



ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 25 August 2025 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

Signed: *VMiltrup*
Virginia Miltrup Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	TABLE OF CONTENTS	2
1	OFFICIAL OPENING	4
2	RECORD OF ATTENDANCE / APOLOGIES	4
3	PUBLIC QUESTION TIME	5
4	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	5
5	REQUESTS FOR LEAVE OF ABSENCE	5
6	DECLARATIONS OF INTEREST.....	5
7	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS.....	6
8	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	6
9	CORPORATE & COMMERCIAL REPORTS	7
	9.1 STATEMENTS FOR PERIOD ENDED 30 JUNE 2025.....	7
	9.2 LIST OF PAYMENTS – 1 JUNE 2025 TO 30 JUNE 2025	16
	9.3 INVESTMENTS FOR PERIOD ENDED 30 JUNE 2025.....	19
	9.4 THE QUARTER DIVESTMENT.....	27
10	COMMUNITY EXPERIENCE REPORTS	32
	10.1 OFF LEAD DOG EXERCISE AREAS – REVIEW AND CONCEPT PLAN....	32
	10.2 KARRATHA BIKE PARK & WICKHAM BIKE FACILITY	39
	10.3 RICHARDSON WAY SITE MASTERPLAN.....	55
	10.4 APPROVAL TO ENDORSE THE COMMUNITY INFRASTRUCTURE PLAN 2025 - 2035	60
	10.5 KARRATHA GOLF COURSE DRIVING RANGE RELOCATION ASSESSMENT AND DESIGN.....	70
	10.6 WICKHAM SOUTH PARK YOUTH RECREATION AREA.....	78
11	DEVELOPMENT SERVICES REPORTS	86
	11.1 NEW LOCAL PLANNING POLICY DP26 - REQUIREMENTS FOR LOCAL PLANNING SCHEME AMENDMENTS	86
	11.2 DEVELOPMENT APPLICATION DA25-032 – PROPOSED USE NOT LISTED (RENEWABLE ENERGY FACILITY – SOLAR FARM) INCLUDING	

	ANCILLARY INFRASTRUCTURE – LOT 51 NORTH WEST COASTAL HIGHWAY (FORTESCUE ROADHOUSE), MARDIE.....	90
12	PROJECTS & INFRASTRUCTURE REPORTS	95
12.1	7 MILE WASTE FACILITY CONSTRUCTION OF NEW LANDFILL CELLS - REQUEST TO CALL TENDERS	95
13	CHIEF EXECUTIVE OFFICER REPORTS.....	100
13.1	ITEMS FOR INFORMATION ONLY	100
13.1.1	INFORMATION REPORT - COMMUNITY EXPERIENCE – JUNE 2025	101
13.1.2	INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES	116
13.1.3	INFORMATION REPORT - DISABILITY ACCESS AND INCLUSION PLAN UPDATE	117
13.1.4	INFORMATION REPORT - YOUTH ADVISORY GROUP UPDATE	119
13.1.5	DEVELOPMENT SERVICES UPDATE.....	121
13.1.6	RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000032 MINOR RETICULATION SERVICES	123
13.1.7	RECORD OF TENDER OUTCOME UNDER DELEGATION RFT0000037 KARRATHA CLEANING SERVICES (LATE REPORT)	124
13.1.8	AUGUST 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES.....	125
14	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	129
14.1	NOTICE OF MOTION – PUBLIC NEEDLE REPORTING PROGRAM	129
15	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	131
16	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	131
17	MATTERS BEHIND CLOSED DOORS.....	131
17.1	CONFIDENTIAL ITEM 17.1 Chief Executive Officer Performance Review.	131
18	CLOSURE & DATE OF NEXT MEETING	132

AGENDA

1 OFFICIAL OPENING

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

Mayor Scott notifies all attendees that this meeting will be live streamed and a recording of the meeting will be made.

2 RECORD OF ATTENDANCE / APOLOGIES

Councillors:

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

Staff:

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

Apologies:**Absent:****Leave of Absence:****Members of Public:****Members of Media:**

3 PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

5 REQUESTS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

Cr Gillam declared an interest in the following item:

- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area, as Cr Gillam's partner works for Rio Tinto who are a funding partner in the agreement.

Cr Furlong declared an interest in the following items:

- Indirect financial interest in 9.4 The Quarter Divestment, as Cr Furlong is a casual employee of PKUC who are a tenant at the Quarter.
- Indirect financial interest in 10.2 Karratha Bike Park & Wickham Bike Facility as Cr Furlong's partner works for Rio Tinto who are a funding partner.
- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area as Cr Furlong's partner works for Rio Tinto who are a funding partner.

Cr Waterstrom-Muller declared an interest in the following items:

- Indirect financial interest in 9.4 The Quarter Divestment, as Cr Waterstrom-Muller is an employee of PKUC who are a tenant at the Quarter.
- Impartiality interest in 10.5 Karratha Golf Course Driving Range Relocation Site Assessment & Design Report, as Cr Waterstrom-Muller is a social member of the golf club

Cr Roots declared an interest in the following item:

- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area, as Cr Roots' partner works for Rio Tinto who are a funding partner in the agreement.

Cr Nunn declared an interest in in the following item:

- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area, as Cr Nunn's partner works for Rio Tinto who are a funding partner in the agreement.
- Indirect financial interest in 9.4 The Quarter Divestment, as Cr Nunn's employer are a tenant at the Quarter.

Virginia Miltrup, Chief Executive Officer, declared an interest in the following item:

- Indirect financial interest in item 9.4 as their partner's employer is a tenant at the Quarter.

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 28 July 2025, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 30 JUNE 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	25 July 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity 30 June 20252. Statement of Financial Position 30 June 20253. Variance Commentary SFA by Nature 30 June 20254. Net Current Funding Position 30 June 2025

PURPOSE

To provide a summary of Council's financial position for the period ending 30 June 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Financial Statements for the financial period ending 30 June 2025 as shown in Attachments 1 to 4.

BACKGROUND

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

DISCUSSION

The attached Monthly financial reports for June 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 June 2025 are subject to audit and adjustment.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 30 June 2025:

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	139,971,171	162,145,240	161,533,123	158,094,806	(3,438,318)	-2.1%	↓
Expenditure	(130,098,130)	(132,284,868)	(130,264,648)	(132,866,745)	(1,602,097)	-1.2%	↓
Investing Activities							
Inflows	6,328,243	2,952,327	2,512,227	2,844,264	332,037	13.2%	↑
Outflows	(52,180,508)	(49,811,891)	(50,392,008)	(42,043,228)	8,348,780	16.6%	↑
Financing Activities							
Inflows	24,777,999	30,210,662	30,210,662	5,139,205	(25,071,457)	-83.0%	↓
Outflows	(18,588,938)	(42,218,874)	(42,218,874)	(10,940,880)	31,277,995	74.1%	↑
Non-Cash Items	29,791,441	29,038,871	29,635,598	28,391,711	(1,243,887)	-4.2%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2024/25	10,768	40,957	25,570	8,628,623	8,603,053		

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

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

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 30 June 2025	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	4.32
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	1.07	1.64	0.92
The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	22.2%	8.0%	16.9%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	1.07	0.95	1.06
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	56.4	38.8	48.6
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

	June 2025	May 2025	% Change	Comments
Current				
Assets	153,066,342	161,403,679	-5.17%	Increase in Trade & Other Receivables. Decrease in Cash & Cash Equivalents
Liabilities	14,194,771	8,723,321	62.72%	Increase in Trade and Other Payables.
Non-Current				
Assets	766,516,108	761,192,435	0.70%	Increase in PPE and Infrastructure, Decrease in Investment Property
Liabilities	6,451,877	6,451,877	0.00%	No Movement
Net Assets	898,935,801	907,420,916		

Debtors Schedule

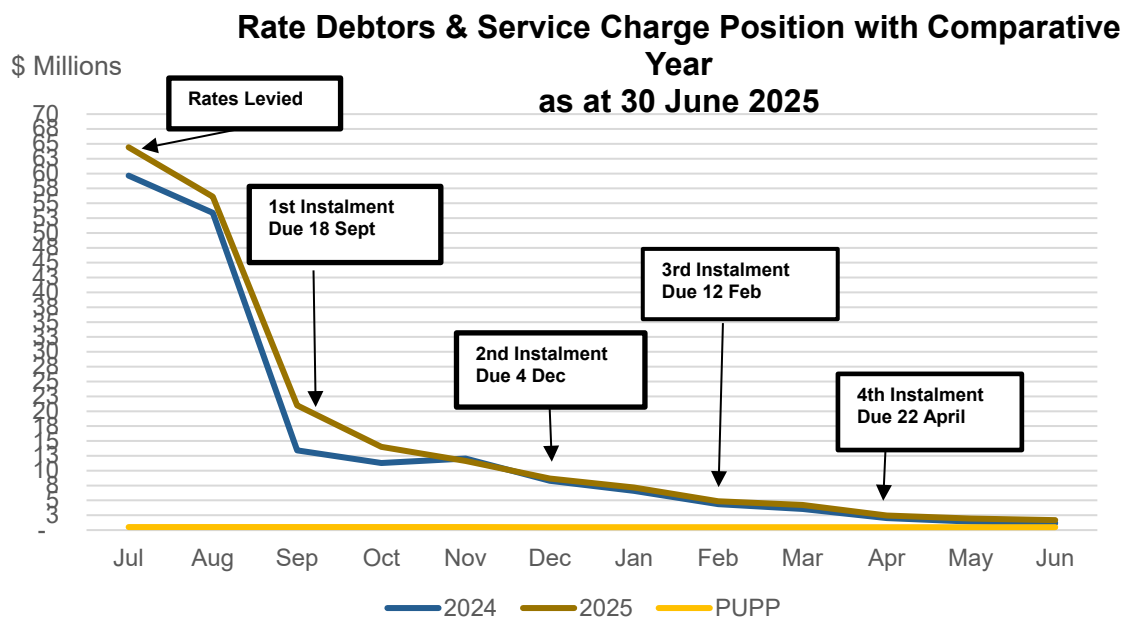
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of June 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$3.7m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	June 2025	May 2025	Change %	% of Current Total
Sundry Debtors				
Current	6,697,853	7,875,925	-15%	85.6%
> 40 Days	817,758	10,257	7873%	10.5%
> 60 Days	82,941	350,789	-76%	1.0%
> 90 Days	225,005	20,516	997%	2.9%
Total	7,823,558	8,257,487	-5%	100%
Rates Debtors				
Total	1,676,492	1,940,510	-14%	100%
PUPP Debtors				
Total	488,637	488,598	0.3%	100%

A total of \$65m of Rates (including ESL and waste charges) has been paid by the end of June 2025, representing a collection rate of 97.5% to date (comparative collection rate 97.7% for 30 June 2024).



There was no material change in June in the PUPP Debtors' balance. PUPP payments have now been received on 99.78% of properties and of those paid, 99.44% have paid in full, with 0.22% (\$488,367) still outstanding. A review of their debt collection status is currently underway.

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

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
S183	Department of Fire and Emergency Services DFES	118,990.08	-	-	Reimbursement for Q1, Q2 & Q3 SES and BFB Costs. Paid \$64,186.34 24/07/25. Balance \$54,804
E164	EK Contracting	180,085.38	-	-	Waste at 7 Mile March 2025. Reminders sent 09/07/25 & 16/07/25. Final Demand issued 25/07/25
K373	Guadalupe Del Carmen Kocsis	-	48.29	9,193.28	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Debt Recovery continuing.
L136	If Foundation	-	26.34	5,287.49	Facility Hire Fees between October 2022 and March 2023. Contact has been made with Debtor. Sent to Ampac to issue letter of demand 29/05/25. Debt recovery continuing
W237	WA Police	-	7,815.86	-	June 2025 Rent for lease at Karratha Airport and April 2025 utilities. Reminder email sent 09/07/25 and breach requested to be issued by Governance 16/07/25

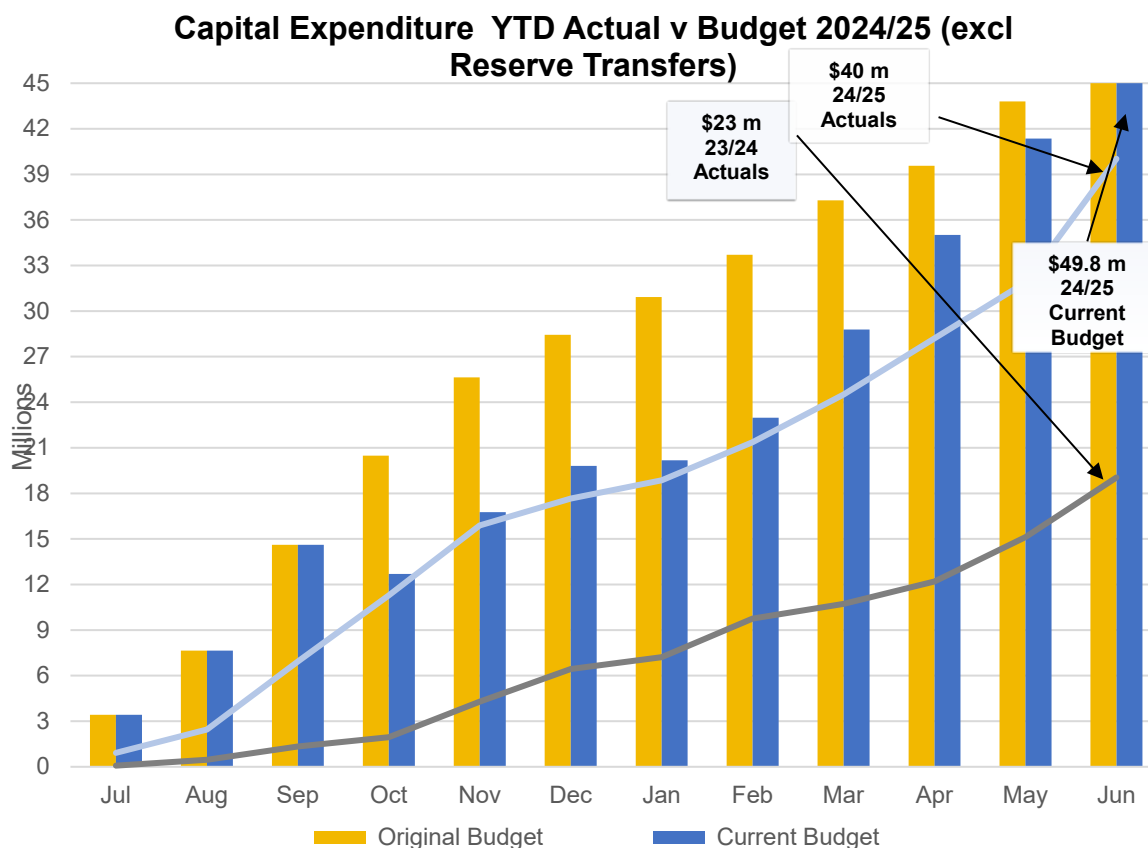
Capital Expenditure

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 \$40m on its capital program to the end of June 2025, \$9.8m (19.6%) less than the YTD budget (up from 22.9% in May 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
	30 June 2025			30-June-25		
Land	0	190	0.0%	0	0	0.0%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	8,320,975	8,586,958	3.2%	12,026,371	8,320,975	103.2%
Equipment	1,737,445	1,631,520	-6.1%	1,710,427	1,737,445	93.9%
Furn & Equip	1,828,210	1,195,209	-34.6%	1,145,000	1,828,210	65.4%
Plant	2,079,411	1,877,336	-9.7%	1,468,365	2,079,411	90.3%
Inv Property	104,974	171,946	63.8%	0	104,974	163.8%
Infrastructure	29,596,926	23,415,506	-20.9%	32,454,924	29,596,926	79.1%
Work in Progress	6,122,669	3,146,132	-48.6%	3,354,140	6,122,669	51.4%
Totals	49,790,610	40,024,797	-19.6%	52,159,227	49,790,610	80.4%



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

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

STATUTORY IMPLICATIONS

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be

presented to Council as a minimum requirement. Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Financial Services is an enabling service in the delivery of the Council Plan 2025-2035. It supports the delivery of the Plan's goals and ensures that we fulfill our statutory obligations.

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

9.2 LIST OF PAYMENTS – 1 JUNE 2025 TO 30 JUNE 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	23 June 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. List of Payments – June 20252. Purchase Cards Report – June 20253. Fleet Fuel Card Report – May 2025

PURPOSE

To advise Council of payments made for the period from 1 June 2025 to 30 June 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the list of payments totalling \$10,553,441.91 as detailed in Attachments 1, 2 and 3.

BACKGROUND

Council has delegated authority to the Chief Executive Officer (Delegation 1.6) 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 June 2025 to 30 June 2025 (including credit card transactions – June 2025) totalled \$10,553,441.91 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 832 to 854 and
EFT Payments 89954 to 90702 (Inclusive): \$6,992,078.29;
3. Cheque Voucher: 078751: \$419.90;
4. Cancelled Payments: nil;
5. Direct Debits: 90287 & 90455: \$4,012.00;
6. Credit Card Payments (May 2025): \$47,410.47;
7. Payroll Payments: \$3,509,521.25

A sample of large payments included within these amounts is as follows:

- Corps Earthmoving – Footpath Construction Works - \$324,628
- Dampier Plumbing – Airport Fire/Water Upgrade Claim - \$272,822

- Dampier Plumbing – Airport Wastewater Treatment Plant Capital Works - \$754,695
- MSS Security Services – Airport Security, May 2025 - \$245,959
- The Artisan Co WA P/L – Roebourne Streetscape Works Claims - \$394,690
- Dept of Fire Emergency Services – Qtr4 ESL Contributions - \$217,403

Consistent with CG-11 Regional Price Preference Policy, 64% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In June 2025, 72.5% of the total number of invoices paid were for local suppliers, slightly higher than 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

Financial Services is an enabling service in the delivery of the Council Plan 2025-2035. It supports the delivery of the Plan's goals and ensures that we fulfill our statutory obligations.

RISK MANAGEMENT CONSIDERATIONS

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

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

Category	Risk level	Comments
		suppliers, may cause dissatisfaction amongst the community
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Payments and credit card payments for the period 1 June 2025 to 30 June 2025 totalled \$10,553,441.91. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

Page 11 Dampier Plumbing, Invoice 56666.2 - PC 2 - WWTP Capital Works, what does PC2 – WWTP mean?

CITY RESPONSE:

Progress Plan 2, for the new wastewater treatment plan at the airport, being delivered under their contract.

COUNCILLOR QUESTION:

Payment to Port Hedland Lesbian and Gay Society (PHLAGS) totalling \$10,948.00, what was this for, and can we look at events we are holding are actually what the community want?

CITY RESPONSE:

PHLAGS+ was engaged by the City for the Pilbara Pride Festival 2025 – Queens @ The Shelf event, which took place on Friday 6 June, 6–9PM at the Red Earth Arts Precinct. The \$10,948 payment included event planning and management, performance fees and accommodation support for the performers.

The event was free and featured Balls Up Bingo, Bingay, Karaogay, entertainment and prizes, with performances from Lola Blades, Carmel Toh and Ayleesha Tryed & friends.

All community members were welcome to attend (registration required), 156 people attended and the feedback was positive.

9.3 INVESTMENTS FOR PERIOD ENDED 30 JUNE 2025

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

PURPOSE

To provide a summary of Council's investment position for the period ending 30 June 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 30 June 2025.

BACKGROUND

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

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

DISCUSSION

Details of the investments are included in the report

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

Table 1. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 30 June 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		99,278	1.60	At Call		Reserve at Call
WBC	Reserve Term Deposit	8,000,000	8,413,738	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,166,874	5.14	12 months	Nov-25	Reserve TD
NAB	Reserve Term Deposit	13,000,000	13,362,888	5.12	7 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,297,949	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,093,886	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,320,499	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,320,632	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,084,953	4.56	3 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,040,707	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,029,437	4.35	12 months	Jun-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,131,264	5.07	10 months	Oct-25	Muni TD
WBC	Municipal Term Deposit	2,000,000	2,007,592	4.83	3 months	Aug-25	Muni TD
WBC	Municipal (Transactional)		19,470,717	3.70	At Call		Muni at Call
N/A	Cash on Hand		7,929				
TOTAL		124,000,000	145,848,343				
The balance of all Term Deposits includes interest accrued to 30 June 2025							

The investment report presented for June 2025 is subject to final adjustments and audit for 2024/25.

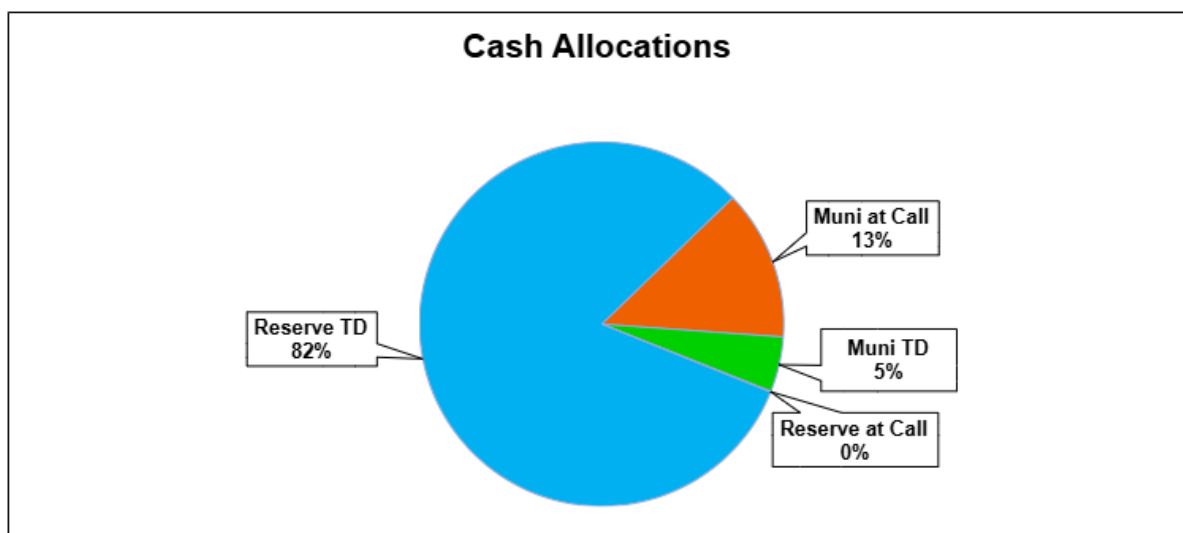
On average, the City is earning 4.7% across Municipal Term Deposits and 4.88% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) did not change during the month of June, remaining at 385 basis points. Municipal Funds held in the Westpac transaction account are earning 3.7% interest (no change from May).

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.

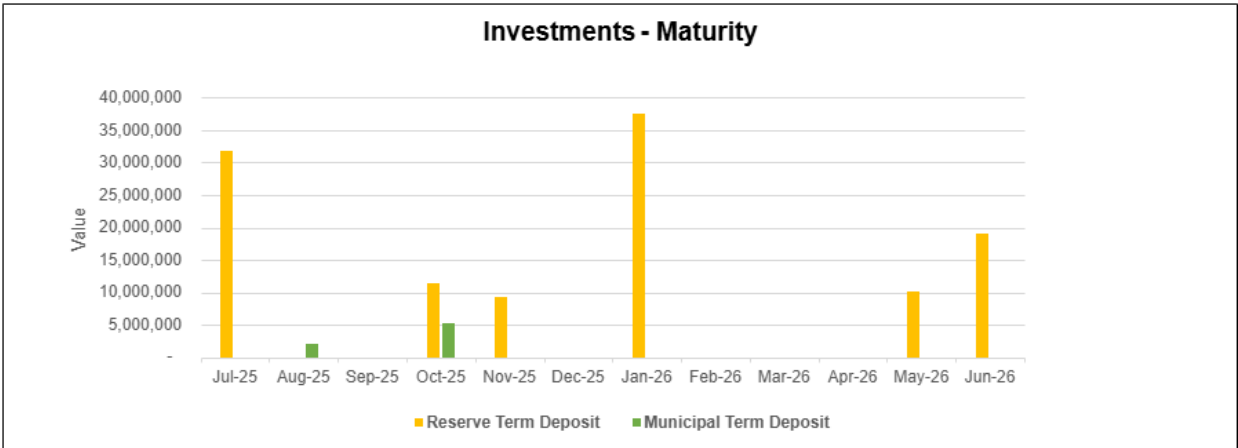
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 87% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. 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. 27% of Cash and Financial Investments will mature in the next 3 months, 20% maturing in the next 4-6 months and 53% maturing in the next 7-12 months.

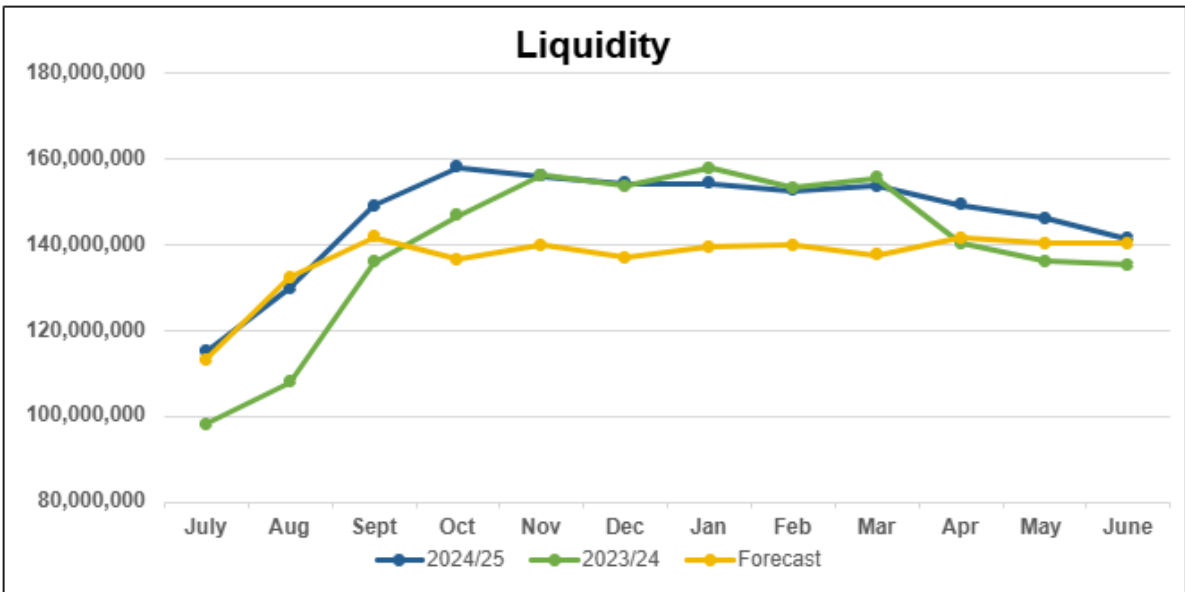


Graph 2. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

The Administration reviews availability of 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 June forecasts to account for end of financial year payments and reserve transactions.



Graph 3. 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.

Table 2. Aspen Medical – Hangar Lease Performance

	Month 30 Jun 2025 \$	Year-to-Date 30 Jun 2025 \$	Life-to-Date 30 Jun 2025 \$
Total Income Received	33,250	421,693	2,709,805
Total Expenditure Paid	(406)	(21,720)	(149,578)
Net Income	32,844	399,973	2,560,227
Annualised ROI	13.1%	13.3%	56.7%

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.

Table 3. Babcock Offshore – Ground & Hangar Lease Performance

	Month 30 Jun 2025 \$	Year-to-Date 30 Jun 2025 \$	Life-to-Date 30 Jun 2025 \$
Total Income Received	49,847	616,945	3,270,854
Total Expenditure Paid	-	(943)	(18,554)
Net Income	49,847	616,002	3,252,300
Annualised ROI	14.1%	14.5%	52.3%

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.

The increase in expenditure for the month of June relates to Strata fees being paid.

Table 4. The Quarter HQ Performance

	Month 30 Jun 2025 \$	Year to Date 30 Jun 2025 \$	Life to Date 30 Jun 2025 \$
Total Income Received	379,540	4,108,130	27,733,856
Total Expenditure Paid	(212,900)	(1,755,488)	(13,071,684)
Net Income	166,640	2,352,642	14,662,172
Annualised ROI	10.0%	11.8%	9.2%

Ageing of Outstanding Lessees Balances

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 30 June 2025.

Table 5. Aged Debtors of The Quarter

Suite ID	Lessee	Total Amount Outstanding (\$)	Commentary
3	T0000699 - Pilbara Weddings & Events	11,144.34	Lessee has entered into a payment plan with the City to re outstanding.
9	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Debtor in liquidation proceedings. The liquidators are expecting that there will be no dividends paid to creditors.
L3 U6	T0000712 – Programmed Facility Management	30,967.31	Tenant paid June rent on 20th June but missed May 2025. Follow up emails sent to tenant. Tenant advised they will sort as soon as possible.

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. The total loan approved was \$4.1M, with a 10-year period, with the total principal required to be repaid in 2030. 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.

Table 6. Scope Property Group Loan Agreement Schedule

	Month 30 Jun 2025 \$	Year to Date 30 Jun 2025 \$	Life to Date 30 Jun 2025 \$
Funded Amount	-	-	3,800,000
Interest Charges	(25,333)	(164,667)	(503,086)
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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 1 of 4.88%, there is an opportunity cost for the year to date of \$44,015 and a life to date cost of \$8,687. For the current month of June 2025, the opportunity cost is \$2,748. 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 & 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

Financial Services is an enabling service in the delivery of the Council Plan 2025-2035. It supports the delivery of the Plan's goals and ensures that we fulfill our statutory obligations.

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 controls and maintains.

9.4 THE QUARTER DIVESTMENT

File No:	FM.1
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Chief Financial Officer
Date of Report:	28 July 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the divestment of The Quarter HQ property by approving the development of a Business Plan and appropriate advertising for Community submissions.

OFFICER'S RECOMMENDATION

That Council APPROVE the development of a Business Plan to divest The Quarter HQ investment property.

BACKGROUND

The Quarter HQ originally comprised eight retail tenancies on the ground floor and three levels of office space as follows:

Floor	GLA (sqm)
Ground Floor	1,235.5
Level 1 – Office	1,758.0
Level 2 - Office	1,897.0
Level 3 - Office	1,215.0
TOTAL	6,105.5

In June 2017, 'The Quarter HQ' and 116 strata titled car bays was purchased with infrastructure reserve funds at a value of \$20,000,000.

At the time of purchase there were 3 retail tenancies occupying 356sqm and 1,897sqm office space leased to the State Government for 15 years. With a further 123sqm of retail space and 115sqm of office space leased but not yet occupied, representing 40.8% of total leased space.

This opportunity was predominantly focused on generating higher investment returns than were available through term deposits and added the following benefits:

- Influence over the use of floor space offerings of retail and commercial space
- Potential capital growth
- Additional space for City staff if ever required.

DISCUSSION

As of May 2025, The Quarter lessees numbered 22, with 3 vacancies representing 92.6% of GLA total leased space. The commercial lease agreements in place are currently managed by VPG Property.

Return on Investment:

In the most recent investment report, the following return on investment was reported:

	Month 31 May 2025 \$	Year to Date 31 May 2025 \$	Life to Date 31 May 2025 \$
Total Income Received	395,328	3,728,590	27,354,316
Total Expenditure Paid	(85,032)	(1,542,588)	(12,858,784)
Net Income	310,296	2,186,002	14,495,531
Annualised ROI	18.6%	11.9%	9.2%

The Quarter is revalued every year under Australian Accounting Standard AASB 140. The accounting value represents the current Market Value (MV) of The Quarter, and this has steadily increased at an average rate of 15% each year. The most recent valuation in March 2025 valued The Quarter HQ at \$37,000,000, prompting further analysis of the financial status of the investment.

The servicing of the Quarter requires resources from Housing through to the building maintenance team. This is currently an indirect cost to the investment, however if the Quarter is divested these resources will be able to be utilised in other areas of the business. The ageing asset is also requiring further maintenance and financial investment that will not be required if the City no longer owns the Quarter.

Revenue produced by the operation of the Quarter has been used to fund the general operations of the City, however the intent once divested is that an amount of \$23,000,000 will be invested into the Strategic Reserve to ensure the same benefits are received for the Municipal Annual Budget as generated prior to divestment.

Once the property is divested, the intent is to return the initial investment back (any proceeds left over after divestment) to the Infrastructure Reserve in line with the Administration Investment strategy. This is a sophisticated method to strategically invest these fund's back to assist in funding the new Council plan and other initiatives the City have earmarked.

Business Case and submissions:

Next steps for progressing the potential sale of The Quarter HQ are to prepare a business case as a major land transaction and provide public notice to the community. The business case will be prepared as per the approximate timelines below and submitted back to Council on the 27th October 2025 for approval before public advertising is undertaken. Submissions will then be assessed after the advertising period and be presented to Council before any further decisions are made.

Approximate Timelines:

Approval to proceed onto divestment	Ordinary Council Meeting 25 August 2025
Business Case preparation*	27 th August 2025 to 21 st October 2025
Council approval of business case	27 th October 2025 (late item for OCM)
Advertising Period	29 th October 2025 to 10 th December 2025
Council Decision on divestment	15 th December 2025 (late item for OCM)

*Council Caretaker Period takes place from 4th September 2025 to 20th October 2025.

**These dates may change subject to receipt of information.

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 for Council's ability to perform its role.

STATUTORY IMPLICATIONS

Section 3.59 (3)(b) &(c) of the *Local Government Act 1995* (The Act) states:

Before it —

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

The Act defines a major land transaction as:

A land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed for the purposes of this definition.

In the City of Karratha's circumstances, the prescribed amount for a transaction to be considered a major land transaction is \$10,000,000 or 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Councillors and the Administration through workshops.

COMMUNITY CONSULTATION

The Act further stipulates consultation that must be addressed in the business plan. The manner and length of public advertising and notice is also prescribed in the legislation. If adopted by Council, it is proposed to provide public notification for a period of 6 weeks.

After the last day for submissions, the local government is to consider any submissions made and may decide to proceed with the transaction as proposed. Absolute majority will be required for this decision.

POLICY IMPLICATIONS

CF-03 Investment Policy

FINANCIAL IMPLICATIONS**Financial Modelling:**

- Opportunity costs/benefits have been calculated based on current and expected term deposit investment rates along with current and forecasted performance.
- Expenditure has been factored in at higher levels from 2025 onwards to account for capital works and maintenance of The Quarter (the variances in performance).
- Comparisons and forecasts have been estimated on any potential sale of The Quarter. These calculations factor in variations in Market Value.
- Not having The Quarter's income would not have a detrimental impact on the City's revenue, if sufficient funds are received to enable investment in alternative options to replace the income otherwise derived from The Quarter.
- The cost/benefit scenarios presented compare the results of investing the total sale proceeds of The Quarter into Term Deposits against return on investment of retaining The Quarter. This assumes the Market Value equals the value of the sales proceeds invested.

- Presented over one year, sum of five years, and sum of 10 years.

(Cost)/Benefit of Selling The Quarter			
Net Return vs Investment of Proceeds*			
	1-year	5-years	10-years
Proceeds Invested	759,047	3,384,641	6,658,507
Qtr Net Return	763,453	3,226,266	7,456,296
(Cost)/Benefit	- 4,405	158,375	- 797,789

*Based on current Market Value (MV) being the sale price
Assumes proceeds are invested in Term Deposits

Should The Quarter be sold and proceeds invested, the amount required to match the forecasted net return results in 'leftover' funds available for alternative projects/community benefits. This investment value, averaged out over 10 years, is \$23,008,174.

The table shows the balance of funds available for other uses based on the sale price varying +/- 10% of the market value:

Funds Available for Community Benefit/Projects		
Market Value \$37,000,000		
-10% MV	MV	+10% MV
15,749,363	19,449,363	23,149,363

STRATEGIC IMPLICATIONS

Financial Services is an enabling service in the delivery of the Council Plan 2025-2035. It supports the delivery of the Plan's goals and ensures that we fulfill our statutory obligations. The proposal in this report would provide additional funds to deliver on the Council Plan, will have an impact to the Long-Term Financial Plan, and aligns to the Administration's investment strategy and re-investing of funds.

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 loss of The Quarter's income would not have a detrimental impact on the City's revenue. Sufficient funds will be required to be set aside to enable investment in alternative options to replace the income otherwise derived from The Quarter.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	High	As the purchase was a highly contentious issue when first considered, this may cause reputational issues with the community. The business case will need to be very clear about the financial purposes of the funds.

Category	Risk level	Comments
Compliance	Moderate	Abiding by the legislation for Major Land Transactions is paramount for this investment item.

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 Quarter HQ has been an alternate revenue source since 2017 to assist in lowering the rates burden on the Community. The market value has increased significantly and the opportunity to divest has a favourable financial outcome, as well as alleviating staffing resources. This report is to present a business plan to the Community to divest in The Quarter HQ and request submissions.

COUNCILLOR QUESTION:

What was the original intention of buying the Quarter back in 2017, what was the thinking back at the time of buying in terms of short or long-term holding.

CITY RESPONSE:

The key benefit outlined in the Business Plan to acquire the Quarter HQ was the ability for the City to generate a return on investment greater than returns generated from the City's cash investments, subject to purchase price and occupancy rates. Whilst this opportunity would be predominantly focussed on generating higher levels of investment returns the Council report presented at the time stated it would also offer the following benefits:

- influence over the use of available floor space in terms of retail offering and commercial tenancies;
- potential capital growth;
- additional office space for City staff if it were ever required.

The Business Plan did not contemplate a period that the City may hold ownership over the asset.

10 COMMUNITY EXPERIENCE REPORTS

10.1 OFF LEAD DOG EXERCISE AREAS – REVIEW AND CONCEPT PLAN

File No:	CS.154
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	25 August 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Review of Dog Exercise Areas in the City of Karratha 2. Briefing presentation

PURPOSE

For Council to acknowledge the demonstrated community support for the establishment of a fenced off-lead dog exercise area in Karratha and to endorse the identified Richardson Way Park site as the preferred location for its future development.

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE** the findings of the investigation into suitable sites for a fenced off-lead dog exercise area as set out in the *Review of Dog Exercise Areas in the City of Karratha* (Attachment 1);
2. **ENDORSE** the Richardson Way Park site as the preferred location for the installation of a new fenced off-lead dog exercise area;
3. **SUPPORT** the preparation of a concept design and Opinion of Probable Cost for the proposed new fenced dog exercise area, to be delivered as part of a broader master planning process for the Richardson Way Park site in the 2025-26 financial year; and
4. **NOTE** that additional study recommendations to enhance existing dog exercise areas in the City will be actioned through integration into relevant operational programs.

BACKGROUND

The City of Karratha (the City) currently provides several designated off-lead dog exercise areas (DEAs) across the municipality, including:

- Tambrey Oval - Karratha
- Baynton West Oval (Mara Guthara Park) - Karratha
- Millars Well Oval - Karratha
- Pegs Creek Oval, Karratha
- KEC Oval within the Bulgarra Recreation Reserve - Karratha
- Dampier Dog Beach and Hampton Oval - Dampier

- Harding River - Roebourne
- North of Meares Drive - Point Samson

Six of these DEAs are co-located on sports fields which are owned by the Western Australia Department of Education and managed by the City, two are located on foreshore areas or riverine environments and one is on a combined oval and foreshore site. While these areas allow off-lead activity, none are fully fenced, which presents challenges for dog owners seeking a dedicated space that is separate from other recreational activity.

In response to ongoing community requests, Council identified the investigation into a new fenced off DEA in Karratha as a new initiative for the 2024-25 Financial Year.

A review of the City's existing DEAs was undertaken to establish if there was a need to enhance off-lead opportunities and provide recommendations to address any shortfall. The key objectives of the project were to:

- Review existing provision of DEAs throughout the City
- Assess needs and identify gaps in the provision
- Establish the need for a dedicated fenced DEA and recommend site location(s)
- Outline key design criteria and functional requirements for a fenced DEA
- Develop an implementation plan to address the findings of the review.

The findings and recommendations from this investigation are set out in the attached *Review of Dog Exercise Areas in the City of Karratha* (Attachment 1).

DISCUSSION

The review process undertaken included:

- Assessment of Council plans and policies to ensure project recommendations align with strategic directions;
- Analysis of community demographics and dog ownership data to forecast trends
- Examination of existing DEA provision and design
- Stakeholder and community consultation, including workshops with relevant Administration staff and a community survey on the City's *What We Make It* (WWMI) engagement platform to identify resident aspirations and perceptions.
- Site analysis and investigation of potential additional DEA sites.

The key findings of the review are:

- There are currently 4,184 registered dogs and an estimated 1,500 unregistered dogs in the City of Karratha, with a forecast of up to 3,000 additional dogs by 2036. This growth will add pressure to the existing DEAs, particularly those that are shared public open spaces.
- Community survey results (110 responses) indicate:
 - Footpaths are the most frequently used environment for dog related activity, in both the hotter and cooler months.
 - Existing DEAs are used less frequently than non-designated parks for off leash dog activity.
 - The majority of DEA users would prefer to drive than to walk to a DEA.
 - Community value cool surfaces, the provision of drinking water, grass, natural shade and double gating in any proposed fenced DEA, with 60% of respondents also prioritising agility equipment.
- There are very limited opportunities to incorporate additional DEAs and/or a new fenced DEA in Karratha, where there will be the greatest increase in dog ownership as the population grows.
- Because of their primary function as a sports field, most existing DEAs:

- are already primarily fenced or semi-fenced
- have significant area over which dogs can run; and within which owners could reasonably be expected to ‘effectively control’ dogs in line with *Dog Regulations 2013*, alongside other recreational uses.
- There are opportunities to enhance existing DEAs, particularly in relation to shade, amenity and sensory tree/vegetation plantings

The review concluded there is not a substantiated need for a fenced DEA, however there is clear community desire for one.

New DEA Recommendations

There were seven sites identified for detailed review for the suitability of an additional fenced DEA (Table 1). These were selected based on site size and shape suitability, readiness of the site, integration with adjoining parkland, gap in catchment, existing and proposed infrastructure, site visibility, environmental and cultural sensitivities, appeal of the site, existing off-leash dog activity and proximity to areas of expected population growth.

Table 1 Site Assessment Results

No.	Suburb	Site Name	Area	Score (/70)
1	BULGARRA	Richardson Way Park	1.6–2.0 Ha	53
2	NICKOL WEST	NE corner of Nickol West Park	0.5 Ha	47
3	BULGARRA	NW of Bulgarra Oval	0.74 Ha	46.5
4	MILLAR'S WELL	Tilbrook Close	1.4/3.4 Ha	44
5	NICKOL	Between Tambrey Oval & south Parkland area	0.62 Ha	39
6	NICKOL	Cnr Bayview & Bathgate Roads	2.1 Ha	34
7	NICKOL	Cnr Tambrey & Delambre Drives	0.5 Ha	32

From this review, the Richardson Way Park site (Lot 365 (21) Richardson Way), is considered the most suitable and centrally located site for a fenced DEA, should Council deem it appropriate to proceed with installation.

Benefits of the site include:

- The site is of a suitable size and shape for consideration as a medium/large size fenced DEA (1.6 – 2.0 ha), which will be determined based on further investigative studies.
- The site has not been formally identified for another specific use, noting that a Masterplan is being proposed over the Lot at the August 2025 Ordinary Council Meeting.
- There is significant scope for supporting infrastructure including off-street car parking and pathways.
- The site has a good profile to Bayview Road for passive surveillance and monitoring by Rangers.
- The site is relatively central to the Karratha Urban Area and fills a provision gap between the DEA at Catrall Park and Bulgarra Recreation Precinct.

Alternative sites were considered unsuitable due to conflicting recreational uses, costs associated with supporting infrastructure, access issues, catchment areas, and land size.

If a DEA is established at Richardson Way Park, the review recommends fencing solely because of:

- Its proximity to Bayview Road.

- The need to separate the DEA from other activities that may occur within the site.

Fencing is not recommended as a standard requirement for all existing DEAs.

Other Study Recommendations

The review also provided the following recommendations, which will be referred to relevant internal service teams for consideration as part of normal on-going operational and maintenance works:

- Enhancing landscaping and other physical improvements to existing DEAs
- Increasing dog control monitoring and compliance at certain DEAs
- Considering closer monitoring of compliance with leashing regulations in the town of Wickham
- Improving signage at DEAs, providing online information about DEAs, and establishing guidelines for signage installation
- Defining 'dog control' in local laws and introducing rules for fenced DEAs
- Establishing guidelines for providing dog litter bags and bins
- Reviewing resources to support effective dog control compliance.

Next steps

Separate to this report, the Administration is requesting Council's support for the preparation of a Masterplan for Lot 365 (21) Richardson Way, to strategically guide the future use and development of the site. This will include consideration of a new fenced DEA alongside other potential recreational and community uses, such as the proposed Bike Park currently under investigation. Developing a Masterplan will enable a more coordinated and strategic approach to site design, and support more efficient planning and delivery of required infrastructure and services.

To progress the development of a fenced DEA, the Administration will develop a concept design, an Opinion of Probable Cost and further site-specific investigations, as part of the masterplan process.

If Council do not support a masterplan for Richardson Way, the Administration will still progress as outlined, but without broader consideration of other uses of other adjoining uses and supporting infrastructure and community amenity.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

The proposed options have been reviewed by the Executive Leadership Team and consultation was held with the internal City Project Control Group, consisting of cross-directorate members, throughout the project.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap² public participation spectrum process to inform, consult, involve, collaborate and empower were actioned as follows:

Who	How	When	What	Outcome
Community Members	What We Make It website	1 to 16 Apr 25	Community Survey	110 respondents
Internal Project Initiation Group	Online and Face to Face Meetings	Dec 24 and Mar 25	Workshop Meetings	Feedback

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Concept planning for the new Off-Lead Dog Exercise Area at the Richardson Way site will be delivered as part of the Richardson Way Masterplan, estimated to cost \$100,000. Funding will be reallocated from projects currently on hold within the 2025/26 budget. No new budget is required.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal:	4	Our places and spaces are functional, attractive, and reflect our unique identity.
Objectives:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes.
	4.4	Plan for future development that enables growth while respecting local identity.
Key projects/actions:		Fenced off-lead dog exercise area (new).

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	There is a low perceived risk in endorsing the Officer's recommendation.
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

This report presents the findings of a review into the provision of off-lead Dog Exercise Areas (DEAs) across the City of Karratha and identifies a strong level of community support for a new fenced DEA. While the City of Karratha currently provides several designated off-lead dog exercise areas across the region, these sites are not fully fenced. Following a comprehensive site assessment process, Richardson Way Park is considered the most suitable and centrally located site for a new fenced DEA. The review also outlines broader recommendations to improve existing DEAs, which will be progressed through relevant operational programs.

COUNCILLOR QUESTION:

Will the information in this report be updated to true and correct information before the OCM, Bulgarra Oval is not an off lead dog exercise area. This is also incorrect on the website.

CITY RESPONSE:

The off lead dog exercise area is at the KEC Oval within the Bulgarra Recreation Reserve. The report will be updated to reflect the name accurately.

The name of the off lead dog exercise area is correct on the City of Karratha website: [DOGS ExerciseAreas-Updated](#)

COUNCILLOR QUESTION:

Can we run an education program alongside this report, people need to be educated on how to manage their animals.

CITY RESPONSE:

There are recommendations within the review attached to the report, which will be incorporated into the rangers' work plan and will be transferred across to development services directorate to manage.

COUNCILLOR QUESTION:

Are we doing any communications around dog exercise areas and behaviours?

CITY RESPONSE:

This is a KPI for the new Manager Regulatory Services to establish an ongoing community education program which will be developed.

COUNCILLOR QUESTION:

Point one, findings of the investigations of suitable areas, was this the \$20,000 we paid for a consultant?

CITY RESPONSE:

The consultant was engaged to undertake a multi-criteria site selection process, review of existing DEA (on and off lead), assess need for future areas, identify key design requirements and prepare concept designs.

COUNCILLOR QUESTION:

Will the residents of Richardson Way be advised of this or consulted at all if this is put into effect?

CITY RESPONSE:

Consultation with the community on locations and preferences will be part of the engagement process for the development of the Richardson Way masterplan. It is also worth noting that if Council support this location for a fenced off lead dog exercise area, it requires an official

designation under the Local Government Act as an off-lead area and further consultation would ordinarily be undertaken through that process.

COUNCILLOR QUESTION:

Is it counterintuitive to be making decisions on location on this before we do masterplan?

CITY RESPONSE:

The purpose of the masterplan is to incorporate two community infrastructure projects across the two sites, it will look at the area required and available for the off lead dog park and the bike park and the additional amenity required for these two purposes, such as public toilets, parking and other community uses, such as playgrounds and picnic areas.

COUNCILLOR QUESTION:

Given some conversation about other developments on this site is this the right path to be taking?

CITY RESPONSE:

This site is unlikely to be suitable for other uses, however there is an opportunity to look at overflow caravan parking, which will be included within the scope of the masterplan to determine feasibility.

10.2 KARRATHA BIKE PARK & WICKHAM BIKE FACILITY

File No:	CP.1881
Responsible Executive Officer:	Director of Community Experience
Reporting Author:	Project Manager Community Planning
Date of Report:	25 August 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none">1. Concept Design Report – Karratha Bike Park and Wickham Bike Facility2. Draft Concepts - Karratha and Wickham3. Draft Refined Concepts - Karratha and Wickham4. Community Engagement Summary Report

PURPOSE

For Council to consider the proposed draft concept designs and budget estimates prepared for the Karratha Bike Park and Wickham Bike Facility and endorse the recommended sites to progress further concept development and cost refinement, suitable for future design and construction tenders.

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE** the Concept Design Report for the Karratha Bike Park and Wickham Bike Facility;
2. **ENDORSE** Richardson Way Park - 21 Richardson Way, Karratha (Lot 365 on Deposited Plan No. 71342) as the preferred site for the Karratha Bike Park and further progress concept development and cost refinement, suitable for future design and construction tender;
3. **ENDORSE** Location Option One - 2 Mulga Way, Wickham (Lot 362 on Deposited Plan 193365) per Attachment 1 - *Concept Design Report Karratha Bike Park and Wickham Bike Facility*, as the preferred site for the Wickham Bike Facility and further progress concept development and cost refinement, suitable for future design and construction tender; and
4. **REQUEST** the Chief Executive Officer to seek funding for project implementation, including an application to Community Sporting and Recreation Facilities Fund (CSRFF) future funding round for the Karratha Bike Park.

BACKGROUND

At the October 2024 Ordinary Council Meeting (OCM241028-27) Council endorsed a Notice of Motion for investigation into establishment of a bike park in Karratha.

Planning for a bike facility in Wickham had already been identified as a planned project in the 2024/25 financial year.

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

The October 2024 motion was followed by Council endorsement of \$100,000 at the December 2024 OCM (241209-03) to undertake preliminary investigations to assess the feasibility of developing a comprehensive bike park in the 2024/25 financial year.

The Administration was requested to:

- *Undertake site investigations and concept designs for a bike park in Karratha, recognising the opportunity presented to leverage the BMX/pump track projects already underway for Wickham and Point Samson, and the existing underutilised facility at Bulgarra;*
- *Present findings and recommendations for preferred site and designs for a Bike Park in Karratha to Council by August 2025.*
- *Acknowledge the Karratha Bike Park as a community-wide initiative designed to enhance recreational infrastructure and promote healthy, active lifestyles, independent of any specific sporting or community group; and*
- *Commit to ensuring the Karratha Bike Park integrates with existing recreational infrastructure where appropriate.*

For the purpose of this report, a bike park is understood as a dedicated space containing a mix of flow trails, pump track and jump line infrastructure to facilitate biking skills and recreation. Bike Parks are envisioned as inclusive, community-wide initiatives, catering to diverse recreational needs and enhancing livability for residents and visitors.

At the request of Council, the Karratha and Wickham project scopes were combined to ensure efficient and cohesive project delivery.

The location and planning process for a Point Samson bike facility will be considered separately through the Point Samson Enhancement Plan process.

A request for quotation (RFQ) was awarded to Common Ground Trails on 18 March 2025.

Officers progressed a site selection analysis to identify appropriate sites for the potential developments in both Karratha and Wickham using criteria focused on land ownership, proximity to participants, visibility, long term access, land suitability, and availability of supporting infrastructure (refer to Table 1 and Table 2 for detail).

In developing the concepts, the consultants have considered the Council's endorsed community infrastructure planning principles, including activation, co-location, and good surveillance.

DISCUSSION

Officers have completed site investigations, produced draft concept designs, obtained community feedback and an order of cost estimates, with findings outlined below.

Project Scope and Specifics

To investigate the development of a bike park and produce preliminary concept plans, Officers undertook the following:

- Preliminary analysis to identify suitable sites
- Appointment of specialist consultant - Common Ground Trails
- Development of preliminary concept options for:
 - Three potential sites for the Karratha Bike Park

- One proposed site for the Wickham Bike Facility, with two location options
- Completion of three rounds of community engagement.

Subject to Council endorsement of the recommended site(s) and concept(s), Officers will prepare detailed designs for the Karratha and Wickham bike facilities, suitable for use in design and construction tenders.

Site Identification Analysis

Officers conducted a site assessment and options analysis process to determine the most suitable locations for the two projects.

For Karratha, the sites considered included:

1. Richardson Way Park (Lot 365 on Deposited Plan No. 71342)
2. Old Karratha High School Site (Lot 310 on Plan 411718)
3. Bulgarra Sporting Precinct 1 - Old Entertainment Centre site (Lot 489 on Plan 175003)
4. Bulgarra Sporting Precinct 2 - Existing BMX Track (Lot 489 on Plan 175003)
5. Drainage reserve adjacent Youth Shed (Lot 556 on Reserve 36458)
6. Old Nickol Bay Hospital Site (Lot 2898 on Plan 215006).

The criteria used to guide the site assessment process are outlined in Table 1, with the weighting applied to each criterion detailed in Table 2.

Table 1 Analysis Criteria Table

Criteria		Score	Score	Score
#	Rating Guide	1	2	3
1	Participants Proximity	Not central to existing population or nor in high growth area		Central to existing or future population
2	Facility Visibility	Cannot be seen or accessed from nearest key road	Can be seen OR accessed from nearest road	Can be clearly seen and accessible from nearest road.
3	Ongoing Access	Short term option only	Medium term option only	Long term option
4	Land Availability	Land or co-location facility opportunity not available OR land to become available in the long term. (Beyond 5 years)	Land available in the medium term. (2 - 5 years)	Land can be accessed in the short term, (0 – 2 years)
5	Supporting Infrastructure	No car parking. No services infrastructure	Either existing car park or service infrastructure	Both existing car parking and service infrastructure

Table 2 Criteria Weighting

Criteria	Weighting	Justification
1. Participants proximity	10%	Good proximity to existing population base will provide best opportunity for participation and use, however Karratha's linear presentation results in generally good access for the majority of the population.
2. Facility Visibility	20%	Good visibility to the facility provides a key element for attraction of users.
3. Ongoing Access	20%	Cost to develop facility warrants long term access to the development site.
4. Land Availability	25%	The facility was identified by Council as a high desirable facility in the community, and requested a short term solution.
5. Supporting Infrastructure	25%	Reduces overall cost of facility development, making the facility more feasible to develop.
Total weighting		100

The outcome of the Karratha site identification assessment identified the top 3 ranked sites as (Figure 1):

- Bulgarra Sporting Precinct 1
- Bulgarra Sporting Precinct 2
- Richardson Way Park.

Although the Old Karratha Hospital Site received a high score, it was excluded due to uncertainty regarding its short-term availability and the lack of confirmed long-term tenure, as the site is not currently owned by the City.



Figure 1 Site Options 1, 2 and 3 – Karratha

For Wickham, Officers proposed the Old Wickham Hospital site (2 Mulga Way, Wickham, Lot 362 on Deposited Plan 193365) for concept design development (Figure 2). The site was selected as it is owned in freehold by the City of Karratha, and a development application for a BMX facility was previously approved there in 2019. The concept design phase explored two potential location options within the site, as shown in Figure 2.

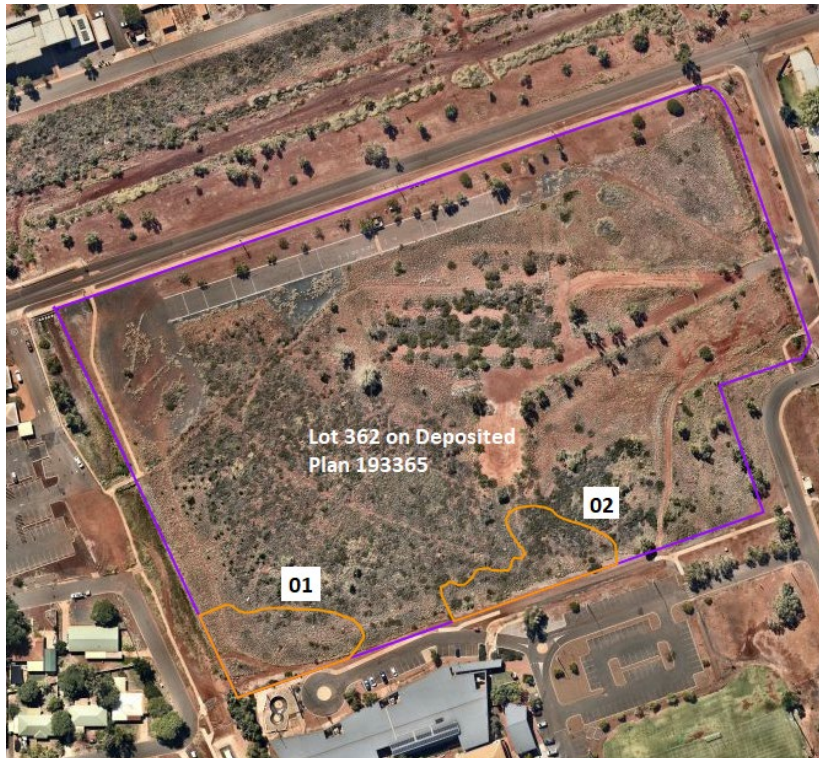


Figure 2 Mulga Way Site, Wickham - Location Options 1 & 2

Other sites within Wickham were assessed by the appointed design consultants; however, they were ultimately discounted due to less favourable proximity to existing facilities, limited connectivity, and inferior outlook when compared to the Mulga Way location. Sites considered included adjacent the Community Hall and the former school site.

Community Consultation

Officers facilitated the presentation of site options and draft concepts to the community for discussion, workshoping, and public feedback between the period 29 April and 23 July 2025. Three rounds of community consultation have informed the development of the preliminary concept designs:

a) Initial key stakeholder focus group sessions

In April 2025, the appointed consultant team led targeted focus group sessions to ensure the early concepts reflected key user goals and aspirations. Stakeholders included:

- Karratha Mountain Bike Club
- Karratha BMX
- Rock Steady Riding
- The Base (Wickham)

Key feedback and common themes for inclusion in the concept designs were:

- Preference for a site suitable for events and club/community group training opportunities.
- Requests for permanent shade structures to support sacrificial surface development and year-round use.

- Recommendation to limit exposed dirt by incorporating surface binders to aid maintenance and durability.
- Interest in a designated area for a removable air bag installation to support trick progression and training.
- Strong preference for features such as big jumps, flat walls, tabletops, pump trails, flow transfers, and longer runs.
- Inclusivity for scooter riders in design and layout.
- Desire for a facility that supports progression across all ages and skill levels.
- Interest in a combined jump and skate park to serve a broader range of users.
- Preference for longer, skills-based runs to aid rider development over time.
- Provision of a safe recreational outlet for ages 17 years onwards.

b) Community Consultation - Draft Concepts

Using stakeholder feedback, the specialist design consultants developed draft concept options and engaged the community for input on the draft site options (*Attachment 2*):

- Three potential sites for the Karratha Bike Park
- One proposed site for the Wickham Bike Facility (2 location options presented).

Drop-in community engagement sessions were held in Wickham and Karratha on the 10 and 11 June 2025 where participants voted in person on preferred locations and indicated any favoured design elements across the presented draft concepts.

The draft concepts were also made available to view online through the What We Make It (WWMI) engagement platform.

A summary of community feedback is provided in *Attachment 4* (Table 1), with key insights outlined below:

- Karratha: Community feedback strongly supported developing a bike park with inclusive design for all ages and abilities. The Richardson Way Park site emerged as the preferred location due to its central position, size, potential for future expansion, and suitability for diverse riding activities. Conversely, the Bularra Sporting Precinct 1 site (Old Karratha Entertainment Centre) was not supported and was subsequently removed from further planning.
- Wickham: The consultation confirmed the Wickham community strongly supports the development of a bike facility, in particular a facility that would accommodate scooter related activities – requiring a sealed surface pump track. While Location Option 1 was identified as the preferred site, it is important to note that session participation was largely comprised of members from The Base youth groups.

c) Community Consultation – Refined Draft Concepts

Following initial feedback, the draft concept designs were refined and presented for a second round of consultation (*Attachment 3*). An online survey was conducted via the City's WWMI platform between 14 and 23 July 2025, receiving a total of 69 responses.

Note, Karratha Precinct 1 (the Old Entertainment Centre site) was removed from further planning due to a lack of support in the previous engagement phase.

A summary of feedback and site preference outcomes on the refined draft concept designs is provided in *Attachment 4* (Table 2).

Final feedback and site preferences were consistent with the previous round of consultation:

- Karratha: Richardson Way Park remained the preferred site (61% support), appreciated for its size, central location, design potential, and accessibility. Bulgarra Sporting Precinct 2 received 39% support, with positive feedback on its existing infrastructure and being part of a broader family-friendly precinct.
- Wickham: Location Option 1 was the preferred option (69% support), valued for its shade, easy access for children, and proximity to existing skate and youth facilities. Location Option 2 received less support (31%), with some favouring its visibility and parking availability.

In addition, survey results indicated that 96% of respondents support the development of new bike park facilities, with 54% likely to visit a few times a week.

Recommended Option for Progression

Following site assessments, concept planning, and community consultation to date, the Administration recommends Richardson Way Park (Karratha) and Location Option 1 (Wickham) as the preferred sites to progress to detailed design.

Table 3 outlines the key considerations and limitations informing this recommendation.

The sites were selected based on community preference, strategic location, and practical factors such as existing infrastructure, safety, and future development potential:

- Although Richardson Way requires significant upfront investment due to limited existing infrastructure, it offers long-term potential as a vibrant, multi-use community space. A staged, master-planned approach will enable the City to address both immediate recreational needs and future aspirations.
- Wickham Site 1 was identified by the community to be better suited given its proximity and connection to existing infrastructure. Its location on the western edge of the site—rather than in the centre—will also ensure it does not constrain or limit future development opportunities.

Attachment 1 presents the revised draft concepts and corresponding Opinions of Probable Cost for the recommended site options.

Table 3 Key Considerations and Limitations

Site Option	Assessment
Karratha	
Bulgarra – Sporting Precinct 2	<p><u>Pros</u></p> <ul style="list-style-type: none"> • The site has immediate access to existing amenities and car parking. • The site's integration with existing facilities adds value. • Upgrades to the existing BMX track could be delivered as part of the development at this site. • Inclusion of the site in the broader Bulgarra Oval Masterplan would ensure coordinated planning and efficient use of space. <p><u>Limitations</u></p> <ul style="list-style-type: none"> • The site was not identified by the community as the preferred location. • While some existing infrastructure is in place, amenities will require upgrades to meet accessibility and universal design standards.

	<ul style="list-style-type: none"> • Development may impose limitations on nearby by existing assets, including residential, Recreation Club and Early Childhood Centre. • The site is limited in size, constraining opportunities for future expansion. • The site straddles a significant drainage channel.
Richardson Way Park	<p><u>Pros</u></p> <ul style="list-style-type: none"> • The site was identified as the preferred site by the broader community. • Developing the site would activate an underutilised, centrally located land parcel near the Karratha CBD. While identified as a 'lazy land' residential infill site in the <i>Karratha Revitalisation Strategy</i>, it is considered lowest value due to flood and storm surge risks. • The large site size (5.87 ha) allows for the co-location of complementary infrastructure community infrastructure. Independent of this project, the Administration has recommended the Richardson Way site for a future fenced dog park due to its location, site size, and space for car parking. A master planning process would be essential to ensure the land is optimally developed and supports multiple community uses. This approach has been outlined in a separate report presented to Council for endorsement. • Infrastructure costs could be distributed across multiple future developments. • The site is adjacent to a precinct (opposite the Karratha Golf Club) that may undergo future redevelopment under the endorsed Searipple Land Precinct Masterplan. Investment in nearby recreational infrastructure would provide accessible amenities for residents and visitors, including overflow for potential short-stay accommodation. • The site is located at an adequate distance from neighbouring properties, reducing land-use conflict risk. <p><u>Limitations</u></p> <ul style="list-style-type: none"> • The site is currently undeveloped and lacks services, infrastructure, and amenities. Significant investment is required to enable development: minimum supporting infrastructure would include services, utilities, car parking, and public amenities to accommodate greater site development. • Initial capital costs are expected to be considerably higher due to need to establish essential infrastructure.
b) Wickham	
Wickham – Option 1	<p><u>Pros</u></p> <ul style="list-style-type: none"> • Preferred site identified by the Wickham community. • Close to existing infrastructure at the adjacent Community Hub. • Well-connected to the existing skate bowl and The Base youth centre. <p><u>Limitations</u></p> <ul style="list-style-type: none"> • This option would have limited passive surveillance to the broader precinct due to obstructed visibility from existing development.

	<ul style="list-style-type: none"> • Future lot development may enclose the site and further restrict visibility, reducing passive surveillance and increasing the potential for antisocial behaviour. • The proposal area is frequently used by motorbikes and vehicles as a thoroughfare to nearby roads and residential areas.
Wickham – Option 2	<p><u>Pros</u></p> <ul style="list-style-type: none"> • This option is well connected to existing infrastructure at the adjacent Community Hub. The open outlook to oval and external areas offers good passive surveillance. • Community feedback raised concerns around safety and antisocial behaviour at the existing skate plaza/bowl, which currently limits broader youth use. Locating the facility away from The Base, as presented in this option, may attract different user groups, though Base users are likely to access the facility regardless, given both sites are within 150m. • This option serves as a potential ‘precinct entrance’, creating a stronger sense of arrival and identity for the area. <p><u>Limitations</u></p> <ul style="list-style-type: none"> • The proximity of this option to a busy road/Community Hub entrance presents potential safety risks. • The central placement of this option within the block may limit future development potential or reduce overall site flexibility. However, these constraints are currently hypothetical and could be mitigated through thoughtful design integration.

Next Steps

Rio Tinto have supported the inclusion of the Wickham Bike Facility project in their 2025/26 Community Partnership Agreement (CPA) Annual Funding Plan, with an in-principle allocation of \$250,000 (ex gst). The City will confirm this funding for the Wickham Bike Facility through submission and approval of a detailed business case.

Subject to Council endorsement of the preferred sites, Officers will instruct appointed consultants to advance designs, refine cost estimates, and prepare staging options to support future design and construction tenders.

Given the estimated increase in costs for the Karratha Bike Park, as outlined in the Financial Implications section, Council may wish to proceed with the current design or may wish to instruct officers to pursue a reduced scope in line with the original budget estimates.

Proceeding with the current design would deliver a facility that reflects the concept developed through community consultation and aligns with the original project vision. However, this option would require adjustments to the Long Term Financial Plan to accommodate the additional costs, which may impact the timing or funding of other planned projects.

Alternatively, Council may choose to reduce the project scope to stay within the original budget allocation. This could involve prioritising core elements of the concept that were most strongly supported by the community and deferring or removing non-essential components.

Separately, the Administration will seek to develop a masterplan for Richardson Way site to guide long-term planning and development. This proposal will be presented to Council for approval at the August 2025 Ordinary Council Meeting (OCM).

Officers will pursue funding for Karratha Bike Park project implementation, pending Council approval. Potential funding sources have been identified, including the State Government's Community Sporting and Recreation Facilities Fund (CSRFF), which is expected to open later this year.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of parties effected, namely the residents within close proximity of the proposed locations.

STATUTORY IMPLICATIONS

If Council supports the Officer's recommendation, future tender processes will comply with Section 3.57 of the Local Government Act 1995 and relevant regulations.

All required planning, environmental, and Aboriginal cultural heritage approvals, including a clearing permit, will be obtained and actioned as necessary for construction activities.

All sites have been submitted for an Aboriginal Cultural Heritage (ACH) assessment.

COUNCILLOR/OFFICER CONSULTATION

The refined draft concepts have been reviewed by relevant officers, including those from the City Projects and Asset Maintenance departments and consultation held with the internal project working group throughout the project duration.

Consultation has taken place with Councillors at the 9 June 2025 Council Briefing.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the IAP² public participation spectrum process to inform, consult, involve, collaborate and empower were undertaken as follows:

Who	How	When	What	Outcome
Rock Steady Riding	Targeted Focus Group	29 April 2025	Needs and aspiration planning	Shaped initial concept development
Karratha BMX Club	Targeted Focus Group	29 April 2025	Needs and aspiration planning	Shaped initial concept development
Karratha MTB Club	Targeted Focus Group	30 April 2025	Needs and aspiration planning	Shaped initial concept development
The Base	Drop In Youth Session	30 April 2025	Needs and aspiration planning	Shaped initial concept development
Rock Steady Riding	Targeted Focus Group	11 June 2025	Draft Concepts Review	Shaped refined concepts Preference for Richardson Way Park
Karratha BMX Club	Targeted Focus Group	11 June 2025	Draft Concepts Review	Shaped refined concepts Preference for Richardson Way Park

Who	How	When	What	Outcome
Karratha MTB Club	Targeted Focus Group	11 June 2025	Draft Concepts Review	Shaped refined concepts Preference for Richardson Way Park
Public Open Forum – Consultant attended	Drop-in session Wickham	10 June 2025	Draft Concepts Review and written voting	Shaped refined concepts Preference for Wickham Location 1 - Note: response predominantly by 'The Base' kids
Public Open Forum – Karratha	Drop-in Session Karratha	11 June 2025	Draft Concepts Review and written voting	Shaped refined concepts Preference for Richardson Way Park
Karratha High School	In class workshop Teacher lead	11 June 2025	Exercise to review concept plans for Bike Education programme and provide feedback	Worksheets provided of design feedback. Richardson Way favoured but any facility supported.
Community members	What We Make It Emailed feedback	11 – 18 June 2025	Draft Concepts for feedback – for those unable to attend drop-in sessions	Summary: 5 emails received. Preferences spread across all 3 Karratha sites No emails received for Wickham.
Disability Access and Inclusion Stakeholders	Targeted Focus Group	19 June 2025	Draft Concepts Review	Design considerations – accessible amenities and infrastructure
Youth Advisory Group	Targeted Focus Group	19 June 2025	Draft Concepts Review	Preferences: Karratha: Richardson Way Park Wickham - Location 2

Who	How	When	What	Outcome
Community members	What We Make It Community Survey	14 – 23 July 2025	Refined Draft Concepts for final feedback	Preferences: Karratha: Richardson Way Park Wickham – Location 1

POLICY IMPLICATIONS

Council Policy CG12 (Purchasing Policy) is applicable to this item. This project would be eligible and should be considered for public art as per CS12 Public Art Policy. This will be factored into the detailed design and costing stage of project development.

FINANCIAL IMPLICATIONS

Opinion of probable cost estimates are provided in *Attachment 1 – Concept Design Report – Karratha Bike Park and Wickham Bike Facility*.

To date, \$70,200 (ex GST) has been committed to site investigations, concept design, and preliminary cost estimates by the appointed design consultants.

An amount of \$135,755 has been allocated in the 2025/2026 budget to further develop the concept design for the preferred site for each town and undertake site contours and geotechnical surveys. These designs will support the progression of individual Design and Construct (D&C) tenders for each project, with the D&C contract model intended to optimise procurement and delivery.

Wickham Bike Facility

Current cost estimates are based on a high-level concept design and remain subject to refinement through detailed design development and future market conditions. At this stage, initial cost estimates for the Wickham Bike Park remain consistent with original budget projections:

- The total estimated cost for design and construction is \$844,589 (ex GST). This estimate excludes project contingency (15%), cost escalation, and potential services upgrades such as shelter lighting, track lighting, and CCTV.
- Council has allocated \$850,000 in its 2025/26 financial year budget to deliver the Wickham Bike Park.
- Rio Tinto has provisionally supported \$250,000 (ex GST) in-principle through its 2025/26 Community Partnership Agreement (CPA). A formal Business Case will be submitted to secure this in-principle support.
- The Long Term Financial Plan has an income allocation of \$250,000 in the 2026/2027 financial to reflect the Rio Tinto funding.

A request to update the 2025/26 budget will be presented to Council once the final design and tender price is known.

Karratha Bike Park

- The Long Term Financial Plan includes an allocation of \$2,250,000 in the 2026/27 financial year for the delivery of the Karratha Bike Facility.
- Updated cost estimates provided by the consultant indicate a total project cost of approximately \$5.25 million, exceeding initial projections. This reflects the City's ambition to deliver a facility comparable in scale and quality to the Dyoondalup Bike Park in the City of Melville, consistent with community expectations. It also accounts

for local conditions, including regional pricing pressures, compliance with Category D cyclone standards, and topographical challenges.

- Although the estimated cost is higher than originally anticipated, the proposed design allows for staged delivery. This approach could help manage capital expenditure across multiple financial years if necessary, though it may result in increased mobilisation and associated costs.
- Given the increased cost estimates, there may be future implications for the Long Term Financial Plan, including the need to review and potentially adjust future budget allocations to accommodate full project delivery.
- A request to update the Long Term Financial Plan will be presented to Council once the final design and tender price is known.

To support the delivery of the Karratha Bike Facility and address the projected funding shortfall, officers will actively pursue external funding opportunities to minimise the impact on the City's Long Term Financial Plan.

If endorsed, maintenance planning and associated costs, along with whole-of-life costing, will be developed during the next phase of design. These will inform the integration of the bike parks into the City's existing asset maintenance program.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal:	2	Our community is welcoming, connected, vibrant, healthy and safe.
Objective:	2.2	Provide community centres, spaces and facilities to cater for diverse groups and needs.
Objective:	2.3	Provide sport, recreation, cultural and leisure facilities and year- round activities, for all ages and abilities.
Goal:	4	Our places and spaces are functional, attractive and reflect our unique identity.
Objective:	4.1	Provide high amenity, well-maintained foreshores, parks playgrounds, toilet amenities and streetscapes

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	There is no perceived health risk in endorsing the Officer's recommendation.
Financial	High	The project has received in principle support funding of \$250,000 from Industry towards the Wickham Bike Park. There is an expectation this project will progress. Cost implications for delivery of a Karratha Bike Park to be factored into decision making.
Service Interruption	Low	There is no impact on Service Interruption in endorsing the Officer recommendation.
Environment	Moderate	Consultant designs will consider environmental responsibilities as they relate to the approved project development.
Reputation	Moderate	Community support for this project is significant, reinforcing the need to deliver an appropriately

Category	Risk level	Comments
		scaled recreational asset. There is a community perception that this project will progress.
Compliance	Low	There is no perceived 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

Absolute Majority.

CONCLUSION

Following site investigations, concept development, and community consultation, it is evident that there is strong community support for the delivery of dedicated bike facilities in both Karratha and Wickham.

The consultation process confirmed the community's preference for the Richardson Way site in Karratha and Wickham Location Option 1 as the most suitable locations to progress to the next phase of design.

These preferred sites align with the City's strategic objectives and provide opportunities to activate underutilised land, improve passive surveillance, and cater to a wide range of user groups. The sites were selected based on a combination of community preference, strategic location, and practical considerations including existing infrastructure, safety, and future development potential.

Endorsing the preferred sites will allow the City to advance design development, confirm project costs and pursue external funding for both projects. Given the estimated increase in costs for the Karratha Bike Park, Council may wish to proceed with the current design or may wish to instruct officers to pursue a reduced scope in line with the original budget estimates.

Initial cost estimates for the Wickham Bike Facility remain consistent with original budget projections. The Wickham Bike Facility is additionally supported through in-principle Rio Tinto CPA funding and represents a valuable community partnership aimed at enhancing local recreational opportunities.

COUNCILLOR QUESTION:

Would it be possible to put a sentence under recommendation number 4 to make it time bound?

CITY RESPONSE:

If Council would like to submit an amendment to the recommendation to include a fourth recommendation regarding timeline this is possible.

COUNCILLOR QUESTION:

Is the costing presented just for the bike park or does it include shade, trees, landscaping etc?

CITY RESPONSE:

The concept that has been provided to date does incorporate shade into the design of the bike park itself.

COUNCILLOR QUESTION:

In regards to applying funding what is the likelihood of us actually being successful in receiving it for this project?

CITY RESPONSE:

For the Wickham site we already have in-principle support from Rio Tinto to contribute towards the project as part of our Partnership agreement. For the Karratha Bike Park we have commenced discussions with the Department Creative Industries, Sport and Tourism regarding a potential CSRFF application. It is favourable at this time as the City has not requested funding via the CSRFF for a few years, there is strong community support for the project, and the project is included in the draft Community Infrastructure Plan which is up for Council's consideration at this next Ordinary Council Meeting.

As part of the CSRFF application process, Council support is required to enable a compliant application. If Council chooses to support the Officer's recommendation to progress an application, the resolution should satisfy this requirement.

COUNCILLOR QUESTION:

How long does the funding process normally take?

CITY RESPONSE:

Typically you can apply for forward funding which usually opens in September; and we are waiting for announcements. If we progress a forward planning funding application, we can indicate our preferred year of claim however, if successful, it isn't guaranteed the preferred year of claim will be consistent with the funding offer. Progress of the Karratha Bike Park will also be dependent on progress of the Richardson Way Masterplan.

COUNCILLOR QUESTION:

If funding wasn't received through an external source, would it need to be put back in CIP in terms of importance?

CITY RESPONSE:

There is a budget allocation in the LTFP to commence construction of the Karratha Bike Park in 2026/27. The budget does not cover the estimated cost of the project and therefore the purpose for seeking additional external funding. A Bike Park is listed in the draft Community Infrastructure and is contingent on Richardson Way Masterplan project.

Project priority is outlined within the Community Infrastructure Plan, however it is worth noting that whilst a project may be considered a priority within the plan, there are a number of planning considerations which may expedite or delay the delivery of a project – for example, land tenure, land availability, or the need for one project to progress in order for another to commence.

Councillors also have the ability through their strategic planning workshops and budget workshops to discuss the reprioritisation of projects on an annual basis, and via a minor review of the Community Infrastructure Plan every 2 years, or major review every 5 years.

COUNCILLOR QUESTION-

When applying for funding from the department, can we start construction on the project before applying for funding for the next stage?

CITY RESPONSE:

No, funding will not cover projects which have already commenced prior to a funding offer being made.

10.3 RICHARDSON WAY SITE MASTERPLAN

File No:	CP.1943
Responsible Executive Officer:	Director of Community Experience
Reporting Author:	Project Manager Community Planning
Date of Report:	25 August 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To seek Council's consideration and endorsement of the development of a masterplan for the Richardson Way Site, formally described as Lot 365 (21) Richardson Way (Deposited Plan No. 71342), Karratha. The Masterplan will support investigation and assess the feasibility of transforming the currently undeveloped site into a potential location of community-based infrastructure and development that delivers long term social, recreational, and economic benefits.

OFFICER'S RECOMMENDATION

That Council APPROVE the development of a Masterplan for the Richardson Way Site (Lot 365 (21) Richardson Way, Deposited Plan No. 71342, Karratha) to guide the potential location of community-based infrastructure and development.

BACKGROUND

Lot 365 (21) Richardson Way, Deposited Plan No. 71342, Karratha (herein referred to as the Richardson Way site) is a strategically located and currently undeveloped parcel of land in central Karratha. It is situated directly opposite the Karratha Golf Course and within proximity to Karratha's central business district.

Despite its prime location, the site remains underutilised. It lacks existing infrastructure and services, has minimal community amenities (only a playground and the Arts & Learning Centre) and is currently classified as 'lazy land' (lowest priority) under the City of Karratha's (the City) *Karratha Revitalisation Strategy*. The Richardson Way site forms part of Reserve No. 32335, which is managed by the City for the purpose of Parkland, Recreation, Drainage and Public Infrastructure.

Given its size (5.87ha), visibility and accessibility, the site offers a unique opportunity to transform the area into a key recreational and community precinct for the City.

Developing a Masterplan will allow Council to explore a coordinated, multi-use vision for the site - one that supports community health and wellbeing, activates public space and enhances its appeal as a tourism destination.

This approach aligns with the strategic directions outlined in the *Council Plan 2025–2035*, which seeks to foster a welcoming, connected, vibrant, healthy and safe community. Under this plan, the project is identified as a key project for 2025/26 financial year.

This initiative also supports the City's broader vision to be 'Australia's most liveable regional City - A place we are proud to call home' through the delivery of well-planned community infrastructure.

DISCUSSION

Due to the scale and greenfield nature of the Richardson Way site, a Masterplan is necessary to ensure cohesive planning and the strategic co-location of complementary uses.

A master planning process would allow the City to assess and consider:

- Infrastructure staging requirements (e.g. roads, power, water, sewer), as there are currently no roads, water, power, lighting, or amenities on site.
- Design considerations and spatial planning – to optimise site layout and connectivity.
- Feasibility and placement of potential future community uses, which could include:
 - Bike Park, incorporate features such as flow trails, pump tracks, and jump lines, catering to riders of all skill levels.
 - Fenced off-lead dog exercise area.
 - Shared amenities, including carparking and public toilets.
 - Inclusive, intergenerational play spaces.
 - Recreational open space.
 - Overflow caravan parking (multi-purpose space during off-peak times).
 - Shade and passive recreation zones.
 - Review of existing Karratha Arts & Learning Centre facility. This facility has been earmarked for relocation, notably due to flood and storm surge concerns. The Masterplan will consider current and potential future use of the building and associated site.
- Environmental constraints and site planning (notably drainage, flooding/storm surge).
- Funding partnerships or grant opportunities.
- Alignment with broader planning goals, including integration with the anticipated future redevelopment of the precinct opposite, the Searipple Land Precinct, to support transport and accessibility outcomes.
- The existing Richardson Way Park playground was previously identified for decommissioning in the *Karratha Revitalisation Strategy*, with the condition that value is added to Malster Place and Scout Hall Parks. Future planning of these locations would require review in line with the Strategy should Richardson Way be developed.

It is noted that the City is currently preparing a scope of works for a Precinct Structure Plan to cover the Karratha City Centre, including the Richardson Way site. This project is more conceptual and focuses on how the site interacts as part of the larger City Centre Precinct. The Masterplan will provide detailed plan on the layout of the lot itself. The Masterplan will ensure that infrastructure is efficiently considered and located to meet diverse community needs and enhance liveability, while aligning with the City's broader Community Infrastructure Plan (CIP).

The Richardson Way site was identified as one of three viable locations for the proposed Karratha Bike Park, currently being explored by the Administration. Community consultation undertaken to date on the project has shown overwhelming support for the Richardson Way site as the preferred location, with participants citing its central location, connectivity, size, and potential for co-located community uses.

The Richardson Way site has also been identified as the preferred location for a new medium-to-large fenced off-lead dog exercise area, following the Administration's recent review of dog exercise areas (DEAs) across the city and the site selection process for a new facility. These project proposals will be presented to Council for endorsement at the August 2025 Ordinary Council Meeting.

This opportunity mirrors successful regional transformations, such as the JD Hardie Youth and Community Hub in Port Hedland, which converted underutilised land into a dynamic, multi-purpose destination.

Consultant Scope of Works

If supported, the consultant will be required to deliver a full masterplan package including but not limited to:

- Site analysis and constraints mapping
- Service and infrastructure assessment, including development of servicing strategy
- Flood risk analysis and integration into site layout
- Stakeholder and community engagement plan
- Functional layout options for a range of compatible land uses
- High level concept design for key components identified
- Cost estimation and staging plan
- Summary of implementation strategy, including prioritisation and integration of existing proposals such as the Karratha Bike Park and the Off-Lead Dog Exercise Area concepts, ensuring their integration within the broader park vision.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no immediate statutory implications.

Future construction or infrastructure development identified through the masterplan may be subject to planning and environmental approvals.

COUNCILLOR/OFFICER CONSULTATION

Consultation has been conducted with relevant officers and internal directorates to identify potential uses and planning requirements for the site. These discussions have formed part of the engagement process for the Bike Park Project and Fenced Off-Lead Dog Exercise Area Assessment Project. Council Workshop Briefings on these projects were held on 9 June 2025 and 16 June 2025.

COMMUNITY CONSULTATION

No community engagement activities have taken place to date to inform the Richardson Way Site Masterplan project. Community consultation will be a keep part of developing the plan and will be guided by approved stakeholder engagement and communications plan, in accordance with the iap² public participation spectrum.

POLICY IMPLICATIONS

Council Policy CG12 (Purchasing Policy) is applicable to this item. This project would be eligible and should be considered for public art as per CS12 Public Art Policy. This will be factored into the detailed design and costing stage of project development.

FINANCIAL IMPLICATIONS

An estimated \$100,000 is required to develop the Masterplan for the Richardson Way site. These funds will be reallocated from the existing 2025/26 financial year budget from projects on hold.

The amount covers:

- Site investigation and servicing assessments
- Community and stakeholder engagement
- Concept design and layout planning
- Costings and staging framework

Future infrastructure costs, and specific projects identified in the Masterplan will be subject to further design and funding strategies upon completion.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal: 2 Our community is welcoming, connected, vibrant, healthy and safe.

Objective: 2.3 Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities.

Goal: 4 Our places and spaces are functional, attractive and reflect our unique identity.

Objective: 4.1 Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	The project will enhance community wellbeing through new community facilities and recreational amenity options
Financial	Moderate	Initial planning costs are required.
Service Interruption	Low	No impact on current operations.
Environment	Low	Environmental management will be addressed through the master planning and design process.
Reputation	Moderate	Proactive planning is likely to foster positive community perception, although it raises some risk around expectations for delivery. Site planning will help address future ad-hoc development risk.
Compliance	Low	No statutory risks identified at this stage

IMPACT ON CAPACITY

There is no impact on current resourcing capacity. Project planning will be delivered through external consultants and managed by internal staff.

RELEVANT PRECEDENTS

Council has previously endorsed the development of Masterplans for key precincts such as the Kevin Richards Memorial Oval to guide multi-functional community development.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The preparation of a Masterplan for the Richardson Way site represents a proactive and strategic approach to future proofing a centrally located, high value parcel of land. It will support the planning of complementary community amenities that address social, cultural and recreational needs. Given the lack of existing infrastructure on this site, a comprehensive Masterplan is essential to guide future investment and avoid ad-hoc development. An

estimated \$100,000 is required to develop the Masterplan, with funding allocated from the existing 2025/26 financial year budget. With Council endorsement, the Administration can commence this planning process to ensure future community infrastructure is strategically planned, well-integrated and responsive to community needs.

COUNCILLOR QUESTION:

The Arts and Learning Centre is right in the middle of this area, will it be incorporated into the plan?

CITY RESPONSE:

Yes, the Arts and Learning Centre site will be incorporated into the scope of the masterplan.

COUNCILLOR QUESTION:

Will they be looking at the potential storm surge in that area, will it be raised or will drainage be included?

CITY RESPONSE:

The City flood modelling data will be a consideration of the Masterplan and any future design

COUNCILLOR QUESTION:

Will this include consultation and connection with the golf club?

CITY RESPONSE:

Yes, the Country Club will be involved in the engagement process. It is expected the use of the area will complement the Country Club and any potential caravan park.

COUNCILLOR QUESTION:

Is there a way we can consider car parking, future capacity and fluctuation of people visiting the area?

CITY RESPONSE:

This will be considered as part of the Master planning process.

10.4 APPROVAL TO ENDORSE THE COMMUNITY INFRASTRUCTURE PLAN 2025 - 2035

File No:	CM.617
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Principal Community Planning
Date of Report:	16 July 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Community Infrastructure Plan 2025 - 2035 2. Community Infrastructure Plan 2025 – 2035 Summary Version 3. Briefing Presentation

PURPOSE

For Council to consider the proposed Community Infrastructure Plan 2025 – 2035, following community feedback.

OFFICER'S RECOMMENDATION

That Council ENDORSE the City of Karratha's Community Infrastructure Plan 2025 – 2035 (Attachment 1).

BACKGROUND

As the City of Karratha ("City") continues to grow and diversify, a new phase of infrastructure planning has become necessary to address the evolving needs and expectations of the community. In response, the City has developed a Community Infrastructure Plan ("CIP") to guide investment in community infrastructure over the next 10 years.

The CIP sets out to identify and prioritise infrastructure and facilities that align with the aspirations and priorities of the City's changing population.

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

Table 1 CIP Development methodology

Stage	Description	Timing	Status
1	Contextual review and review of all relevant existing strategies, plans, policies and known community information.		Complete
2	Development of a community infrastructure framework to assess community facilities needs in the City of Karratha.	October 2025	Complete and endorsed at December OCM 2024

3	An audit and mapping of existing community facilities across the City of Karratha to understand patterns of provision.	November 2024	Complete
4	Community and stakeholder consultation to gather insights from community and users regarding community infrastructure needs and gaps in the City.	November – December 2024	Complete
5	Develop recommendations and actions to meet identified needs and gaps in community infrastructure as well as preparation of an implementation plan.	January – March 2025	Complete
6	Preparation of a Draft CIP incorporating the outcomes of the previous stages and presented for Council consideration.	April 2025	Complete
7	Public advertising of Draft CIP: the draft document will be shared with the community for public feedback prior to Council endorsement of the plan.	May 2025	Complete
8	Final Draft CIP will be presented to Council for consideration to endorse.	June 2025	Pending

The planning framework developed in Stage 2 and endorsed by Council at the Ordinary Council Meeting (OCM) on 9 December 2024 (OCM241209-20) provided the foundation for the needs assessment. Key elements of the framework include:

- Clear definitions of infrastructure types
- A structured infrastructure hierarchy with planning catchments
- Population and data analysis
- Provision Standards (Quantity, Quality, and Utilisation)
- Community and stakeholder feedback
- Guiding principles for infrastructure planning

This framework informed the analysis and recommendations within the Draft CIP and will continue to guide future community infrastructure planning across the City

Following Council's endorsement at the April 2025 OCM, the Draft CIP was released for public comment for a four-week consultation period in May 2025. Feedback was collected through the City's *What We Make It* (WWMI) engagement platform, via email, and in-person submissions. Further details are outlined in the Discussion section below.

The consultation process provided valuable community insights, which have been incorporated into the final version of the Draft CIP.

The Final Draft CIP is now presented to Council for formal endorsement, marking the completion of the planning process and setting the strategic direction for community infrastructure delivery across the City of Karratha over the next decade.

DISCUSSION

The Final Draft CIP 2025 – 2035 (Attachment 1) provides a long-term framework for the planning, provision, and investment in City of Karratha–owned community infrastructure over the next 10–15 years. The Plan aligns with the City's *Council Plan 2025 - 2035* and other key strategies, offering an evidence-based approach to address current and future community needs.

The CIP outlines clear directions for future action and investment, adopting two broad approaches to address community infrastructure needs and support delivery of the Plan's vision for community infrastructure in the City of Karratha. The approaches are:

- **City Wide Directions** – Directions and principles that are applicable across the City of Karratha to optimise the use of facilities, improve access for the community and deliver a strong community infrastructure network for the City. City-Wide Directions are either part of a City-Wide project or recommended for inclusion in future infrastructure developments and planning processes.
- **Catchment Based Directions** – Directions that are specific to the main townships of Karratha, Dampier, Wickham, Roebourne and Point Samson. They focus on investment projects that include the development of new facilities, upgrades or improvements to existing facilities, and further planning and investigation.

Community Feedback on Draft CIP

Public Consultation on the Draft CIP was conducted from 28 April to 29 May 2025 using the WWMI online engagement platform. Community members were also able to provide feedback via email, phone or discuss directly with a City Officer. A hard copy of the document was made available for public viewing at the City's Administration Centre.

Out of respect for Sorry Business in Roebourne, the City chose not to undertake direct re-engagement on the Draft CIP with this community. Instead, additional analysis was carried out on feedback previously gathered during the *Strategic Community Plan Major Review* and the *Roebourne Recreation Precinct Master Plan* engagement processes.

A total of 54 direct submissions were received via WWMI and email. A summary of the key themes from the feedback are below:

- **Strong Support for a Community Multi-Purpose Centre**
Strong support was received for the recommendation to develop a large multi-purpose centre in Karratha.
- **Focus on Arts and Cultural Facilities**
Community members supported a stronger focus on investment in arts and cultural facilities, including activation of underutilised facilities and development of new ones.
- **Hockey Facilities**
Feedback emphasised the growing need for appropriate hockey infrastructure and preference for synthetic turf, in line with Hockey WA standards.
- **Cricket and Turf Wickets**
Several submissions highlighted discrepancies in the assessment of cricket oval availability, particularly around Pegs Creek Oval. There was strong advocacy for turf wicket facilities to support participation growth, with Bulgarra Oval identified as a possible site.
- **Gymnastics Facility**

Support was reiterated for a dedicated, purpose-built gymnastics venue, with community members proposing features to enhance training, safety, family inclusion, and staff support.

- Rugby Infrastructure
Feedback highlighted the need for dedicated rugby fields, due to scheduling issues from shared-use arrangements.
- Squash Courts
Feedback was received requesting that the inclusion of additional squash courts and club room facilities at the Karratha Leisureplex be reconsidered.
- Water/Splash Parks
Submissions expressed a desire for additional water-based recreational infrastructure to be considered in multiple towns (including Karratha, Dampier, and Roebourne).
- Access and Inclusion
Calls to strengthen the alignment of the Plan's identified City Wide Directions with the City's *Disability Access and Inclusion Plan 2024–2029*, with broad support for Changing Places projects across the City.
- Timeframes and Financial Realism
Internal feedback within the Administration raised concerns about the financial feasibility and delivery timelines of short- and medium-term projects, with a focus on managing community expectations.

Changes to the Final Community Infrastructure Plan

The following key changes have been incorporated into the Final Draft CIP 2025 – 2035 in response to the feedback received:

New City-Wide Directions

In addition to the 8 City Wide Directions identified in the Draft Plan, the Final Plan includes the following four additional directions, developed in response to community feedback:"

1. Waterpark/Splash Park Feasibility Study
Undertake a study to investigate feasibility and location options throughout Karratha Local Government Area for waterpark/splash parks. The study will need to consider the various types of waterplay and conducive location. In tandem, considerations will also need to be given to the operational requirements to manage a waterpark/splash parks.
2. Improved Access and Inclusion
In line with the City's *Disability Access and Inclusion Plan 2024 – 2029*, Council will ensure all City community facilities (both existing and new) meets enhanced accessibility standards where practicable and considers universal codesign principles and practices.
3. Strengthened Stakeholder Partnerships
Continue to work with community organisations, clubs, local and state associations to support the development of their own association strategies to assist with obtaining election promises, strengthen funding applications and joined up advocacy.
4. Building Safe, Smart, and Adaptable Public Facilities

Integrate Crime Prevention Through Environmental Design (CPTED) principles and prioritise the development of smart, technology-enabled infrastructure that is adaptable to future advancements in artificial intelligence (AI). All new and majorly renovated community facilities should be designed with safety, visibility, and natural surveillance in mind, while also incorporating scalable digital infrastructure that support future smart city applications.

Project-Specific Changes

- Project 1: Bulgarra Oval Master Plan

Feedback on the draft plan identified inaccuracies in the assessment of cricket infrastructure, specifically the inclusion of facilities not suitable for senior match play. In response, the assessment was reviewed and updated, resulting in the inclusion of an additional cricket pitch to meet current and future demand.

Further feedback was received from the West Pilbara Cricket Association (WPCA), which recommended the introduction of turf wicket infrastructure to better support cricket's rapid growth and enhance player development pathways from grassroots through to elite levels.

In response to this, the revised plan now includes an investigation into the installation of turf wickets. The WPCA has proposed a staged approach, starting with the construction and trialling of turf practice wickets. This phased strategy will allow for evaluation of:

- The most suitable turf type for local conditions
 - Ongoing maintenance requirements and associated costs
 - Community use models and scheduling effectiveness
- Project 3: Hockey Facility

The scope of the plan has been revised to include an investigation into playing surface options, following feedback from the community and key stakeholders.

Input from the Karratha Hockey Association (KHA), Hockey WA, and local hockey players strongly supported the transition to a synthetic playing surface. Feedback highlighted that synthetic turf aligns with the broader direction of the sport and offers a more suitable and consistent playing experience.

In addition, the KHA expressed interest in the potential for collocated facilities with other sports to maximise shared use and community benefit.

As a result, the revised plan now includes:

- Investigation into the suitability and feasibility of synthetic surfaces in Karratha's climate
- Exploration of opportunities for collocation with compatible sports that could also utilise a synthetic surface.

These changes reflect a commitment to ensuring future infrastructure is both sport-appropriate and aligned with community needs.

- Project 6: Beach Volleyball Courts

The draft Community Infrastructure Plan (CIP) initially recommended upgrading the existing beach volleyball courts while retaining them for beach volleyball use.

However, feedback received questioned the need for maintaining beach volleyball courts, noting historically low levels of utilisation. Concerns were raised about whether this was the most effective use of the space.

In response, the updated plan now includes further investigation into the best use of the site, considering current and future community needs. This will help ensure the space is activated in a way that maximises value and usage.

- New Project 45– Roebourne Place Planning

Further analysis of community engagement identified a number of existing spaces and services in Roebourne that present opportunities for greater activation through collaboration and partnership with local stakeholders and community-led initiatives. As part of ongoing Place Planning for Roebourne, the following areas will be explored:

- Identify opportunities to incorporate a healing hub or culturally appropriate community space within existing facilities.
- Enhance activation of the two existing youth spaces by expanding programs and services for young people.
- Partner with local stakeholders and organisations to revitalise underutilised arts and cultural spaces.
- Explore the feasibility of introducing additional services commonly offered in libraries to meet broader community needs.
- Support community-led efforts, in collaboration with relevant organisations, to reactivate the Ganalili Centre.
- Assist organisations in identifying suitable locations and securing grant funding to establish a Men's Shed.
- Identify appropriate land for the development of a bike facility in Roebourne to support recreation and healthy lifestyles.
- These actions aim to maximise use of existing infrastructure, strengthen partnerships, and ensure services and spaces reflect the aspirations and cultural values of the Roebourne community.

- New Project 46 – Emergency Evacuation Centre in Eastern Corridor

Feedback from Councillors and community members highlighted the need for an emergency evacuation centre located in the eastern corridor. This reflects growing concern about emergency preparedness and the capacity of existing infrastructure to support residents during crisis events.

In response, an additional action has been included in the plan:

- Advocate to the State Government for the establishment of an emergency evacuation centre in the eastern corridor, and
- Ensure that the identified community facility in this area is designed and equipped to meet the requirements of an evacuation centre.

Implementation Plan

An indicative implementation plan identifying short (0-5 years), medium (5 - 10) and long term (beyond 10 years) projects is included in the CIP based on the assessed need. It is noted that all future directions, both City wide and catchment-based projects are important

and that community would ideally like all to be completed quickly. However, as resources are finite, a priority has been allocated to guide which ones will progress into planning first.

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

Graphic Design Summary Version

To support accessibility and ease of understanding, the full CIP has been condensed and into summary report highlighting key directions and recommendations. It has been converted to a graphic design version and is presented to Council (Attachment 2) alongside the final report, with plans for it to be published on the City's website following endorsement.

Considerations and Next Steps

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

Detailed Implementation Plan

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

Land Assessment and Allocation

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

Financial Assessment

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

Ongoing Monitoring and Review

This long-term plan requires ongoing collaboration, investment, and monitoring to stay relevant. Council will track population and demographic changes to ensure the Plan's assumptions and recommendations remain appropriate. A continuous cycle of planning, delivery, monitoring, and review will help adapt to legislative changes and new opportunities.

A minor review is recommended within two years of adoption, with a major review at five years, and subsequent updates every five years in line with census data. Implementation depends on costings, council priorities, long-term financial plans, and available resources.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Administration and Council involved two workshops during the development of the Final Draft CIP 2025 – 2035. The first in the development of

the Community Infrastructure Planning Framework that was endorsed at the December 2024 OCM, and the second to workshop the Draft CIP.

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

COMMUNITY CONSULTATION

Community engagement and communication activities were undertaken in alignment with the IAP² Public Participation Spectrum to inform, consult, involve, collaborate, and empower stakeholders. These activities aimed to gather feedback on the Draft CIP 2025 – 2035. The engagement opportunities for comment on the plan are outlined below:

What	How	When	Description	Outcome
Communications	Facebook Post #1	30 th April 2025	Announcing CIP is out for public comment	Inform – provide public with information & Consult – obtain public feedback.
	Media Release	30 th April 2025		
	What We Make It Update Live	30 th April 2025		
	Facility Posters	30 th April – 29 th May 2025		
Community Engagement	Email to WWMI Member database	30 th April 2025		
Community Engagement	Email to sports and community group contacts	30 th April 2025		
Community Engagement	Display at Administration Building	30 th April – 29 th May 2025	Hardcopy prints of document for public feedback.	
Communications	Direct email	20 th May 2025	Don't forget to give your feedback messaging	
Communications	Facebook Post #2	TBC	Don't forget to give your feedback' messaging	
Communications	Facebook Post #3	TBC	Feedback Closing Soon'	

The Draft CIP (in full) and a summary of recommendations for each town were available to view on the City's online WWMI engagement platform. Hard copies of the plan were available at the City Administration Centre.

54 direct submissions were received on the draft plan, either through the WWMI platform or via direct email to the City.

Engagement with Roebourne community was unable to be undertaken at any point throughout the development of the plan due to Sorry business. The CIP incorporates initiatives identified through the Strategic Community Plan engagement and the Roebourne Recreation Precinct Masterplan engagement. The Roebourne Place Plan will further inform infrastructure needs in Roebourne which will be incorporated into a future update of the CIP.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal: 2 Our community is welcoming, connected, vibrant, healthy, and safe.

Key Project: Finalise Community Infrastructure Plan

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	Low	The risk of service interruption is low, as the Officer's recommendation is based on a plan that has been identified as critical for guiding community infrastructure needs and has already informed resource planning.
Environment	N/A	Nil
Reputation	Low	The risk associated with adopting the Final Draft CIP is low, as it has been developed through robust community engagement, includes consideration of all towns within the City, is underpinned by a comprehensive needs assessment, and will be regularly reviewed and updated to remain responsive to evolving community need
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Several local governments across the state have adopted similar community infrastructure plans to guide sustainable growth and investment, including City of Swan, City of Stirling and City of Canning, providing a clear precedent for this approach. These plans have been instrumental in aligning infrastructure delivery with community needs and long-term planning objectives

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The City of Karratha has developed the Final Draft CIP 2025 – 2035 to identify the infrastructure and facilities needed to support the aspirations of the changing community for the next decade. It has been informed by a detailed needs assessment that considers the

community infrastructure planning framework previously adopted by Council. The Final Draft CIP includes city-wide and catchment-based directions, with updates based on community feedback on the draft plan. An implementation plan outlines short-, medium-, and long-term priorities, recognising limited resources and the need to manage community expectations. Following endorsement, the City will move to detailed planning, land identification, financial assessment, and ongoing monitoring to support delivery of the CIP.

COUNCILLOR QUESTION:

When contractors come up to review the bike park space will they go out to Point Samson?

CITY RESPONSE:

The Point Samson pump track / bike park will be incorporated into a Point Samson enhancement plan which is currently underway. It was determined there were no economies of scale gained by incorporating this project within the scope of Wickham or Karratha projects, given a longer-term planning process required for Point Samson due to limited land availability.

COUNCILLOR QUESTION:

Was there any feedback from the Junior Soccer Association?

CITY RESPONSE:

In this most recent feedback round on the final draft there was no feedback received from the soccer Association. There was feedback received from soccer during the initial engagement process, which suggests the Association feels the City has heard their requirements and the Community Infrastructure Plan meets their needs.

10.5 KARRATHA GOLF COURSE DRIVING RANGE RELOCATION ASSESSMENT AND DESIGN

File No:	CS.153
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	25 August 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Site Assessment and Options Study – Driving Range Relocation 2. High Level Costings for Options 1 & 2 3. High Level Cost Comparison 4. Briefing Presentation

PURPOSE

To seek Council's endorsement to progress interim safety remediation to the existing driving range at the Karratha Golf Course and to commence planning and investigations for its relocation to a preferred site.

OFFICER'S RECOMMENDATION

That Council:

1. ENDORSE Option 1 in the Site Assessment and Options Study – Driving Range Relocation (attachment 1) as the preferred future location of the Karratha driving range, and supports progression to the Concept Design stage, including the preparation of an Opinion of Probable Cost (OPC).

2. NOTE that Option 1 represents a variation to the driving range location in the endorsed Searipple Land Precinct Masterplan which will be considered in a review of the Masterplan in future.

3. APPROVE by **ABSOLUTE MAJORITY** the additional unbudgeted allocation of \$170,000 in the 2025/26 Financial Year, to progress short-term remediation works and to undertake the necessary surveys to inform the concept design for the proposed driving range relocation, as follows:

Project Name	Account Number	Current 25/26 Budget	Proposed 25/26 Budget	Variation
Karratha Golf Course/Bowling Club	4410-30000-6392-0000	\$4k	\$109,000	\$105,000
Karratha Golf Course: Driving Range Relocation	5050-10280-6392-1398	\$18,060	\$83,060	\$65,000

BACKGROUND

Driving Range Location and Masterplans

The Searipple Land Precinct (SLP) is defined as Lots 4211 and 4202 Searipple Road in their entirety and portions of Lot 556 Searipple Road and the foreshore reserve to the north. The precinct includes the Karratha Country Club, the golf course and driving range, along with other sporting and recreational facilities such as lawn bowls and an indoor cricket pitch.

The golf course and driving range is situated on Lot 4211, Plan 187633, Reserve 30872, Crown Land vested to the City under a Management Order, with the site designated for Recreation and Overflow Caravan Parking. Lot 4202 is owned by the Karratha County Club in freehold. (Figure 1).

Figure 1 – Land Ownership - Golf Course and Driving Range Site



In July 2014, Council endorsed the Searipple Land Precinct Masterplan. The Masterplan proposed a comprehensive redevelopment of the area to support recreation, tourism, and accommodation uses.

The driving range is currently located to the south of the golf course and clubhouse, with users hitting balls in a southerly direction from the driving mound (Figure 2). The entrance road to the precinct runs along the eastern side of the driving range.

Under the endorsed Masterplan, the driving range was proposed to remain in its current location, but with a revised orientation to the south-west to better align with surrounding land use and infrastructure considerations (Figure 3).

The Masterplan was intended to support a staged approach to development. However, since its development, no major components of the masterplan have been implemented to date.

Driving Range mound with indicative range marked

Golf course entrance road

Bayview Road

Figure 9: Indicative Development - Master Plan (Phase 2). This detailed site plan shows the layout of a golf course and surrounding residential development. The plan includes various numbered areas (1-15), a clubhouse, a shop, a restaurant, a bar, a lounge, a terrace, a putting green, a fairway, and a golf course. A new entry road alignment is shown, along with an overpass and a bridge. The plan also indicates the location of a new clubhouse and a new shop. The overall layout is designed to provide a high-quality golfing experience and a luxurious residential environment.

Investigation into Relocation of the Driving Range

In 2024, the Administration initiated investigations to identify alternative locations for the golf driving range to address concerns that the existing range is too short and lacks barriers to prevent balls from crossing Searipple Road, with public safety identified as the key priority.

The current driving mound is approximately 270m from Bayview Road, falling short of the 300-metre minimum recommended by Golf Australia Standards.

While the area east of the entrance road offers a larger footprint, it is currently used for short-term overflow caravan parking during peak tourism and travel seasons.

The Administration is also advancing planning and site investigations to identify a permanent location for a new large-scale tourist accommodation development, with potential sites under consideration both east and west of the entrance road.

In 2024, the Karratha Country Club (KCC) indicated a preference to relocate the driving range to the east of the entrance road. This direction was outlined in their Practice Area and Storage Facilities Vision “Growing the Game of Golf Together” document, which was provided to the City and detailed the Club’s aspirations for upgrades to the practice facilities. The proposal was discussed further at a meeting with the City in February 2025, where the key points included the safety concerns with the current driving range location.

In December 2024, the Administration engaged Studio 3, a consultant with experience in golf course design, to undertake a high-level site assessment and options study for relocating the driving range, including consideration of KCC’s proposed location. The scope also includes the development of a concept plan for the preferred site.

DISCUSSION

Site Assessment Outcomes

The study identified three potential site configurations for the relocation or reorientation of the driving range and provided a high-level multi-criteria assessment to recommend a preferred option (Attachment 1). The assessment included consideration of the Australian Golf Facilities Guidelines to ensure alignment with best practice standards in the planning and development of the facility, as outlined in the national framework for golf course design and management. The options considered were:

- Option 1: Relocation to the east of the entrance road, with an easterly orientation extending into the wetland and flood plain zone.
- Option 2: Reorientation of the driving range within the existing site, aligned to the south-west.
- Option 3: Alternative south-west alignment within the existing site, with the landing area positioned further from Searipple Road than in Option 2.

Option 3 was discounted early by the Administration as it conflicts with the location of the existing KCC caretaker’s house and falls on land not under the City’s management.

A summary of the high-level multi-criteria assessment outcomes for the two remaining options is provided in Table 1. High-level cost estimates were also prepared by the consultant for both options (refer Attachments 2 and 3).

Table 1 Summary of multi-criteria assessment outcomes

Option	Pros	Cons	Estimated cost
1	<ul style="list-style-type: none"> • 80m safety buffer to the shared pathway and Bayview Road • No safety barrier netting required • Aligns with KCC preferred location • Good proximity to existing services for connection • Good location for vehicle and pedestrian circulation. 	<ul style="list-style-type: none"> • Significant land clearing of mature trees/remnant wetland • Significant earthworks for drainage effectiveness and the need for large fill quantities. • High flooding risk – weeks or months of loss of income • Safety risk for retrieval of balls over natural waterway / floodplain, which could be mitigated with a low-lying fence to prevent balls from entering the drain. • Risk of scouring and damage to range from flood water movement – likely ongoing maintenance and rectification costs • Does not align with existing endorsed Masterplan • Easterly orientation not ideal for users impact of rising sun, and not in line with the Australian Golf Facilities Guidelines recommendation of a north–south alignment. 	\$3,401,200
2	<ul style="list-style-type: none"> • Minimal boundary fencing required • Minimal land clearing and earthworks • Preserves east side wetland and remnant vegetation • Minimal impact from flooding • Better access for the retrieval of balls • Aligns with Searipple Masterplan • Good location for vehicle and pedestrian circulation • Ideal north south orientation for range 	<ul style="list-style-type: none"> • Requires realignment of access road. 	\$2,614,400

Recommended Option for Progression

While Option 2 has been identified as the preferred location, Option 1 is recommended by the Administration for progression to concept design and development of an Order of Probable Cost (OPC), due to preliminary investigations for a permanent, large-scale tourist accommodation park prioritising the western side of the entrance road as the preferred location for a new facility, which would conflict with Option 2 if progressed.

The Administration proposes to address immediate safety concerns in the current location through the delivery of minimal cost remediation works. The Administration will immediately commence short-term remediation works to address public safety concerns, with a budget allocation of \$105,000 for fencing installation.

To advance Option 1, the following steps will now be progressed:

- Development of a concept design to guide the layout, functionality, and integration of the proposed site.
- Completion of supporting site-specific studies, including site and geotechnical surveys, environmental assessments, and any necessary planning or approvals processes. This work is proposed to be funded through the \$65,000 budget request, as the Administration does not have the in-house technical expertise to undertake these tasks.
- Preparation of an Order of Probable Cost (OPC), and high-level life-cycle costings to inform funding requirements and investment decision-making.
- Progression to detailed design based on the outcomes of the above stages.

While the outlined tasks are expected to be completed within 12 months, construction of the facility is unlikely to commence before 18 to 24 months, subject to resource and contractor availability.

The timing and urgency of the relocation will also be driven by progress on the adjacent caravan park development, which will influence land availability and site access.

A review of the existing Searipple Precinct Masterplan is scheduled for FY26/27, providing an opportunity to update the masterplan to reflect the new driving range location and re-assess surrounding infrastructure needs accordingly.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

The proposed options have been reviewed by the Executive Leadership Team and consultation was held with the internal City Project Control Group, consisting of cross-directorate members, throughout the project. In addition, the Development Services team was consulted regarding the caravan park study and its implications for the identified site options.

COMMUNITY CONSULTATION

The Karratha Country Club were interviewed as part of the study to provide the opportunity for feedback to be included in the site assessment process.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

A total of \$170,000 is required within the FY25/26 budget to support both (a) short-term remediation works at the current driving range site, and (b) planning and design activities for the long-term relocation of the facility.

Based on the indicative high-level cost estimate received, the cost to complete short-term works to address immediate safety concerns is approximately \$105,000 (excl GST), for the installation of fencing (approximately 2.4m high with mesh) for ball containment.

To advance the long-term relocation of the driving range to Option 1, additional work is required to confirm the final location and orientation (also based on the high-level cost estimate). To support this, the Administration is seeking an additional \$65,000 for the following:

- Site and Geotechnical surveys – \$25,000
- Environmental Assessments and permits – \$40,000.

A budget (\$14,230) for the concept design and OPC component has been carried forward from FY24/25. A budget of \$150,000 has already been allocated in FY25/26 for the detailed design of the driving range.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal:	4	Our places and spaces are functional, attractive, and reflect our unique identity.
Objective:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes.
	4.4	Plan for future development that enables growth while respecting local identity.
Key projects/actions:		Karratha Golf Course Driving Range relocation.

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	If the recommended option is endorsed, an additional \$170,000 will be required within the FY25/26 budget.
Service Interruption	Low	The Officer's recommendations will ensure the impact on the use of the Karratha Golf Course Driving Range is kept at a minimum and ensure members of the public can continue to utilise the driving range while planning work progress on its relocation.
Environment	Moderate	The Officer's recommendation of detailed design and investigations of Option 1 may have a moderate environment risk for the specified location. To what extent, will be known following completion of the relevant studies.
Reputation	N/A	Nil
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Due to safety concerns from flyaway golf balls damaging vehicles, the Administration progressed an investigation into alternative locations for the Karratha Country Club driving range, assessing three site options. While the study recommended reorienting the range within its current site (Option 2), it is recommended relocating it east of the entrance road (Option 1) due to potential conflicts with a proposed tourist accommodation park. Option 1 offers greater safety buffers and aligns with Karratha Country Club's preference, despite higher costs and environmental challenges. The Administration plans to proceed with short-term safety works immediately and progress concept design and investigations for Option 1.

COUNCILLOR QUESTION:

Are mature trees able to be relocated?

CITY RESPONSE:

This will be a consideration through the next stage of the investigation

COUNCILLOR QUESTION:

Will parking be part of this plan, if we support this the parking will be as it is currently?

CITY RESPONSE:

It will not be part of the moving of the driving range, however, parking will form part of the larger review of the Searipple Master Plan.

10.6 WICKHAM SOUTH PARK YOUTH RECREATION AREA

File No:	CS.155
Responsible Executive Officer:	Director of Community Experience
Reporting Author:	Project Manager Community Planning
Date of Report:	28 July 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Concept Design Report– Wickham South Park Youth Recreation Area 2. Briefing Presentation

PURPOSE

For Council to consider the proposed concept design including cost estimate prepared for the Wickham South Park Youth Recreation Area and agree to progress with detailed design for the purpose of construction tender..

OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE** the proposed concept design for Wickham South Park Youth Recreation Area, as per Attachment 1;
2. **NOTE** the indicative Project Cost based on the concept design is \$1,390,000 that has increased to include \$600,000 for the construction of a public toilet amenity and shade structure at Wickham South Park; and
3. **AGREE** to progress Wickham South Park Youth Recreation Area detailed design based on the endorsed concept design.

BACKGROUND

The Wickham South Youth Recreation Area project originated from a new initiative put forward by Council during the 24/25 financial year (FY) budget process to enhance youth recreational infrastructure in the Wickham South Park.

Council endorsed a budget of \$40,000 to conduct site analysis, consultation and concept development for the installation of a 3x3 'half' basketball court in the underdeveloped area to the southern end of Wickham South Park.

Wickham South Park is an established recreational area that includes a grassed oval, walking path, playground and shade structures (Figure 1). The park is one of the few parcels of land in Wickham that is fully owned by the City of Karratha.

During preliminary planning for the project, Officers determined that developing a standalone half basketball court at this location was inconsistent with several of Council's endorsed community infrastructure planning principles, including activation, co-location, and good surveillance.

To support the development of a multi-purpose community youth space, Officers examined enhancements to improve broader usability and function as part of the project.

A request for quotation (RFQ) was awarded to Studio3 Landscape Architecture on 4 March 2025.

Rio Tinto have supported the inclusion of the Wickham Bike Facility project in their 2025/26 Community Partnership Agreement (CPA) Annual Funding Plan, with an in-principle allocation of \$750,000 ex gst. The Administration will submit a Business Case to secure the funding prior to 30 August 2025.



Figure 1: Aerial view of Wickham South Park

DISCUSSION

Project Scope

Officers have completed the project scope, obtained community feedback and developed cost estimates in line with the industry funding contribution.

Project Methodology and Specifics

To investigate the development and produce preliminary concept plans, the Administration undertook the following:

- Conducted a site analysis of Wickham South Park to investigate opportunities and constraints;
- Developed three preliminary high-level concept designs for review, inclusive of a half-court basketball;
- Caried out community consultation to gather input on desired features and site preferences;
- Finalised the community preferred concept design and developed an associated Opinion of Probable Cost (OPC).

Pending Council concept endorsement and approval to progress to the subsequent design phase, the Administration will deliver a detailed design suitable for construction purposes (provisional).

A number of potential locations for the youth area were explored with the footprint of a half basketball court as the key driver. Locations were narrowed down with consideration given to:

- Existing contouring to minimise earthworks and retaining;
- Current amenity and programming within the reserve;
- Ease of access;
- Crime-Prevention-Through-Environmental-Design (CPTED) principles – clear lines of sight into, across, from and through the site;
- Opportunity for ideal north south orientation of the half basketball court;
- Maintaining site drainage;
- Minimising the need for clearing existing vegetation; and
- Consider the opportunity for locating a future Universally Accessible Toilet (UAT) toilet building as part of the site assessment (excluding design).

Design criteria and key components for possible inclusion were identified with consideration of the budget.

Colours and materials were selected to complement the reserve and add to a unique Wickham South identity for this space.

Community Consultation

The Administration facilitated the presentation of three concept options to the community for discussion, workshopping and feedback from 6 May – 22 May 2025. A total of 146 contributions were provided during the period.

Analysis of Findings

The Wickham community strongly supports the addition of a youth recreation area, highlighting its potential value for local families and children. A summary of the community feedback with the Wickham Community is presented in Table 1.

Table 1 Consultation Findings – Summary

Theme	Feedback
Current Facilities	<ul style="list-style-type: none"> • The existing play equipment is insufficient for the number of children using this park. • The space must be designed inclusively to accommodate children with special needs; consider including a fenced area around the existing playground.
Enhancements	<ul style="list-style-type: none"> • There is a clear need to explore adding shade structures and toilets, especially over the bouldering and basketball courts, as current shade (existing playground northern end of oval) breaks quickly with wind and takes time to replace. • “Please think of the children and families who live here; shade and toilets are not negotiable” (Wickham Community Member).
Activity Preferences	<ul style="list-style-type: none"> • Handball is a popular activity and should be incorporated. • A “hit-up” wall would diversify available recreational options. • Bouldering received the highest support among complementary recreational features, with the multisport wall as the second preference. • Netball ring to be included: “Love the netball ring idea too - we have 10 junior teams this year competing in netball (one of the biggest clubs in the Karratha comp!)” (Wickham Community member). • Table tennis infrastructure was not supported by the community.

Additional Suggestions	<ul style="list-style-type: none"> • Consider lighting with timers for winter use and outside of peak heat. • A pump track was suggested to cater to a broader range of kids' interests and activities.
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Of the three high level concepts presented to the community (Attachment 1):

- Option 1 was identified as the preferred;
- Option 2 was the second preference;
- Option 3 received minimal support and was ruled out by consensus. This was clear in the results from the community consultation activities undertaken.

Design Outcome

Based on the engagement results and in response; Concept Option 1 was further developed to include a hit up wall (from Concept 2) while keeping estimated costs within budget.

The finalised concept design includes the following recreational and functional elements;

- 3 on 3 half basketball court
- Bouldering area with rubber softfall
- Hit up wall
- Netball goal ring area
- Handball - 3 courts (internal and external to the court)
- New shelter and seating to match existing
- Bike racks
- Buffer landscape areas with new tree planting
- Drink fountain and bottle refill
- Curved seating walls
- New native shade trees.

The design offers:

- Maintained sight lines with good natural passive surveillance from and into the reserve and surrounding public open space.
- A youth area shelter to match the existing reserve aesthetic and serve as a shaded base for users to hang out.
- An Australian designed and manufactured bouldering element, offering a challenging and healthy activity that is increasingly popular in parks and urban areas.
- Preservation of buffer areas of existing planting to soften the hardscape.
- The hardscape and equipment materials provide cyclone rated structural integrity while incorporating features for climactic relief such as timber composites, high performance laminate panels with polymer holds in the bouldering equipment and Rebound Ace CoolTop sports surfacing.

In consideration of the concept and community consultation outcomes, the Administration recommends a toilet amenity and large shade structure be included to complement the development and Industry contribution.

Next Steps

- Rio Tinto CPA funding to be confirmed through submission and approval of business case.
- Should the Council elect to support the progression to detailed design, it is the intent this package of works will be tendered for construction and will be the subject of a future report.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Regulations require Council to publicly tender if the contract is, or is expected to be more, or worth more than \$250,000.

COUNCILLOR/OFFICER CONSULTATION

The final concept has been reviewed by relevant officers, including those from the City Projects and Asset Maintenance departments.

Consultation has taken place with Councillors at a Briefing Session on the 16 June 2025.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap² public participation spectrum process to inform, consult, involve, collaborate and empower were undertaken as follows:

Who	How	When	What	Outcome
Public open Forum - Consultant Lead	Drop-In Session Wickham	6 May 2025	Printed Concepts and online consultant presentation of concept development	Minimal attendance – preference for Concept Option 1 / 2
Wickham Base Youth Group	Targeted Focus Group Session	14 May 2025	Presentation of printed concepts for voting.	Preference for Concept Option 1
Community members	What We Make It	7 to 21 May 2025	Community Survey	9 responses Preference for Concept Option 1
Wickham Primary School (Year 3-6 Students)	Teachers Review	21 May 2025	Presentation of printed concepts for voting.	Preference for Concept Option 1
Youth Advisory Group (YAG)	Workshop	8 May 2025	Printed Concepts voting	Preference for Concept Option 2 due to the equipment allocation

POLICY IMPLICATIONS

Council Policy CG12 (Purchasing Policy) is applicable to this item. This project would be eligible and should be considered for public art as per CS12 Public Art Policy. This will be factored into the detailed design and costing stage of project development.

FINANCIAL IMPLICATIONS

The Opinion of Probable Cost is based on the high-level concept design as drawn and is subject to the development of detailed design and future market response.

The proposed concept design was developed and estimated by the consultant to be in the order of \$750,000 (ex gst). Rio Tinto have supported an in-principle allocation for this amount in their 2025/26 Community Partnership Agreement Annual Funding Plan.

The Administration will submit a Business Case to secure the funding in August 2025.

The financial implications of endorsing the Officer's recommendation are outlined in the below table:

Item	Total Cost (Ex GST)	Funding Source		Status
		COFK (Ex GST)	RTIO (Ex GST)	
Site analysis, concept design & OPC – by consultant	\$16,080	\$16,080		Expended in 24/25
Miscellaneous costs workshops	\$158	\$158		Expended in 24/25
Detailed Design by consultant (Pending)	\$11,700	\$11,700 (pending)		Funded from existing 24/25 budget. Subject to approval to proceed.
Feature survey and geotech study	\$12,062 (indicative)	\$12,062 (indicative)		Funded from existing 24/25 budget. Subject to approval to proceed.
24/25 Budget	\$40,000	\$40,000		
Construction Estimate - OPC by consultant	\$750,000		\$750,000 (in principle)	Business Case to be submitted August 2025. Allocated as income in 25/26 Long Term Financial Plan.
<i>Recommended Additional Infrastructure Universal Toilet facility</i>	\$400,000	\$400,000		Indicative – based on recent project delivery.
<i>Recommended Additional Infrastructure Shade structure</i>	\$200,000	\$200,000		Indicative – based on recent project delivery.
TOTAL ESTIMATED COST	\$1,390,000	\$640,000	\$750,000	

If Council were to elect to proceed with the additional recommended infrastructure scope, an additional \$600,000 may need to be included within the 25/26 budget. A request to update the 2025/26 budget will be presented to Council once the final design and pre-tender price is known.

The project will be value managed in accordance with the available budget or staged accordingly to the budget allowance.

Whole of Life Costing

Should the project be supported, the ongoing management of the asset will be the responsibility of the City's asset maintenance program.

A preliminary very high-level life cycle costing has been undertaken by the Administration, indicating:

- An annual maintenance of \$15,668 for the first year

- An amount of \$1.3m over 25 years including replacement, resurfacing and escalation percentages etc.

Note: These figures are indicative only, as detailed materials have not yet been finalised and are subject to the next phase of design development and specification.

A comprehensive life-cycle cost for maintenance and management will be developed during the detailed design phase.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal:	2	Our community is welcoming, connected, vibrant, healthy and safe.
Objective:	2.2	Provide community centres, spaces and facilities to cater for diverse groups and needs.
Objective:	2.3	Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities.
Goal:	4	Our places and spaces are functional, attractive and reflect our unique identity.
Objective:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes.

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	Moderate	The project has received in principle support funding of \$750,000 from Industry that is required to progress.
Service Interruption	N/A	There is no impact on Service Interruption in endorsing the Officer recommendation.
Environment	Low	Consultant designs will consider environmental responsibilities as they relate to the approved project development.
Reputation	Moderate	There is a community expectation that this project will progress given the attached Industry funding and community perception.
Compliance	N/A	There is no perceived 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

Following comprehensive site analysis, community consultation, and concept development, the proposed concept design for the Wickham South Youth Recreation Area presents a well-integrated and engaging space that responds directly to the needs and aspirations of local Wickham youth and the broader community.

The refined concept includes a range of recreational features such as a 3x3 basketball court, bouldering area, hit-up wall, and supporting amenities, designed to meet the needs of Wickham youth and the broader community.

Council is requested to endorse the proposed concept design and approve progression to detailed design.

This project represents a collaborative community initiative supported by Rio Tinto Community Partnership Agreement funding and aims to enhance recreational opportunities in Wickham South Park.

Council's endorsement of the proposed concept design, approval to proceed to detailed design, and support for additional budget allocation towards essential amenities; namely public toilets and shade structures, demonstrates a strong commitment to promoting healthy lifestyles and, enhancing community wellbeing, and maximising the value of the industry funding contribution.

11 DEVELOPMENT SERVICES REPORTS

11.1 NEW LOCAL PLANNING POLICY DP26 - REQUIREMENTS FOR LOCAL PLANNING SCHEME AMENDMENTS

File No:	LPP26-2025
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Planning Services
Date of Report:	28 July 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Draft new Local Planning Policy DP26 – Requirements for Local Planning Scheme Amendments 2. Briefing Presentation

PURPOSE

For Council to consider the preparation of draft Local Planning Policy DP26 – Requirements for Scheme Amendments for the purpose of public advertising.

OFFICER'S RECOMMENDATION

That Council, pursuant to Schedule 2, Part 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 **RESOLVES** to:

1. **PREPARE** draft Local Planning Policy DP26 – Requirements for Local Planning Scheme Amendments, as Attached, for the purpose of public advertising; and
2. **ACCEPT** that the draft Local Planning Policy DP26 'Requirements for Local Planning Scheme Amendments' must be advertised and presented back to Council following advertising, along with any submissions, for final consideration.

BACKGROUND

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provides for Scheme Amendments to be classified as either Basic, Standard or Complex. There are specific procedural requirements for each classification. While the Regulations provide a framework for processing each classification of scheme amendment, they also provide for local governments to request additional supporting information which may include preliminary community engagement prior to formal initiation.

Draft Local Planning Policy (LPP) DP26 aims to:

- Clarify the information requirements for Standard and Complex Scheme Amendments;
- Provide for preliminary (non-statutory) community consultation and outline circumstances under which this may be appropriate;

- Enhance transparency and early stakeholder engagement in the Scheme Amendment process;
- Ensure alignment of proposed Scheme Amendments with the City's strategic planning frameworks.

LPP DP26 is intended to guide applicants and inform the community about the City's expectations for Scheme Amendment proposals, thereby supporting informed decision-making and applying consistent assessment practices.

DISCUSSION

Clause 75 of the *Planning and Development Act 2005* provides for a local government to amend a local planning scheme via a Scheme Amendment prepared by either the local government or any landowner(s) in the scheme area.

Regulation 35 of the Regulations requires a Scheme Amendment to be accompanied by all documents necessary to convey the intent and reasons for the Scheme Amendment.

Neither the Act nor the Regulations specify what is required to support a proposed Scheme Amendment, nor what is to be considered by the local government in determining whether to adopt a Scheme Amendment.

Adoption of a Scheme Amendment conveys a level of in-principle local government support for the proposal, subject to following the subsequent statutory process for Scheme Amendments, including public advertising.

There may be Scheme Amendment proposals for which the City seeks technical information and/or input from referral authorities, key stakeholders and/or the community prior to a decision being made regarding adoption.

Proposed LPP DP26 would set out the considerations that may apply at this preliminary assessment stage in the process. This would inform Scheme Amendment proponents of matters to be considered at this stage and may allow for issues to be worked through prior to a Scheme Amendment being adopted rather than having to be resolved within the statutory timeframes that would then apply.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of low significance because the LPP will only clarify requirements and processes that apply to proposed Scheme Amendments.

STATUTORY IMPLICATIONS

Draft LPP DP26 has been prepared in accordance with Schedule 2, Part 2, Clause 4 of the Regulations, which outlines the procedure for preparing and adopting LPPs, including the requirement for public advertising prior to final adoption.

COUNCILLOR/OFFICER CONSULTATION

City managers have been consulted in relation to this new LPP and given the opportunity to provide input.

COMMUNITY CONSULTATION

In accordance with Clause 4 of the Regulations, the draft LPP would be advertised for public comment for a minimum period of 21 days if supported by Council.

Advertising methods would include:

- Publication on the City's website
- Notices in local newspapers
- Availability of the draft LPP at the City's Administration Office
- Direct email advice to Planning Consultants who have regular contact with the City

Submissions received during the advertising period would be presented to Council in a subsequent report for the consideration of final adoption of the LPP.

POLICY IMPLICATIONS

Adoption of draft LPP DP26 will provide a clear framework for the preparation and assessment of Scheme Amendment proposals. It will assist in ensuring that proposed Scheme Amendments are accompanied by sufficient information to enable thorough assessment, and that preliminary community engagement is undertaken where the City considers that necessary.

FINANCIAL IMPLICATIONS

The cost of advertising the draft LPP will be accommodated within the existing operational budget for advertising planning proposals.

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Council Plan 2025-2035.

Goal 4	Objective 4.4	Develop and apply the Local Planning Strategy and Local Planning Scheme, Scheme review and amendments, Crown Land matter referrals; City initiated Crown Land matters
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RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Having a clear policy framework for requirements and considerations in relation to Scheme Amendments enhances transparency and can mitigate potential community concerns regarding land use changes.
Compliance	Low	The recommended LPP is provided for and would be processed in accordance with relevant planning legislation.

IMPACT ON CAPACITY

The implementation of this LPP is not expected to have a significant impact on the City's operational capacity. Existing staff resources within Planning Services would manage implementation of this new LPP.

RELEVANT PRECEDENTS

Council has previously adopted LPPs following a similar process, including public advertising and consideration of submissions prior to final adoption.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The recommended new LPP DP26 would provide improved guidance for Scheme Amendment proponents on information that may be required in support of a proposed Scheme Amendment prior to being adopted by Council. It would also formally provide for preliminary consultation on a proposed Scheme Amendment, if considered necessary. This would provide more clarity for proponents regarding the process and may allow for issues to be resolved prior to the formal Scheme Amendment process commencing. It is recommended that LPP DP26 be prepared for the purpose of public advertising.

COUNCILLOR QUESTION:

Do other Local Governments have a similar policy?

CITY RESPONSE:

Yes. The proposed policy is similar to one from the City of Kalamunda who have similar peri-urban development considerations.

11.2 DEVELOPMENT APPLICATION DA25-032 – PROPOSED USE NOT LISTED (RENEWABLE ENERGY FACILITY – SOLAR FARM) INCLUDING ANCILLARY INFRASTRUCTURE – LOT 51 NORTH WEST COASTAL HIGHWAY (FORTESCUE ROADHOUSE), MARDIE

File No:	DA25-032
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Statutory Planner
Date of Report:	21 July 2025
Applicant/Proponent:	Generators and Off Grid Energy Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Location Plan2. Development Plans3. Structural Design Report4. Solar Glare Analysis Report5. Briefing Presentation

PURPOSE

For Council to consider and determine an application for a Use Not Listed (Renewable Energy Facility – Solar Farm) at Lot 51 North West Coastal Highway (Fortescue Roadhouse), Mardie

OFFICER’S RECOMMENDATION

That Council:

1. **DETERMINE** by Absolute Majority that the Development Application DA25-032 for a Use Not Listed (Renewable Energy Facility – Solar Farm) at Lot 51 North West Coastal Highway, Mardie is consistent with the objectives and purposes of the zone and precinct objectives.
2. **APPROVE** Development Application DA25-032 for a Use Not Listed (Renewable Energy Facility – Solar Farm) at Lot 51 North West Coastal Highway, Mardie, subject to the following conditions:
 1. All development and use of the development site must be carried out in accordance with the approved plans and all information submitted as part of this application. These details shall not be altered without the prior written consent of the City of Karratha. This approval does not relate to any other development on this lot.
 2. If the development the subject of this approval is not substantially commenced within a period of 2 years after the date of the determination, the approval will lapse and be of no further effect.

Advice Notes

- a) The approved development requires a Building Permit in accordance with the *Building Act 2011*.

- b) In regard to Condition 2, where an approval has lapsed, no development shall be carried out without the further approval of the local government having first being sought and obtained.
- c) It is the responsibility of the applicant/owner to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site.
- d) It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.

BACKGROUND

1. **Landowners:** Pastoral Management Pty Ltd
2. **Applicant:** Generators and Off-Grid Energy Pty Ltd
3. **Site Area:** 4.0469 ha
4. **General description of the site:** The subject site (Lot 51) is privately owned by Pastoral Management Pty Ltd. The Fortescue Roadhouse has operated from this property for many years under an historical approval for a Tavern, Service Station, and Restaurant. The roadhouse, including the service station, is no longer operational and has been closed since October 2024. Adjacent Lot 168, is owned by the State Government and leased to Pastoral Management Pty Ltd. Both the subject site and the adjacent Lot 168 are used for the Fortescue River Workforce Accommodation. The workforce accommodation was constructed on-site in mid-2009, following the City's issuance of Building Licence No. 20090049 on 23 July 2009 for 27 workforce accommodation units. Further 23 units were approved on 21 December 2009 Building Licence No. 20090650. A review of the City's records indicates that no planning approval was issued at the time, as the development was likely authorised under the Mining Act.
5. **Brief description of the proposed development:** The proposed development would consist of 900 ground-mounted solar panels, underground cables, and fencing. This development forms part of a broader "Renewable Energy Facility (Solar Farm)" extending across both Lot 51 and Lot 168. Development Approval has already been granted for a 'Minor Utility Installation' to accommodate ancillary infrastructure, including a low-voltage switchboard, transformer, and a Battery Energy Storage System (BESS) over adjacent Lot 168 (DA25-060 – granted 14 July 2025).
6. **Applicable zoning:** Rural
7. **Land use permissibility:** "Renewable Energy Facility (Solar Farm)" is not listed in the Zoning Table of the City of Karratha Local Planning Scheme No.8 (the Scheme). Uses that are not listed in the Zoning Table are referred to as 'Uses Not Listed'. In accordance with Clause 3.2.5 of the Scheme, Uses Not Listed are required to be considered by the Council.

Previous Development Approvals

- 169/82 – Development approval for Tavern, addition to Roadhouse, date of approval 21/10/1982
- 120/92 – Development approval for Garage, St Johns Ambulance Storage, date of approval 28/09/1992

- P2412 – Development approval for Transportable Dwelling, Single House, date of approval 11/02/2011.

DISCUSSION

Zoning and Land Use:

The subject site is zoned 'Rural' under the Scheme and is located within the Pastoral Precinct. As is noted above, "Renewable Energy Facility (Solar Farm)" is a Use Not Listed in the Scheme. In that respect, Clause 3.2.5 is applicable and states:

"If the use of the land for a particular purpose is not specifically mentioned in the zoning table and cannot reasonably be included in the definition of one of the development categories, the local government may determine:

- a) That the use is not consistent with the objectives and purposes of the particular zone or precinct and is, therefore, not permitted, or*
- b) That the proposed use may be consistent with the objectives and purposes of the zone and/or the precinct objectives and an application for development approval should be determined in accordance with clause 64 and Part 9 of the deemed provisions."*

In accordance with Clause 3.2.5 b), Council needs to determine by absolute majority whether the proposed "Renewable Energy Facility (Solar Farm)" is consistent with the objectives and purposes of the zone and/or precinct objectives. In considering the proposal against the requirements of Clause 3.2.5 b), while there are no specific objectives under the Scheme for the Rural zone, Clause 4.10 sets out the following objective for the Pastoral Precinct:

- (c) Allow the development of key infrastructure and servicing facilities where environmental and social considerations can be addressed.*

The proposed "Renewable Energy Facility (Solar Farm)" is considered to be consistent with this objective, as it constitutes key infrastructure that supports the provision of renewable energy and will contribute to more sustainable operation of the Fortescue River workforce accommodation facility. This aligns with broader sustainability objectives.

Furthermore, the location and design of the ground-mounted solar panels are expected to have minimal impact on the surrounding area. The Solar Glare Analysis Report provided with the application concludes that the proposed development will not have any adverse impact on the safety of North West Coastal Highway, with the orientation of the solar panels designed to eliminate the potential for glare.

It is therefore considered that the proposed "Renewable Energy Facility (Solar Farm)" satisfies the requirements of Clause 3.2.5 b).

Section 5.9 of the Scheme sets out the following development requirements for the Rural zone:

- Cl. 5.9.1 In considering any proposed development within the Rural zone, but in an area subject to strategic proposals for urban or industrial development, the local government shall only grant approval where that proposed development or use will not, in the opinion of the local government, prejudice the future development of those proposals.*

Cl. 5.9.2 Prior to the local government considering subdivision or development applications on land within the rural zones, a structure plan may be prepared in accordance with Part 4 of the deemed provisions.

The proposal does not involve the subdivision of land and is not located within an area identified for strategic urban or industrial expansion. A structure plan is not required to be prepared in relation to this development application and the proposal is not considered to have any significant impacts on surrounding lands and/or any development.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

This application has been assessed in accordance with relevant planning legislation as outlined in this report.

OFFICER CONSULTATION

The application was referred internally with no issues or concerns raised.

The application was also referred externally to Main Roads. Main Roads requested the submission of a Solar Glare Assessment. The applicant subsequently provided a Solar Glare Assessment Report. Main Roads has advised that the submitted Solar Glare Assessment Report satisfactorily addresses its concerns.

COMMUNITY CONSULTATION

The proposal was publicly advertised in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. An advertisement was placed in the Pilbara News, on the City's website under the 'Public Notifications' section and on the notice board of the City's main administration offices, and a sign was placed on site. The application was advertised from 28 May 2025 to 25 June 2025. No submissions were received.

POLICY IMPLICATIONS

Plans and policies considered in the assessment of the application are as follows:

Local Planning Policy – DP24 – Complex Applications:

In accordance with Council's Complex Applications Local Planning Policy DP24 and the *Planning and Development (Local Planning Schemes) Regulations 2015*, this proposal was advertised for a period of 28 days and all property owners and occupiers within 200m of the subject site were notified in writing of the application.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

This item is relevant to the City of Karratha's approved Council Plan 2025-2035.

Goal: 5. We respect and care for the natural environment.

Objective: 5.2 Implement sustainability measures in the City operations and promote sustainability amongst community and industry.

Priority Focus Area: Environmental sustainability, including decarbonisation.

Key projects/actions: Review Environmental Sustainability Strategy.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Should the Council resolve to approve the proposed application, the approval would be granted in accordance with planning legislation.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

This proposal to construct a Use Not Listed (Renewable Energy Facility - Solar Farm) at the Fortescue Roadhouse site must be considered by Council rather than the Administration. Based on an assessment against the Scheme and relevant state and local planning policies, it is recommended that the proposal be approved.

COUNCILLOR QUESTION:

The proposed use listed, is that only relevant to this block, not any other developments?

CITY RESPONSE:

The proposed Development Approval is specific to this site.

COUNCILLOR QUESTION:

Given this isn't a huge solar farm, why is it being proposed?

CITY RESPONSE:

To offset the energy use of the camp.

COUNCILLOR QUESTION:

Is this a permanent fixture?

CITY RESPONSE:

They are seeking permanent approval.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 7 MILE WASTE FACILITY CONSTRUCTION OF NEW LANDFILL CELLS - REQUEST TO CALL TENDERS

File No:	CM.297
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Waste Fleet & Depot
Date of Report:	7 July 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Technical Specification Landfill Cell 3 & 4 Construction

PURPOSE

For Council to consider inviting tenders for the construction of Landfill Cells 3 and 4 at the Seven Mile Waste Facility.

OFFICER'S RECOMMENDATION

That Council;

1. **AGREE** to invite tenders for the construction of Landfill Cells three (3) and four (4) at the 7 Mile Waste Facility based on the scope of works outlined in this report; and
2. **PROVIDE** local public notice and advise the CEO of the Department of Local Government of the City's intention to conduct a tender for the construction of Landfill Cells three (3) and four (4) at the 7 Mile Waste Facility during the local government election caretaker period.

BACKGROUND

The 7 Mile Landfill Facility is a critical component of the City's waste management infrastructure, functioning as the principal disposal site for municipal solid waste generated across the region. To ensure the facility's continued compliance with environmental and regulatory requirements, the City identified the need for a long-term strategy guiding its ongoing development and eventual closure.

In August 2016, the City commissioned a specialist consultant to develop a Conceptual Design and Closure Report. The purpose of the report was to establish a framework for the staged construction, operation, and capping of future landfill cells, while aligning with emerging environmental legislation and best practice standards. The report proposed the sequential development and closure of twelve fully engineered Class 3 landfill cells over the operational lifespan of the facility.

The design specifications within the report were based on the Environmental Protection Authority's (EPA) Best Practice Environmental Management Guidelines for landfill construction. These guidelines mandate key environmental controls, including engineered liner systems, leachate collection and treatment infrastructure, and landfill gas management

systems, all intended to safeguard groundwater, surface water, and air quality throughout the life of the landfill.

Council formally endorsed the Conceptual Design and Closure Report at its October 2016 meeting and acknowledged the proposed timeline for the initial development stage. Subsequently, in March 2017, the City lodged a works approval application with the Department of Water and Environmental Regulation (DWER) and later received a Licence Amendment permitting the construction of all twelve Class 3 cells as outlined in the report.

At its meeting of August 2017, Council approved the project scope and endorsed the tender process for the construction of the first two landfill cells. Construction works commenced in April 2018 and the cells were completed in August 2018.

In September 2020, a Fill Sequence Plan was developed to provide clear direction on the development of landfill cells and future capping of works for the City's landfill operations. The plan was designed to guide the management of filling activities and support the future staged rehabilitation of the site. It incorporated projections of landfill capacity and lifespan, based on the final design fill profile and anticipated waste volumes over the operational life of the landfill. These projections are summarised in the table below.

The original projections indicated that the current active Cells 1 and 2 would reach capacity by July 2027. However, actual waste disposal volumes have significantly outpaced the plan's forecast annual growth rate of 2%, with an actual average annual increase of approximately 5% recorded over the past six years.

A landfill survey conducted in April 2025 estimated that approximately 130,000 cubic metres of airspace remained within the existing cells. At current disposal rates, this remaining capacity is now expected to be fully exhausted by December 2026.

Considering these revised projections, the construction of cells 3 and 4 has become a critical operational priority to ensure continuity of waste disposal services. Commencing construction well in advance of capacity exhaustion is essential to mitigating operational and environmental risks. This proactive approach also builds in flexibility to accommodate unforeseen increases in waste volumes and potential delays in construction, ensuring that landfill operations remain uninterrupted.

DISCUSSION

In response to the accelerated depletion of landfill airspace, the City commissioned a specialist engineering consultant to develop a detailed Design and Technical Specification for the next stage of cell construction. This design will underpin the tender process and provide a framework to ensure that construction of Cells 3 and 4 proceeds in alignment with environmental licence requirements and current best practice in landfill engineering.

The Technical Specification outlines the full scope of works for the development of the new cells incorporating all necessary elements of construction, including leachate and stormwater management, road access, and integration with existing infrastructure.

Key Components of the Works Include:

- Site Preparation:
 - Vegetation clearing and removal of unsuitable soils to create a clean and stable foundation for engineered works.

- Earthworks and Cell Formation:
 - Excavation and compaction of a 300mm thick in-situ subgrade to support liner systems.
 - Construction of intercell bunds and embankments to delineate cells and manage lateral containment.
- Lining System Installation:
 - Geosynthetic Clay Liner (GCL).
 - 2mm High Density Polyethylene (HDPE) Double Textured Geomembrane.
 - 300mm Leachate Collection Aggregate Layer
 - Separation geotextile layer.
- Leachate Management Infrastructure:
 - Installation of HDPE perforated collection pipes.
 - Construction of reinforced concrete sumps and associated HDPE riser pipes
 - Installation of inclined riser concrete headwalls and pneumatic submersible pumps.
 - Integration of new leachate system with existing SCADA and infrastructure from Cells 1 and 2.

To support the successful execution of construction activities, the consultant has also prepared:

- A Bill of Quantities (BoQ) providing detailed cost estimation and procurement planning;
- A Construction Quality Assurance (CQA) Plan outlining testing protocols, inspection regimes, and compliance verification to be implemented during each construction phase.

These supporting documents will help guide the delivery of works in accordance with design specifications and performance standards, while also fostering transparency and accountability throughout the construction contract.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Should Administrations recommendation be supported, the tender process would comply with Section 3.57 of the *Local Government Act 1995* and associated regulations.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Waste Services, City Projects and the Director Projects and Infrastructure. Project updates were provided to Councillors during the quarterly Waste presentations held in March and May 2025.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

Council Policy CG-14 - Election Caretaker Period is also applicable to this matter. The Caretaker period is scheduled to commence on 4 September 2025. Subject to Council's approval of the Officers recommendation, Administration proposes to advertise this tender on 3 September, with the tender closing early October and a recommendation proposed to be presented to the November Council Meeting.

In accordance with the Policy, where a decision is made before the Caretaker Period to undertake a Significant Act and this is actioned during the Caretaker Period, Council is required to give local public notice of its intention to do the Significant Act and provide notice to the CEO of the Department of Local Government.

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

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

FINANCIAL IMPLICATIONS

The City has received a comprehensive cost estimate for the construction, which incorporates local loading and contingency allowances. This estimate is consistent with the City's Long Term Financial Plan and aligns with the \$5.8 million project allocation in the 2025/26 budget. It is proposed that the project be fully funded from the Waste Reserve, which is forecast to have a balance of \$35 million in the 2025/26 financial year.

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Council Plan 2025-2035.

Goal: We respect and care for the natural environment

Objectives: Provide waste management, resource recovery and recycling services

Priority Focus Area: Waste management and resource recovery

RISK MANAGEMENT CONSIDERATIONS

From a risk management perspective, it is essential that Cells 3 and 4 are constructed well in advance of the existing cells reaching capacity to ensure the continuity of landfill operations.

Timing the completion of new cells to coincide precisely with the exhaustion of current capacity introduces significant operational risk, as it provides no contingency in the event of unanticipated increases in waste volumes or construction delays.

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Cost relating to the tender process have been included in the project budget

Category	Risk level	Comments
Service Interruption	N/A	Nil
Environment	Low	The specification has been prepared in accordance with the EPA Best Practice Environmental Management Guidelines for landfill construction
Reputation	N/A	Nil
Compliance	Low	The Scope of Works is consistent with the construction requirements outlined in the facility licence

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At its meeting of August 2017, Council approved the scope of works for the construction of two Class 3 cells at the 7 Mile Waste Facility and agreed to call tenders.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The construction of Landfill Cells 3 and 4 at the 7 Mile Waste Facility is a critical and time-sensitive initiative required to ensure the continued provision of essential waste disposal services across the City. Accelerated waste generation has reduced the operational lifespan of the existing cells, necessitating proactive investment in future cell development to avoid service disruption and environmental risk.

The proposed works align with the Department of Water and Environmental Regulation (DWER) facility licence and the EPA's Best Practice Environmental Management Guidelines, ensuring compliance with regulatory standards. A comprehensive Technical Specification has been prepared to guide the tender process, supported by detailed cost estimates, a Construction Quality Assurance Plan, and risk mitigation measures.

COUNCILLOR QUESTION:

What timeframe is given in terms of how long for them to be filled?

CITY RESPONSE:

It was estimated that the current cells 1 & 2 would have a life of 7-8 years. The proposed new cells 3 & 4 are roughly the same size so Administration would expect a similar timeframe subject to volumes received and various land fill diversion strategies that are able to be implemented.

COUNCILLOR QUESTION:

Is there potential for the CEO of the Department of Local Government to say no to calling tender?

CITY RESPONSE:

This part of the resolution is just an advisory notice only, the decision will be made before the caretaker period, we won't be calling a tender during caretaker period.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for August 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

13.1.1 Community Experience Update – June 2025

13.1.2 Concession on Fees for City Facilities – June 2025

13.1.3 Disability Access and Inclusion Plan Update

13.1.4 Youth Advisory Group Update – June 2025

13.1.5 Development Services Update

13.1.6 Record of Tender Outcome Under Delegation – RFT0000032 Minor Reticulation Services

13.1.7 Record Of Tender Outcome Under Delegation – RFT0000037 Karratha Cleaning Services

13.1.8 August 2025 Public Briefing Notes and Table of Report Changes

13.1.1 INFORMATION REPORT - COMMUNITY EXPERIENCE – JUNE 2025

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 30 June 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

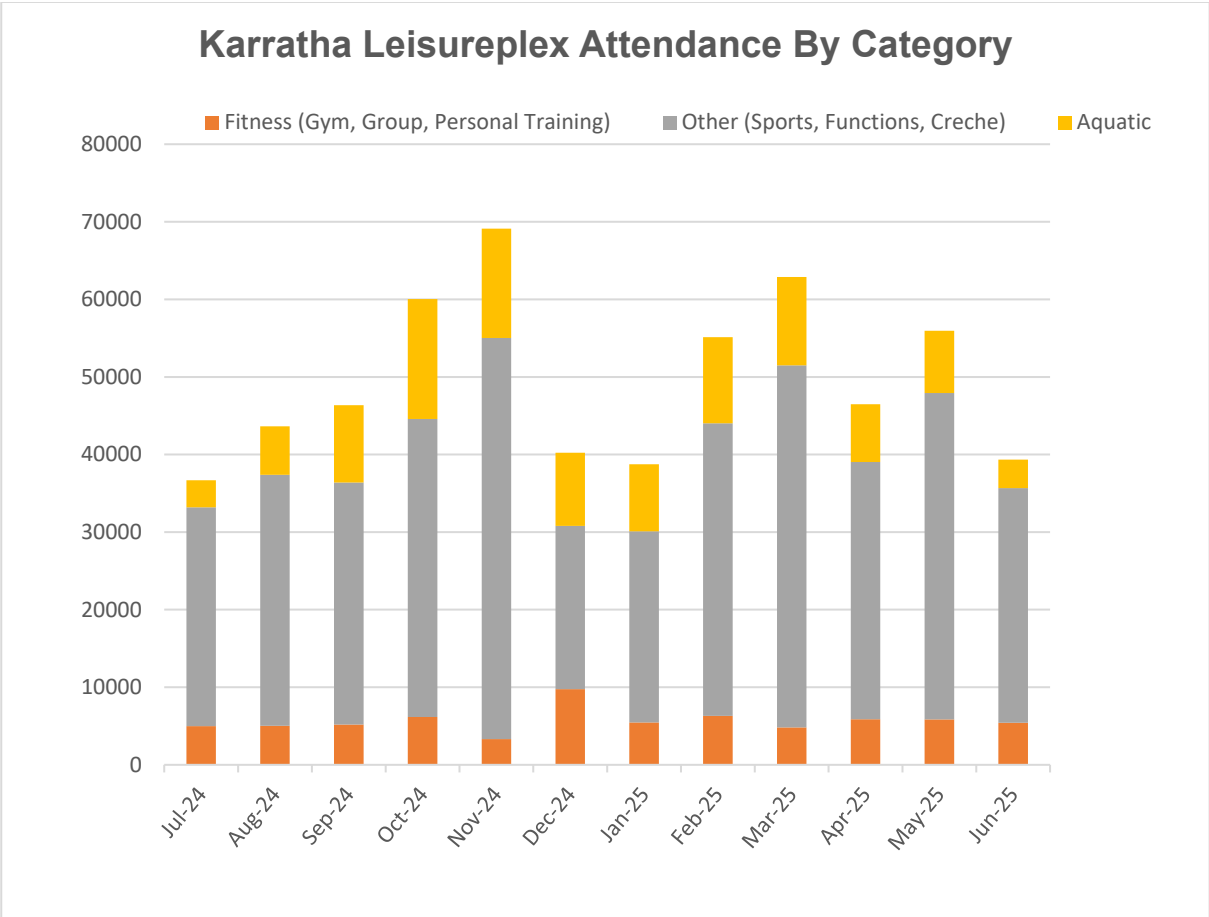
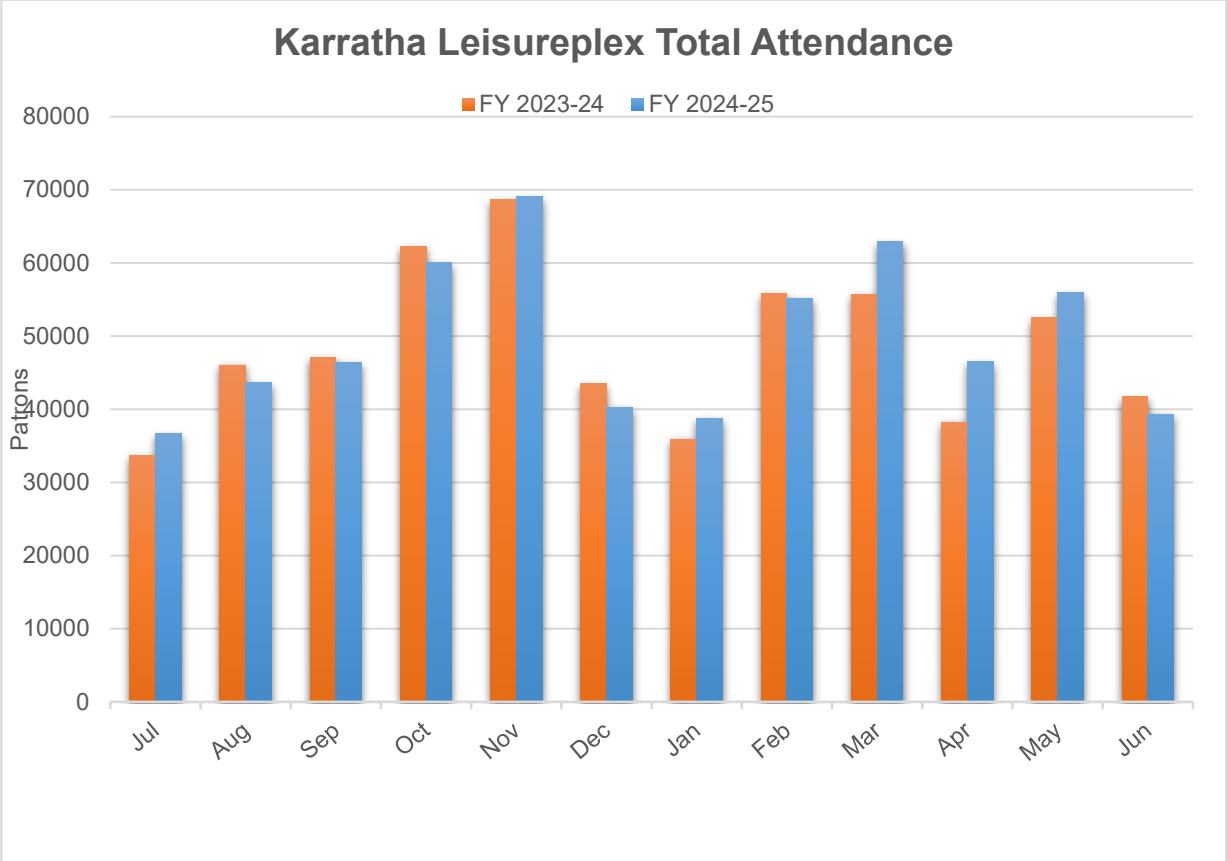
PURPOSE

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

Attendance & Utilisation Summary

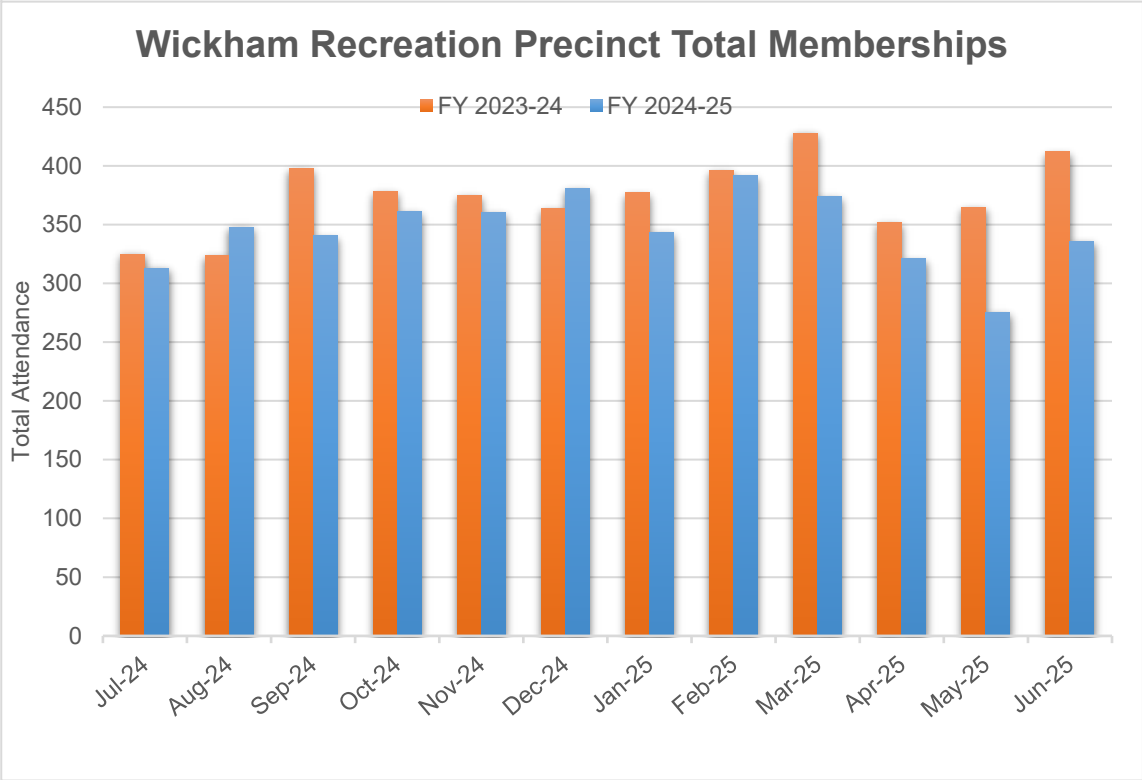
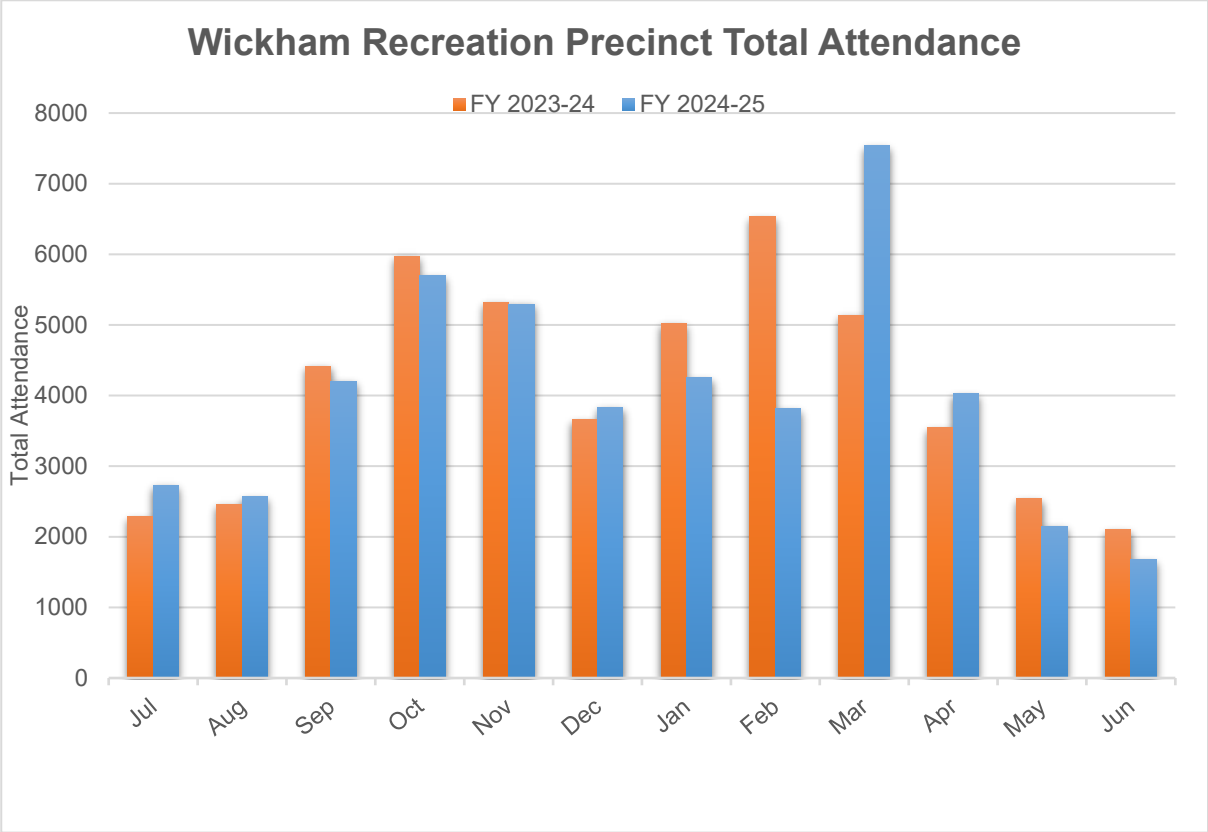
Facility Attendance	June 2024	June 2025	Year on Year %
The Youth Shed	552	851	+ 54%
The Base	921	940	+ 2%
Total Library	8,397	8,128	- 3%
Karratha Leisureplex	52,492	55,951	+ 7%
Wickham Recreation Precinct	2,099	1,675	- 20%
Roebourne Aquatic Centre	0	0	0
Indoor Play Centre	1,399	1,354	- 3%
Red Earth Arts Precinct	5,354	5,554	+ 4%
Arts Development & Events	34	907	+ 2568%
Community Programs	May 2025	June 2025	Month on Month %
Security Subsidy Scheme properties	15	5	- 67%
Meet the Street Parties	0	0	0%

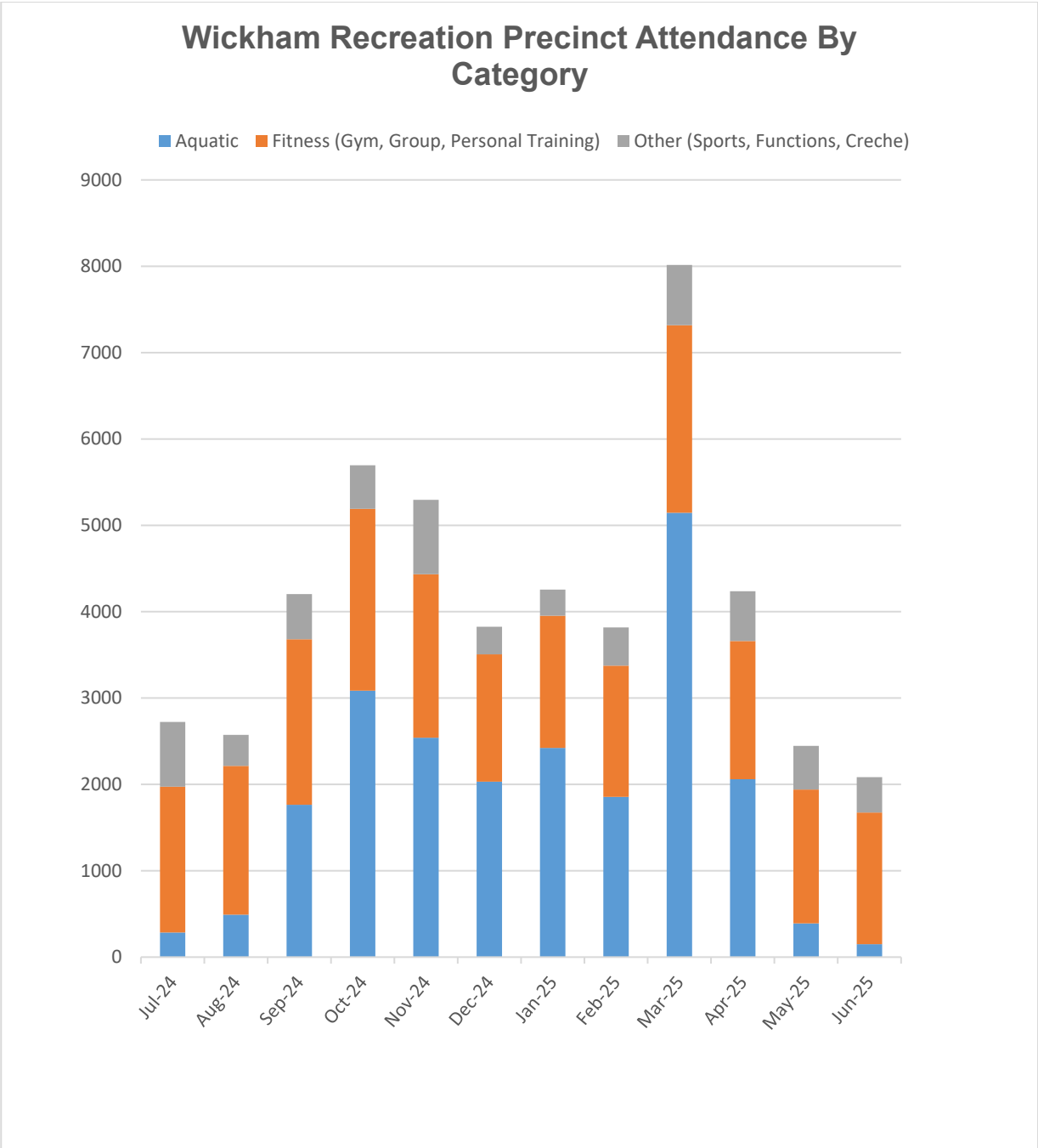
Karratha Leisureplex



A decrease of 4% for aquatic figures is also reflected in the total visits data which is 5% lower than 23/24 and can be attributed to the cooler temperatures. Fitness remains the strong performer with an 18% increase and total membership also seeing a 12% increase. The introduction of new equipment and small group fitness options have assisted this increase.

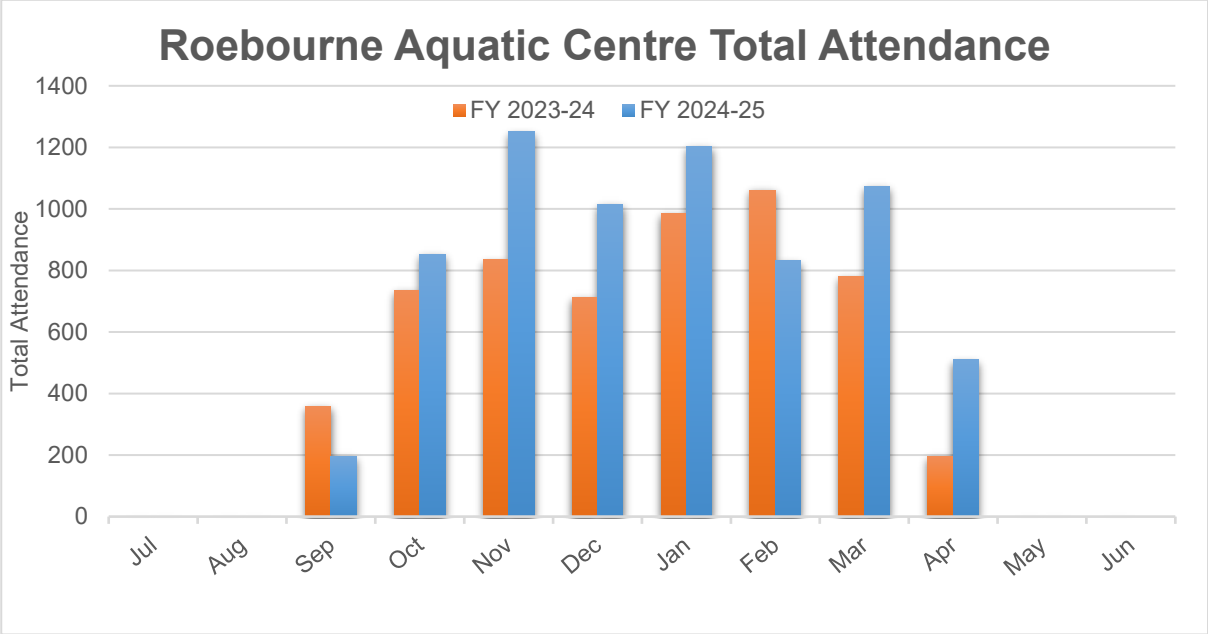
Wickham Recreation Precinct





Overall our total attendance for Wickham Recreation Precinct is down from June 2024 by a 20.2% decrease. This could be due to June being the coldest month of the year. Our memberships are up 18.4% from June 2024 which due to a focus on promoting and building on the corporate membership packages.

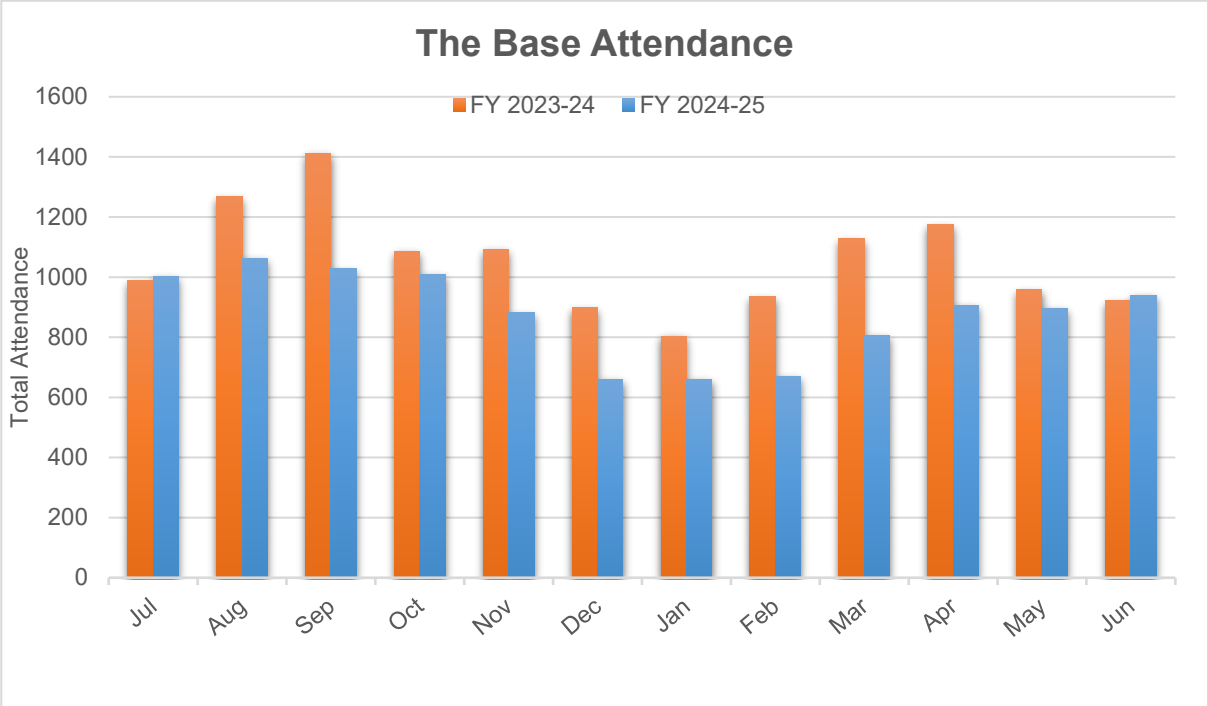
Roebourne Aquatic Centre



No entries due to pool closure.

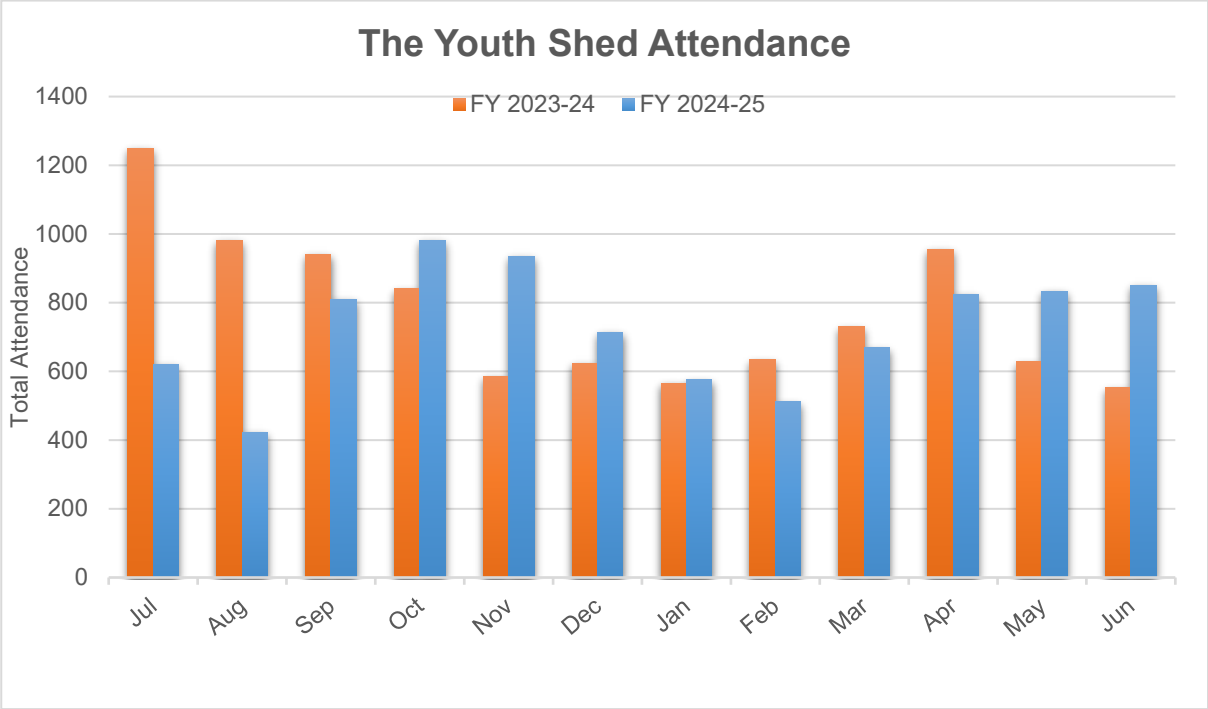
Youth Services

The Base, Wickham



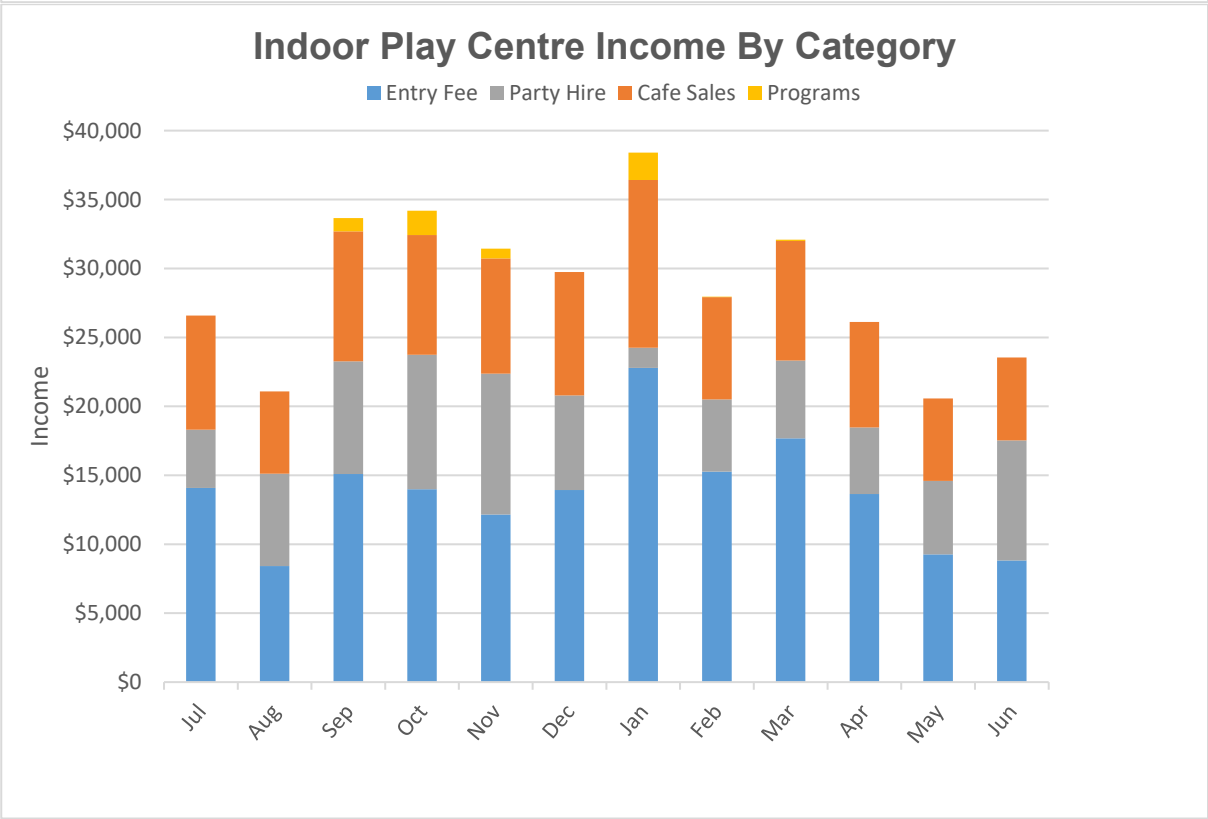
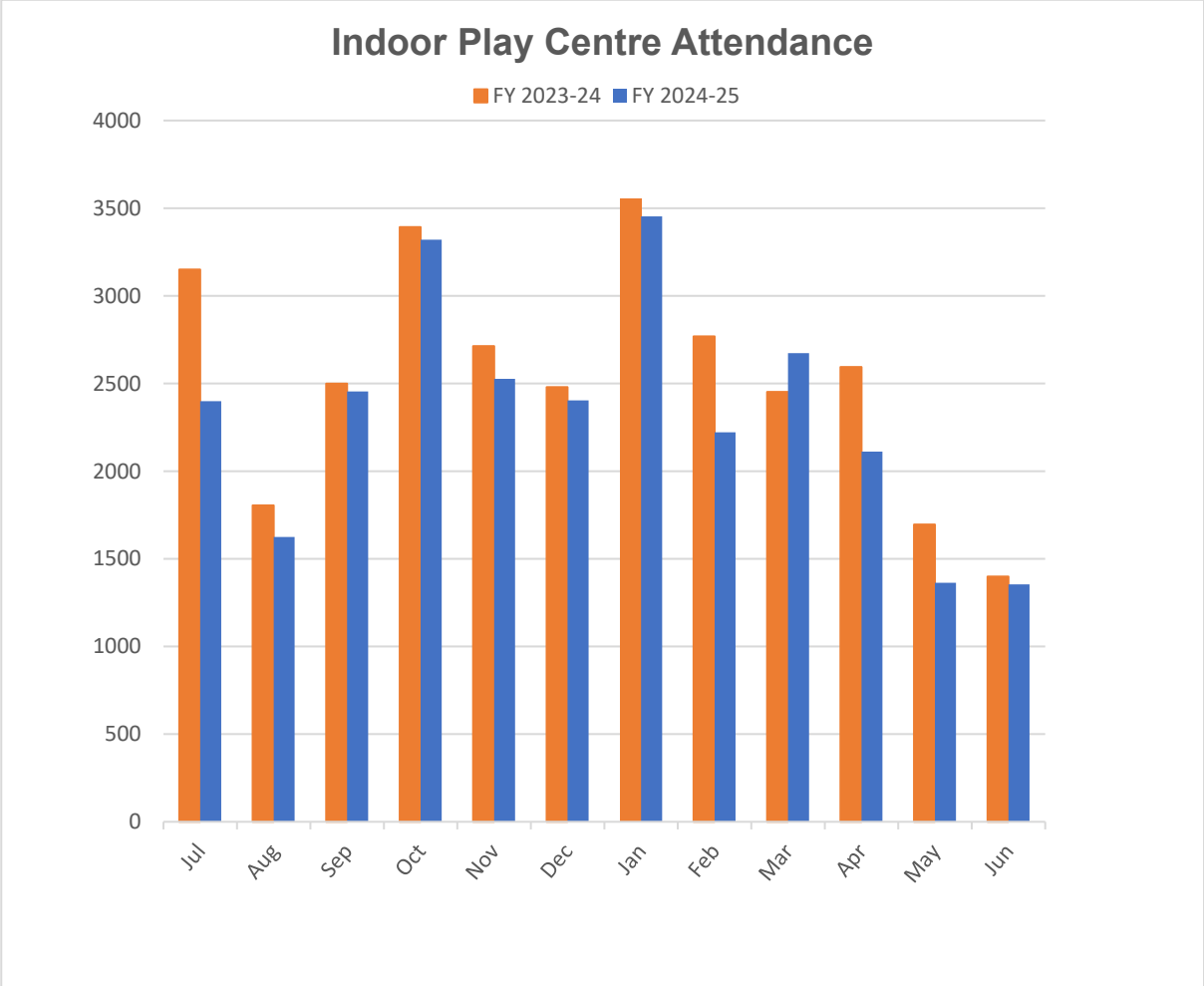
In June 2025, the Base recorded 940 youth visits, reflecting steady participation in a range of programs. Activities included creative arts, science engagement, school-based mentoring, and social events, all contributing to regular attendance.

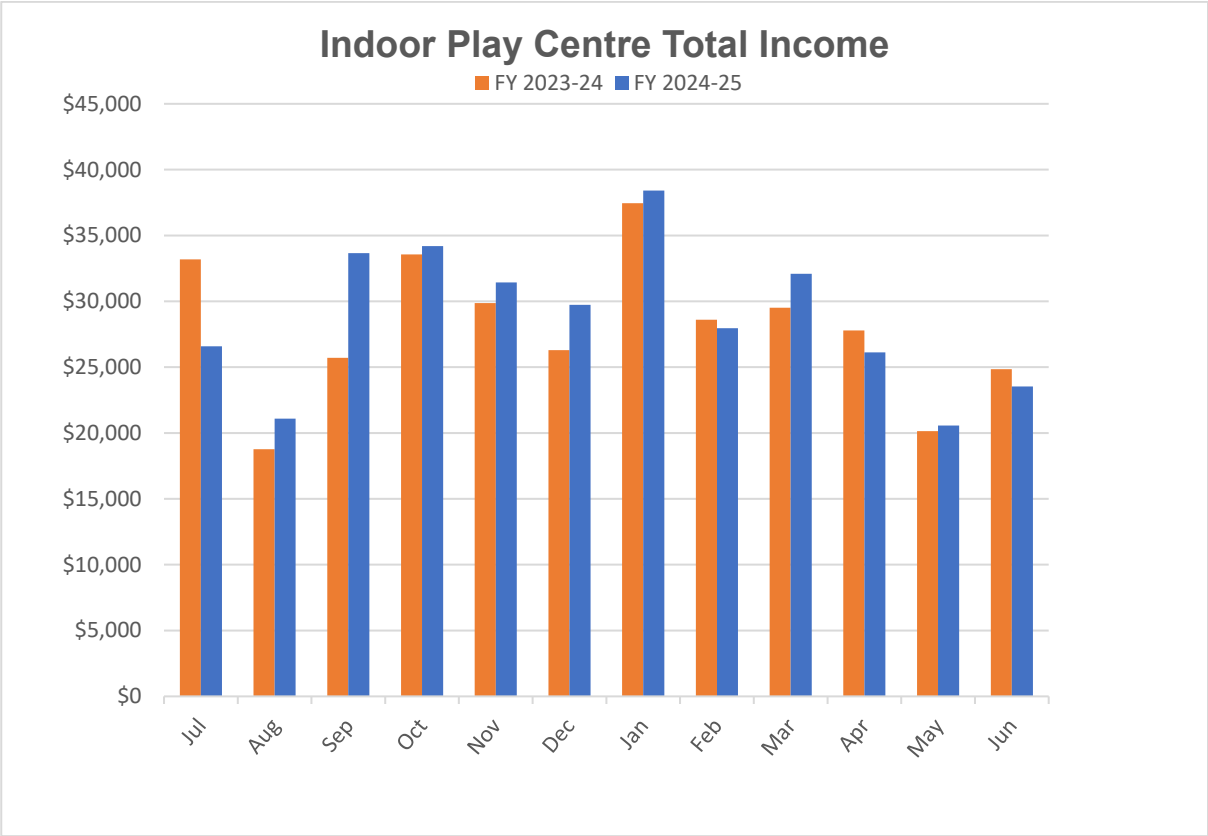
The Youth Shed, Karratha



In June 2025, The Youth Shed welcomed 851 participants, a 54% increase from June 2024, driven by a wide range of programs and events. Key activities included science workshops, health education, sports visits, arts programming, and new initiatives like the “Homeschool Hangout,” contributing to increased engagement and consistent attendance.

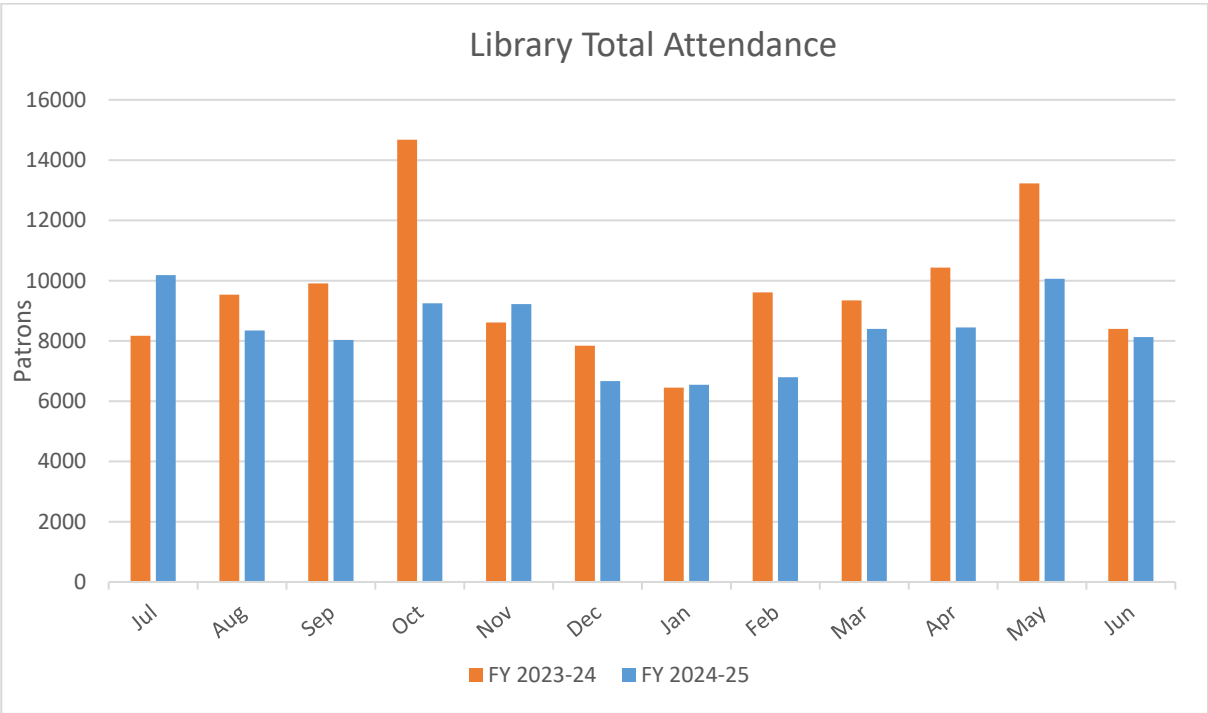
Indoor Play Centre

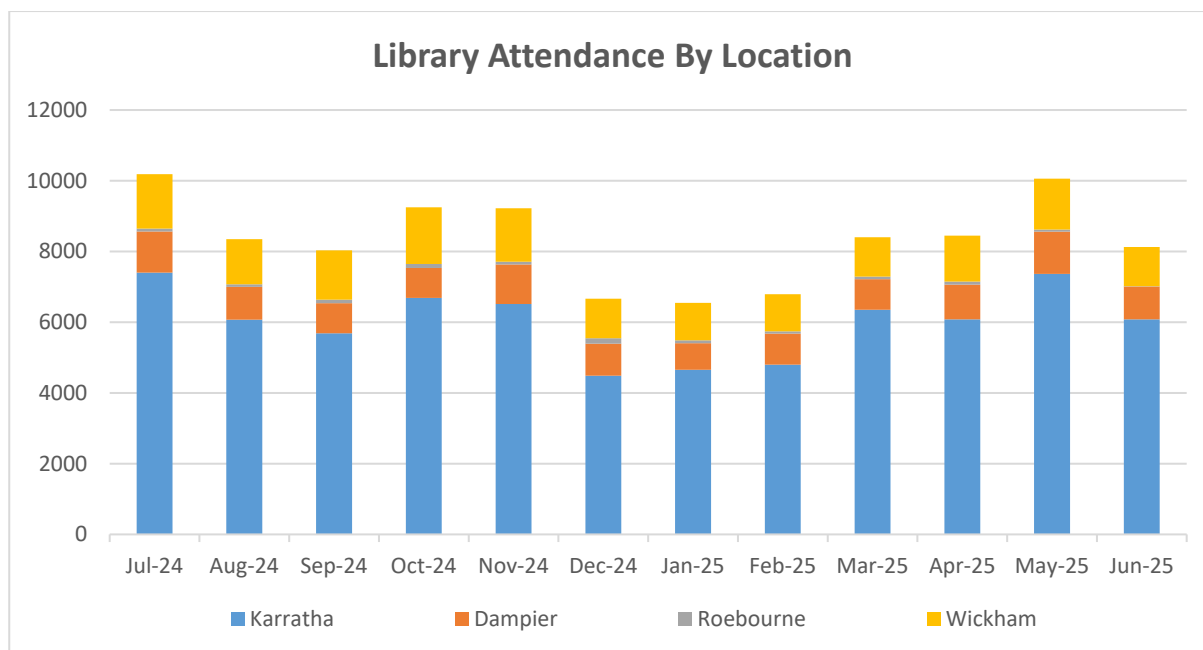




Attendance in June has increased from the previous month of May, however remains below 2024 attendance (with the exception of revenue from laser tag and general party bookings which is up from \$7,877 to \$8,709 for the same period in 2024).

Library Services





12,414 Total memberships (73 new members signed up in May).

2,724 Physical items (down 691 from last month) and **1,308** eResources borrowed (down 173 from last month).

699 Individual computer log ins by members and guests (excludes Wi-Fi – down **138** from last month).

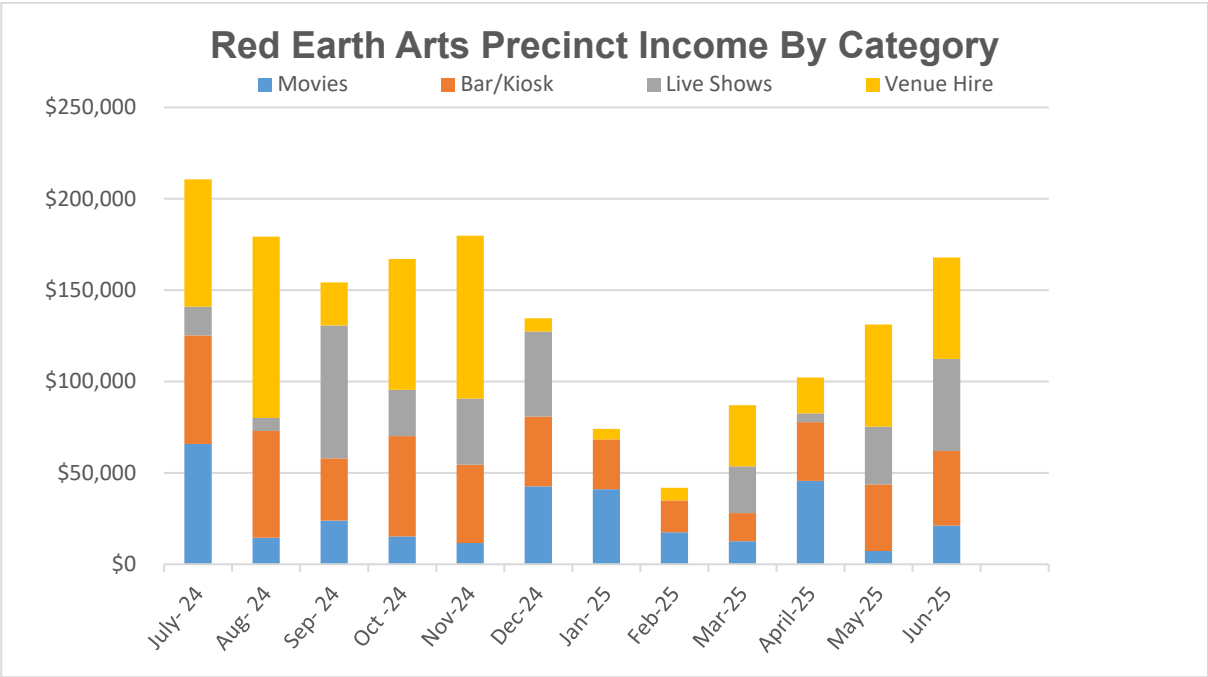
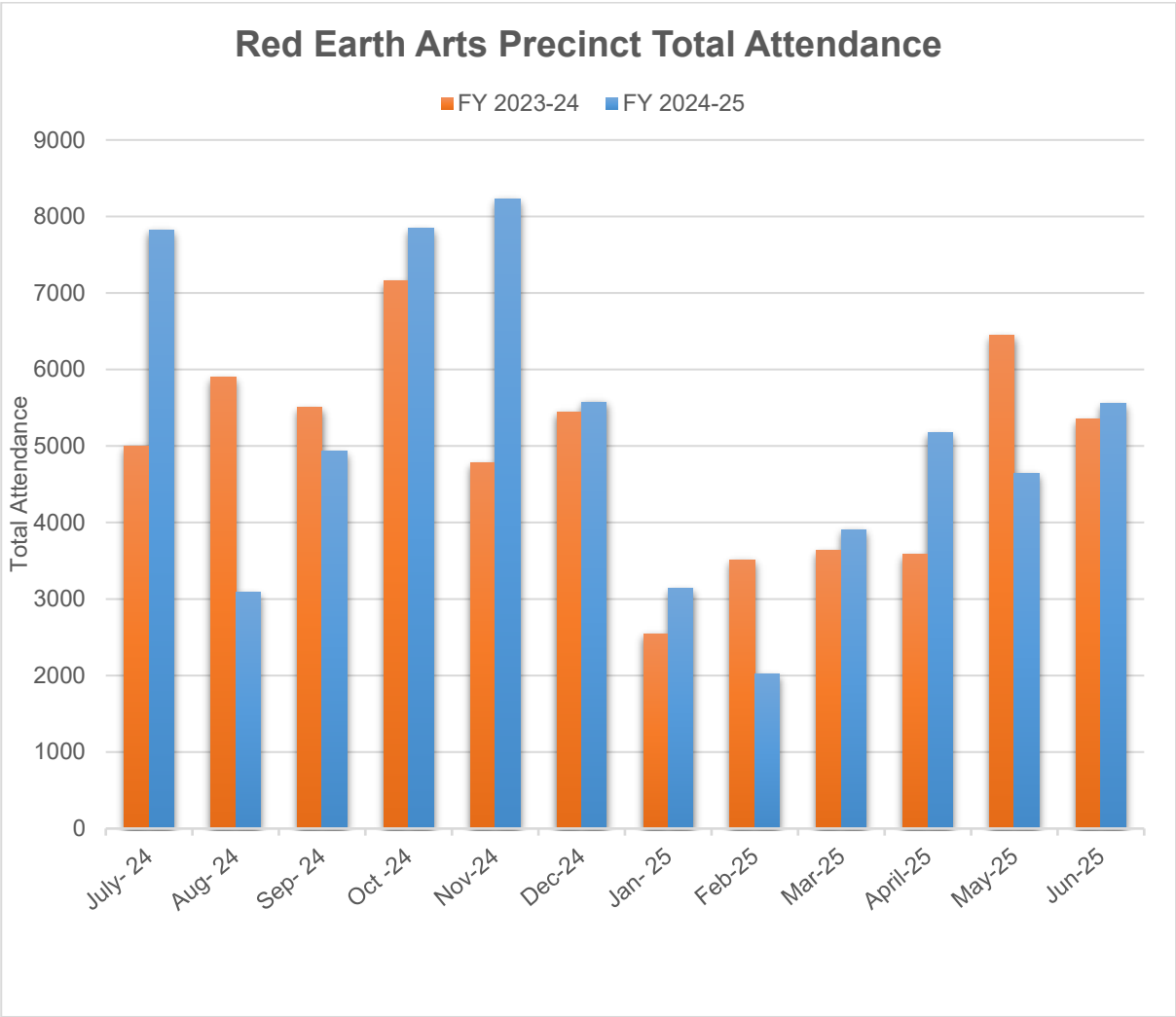
699 Technical enquiries (including assistance with Computers, Wi-Fi, Printing and Scanning – down **527** from last month).

900 Program participants at **35** programs (including regular term programs and special programs including Firefighter Story Time, Booked for Games for Seniors & Libraries After Dark).

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

Note – the door counter at Karratha Library was disconnected during the Pilbara 2025 Conference, no door count data was captured during the 24-26 June closure period.

Red Earth Arts Precinct



Events and Programming:

June saw the return of a patron favourite, the Melbourne International Comedy Festival Roadshow (MICF), held on 7 - 8 June. Saturday night was a sell-out, while Sunday achieved 50% capacity. The month concluded with the annual Pilbara Summit Conference, with a total of 585 tickets sold.

Arts, Culture and Events also proudly delivered the first-ever Pilbara Pride Festival, a landmark event for the region. In addition, the City hosted the Volunteer Recognition Awards, celebrating the contributions of Karratha's dedicated community members.

Cinema:

Cinema attendance in June 2025 increased compared to June 2024, thanks to the release of several high-profile blockbusters. Lilo & Stitch was a standout performer, drawing an average of 170 attendees per session.

Key Performances:

- Lilo & Stitch: \$11,991 in ticket sales across 6 sessions
- Thunderbolts: 1,526 attendees over 4 sessions
- Total movie ticket revenue for June: \$21,125

Bar and Kiosk Revenue:

Bar and kiosk sales experienced a 24% decrease compared to June 2024, despite several major events. The standout was MICF, which generated \$17,000, accounting for nearly 50% of the month's total bar and kiosk revenue.

Live Shows:

In June, the Arts, Culture and Events team delivered two educational performances in one day: The Lost Llama and the Little Red Riding Hood ballet tour, with over 651 local school children in attendance.

REAP Programming presented our annual favourite Melbourne International Comedy Festival with Pilbara patrons:

- Saturday night performance: Sold out – 453 attendees
- Sunday early evening: 301 attendees, enhanced with pre-show drinks on The Shelf
- Total ticket sales: \$43,225
- Production Costs: \$15,000 + \$6,000 in Box Office royalties

Venue Hire:

June recorded 40 venue hires, spanning community, corporate, and conference bookings.

Breakdown:

- Community Hires: 29
- Corporate Hires: 10
- Conferences: 1

Key Events:

- Variety Charity Long Table Gala Dinner – 80 attendees
- Volunteer Recognition Awards Dinner – 50 attendees
- PKUC Graduation – 100 attendees
- ACE Pilbara Pride Festival – 80 attendees

Patronage:

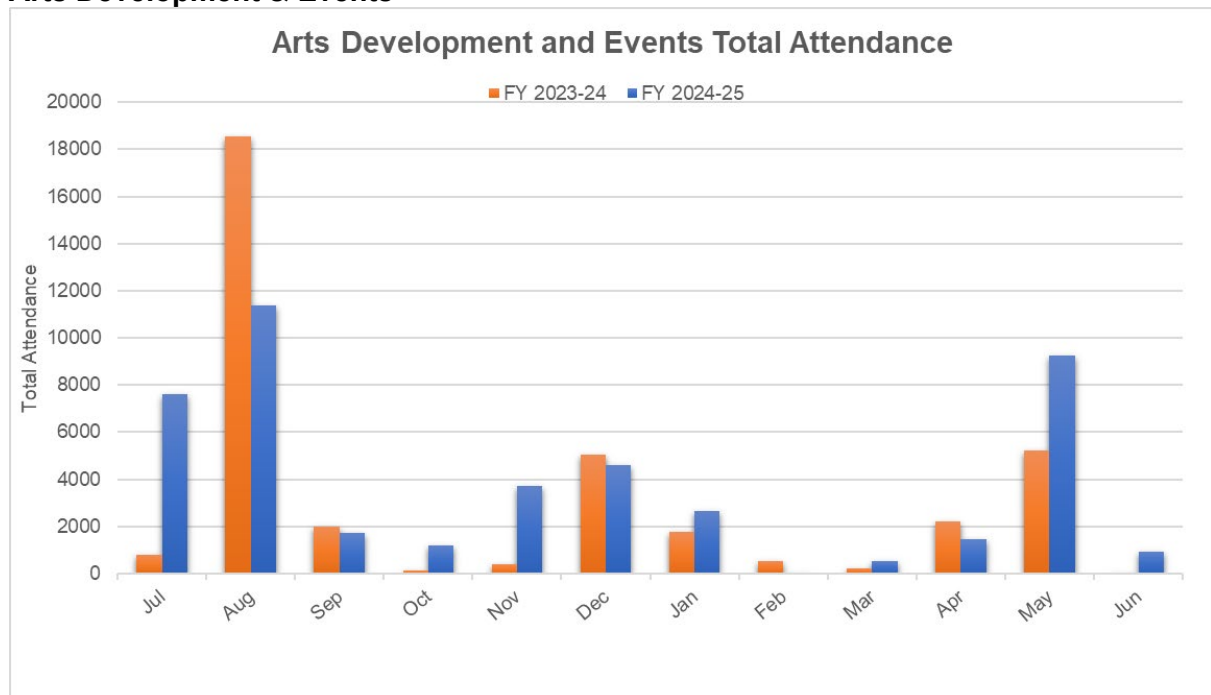
Total patronage increased by 3% compared to June 2024, largely driven by venue hires for corporate events and movies

- June 2024: 5,354 patrons
- June 2025: 5,554 patrons

Total Revenue:

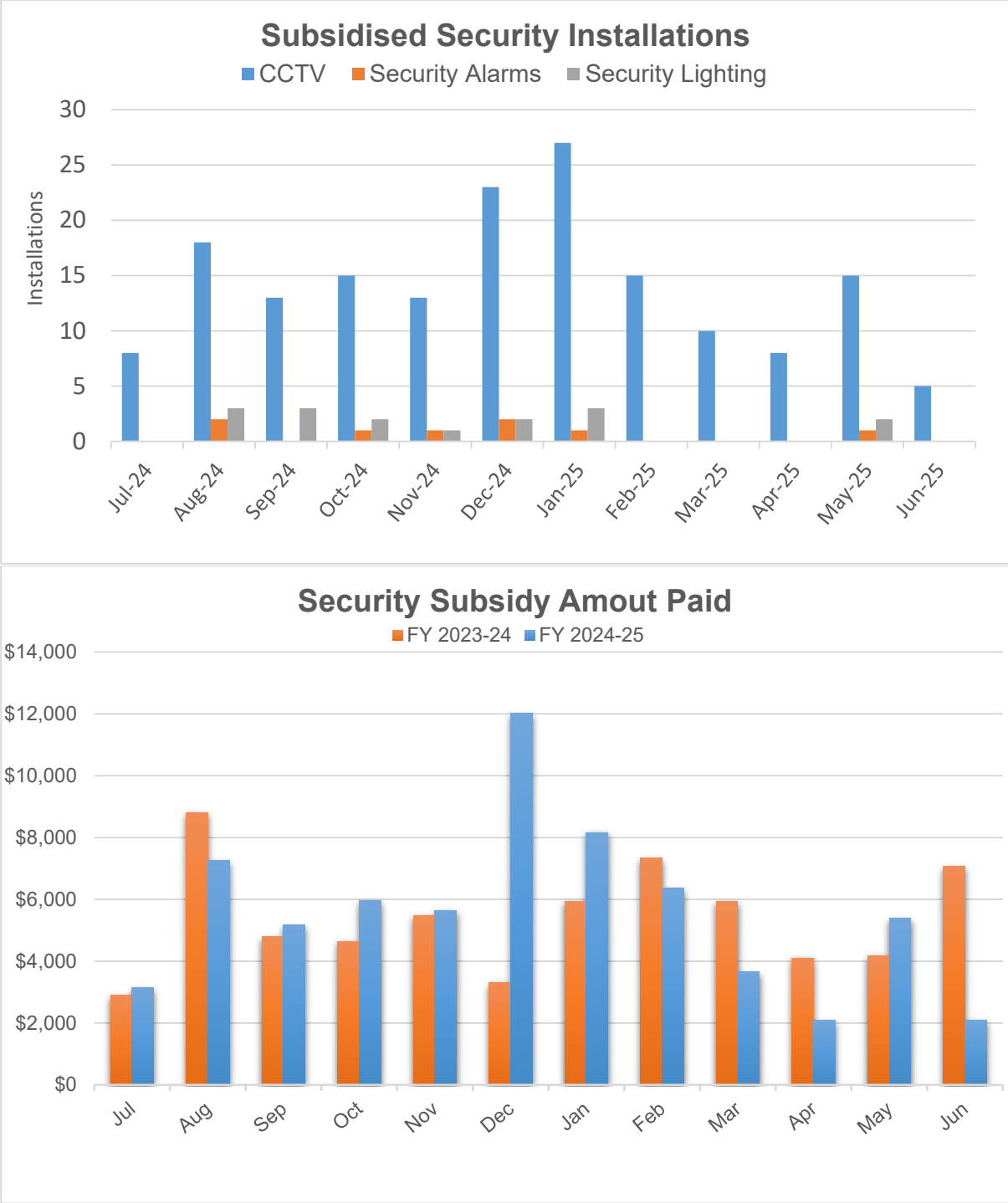
In June 2025, REAP generated a total of \$167,886 in revenue, reflecting a 13% decrease compared to the same period last year. But in June 2024 we hosted Eskimo Joe with nearly two sell out concerts as well as the MICF and the Pilbara Summit so this is why we are down in revenue for live shows and bar and kiosk.

Arts Development & Events



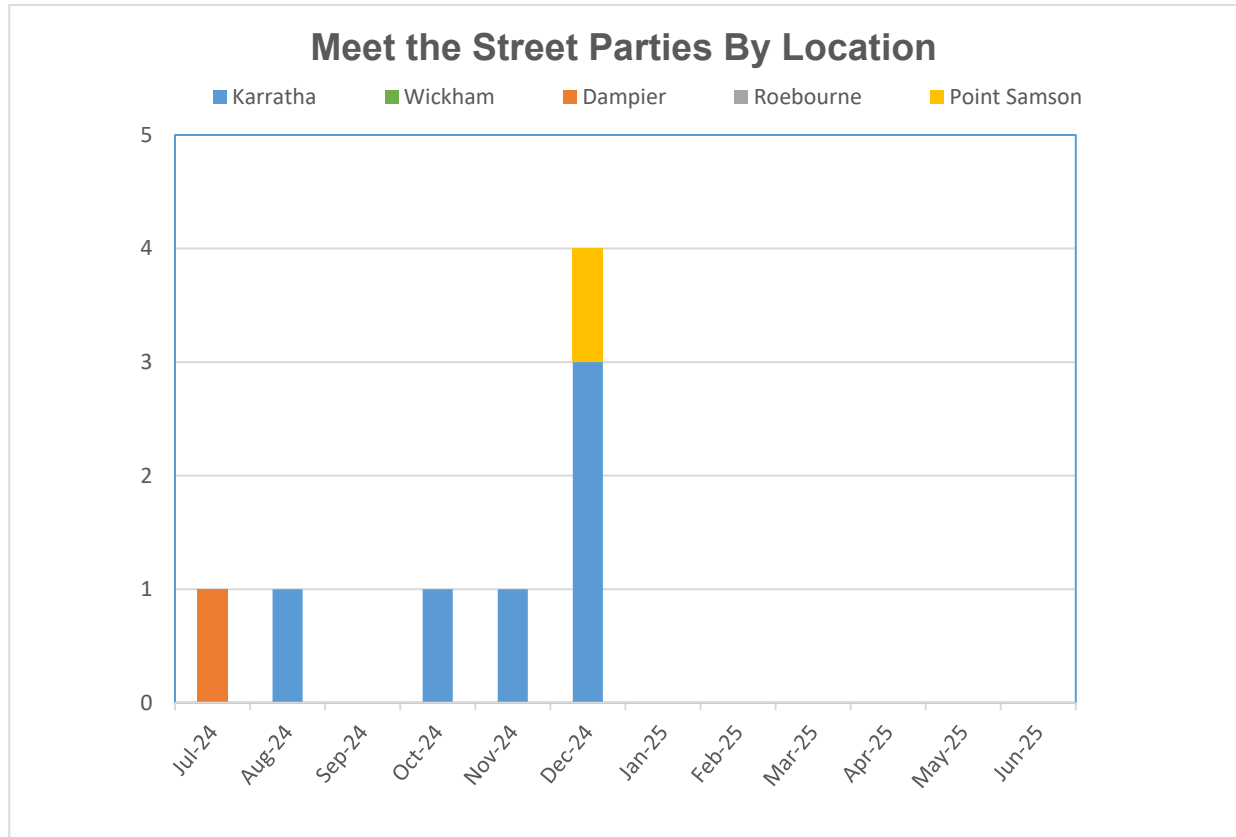
In June we delivered 'HOODS – Barking Gecko' and 'Little Riding Hood – Awesome', both part of the Annual Education Program, which attracted 751 school children. In addition, we presented 'An Imaginary Life', described as immersive art and theatre, in Karratha and Dampier. These intimate shows attracted 156 theatre goers. June 2025 showed increased attendance from June 2024 due to the Annual Education Program series.

Security Subsidy Scheme



5 Security Subsidy applications were received and eligible for reimbursement.

Meet the Street



0 Meet the Street parties hosted this month.

Small Community Grants

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

COUNCILLOR QUESTION:

In regards to arts and development events attendance summary, why has this gone up by 2568%?

CITY RESPONSE:

This figure is a comparison of the same month the prior year. As the schedule of events and programming can change year on year, it isn't always like for like.

COUNCILLOR QUESTION:

Would it be looking at this from regular events held annually over once off events?

CITY RESPONSE:

Yes we can review how this is reported. In addition, the Administration can show the annual comparison of attendance for each event at its next quarterly event briefing to Council.

COUNCILLOR QUESTION:

Why has the amount of meet the streets completely dropped off?

CITY RESPONSE:

Funding for this has still continued through our partners as part of the old community safety plan, this will be evaluated when the Community Safety Plan is developed.

COUNCILLOR QUESTION:

Could we use funding allocated for suburb parties?

CITY RESPONSE:

We can consider this.

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: 20 June 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 month of June 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
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Nil

13.1.3 INFORMATION REPORT - DISABILITY ACCESS AND INCLUSION PLAN UPDATE

File No:	CS.62
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	25 July 2025
Disclosure of Interest:	Nil
Attachment(s):	Disability Access and Inclusion Plan Progress Report

PURPOSE

To update Council on progress of the City of Karratha's Disability Access and Inclusion Plan activities for the period January to June 2025.

BACKGROUND

At the June 2024 Ordinary Council Meeting, Council endorsed the City of Karratha's Disability Access and Inclusion Plan 2024 – 2029 (DAIP). The DAIP identifies the City's intended outcomes to improve access and inclusion for people of all abilities and outlines key actions for implementation to reduce and eliminate barriers within the city and to advocate for equity of access for all.

In the six months to June 2025, several notable achievements have been made, including:

- Communication Boards have been installed at several playgrounds across the City of Karratha bringing positive change and enhancing accessibility and inclusivity. The boards promote social interaction, reduce frustration, and empower users to express their needs and emotions.
- Spinal Life Australia facilitated The Realistic Race disability awareness workshop with Executive and Managers. Through targeted training, inclusive policy development, and a focus on measurable improvements, The Realistic RACE has increased leadership awareness of access needs for people living with disability.
- The City has commenced the installation of inclusive seating in local parks. These seating upgrades are designed to accommodate people of all ages and abilities, including those using mobility aids, parents with prams, and older adults. Future planning will continue to prioritise inclusive design across public open spaces.
- City of Karratha supported Down Syndrome Western Australia to raise awareness by lighting the REAP up blue and yellow on 21st day of the third month in 2025. This date represents the triplication (trisomy) of the 21st chromosome which causes Down Syndrome.
- A new accessible parking bay has been installed at the 7-mile staff facilities to improve access for staff living with disability.

The attached progress report outlines all activities undertaken during this period.

CONCLUSION

The City of Karratha is required to have a DAIP in accordance with the Disability Services Act 1993 (amended 2014). Increased levels of accessibility and inclusivity will benefit every member of our community including people living with disability, their families and carers, disability services providers, young families, and our aging community. The DAIP 2024-2029

provides specific strategies to increase the accessibility of the City of Karratha and meets the legislative requirements. Regular review of our progress ensures we are on track to deliver the initiatives outlined in the Plan.

COUNCILLOR QUESTION:

The parking bay at 7-Mile, is this Rio Tinto owned?

CITY RESPONSE:

No this is owned by the City.

13.1.4 INFORMATION REPORT - YOUTH ADVISORY GROUP UPDATE

File No:	CS.8
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	25 June 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the key discussions, feedback, and outcomes from the Youth Advisory Group meeting held on 19 June 2025.

BACKGROUND

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

DISCUSSION

Agenda Item	Points of Discussion
Karratha Bike Park & Wickham Bike Facility	<p>Officers sought feedback on the proposed locations and concepts for new bike facilities in Karratha and Wickham. Three concepts for Karratha were presented, with members favouring Concept 3 due to its location in an area with no existing amenity. Concerns were raised about fast traffic on the northern road and the need for fencing or a safe crossing, noting the footpath location is yet to be confirmed and will be addressed in the next planning stage. Members also liked Concept 2 for its link to the oval and existing park.</p> <p>For Wickham, YAG discussed the two proposed locations. Staff noted local young people preferred a sealed track to suit both bikes and scooters. Concept 2 was preferred, though members questioned the proximity of public toilets, with the nearest known facility at Saylor Park.</p>
Wickham South Youth Recreation Area Project	<p>Officers closed the loop on feedback captured in the previous YAG meeting. Officers advised that the YAG feedback was well considered and taken onboard when reshaping the final design concept. Additionally, the basketball court, bouldering, and hit up wall were prioritised in the new design. Members asked if there will still be shade and toilets and was advised there would be. It was discussed that the bouldering would be made of a material which can endure the Pilbara heat and any possible graffiti/tagging.</p>
Fairground Youth	<p>Two YAG members attended the Fairground Youth Conference and YACtivate event in Perth and provided feedback to the group. They found</p>

Conference & YACtivate	<p>the conference informative, covering significant youth-related topics and the value of youth work, though some content was considered quite heavy for those under 16. While the event promoted youth attendance, most participants were over 18.</p> <p>Breakout sessions were a highlight, offering opportunities to explore relevant issues such as impending social media restrictions for the under 16-year-olds and the State Youth Plan. Members appreciated the networking opportunities, especially at the regional breakfast, noting Karratha and Port Hedland were among the most remote attendees.</p> <p>YACtivate was valued for connecting with other YAG members, though timing it directly after the conference felt overwhelming. While the event encouraged mixing across regions, some preferred sitting with familiar peers to ease engagement. Feedback also noted a lack of regional representation on the youth panel.</p> <p>Members were informed that the Volunteering WA State Conference (Nov 6–7) may be of interest, with subsidies now available for regional and young attendees.</p>
YAG Presenting to Council	<p>Members continued planning what they would like to share with Council. New ideas included discussions around the possibility of more public art and a visual upgrade to the Youth Shed to increase awareness and attendance by young people. It was discussed that maybe it ties into the new public art strategy and youth strategy review.</p> <p>Members also discussed the possibility of presenting a discussion on the soon to be implemented social media ban for young people under the age of 16. Members discussed how they interact with the City and discussed the possibility of having a Tik Tok account, but it would need young people to help it along. Members also mentioned that they still find useful information from posters/flyers.</p> <p>Ideas will be added and shared for YAG members to vote on, and the next meeting will focus on finalising how it will be presented and when.</p>

CONCLUSION

In June 2025, members received an update on how their feedback influenced the revised design for the Wickham South Park Project, including the removal of ping pong tables and prioritisation of the basketball court, bouldering, and hit-up wall. They were also consulted on location concepts for the Karratha Bike Park and Wickham Bike Facility. Members who attended the Fairground Youth Conference and YACtivate shared their key takeaways, and the group discussed ideas for their upcoming Council presentation, including public art, youth-focused social media, and the proposed social media ban for under 16s.

13.1.5 DEVELOPMENT SERVICES UPDATE

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

PURPOSE

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

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

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

As of 29 July 2025

APPLICATION (City &/or RDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	DATE CLOSED / COMPLETED
SAT				
Nil				
RDAP				
DA25-040 Proposed Showrooms	Lots 8, 9, 10 Madigan Road, Gap Ridge (Commonly referred to as the Homemaker Centre site)	24/4/25	<ul style="list-style-type: none"> Public advertising ended on the 18 June 2025. Due date for City to submit the Responsible Authority Report to the Development Assessment Panel Secretariat is 11 July 2025. To be considered by RDAP on 29 June 2025. Approved by RDAP as per the Officer recommendation on 29 June 2025. 	RDAP approved 29/07/2025
DA25-036 Proposed refurbishment of the workforce accommodation facility commonly known as Wickham Village and an extension of time (10 years) for operation of the facility	Lot 103 Wickham Drive, Wickham	2/5/25	<ul style="list-style-type: none"> Public advertising ended on the 18 June 2025. Due date for City to submit the Responsible Authority Report to the Development Assessment Panel Secretariat is 17 July 2025. To be considered by RDAP on 29 June 2025. RDAP approved extension of the development for 8 years (rather than 5 years as per the Officer recommendation on 29 June 2025). 	RDAP approved 29/07/2025

13.1.6 RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000032 MINOR RETICULATION SERVICES

File No: RFT0000032

Responsible Executive Officer: Director Projects and Infrastructure

Date of Report: 31 July 2025

Disclosure of Interest: Nil

Attachment(s) Nil

PURPOSE

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

BACKGROUND

Under Delegation 1.1 'Tenders & Expressions of Interest', the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$1,000,000 and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

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

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

Tender No:	RFT0000032	Project Budget:	\$2.5M
Tender Title:	Minor Works - Reticulation Services		
State-wide Advertising Commenced:	26/05/2025	Tender Closing Date/ Time:	23/06/2025
Scope of Works:	The proposed scope of works includes: <ul style="list-style-type: none">• Regular testing and checking of reticulation systems• General reactive maintenance of sprinklers, fittings, controllers and pumps• Construction and installation of new reticulation systems and associated works• Recording of upgrades and new systems onto as-con drawings preparation and submission of service/activity reports• Attendance for urgent and emergency works needed to general reticulation infrastructure as required, this can include afterhours work, weekends and public holiday		
Selection Criteria:	Relevant Experience	20%	
	Methodology	15%	
	Capacity to Deliver	15%	
	Sustainability	5%	
	Price	45%	
Submissions Received:	Aurum Contracting Turf Guru		
Tender Awarded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Decision:	31/07/2025
Reason:	The CEO rejected all tenders. All submissions under this tender were not shortlisted to the price assessment stage.		

13.1.7 RECORD OF TENDER OUTCOME UNDER DELEGATION RFT0000037 KARRATHA CLEANING SERVICES (LATE REPORT)

File No: RFT0000037

Responsible Executive Officer: Director Corporate and Commercial

Date of Report: 15 August 2025

Disclosure of Interest: Nil

Attachment(s) Nil

PURPOSE

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

BACKGROUND

Under Delegation 1.1 'Tenders & Expressions of Interest', the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$1M and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

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

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

Tender No:	RFT0000037	Project Budget:	\$10,780,000
Tender Title:	Karratha Cleaning Services		
State-wide Advertising Commenced:	28/05/2025	Tender Closing Date/ Time:	18/06/2025
Scope of Works:	Contractors are to provide cleaning services		
Selection Criteria Provided to Tenderers:	Relevant Experience		20%
	Methodology		15%
	Capacity to Deliver		15%
	Sustainability		5%
	Price		45%
Submissions Received:	Biparn Enterprise Pty Ltd Damel Cleaning Services Maano Traders Pty Ltd HT Cleaning Services Pty Ltd JMD FM Pty Ltd Karratha Cleaning Pty Ltd NOZAS Pty Ltd Olive Branch Property and Care Pilbara Cleaning Services Pty Ltd Red Rock Engineering WA Pty Ltd Stadiacorp Pty Ltd		
Tender Awarded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Decision:	14/08/2025
Reason:	The decision to not accept any tender is based on an administrative review of the tenders and Request for Tender documentation that identified that the fairness of the evaluation process was compromised as a result of tenderers being issued with two different sets of selection criteria. This inconsistency resulted in tenderers not being assessed on an equal basis. A new Request for Tender will be issued in due course.		

13.1.8 AUGUST 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: 18 August 2025

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

To record meeting proceedings of the Public Briefing session held on Monday 18 August 2025 and outline areas of the August 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 18 August 2025.

Record of Attendance**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 Jo Waterstrom Muller

Staff:

Virginia Miltrup	Chief Executive Officer
Simon Kot	Director Projects and Infrastructure
Emma Landers	Director Community Experience
Warren Van Wyk	Director Corporate & Commercial (Via Teams)
Lee Reddell	Director Development Services
Izabella Brandis	Minute Secretary

Apologies:

Nil

Absent:

Nil

Leave of Absence:

Nil

Members of Public:

9

Members of Media:

Nil

Public Question Time:

There were no public questions.

Petitions/Deputations/Presentations

There were no petitions/deputations/presentations.

Declarations of Interest

Cr Gillam declared an interest in the following item:

- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area, as Cr Gillam's partner works for Rio Tinto who are a funding partner in the agreement.

Cr Furlong declared an interest in the following items:

- Indirect financial interest in 9.4 The Quarter Divestment, as Cr Furlong is a casual employee of PKUC who are a tenant at the Quarter.
- Indirect financial interest in 10.2 Karratha Bike Park & Wickham Bike Facility as Cr Furlong's partner works for Rio Tinto who are a funding partner.
- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area as Cr Furlong's partner works for Rio Tinto who are a funding partner.

Cr Waterstrom-Muller declared an interest in the following items:

- Indirect financial interest in 9.4 The Quarter Divestment, as Cr Waterstrom-Muller is an employee of PKUC who are a tenant at the Quarter.
- Impartiality interest in 10.5 Karratha Golf Course Driving Range Relocation Site Assessment & Design Report, as Cr Waterstrom-Muller is a social member of the golf club

Cr Roots declared an interest in the following item:

- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area, as Cr Roots' partner works for Rio Tinto who are a funding partner in the agreement.

Cr Nunn declared an interest in in the following item:

- Indirect financial interest in 10.6 Wickham South Park Youth Recreation Area, as Cr Nunn's partner works for Rio Tinto who are a funding partner in the agreement.
- Indirect financial interest in 9.4 The Quarter Divestment, as Cr Nunn's employer are a tenant at the Quarter.

Virginia Miltrup, Chief Executive Officer, declared an interest in the following item:

- Indirect financial interest in item 9.4 as their partner's employer is a tenant at the Quarter.

Agenda Items with Additional Information**9 CORPORATE & COMMERCIAL REPORTS****9.1 STATEMENTS FOR PERIOD ENDED 30 JUNE 2025**

There were no questions.

9.2 LIST OF PAYMENTS – 1 JUNE 2025 TO 30 JUNE 2025

Questions arising from briefing session.

9.3 INVESTMENTS FOR PERIOD ENDED 30 JUNE 2025

There were no questions.

9.4 THE QUARTER DIVESTMENT

Cr Waterstrom-Muller and Cr Nunn left the room at 6.15pm.

Questions arising from briefing session.

10 COMMUNITY EXPERIENCE REPORTS**10.1 OFF LEAD DOG EXERCISE AREAS – REVIEW AND CONCEPT PLAN**

Cr Waterstrom-Muller and Cr Nunn returned to the room at 6.19pm.

Questions arising from briefing session.

10.2 KARRATHA BIKE PARK & WICKHAM BIKE FACILITY

Questions arising from briefing session.

10.3 RICHARDSON WAY SITE MASTERPLAN

Questions arising from briefing session.

10.4 APPROVAL TO ENDORSE THE COMMUNITY INFRASTRUCTURE PLAN 2025 - 2035

Questions arising from briefing session.

10.5 KARRATHA GOLF COURSE DRIVING RANGE RELOCATION ASSESSMENT AND DESIGN

10.6 WICKHAM SOUTH PARK YOUTH RECREATION AREA

Cr Nunn, Cr Furlong, Cr Gillam, and Cr Roots left the room at 7.16pm.

There were no questions.

11 DEVELOPMENT SERVICES REPORTS

11.1 NEW LOCAL PLANNING POLICY DP26 - REQUIREMENTS FOR LOCAL PLANNING SCHEME AMENDMENTS

Cr Nunn, Cr Furlong, Cr Gillam, and Cr Roots returned at 7.21pm.

Questions arising from briefing session.

11.2 DEVELOPMENT APPLICATION DA25-032 – PROPOSED USE NOT LISTED (RENEWABLE ENERGY FACILITY – SOLAR FARM) INCLUDING ANCILLARY INFRASTRUCTURE – LOT 51 NORTH WEST COASTAL HIGHWAY (FORTESCUE ROADHOUSE), MARDIE

Questions arising from briefing session.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 7 MILE WASTE FACILITY CONSTRUCTION OF NEW LANDFILL CELLS - REQUEST TO CALL TENDERS

Questions arising from briefing session.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1.1 COMMUNITY EXPERIENCE – JUNE 2025

Questions arising from briefing session.

13.1.2 CONCESSION ON FEES FOR CITY FACILITIES

There were no questions.

13.1.3 DISABILITY ACCESS AND INCLUSION PLAN UPDATE

Questions arising from briefing session.

13.1.4 YOUTH ADVISORY GROUP UPDATE

There were no questions.

13.1.5 DEVELOPMENT SERVICES UPDATE

There were no questions.

13.1.6 RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000032 MINOR RETICULATION SERVICES

There were no questions.

13.1.7 RECORD OF TENDER OUTCOME UNDER DELEGATION RFT0000037 KARRATHA CLEANING SERVICES (LATE REPORT)

Late report.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There were no questions.

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

There were no questions.

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There were no questions.

17 MATTERS BEHIND CLOSED DOORS

17.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW (LATE REPORT)

Late report.

Closure

The meeting closed at 7.41pm.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 NOTICE OF MOTION – PUBLIC NEEDLE REPORTING PROGRAM

Councillor:	Cr Johannsen
Date of Report:	8 August 2025
Disclosure of Interest:	Nil
Attachment(s):	1. Sharps Disposal Unit Locations 2. Sharps Handling Procedure

COUNCILLOR'S RECOMMENDATION

That Council:

1. **ENDORSE** the establishment of a City of Karratha public needle reporting program to record, track, and respond to reports of discarded needles and syringes in public spaces;
2. **ENSURE** the program captures essential data including date and location;
3. **PROVIDE** quarterly public reports summarising trends, hot-spot locations, and removal response times;
4. **PROMOTE** the program to the community through City communication channels and local networks; and
5. **REQUEST** that the CEO explore opportunities for collaboration with WA health, WA police, and local community groups.

REASON

After attending the last Wickham stakeholders meeting and being advised by the police that meth and fentanyl use is on the rise, it is important to take proactive measures to protect community safety and improve public space management.

ADMINISTRATIVE COMMENTS

City officers acknowledge the significant public health concerns highlighted in this Notice of Motion and recognise the urgent need for coordinated community safety measures to address the growing issue of discarded needles and syringes in public spaces.

This report outlines:

1. Current services provided by the City
2. Actions taken in response to recent incidents
3. Planned next steps in relation to this Notice of Motion

Current Services

- **Sharps Disposal:** The City has installed and maintains 23 sharps disposal units across the local government area (see Attachment 1 for locations). These units are monitored and serviced by the City's Sanitation Department at regular intervals..

- **Safe Operating Procedures – Sharps Handling**

The City's *Sharps Handling Procedure* (Attachment 2) provides detailed guidance for staff on the safe handling, disposal, and first aid response for syringes and sharps. It includes:

- Required equipment and safety checks
- Proper disposal methods
- Procedures for accidental exposure
- Key contact information
- The importance of using approved sharps kits and training

This procedure applies to City staff responsible for handling sharps or maintaining disposal units.

- **Report It**

The City's *Report It* platform (<https://karratha.wa.gov.au/report-it>) enables the public to report sharps found in public spaces. Each report triggers a service request for the Sanitation Team, which is attended to promptly.

Recent Actions

Following increased community concern regarding sharps found in public areas—particularly playgrounds—the City has issued a public message outlining:

- How to safely dispose of sharps
- Locations of disposal units
- How to report found sharps
- The City's ongoing review of sharps management, including initiatives to improve public awareness and explore collaboration opportunities with government agencies and key stakeholders.

Next Steps

The City is reviewing current sharps management practices to identify opportunities for improvement. This includes assessing potential enhancements to services, increasing community awareness, and strengthening collaboration with external stakeholders.

As part of this process, the City will engage with the WA Country Health Service (WACHS) and local pharmacies to understand:

- What materials are currently provided when syringes are distributed.
- Public health guidance already available on the correct disposal of syringes found in public places.
- What needle and syringe program is in place within the City of Karratha to ensure safe disposal practises.

The City's communications will be aligned to direct the public to these existing resources, as well as to:

- Provide clear instructions on how to report a found syringe—presumably via the *Report It* platform.
- Advise that the City's response team will attend to reported items within a specified time frame (to be determined).

Additionally, the City will explore using *Report It* data to map potential “hotspots” for discarded sharps, enabling targeted monitoring and intervention.

The Councillor's recommendations (1–5) will be investigated as part of this review, with a formal response to be presented at a future Council Meeting.

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

17.1 CONFIDENTIAL ITEM 17.1 Chief Executive Officer Performance Review

Also included is the following:

CONFIDENTIAL ATTACHMENT 17.1 CEO Performance Review

CONFIDENTIAL ATTACHMENT 17.1 CEO Performance Review Committee Terms of Reference

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

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The Ordinary Council Meeting is to be held on [Click here to enter a date.](#) at 6pm at Council Chambers - Welcome Road, Karratha.