



## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 26 May 2025 at 6pm**

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



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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.

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# AGENDA

## 1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday, 26 May 2025 was declared open at 6:00pm. Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

Mayor Scott notified all attendees that the meeting is being live streamed and a recorded.

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

**Councillors:**

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

<b>Staff:</b>	Virginia Miltrup	Chief Executive Officer
	Emma Landers	Director Community Experience
	Lee Reddell	Director Development Services
	Simon Kot	Director Projects & Infrastructure
	Warren Van Wyk	Director Corporate & Commercial (via Teams)
	Henry Eaton	Manager Governance & Organisational Strategy
	Kate Jones	Minute Secretary

**Apologies:**

**Absent:**

**Leave of Absence:**

**Members of Public:** 4

**Members of Media:** 1

### **3 PUBLIC QUESTION TIME**

There were no questions.

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

Annabelle Little provided the following statement at the Public Briefing in relation to item 10.1 Bus Seat and Shelter Installation: Annual Electors' Meeting Motion.

Eight weeks ago, on 24 March, a little girl was brave enough to come to the council meeting, speak to the councillors and make a request to install a seat at her bus stop.

That little girl told of how she would stand waiting for the bus in 40 degree heat with a heavy bag of books and maybe a laptop – that, let's face it, probably weighed more than she did. She talked of how the waiting students took ownership of their stop, taking it upon themselves to weed the overgrown bus stop in the hot summer sun.

8 weeks later, in this meeting agenda, Council's response is to tell that little girl that it will take them another year and \$40,000 to put together a plan on how to put seats and possibly shelters at bus stops. Another year and 2 months later from her original request.

That little girl likely doesn't need to know how or why you need to write a proposal, or a priority system or a long term budget plan. She is not concerned about you needing process or reports to conduct business.

She just sees action or no action. In this case it is no action, certainly not in her near future. I have taken the liberty of costing a park bench similar to those in your parks and requesting 3 quotes to meet the City's procurement policy for installation of the seat. It would cost under \$10,000.

When you vote for this motion and in your discussions, I would like you to think of what I estimate to be 30- staff who work in the recently refurbished, climate controlled, city of Karratha annexe building, where they have just had their perfectly sound building repainted, recarpeted, new computers installed and desks for all with which at the push of a button go up and down so they can stretch their weary body due to sitting down all day in a cool 22 degrees at an estimated cost of \$250,000.

I ask you to compare that to the position you have put your children in, waiting in 40 degree heat, with no shade, no seating and weeds prickling their bare legs, and ask yourself if you really cannot afford to install one seat for a little girl brave enough to speak for her community.

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

Cr Johannsen requested Leave of Absence for the 30 June 2025 Ordinary Council meeting.

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### **COUNCIL RESOLUTION**

**MOVED** : Cr Furlong  
**SECONDED** : Cr Simpson  
**Res No** : OCM250526-01

**That Council approve leave of absence for Cr Johannsen for the 30 June 2025 Ordinary Council meeting.**

**CARRIED 9/0**

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

## **6 DECLARATIONS OF INTEREST**

No declarations of interests.

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

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

**MOVED** : Cr Simpson  
**SECONDED** : Cr Waterstrom Muller  
**Res No** : OCM250526-02

**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.**

**CARRIED 9/0**

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

## 8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

<b>Date</b>	<b>Mayor Meetings – April 2025</b>	<b>Location</b>
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

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

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#### PURPOSE

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

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED** : Cr Simpson  
**SECONDED** : Cr Waterstrom Muller  
**Res No** : OCM250526-03

**That Council RECEIVE the Financial Statements for the financial period ending 31 March 2025 as shown in Attachments 1 to 4.**

**CARRIED 9/0**

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

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#### BACKGROUND

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

#### DISCUSSION

The attached Monthly financial 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
<b>Operating Activities</b>							
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%	↑
<b>Investing Activities</b>							
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%	↑
<b>Financing Activities</b>							
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%	↑
<b>Non-Cash Items</b>	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%	
<b>Surplus/(Deficit) 2024/25</b>	<b>10,768</b>	<b>40,957</b>	<b>23,895,868</b>	<b>34,156,617</b>	<b>10,698,499</b>	<b>45.6%</b>	<b>↑</b>

\*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.

<b>Period Ended 31 March 2025</b>	<b>Target Ratio</b>	<b>YTD Budget Ratio</b>	<b>Original Annual Budget Ratio</b>	<b>YTD Actual Ratio</b>
<b>Current Ratio</b>	> 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.				
<b>Asset Sustainability Ratio (ASR)</b>	> 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.				
<b>Operating Surplus Ratio (OSR)</b>	> 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				
<b>Own Source Revenue Coverage Ratio (OSRC)</b>	> 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.				
<b>Debt Service Cover Ratio (DSCR)</b>	> 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
<b>Current</b>				
<b>Assets</b>	168,366,157	173,883,260	-3.17%	Decrease in Trade & Other Receivables
<b>Liabilities</b>	11,279,714	11,727,271	-3.82%	Decrease in Trade and Other Payables.
<b>Non-Current</b>				
<b>Assets</b>	759,952,704	760,025,271	-0.01%	Decrease in Inventories, Increase in Infrastructure
<b>Liabilities</b>	6,451,877	6,515,684	0.98%	Decrease in Long Term Borrowings
<b>Net Assets</b>	918,583,186	923,561,941		

**Debtors' Schedule**

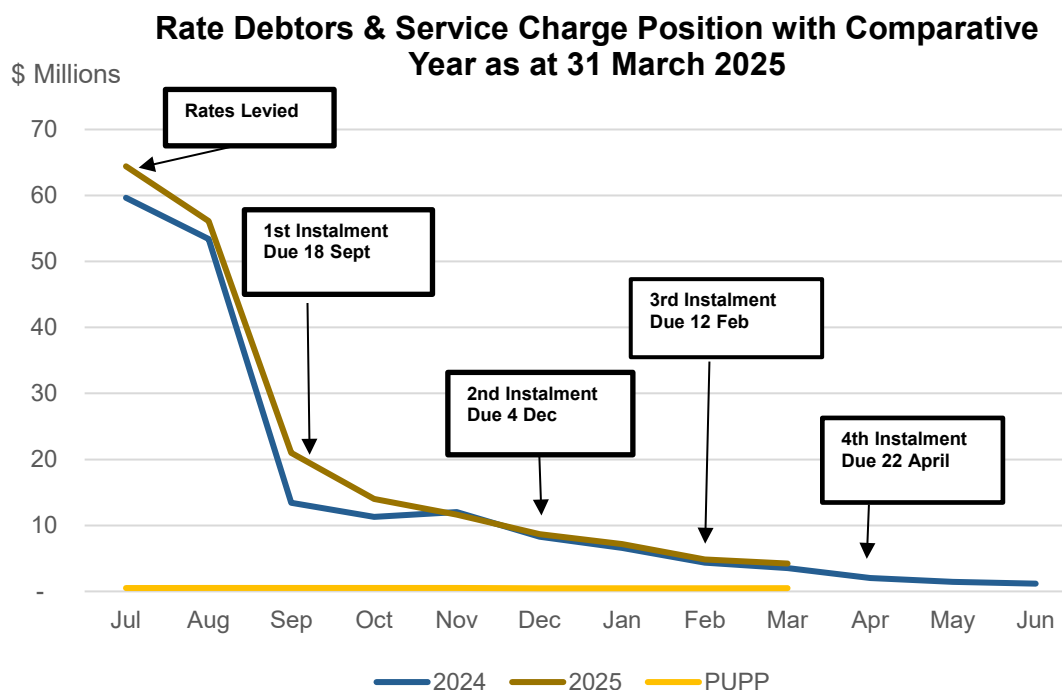
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of March 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

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

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

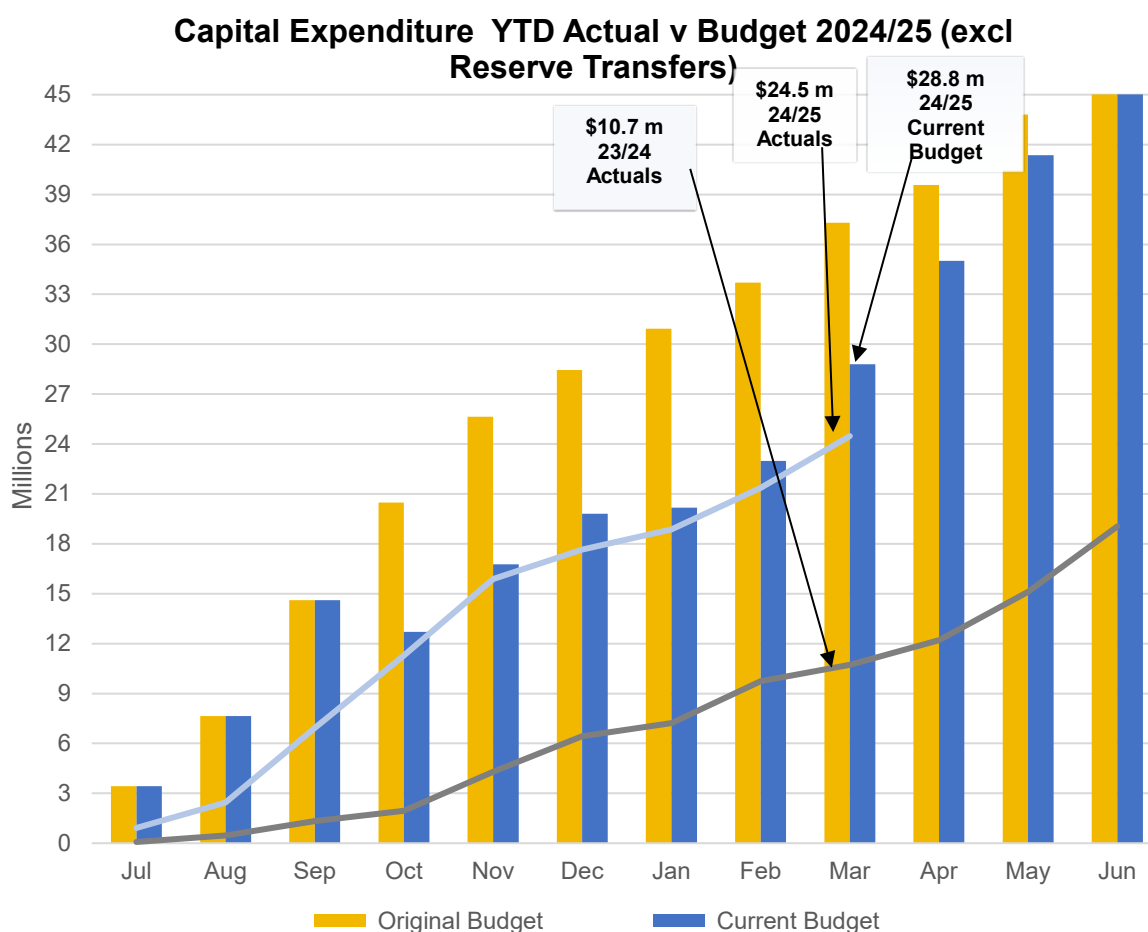
### Capital Expenditure

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
	31March-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%
<b>Totals</b>	<b>28,786,865</b>	<b>24,475,419</b>	<b>-15.0%</b>	<b>52,159,227</b>	<b>49,790,610</b>	<b>49.2%</b>



**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:

<b>Category</b>	<b>Risk level</b>	<b>Comments</b>
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.

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### **COUNCILLOR QUESTION:**

On page 12, the If Foundation has an outstanding debt, was that not part of the debt write-off that occurred at the April OCM?

### **CITY RESPONSE:**

IF Foundation was not on the agenda report for debt write off. The City has discovered the new contact details for an avenue to recover that debt and is pursuing the money owed. They have admitted liability for the debt in writing, next steps are to pursue them legally as we now have contact details.

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**COUNCILLOR QUESTION:**

On page 12, regarding Telstra, what is the invoice dispute on annual service charges at Karratha Airport?

**CITY RESPONSE:**

This relates to Telstra's annual electricity service charge fees for 2 x leases they have at the airport PT.S06 and Bayly Ave, likely just the towers. Those with a lease at the Airport pay annual service charges for water, electricity and sewerage depending on the connections they have. The issue here is that Telstra don't pay the bills directly, but contract it out to another 3rd party such as Jones Lang Lasalle or Amplitel. In this case, the 3<sup>rd</sup> party invoiced are saying they are not responsible for the connection charges as they pay for the lease and actual usage but not the utilities. The City is therefore liaising with them to ascertain exactly who the invoice should be addressed to settle the liability.

**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):**

1. List of Payments – March 2025
2. 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 / COUNCIL RESOLUTION**

**MOVED** : Cr Swaffer  
**SECONDED** : Cr Furlong  
**Res No** : OCM250526-04

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

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

**CARRIED 9/0**

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

**BACKGROUND**

Council has delegated authority to the Chief Executive Officer (Delegation 1.6) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

## DISCUSSION

Payments for the period 1 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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Payments and credit card payments for the period 1 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.

**COUNCILLOR QUESTION:**

There is a TYBO Grant payment listed, is this payment to the same person who had debt written off at the April OCM?

**CITY RESPONSE:**

Given that the response would reveal information about the business and financial affairs of a person, a response will be provided to the Council separately.

**COUNCILLOR QUESTION:**

Regarding payment 088318 to Signswest for \$27,104 Playground Communication Board, is this for the sign itself or the sign and install?

**CITY RESPONSE:**

Purchase order was for fabrication only which included being double sided with the What We Make it Logo on the rear, the size of the sign, the graphic high-resolution detail, included a graffiti vinyl, perplex glass and the frames/poles for install.

**9.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2025**

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

**PURPOSE**

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

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Gillam**  
**Res No** : **OCM250526-05**

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

**CARRIED 9/0**

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

**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
<b>RESERVE FUNDS</b>							
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
<b>MUNICIPAL FUNDS</b>							
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
<b>TOTAL</b>		<b>139,000,000</b>	<b>152,760,617</b>				
The balance of all Term Deposits includes interest accrued to 31 March 2025							

Table 10.1a. Cash Allocations of City Funds

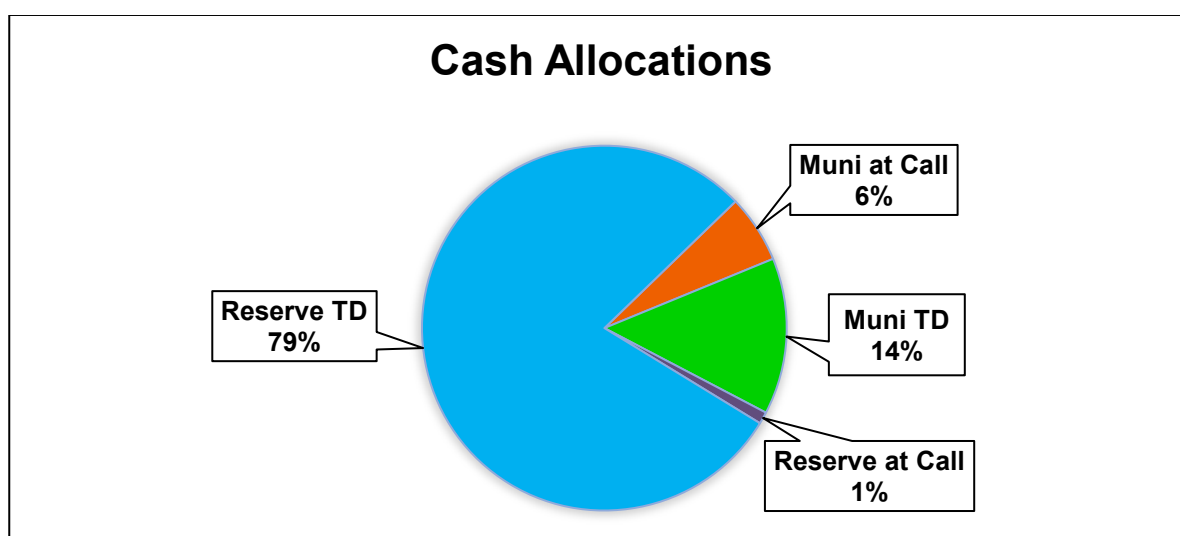
On average, the City is earning 4.97% across Municipal Term Deposits and 5.14% across Reserve Term Deposits.

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.

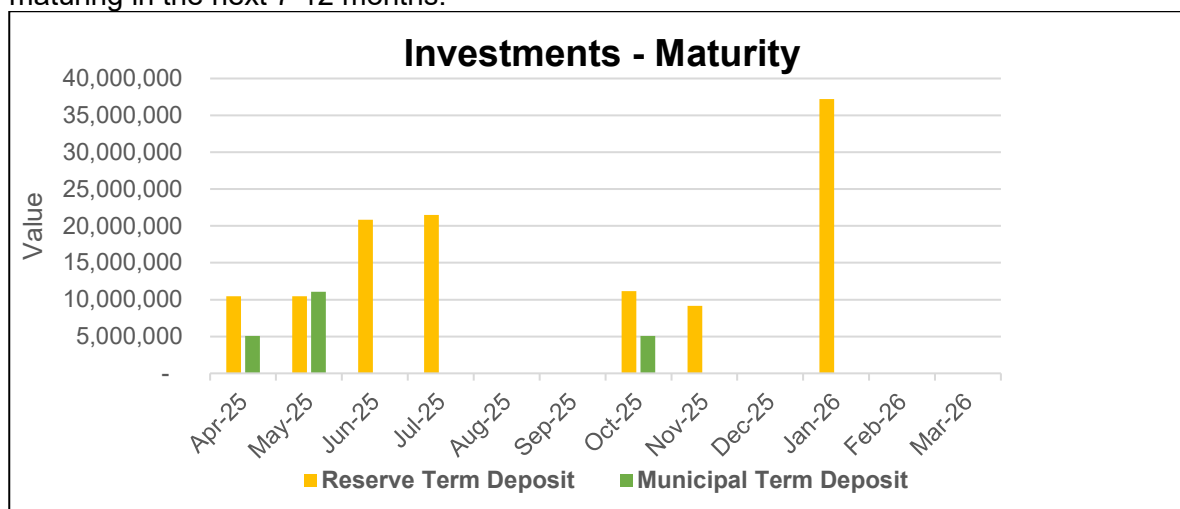
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 93% of our Cash and Financial Investments are invested in Term Deposits.



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.

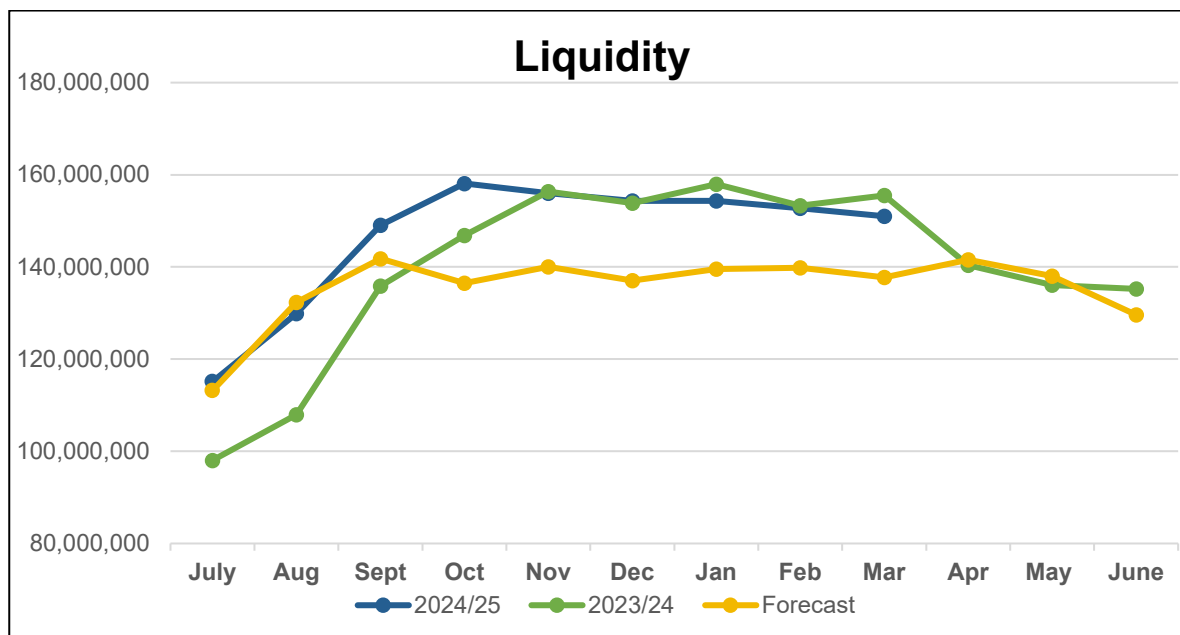


Graph 10.1b. Schedule of Maturity of Cash and Financial Investments

### 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.



Graph 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)
<b>Net Income</b>	<b>33,250</b>	<b>315,393</b>	<b>2,475,646</b>
<b>Annualised ROI</b>	<b>13.2%</b>	<b>14.0%</b>	<b>42.6%</b>

Table 10.1d. Aspen Medical – Hangar Lease Performance

*Ground and Hangar Lease – Babcock Offshore*

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

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

Table 10.1e. Babcock Offshore – Ground &amp; 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.

	<b>Month 31 March 2025 \$</b>	<b>Year to Date 31 March 2025 \$</b>	<b>Life to Date 31 March 2025 \$</b>
Total Income Received	366,826	2,991,801	26,617,527
Total Expenditure Paid	(55,425)	(1,106,272)	(12,422,468)
<b>Net Income</b>	<b>311,401</b>	<b>1,885,530</b>	<b>14,195,059</b>
<b>Annualised ROI</b>	<b>18.7%</b>	<b>12.6%</b>	<b>9.2%</b>

Table 10.1f. The Quarter HQ Performance

**Ageing of Outstanding Lessees Balances**

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 31 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
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

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

Table 10.1h. Scope Property Group Loan Agreement Schedule

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.

**COUNCILLOR QUESTION:**

On page 24, in relation to Scope Property Group Pty Ltd, can we see a repayment schedule on that loan?

**CITY RESPONSE:**

Summary of Arrangement:

- Scope Property Group Pty Ltd atf Dampier Shopping Centre Unit Trust (DSC)
- Agreement commenced 3rd July 2020
- DSC owns the property - City holds a charge over the property (15 High St Dampier)
- City's charge takes priority over other charges - property value exceeds value of City's Charge as at date of Deed
- Total Principal to be repaid by 28/8/2030 \$4.1 million
- Total drawdown to date \$3.8 million
- Balance available to drawdown \$300k

**Summary of Loan Repayments**

City of Karratha



Lender	CITY OF KARRATHA	
Borrower	SCOPE PROPERTY GROUP PTY LTD	
Total Loan Amount		\$4,100,000.00
1st Drawdown Amount	\$350,000.00	
2nd Drawdown Amount	\$300,000.00	
3rd Drawdown Amount	\$350,000.00	
4th Drawdown Amount	\$300,000.00	
5th Drawdown Amount	\$300,000.00	
6th Drawdown Amount	\$1,300,000.00	
7th Drawdown Amount	\$400,000.00	
8th Drawdown Amount	\$500,000.00	\$3,800,000.00
Remaining Loan Amount		\$300,000.00
Interest Rate	4%	
Term of Loan	10 Years	
Date of Agreement	3/07/2020	
Maturity Date	28/08/2030	
Date of 1st Drawdown	28/08/2020	
Date of 2nd Drawdown	11/06/2021	
Date of 3rd Drawdown	20/09/2021	
Date of 4th Drawdown	16/12/2021	
Date of 5th Drawdown	25/02/2022	
Date of 6th Drawdown	21/06/2022	
Date of 7th Drawdown	17/10/2022	
Date of 8th Drawdown	20/12/2022	

<b>REPAYMENT SCHEDULE</b>					
Payment Date		Balance of Advance Outstanding	Principal Repayment	Interest Payment	Total Payment
1/09/2020	1	\$350,000.00	\$0.00	\$153.42	\$153.42
1/10/2020	2	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/11/2020	3	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/12/2020	4	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/01/2021	5	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/02/2021	6	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/03/2021	7	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/04/2021	8	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/05/2021	9	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/06/2021	10	\$350,000.00	\$0.00	\$1,166.67	\$1,166.67
1/07/2021	11	\$650,000.00	\$0.00	\$1,791.33	\$1,791.33
1/08/2021	12	\$650,000.00	\$0.00	\$2,166.67	\$2,166.67
1/09/2021	13	\$650,000.00	\$0.00	\$2,166.67	\$2,166.67
1/10/2021	14	\$1,000,000.00	\$0.00	\$2,550.23	\$2,550.23
1/11/2021	15	\$1,000,000.00	\$0.00	\$3,333.33	\$3,333.33
1/12/2021	16	\$1,000,000.00	\$0.00	\$3,333.33	\$3,333.33
1/01/2022	17	\$1,300,000.00	\$0.00	\$3,826.48	\$3,826.48
1/02/2022	18	\$1,300,000.00	\$0.00	\$4,333.33	\$4,333.33
1/03/2022	19	\$1,600,000.00	\$0.00	\$4,431.96	\$4,431.96
1/04/2022	20	\$1,600,000.00	\$0.00	\$5,333.33	\$5,333.33
1/05/2022	21	\$1,600,000.00	\$0.00	\$5,333.33	\$5,333.33
1/06/2022	22	\$1,600,000.00	\$0.00	\$5,333.33	\$5,333.33
1/07/2022	23	\$2,900,000.00	\$0.00	\$6,615.52	\$6,615.52
1/08/2022	24	\$2,900,000.00	\$0.00	\$9,666.67	\$9,666.67
1/09/2022	25	\$2,900,000.00	\$0.00	\$9,666.67	\$9,666.67
1/10/2022	26	\$2,900,000.00	\$0.00	\$9,666.67	\$9,666.67
1/11/2022	27	\$3,300,000.00	\$0.00	\$10,280.37	\$10,280.37
1/12/2022	28	\$3,300,000.00	\$0.00	\$11,000.00	\$11,000.00
1/01/2023	29	\$3,800,000.00	\$0.00	\$11,602.74	\$11,602.74
1/02/2023	30	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2023	31	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2023	32	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2023	33	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2023	34	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2023	35	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2023	36	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2023	37	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2023	38	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2023	39	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/12/2023	40	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2024	41	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2024	42	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67

1/03/2024	43	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2024	44	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2024	45	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2024	46	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2024	47	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2024	48	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2024	49	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2024	50	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2024	51	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/12/2024	52	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2025	53	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2025	54	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2025	55	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2025	56	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2025	57	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2025	58	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2025	59	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2025	60	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2025	61	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2025	62	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2025	63	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/12/2025	64	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2026	65	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2026	66	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2026	67	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2026	68	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2026	69	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2026	70	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2026	71	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2026	72	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2026	73	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2026	74	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2026	75	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/12/2026	76	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2027	77	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2027	78	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2027	79	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2027	80	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2027	81	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2027	82	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2027	83	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2027	84	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2027	85	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2027	86	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2027	87	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67

1/12/2027	88	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2028	89	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2028	90	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2028	91	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2028	92	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2028	93	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2028	94	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2028	95	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2028	96	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2028	97	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2028	98	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2028	99	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/12/2028	100	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2029	101	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2029	102	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2029	103	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2029	104	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2029	105	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2029	106	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2029	107	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2029	108	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/09/2029	109	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/10/2029	110	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/11/2029	111	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/12/2029	112	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/01/2030	113	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/02/2030	114	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/03/2030	115	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/04/2030	116	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/05/2030	117	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/06/2030	118	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/07/2030	119	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
1/08/2030	120	\$3,800,000.00	\$0.00	\$12,666.67	\$12,666.67
28/08/2030	121	\$3,800,000.00	\$3,800,000.00	\$11,243.84	\$3,811,243.84

**COUNCILLOR QUESTION:**

Lo's Café is listed as having an outstanding lessee balance – given the recent expansion of the café and their contribution to the community, can the City ensure the business receives follow up support from Debtors to ensure they don't end up in arrears?

**CITY RESPONSE:**

The City provides reminders and follow ups for all businesses listed. This is a financial snapshot from March 2025. Tenant is up to date with payments.

**COUNCILLOR QUESTION:**

This is not the first time Fiorita has been in arrears, is the rent too high in this building? Are we supporting small businesses enough?

**CITY RESPONSE:**

Under the direction of Council, T&C's for Lessees are set using commercial benchmarks. An individual organisation being on the payment register means there is an invoice awaiting payment and does not necessarily mean the business is in trouble. For example, the Minister for Works had an outstanding balance as at 31 March 2025 for an invoice that was awaiting payment.

This is a commercial asset for the City, if the Council desires it to be a community asset that would be a significant restructure and require further discussion.

Tenancies referred to above have all been cleared as this was a snapshot of debts as at 31 March 2025. At the time of writing, Fiorita had made payment to an incorrect account thus indicating that they had an arrears balance.

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**COUNCILLOR QUESTION:**

The rental rates that are set for The Quarter, are they competitive?

**CITY RESPONSE:**

The City's property manager assesses market rental rates and determines their appropriateness to individual tenancies at the Quarter.

New applicants need to prove financial sustainability, and consideration is also provided as to any temporary rent-free periods to offset any capital improvements or settling in (if it's a new small business).

**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 / COUNCIL RESOLUTION**

**MOVED** : Cr Gillam  
**SECONDED** : Cr Roots  
**Res No** : OCM250526-06

**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

**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

AGAINST : Nil

## 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.

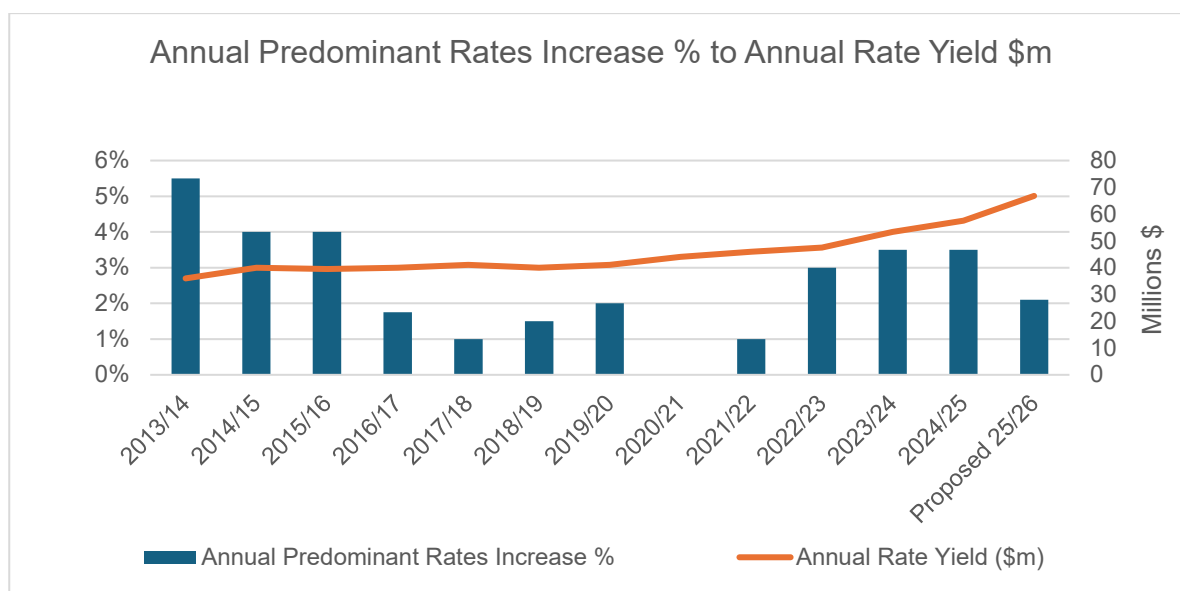


Chart 1: Annual Rate Yield to Rates Increases

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				
		2024/25 Full Year Rate Yield \$	2024/25 Full Year Rate Yield %	2025/26 Proposed Rate Yield \$	2025/26 Proposed Rate Yield %	Increase / (Decrease) %
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%
	<b>TOTAL</b>	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
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.

### COUNCILLOR QUESTION:

Is the change in land value (GRV) affecting businesses as well as residential?

### CITY RESPONSE:

Yes.

### COUNCILLOR QUESTION:

Concern that commercial industrial, 5% is a big jump for small business. How many in realistic terms have had a GRV decrease?

### CITY RESPONSE:

The rate value will depend on the underlying GRV valuation.

The distribution of GRV change in that category is demonstrated in the heat map.

This sensitivity analysis demonstrates the **5% increase** impact to businesses by location. This is what has been modelled (noting that most are falling into the 5% category as this includes the increase).

	< -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%	Total
BAYNTON	-	-	-	-	1	-	1	-	-	-	2
BULGARRA	-	-	-	-	1	-	1	14	30	1	47
BURRUP	-	-	4	2	1	-	-	-	-	-	7
COOYA POOYA	-	-	-	1	-	1	-	-	-	-	2
COSSACK	-	-	-	-	-	-	-	-	-	1	1
DAMPIER	-	-	2	2	4	10	1	2	-	5	26
GAP RIDGE	-	-	6	7	15	62	1	1	-	1	93
KARRATHA	-	-	4	2	10	161	44	-	2	1	224
KARRATHA INDUSTRIAL ESTATE	10	14	16	33	135	220	6	5	4	3	446
MILLARS WELL	-	-	-	-	-	-	-	-	-	-	-
MULATAGA	-	-	-	-	-	1	-	-	-	-	1
NICKOL	1	-	1	-	2	26	1	-	-	1	32
PEGS CREEK	-	-	5	3	16	52	2	-	-	1	79
POINT SAMSON	-	-	3	6	-	8	-	-	-	2	19
ROEBOURNE	-	-	10	3	11	25	1	-	-	1	51
STOVE HILL	-	-	1	-	1	74	1	-	-	-	77
WEST MOORE ISLAND	-	-	-	-	-	-	-	-	-	-	-
WHIM CREEK	-	-	1	-	-	-	-	-	-	-	1
WICKHAM	-	-	1	5	2	9	-	-	-	-	17
Grand Total	11	14	54	64	199	649	59	22	36	17	1,125

### COUNCILLOR QUESTION:

How does the City intend to communicate the advertising of differential rates?

### CITY RESPONSE:

Following Council's decision at the OCM on May 26<sup>th</sup>, there will be a communications plan rolled out starting May 28<sup>th</sup>. The plan includes sending an explanatory letter to rate payers who are most affected by GRV valuations along with advertising of differential rates model

in the West, Pilbara News, City of Karratha website, What we make it and Public notice boards requesting submissions.

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**COUNCILLOR QUESTION:**

There has been correspondence from some rate payers that they are receiving mail 7 days after it is posted, why is this taking so long?

**CITY RESPONSE:**

The City uses Australia Post as the primary communication tool with ratepayers and the speed of delivery is outside of our control. An email can only be a backup communication method.

**9.5 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

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**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.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**MOVED** : Cr Johannsen  
**SECONDED** : Cr Simpson  
**Res No** : OCM250526-07

**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.

**CARRIED 9/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

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**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.

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**COUNCILLOR QUESTION:**

Should there be a date on when that review will come back to Council?

**CITY RESPONSE:**

The payment protection process will be reviewed with a suite of contracts forming part of the City's purchasing and contract management systems and framework by contracted lawyers. This body of work has commenced and it is expected that this body of work will be completed later in 2025 with a report to the November OCM.

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**COUNCILLOR QUESTION:**

Do you think the City will be looking at a process where we directly pay subcontractors?

**CITY RESPONSE:**

There are a number of contractual obligations in place and that need to be reviewed from a legal standpoint. This will be considered in the purchasing and contract management systems framework under development.

**9.6 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 / COUNCIL RESOLUTION**

**MOVED** : Cr Swaffer  
**SECONDED** : Cr Furlong  
**Res No** : OCM250526-08

**That Council:**

1. **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**

2. That Council **ADOPT** the Annual Budget as contained in Attachment 1 for the 2023/24 financial year.

**3. 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

Assess	Ven	Address	Owner	Refund
A89243	1692653	LOT 6B NORMAN ROAD GAP RIDGE WA 6714	Virgin Australia Cargo Pty Ltd	\$ 76.99
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

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

AGAINST : Nil

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**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.

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**COUNCILLOR QUESTION:**

What is the process moving forward from an administrative perspective, to ensure this does not happen again if the rate is changed at the last minute?

**CITY RESPONSE:**

The manager has clearly identified the tipping points in the rates model. This will ensure Council has all the information needed to understand the impact when making decisions.

## 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

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#### 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.

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED** : Cr Waterstrom Muller  
**SECONDED** : Cr Johannsen  
**Res No** : OCM250526-09

**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.

**CARRIED 9/0**

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

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#### 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 next financial year.

**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.

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**COUNCILLOR QUESTION:**

Can temporary shelters be installed in high-need areas before the plan is finalised?

**CITY RESPONSE:**

The report was written in the context of the motion passed by Electors, which was to install bus seats and shelters at every bus stop within the city. As this is estimated to cost approximately \$16 million it requires a planned approach. If high-use bus stops can be identified, it could be considered to install temporary shelters and or seating at these stops. However, temporary shelters would pose challenges during summer, as they would need to be cyclone-rated or removed ahead of each potential cyclone.

The preferred approach is to identify high-need areas and install permanent structures instead. Identifying high-need areas is an initial step in the development of the bus shelter plan, proposed for 25/26.

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**COUNCILLOR QUESTION:**

Can we work with public transport to gather data for high use stops? i.e. is there a tap on tap off system?

**CITY RESPONSE:**

The school bus is free, so it is not enforced to tap on.

The City will collaborate with the Department of Transport to explore data collection opportunities as part of developing the bus shelter plan and delivery program.

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**COUNCILLOR QUESTION:**

\$16 million, 91 bus stops. That implies \$175k per stop. Is that accurate?

**CITY RESPONSE:**

There are 105 bus stops within the city, 91 bus stops and 14 terminus stops.

The estimated cost to install a standard seat and shelter is \$150,000. Therefore, it is an estimated total of \$15,750,000 for all 105 bus stops and terminus stops.

The actual cost may vary across all bus stops and in some circumstances may cost more than \$150,000 if additional work other than a standard installation (slab, shelter and seat) is required, such as addressing drainage, kerbing, gradient of the ground, realignment of footpaths, mitigation of safety concerns, and adherence to the Disability Discrimination Act and the Public Transport Authorities bus stop standards.

An assessment of each bus stop would be undertaken as part of the development of the bus shelter plan in FY 25-26 to inform estimated costs for each bus stop and terminus stop.

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**COUNCILLOR QUESTION:**

Can installation of natural shade be considered rather than man-made structure to reduce cost?

**CITY RESPONSE:**

Yes, natural shade options such as tree planting can be considered as a complementary or alternative solution. However, it is essential to consider the time required for trees to mature and provide adequate shade. Mature Trees can be purchased however availability is limited across WA.

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**COUNCILLOR QUESTION:**

Has price increased recently? The quote is \$150,000 per site and the last two seat and shelter installations cost \$250,000.

**CITY RESPONSE:**

The total cost for the two recently installed bus stops on Welcome Road and Warambie Road was \$285,000, which included a \$129,000 contribution from Rio Tinto.

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**COUNCILLOR QUESTION:**

Can a quote be provided for a basic seat and shelter (reference Maitland), rather than the one in the town centre (Welcome Road) and the hospital (Warambie Road).

**CITY RESPONSE:**

There is insufficient time to obtain a quotation on a standard bus shelter and seat, however the estimated \$150,000 per bus stop, considers the limited existing infrastructure at bus stops across the city.

Welcome Road and Warambie Road bus shelters cannot be used as a comparison due to a higher level of infrastructure and amenity within the CBD.

As noted in a previous question, each bus stop needs to be assessed on a case-by-case basis and is not confined to only the purchase and install of a seat and/or shelter.

Shelter design would form part of the development of the bus shelter plan, which includes reviewing the City's existing bus shelter seating and shade design, the design options available in the market, and recommend a standard for future provision.

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**COUNCILLOR QUESTION:**

Darwin has installed square culverts as shelters which seems like a simple solution, can we look into this?

**CITY RESPONSE:**

The City can investigate the feasibility of using square culverts as shelters. This would involve assessing suitability for local climate conditions, compliance with safety and accessibility standards, and cost-effectiveness. Feasibility of this proposed design, along with others, would form part of the development of the bus shelter plan, which includes reviewing the City's existing bus shelter seating and shade design and recommend a standard for future provision.

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**COUNCILLOR QUESTION:**

Could the City communicate with the young person who suggested this motion, that the motion carried relates to 91 bus stops, not a single one, and that we are dealing with the motion as it was carried?

**CITY RESPONSE:**

Yes, the City can communicate with the young person to clarify that the motion carried by Electors relates to all 105 bus stops, not a single one, and that the Administration is responding as it was carried.

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**COUNCILLOR QUESTION:**

When doing this plan, can we develop a matrix so that bus stops are factored into building of new subdivisions?

**CITY RESPONSE:**

The planning and allocation of bus routes and stops are the responsibility of the Public Transport Authority (PTA). However, the City of Karratha can actively advocate for the PTA to incorporate bus stop considerations into the design of the new subdivision.

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**COUNCILLOR QUESTION:**

There are some high use bus stops, for example Baynton Drive, which are close to the road with no safety barriers in place. Can safety at stops be considered as well?

**CITY RESPONSE:**

Yes, safety at bus stops is a priority and will be considered in the planning process. This includes evaluating the need for safety barriers, lighting and other enhancements at high-use and high-risk locations. This work would be undertaken as part of the development of the bus shelter plan in FY 25-26.

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**COUNCILLOR QUESTION:**

Does the number of stops include outlying towns?

**CITY RESPONSE:**

Yes, the total number of stops include those in outlying towns.

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**COUNCILLOR QUESTION:**

Is the City responsible for all of the stops in outlying towns or would Rio Tinto be an asset owner of these?

**CITY RESPONSE:**

Responsibility for bus stops in outlying towns varies based on asset ownership and existing agreements. Rio Tinto (RTIO) owns the private bus stops, such as in Wickham, whilst the City is responsible for public bus stops serviced by the Public Transport Authority (PTA).

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**COUNCILLOR QUESTION:**

Does BSSP funding program support individual shelters or could they provide a bucket of money for all shelters?

**CITY RESPONSE:**

The PTA's Bus Shelter Subsidy Program (BSSP) is limited to approximately \$500,000 per annum for Western Australia and Local Governments are encouraged to apply for funding each financial year.

Under the BSSP, the PTA will construct a compliant passenger boarding area and contribute 50 per cent of the supply and installation cost of a bus shelter, up to a maximum amount of \$7,000, excluding GST. If a higher cost bus shelter is selected, the applicant will be required to pay the balance of funds to the PTA.

Applications are processed on a first-come, first-served basis, with priority given to:

- Bus stops with high patronage, and
- Stops impacted by the PTA's Bus Stop Accessibility Works (BSAW) Program.

The BSAW Program aims to upgrade over 600 bus stops annually to meet the Disability Standards for Accessible Public Transport (Disability Standards) as required by the Disability Discrimination Act (DDA). The required upgrades include:

- Correct positioning of bus stop poles or information modules
- Construction of a level concrete hard-stand passenger boarding area (minimum kerb height of 170mm),
- Installation of tactile ground surface indicators, and
- Construction of up to three metres of connecting pathways to the existing footpath network.

The City will explore a partnership with the PTA to collaboratively deliver these upgrades as part of developing the Bus Shelter Plan for FY25/26.

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**COUNCILLOR QUESTION:**

Can we have a price for seats only?

**CITY RESPONSE:**

Seats can be sourced for between \$1,000 to \$3,000 depending on style of the seat, size of the seat, colours, arm rest. A further \$3,000 is estimated for service location, excavation of site and disposal, concrete set out, concrete pour and seat mounted installed.

Consideration of disability access requirements are not included in the estimated cost as needs to be assessed on a site-by-site basis. This will be undertaken during the development of the Bus Shelter Plan.

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**COUNCILLOR QUESTION:**

Can we get clarity on how many just need seats?

**CITY RESPONSE:**

The City does not currently have that information on record and would need to conduct site investigations which are planned as part of the development of the bus shelter plan.

There is insufficient time for this to be completed prior to the May Ordinary Council Meeting.

**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.

**ALTERNATE RECOMMENDATION**

**Item No.** 10.2

**Description:** Waterpark Development: Annual Electors' Meeting Motion

**Recommended by:** Cr Johannsen

**MOVED** : Cr Johannsen

**SECONDED** : Cr Roots

**That Council:**

1. **NOTE the outcome of the Annual Electors' Meeting motion requesting the development of a waterpark within the City of Karratha, with no specific location identified;**
2. **PROCEED with the staged implementation of waterslides at the Karratha Leisureplex, as outlined in the KLP Improvement Plan (2020) and supported by the draft Community Infrastructure Plan (CIP), with \$4.6 million allocated in the Long Term Financial Plan; and**
3. **AMEND the planning scope to locate the proposed outdoor splash pad/waterpark in Karratha, instead of Dampier, to reflect the majority community preference, and update the draft Community Infrastructure Plan and Long Term Financial Plan accordingly.**

**LOST 1/8**

**FOR** : Cr Johannsen

**AGAINST** : Cr Scott, Cr Gillam, Cr Furlong, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**OFFICER COMMENT**

Administration does not support this alternate motion.

The Administration recommends combining the KLP Waterslide and Dampier water park projects into a broader feasibility study for a Water Park in the City of Karratha, rather than separating it.

**Feasibility Study – Water Park Concepts**

The Feasibility Study would consist of three key stages:

1. Desktop Review: Review previous work progressed on a water park within the city (including the KLP waterslide pre-Assessment), engaging with stakeholders to identify goals, aspirations, and define the type of facility (scope definition).
2. Site Selection: Assessing potential locations within the city based on criteria such as parking, safety, and accessibility.
3. Financial Feasibility: Analysing the capital investment required for development, as well as the ongoing maintenance and operational costs. The study would also assess the economic impacts associated with different locations and the proposed scope.

Conducting a feasibility study is crucial for thoroughly evaluating construction costs, operational expenses, and maintenance requirements for proposed capital projects. This analysis is a necessary step to ascertain the Council's support for the project. The feasibility study must be completed and presented to the Council for a decision prior to any resolution regarding investment being considered.

**2015 Pre-Assessment Feasibility Study – KLP Waterslide**

A Pre-Assessment Feasibility Study was undertaken for the KLP Waterslide in 2015. A summary of the outcomes of the pre-assessment feasibility work, undertaken in 2015, is as follows:

- The benefits of a water slide were popularity, health benefits, and increased facility usage.
- The report identified that poorly designed slides can become unviable.
- Regulations require specific design and construction standards for water slides:
  - The regulations required that the landing pool for a water slide should preferably be dedicated solely for water slide use. It was impractical for the Karratha Leisureplex to have the water slide exit into the 50-meter pool (as per proposed concept) due to safety and space concerns.
  - An alternative option was to construct an inclusive water slide with its own dedicated water body and landing pool, but this would need to be located elsewhere in the facility and potentially remove the existing BBQ and grassed seating area.
- 2015 Construction and Operating Costs:
  - Construction costs for a water slide only ranged from \$800,000 to \$1.3 million, with additional costs for filtration and pumping facilities.
  - Water slides required dedicated staff while operational. Operational costs include staffing, insurance, electricity, water, and maintenance, were estimated at \$150,000 to \$200,000 per annum.
  - Additional works required to build a dedicated water body and landing pool (no estimate available).
  - Officers noted that the water slide would add to the operating deficit of the facility.

- The 2015 report state that there was no significant demand for a water slide at the facility.
- The 2015 recommendation suggested not proceeding with the water slide concept due to significant challenges and insufficient demand.

Should Council endorse this alternative recommendation, it will be necessary to reassess the 2015 Pre-Assessment findings to ensure they reflect current conditions and include accurate cost considerations prior to advancing the waterslide project.

### **Budget Provision**

The allocated budget of \$4.6 million is insufficient to support the installation of water slides at the Karratha Leisureplex. Additional funding will be required. Therefore, a detailed feasibility study is essential.

### **Community Consultation**

Community consultation is the responsibility of the Administration.

City officers are trained in IAP2 Public Participation methods to ensure that community consultation is conducted in a fair, ethical, and representative manner. These trained officers adhere to the Code of Ethics for public participation and engagement. The City uses various methods to encourage participation in public decision-making.

If Councillors determine that community engagement does not accurately represent community sentiment, they have the option to direct community feedback into the public comment process or request additional community engagement from the CEO. Councillors contribute to promoting community engagement activities of the Council and provide feedback to Administration on potential areas for improvement.

The engagement referenced by Councillor Johannsen should not be used as a basis for decision-making. Unofficial Facebook polls and community surveys are not inclusive engagement mechanisms nor official sources of information. They do not represent a majority community preference and, in one Facebook poll reviewed by officers, did not offer an option to oppose the waterpark or consider alternative locations, such as those in the eastern corridor.

The engagement is also unclear as to the nature of the facility, as a splash pad and a water park may be very different.

### **Councillor Oversight of Community Engagement Processes**

Councillors have reviewed the community engagement process as part of their governance role:

- On 2 September 2024, Council reviewed and discussed the project plan for the Community Infrastructure Plan, including the timeframes for community engagement.
- On 11 November 2024, Council reviewed and discussed the framework for the Community Infrastructure Plan, focusing on its development, prioritisation, and proposed methods for community engagement.
- In December 2024, Council authorised the draft Provision Standards.
- On 7 March 2025, Council reviewed and discussed budget provisions for the four-year capital works program, which included allocations for the Community Infrastructure Plan outcomes.
- On 7 April 2025, Council reviewed and discussed the draft Community Infrastructure Plan before it was presented to the community for feedback.

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**OFFICER'S RECOMMENDATION**

**MOVED** : **Cr Roots**  
**SECONDED** : **Cr Furlong**

**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.

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**AMENDMENT / COUNCIL RESOLUTION**

**Item No.** 10.2

**Description:** WATERPARK DEVELOPMENT: ANNUAL ELECTORS' MEETING MOTION

**Recommended by:** CR WATERSTROM MULLER

**MOVED** : **Cr Nunn**  
**SECONDED** : **Cr Roots**  
**Res No** : **OCM250526-10**

**That Council:**

1. **ACKNOWLEDGE** the motion carried at the March 2025 Annual Electors Meeting requesting a water park, including waterslides;
2. **SUPPORT** the delivery of feasibility study on a splash pad / water park and waterslides which identifies suitable locations within the City into the 2025/2026 financial year; and
3. **REQUEST** the feasibility study be brought back to Council for consideration and items agreed to pursue, be included into the City's Community Infrastructure Plan and Long-Term Financial Plan.

**CARRIED 9/0**

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

**REASON FOR AMENDMENT**

The member of public's intention for this motion was to a request council to build a water park including water slides for the community.

This did not specify a location so my amendment to the motion captures this. The feasibility study will consider all locations within the City of Karratha to obtain the best possible outcome for use of a waterpark and waterslide.

Even though a Karratha Leisureplex improvement plan was conducted back in 2020, this previous information can still be utilised in the new feasibility study and costs can be recalculated to today's real figures for Council to consider this project in alignment with current community needs and the rest of our Community Infrastructure Plan.

Item 3 relates to any outcome of that feasibility study that:

- if Council plans to peruse any recommendation made that the annual budget and the Community Infrastructure plan for the whole of City of Karratha be taken into consideration so the Council can prioritise the projects happening within the city.

### **OFFICER COMMENT**

The Administration supports this amendment. The feasibility study's scope will be broadened to include a city-wide site assessment and any proposed projects supported by Council will be included in the Community Infrastructure Plan and Long-Term Financial Plan.

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### **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"> <li>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.</li> <li>Provision standards and community consultation indicate no need for additional aquatic facilities.</li> <li>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.</li> </ul>	<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"> <li>No aquatic facility currently exists; aquatic activities focus on the foreshore.</li> <li>Provision standards do not indicate a need for an aquatic facility.</li> <li>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.</li> </ul>	<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"> <li>Wickham's aquatic facility features a 25-meter pool.</li> <li>Provision standards do not indicate a need for additional aquatic facilities.</li> <li>Community feedback highlighted issues with the change rooms and a desire for heated water to enable year-round use.</li> </ul>	<p><i>No specific recommendation is made regarding a water park.</i></p>
Roebourne	<ul style="list-style-type: none"> <li>The Roebourne Recreation Precinct features an aquatic centre, including a 25-meter pool, shaded leisure water, and an integrated play area.</li> <li>Provision standards do not indicate a need for additional aquatic facilities</li> <li>Previous consultation found the need for upgrades to existing aquatic centre.</li> </ul>	<p>Implementation of the Roebourne Recreation Precinct Master Plan – Aquatic Centre:</p> <ul style="list-style-type: none"> <li>- disabled pool access;</li> <li>- additional shade structures for pool.</li> </ul>
Point Samson	<ul style="list-style-type: none"> <li>The population of Point Samson is not sufficient to sustain large community facilities / waterpark.</li> </ul>	<p><i>No specific recommendation is made regarding a water park.</i></p>

### 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.

**COUNCILLOR QUESTION:**

Can we not spend money on a feasibility study at the KLP waterslide as this has been done already and instead use the existing information to determine if the waterslide should be progressed?

**CITY RESPONSE:**

The Administration is responding to the resolution carried out by the Electors.

Water park projects previously endorsed by the Council (such as the KLP Waterslide) and those identified during the process of developing the draft Community Infrastructure Plan have been considered and are proposed to be brought forward for consideration as a priority in 2025/26.

It is not the Administration's intention to progress separate feasibility studies on the KLP Waterslide and a water park in Dampier but instead incorporate these projects and previous work undertaken on KLP waterslide into a broader feasibility for a Water Park within the City.

The Feasibility Study would consist of three key stages:

1. Needs Assessment: Desktop review of previous work progressed on a water park within the City (including the KLP waterslide pre-Assessment), engaging with stakeholders to identify goals, aspirations, and define the type of facility required (scope).
2. Site Selection: Assessing potential locations within the City based on criteria such as parking, safety, and accessibility.
3. Financial Feasibility: Analysing the capital investment required for development, as well as the ongoing maintenance and operational costs. The study would also assess the economic impacts associated with different locations and the proposed scope.

Further concept development and design work would follow if the Council deemed the project feasible.

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**COUNCILLOR QUESTION:**

Do we have to move this motion this month? I am concerned we are making this decision based on a document that is currently out for comment, and I am concerned that Roebourne is being left out of this equation, as there is no splashpad, beach and a pool that is only open half the year. Can this decision be delayed until Community Infrastructure Plan feedback comes to Council?

**CITY RESPONSE:**

Site selection will consider Roebourne.

The feasibility study will consider all towns as a potential site for this particular water park. It is anticipated there may be other water parks/water play projects identified for inclusion within broader master planning activities undertaken as the Community Infrastructure Plan is implemented.

The Administration is proposing to progress a feasibility for one water park within this report.

Yes, it is possible to defer if Council chooses to.

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**COUNCILLOR QUESTION:**

How did it end up in Dampier?

**CITY RESPONSE:**

The location in Dampier was identified through the Community Infrastructure Plan (CIP) process, taking into account factors such as population growth, existing infrastructure, community consultation during plan development, and assessment against the endorsed provision standards as approved by Council in December 2024.

The draft Community Infrastructure Plan is currently out for comment and Councillors are encouraged to socialise that document and get feedback. Councillors are encouraged to promote community engagement in surveys conducted by the Administration.

The Administration is requesting your leadership to direct the community to participate in the available forums.

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**COUNCILLOR QUESTION:**

Is Administration happy to re-word 10.2 to exclude the location?

**CITY RESPONSE:**

The Administration acknowledges the recommendation is not clear, based on how it intends to progress the feasibility study. Councillors may propose an amendment to this item.

It is also noted that there has already been a question whether the item should be postponed until community feedback has concluded on the draft Community Infrastructure Plan, allowing for consideration of the feedback received.

For clarity, the Administration is proposing to bring forward already identified water park projects previously endorsed by Council (such as the KLP Waterslide) and identified during the process of developing the draft Community Infrastructure Plan, to be reviewed as part of one feasibility study.

It is not the Administration's intention to progress separate feasibility studies on the KLP Waterslide and a water park in Dampier but instead incorporate these projects and previous work undertaken on the KLP waterslide into a broader feasibility for a Water Park within the city.

The Feasibility Study process was described above.

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**COUNCILLOR QUESTION:**

Does Wickham have a splashpad and a pool at their aquatic centre?

**CITY RESPONSE:**

Yes, Wickham's aquatic centre includes both a splashpad and a pool.

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**COUNCILLOR QUESTION:**

There have been 63 visitors to the infrastructure plan page and no submissions. The community feedback indicates a preference for a simple Q&A format.

**MAYOR RESPONSE:**

Concerns have been raised about the lack of response so far, and re-engaging with the community to get some submissions in for the CIP has been raised with Administration.

**CITY RESPONSE:**

Since last reporting the number of submissions on the Community Infrastructure Plan (as at 21 May) the Administration has received:

- 10 submissions via *What We Make It*
- 1,166 visits to the *What We Make It* project page
- 6 additional written submissions

The City contacted all participants involved in the Community Infrastructure Plan (CIP) consultation process to inform them of the opportunity to review the document, attend an in-person meeting to provide feedback, or submit feedback via email. A follow-up email was sent to these participants on 20 May 2025 to further encourage their engagement.

Face to face meetings with groups and individuals are scheduled to receive further feedback, and additional engagement activities are planned in Roebourne.

It is noted that at the public briefing, Councillor Johannsen suggested Facebook polling as a more simpler engagement option, than the survey that is being used for seeking feedback on the Draft Community Infrastructure Plan currently on the *What We Make It* engagement platform.

The City does offer polling on several projects (see Wickham South Youth Recreation Area Project as an example, <https://whatwemakeit.karratha.wa.gov.au/wickham-south-youth-recreation-area-project>); however, engagement methods are tailored to the nature of the project and the specific feedback sought. In addition, if community members do not wish to submit feedback via the *What We Make It* platform, there are other methods available, including email, face to face, and by requesting information sessions/workshops.

Given the Community Infrastructure Plan (CIP) is a key strategy for the City, encompassing 58 identified investment projects, polling is unlikely to be an effective mechanism for comprehensive community feedback.

## **11 DEVELOPMENT SERVICES REPORTS**

There were no Development Services reports.

## 12 PROJECTS & INFRASTRUCTURE REPORTS

### 12.1 TE-01 COMMUNITY FACILITY NAME SIGNS POLICY REVIEW

<b>File No:</b>	RD.54
<b>Responsible Executive Officer:</b>	Director Projects and Infrastructure
<b>Reporting Author:</b>	Asset Maintenance Support Officer
<b>Date of Report:</b>	28 March 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. TE-01 Community Facility Name Signs – Tracked Changes</li> <li>2. Application for Community Facility Sign 2025</li> </ol>

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#### PURPOSE

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

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED** : Cr Swaffer  
**SECONDED** : Cr Furlong  
**Res No** : OCM250526-11

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

**CARRIED 9/0**

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

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#### 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:

<b>TE-01 Community Facility Name Signage</b>		
<b>Item Reference</b>	<b>Proposed Amendment</b>	<b>Rationale</b>
<b>Policy Template</b>	Update to new Policy template.	Consistency across the organisation.
<b>Section 1 – Purpose</b>	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.
<b>Section 2 – Definitions</b>	All relevant definition terms have been added to this policy and alphabetised.	For clarity and ease of reference.
<b>Section 3 – Policy Statement:</b> <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.
<b>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;</b>	<b>4.1 Fabrication</b> 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.
<b>2.5.2 Installation and maintenance of signs will only be undertaken by the</b>	<b>4.2. Installation</b> The installation of signs will only be undertaken by the City and/or its	Updated headings to suit subject.

<b>TE-01 Community Facility Name Signage</b>		
<b>Item Reference</b>	<b>Proposed Amendment</b>	<b>Rationale</b>
<p><i>City and/or its approved contractors;</i></p> <p><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 installation are to be borne by the applicant and paid to the City. These costs include the City's supply of:</i></p> <p><i>a) appropriate fittings and fixings;</i></p> <p><i>b) any additional pole/s and associated hardware as required; and</i></p> <p><i>c) the City's labour to install the sign/s including wages, overhead and plant operating costs;</i></p>	<p>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:</p> <ol style="list-style-type: none"> <li>appropriate fittings and fixings,</li> <li>any additional pole/s and associated hardware as required, and/or</li> <li>the City's labour to install the sign/s including wages, overhead and plant operating costs.</li> </ol>	<p>Combined both points as they relate to installation.</p> <p>Amended references to other points for consistency.</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</p> <p>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</p> <p>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><b>2.6 Sign Approval Process</b></p>	<ol style="list-style-type: none"> <li>Updated heading to Application and Assessment Requirements.</li> <li>Formatted to numbered points.</li> <li>In 5.1 Amended the name of the application forms reference to be consistent.</li> <li>Changed 5.3 to reflect the change in responsibility of</li> </ol>	<p>Heading updated to reflect the subject and avoid including operational process in policy.</p> <p>Minor wording changes.</p>

<b>TE-01 Community Facility Name Signage</b>		
<b>Item Reference</b>	<b>Proposed Amendment</b>	<b>Rationale</b>
	fabrication and added 'All charges are payable to the City prior to fabrication commencing.'	When fees are payable has been included to mitigate risk of unpaid installations fees post fabrication.
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.

**COUNCILLOR QUESTION:**

Would the City consider subsidising the cost for Not-for-Profit's (NFP's) to comply with this policy?

**CITY RESPONSE:**

The policy proposes NFP's are exempt from paying the costs of installation only. The fabrication costs of the sign are recovered at cost price, applying uniformly to all organisations governed by the policy.

**COUNCILLOR QUESTION:**

Does that include the cost of removal of non-compliant signage for NFP's?

**CITY RESPONSE:**

There is no cost to remove non-compliant signage for anyone. The only costs applicable are fabrication, installation, maintenance and replacement, noting installation costs are exempt for NFP's.

## 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

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### PURPOSE

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

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED** : Cr Furlong  
**SECONDED** : Cr Simpson  
**Res No** : OCM250526-12

**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.**

**CARRIED 9/0**

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

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### 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

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**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.

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**OFFICER'S RECOMMENDATION**

**MOVED** : Cr Waterstrom Muller  
**SECONDED** : Cr Swaffer

**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.

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**AMENDMENT / COUNCIL RESOLUTION**

**MOVED** : Cr Swaffer  
**SECONDED** : Cr Furlong  
**Res No** : OCM250526-13

**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.**
  - d. **Develop and implement a City Chemical Use Policy to guide responsible, transparent and sustainable chemical use across all City-managed operations.**

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**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller

AGAINST : Nil

#### **REASON FOR AMENDMENT**

The original intent of the motion was to take a broader view of chemical use across City operations, with a particular focus on weed management. To align with this intent, it is both logical and responsible to develop a whole of City Chemical Use Policy that provides a consistent, transparent and holistic approach to chemical use. This ensures that decisions regarding chemical application, not just for weeds but across all City managed activities, are guided by clear principles that prioritise environmental sustainability, community health and best practice.

#### **OFFICER COMMENT**

Officers support the proposed Amendment.

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#### **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 trialing 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.

**COUNCILLOR QUESTION:**

Where can the integrated weed management plan be found?

**CITY RESPONSE:**

This is an internal document, and it can be reviewed to see if it can be shared publicly. This will be shared with Councillors.

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**COUNCILLOR QUESTION:**

Does that plan provide information on how different weed control methods are planned?

**CITY RESPONSE:**

Yes, it outlines planning for best practice of sequencing of control methods and types of methods. Despite weather constraints, chemical supply issues, contractor availability, and equipment challenges, officers strive to achieve the best results by following these recommendations.

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**COUNCILLOR QUESTION:**

Why are ratepayers required to report issues through the Report It app? i.e. shouldn't there be an ongoing schedule for management of things like weeds?

**CITY RESPONSE:**

The City has a schedule for managing maintenance. Report It is designed for real-time spot management and allows community members to notify us of issues that need attention outside of the regular schedule.

---

**COUNCILLOR QUESTION:**

Can a schedule of what parks are going to be sprayed be publicised on Facebook so that community can be aware of when weed spraying is occurring?

**CITY RESPONSE:**

There is a schedule available on the website and updated monthly, however it can be updated on Facebook as well.

---

**COUNCILLOR QUESTION:**

Can this report be updated to include what methods have been tried in the past that are non-chemical so that the community is aware of the broad range of non-chemical methods that have been tried?

**CITY RESPONSE:**

The report discusses non chemical methods through slashing, hand weeding, removal of invasive weeds trees and a trial of steam weeding. Officers are continuing to work with industry, contractors, suppliers and working groups on alternatives to non chemical methods and this can be updated quarterly to the progress.

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**COUNCILLOR QUESTION:**

Can we add timelines to this report and all those motions raised from the AEM?

**CITY RESPONSE:**

Regarding weed management, it is a continuous effort in nearly every local government. The CEO will consult with the Council to determine the desired updates from the Administration.

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## 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

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### 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.

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED :** Cr Gillam  
**SECONDED :** Cr Waterstrom Muller  
**Res No :** OCM250526-14

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.

**CARRIED 9/0**

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

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### 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.

2. 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.
3. 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.

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**COUNCILLOR QUESTION:**

Could the City invite a MAC representative to brief Council at a workshop of their intention for this area?

**CITY RESPONSE:**

Yes. Officers have been invited to the MAC Board Meeting on the 28 May and will extend the invite for MAC and DBCA to attend a Council Workshop to provide a project update

## 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

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### PURPOSE

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

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED** : Cr Simpson  
**SECONDED** : Cr Roots  
**Res No** : OCM250526-15

**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.**

**CARRIED 9/0**

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

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### 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;

<b>Criteria</b>	<b>Weighting</b>
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.

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**COUNCILLOR QUESTION:**

Is it limited to those 10 footpaths?

**CITY RESPONSE:**

The ten listed projects are ready for immediate implementation. This tender also includes provisions for supplementary works, such as additional concrete work for footpaths and kerbing, to support both current projects in design and future projects as needed.

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**COUNCILLOR QUESTION:**

Is there potential to pull back the scope and break down the contract further?

**MAYOR RESPONSE:**

We don't know what companies are available to tender in the first place.

**CITY RESPONSE:**

The 10-year footpath program, which faces industry-wide challenges, does not specify project deadlines but operates within an 18-month budget-based contract. This approach aims to accommodate both small and large businesses.

## **13 CHIEF EXECUTIVE OFFICER REPORTS**

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

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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#### **PURPOSE**

To advise Council of the information items for May 2025.

#### **VOTING REQUIREMENTS**

Simple Majority.

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

**MOVED** : Cr Nunn  
**SECONDED** : Cr Johannsen  
**Res No** : OCM250526-16

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**

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**CARRIED 9/0**

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

**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

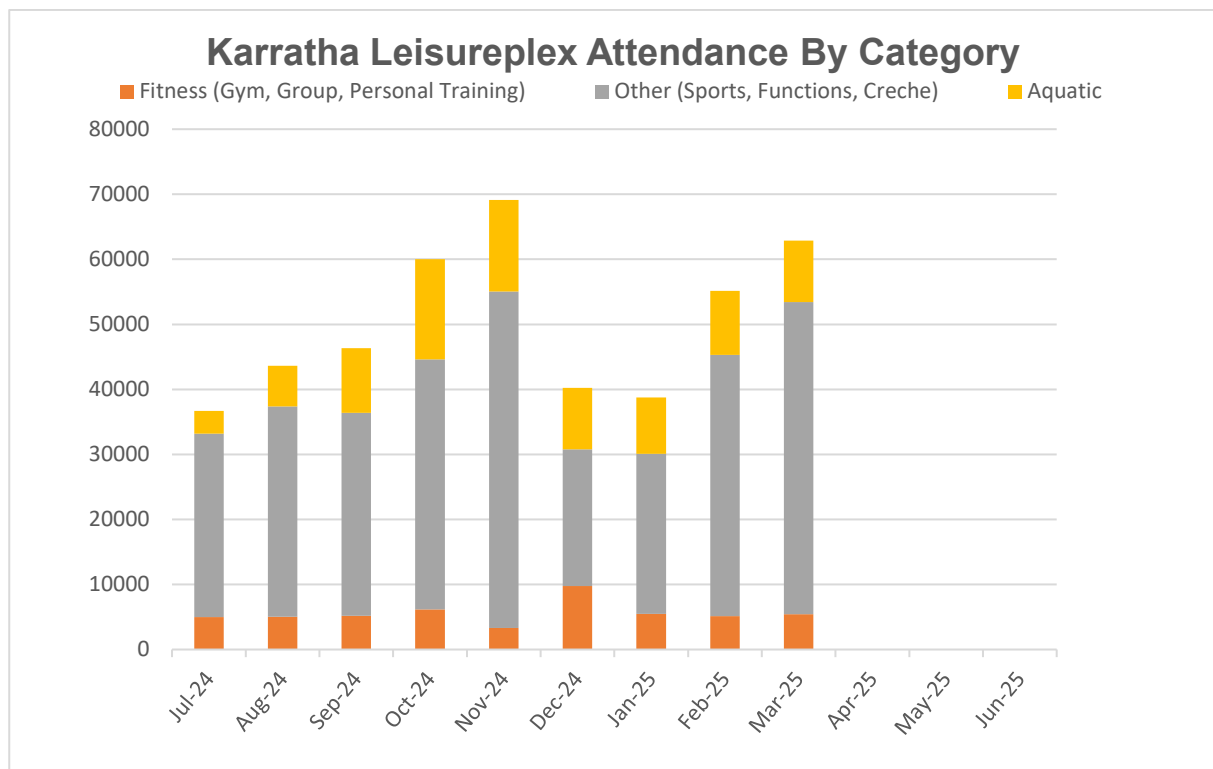
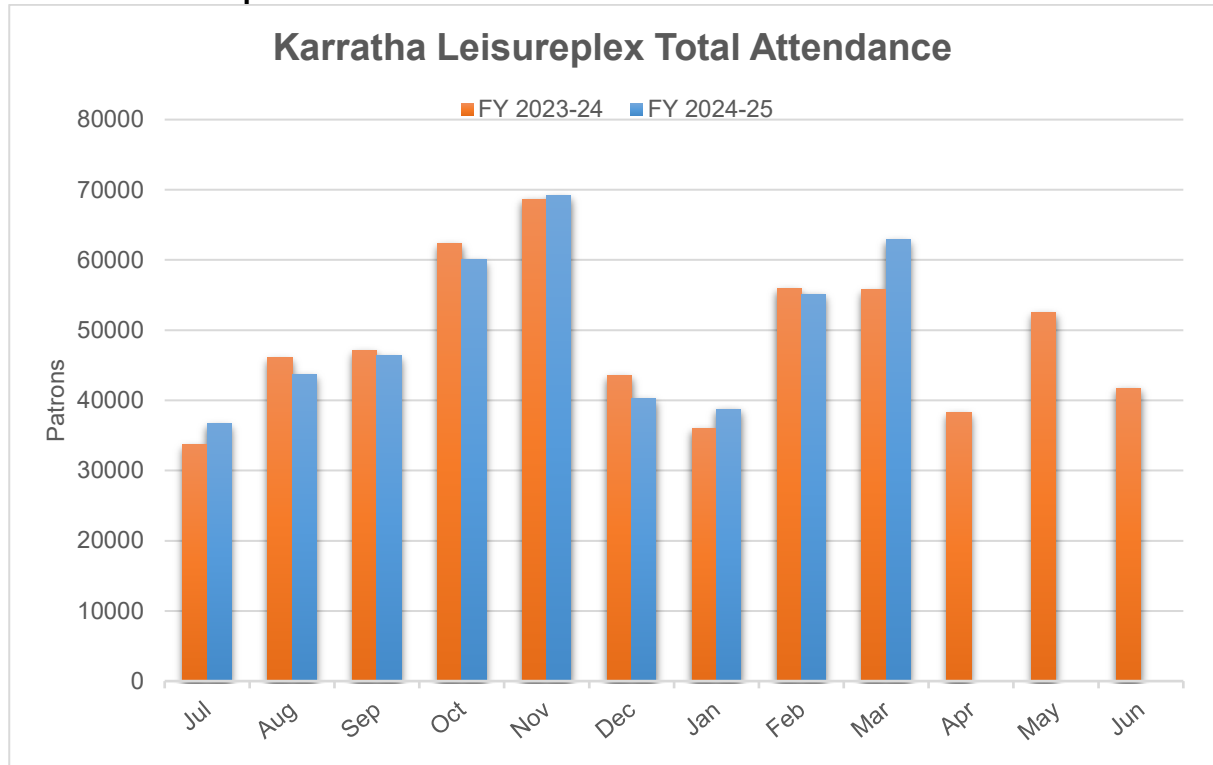
**PURPOSE**

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

**Attendance & Utilisation Summary**

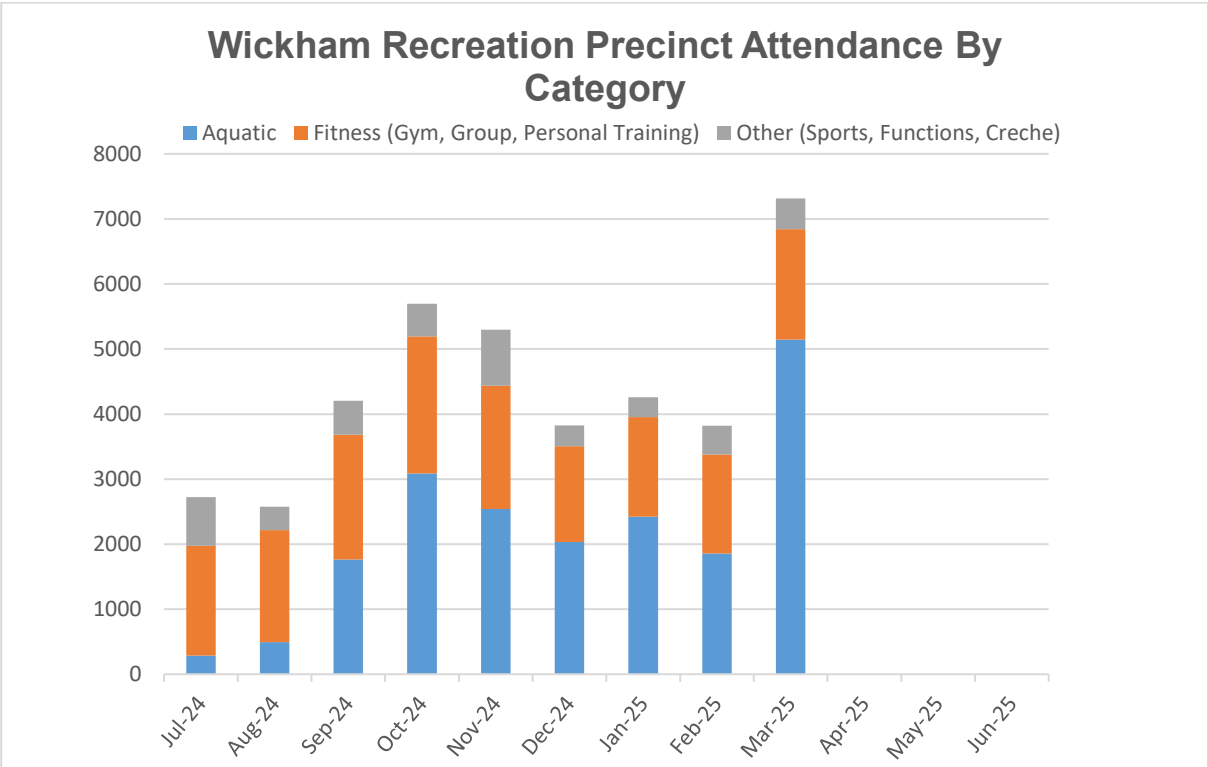
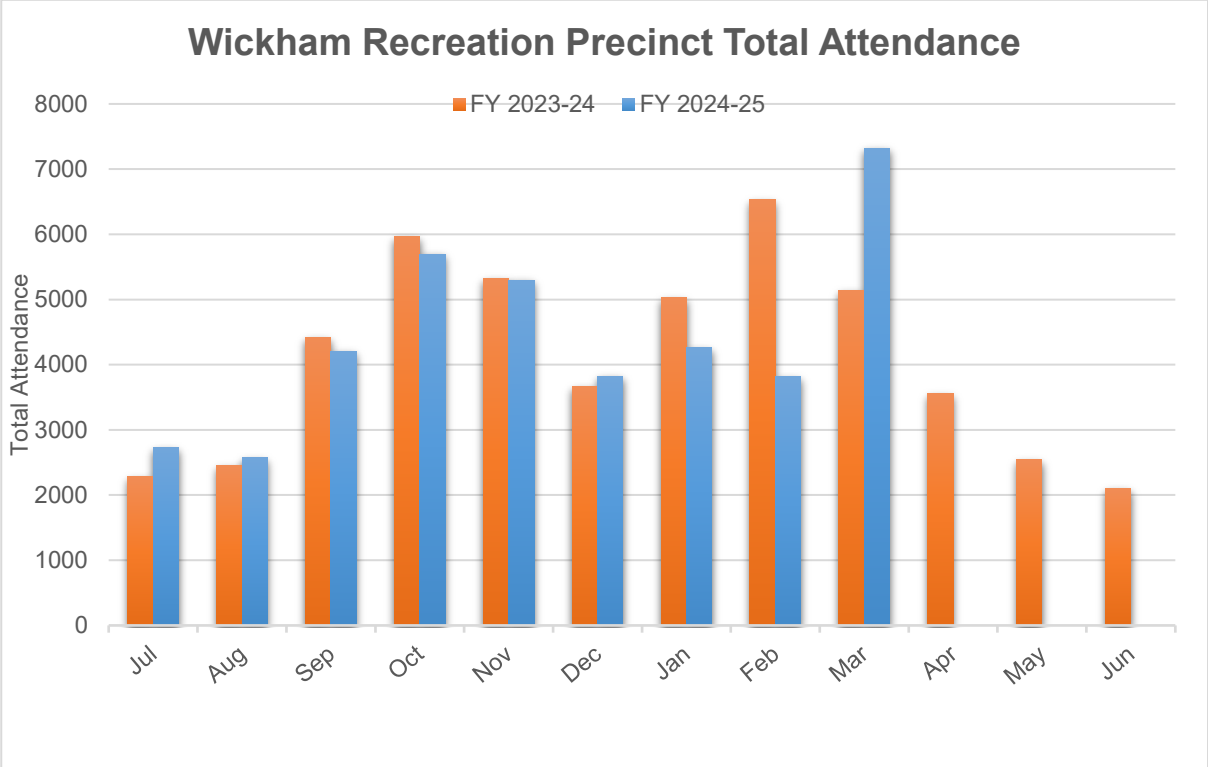
<b>Facility Attendance</b>	<b>Mar 2024</b>	<b>Mar 2025</b>	<b>Year on Year %</b>
The Youth Shed	731	669	- 8%
The Base	1127	807	- 28%
Total Library	9,343	8,401	- 10%
Karratha Leisureplex	55,746	62,878	+ 13%
Wickham Recreation Precinct	5,138	7,317	+ 42%
Roebourne Aquatic Centre	780	1,073	+ 38%
Red Earth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

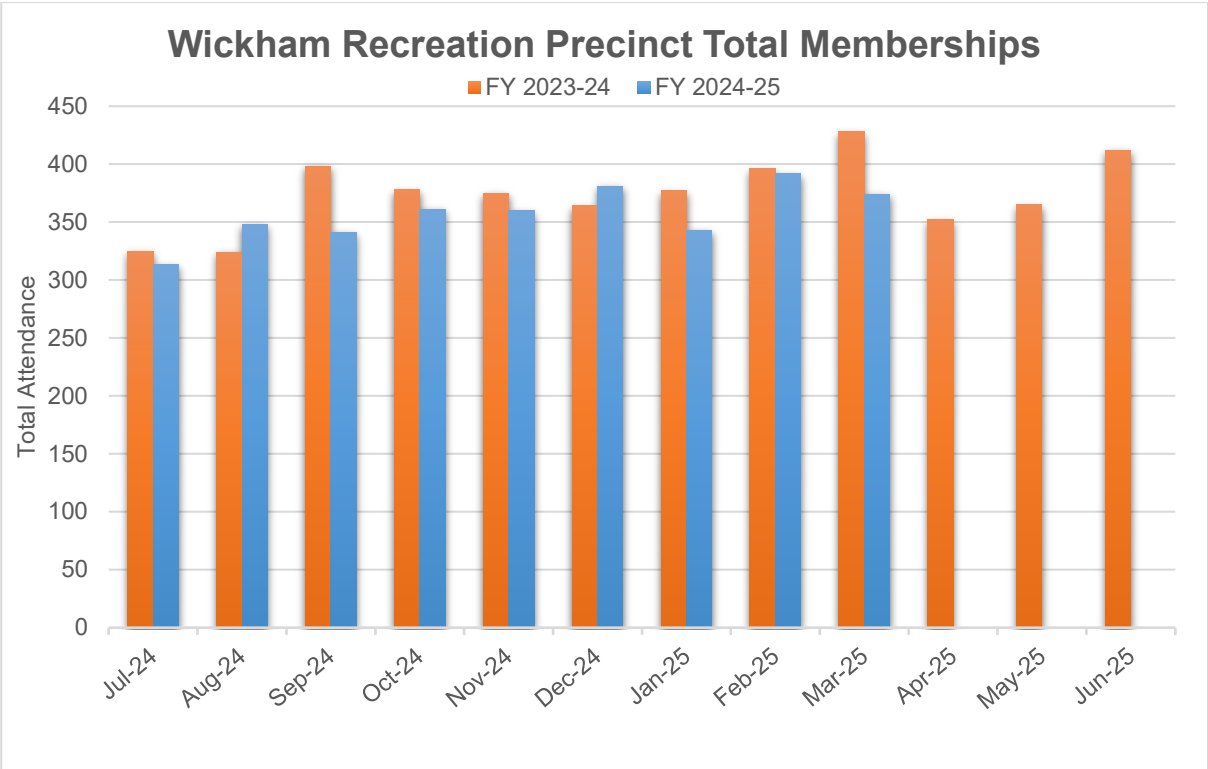
## Karratha Leisureplex



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.

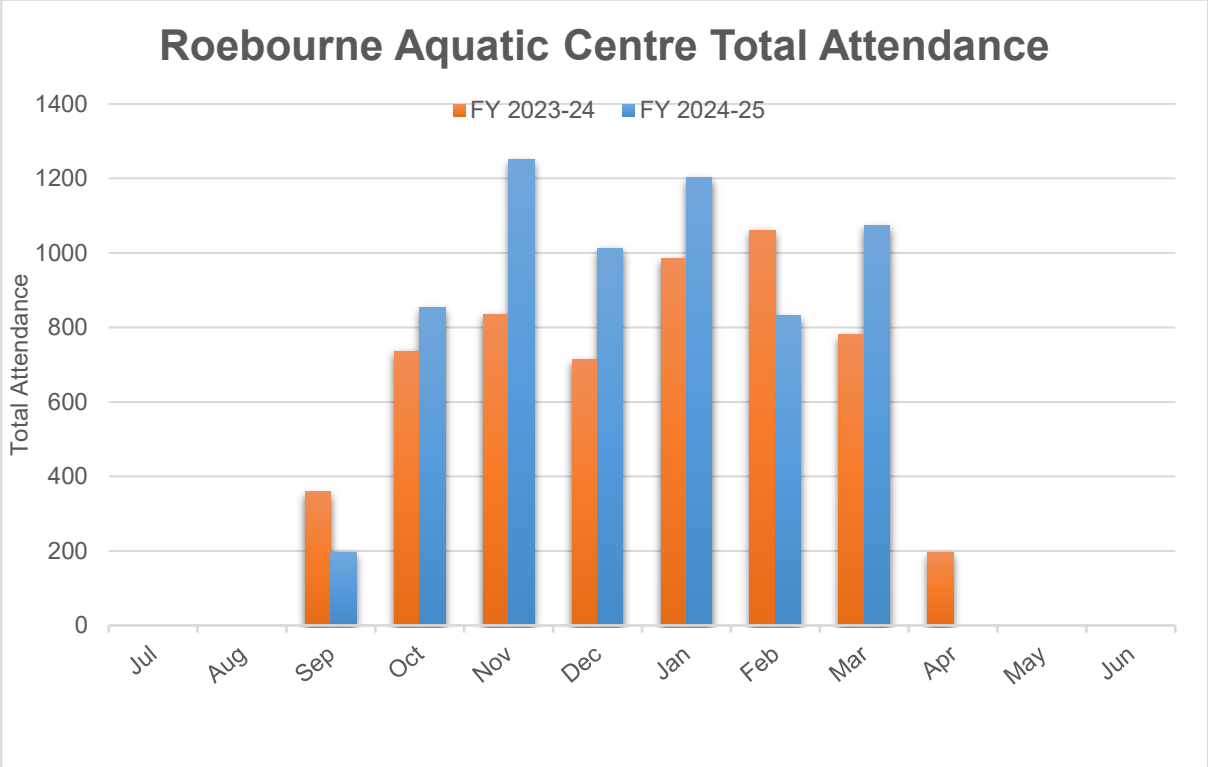
Wickham Recreation Precinct





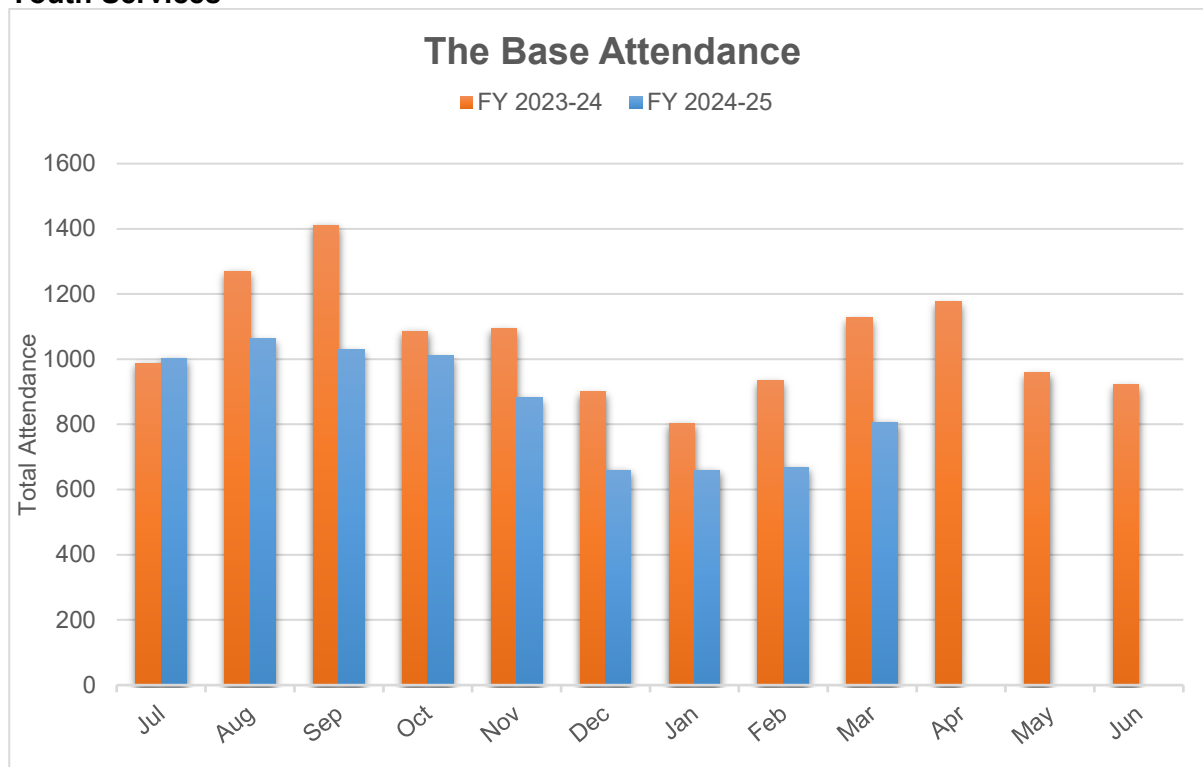
Total attendance at Wickham Recreation Precinct has increased by 42% from March 2024. Large numbers attending the Wickham Primary School swimming lessons held at Wickham Aquatic Centre increased Aquatics by 62% from March 2024. An increase in our programs across the Wickham Recreation Precinct was due 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

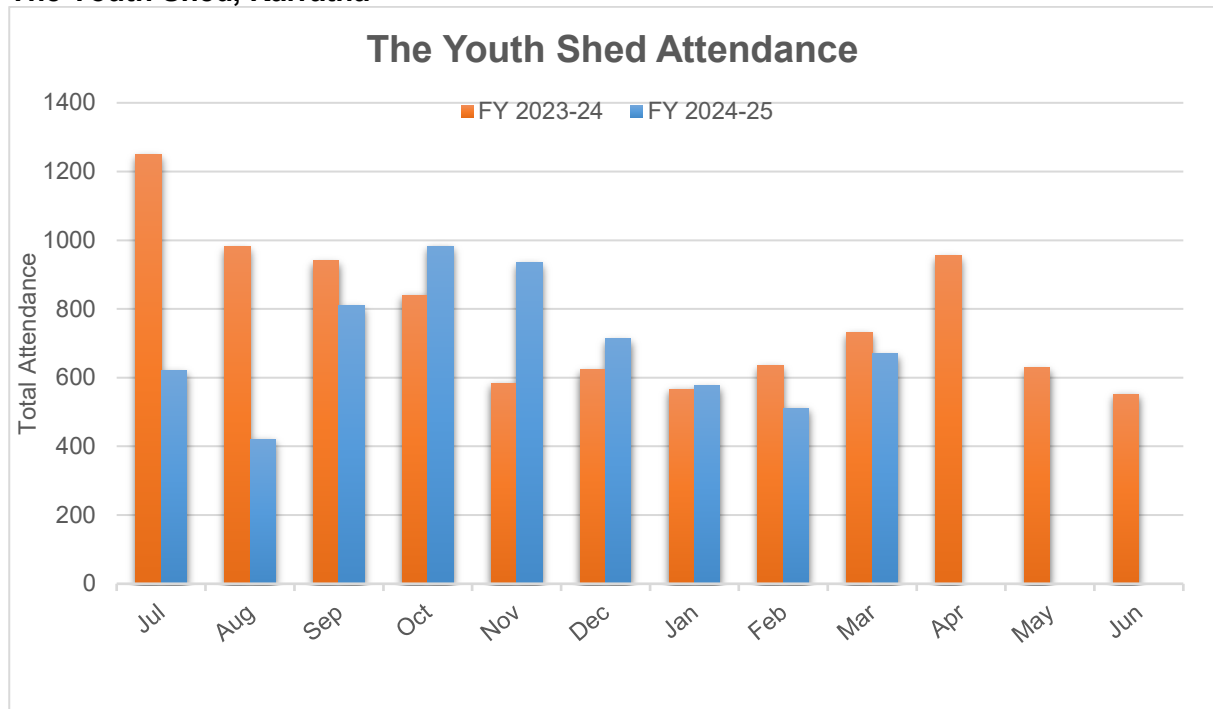
In March 2025, The Base welcomed 807 attendees, despite being closed for one day due to road closures. The youth participated in various Harmony Week activities, preparing for the Harmony Fest on Friday night. This event saw The Base and Yandina come together to celebrate the diverse cultures of the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



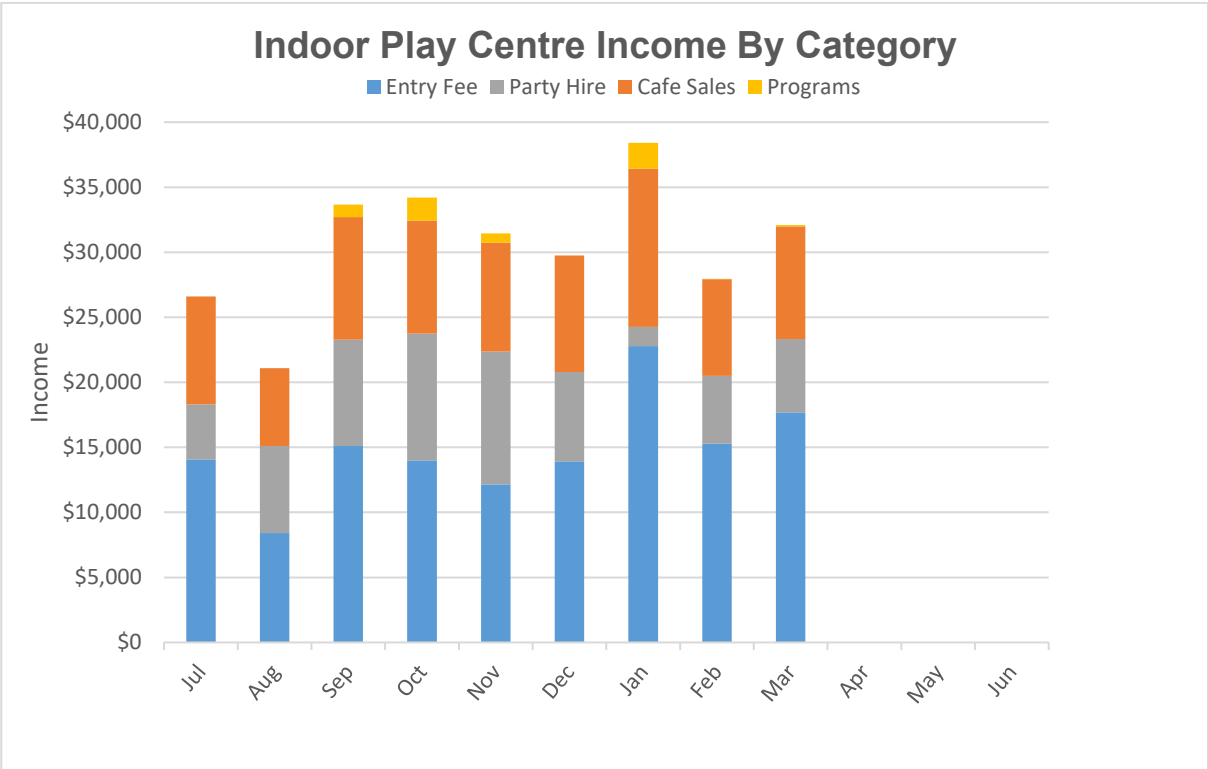
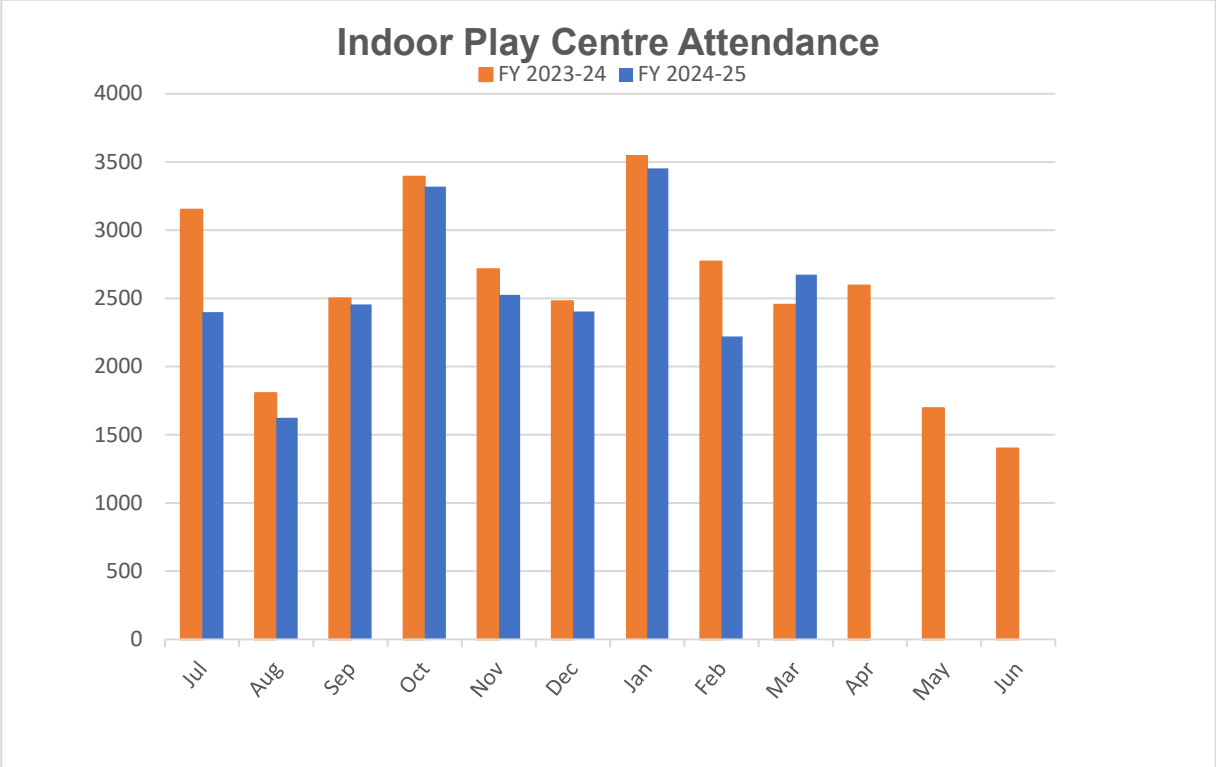
The Youth Shed recorded 669 attendees in March 2025, reflecting a slight decrease from the 731 attendees in March 2024. However, we experienced a percentage increase compared to the previous month, demonstrating positive momentum.

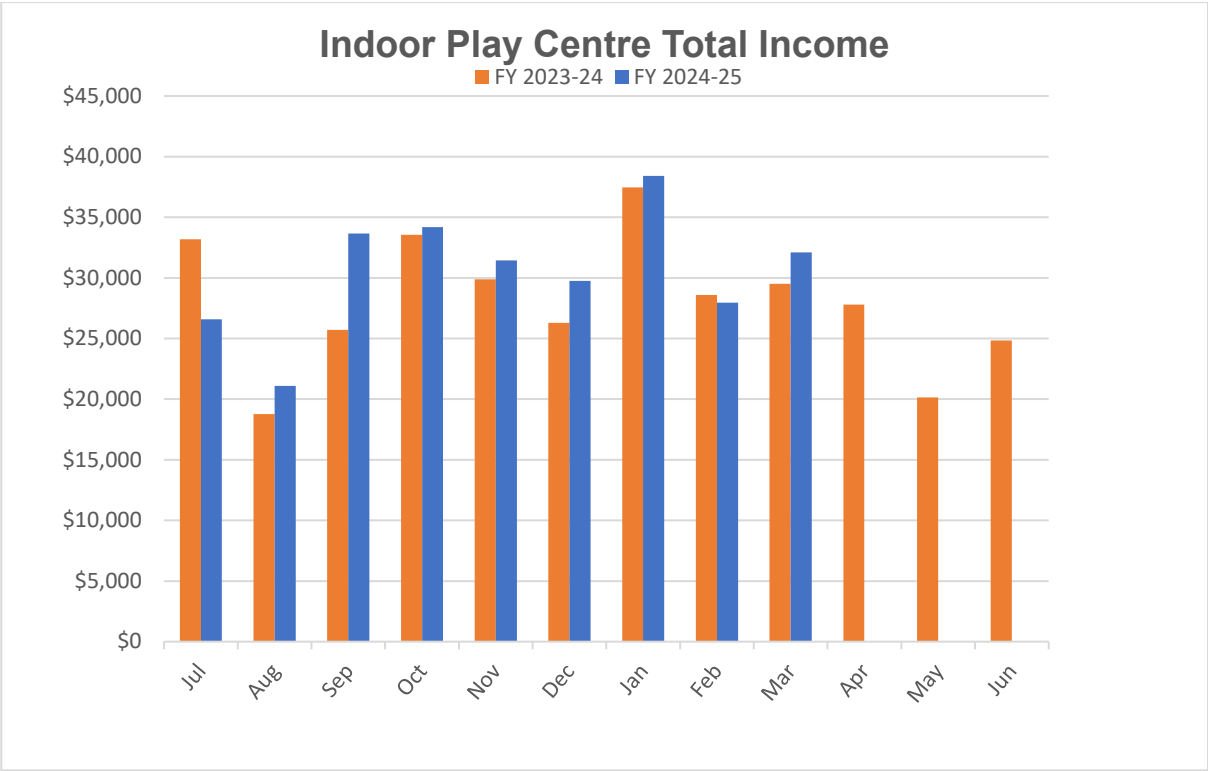
This annual decline can be attributed to several key factors, including a two-day closure for air conditioning maintenance, and the temporary non-attendance of a significant portion of our regular young visitors for one week.

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.

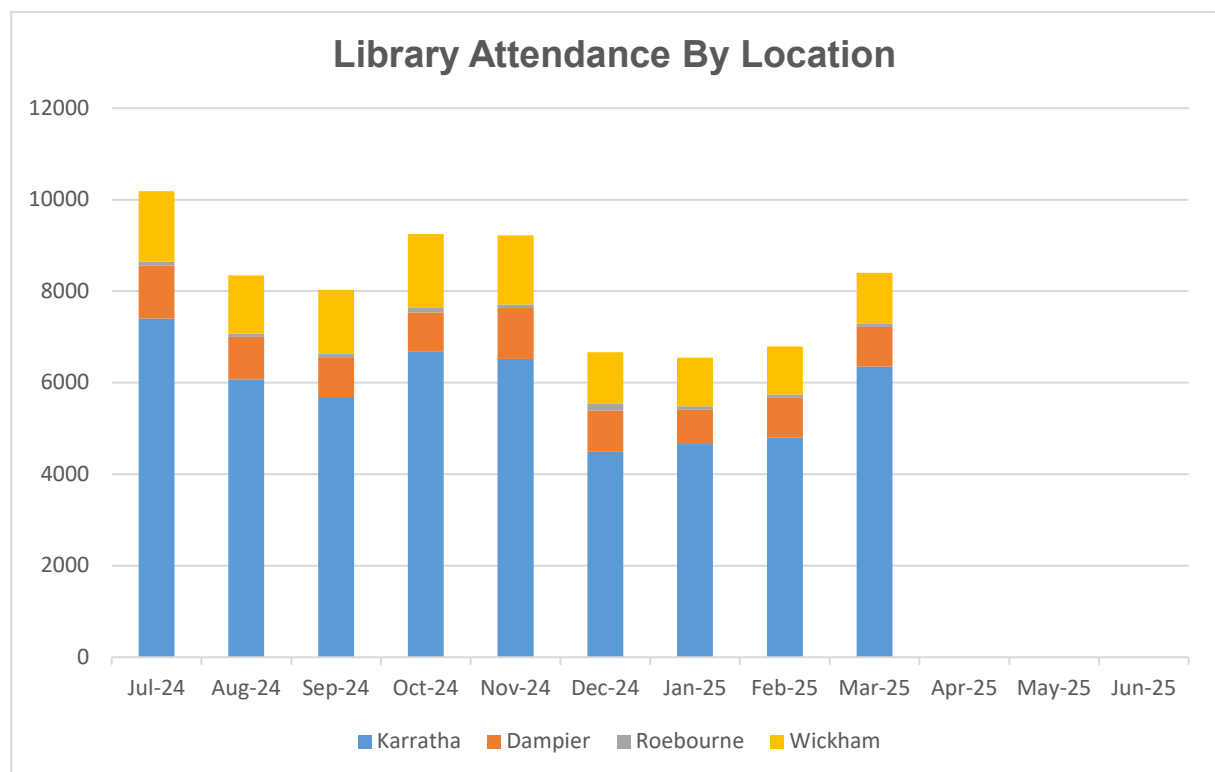
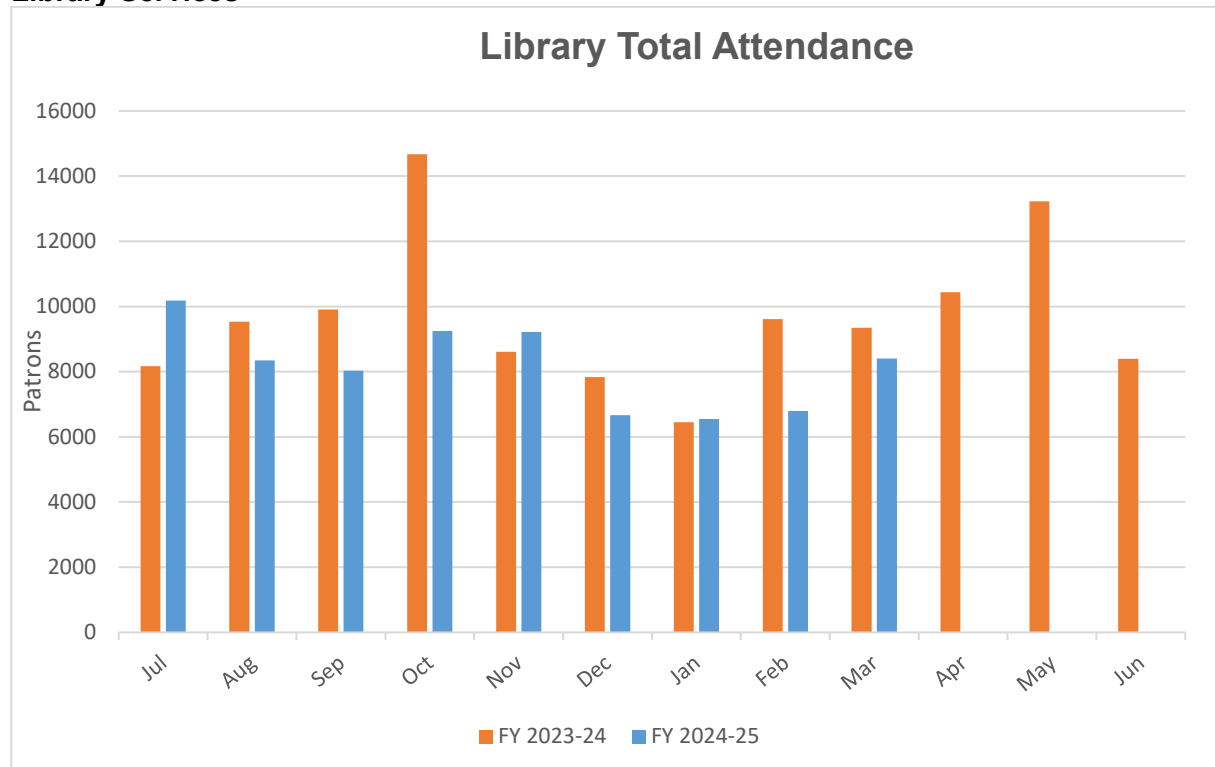
Indoor Play Centre





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).

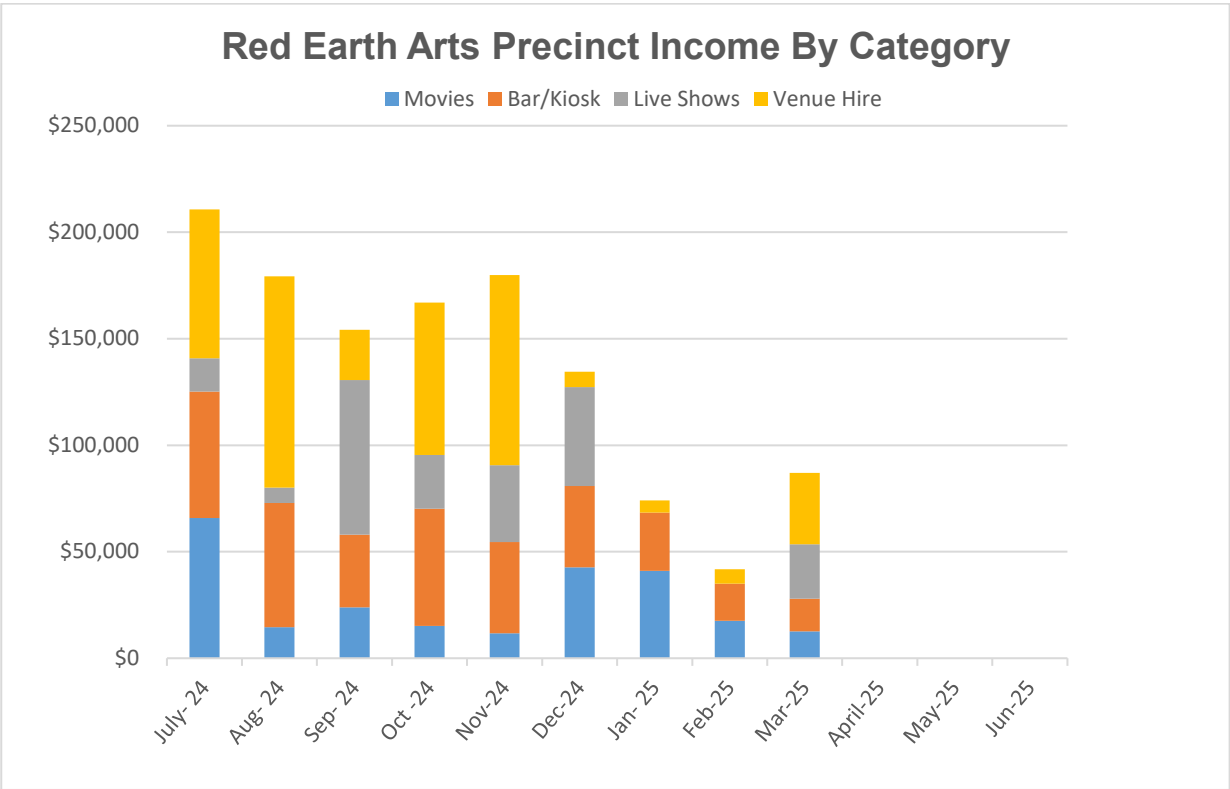
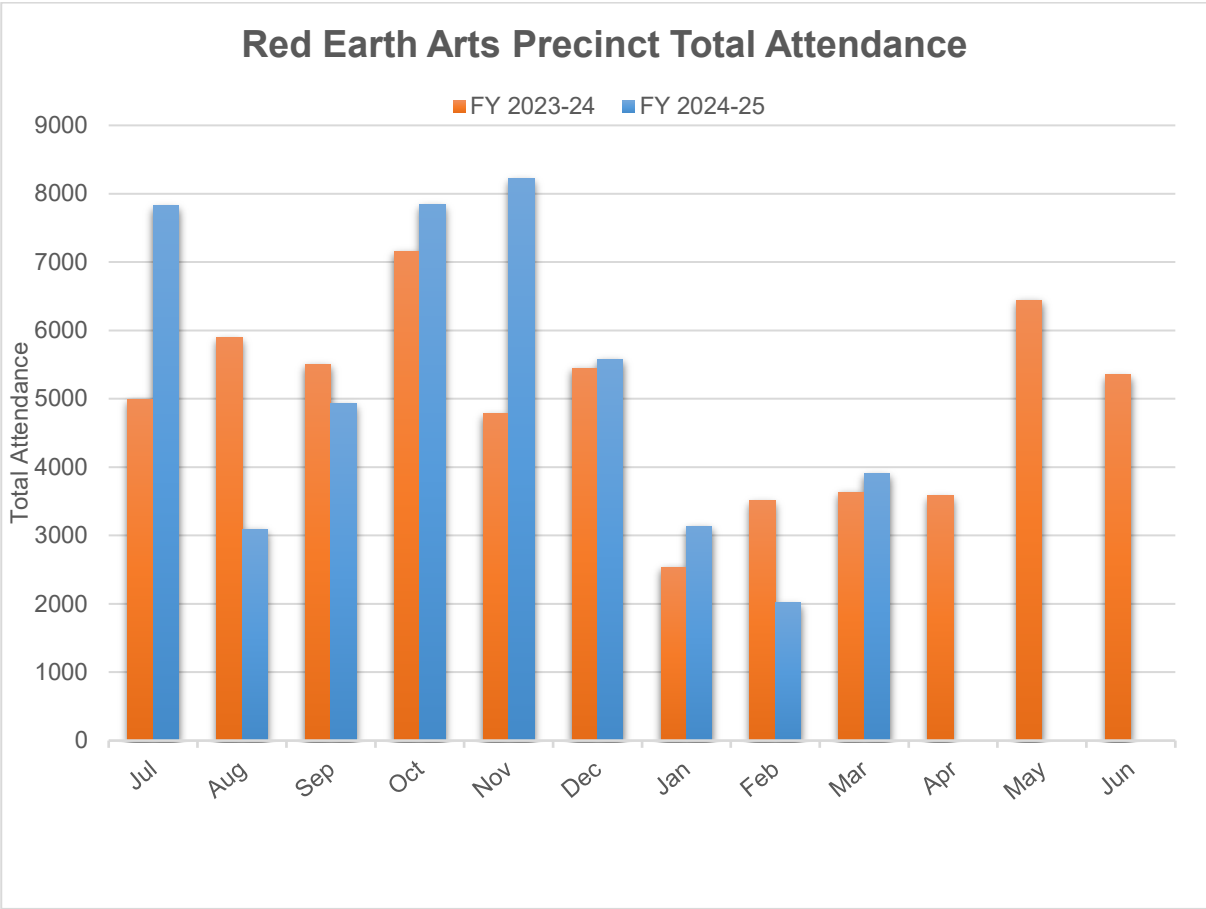
**3,041** Physical items (up 342 from last month) and **1,851** eResources borrowed (up 757 from last month).

**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).
<b>1,027</b> Program participants at <b>45</b> programs (including regular term programs Sea Week Story Time and special Harmony Week Events).	<b>23</b> 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:**

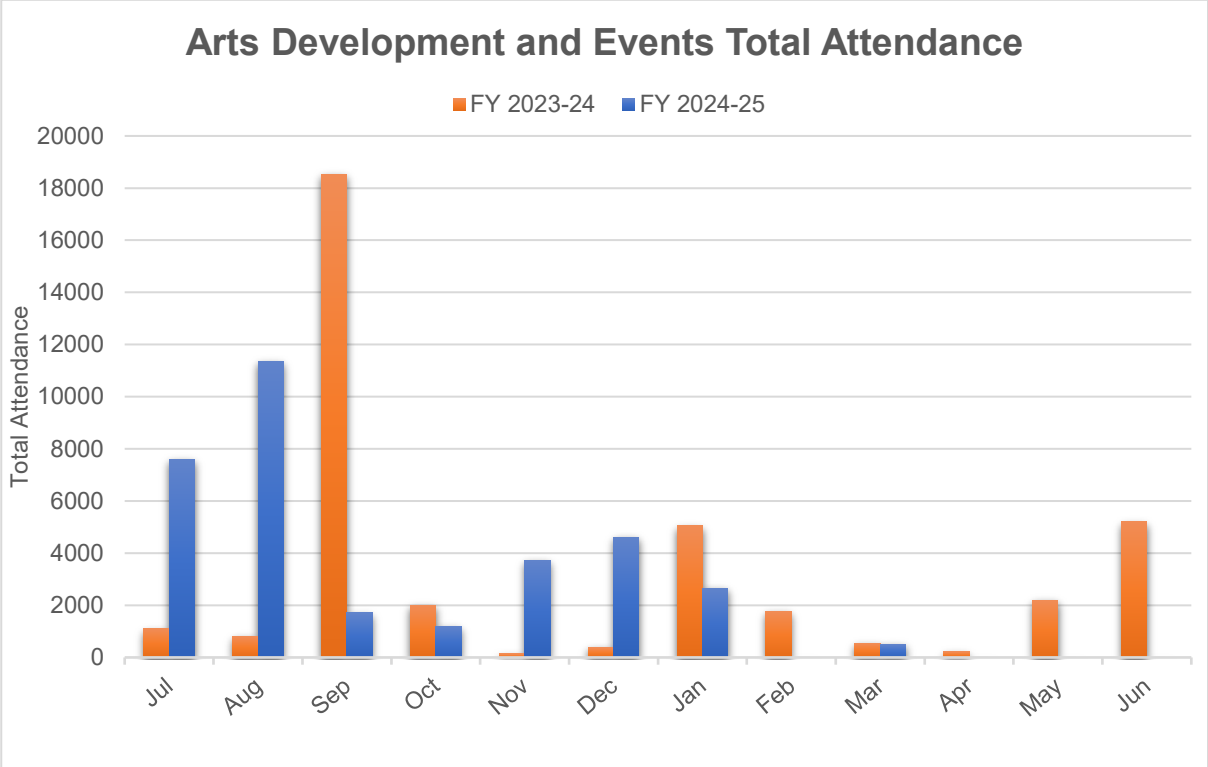
Overall patronage increased by 7% compared to March 2024.

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

**Total Revenue:**

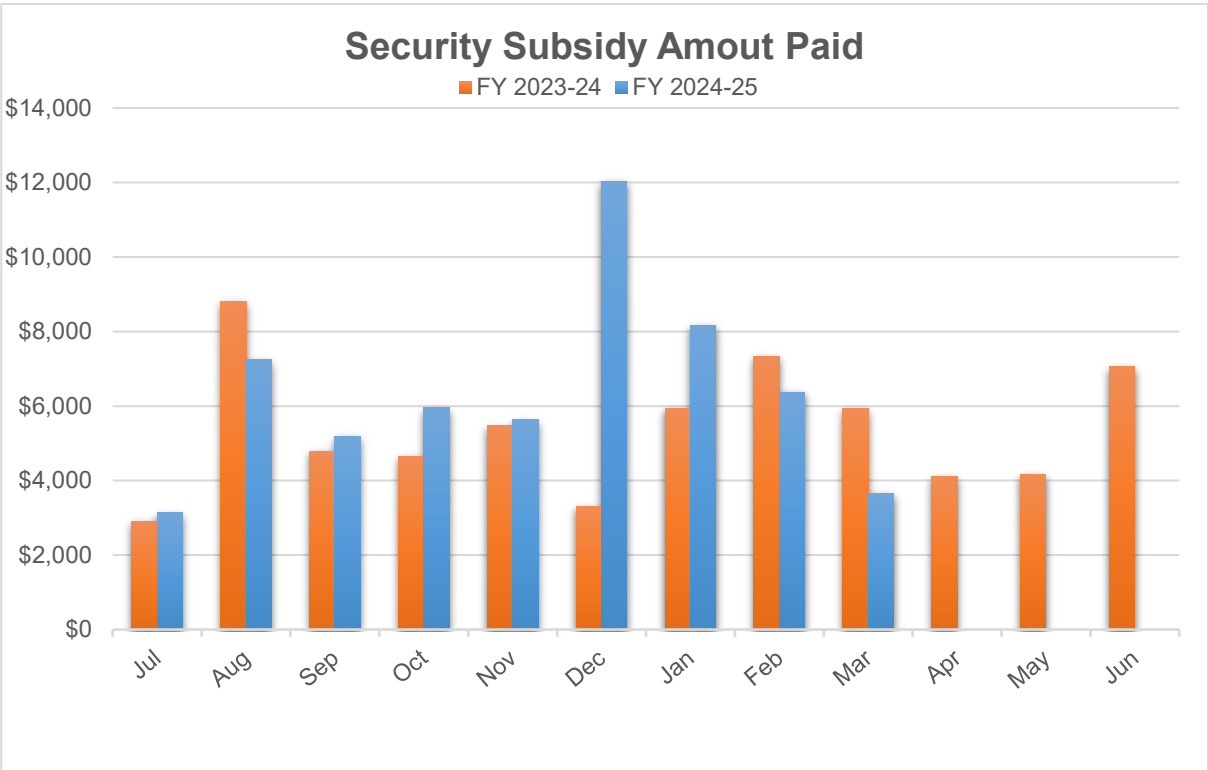
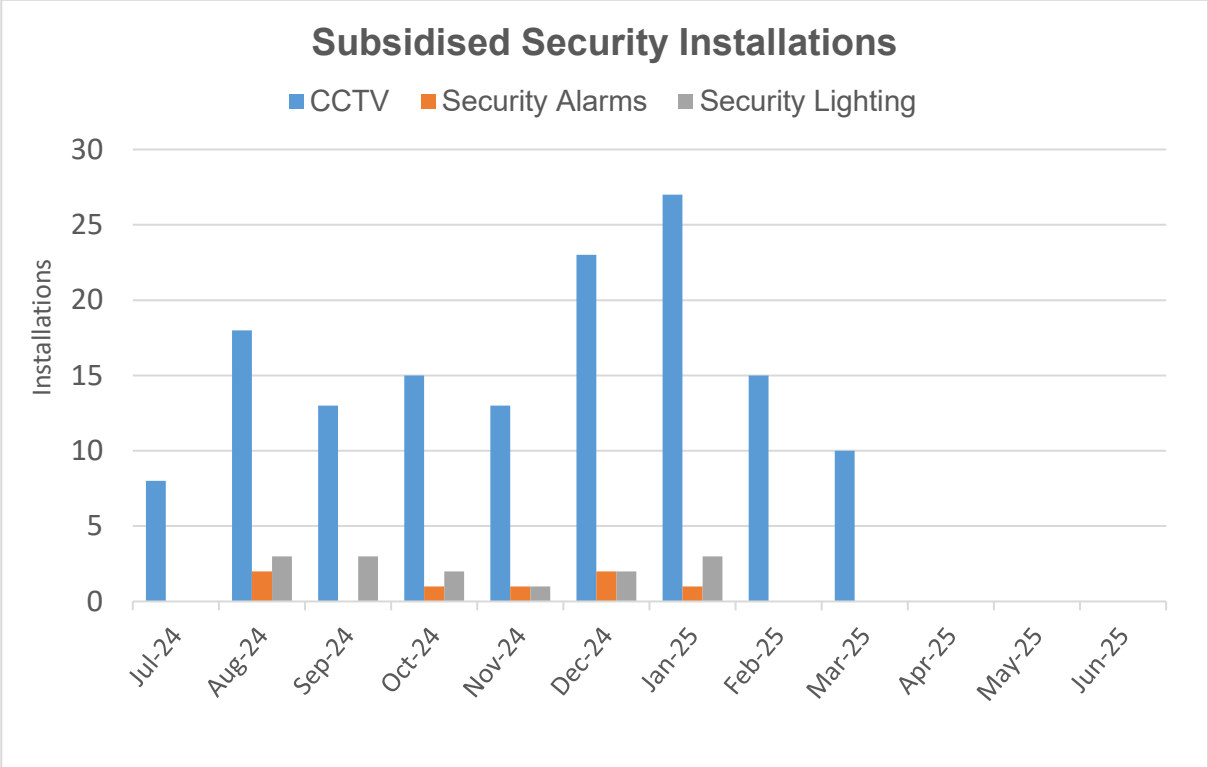
REAP generated \$87,045 in total revenue for March 2025, a 33% increase from the previous year. This increase was primarily attributed to the ticketing income from Toni Childs as all other bookings were on par.

Arts Development & Events



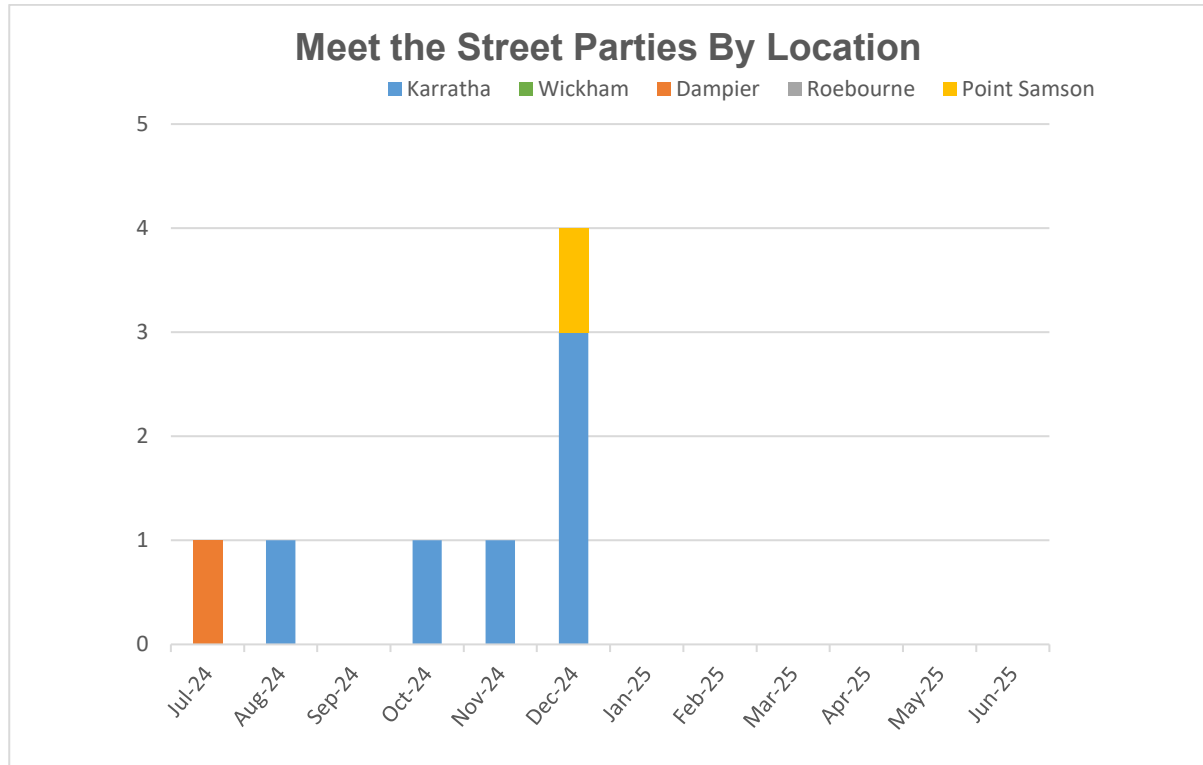
In March we had a Botanical Water Colour workshop at REAP, and the new Harmony Day Celebration at the Quarter which was in collaboration with North West Multicultural Association and received great feedback from community.

Security Subsidy Scheme



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

## Meet the Street



0 Meet the Street parties were hosted this month.

## Small Community Grants

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

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### COUNCILLOR QUESTION:

Are we able to get an update on how the KLP café is tracking now it is run internally?

### CITY RESPONSE:

We can provide some information on the KLP café as part of Community Experience's next monthly Information Report.

Following an advertisement seeking Expression of Interests from interested parties to lease the KLP Café area, Officers are in negotiations to award a lease to a third party. It is anticipated the City will hand over the café in June 2025.

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### COUNCILLOR QUESTION:

Who is running the bus service for Wickham Hub and Youth Shed?

### CITY RESPONSE:

The City engages a third party to provide a bus and driver, with City staff riding along.

**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**

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

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**PURPOSE**

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

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**COUNCILLOR QUESTION:**

Do we have an idea when these items will be presented at DAP?

**CITY RESPONSE:**

The timing of the responsible authority report may vary, but an indication can be provided.

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

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**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**

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

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**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.

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**COUNCILLOR QUESTION:**

Why are these two motions in one report?

**CITY RESPONSE:**

This document provides a progress update for Council on two outstanding motions. Each motion is being progressed independently and will be presented to Council as individual reports for consideration.

**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 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.

**BACKGROUND**

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

**MEETING PROCEEDINGS****Official Opening**

Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Mayor Scott at 6:00pm on Monday 19 May 2025.

**Record of Attendance**

**Councillors:**

- Cr Daniel Scott [Mayor]
- Cr Daiva Gillam [Deputy Mayor]
- Cr Gillian Furlong
- Cr Brenton Johannsen
- Cr Kelly Nunn (via Teams)
- Cr Sarah Roots
- Cr Tony Simpson (via Teams)
- Cr Jodie Swaffer
- Cr Jo Waterstrom Muller

<b>Staff:</b>	Virginia Miltrup	Chief Executive Officer
	Brian Randall	Manager Asset Maintenance
	Emma Landers	Director Community Experience
	Warren Van Wyk	Director Corporate & Commercial
	Lee Reddell	Director Development Services
	Kate Jones	Minute Secretary

**Apologies:****Absent:****Leave of Absence:**

**Members of Public:** 3

**Members of Media:** 0

**Public Question Time**

There were no Public Questions.

**Petitions/Deputations/Presentations**

Annabelle Little provided the following statement relating to item 10.1 Bus Seat and Shelter Installation: Annual Electors' Meeting Motion.

Eight weeks ago, on 24 March, a little girl was brave enough to come to the council meeting, speak to the councillors and make a request to install a seat at her bus stop.

That little girl told of how she would stand waiting for the bus in 40 degree heat with a heavy bag of books and maybe a laptop – that, let's face it, probably weighed more than she did. She talked of how the waiting students took ownership of their stop, taking it upon themselves to weed the overgrown bus stop in the hot summer sun.

8 weeks later, in this meeting agenda, Council's response is to tell that little girl that it will take them another year and \$40,000 to put together a plan on how to put seats and possibly shelters at bus stops. Another year and 2 months later from her original request.

That little girl likely doesn't need to know how or why you need to write a proposal, or a priority system or a long term budget plan. She is not concerned about you needing process or reports to conduct business.

She just sees action or no action. In this case it is no action, certainly not in her near future. I have taken the liberty of costing a park bench similar to those in your parks and requesting 3 quotes to meet the City's procurement policy for installation of the seat. It would cost under \$10,000.

When you vote for this motion and in your discussions, I would like you to think of what I estimate to be 30- staff who work in the recently refurbished, climate controlled, city of Karratha annexe building, where they have just had their perfectly sound building repainted, recarpeted, new computers installed and desks for all with which at the push of a button go up and down so they can stretch their weary body due to sitting down all day in a cool 22 degrees at an estimated cost of \$250,000.

I ask you to compare that to the position you have put your children in, waiting in 40 degree heat, with no shade, no seating and weeds prickling their bare legs, and ask yourself if you really cannot afford to install one seat for a little girl brave enough to speak for her community.

**Declarations of Interest**

There were no declarations of interest.

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

Questions arising from briefing session.

**9.2 LIST OF ACCOUNTS – 1 MARCH 2025 TO 31 MARCH 2025**

Questions arising from briefing session.

**9.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2025**

Questions arising from briefing session.

**9.4 ADVERTISING OF 2025/26 DIFFERENTIAL RATES**

Questions arising from briefing session.

**9.5 MEMBERSHIP TO EXTERNAL ADVOCACY BODIES**

Deferred to June OCM pending further review.

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

Questions arising from briefing session.

**9.7 RE-ADOPT 2023/24 ANNUAL BUDGET**

Questions arising from briefing session.

**10 COMMUNITY EXPERIENCE REPORTS****10.1 BUS SEAT AND SHELTER INSTALLATION: ANNUAL ELECTORS' MEETING MOTION**

Questions arising from briefing session.

**10.2 WATERPARK DEVELOPMENT: ANNUAL ELECTORS' MEETING MOTION**

Questions arising from briefing session.

**11 DEVELOPMENT SERVICES REPORTS****11.1 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BAYNTON DEVELOPMENT CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION**

This item is proposed to be withdrawn from the agenda at the discretion of the CEO.

The administration has done due diligence, and the proposal is considered solid and is supported by administration, however, there has been additional modelling to the Long Term Financial Plan that has occurred since this report was written that has affected the potential impact on the Infrastructure Reserve in a few years' time. The City will come back to Council in June when the impact on the reserve has been clarified and can be clearly articulated for Council to make their decision.

The benefit of this delay is that it also allows the City further time to encourage the State Government to make a financial contribution to the project for GROH (Government Employee) housing or similar.

**12 PROJECTS & INFRASTRUCTURE REPORTS****12.1 TE-01 COMMUNITY FACILITY NAME SIGNS POLICY REVIEW**

Questions arising from briefing session.

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

There were no questions.

**12.3 WEED MANAGEMENT: ANNUAL ELECTORS' MEETING MOTION**

Questions arising from briefing session.

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

Questions arising from briefing session.

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

Questions arising from briefing session.

**13 CHIEF EXECUTIVE OFFICER REPORTS****13.1 ITEMS FOR INFORMATION ONLY****13.1.1 COMMUNITY EXPERIENCE UPDATE – MARCH 2025**

Questions arising from briefing session.

**13.1.2 INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES**

There were no questions.

**13.1.3 DEVELOPMENT SERVICES UPDATE**

Questions arising from briefing session.

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

There were no questions.

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

Questions arising from briefing session.

**13.1.6 MAY 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES**

Report added 23 May 2025.

**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**

**Closure**

The meeting closed at 7:52pm.

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

There were no motions of which previous notice was given.

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

There were no questions by members of which due notice was given.

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

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### **COUNCIL RESOLUTION**

**MOVED** : Cr Nunn  
**SECONDED** : Cr Roots  
**Res No** : OCM250526-17

**That Council suspend standing orders at 6:43pm to allow Council to ask administration questions relating to item 16.1 Request To Transfer Funds From The Economic Development Reserve For The Purpose Of Infrastructure And Works Associated With Overflow Caravan Parking.**

**CARRIED 9/0**

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

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### **COUNCIL RESOLUTION**

**MOVED** : Cr Nunn  
**SECONDED** : Cr Furlong  
**Res No** : OCM250526-18

**That Council resume standing orders at 6:51pm.**

**CARRIED 9/0**

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

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### **16.1 REQUEST TO TRANSFER FUNDS FROM THE ECONOMIC DEVELOPMENT RESERVE FOR THE PURPOSE OF INFRASTRUCTURE AND WORKS ASSOCIATED WITH OVERFLOW CARAVAN PARKING**

**File No:** PK.170  
**Responsible Executive Officer:** Director Development Services  
**Reporting Author:** Director Development Services  
**Date of Report:** 26 May 2025  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

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**PURPOSE**

For Council to consider the transfer of up to \$200,000 from the Economic Development Reserve to fund any necessary infrastructure and works required to establish additional overflow caravan parking.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**MOVED** : **Cr Furlong**  
**SECONDED** : **Cr Swaffer**  
**Res No** : **OCM250526-19**

**That Council APPROVE, by Absolute Majority, a Budget allocation of up to \$200,000 from the Economic Development Reserve to deliver works associated with establishing additional overflow caravan parking.**

**CARRIED 9/0**

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

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**BACKGROUND**

Balmoral Caravan Park, which provided up to 229 sites (165 powered, 19 unpowered, and 45 overflow) has closed and will not be reopening in 2025. This represents a significant loss in available tourist accommodation within Karratha.

With Balmoral closed, the region is short 229 caravan sites on previous years, which is expected to put considerable pressure on the remaining parks.

Tourism demand continues to grow, with the Karratha Tourism & Visitor Centre (KTVC) recording over 13,000 visitors during the peak season (June to August) in 2024. As of mid-May, several parks have already reported reaching capacity, confirming the need for additional temporary options.

**DISCUSSION**

The Administration is currently working through options for the development and/or extension of overflow caravan parking options within the City for use in the 2025 tourist season, and in future years, if required.

Vacant land adjacent to the existing facilities at Kevin Richards Memorial Oval (on the western side of Tillbrook Close) is the preferred location at this time, given the substantial land area and suitability of the existing Crown Land Management Order.

Once a site is confirmed and necessary works (eg: grading, dust suppression, fencing) are undertaken, it is intended that the KTVC will manage bookings consistent with previous years for the Karratha Country Club overflow parking.

Users of overflow facilities will be charged a flat rate of \$16 per night prior to 30 June 2025, consistent with the currently approved Fees and Charges schedule, or \$16.50 from 1 July 2025 in accordance with the draft 2025/2026 Fees and Charges Schedule.

It is anticipated that overflow facilities will be required from June to September and will cater for fully self-contained visitors who may stay for up to three nights. The development of additional overflow caravan parking will provide critical short-term accommodation and contribute to the local economy by encouraging visitor spend.

Any overflow managed by the City would only be opened once the commercial operators have indicated that their facilities are at capacity.

It is also noted that the City has commenced investigations to identify locations for the potential establishment of a large permanent tourist park (200+ bays) within the City and will be seeking the assistance of specialised consultants to deliver this work with future briefings and reporting to Council. The intention of this work is to find a suitable home and operator to develop and/or run a permanent and dedicated tourist park within the City which should mitigate the need for overflow facilities in future.

#### **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 impact.

#### **STATUTORY IMPLICATIONS**

Caravan Parks and Camping Grounds Act 1995  
Local Government Act 1995

#### **COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place within the City from a City Growth, Regulatory Services, City Infrastructure, Community Engagement and Planning perspective.

#### **COMMUNITY CONSULTATION**

Notification of directly affected stakeholders will be undertaken prior to site activation on any new overflow caravan parking areas.

#### **POLICY IMPLICATIONS**

Council Policy CF-14 provides the basis under which cash funds may be set aside by Council for a specific purpose. This proposal is consistent with the purpose of the Economic Development Reserve which is *“to fund economic development activities within the City, including destination marketing, business attraction, property development and tourism”*.

#### **FINANCIAL IMPLICATIONS**

Approval is sought to access up to \$200,000 from the Economic Development Reserve to fund infrastructure and earthworks to establish additional overflow caravan parking. Users of the overflow facilities will be charged in accordance with the City's Fees and Charges schedule. The value of any overflow fee income will be dependent on the number of bays that are able to be established and unable to be estimated at this time but will provide partial offset to the cost to Council of developing additional overflow facilities.

#### **STRATEGIC IMPLICATIONS**

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

Programs/Services:	3.b.1.2	Tourism Development and Visitor Servicing
Projects/Actions:	3.b.1.2.04	Support delivery of visitor infrastructure and services

#### **RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Moderate	Risk associated with site management, to be mitigated through KTVC management
Financial	Low/Moderate	Funded from ED reserve
Service Interruption	Moderate	Ensures continuity of visitor servicing during peak season
Environment	Low	Temporary infrastructure with minimal ground disturbance
Reputation	Moderate	Supports visitor satisfaction and City reputation during peak season
Compliance	Low	Operates within temporary camping regulations outlined in Caravan Parks and Camping grounds Regulations 1997

### **IMPACT ON CAPACITY**

There will be an impact on staff delivering the required works and on the KTVC, Rangers and other teams involved with managing the facility over tourist season. Overflow bookings will be managed by existing KTVC team as per previous years. Any necessary works undertaken by the Projects and Infrastructure team will be funded by the transfer from the Economic Development Reserve and programmed as capacity allows.

### **RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

### **VOTING REQUIREMENTS**

Absolute Majority.

### **CONCLUSION**

The closure of Balmoral Caravan Park on Bayview Road has significantly reduced available caravan and camping capacity in Karratha, at a time when visitor numbers continue to grow. Proposed development of overflow facilities in addition to the existing arrangements at the Karratha Country Club will help address this gap, support regional tourism, and protect the City's reputation by ensuring that travellers are not turned away due to lack of accommodation. Funding is sought from the Economic Development Reserve to enable timely delivery of this critical seasonal response.

## **17 MATTERS BEHIND CLOSED DOORS**

There were no matters behind closed doors.


## **18 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 6:53pm.

The next ordinary council meeting is to be held on Monday, 30 June 2025 at 6pm at Council Chambers - Welcome Road, Karratha.

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I, Cr Daniel Scott, Mayor of the City of Karratha, hereby declare on behalf of the Councillors of the City of Karratha that the enclosed Minutes are a true and accurate record of the Ordinary Council Meeting held on Monday, 26 May 2025.

.....  Date 30 / 06 / 25