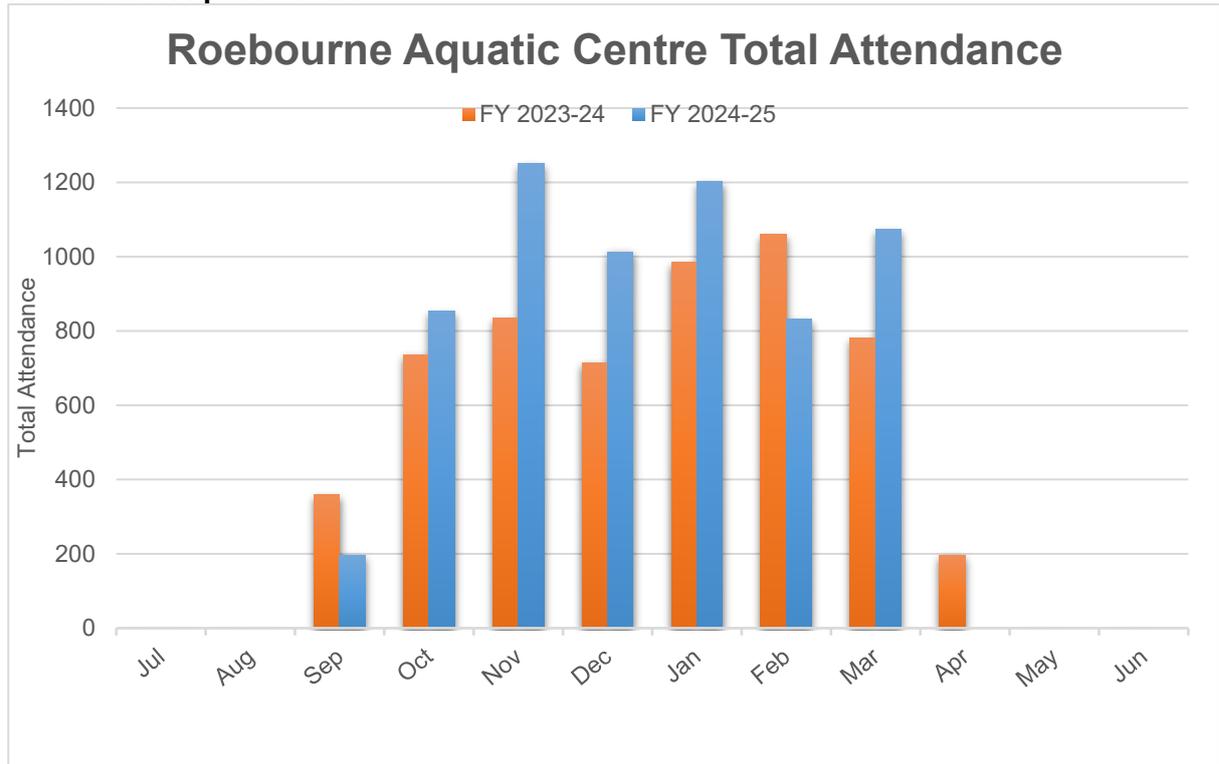
Wickham Recreation Precinct





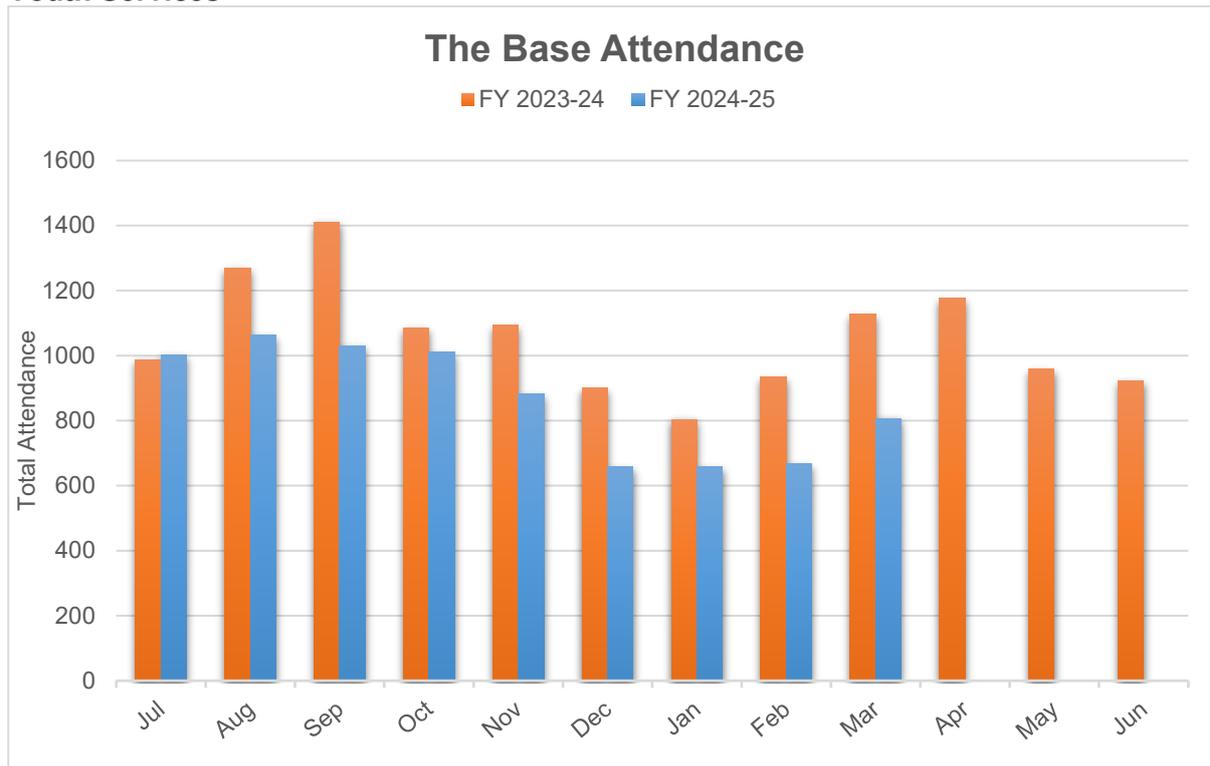
Total attendance at Wickham Recreation Precinct has increased by 42% from March 2024. Large numbers attending the Wickham Primary School swimming lessons held at Wickham Aquatic Centre increased Aquatics by 62% from March 2024. An increase in our programs across the Wickham Recreation Precinct was due to an adjustment in the age brackets for kids' programs from 4-11 years to Kindy-Year 6, allowing us to capture more Kindy aged children.

Roebourne Aquatic Centre



Attendance up by 37% on the previous year. Swim for Fruit and family pass vouchers, along with swimming lessons contributed to increased entries for March 2025.

Youth Services



The Base, Wickham

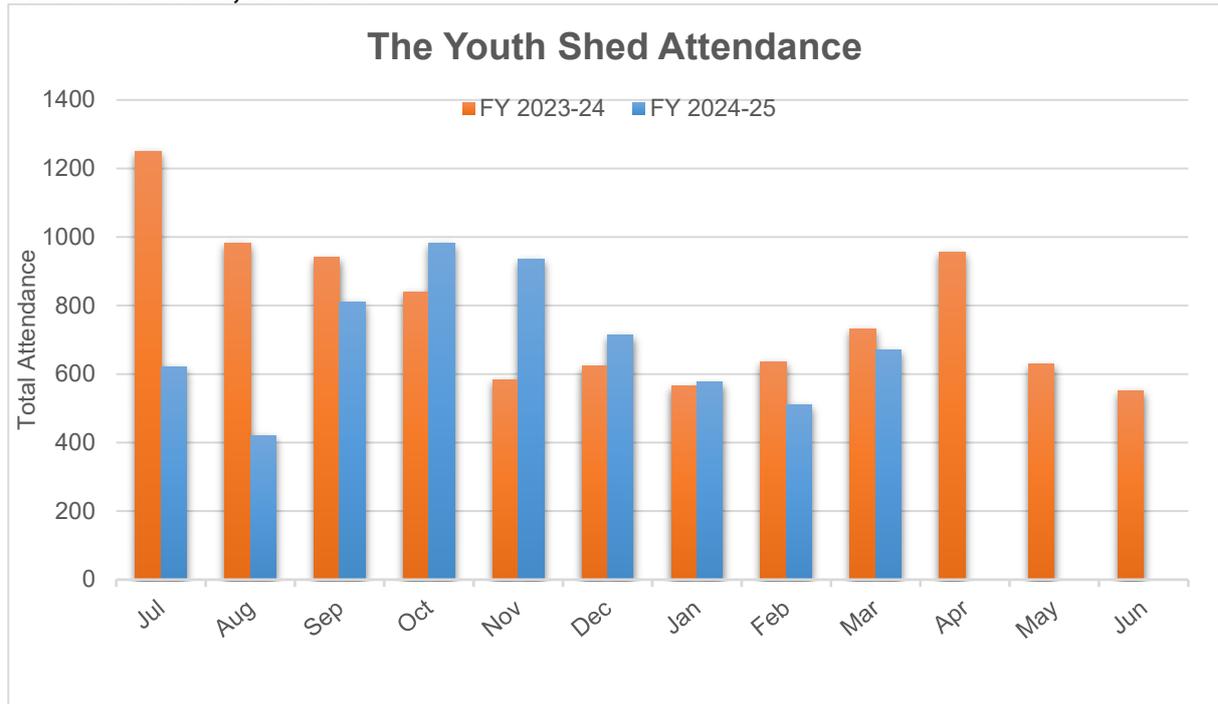
In March 2025, The Base welcomed 807 attendees, despite being closed for one day due to road closures. The youth participated in various Harmony Week activities, preparing for the Harmony Fest on Friday night. This event saw The Base and Yandina come together to celebrate the diverse cultures of the youth and staff from the Eastern corridor.

This month, the focus has been on enhancing the young people's cooking skills, with sessions on preparing healthy snacks, dinners, and baked goods. The warmer weather has made pool and Fortnite competitions popular indoor choices, while four square remains a favourite, attracting large numbers of daily participants.

Late Night Fridays continue to be a hit, with an average of 46 young people enjoying dinner, games, and a bus service to ensure they get home safely.

We are eagerly anticipating next month, which will kick off with the launch of Youth Week during the first week of the school holidays.

The Youth Shed, Karratha



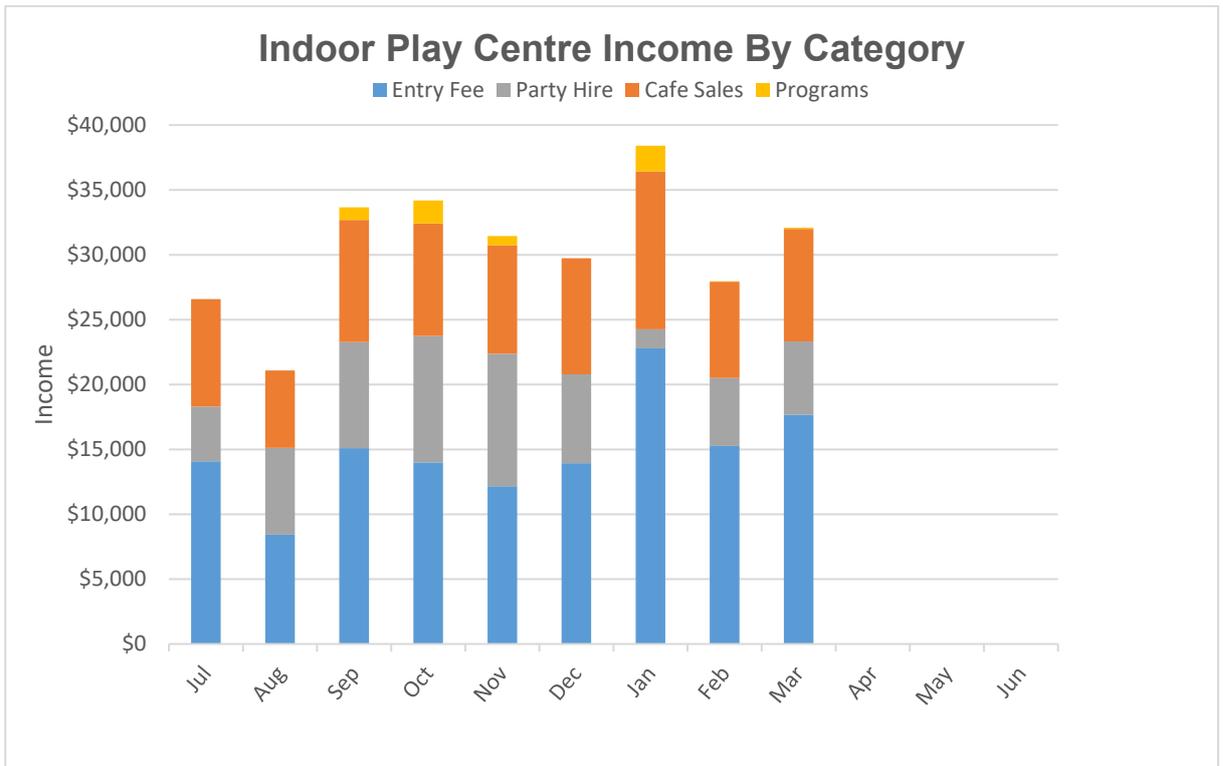
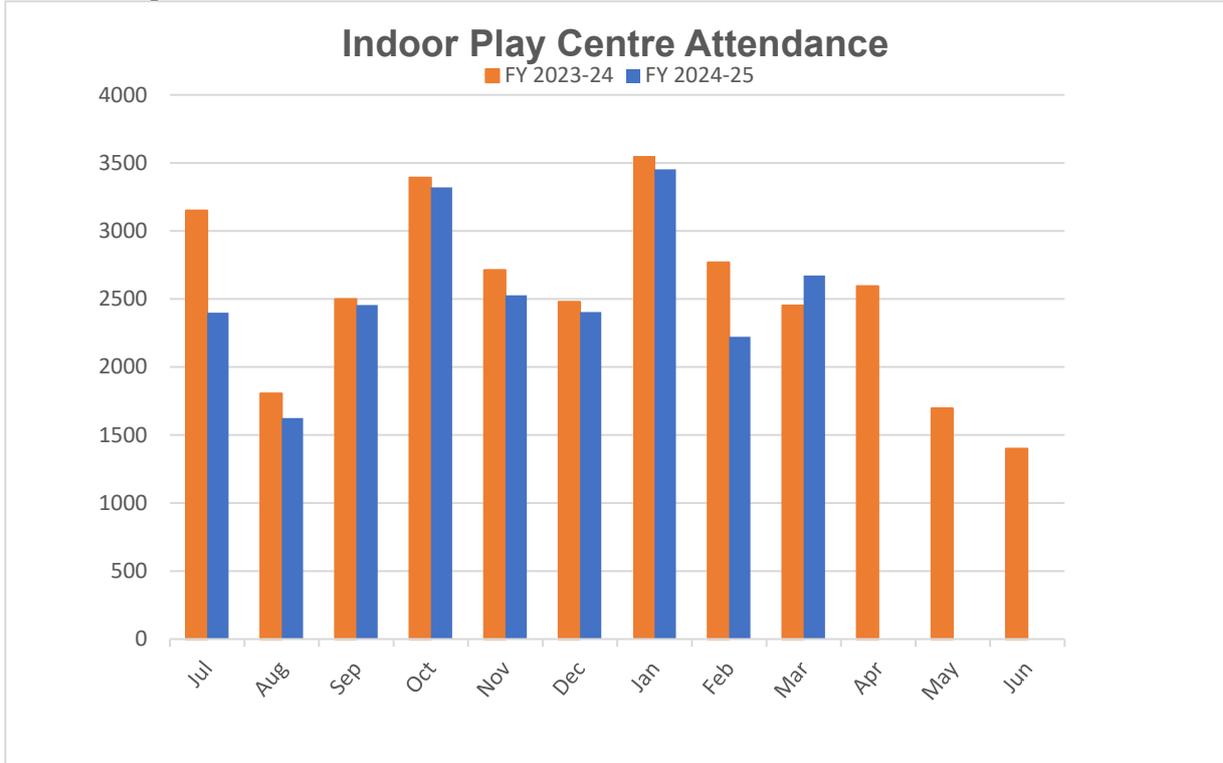
The Youth Shed recorded 669 attendees in March 2025, reflecting a slight decrease from the 731 attendees in March 2024. However, we experienced a percentage increase compared to the previous month, demonstrating positive momentum.

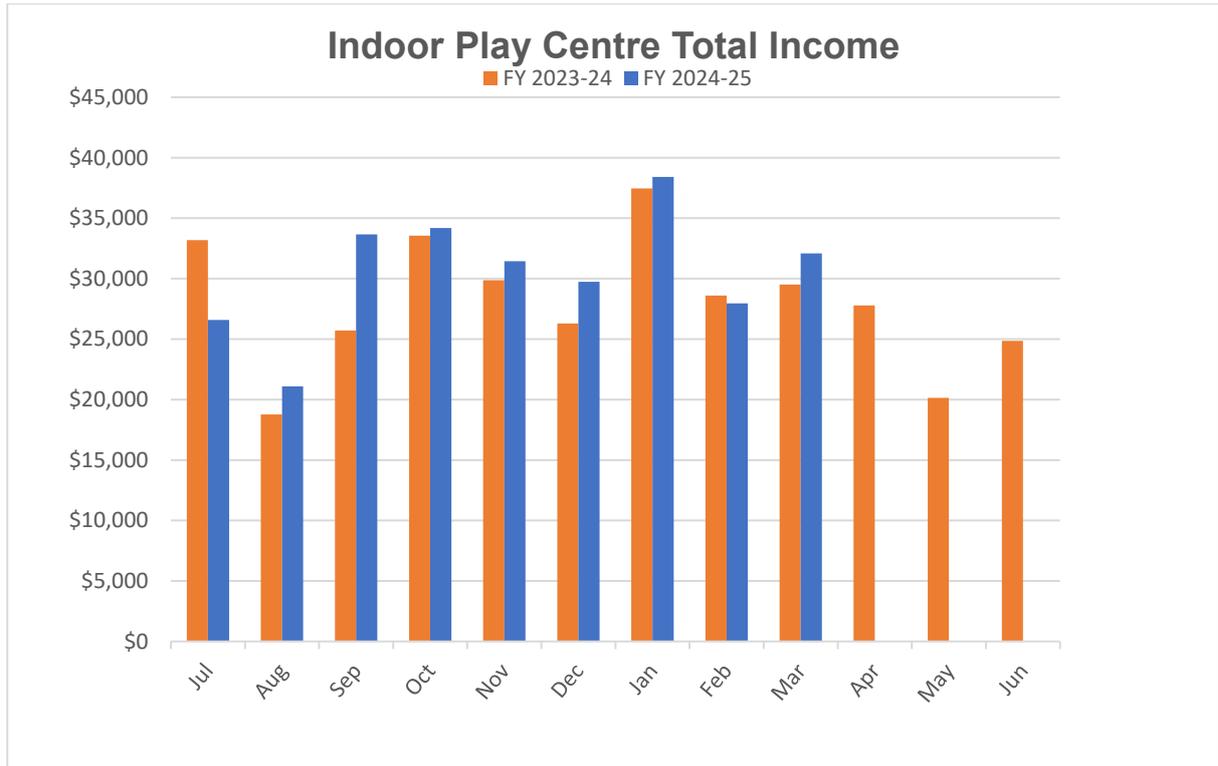
This annual decline can be attributed to several key factors, including a two-day closure for air conditioning maintenance, and the temporary non-attendance of a significant portion of our regular young visitors for one week.

Despite the drop in attendance, engagement levels remained strong, with 1,094 total engagements in February 2025 that was fostered by several facilitators and community groups attending the Centre to deliver programs such as Football west, Headspace, CAHMS and Clontarf. This indicates that young people are not only visiting the Youth Shed but actively participating in various programs which are on offer.

Several programs saw exceptional success, including the pool program at KLP, which welcomed an average of 40+ young participants every Tuesday, and our Friday night basketball, music, dinner, and bus service, which experienced an upturn in attendance. Our busiest night saw 85 young people engaged in activities, enjoying a home cooked meal and getting home safely on our free bus service.

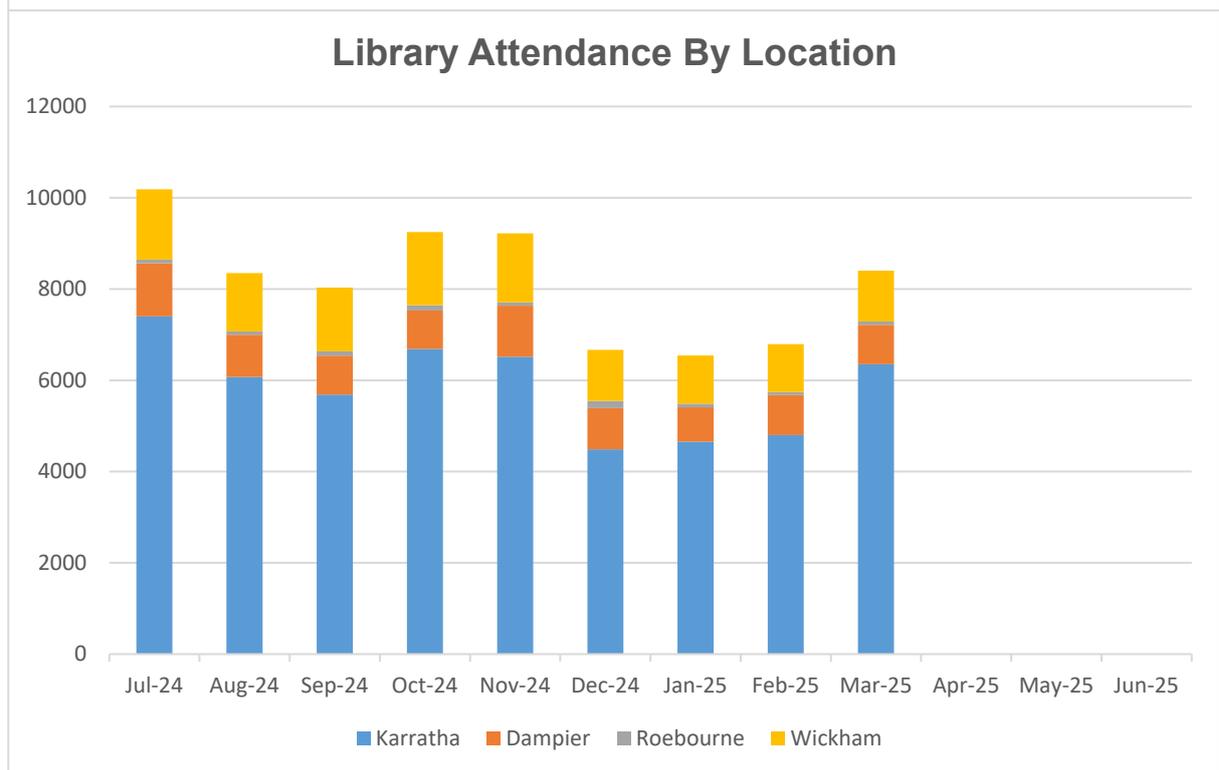
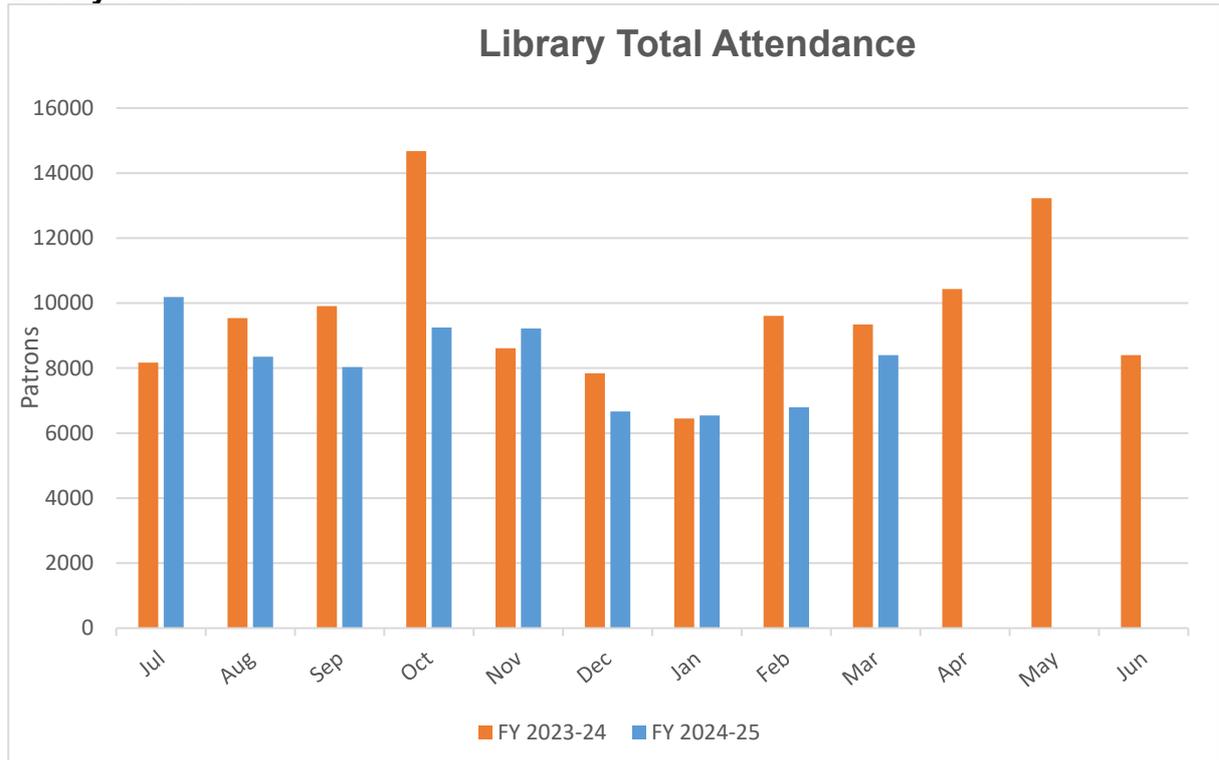
Indoor Play Centre





Increased attendance of 406 in March 2025. This has been a long summer and with some days reaching 40C has helped keep attendance strong. During March, Pokémon Club and Kids Yoga contributed to additional visits to the centre. Café sales increased by \$1,480 which includes the party bags now being offered as merchandise. Due to a decline in party bookings, the Centre will be introducing new party themes.

Library Services



12,170 Total memberships (97 new members signed up in February).

3,041 Physical items (up 342 from last month) and **1,851** eResources borrowed (up 757 from last month).

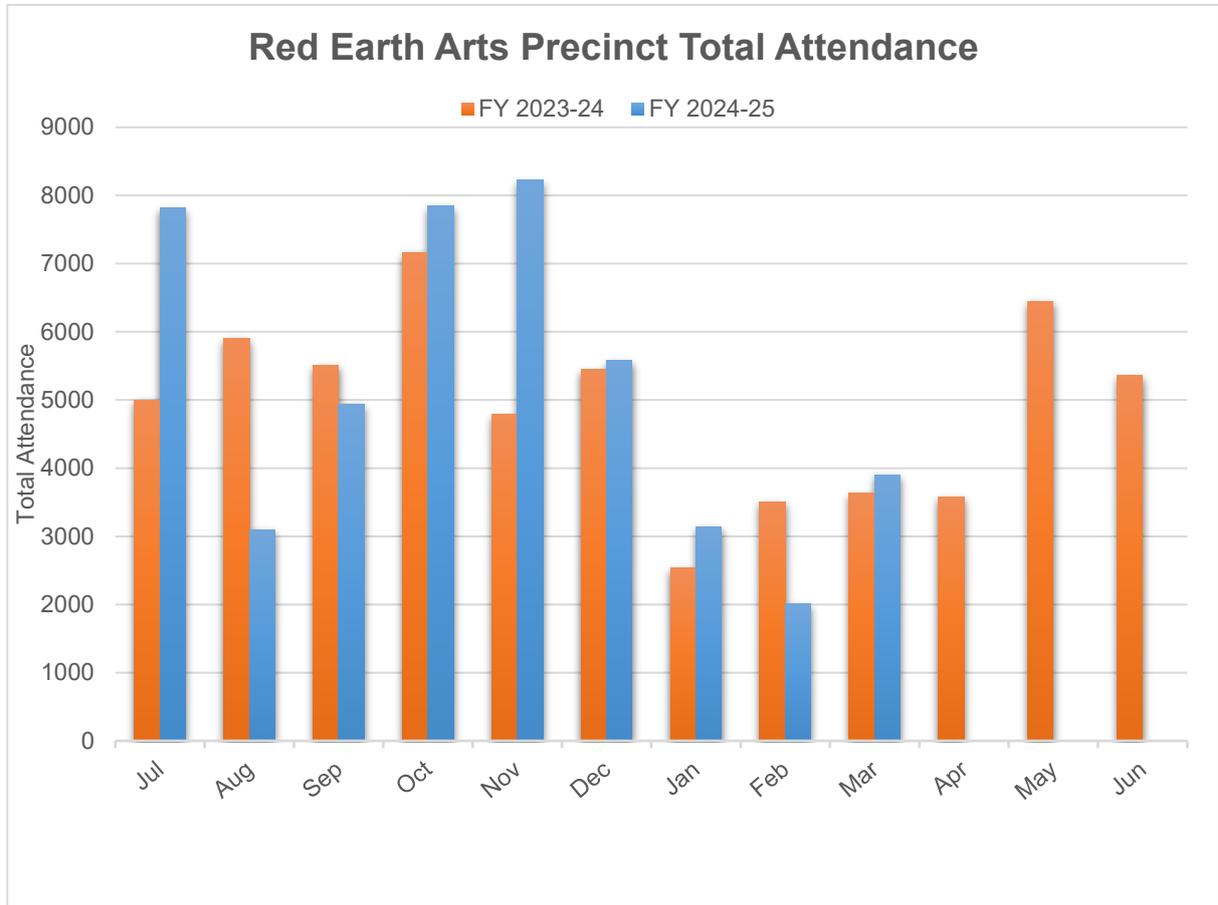
820 Individual computer log ins by members and guests (excludes Wi-Fi – up 35 from last month).

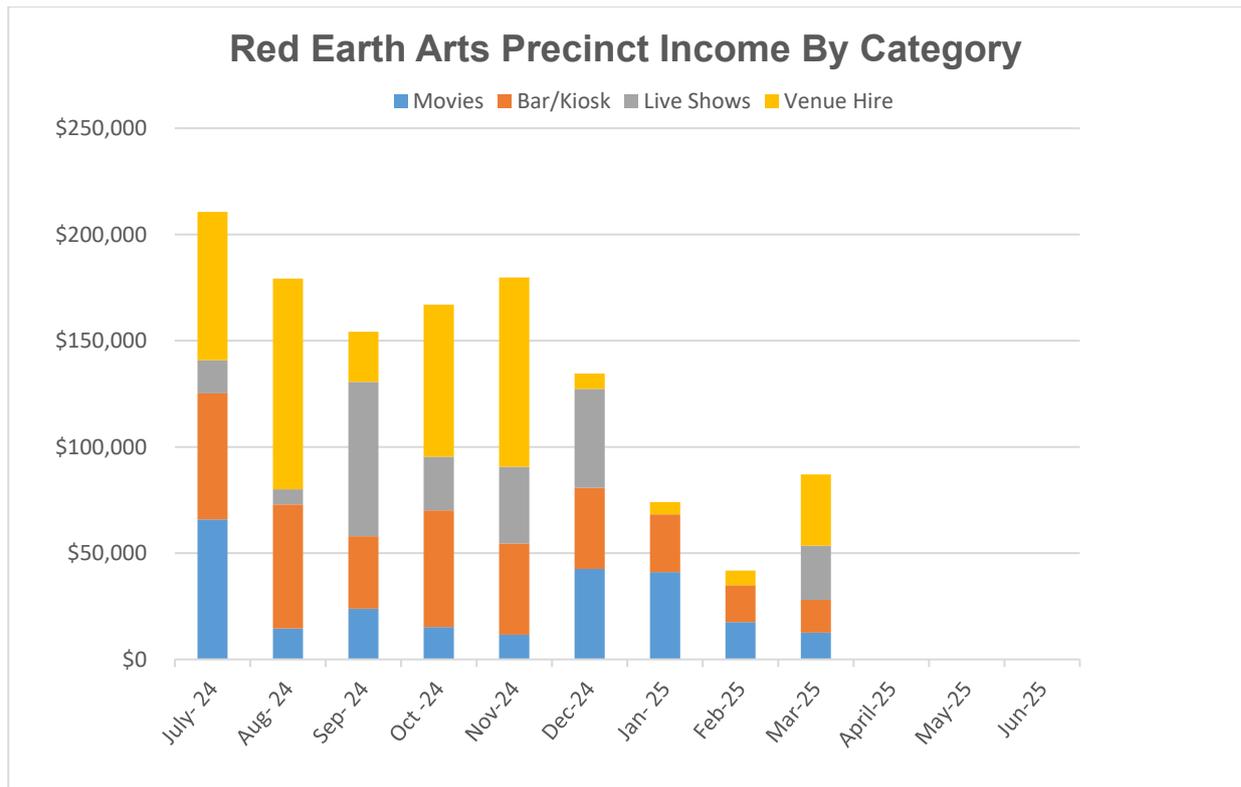
1286 Technical enquiries (including assistance with Computers, Wi-Fi, Printing and Scanning – up 510 from last month).

1,027 Program participants at **45** programs (including regular term programs Sea Week Story Time and special Harmony Week Events).

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

Red Earth Arts Precinct





Events and Programming:

March saw a return of live shows with a venue hire concert and programmed shows. Venue hires in theatre returned after maintenance in February, with a Rio Tinto forum, International Women’s Day, the Red Dirt Rummage Sale and the Honorary Freemans events.

Movies:

Cinema attendance in March was down 16% compared to the same period in 2024. This was mainly due to limited releases after the Christmas period and movie houses restricting blockbuster releases to school holidays.

Cinema Statistics:

- Movies screened: 30
- Average attendance: 28 patrons per session.
- Key Performances:
 - Dragon Keeper – 161 patrons - \$2,177 in tickets sales (3 sessions including a sensory session).
 - Captain America - \$3,238 in ticket sales (6 sessions).
 - Bridget Jones: Mad About The Boy - \$1,211 in ticket sales (2 sessions).

Bar and Kiosk Revenue:

Bar and kiosk sales saw a 38% decrease compared to March 2024

Sales Breakdown:

- Rio Tinto: \$1,771
- Honorary Freeman: \$1,887
- Toni Childs Live Show: \$2,081

Live Shows:

March started with the live concert performance of Toni Childs who was last in Karratha in May 2019 and played to an audience of 337. This time the numbers were lower with only 130 patrons, but this can be attributed to the ticket price of \$84 following a long weekend. Glass Child as part of the REAP programming with the Arts, Culture and Events team also performed to low numbers.

Toni Childs

- Attendance: 130
- Ticket Sales: \$18,809

Glass Child

- Attendance – Education Program: 3
- Attendance – Public Session: 51
- Ticket Sales: \$7,686

Venue Hires:

March saw 48 venue hires including the regular dance bookings, Rio Tinto, KDCCI and the first Red Dirt Rummage Sale in the Theatre which was an amazing success and created great community spirit on the day with many people expressing feedback for future events.

- Community Hires: 44
- Corporate Hires: 4

Key Events:

- Red Dirt Rummage Sale – 800 patrons attended, with 42 stall holders.
- Honorary Freemans Event for Peter Long.
- Woodside Apprenticeship Graduation.
- KDCCI International Women’s Day – 140 patrons – Flat floor theatre.

Patrons:

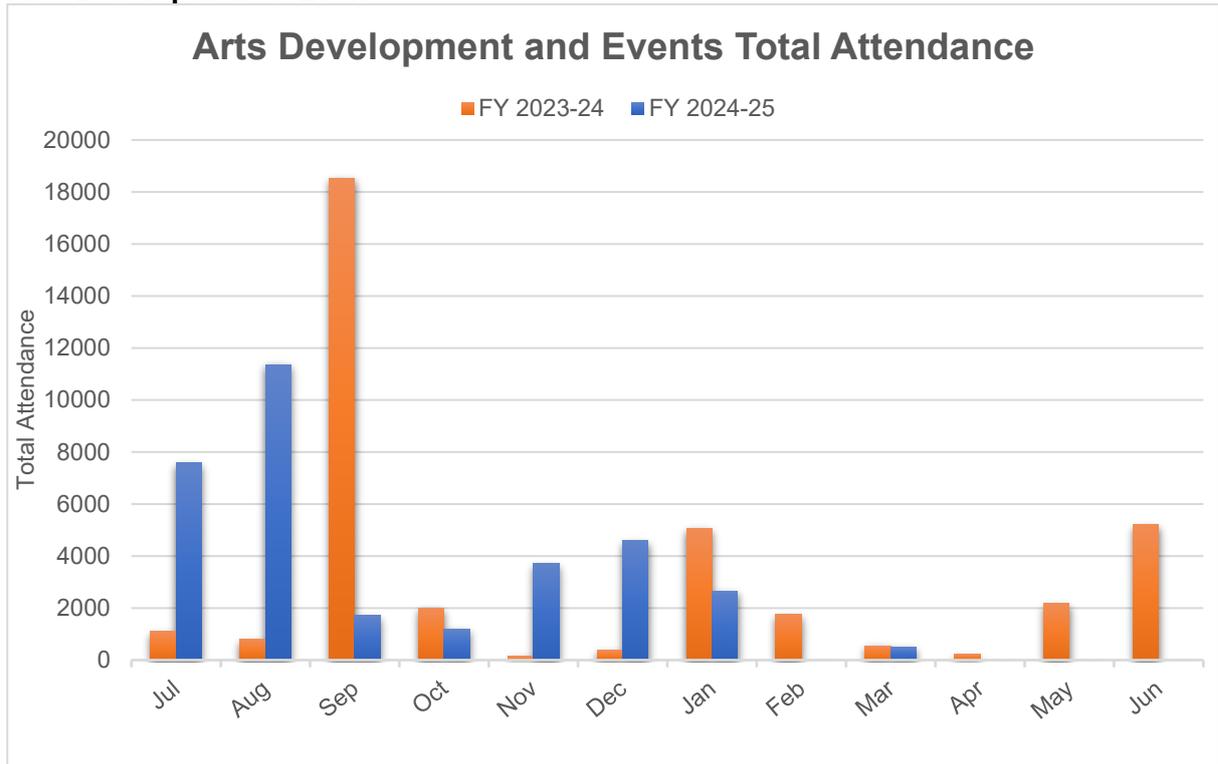
Overall patronage increased by 7% compared to March 2024.

- March 2024: 3,634 patrons
- March 2025: 3,904 patrons

Total Revenue:

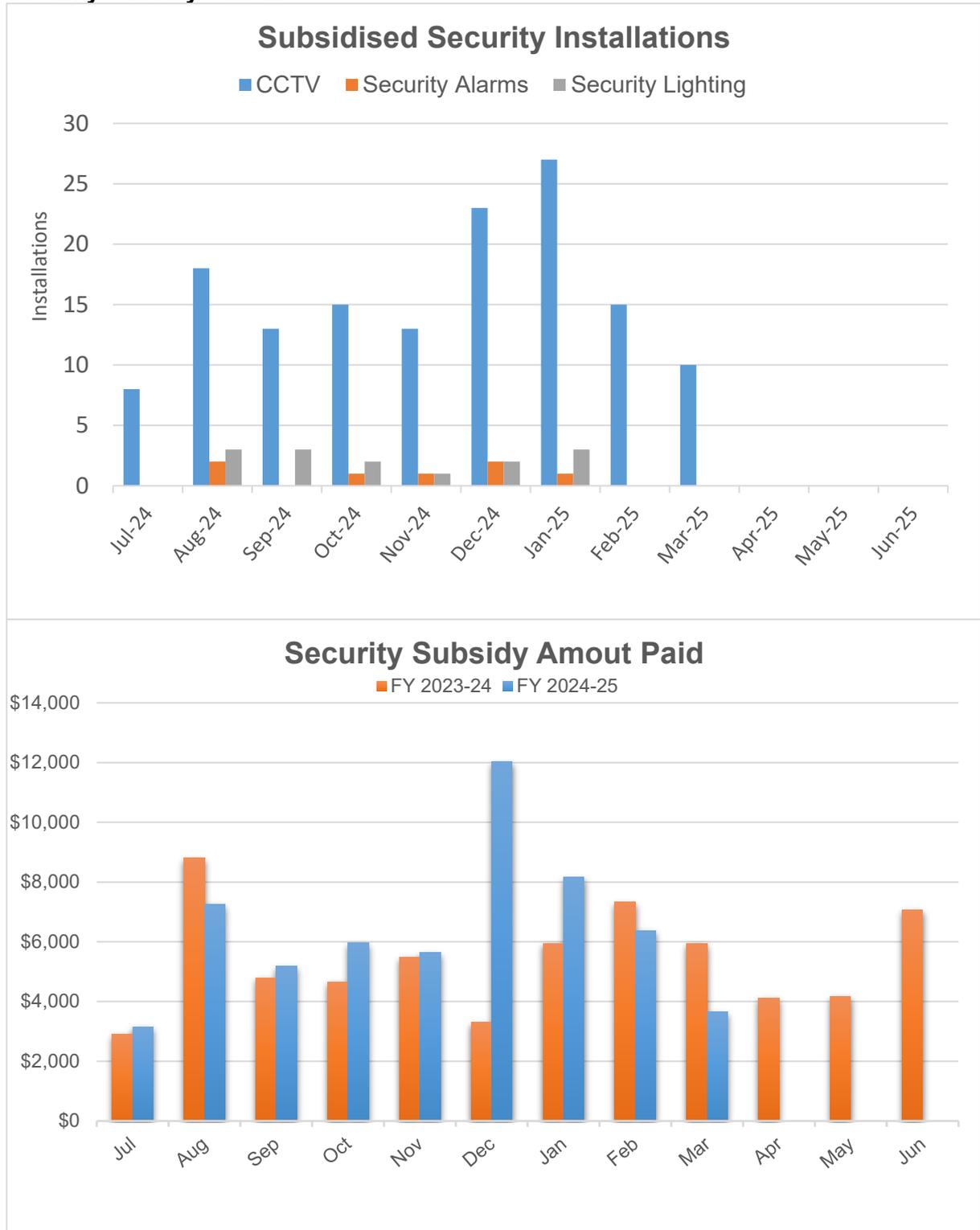
REAP generated \$87,045 in total revenue for March 2025, a 33% increase from the previous year. This increase was primarily attributed to the ticketing income from Toni Childs as all other bookings were on par.

Arts Development & Events



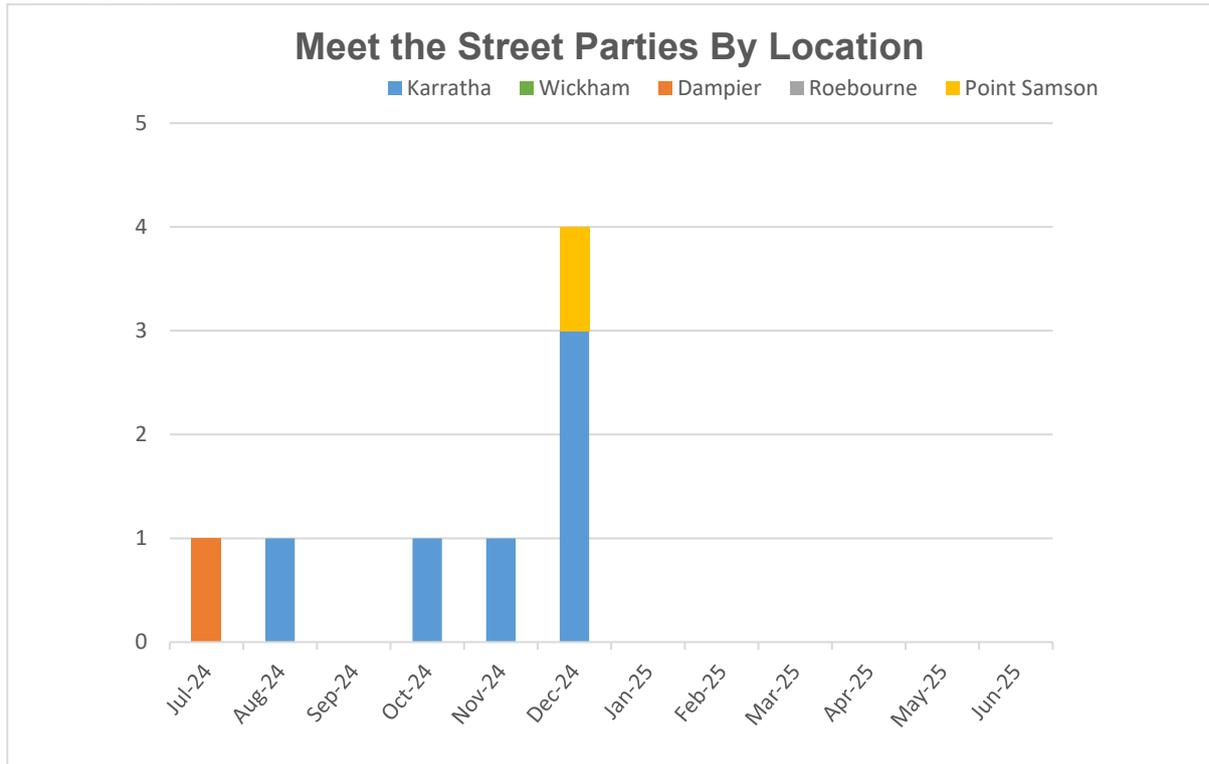
In March we had a Botanical Water Colour workshop at REAP, and the new Harmony Day Celebration at the Quarter which was in collaboration with North West Multicultural Association and received great feedback from community.

Security Subsidy Scheme



16 Security Subsidy applications were received, with 10 being eligible for reimbursement.

Meet the Street



0 Meet the Street parties hosted this month.

Small Community Grants

No Small Community Grants awarded since the last Ordinary Council Meeting.

13.1.2 INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 30 April 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 March and April 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
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 Ngaarda).	Director Community Experience	\$190.91
City of Karratha	To waive ticket fees for promotional giveaways to performances and workshops in the Red Earth Arts Festival 2025 through local radio stations (Triple M Radio, ABC Radio and Ngaarda Media) who will additionally receive the opportunity to interview cast members from the shows in the lead up to REAF.	Director Community Experience	\$1,636.36
City of Karratha	To waive 50% of the venue hire for the period 17.02.25 – 18.03.25 due to ongoing air conditioning issues during classes.	Director Community Experience	\$827.22
Variety WA	To waive event hire fees for the "Bubbles" Variety Bash Car Gala Event 14 June 2025 with all proceeds being donated to Variety WA.	Director Community Experience	\$1,967.27

13.1.3 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	29 April 2025
Disclosure of Interest:	Nil
Attachment(s)	List of current decisions subject of State Administrative Tribunal Review and List of current Regional Development Assessment Panel applications

PURPOSE

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

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

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

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

As of 29 April 2025

APPLICATION (City &/or RDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	DATE CLOSED / COMPLETED
Nil				
DA25-036	Lot 103 Wickham Drive, Wickham	30 April 2025	Request to extend the time-limited approval timeframe for Wickham Village for 10 years	
DA25-040	Lot 8 Corringer Avenue, Gap Ridge	24 April 2025	Gap Ridge Homemaker Centre	

**13.1.4 REGISTER OF DOCUMENTS STAMPED WITH THE CITY OF KARRATHA
COMMON SEAL**

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

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

DATE	DOCUMENT
03/04/2025	Proposed Scheme Amendment No.62 to City of Karratha Local Planning Scheme No.8 – amendment to increase density coding of Lot 23 Mirfin Way and lot 9 Galbraith Road, Pegs Creek from R20 to R40

13.1.5 FEE WAIVER POLICY AND 24-HOUR LIBRARY ACCESS TRIAL: ANNUAL ELECTORS' MEETING MOTION UPDATE

File No:	CS.148
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Acting Manager Community Facilities
Date of Report:	30 April 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide an update on the progress made since the March 2025 Annual Electors Meeting regarding the motions on fee waivers for community-focused events, a trial of 24-hour library access and access to City funded survey results.

BACKGROUND

At the March 2025 Annual Electors Meeting, the following motions were carried requesting that Council consider:

- approving a waiver of hire fees for eligible Not-for-Profits, sole traders and small businesses for the use of Council facilities, when running events for community benefit, based on council drafting a policy that identifies appropriate eligibility and,
- a trial of 24-hour access to one or more library branches.
- making City funded survey's more easily accessible to the public creating a dedicated page on the City of Karratha website and establishing a visible tile on the top of the City's website to help the community in finding surveys.

Fee Waiver Request

Council's current Community Facilities and Use Charges Policy (CS-04) allows fee waivers only for community groups. In response to the motion carried at the March 2025 Annual Electors Meeting, officers are expediting the scheduled July 2026 review to bring it forward.

The aim is to consider expanding eligibility to not-for-profits, sole traders, and small businesses delivering community-benefit events, and to simplify the application process in line with the motion's intent. As the Policy affects a broad range of stakeholders, officers are currently engaging with relevant parties to ensure a thorough review. The revised Policy is expected to be presented to Council in June 2025 for consideration to advertise for public comment.

24-hour Library

Officers have commenced investigation into the feasibility and potential delivery models for such a trial. This includes assessing infrastructure, safety and security requirements, liquor licence implications, and staffing and operational considerations.

Several potential trial sites are currently being reviewed to determine the most suitable location to support a pilot. Officers will present a report to Council for its consideration in June 2025, outlining findings and a preferred approach for implementation.

Easy access to City survey results

The City's website has been updated to include a visible tile (link) to the City's *What We Make It* engagement platform. All surveys funded by the City can be completed via this platform and the engagement outcomes are freely available for members of the public to view.

13.1.6 MAY 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:	19 May 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To record meeting proceedings of the Public Agenda Briefing Session held on Monday 19 May 2025 and outline areas of the May 2025 Ordinary Council Meeting agenda with additional information following the meeting.

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:

ATTACHMENT TO ITEM 11.1 CORPORATE CREDIT REPORTING

ATTACHMENT TO ITEM 11.1 CONTRACTOR REFERENCES

ATTACHMENT TO ITEM 11.1 BUILDING INSPECTION REPORT

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, 26 May 2025 at 6pm at Council Chambers - Welcome Road, Karratha.