



## **PUBLIC BRIEFING**

# **AGENDA**

**NOTICE IS HEREBY GIVEN that the Public  
Agenda Briefing will be held in the  
Council Chambers, Welcome Road, Karratha,  
on Monday, 15 September 2025 at 6pm**

A handwritten signature in black ink, appearing to read 'Emma Landers', is positioned above a horizontal line.

**EMMA LANDERS  
A/CHIEF EXECUTIVE OFFICER**



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

Signed:  \_\_\_\_\_  
**Emma Landers – A/Chief Executive Officer**

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

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

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

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

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

### NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

### INTERESTS AFFECTING IMPARTIALITY

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

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

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

### IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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# PUBLIC BRIEFING 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 ABOUT THIS MEETING

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

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

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

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

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

### 3 RECORD OF ATTENDANCE / APOLOGIES

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

**Staff:** Emma Landers Acting Chief Executive Officer  
Angela McDonald Acting Director Community Experience  
Warren van Wyk Director Corporate & Commercial  
Lee Reddell Director Development Services  
Simon Kot Director Projects & Infrastructure  
Henry Eaton Manager Governance & Organisational  
Strategy  
Kate Jones Minute Secretary

**Apologies:**

**Absent:**

**Leave of Absence:**

**Members of Public:**

**Members of Media:**

## **4 PUBLIC QUESTION TIME**

Mayor Scott provides the following introduction to Public Question Time.

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

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

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

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

## **5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Presentation from Youth Advisory Group.

## **6 DECLARATIONS OF INTEREST**

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

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

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### **OFFICER'S RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on Monday, 25 August 2025, be confirmed as a true and correct record of proceedings.**

## **8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

| <b>Date</b> | <b>Mayor Meetings – August 2025</b>  | <b>Location</b> |
|-------------|--|-----------------|
| 02/08/2025  | FeNaCING welcome speech  | Karratha        |
| 07/08/2025  | Hon Julie Freeman MLC, Shane Love MLA meeting                              | Online          |
| 09/08/2025  | Roebourne Rodeo welcome speech   | Karratha        |
| 07/08/2025  | Parliamentary Secretary Dr Katrina Stratton MLC meeting                    | Online          |
| 16/08/2025  | Pilbara Regiment Ball  | Karratha        |
| 18/08/2025  | Wedgetail Aerospace interview  | Karratha        |
| 18/08/2025  | Vietnam Veterans' Day wreath laying  | Karratha        |
| 20/08/2025  | Pilbara Country Zone meeting   | Perth           |
| 21/08/2025  | Basil Zempilas and Shadow Cabinet Member meeting                           | Perth           |
| 21/08/2025  | Treasurer's Office Briefing Daniel Lines & Emma Colombera advocacy meeting | Perth           |
| 21/08/2025  | Department of the Premier and Cabinet advocacy meeting                     | Perth           |
| 21/08/2025  | RCAWA Strategic Planning Session   | Perth           |
| 22/08/2025  | RCAWA Strategic Planning Session   | Perth           |

## 9 CORPORATE & COMMERCIAL REPORTS

### 9.1 STATEMENTS FOR PERIOD ENDED 31 JULY 2025

|                                       |  |
|---------------------------------------|--|
| <b>File No:</b>                       | FM.19  |
| <b>Responsible Executive Officer:</b> | Director Corporate & Commercial  |
| <b>Reporting Author:</b>              | Corporate Accountant   |
| <b>Date of Report:</b>                | 22 August 2025   |
| <b>Applicant/Proponent:</b>           | Nil  |
| <b>Disclosure of Interest:</b>        | Nil  |
| <b>Attachment(s):</b>                 | <ol style="list-style-type: none"><li>1. Statement of Financial Activity 31 July 2025</li><li>2. Statement of Financial Position 31 July 2025</li><li>3. Variance Commentary SFA by Nature 31 July 2025</li><li>4. Net Current Funding Position 31 July 2025</li></ol> |

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#### PURPOSE

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

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#### OFFICER'S RECOMMENDATION

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

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#### BACKGROUND

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

#### DISCUSSION

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

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

| 2025/26                             | Original Budget | Current Budget | Year to Date Budget | Year To Date Actual | YTD Variance*      | Variance % | Surplus Impact |
|-------------------------------------|-----------------|----------------|---------------------|---------------------|--------------------|------------|----------------|
| <b>Operating Activities</b>         |                 |                |                     |                     |                    |            |                |
| Revenue (incl. Rates)               | 197,245,877     | 197,245,877    | 21,761,560          | 6,348,074           | (15,413,487)       | -70.8%     | ↓              |
| Expenditure                         | (169,913,966)   | (169,913,966)  | (15,706,905)        | (9,314,221)         | 6,392,687          | 40.7%      | ↑              |
| <b>Investing Activities</b>         |                 |                |                     |                     |                    |            |                |
| Inflows                             | 1,023,264       | 1,023,264      | 0                   | 80,000              | 41,500             | 107.8%     | ↑              |
| Outflows                            | (97,160,056)    | (97,160,056)   | (5,105,403)         | (622,896)           | 4,521,007          | 87.9%      | ↑              |
| <b>Financing Activities</b>         |                 |                |                     |                     |                    |            |                |
| Inflows                             | 79,174,533      | 79,174,533     | 0                   | 0                   | 0                  | 0%         |                |
| Outflows                            | (51,908,756)    | (51,908,756)   | (478,503)           | (421,186)           | 57,316             | 12.0%      | ↑              |
| <b>Non-Cash Items</b>               | 30,160,088      | 30,160,088     | 2,561,888           | (1,470,635)         | (4,032,523)        | -157.4%    | ↓              |
| Restricted PUPP Surplus BFWD 1 July | 0               | 0              | 0                   | 0                   | 0                  | 0.0%       |                |
| Unrestricted Surplus BFWD 1 July    | 11,385,875      | 11,385,875     | 11,385,875          | 11,385,875          | 0                  | 0.0%       |                |
| Restricted PUPP Surplus CFWD        | 0               | 0              | 0                   | 0                   | 0                  | 0.0%       |                |
| <b>Surplus/(Deficit) 2024/25</b>    | <b>6,860</b>    | <b>6,860</b>   | <b>14,418,513</b>   | <b>5,985,010</b>    | <b>(8,433,503)</b> |            |                |

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

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

As June 2025 has not yet been finalised and audited these figures may still change.

## FINANCIAL MANAGEMENT UPDATE

### Local Government Financial Ratios

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

Distortion of Ratios - Due to the rates revenue not being generated the ratios have been distorted. Once rates revenue is generated in August, they will be resolved.

| Period Ended 31 July 2025  | Target Ratio | YTD Budget Ratio | Original Annual Budget Ratio | YTD Actual Ratio |
|--|--------------|------------------|------------------------------|------------------|
| <b>Current Ratio</b>   | > 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.   |              |                  |                              |                  |
| <b>Asset Sustainability Ratio (ASR)</b>  | > 0.90       | 1.24             | 2.24                         | 3.02             |
| The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.  |              |                  |                              |                  |
| <b>Operating Surplus Ratio (OSR)</b>   | > 15%        | 102.4%           | 18.7%                        | -53.3%           |
| The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes  |              |                  |                              |                  |
| <b>Own Source Revenue Coverage Ratio (OSRC)</b>  | > 0.90       | 0.38             | 0.88                         | -0.59            |
| 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.<br>A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities. |              |                  |                              |                  |
| <b>Debt Service Cover Ratio (DSCR)</b>   | > 2          | 8.1              | 54.8                         | -2.6             |
| The DSCR measures 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**

|                    | July 2025   | June 2025   | % Change | Comments  |
|--------------------|-------------|-------------|----------|---|
| <b>Current</b>     |             |             |          |   |
| <b>Assets</b>      | 147,517,490 | 149,363,659 | -1.24%   | Increase in Trade & Other Receivables.<br>Decrease in Cash & Cash Equivalents |
| <b>Liabilities</b> | 22,374,293  | 14,194,771  | 57.62%   | Increase in Trade and Other Payables  |
| <b>Non-Current</b> |             |             |          |   |
| <b>Assets</b>      | 773,931,467 | 766,516,108 | 0.97%    | Decrease in PPE and Increase in Infrastructure                                |
| <b>Liabilities</b> | 6,727,693   | 6,451,877   | 4.27%    | Increase in Provisions  |
| <b>Net Assets</b>  | 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 July 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 \$4.8m, reflecting the loans receivable, accrued revenue and GST receivable.

**Debtors Schedule**

|                       | July 2025        | June 2025        | Change %    | % of Current Total |
|-----------------------|------------------|------------------|-------------|--------------------|
| <b>Sundry Debtors</b> |                  |                  |             |                    |
| <b>Current</b>        | 8,111,907        | 6,697,853        | 21%         | 94.1%              |
| <b>&gt; 40 Days</b>   | 303,800          | 817,758          | -63%        | 3.5%               |
| <b>&gt; 60 Days</b>   | 75,061           | 82,941           | -10%        | 0.9%               |
| <b>&gt; 90 Days</b>   | 130,547          | 225,005          | -42%        | 1.5%               |
| <b>Total</b>          | <b>8,621,315</b> | <b>7,823,558</b> | <b>10%</b>  | <b>100%</b>        |
| <b>Rates Debtors</b>  |                  |                  |             |                    |
| <b>Total*</b>         | <b>1,512,570</b> | <b>1,676,492</b> | <b>-10%</b> | <b>100%</b>        |
| <b>PUPP Debtors</b>   |                  |                  |             |                    |
| <b>Total</b>          | <b>488,911</b>   | <b>488,637</b>   | <b>0.1%</b> | <b>100%</b>        |

\*Rates (including ESL and waste charges) have not been levied for 2025-26 this will occur in August, as the budget was not adopted until July 2025.

There was no material change in July in the PUPP Debtors' balance. PUPP payments have now been received on 99.78% of properties and of those paid, 99.44% paid in full, with 0.21% (\$488,911) still outstanding. Review of these is currently underway of their debt collection status.

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

| Debtor Code | Name   | 60 Days   | Over 90 Days | Commentary  |
|-------------|--|-----------|--------------|---|
| S183        | Department of Fire and Emergency Services DFES | 54,803.74 | -            | DFES sent the invoice to the wrong department - scheduled for payment in August 25.   |
| E164        | EK Contracting                                 | -         | 108,085.38   | Waste at 7 Mile March 2025. Reminders sent 09/07/25 & 16/07/25. Sent to Ampac to issue letter of demand.  |
| K373        | Guadalupe Del Carmen Kocsis                    | 49.91     | 9,241.57     | Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Debt Recovery continuing.                                    |
| L136        | If Foundation                                  | 27.21     | 5,313.83     | 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 |
| R262        | Rambla Pty Ltd                                 | 29,911.78 |              | The debtor has been contacted with no response.   |
| H279        | Scartisha Ningella & Trevwai Hicks             | 7,773.48  | 2,996.24     | U32/6 Shakespeare St - Vacated 18/07/24. Request for Payment Plan.  |

### Capital Expenditure

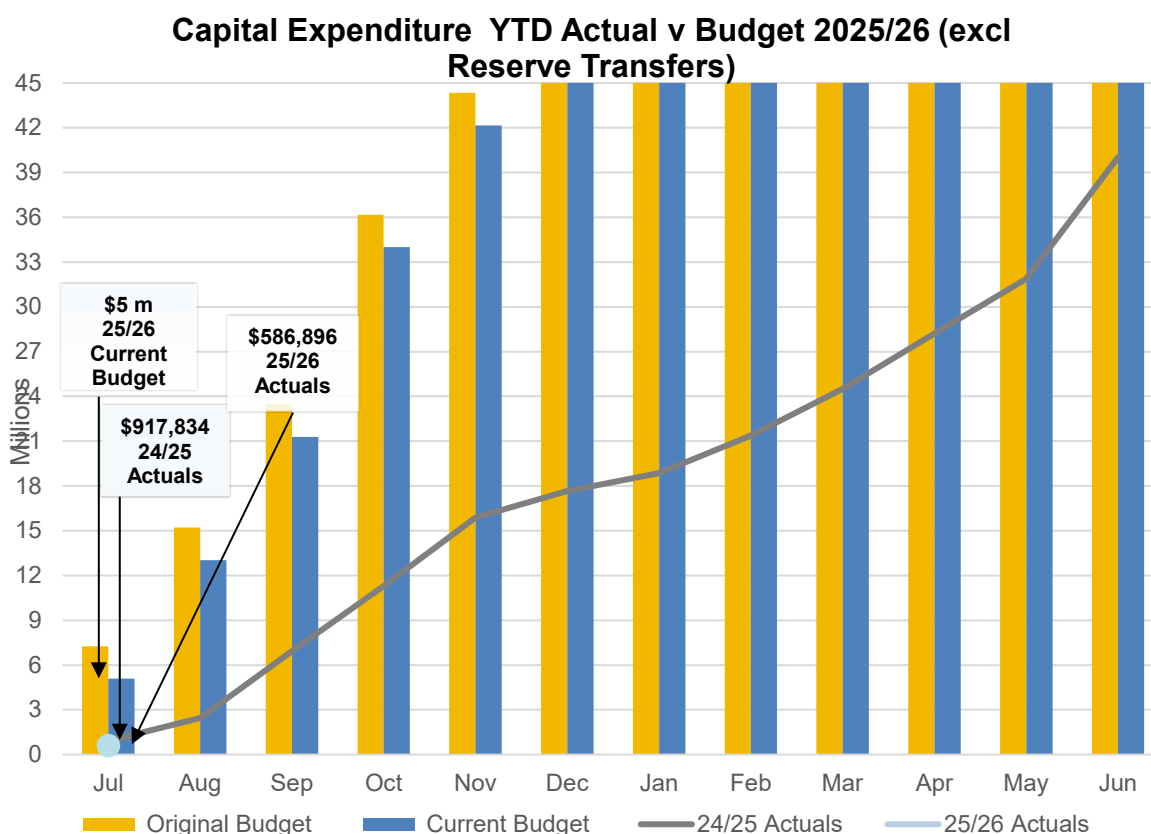
Council's current 2025/26 Capital Expenditure budget is \$97.1 million which includes significant projects such as: Hancock Way Housing Development, Karratha Airport Terminal renewal, 7 Mile Waste Class Cell Construction, Kevin Richards Oval multi-use hardcourts & lighting (Stage 4), 10 Year footpath plan, Roads-reseal, Kerb renewals & Roebourne Streetscape Master Plan.

The City spent \$586,896 on its capital program to the end of July 2025, \$4.2m (88.4%) less than the YTD budget. Variance commentary is available in attachment 3 in relation to the imbalance to the Capital budget.

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

| CAPITAL EXPENDITURE   |              |            |            |                        |                       |                    |
|-----------------------|--------------|------------|------------|------------------------|-----------------------|--------------------|
| Asset Class           | YTD          |            |            | ANNUAL                 |                       |                    |
|                       | YTD Budget   | YTD Actual | Variance % | Annual Original Budget | Annual Current Budget | % of Annual Budget |
|                       | 31 July 2025 |            |            | 30-June-25             |                       |                    |
| Infra Misc Structures | 1,341,820    | 127,426    | -90.5%     | 17,902,475             | 17,902,475            | 0.0%               |
| Parks & Open Spaces   | 85,900       | 233,556    | 171.9%     | 12,874,139             | 12,874,139            | 0.0%               |
| Buildings             | 1,242,886    | 400        | -100.0%    | 39,426,174             | 39,426,174            | 0.0%               |
| Equipment             | 0            | 8,030      | 0.0%       | 2,549,528              | 2,549,528             | 0.3%               |

| CAPITAL EXPENDITURE |                  |                |               |                        |                       |                    |
|---------------------|------------------|----------------|---------------|------------------------|-----------------------|--------------------|
| Asset Class         | YTD              |                |               | ANNUAL                 |                       |                    |
|                     | YTD Budget       | YTD Actual     | Variance %    | Annual Original Budget | Annual Current Budget | % of Annual Budget |
|                     | 31 July 2025     |                |               | 30-June-25             |                       |                    |
| Furn & Equip        | 137,291          | 4,374          | -96.8%        | 899,291                | 899,291               | 0.5%               |
| Plant               | 272,000          | 113,067        | -58.4%        | 3,853,563              | 3,853,563             | 2.9%               |
| Inv Property        | 0                | 0              | 100.0%        | 333,000                | 333,000               | 0.0%               |
| Infra Roads         | 1,985,125        | 5,497          | -99.7%        | 7,743,610              | 7,743,610             | 0.1%               |
| Infra Footpaths     | 15,383           | 2,035          |               | 5,307,958              | 5,307,958             |                    |
| Infra Aerodromes    | 0                | 92,511         | 0.0%          | 6,270,318              | 6,270,318             | 1.5%               |
| <b>Totals</b>       | <b>5,080,404</b> | <b>586,896</b> | <b>-88.4%</b> | <b>97,160,056</b>      | <b>97,160,056</b>     | <b>0.6%</b>        |



### Financial Statements

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

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

**LEVEL OF SIGNIFICANCE**

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

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

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

**STATUTORY IMPLICATIONS**

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

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$100,000 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 detailed sections of the report. The Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**STRATEGIC IMPLICATIONS**

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      |

| Category             | Risk level | Comments   |
|----------------------|------------|--|
| 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 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 JULY 2025 TO 31 JULY 2025

|                                       |  |
|---------------------------------------|--|
| <b>File No:</b>                       | FM.19  |
| <b>Responsible Executive Officer:</b> | Director Corporate and Commercial  |
| <b>Reporting Author:</b>              | Senior Creditors Officer   |
| <b>Date of Report:</b>                | 21 August 2025   |
| <b>Applicant/Proponent:</b>           | Nil  |
| <b>Disclosure of Interest:</b>        | Nil  |
| <b>Attachment(s):</b>                 | <ol style="list-style-type: none"> <li>1. List of Payments – July 2025</li> <li>2. Purchase Cards Report – July 2025</li> <li>3. Fleet Fuel Card Report – June 2025</li> </ol> |

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### PURPOSE

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

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### OFFICER'S RECOMMENDATION

**That Council RECEIVE the list of payments totalling \$20,545,074.77 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 July 2025 to 31 July 2025 (including credit card transactions – July 2025) totalled \$20,545,074.77 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 855 to 888 and  
EFT Payments 90532 to 91593 (Inclusive): \$15,344,420.13;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: 90839, 91142 & 91593: \$7,537.84;
6. Credit Card Payments (July 2025): \$41,195.58;
7. Payroll Payments: \$5,151,921.22

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

- Dampier Plumbing – Airport Wastewater Treatment Plant Capital Works - \$283,096
- MSS Security Services – Airport Security, June 2025 - \$262,547
- The Artisan Co WA P/L – Roebourne Streetscape Works Claim - \$1,224,362

- Corps Pavement Services – Dampier Road Reseal Works - \$1,231,223
- Ausolar Pty Ltd – Wickham AFL Oval Light Upgrade - \$816,129
- CBRE Pty Ltd – Operations Centre, HVAC Refurbishment - \$375,705
- CBRE Pty Ltd – Main Admin Building – Supply Chiller - \$231,310
- Landgate – Rates GRV Revaluation - \$307,947
- LGIS (Walga) – 25/26 Insurance First Instalment - \$2,329,848

Consistent with CG-11 Regional Price Preference Policy, 54% of the total value of external payments reported for the period were made locally. This result is lower than the prior month. In July 2025, 77% 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  |

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

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to conduct 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 July 2025 to 31 July 2025 totalled \$20,545,074.77. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

### 9.3 INVESTMENTS FOR PERIOD ENDED 31 JULY 2025

|                                       |                                 |
|---------------------------------------|---------------------------------|
| <b>File No:</b>                       | FM.19                           |
| <b>Responsible Executive Officer:</b> | Director Corporate & Commercial |
| <b>Reporting Author:</b>              | Corporate Accountant            |
| <b>Date of Report:</b>                | 21 August 2025                  |
| <b>Applicant/Proponent:</b>           | Nil                             |
| <b>Disclosure of Interest:</b>        | Nil                             |
| <b>Attachment(s):</b>                 | Nil                             |

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#### PURPOSE

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

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#### OFFICER'S RECOMMENDATION

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

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#### 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<br>\$ | Balance<br>31 July 2025<br>\$ | Interest<br>% | Investment<br>Term | Maturity | Source          |
|--|-------------------------------|----------------------------|-------------------------------|---------------|--------------------|----------|-----------------|
| <b>RESERVE FUNDS</b>   |                               |                            |                               |               |                    |          |                 |
| WBC  | Business Premium Cash Reserve |                            | 99,280                        | 1.60          | At Call            |          | Reserve at Call |
| WBC  | Reserve Term Deposit          | 5,000,000                  | 5,188,701                     | 5.14          | 12 months          | Nov-25   | Reserve TD      |
| WBC  | Reserve Term Deposit          | 11,000,000                 | 11,345,316                    | 5.07          | 10 months          | Oct-25   | Reserve TD      |
| WBC  | Reserve Term Deposit          | 4,000,000                  | 4,110,906                     | 5.01          | 10 months          | Nov-25   | Reserve TD      |
| WBC  | Reserve Term Deposit          | 18,000,000                 | 18,394,644                    | 4.85          | 11 months          | Jan-26   | Reserve TD      |
| WBC  | Reserve Term Deposit          | 19,000,000                 | 19,398,896                    | 4.85          | 11 months          | Jan-26   | Reserve TD      |
| WBC  | Reserve Term Deposit          | 10,000,000                 | 10,077,822                    | 4.37          | 12 months          | May-26   | Reserve TD      |
| WBC  | Reserve Term Deposit          | 19,000,000                 | 19,099,633                    | 4.35          | 12 months          | Jun-26   | Reserve TD      |
| <b>MUNICIPAL FUNDS</b>   |                               |                            |                               |               |                    |          |                 |
| WBC  | Municipal Term Deposit        | 5,000,000                  | 5,152,795                     | 5.07          | 10 months          | Oct-25   | Muni TD         |
| WBC  | Municipal Term Deposit        | 2,000,000                  | 2,014,947                     | 4.83          | 3 months           | Aug-25   | Muni TD         |
| WBC  | Municipal<br>(Transactional)  |                            | 39,697,102                    | 3.70          | At Call            |          | Muni at Call    |
| N/A  | Cash on Hand                  |                            | 7,929                         |               |                    |          |                 |
| <b>TOTAL</b>   |                               | <b>93,000,000</b>          | <b>134,587,971</b>            |               |                    |          |                 |
| The balance of all Term Deposits includes interest accrued to 31 July 2025 |                               |                            |                               |               |                    |          |                 |

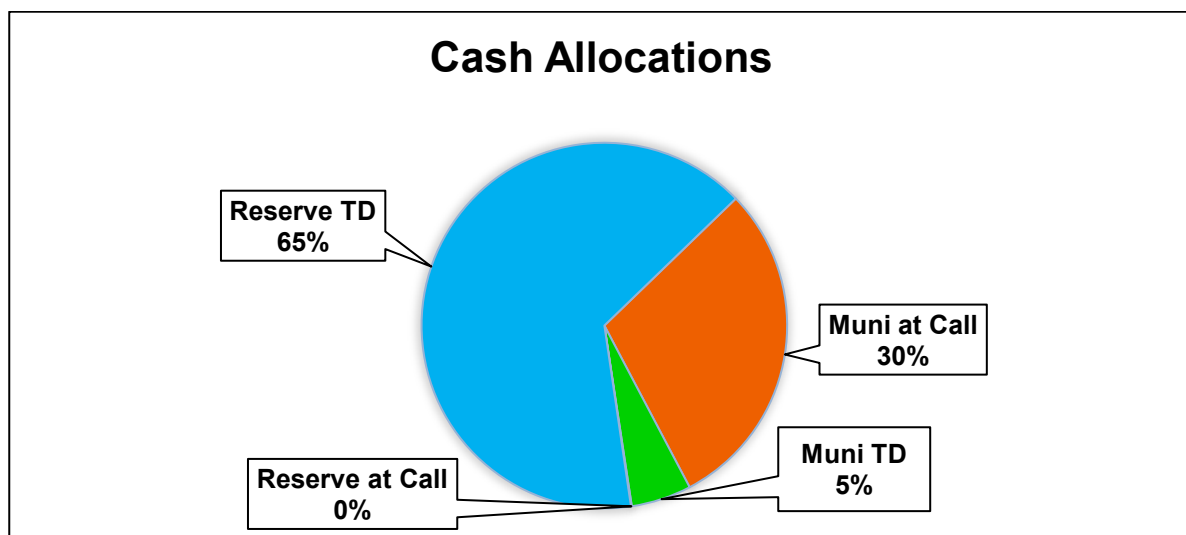
On average, the City is earning 4.7% across Municipal Term Deposits and 4.81% across Reserve Term Deposits.

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

### **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.

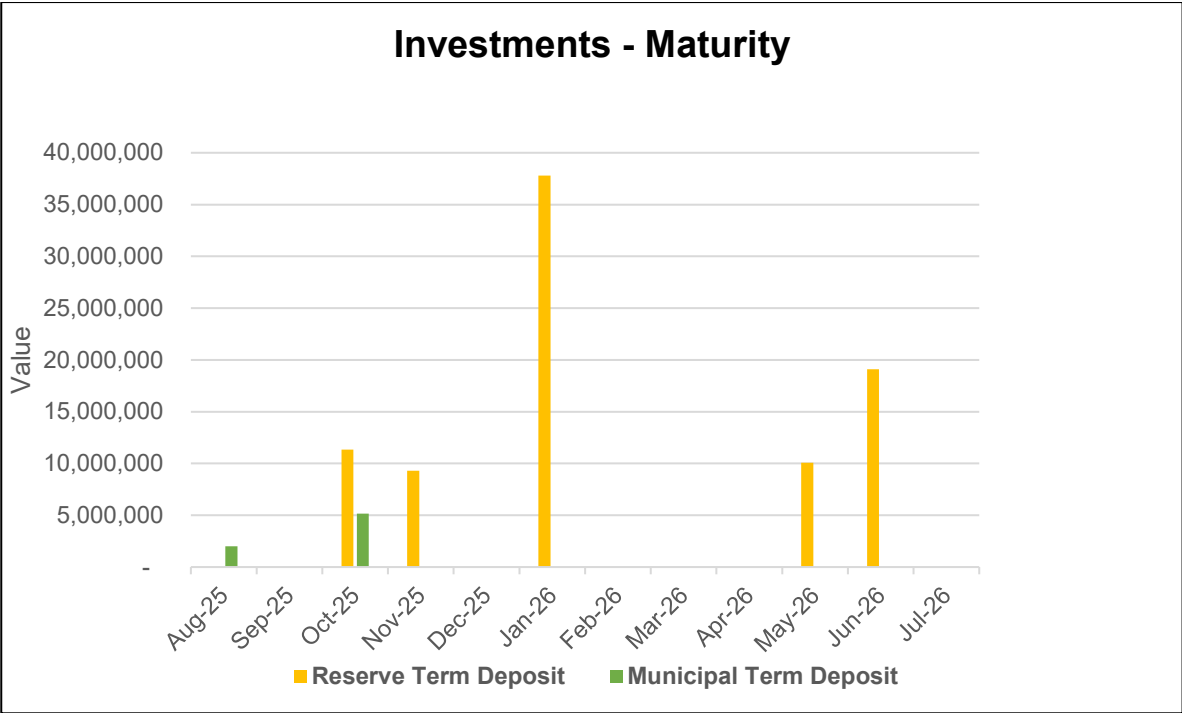
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 70% of our Cash and Financial Investments are invested in Term Deposits. The allocation of term deposits has decreased by 17% from June 2025 accounts due to holding of cash for end of year reserve transfers and operating fund requirements until rates income is being received.



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. 20% of Cash and Financial Investments will mature in the next 3 months, 50% maturing in the next 4-6 months and 31% maturing in the next 7-12 months.

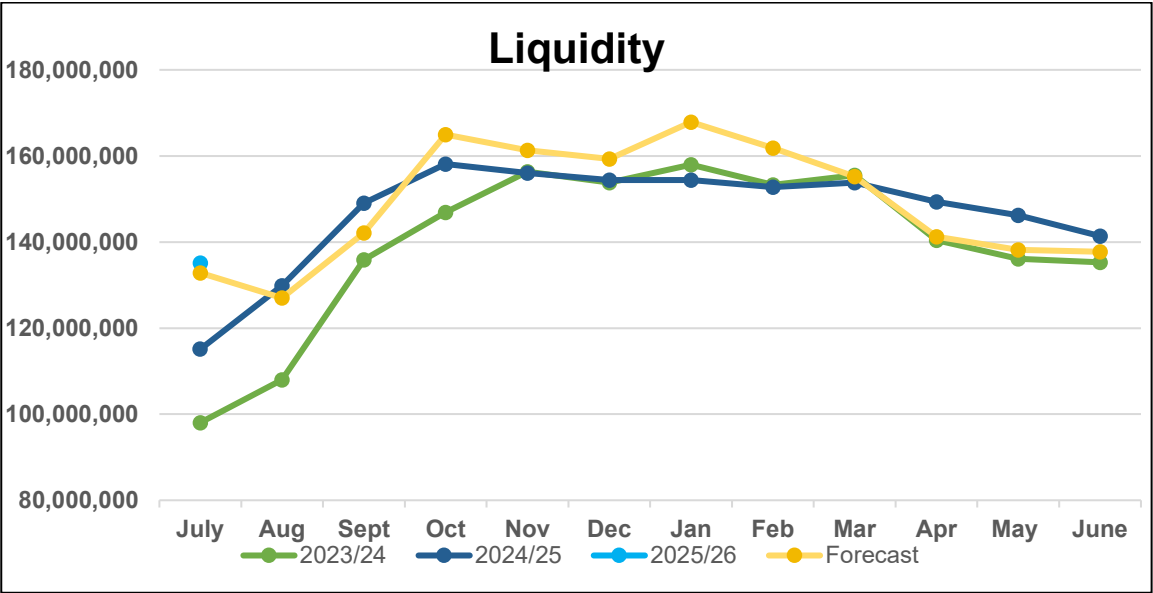


Graph 2. Schedule of Maturity of Cash and Financial Investments

**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 2025/26 demonstrates an increase compared to July 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*

|                        | <b>Month<br/>31 Jul 2025<br/>\$</b> | <b>Year-to-Date<br/>31 Jul 2025<br/>\$</b> | <b>Life-to-Date<br/>31 Jul 2025<br/>\$</b> |
|------------------------|-------------------------------------|--|--|
| Total Income Received  | 33,250                              | 33,250                                     | 2,743,055                                  |
| Total Expenditure Paid | -                                   | -  | (149,578)                                  |
| <b>Net Income</b>      | <b>33,250</b>                       | <b>33,250</b>                              | <b>2,593,477</b>                           |
| <b>Annualised ROI</b>  | <b>13.2%</b>                        | <b>13.2%</b>                               | <b>57.1%</b>                               |

### *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*

|                        | <b>Month<br/>31 Jul 2025<br/>\$</b> | <b>Year-to-Date<br/>31 Jul 2025<br/>\$</b> | <b>Life-to-Date<br/>31 Jul 2025<br/>\$</b> |
|------------------------|-------------------------------------|--|--|
| Total Income Received  | 49,847                              | 49,847                                     | 3,320,701                                  |
| Total Expenditure Paid | -                                   | -  | (18,554)                                   |
| <b>Net Income</b>      | <b>49,847</b>                       | <b>49,847</b>                              | <b>3,302,147</b>                           |
| <b>Annualised ROI</b>  | <b>14.1%</b>                        | <b>14.1%</b>                               | <b>52.9%</b>                               |

### *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.

*Table 4. The Quarter HQ Performance*

|                        | <b>Month<br/>31 Jul 2025<br/>\$</b> | <b>Year to Date<br/>31 Jul 2025<br/>\$</b> | <b>Life to Date<br/>31 Jul 2025<br/>\$</b> |
|------------------------|-------------------------------------|--|--|
| Total Income Received  | 338,076                             | 338,076                                    | 28,071,932                                 |
| Total Expenditure Paid | (153,796)                           | (153,796)                                  | (13,225,480)                               |
| <b>Net Income</b>      | <b>184,280</b>                      | <b>184,280</b>                             | <b>14,846,452</b>                          |
| <b>Annualised ROI</b>  | <b>11.1%</b>                        | <b>11.1%</b>                               | <b>9.2%</b>                                |

### **Ageing of Outstanding Lessees Balances**

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 31 July 2025.

*Table 5. Aged Debtors of The Quarter*

| <b>Suite ID</b> | <b>Lessee</b>                                      | <b>Total Amount Outstanding (\$)</b> | <b>Commentary</b>  |
|-----------------|--|--------------------------------------|--|
| 3               | T0000699 - Pilbara Weddings & Events               | 11,144.34                            | Lessee has entered into a payment plan with the City. The outstanding balance at 18 <sup>th</sup> August is \$10,944.34.             |
| 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.                  |
| 1&2             | T0000698 – Fiorita Pty Ltd                         | 19,280.00                            | The City continues to work with the tenant on the outstanding balance which has reduced to \$3,021.02 as at 18 <sup>th</sup> August. |
| 6&7             | T0000701 & T0000702 - Lo's Café and Dining Pty Ltd | 19,336.82                            | The overdue balance has since been paid in August by the tenant.   |

### 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<br>31 Jul 2025<br>\$ | Year to Date<br>31 Jul 2025<br>\$ | Life to Date<br>31 Jul 2025<br>\$ |
|------------------------------|----------------------------|-----------------------------------|-----------------------------------|
| Funded Amount                | -                          | -                                 | 3,800,000                         |
| Interest Charges             | -                          | -                                 | (503,086)                         |
| <b>Remaining Loan Amount</b> | <b>(300,000)</b>           | <b>(300,000)</b>                  | <b>(300,000)</b>                  |

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 4.81%, there is an opportunity cost for the year to date of \$2,614 and a life to date cost of \$11,301. For the current month of July 2025, the opportunity cost is \$2,614. 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 AUDIT AND ORGANISATIONAL RISK COMMITTEE MINUTES – AUGUST 2025**

|                                       |  |
|---------------------------------------|--|
| <b>File No:</b>                       | FM.1   |
| <b>Responsible Executive Officer:</b> | Director Corporate and Commercial  |
| <b>Reporting Author:</b>              | Manager Governance and Organisational Strategy                           |
| <b>Date of Report:</b>                | 20 August 2025   |
| <b>Applicant/Proponent:</b>           | Nil  |
| <b>Disclosure of Interest:</b>        | Nil  |
| <b>Attachment(s):</b>                 | Audit and Organisational Risk Committee Meeting Minutes – 11 August 2025 |

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**PURPOSE**

For Council to receive the minutes of the Audit and Organisational Risk Committee (the Committee) meeting held on 11 August 2025.

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**OFFICER'S RECOMMENDATION**

**That Council RECEIVE the Minutes of the Audit and Organisational Risk Committee meeting held on 11 August 2025.**

---

**BACKGROUND**

The Audit and Organisational Risk Committee met on 11 August 2025 with a new independent chairperson and deputy chairperson to consider the following matters:

**1. OAG Planning Meeting**

The Committee received a presentation from the Office of Auditor General and RSM Australia regarding the conduct and focus areas for the 2024/25 financial audit.

**2. Terms of Reference**

The Committee considered a much-expanded Terms of Reference, accepted a name change to Audit, Risk and Improvement Committee, and resolved that the Committee would work with the Administration to develop a final draft.

As the chairperson and the deputy chairperson are both independent, it was supported to have another member of the Committee to speak on behalf of the Committee when the minutes are presented at the Council meetings.

**3. Governance and Risk Management**

The Committee received the Governance Report update and the Risk Management Report update.

Additionally, the Committee supported convening a workshop to refine the draft strategic risk register to ensure it aligned with the Council Plan, Long Term Financial Plan, and the Workforce Plan.

**4. Internal Audit**

The Committee provided in principle support for the Administration to undertake 5 internal audits over the next two years. The Internal Audits to be undertaken will be confirmed at the next ARIC meeting and following a review of the Strategic Risk Register.

**5. Key Documents**

The Committee were provided with the Long Term Financial Plan 2025-35, Annual Budget 2025-26, Council Plan 2025-35, and Key Performance Measures 2025-26 which have been endorsed by Council at recent Ordinary Council Meetings.

**6. Information Items**

The Committee accepted a briefing on information technology and an audit recommendations 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 Council's ability to perform its role.

**STATUTORY IMPLICATIONS**

Part 7 of the *Local Government Act 1995* makes provision for the audit committee and the conduct of audits.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with the AORC, Executive Leadership Team, Finance, Governance and other impacted areas in relation to relevant items.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no specific policy implications.

**FINANCIAL IMPLICATIONS**

There are no specific financial implications.

**STRATEGIC IMPLICATIONS**

Governance 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            | N/A        | The Committee's review of key governance and compliance documents ensures that financial risks will be appropriately managed. Audit engagement will provide assurance to the accuracy of data reported. |
| Service Interruption | N/A        | Nil   |
| Environment          | N/A        | Nil   |
| Reputation           | Moderate   | The AORC meet regularly and adequately monitoring audit and risk activities to ensure public trust in the City's operations.  |
| Compliance           | Moderate   | The City is required to have an audit committee and conduct frequent meetings.  |

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The audit committee meet regularly each year with the last meeting being held 17 February 2025.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

This meeting was the first meeting of the audit committee with a new independent chairperson and deputy chairperson, with the committee discussing a fresh approach to running this committee in line with legislative reforms to the purpose of audit committees and their expanded scope of responsibilities, as well as in the context of the recently adopted Council Plan and Long Term Financial Plan. The Committee were briefed on a wide range of activities.

## **10 COMMUNITY EXPERIENCE REPORTS**

There are no Community Experience reports.

## 11 DEVELOPMENT SERVICES REPORTS

### 11.1 DRAFT EMISSION PROFILE & EMISSION REDUCTION PLAN 2025 – REQUEST TO ADVERTISE

|                                       |   |
|---------------------------------------|---|
| <b>File No:</b>                       | EM.29   |
| <b>Responsible Executive Officer:</b> | Director Development Services                           |
| <b>Reporting Author:</b>              | Sustainability Officer                                  |
| <b>Date of Report:</b>                | 26 August 2025  |
| <b>Applicant/Proponent:</b>           | Nil   |
| <b>Disclosure of Interest:</b>        | Nil   |
| <b>Attachment(s):</b>                 | 1. City of Karratha Emission Profile and Reduction Plan |

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#### PURPOSE

For Council to consider the Draft Emission Profile and Emission Reduction Plan 2025 to be advertised for community feedback.

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#### OFFICER'S RECOMMENDATION

That Council:

- 1. AGREE to advertise the draft Emission Profile & Emission Reduction Plan 2025 for public comment for a 3-week period commencing after the Caretaker Period; and**
- 2. REQUEST Administration present a summary of public comment back to Council in December 2025, along with the final Emission Profile and Emissions Reduction Plan 2025.**

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#### BACKGROUND

The *Local Government Act 1995* requires Councils to promote the economic, social, and environmental sustainability of the district; to plan for and mitigate risks associated with climate change; and to consider the long-term consequences of decisions on future generations (Part 3, Division 1, Section 3.1(1A)).

On 30 June 2021, Council adopted the Environmental Sustainability Strategy (ESS) to deliver on this requirement. Focus Area 1 of the ESS – *Energy & Climate Action* – identified actions to conduct baseline carbon accounting, commit to an emission reduction target, and report progress as a key performance indicator.

The City subsequently engaged a consultant to complete the baseline carbon accounting (also known as an emissions profile). Based on this work, the City of Karratha draft Emission Profile and Emission Reduction Plan (ERP), included as **Attachment 1**, has been developed to guide Council in reducing emissions in alignment with state and federal targets.

## DISCUSSION

The City has developed its organisational emissions profile for Financial Year (FY) 2024, which will serve as the base year for emissions. The emissions profile and accompanying ERP cover the City's Scope 1 and 2 greenhouse gas emission sources.

Scope 1 emissions are direct emissions from sources owned or controlled by the City (e.g., landfill, fleet vehicle fuel, and building gas use) and Scope 2 are indirect emissions from purchased electricity consumed in City operations.

Scope 3 emissions are indirect emissions from activities not directly controlled by the City (e.g., employee travel, procurement, tenanted facilities, and outsourced services) and are not included in the ERP.

Starting with Scope 1 and 2 emissions in a corporate ERP is the most common approach taken by local governments.

For FY2024, the City's emissions profile amounted to 53,198 tonnes of greenhouse gas emissions. The largest contributors were landfill emissions (81%), electricity consumption at City assets (9%), and fleet diesel use (8%).

Following this, a business-as-usual (BAU) emissions projection was modelled, considering factors such as grid decarbonisation, operational expansions, infrastructure upgrades, and projected population growth. Developing an accurate BAU forecast is essential for designing an ERP.

It is proposed that the City employ the following mitigation hierarchy to guide its emissions reduction efforts:

- **Avoiding emissions** through eliminating unnecessary energy consumption.
- **Reducing emissions** via improved efficiency in energy use, fleet operations, and other processes.
- **Replacing high-emission technologies and fuels** with lower-emission alternatives, such as renewable energy systems or electric vehicles.

Using this framework and input from targeted workshops with internal stakeholders, priority abatement areas were identified and informed the draft ERP. A summary of the key recommended emission reduction actions included in the draft ERP are included in Table 1.

*Table 1: Summary of Emission Reduction Actions*

| Abatement Area           | Key Actions  | 2025-2027 | 2028-2030 | 2031-2035 | 2036-2050 |
|--------------------------|--|-----------|-----------|-----------|-----------|
| <b>Renewable Energy</b>  | - Install ~200kW solar annually on City facilities (2026–2035)             | ✓         | ✓         | ✓         |           |
|                          | - Install large solar systems at REAP                                      | ✓         |           |           |           |
|                          | - Expand solar system at KLP (500kW)                                       |           | ✓         |           |           |
|                          | - Implement Solar Works Plan   | ✓         | ✓         | ✓         |           |
|                          | - Install battery storage (500kWh annually, 2028–2035)                     |           | ✓         | ✓         |           |
|                          | - Generate & retire LGCs for solar plants >100kW                           | ✓         | ✓         | ✓         | ✓         |
| <b>Energy Efficiency</b> | - Upgrade facilities (LED lighting, HVAC, BMS, irrigation, smart controls) | ✓         | ✓         | ✓         | ✓         |
|                          | - Centralise solar system generation into single platform (Niagara)        | ✓         |           |           |           |

| Abatement Area                      | Key Actions   | 2025-2027 | 2028-2030 | 2031-2035 | 2036-2050 |
|-------------------------------------|---|-----------|-----------|-----------|-----------|
| <b>Streetlighting</b>               | - Advocate to convert all non-LED streetlights and investigate smart lighting controls                              | ✓         | ✓         |           | ✓         |
| <b>Renewable Energy Procurement</b> | - Engage Horizon Power / explore PPAs (Source 100% renewable electricity from 2031)                                 |           |           | ✓         | ✓         |
| <b>Fleet Transition</b>             | - Replace ICE vehicles/plant with hybrids, EVs, hydrogen (Transition targets: 5% by 2027, 40% by 2035, 80% by 2050) | ✓         | ✓         | ✓         | ✓         |
|                                     | - Feasibility study for corporate & community EV use  | ✓         |           |           |           |
|                                     | - Install EV charging infrastructure  | ✓         | ✓         | ✓         | ✓         |
| <b>LPG Phase-Out</b>                | - Transition all LPG use (KLP, REAP, BBQs, heating) to electricity by 2030  |           | ✓         | ✓         |           |
| <b>Waste Management</b>             | - Implement Waste Management & Resource Recovery Strategy   | ✓         | ✓         | ✓         | ✓         |
|                                     | - Expand landfill gas capture for energy/ACCUs  |           | ✓         | ✓         |           |
|                                     | - Assess feasibility: waste-to-energy + FOGO recovery   |           | ✓         |           |           |
|                                     | - Improve waste data classification for emissions reporting   | ✓         |           |           |           |
| <b>Governance &amp; Strategy</b>    | - Set renewable energy & emissions reduction KPIs   | ✓         |           |           |           |
|                                     | - Develop Climate Change Policy   | ✓         |           |           |           |
|                                     | - Develop an Environmentally Sustainable Design Framework for corporate facilities                                  | ✓         |           |           |           |
|                                     | - Expand to Scope 3 emissions   |           | ✓         | ✓         | ✓         |
|                                     | - Calculate community emissions & prepare Community ERP   |           | ✓         |           |           |
|                                     | - Review Plan every 5 years   |           | ✓         | ✓         | ✓         |
|                                     | - Achieve Climate Active & Eco Tourism certification  |           | ✓         | ✓         | ✓         |
| <b>Procurement</b>                  | - Embed low-carbon procurement policies. Prioritise suppliers with net zero commitments                             |           | ✓         | ✓         | ✓         |
| <b>Offsets (Last Resort)</b>        | - Implement offset program for residual emissions. Supplement with purchased ACCUs or equivalent                    |           |           |           | ✓         |

The draft ERP illustrates the projected abatement impact of these initiatives over time. By FY2030, the City could reduce its emissions by **22%** and reach **net zero by FY2050**.

Currently, there is no legislative obligation at the state or federal level requiring Councils to align with state, federal or international emissions reduction targets. However, this may change with the potential introduction of state climate change legislation, which could establish formal emissions reduction goals and mandatory reporting for local governments.

In the broader policy landscape, Australia has committed to and legislated net zero emissions by 2050 and a 43% reduction in national emissions by 2030 (compared to 2005

levels). Internationally, frameworks such as the United Nations Sustainable Development Goals (SDGs) - specifically Goal 13: Climate Action - call on all levels of government to take urgent steps to combat climate change and its impacts.

This context reinforces the importance of the City's draft ERP - as a practical roadmap for action, and as a strategic contribution to state, federal, and global climate efforts.

To ensure the ERP reflects community expectations and captures additional local insights, it is proposed that the document be advertised for a 3-week public consultation period. This period will allow residents, businesses, and stakeholders to review the City's direction and provide feedback.

Public submissions will be summarised and returned to Council for review, with the final Strategy presented for endorsement, inclusive of any revisions or refinements.

### **LEVEL OF SIGNIFICANCE**

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

### **STATUTORY IMPLICATIONS**

Part 3 Division 1 of the *Local Government Act 1995*, section 3.1 (1A) identifies that Councils are obliged to promote the economic, social, and environmental sustainability of the district; to plan for and mitigate risks associated with climate change; and to consider the long-term consequences of decisions on future generations.

Part 5, Division 3 of the *Local Government Act 1995*, section 5.56 (1) identifies that Councils are required to plan for the future of the district.

### **COUNCILLOR/OFFICER CONSULTATION**

Various officers including executives and managers were consulted during the development of the ERP at workshops and engagement sessions and have reviewed the draft version of the document.

### **COMMUNITY CONSULTATION**

Community engagement activities in accordance with the International Association for Public Participation (iap<sup>2</sup>) public participation spectrum process to inform and consult are outlined as follows:

| Who   | How  | When           | What                                   | Outcome   |
|---|--|----------------|--|---|
| Environmental Sustainability Advisory Group | Workshop (Cancelled – quorum not achieved) | 21 August 2025 | Workshop. Draft ERP provided           | Inform – provide information & Consult – seek advice and feedback |
| Environmental Sustainability Advisory Group | Direct email                               | 25 August 2025 | Invitation to provide written feedback |   |

As noted above, to ensure the draft ERP reflects community expectations and captures additional local insights, it is proposed that the document be advertised for a 3-week public consultation period before being brought back to Council for consideration of final adoption.

**POLICY IMPLICATIONS**

There are no immediate policy implications, however, development of a Climate Change Policy and an Environmentally Sustainable Design Framework for corporate facilities is recommended.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with the proposed public advertising.

Actions identified in the final ERP will be addressed through future budget setting processes and the Long Term Financial Plan.

**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

This item is a project in the approved Environmental Sustainability Strategy:

Priority Focus Area: 1. Energy & Climate Action

Key project/actions: 1.24 Conduct baseline carbon accounting  
1.25 Commit to an emission reduction target and report as a key performance indicator.

**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, Officers will conduct the required advertising.  |
| Environment          | Moderate   | The risk of not adopting the ERP is moderate, as it includes increasing greenhouse gas emissions, increased waste, loss of biodiversity and ecosystem health, reduced climate resilience and missed opportunities for climate adaptation.   |
| Reputation           | Low        | The risk of adopting the ERP is low, as it has been developed through extensive internal engagement, is proposed to seek community feedback and will be regularly reviewed and updated to remain responsive to progress, reporting requirements and evolving community sentiment. |
| Compliance           | N/A        | Nil. Currently there is no legislative requirement for local governments to monitor and report on emissions, however this may change in the future.   |

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Many local governments have developed similar plans, however the titles differ (e.g., climate change strategies, emission reduction and renewable energy plans, and net zero emission roadmaps). Several local governments have set corporate renewable energy and net zero

targets in line with state and federal targets. These plans are instrumental in aligning infrastructure projects and operational processes to address long-term climate mitigation.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The *Local Government Act 1995* requires Councils to plan for the future, promote sustainability, and consider climate-related risks and long-term impacts. To meet this requirement, Council adopted the Environmental Sustainability Strategy in 2021, which included actions to establish a baseline carbon footprint, set emission reduction targets, and report progress.

The City has now developed its draft Emissions Profile and Emissions Reduction Plan covering corporate Scope 1 and 2 emissions, outlining priority abatement actions across renewable energy, energy efficiency, fleet, waste management, and governance.

Council approval is now sought to advertise the draft Plan for public feedback after the Election Caretaker period, allowing the community to help shape the final version ahead of formal adoption, planned for the December 2025 OCM.

## 11.2 PILBARA GAMING DEVELOPMENT – ECONOMIC DEVELOPMENT GRANT FUNDING PROPOSAL

|                                       |   |
|---------------------------------------|---|
| <b>File No:</b>                       | GS.75   |
| <b>Responsible Executive Officer:</b> | Director Development Services   |
| <b>Reporting Author:</b>              | Economic Development Officer  |
| <b>Date of Report:</b>                | 15 August 2025  |
| <b>Applicant/Proponent:</b>           | Pilbara Gaming Development PTY LTD  |
| <b>Disclosure of Interest:</b>        | Nil   |
| <b>Attachment(s):</b>                 | <ol style="list-style-type: none"> <li>1. Economic Development Grant Proposal CONFIDENTIAL</li> <li>2. Business Plan CONFIDENTIAL</li> <li>3. Economic &amp; Sustainability Impact Statement CONFIDENTIAL</li> <li>4. White Paper CONFIDENTIAL</li> <li>5. Project Plan CONFIDENTIAL</li> <li>6. Partnership &amp; Collaboration CONFIDENTIAL</li> <li>7. Evaluation – Pilbara Gaming Development Proposal</li> </ol> |

### PURPOSE

For Council to consider a request from Pilbara Gaming Development PTY LTD for funding to deliver *The Farlands Alpha* under Policy DE04: Economic Development Grant (EDG Policy).

### OFFICER'S RECOMMENDATION

That Council **APPROVE** grant funding to Pilbara Gaming Development PTY LTD (Pilbara Gaming Development) as follows:

| Organisation Name   | Project Name       | Grant Amount         |
|---|--------------------|----------------------|
| Pilbara Gaming Development PTY LTD t/a Developed by Red Dog Studios | The Farlands Alpha | \$20,000 (excl. GST) |

### BACKGROUND

The City's EDG Policy was adopted in July 2020 to:

- Provide a competitive, open and fair process for organisations to apply for funding to develop their innovative business ideas; and
- Attract diverse and sustainable business and employment opportunities to the City of Karratha.

Pilbara Gaming Development submitted a funding proposal to the City under the EDG Policy on 6 August 2025. Pilbara Gaming Development, trading as Developed by Red Dog Studios, is a private company, operating as an early-stage tech start-up with a vision to develop a game development and creative technology studio in Karratha. Their objective is to produce

innovative, interactive entertainment, which involves the development of immersive, story-driven gaming experiences that incorporate blockchain-backed ownership and AI-powered systems. This approach is intended to create a digital ecosystem through which players may generate real-world value.

## DISCUSSION

### Proposal

Financial assistance of \$20,000 (excl. GST) has been requested of the City, being half of the project cost to support the completion of the PoC.

The Farlands multiplayer game is under development and will be the first of its kind for regional WA, as it will deliver an Alpha release (early release, making game available for testing, aka: 'Farlands Alpha') as a proof-of-concept (POC) that showcases both the gameplay and the underlying economic potential of the broader *Farlands* ecosystem. The creation of the PoC will demonstrate the feasibility of the technology and has multiple strategic purposes:

- Demonstrate the core game mechanics, visual style, and interactive systems (including AI-powered NPCs, blockchain wallets, and token-based ownership);
- Prove the technical feasibility and creative appeal of the game to future investors, publishers, and grant bodies.
- Enable a national/international player base and generate early liquidity through their \$FES token (cryptocurrency token).
- Position the Pilbara as a rising hub for creative digital technology - showing that innovative, sustainable & export-ready IP can be built locally.

Pilbara Gaming Development will follow a multiphase approach to develop The Farlands Alpha. The Farlands Alpha focuses on the initial stages of developing of the overall Farlands project. For The Farlands Alpha project, Pilbara Gaming Development are seeking funding from the City across three deliverables:

- **Development and Fit-Out of a Dedicated Studio Space:** The applicant is currently operating under a six-month lease with Empowering People In Communities (EPIC) in Karratha; however, the facilities are not fit for purpose and do not meet long-term operational needs. The requested funding will support identifying a suitable site and establishing a dedicated, fit-for-purpose office and production environment to enable ongoing digital development, innovation, and collaboration. Subject to funding and project milestones, the initiative aims to grow the team to 3–5 members and either relocate to a larger commercial space or enhance the current premises.
- **Development of a Playable Alpha Release:** This includes production of core systems, level design, wallet integration, and real-time blockchain mechanics resulting in a fully functional Alpha that will serve as our first market-facing milestone.
- **Investigation of Legal Compliance for Digital Asset Integration:** Funding will support legal research, internal framework design, and advisor engagement to ensure full alignment with evolving Australian digital asset regulations, including Non-Fungible Tokens and in-game currencies.

Collectively, these three components form a foundation that supports the stated vision of developing a regional creative industry and positioning Karratha as a leader in sustainable digital innovation. The successful delivery of the PoC will:

- Deliver a fully functional Alpha build centred around the game's opening city, *Whisper's End*;

- Showcase real-time blockchain integration with in-game tokens and digital ownership;
- Ensure full token compliance and regulation with partnered government bodies;
- Establish a strong, regionally anchored studio space with the capability to scale into Beta and beyond;
- Generate strong early interest and feedback from players, industry bodies, and regional supporters.

The following benefits would apply to the City should funding be supported:

- Potential flow on economic benefit should Pilbara Gaming Development be successful in achieving The Farlands Alpha release in Karratha including:
  - New value chains
  - Local employment opportunities

A full copy of the EDG Proposal is included as **Attachment 1** and a copy of the proposed project plan and budget is included as **Attachment 2**

#### Assessment

The request has been evaluated against the assessment criteria in the EDG Policy and a copy of this assessment is included as **Attachment 7**. In brief, the evaluation determined that the proposal:

1. The Farlands Alpha project will support the City's strategic goals to grow and diversify the local small and medium business sector by establishing creative digital industry in Karratha. Its outcomes present future opportunities to create pathways for youth in digital skills, aligning with the City's Economic Development and Youth Strategies.
2. The Farlands Alpha release will potentially create 3–5 skilled local jobs in its first year, anchor core operations in Karratha to benefit the regional economy, and engage local suppliers and creatives. Future phases aim to build partnerships with education providers, leverage renewable energy, and expand employment through a collaborative creative tech ecosystem.
3. The Farlands Alpha project introduces creative technology infrastructure to Karratha while leveraging a \$20,000 co-investment from the City to establish a locally anchored studio and attract future funding, positioning the region to participate in the rapidly growing global gaming industry. The Farlands Alpha project's outcomes present further opportunity to unlock youth career pathways in game development and digital innovation.
4. The Farlands Alpha project, currently in its proof-of-concept phase, is actively working with ASIC to establish regulatory and financial obligations whilst partnering with national and international digital economy advisors to ensure compliance, with funding supporting the development of legal frameworks. As the project progresses, it will expand national and international partnerships and enable a phased delivery plan that fosters long-term community integration, education collaborations, and future growth of Karratha's creative industry sector.
5. Pilbara Gaming Development has presented a financially accountable and well-governed plan to deliver The Farlands Alpha release, including key milestones and a \$20,000 co-investment request from the City of Karratha, with strong visibility for the City and long-term potential to expand creative industry development through future funding and community integration.

6. Pilbara Gaming Development Pty Ltd is a registered business with ASIC. Its owner holds a Bachelor's degree in Creative and Interactive Media from Griffith University (2020) and experience in game design, user interface and experience design, website development, and project management via Macphail Media Solutions (2021-2024). His background also includes roles in business development, marketing, and research. Drawing on this experience, the Farlands Alpha project demonstrates financial viability, regulatory compliance, and a clear phased delivery plan to unlock economic opportunities and foster skills development in the region's creative industries.

The EDG Policy provides no defined methodology for determining an appropriate funding amount for applicants. In this instance, Administration considered the speculative nature of the industry, the City's risk appetite, and project deliverables. A contribution of \$20,000 was determined to provide sufficient support to enable the project while ensuring the applicant maintains primary responsibility for its broader investment. The funding level also aligns with the EDG program's emphasis on feasibility studies, with deliverables structured accordingly.

#### Funding Request

| Organisation Name   | Project Name    | Project            | Project Total | Requested Amount | Officer's Recommended Amount   |
|---|-----------------|--------------------|---------------|------------------|--------------------------------|
| Pilbara Gaming Development Pty Ltd t/a Developed by Red Dog Studios | Red Dog Studios | The Farlands Alpha | \$67,500      | \$20,000         | \$20,000 (excl. GST) – 2024/25 |

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-08 Significant Decision-Making policy, this matter is considered to be of low significance in terms of social issues and economic issues as the EDG Policy provides for funding assistance to attract investment and diversify the local economy through development of new industries.

#### **STATUTORY IMPLICATIONS**

There are no statutory implications.

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

Consultation has taken place with relevant internal departments. Youth Services has been engaged.

#### **COMMUNITY CONSULTATION**

No community consultation is required.

#### **POLICY IMPLICATIONS**

The City's EDG Policy applies.

#### **FINANCIAL IMPLICATIONS**

The current EDG budget for financial year 2025/26 is \$50,000 with \$0 committed for this financial year. If Council adopts the officer's recommendation to fund \$20,000 The Farlands Alpha, funding will fall within the allocated budget for 2025/26.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Council Plan 2025-2035. In particular, for this activity:

Objective: 6.3 Support the local small and medium business sector to grow and diversify

**RISK MANAGEMENT CONSIDERATIONS**

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

| Category             | Risk level                        | Comments   |
|----------------------|-----------------------------------|--|
| Health               | Extreme/High/<br>Moderate/Low/N/A | Nil.   |
| Financial            | Extreme/High/<br>Moderate/Low/N/A | Low financial risk of the City providing funding to projects that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.   |
| Service Interruption | Extreme/High/<br>Moderate/Low/N/A | Nil.   |
| Environment          | Extreme/High/<br>Moderate/Low/N/A | Nil.   |
| Reputation           | Extreme/High/<br>Moderate/Low/N/A | Low reputation risk of the City providing funding to projects that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.  |
| Compliance           | Extreme/High/<br>Moderate/Low/N/A | Low compliance risk of project not being delivered to the agreed standard. Risk will be managed through funding agreement. The City will work with Pilbara Gaming Development to ensure the project is acquitted to a satisfactory standard and agreed IP is available for City use. |

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Examples of EDG projects funded in the last two years include:

| Project Title       | Year  | Partner                     | Objective   | City Funding (excl. GST) |
|---------------------|-------|-----------------------------|---|--------------------------|
| WEDGETAIL AEROSPACE | 22/23 | Wedgetail Aerospace Pty Ltd | Proof of Concept (PoC) that will demonstrate the feasibility of the technology to potential clients and stakeholders and progress them towards their goal of establishing a Pilbara Drone Operational | \$60,000                 |

|                     |       |                             |   |           |
|---------------------|-------|-----------------------------|---|-----------|
|                     |       |                             | Hub in the City of Karratha   |           |
| WEDGETAIL AEROSPACE | 24/25 | Wedgetail Aerospace Pty Ltd | Trial of resupply by drone from and between regional centres from Karratha. | \$130,000 |

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Pilbara Gaming Development Pty Ltd has requested funding of \$20,000 (excl. GST) to support the delivery of proof of concept for The Farlands Alpha project. The request has been evaluated against the City's EDG Policy and is considered to meet the requirements of this Policy. It is recommended the proposal be supported for \$20,000 excl. GST.

## 12 PROJECTS & INFRASTRUCTURE REPORTS

### 12.1 DRAFT WASTE MANAGEMENT AND RESOURCE RECOVERY STRATEGY 2025 - 2035

|                                       |   |
|---------------------------------------|---|
| <b>File No:</b>                       | WM.1  |
| <b>Responsible Executive Officer:</b> | Director Projects & Infrastructure                              |
| <b>Reporting Author:</b>              | Manager Waste Fleet & Depot                                     |
| <b>Date of Report:</b>                | 23 July 2025  |
| <b>Applicant/Proponent:</b>           | Nil   |
| <b>Disclosure of Interest:</b>        | Nil   |
| <b>Attachment(s):</b>                 | Draft Waste Management & Resource Recovery Strategy 2025 - 2035 |

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#### PURPOSE

For Council to consider the Draft Waste Management & Resource Recovery Strategy 2025-2035 to be advertised for community feedback.

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#### OFFICER'S RECOMMENDATION

That Council:

1. **AGREE to advertise the Draft Waste Management & Resource Recovery Strategy 2025 – 2035 for public comment for a 3-week period commencing after the Caretaker Period; and**
2. **REQUEST Administration present a summary of public comment back to Council in December 2025, along with the final Waste Management & Resource Recovery Strategy 2025 – 2035.**

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#### BACKGROUND

The City of Karratha (City) has developed the Waste Management and Resource Recovery Strategy 2025–2035 (the Strategy) to establish a clear, long-term framework for managing waste and promoting sustainability across the region.

Prepared in alignment with the State Governments Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) and informed by extensive consultation, the Strategy is designed to improve local waste outcomes and enhance environmental and economic sustainability. ASK Waste Management was engaged to support the development of the Strategy, following a process of data analysis, consultation, service benchmarking and action planning.

Karratha's geographic isolation, strong industrial base, and unique demographic profile create complex waste management challenges. The City generates significantly higher per capita waste volumes than state and national averages, driven by commercial and industrial activities, construction and demolition sectors, and a substantial transient workforce. The absence of local recycling infrastructure and viable end markets for many materials have further constrained the City's ability to divert waste from landfill.

The Strategy responds to these challenges by providing an evidence-based assessment of current services and infrastructure, identifying key gaps, and recommending practical, prioritised actions for improvement. It incorporates extensive community and stakeholder engagement, which revealed public support for improved waste outcomes, concerns over service equity and a demand for better recycling education and infrastructure.

## **DISCUSSION**

The Strategy provides a 10-year roadmap for improving how the City manages waste, enhances resource recovery, and delivers more efficient and inclusive services across the City. The development of the Strategy has been informed by detailed analysis of waste generation and recovery data, site assessments of the City's existing waste infrastructure, and engagement with community and industry stakeholders.

The Strategy identifies a range of challenges specific to the Karratha context, including:

- A high per capita waste generation rate, particularly from the commercial and industrial (C&I) sector, driven by mining and resource operations;
- Significant legacy stockpiles of tyres, green waste, and concrete, exacerbated by limited access to recycling markets and high transport costs;
- Contamination in recycling streams, especially kerbside collections, resulting from low community confidence and inconsistent bin standards;
- Service delivery gaps in remote and Aboriginal communities, with a need for culturally appropriate education and infrastructure access;
- A lack of regional coordination, which limits opportunities for economies of scale and shared infrastructure investment;

In response, the Strategy proposes eight strategic goals, each with clear objectives and recommended actions. These include both operational improvements and longer-term planning initiatives such as:

- Upgrading the Seven Mile Waste Disposal Facility (SMWDF) and developing a masterplan;
- Assessing the feasibility of organics processing to reduce landfill and emissions;
- Implementing education and behaviour change programs to reduce contamination;
- Strengthening governance through local laws, emissions tracking, and integration into the City's climate strategy and planning framework;
- Improving services and infrastructure access in Aboriginal communities;
- Advancing regional collaboration through a Pilbara Waste Officers Group and exploration of a regional waste alliance.

Each action is supported by indicative cost estimates and timeframes (short-, medium-, and long-term), and many are structured to be scalable based on available funding or future partnerships. The Strategy places a strong emphasis on aligning with the Waste Avoidance and Resource Recovery (WARR) Strategy 2030 and upcoming updates under the Beyond Waste 2030 draft. While the City is not currently designated as a major regional centre under the WARR Strategy, aligning voluntarily with these state targets positions the City for future policy and funding alignment.

To ensure the Strategy reflects community expectations and captures additional local insights, it is proposed that the document be advertised for a 3-week public consultation period. This period will allow residents, businesses, and stakeholders to review the City's direction and provide feedback on key actions such as:

- Community engagement and education strategies;

- Potential for expanded reuse and repair facilities (e.g., a Tip Shop precinct);
- Service access and equity across townships;
- Future infrastructure upgrades and investment priorities.

Public submissions will be summarised and returned to Council for review, with the final Strategy presented for endorsement, inclusive of any revisions or refinements. This process ensures the Strategy has strong community backing and positions the City to deliver more sustainable and cost-effective waste outcomes into the future.

#### Implementation Plan

To ensure the Strategy is actionable and integrated into the City's corporate planning framework, a high-level Implementation Plan has been developed. This plan outlines proposed actions, estimated costs, and indicative timeframes for delivery. The detailed timelines will require further analysis and may be adjusted based on input from Council and community, as well as potential future funding opportunities that may arise.

Each action within the Strategy is assigned one of three delivery horizons:

- Short-term (2025–2027): Immediate priorities requiring early investment, planning or remediation.
- Medium-term (2027–2030): Intermediate initiatives requiring further feasibility or resourcing.
- Long-term (Beyond 2030): Strategic investments or actions with longer lead times, often dependent on earlier foundational work.

Key features of the implementation approach include:

#### Integration with Corporate and Financial Planning

Actions identified in the Strategy will be embedded into the City's Corporate Business Plan, Long-Term Financial Plan (LTFP), and Annual Budgets. This alignment will enable structured investment, operational planning, and reporting on progress.

#### Resourcing and Workforce Planning

While many actions can be delivered using existing staff resources, the Strategy also highlights areas requiring additional internal capacity or external expertise—such as feasibility studies, infrastructure master planning, and community education. The City has recently appointed a Waste Education Officer, which will assist in delivering behavioural change programs, however, further workforce planning may be required to deliver the full suite of initiatives.

#### Phased Delivery of Infrastructure and Services

The Strategy recognises that not all initiatives can be delivered concurrently due to resourcing and funding constraints. As such, the Plan recommends a phased delivery model, where short-term actions lay the foundation for medium- and long-term projects.

#### Partnerships and Funding Opportunities

Collaboration with State agencies, industry stakeholders and regional local governments will be essential for the successful implementation of several actions, particularly those related to infrastructure upgrades, regional efficiencies, and problem waste stream management.

#### Monitoring, Review and Reporting

The Strategy will be treated as a living document, subject to regular review and updates. Implementation progress will be monitored through existing corporate performance reporting systems, and updates provided to Council at appropriate intervals. A major review of the Strategy is recommended in 2029–2030, or earlier if there are significant changes to State waste policy or local circumstances.

### Advertising for Community Feedback

To ensure the Strategy reflects community expectations and captures additional local insights, it is proposed that the document be advertised for a 3-week public consultation period. This period will allow residents, businesses, and stakeholders to review the City's direction and provide feedback on key actions.

Public submissions will be summarised and returned to Council for review, with the final Strategy presented for endorsement, inclusive of any revisions or refinements.

### **LEVEL OF SIGNIFICANCE**

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

### **STATUTORY IMPLICATIONS**

There are no statutory implications.

### **COUNCILLOR/OFFICER CONSULTATION**

Consultation was undertaken with the Manager Waste Fleet & Depot, Waste & Fleet Coordinator, Director Projects & Infrastructure and Community Engagement Specialist.

### **COMMUNITY CONSULTATION**

The City undertook a multi-stage community engagement process between February and April 2025. The purpose was to gather insights from residents, businesses, and stakeholders on waste behaviours, service satisfaction, and opportunities for improvement.

The methodology comprised the following:

- An online Community Survey Conducted via the City's *What We Make It* platform from 11 February to 14 March 2025.
- A public workshop conducted at REAP on 2 April 2025.
- A targeted session with the Environmental Sustainability Advisory Group (ESAG) on 2 April 2025.
- Industry stakeholder interviews Conducted from 1–3 April 2025 with 12 key stakeholders, including Rio Tinto, Chevron, Cleanaway, Pilbara Development Commission Community Organisations and local contractors.

The findings from the engagement process were presented to Council at a briefing held on 16 June 2025.

### **POLICY IMPLICATIONS**

Council Policy CG-14 Election Caretaker Policy is applicable to this matter.

Receiving the draft Waste & Resource Recovery Strategy is not a major policy decision or significant act as defined in the Local Government Act or in Council Policy CG-14 Election Caretaker Policy. Council Policy CG-14 however does state that Council should not commission or approve any consultation that occurs in the Caretaker period.

As a result of this policy provision, Administration recommends starting consultation after the Caretaker period, with a final report to consider any submissions and the strategy adoption planned for December 2025.

### **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:            | 5.1 | Provide waste management, resource recovery and recycling services. |
| Priority Focus Area:  |     | Waste management and resource recovery.                             |
| Key projects/actions: |     | Develop Waste and Resource Recovery Strategy                        |

### RISK MANAGEMENT CONSIDERATIONS

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

| Category             | Risk level | Comments  |
|----------------------|------------|---|
| Health               | Low        | Improved waste management and resource recovery supports public health and environmental wellbeing.   |
| Financial            | Moderate   | Implementation requires investment in infrastructure, education programs, and potential partnerships; funding shortfalls could affect delivery. |
| Service Interruption | Low        | Minimal risk of disruption to existing waste collection and disposal services during phased implementation.                                     |
| Environment          | Moderate   | Actions may involve changes to existing sites or infrastructure; long-term outcomes are expected to be positive.                                |
| Reputation           | Low        | Community expectations are high; delays or poor communication could affect public perception.   |
| Compliance           | Low        | Strategy aligns with State waste policy; minimal risk of regulatory non-compliance.   |

### IMPACT ON CAPACITY

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

### RELEVANT PRECEDENTS

Council has previously endorsed the advertised draft documents for public comment; most recently the Draft Community Infrastructure Plan at the August 2025 OCM.

### VOTING REQUIREMENTS

Simple Majority.

### CONCLUSION

The Waste Management and Resource Recovery Strategy 2025–2035 provides a comprehensive and forward-looking plan to improve waste outcomes across the City. It reflects contemporary best practice, regional realities, and stakeholder priorities. The Strategy outlines clear priorities to enhance infrastructure, services, and education, while supporting long-term environmental and economic sustainability.

Council approval is now sought to advertise the draft Strategy for public feedback after the Election Caretaker period, allowing the community to help shape the final version ahead of formal adoption, planned for the December 2025 OCM.

## **13 CHIEF EXECUTIVE OFFICER REPORTS**

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

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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#### **PURPOSE**

To advise Council of the information items for September 2025.

#### **VOTING REQUIREMENTS**

Simple Majority.

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#### **OFFICER'S RECOMMENDATION**

That Council note the following information items:

**13.1.1 Community Experience Update – July 2025**

**13.1.2 Concession on Fees for City Facilities**

**13.1.3 Youth Advisory Group Update**

**13.1.4 Point Samson Interim Plan**

**13.1.5 Development Services Update**

**13.1.6 Application for International Airport Status**

**13.1.7 Record Of Tender Outcome Under Delegation – RFT0000045 Low Loader  
Spreader Deck Trailer**

**13.1.1 COMMUNITY EXPERIENCE UPDATE – JULY 2025**

**File No:** CS.23

**Responsible Executive Officer:** Director Community Experience

**Reporting Author:** EA Community Experience

**Date of Report:** 31 July 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s)** Nil

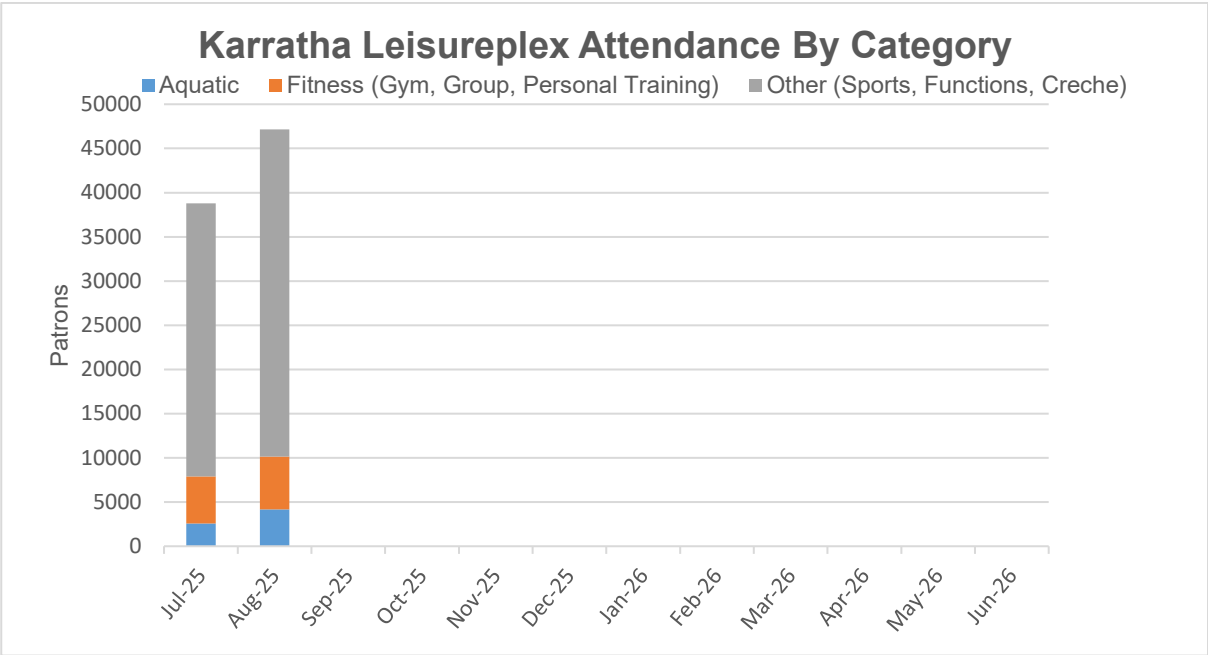
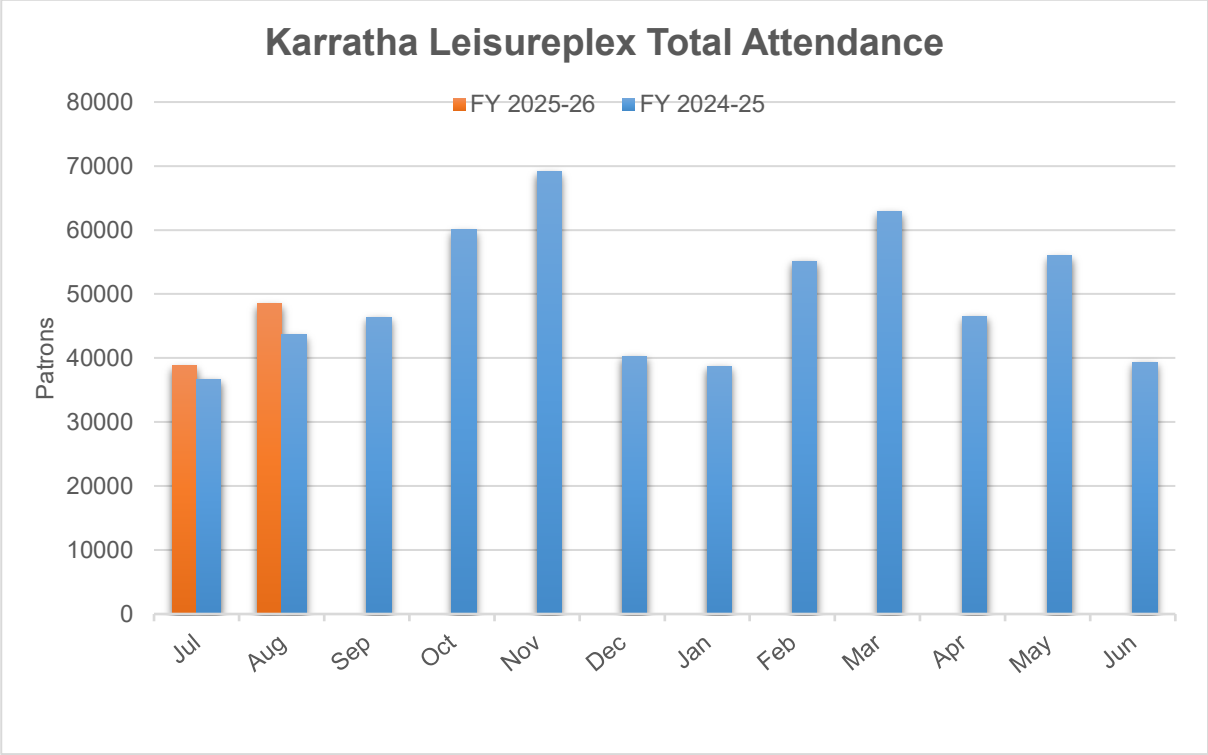
**PURPOSE**

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

**Attendance & Utilisation Summary**

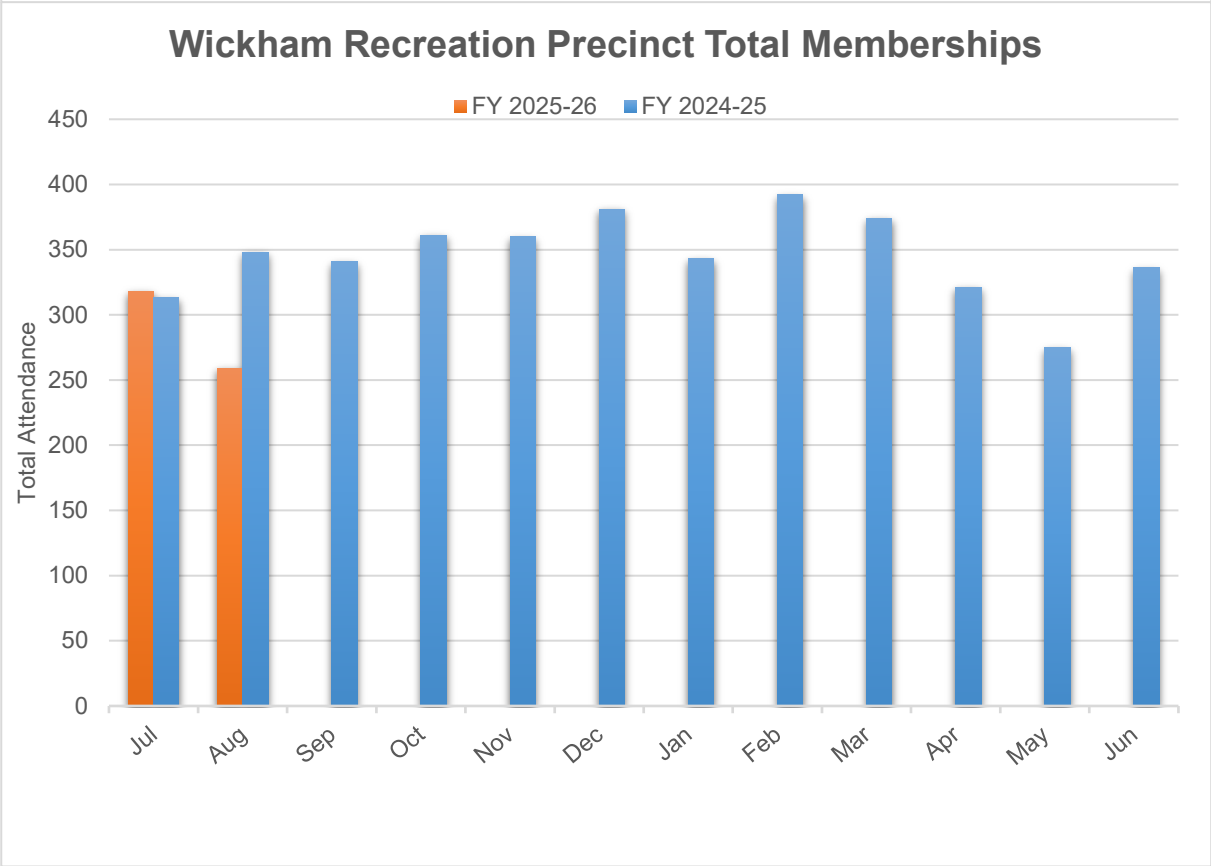
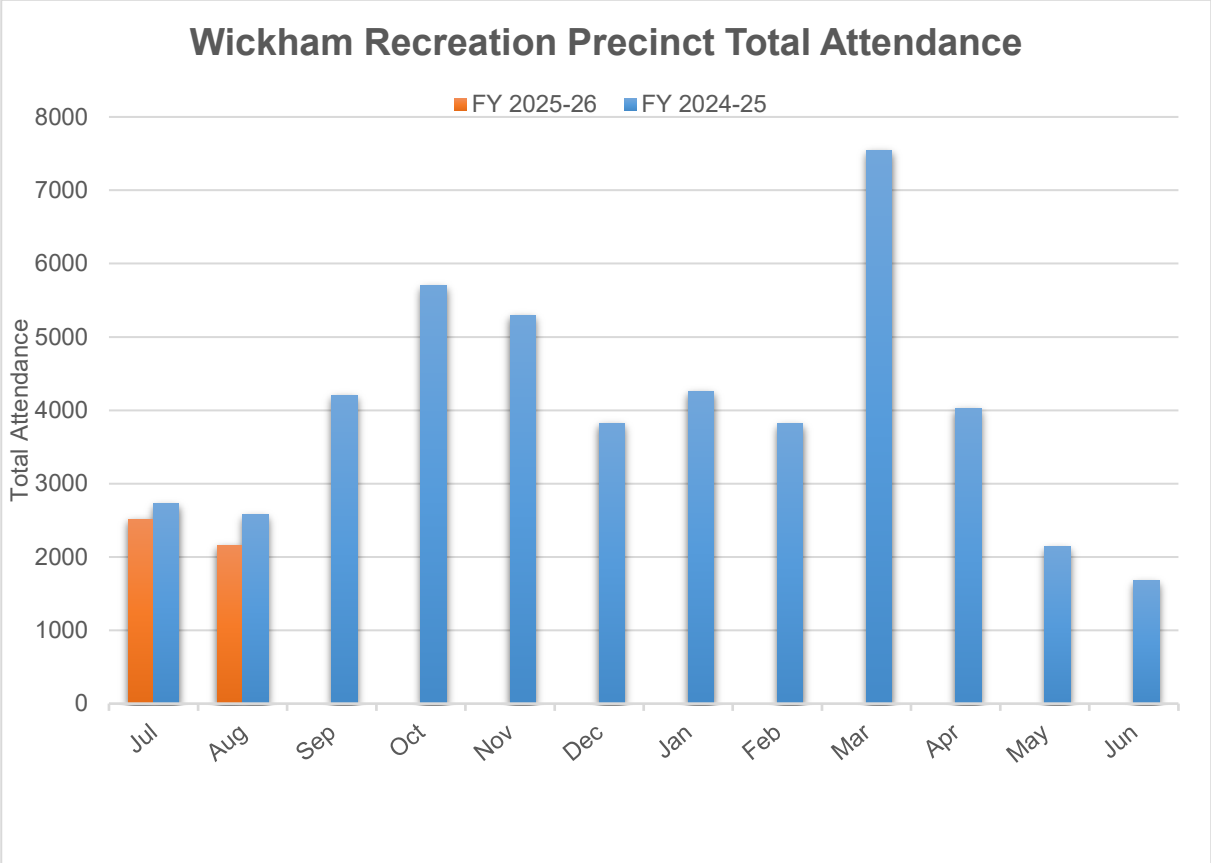
| <b>Facility Attendance</b>  | <b>July 2024</b> | <b>July 2025</b> | <b>Year on Year %</b>   |
|-----------------------------|------------------|------------------|-------------------------|
| The Youth Shed              | 620              | 1,204            | + 94%                   |
| The Base                    | 1002             | 894              | - 11%                   |
| Total Library               | 10,186           | 9,177            | - 10%                   |
| Karratha Leisureplex        | 36,678           | 38,794           | + 6%                    |
| Wickham Recreation Precinct | 2,723            | 2,514            | - 8%                    |
| Roebourne Aquatic Centre    | 0                | 0                | 0                       |
| Indoor Play Centre          | 2,399            | 1,759            | - 27%                   |
| Red Earth Arts Precinct     | 7,823            | 4,115            | - 47%                   |
| Arts Development & Events   | 7,601            | 5,329            | - 30%                   |
| <b>Community Programs</b>   | <b>June 2025</b> | <b>July 2025</b> | <b>Month on Month %</b> |
| Security Subsidy Scheme     | 5                | 16               | + 220%                  |
| Meet the Street Parties     | 0                | 1                | + 100%                  |

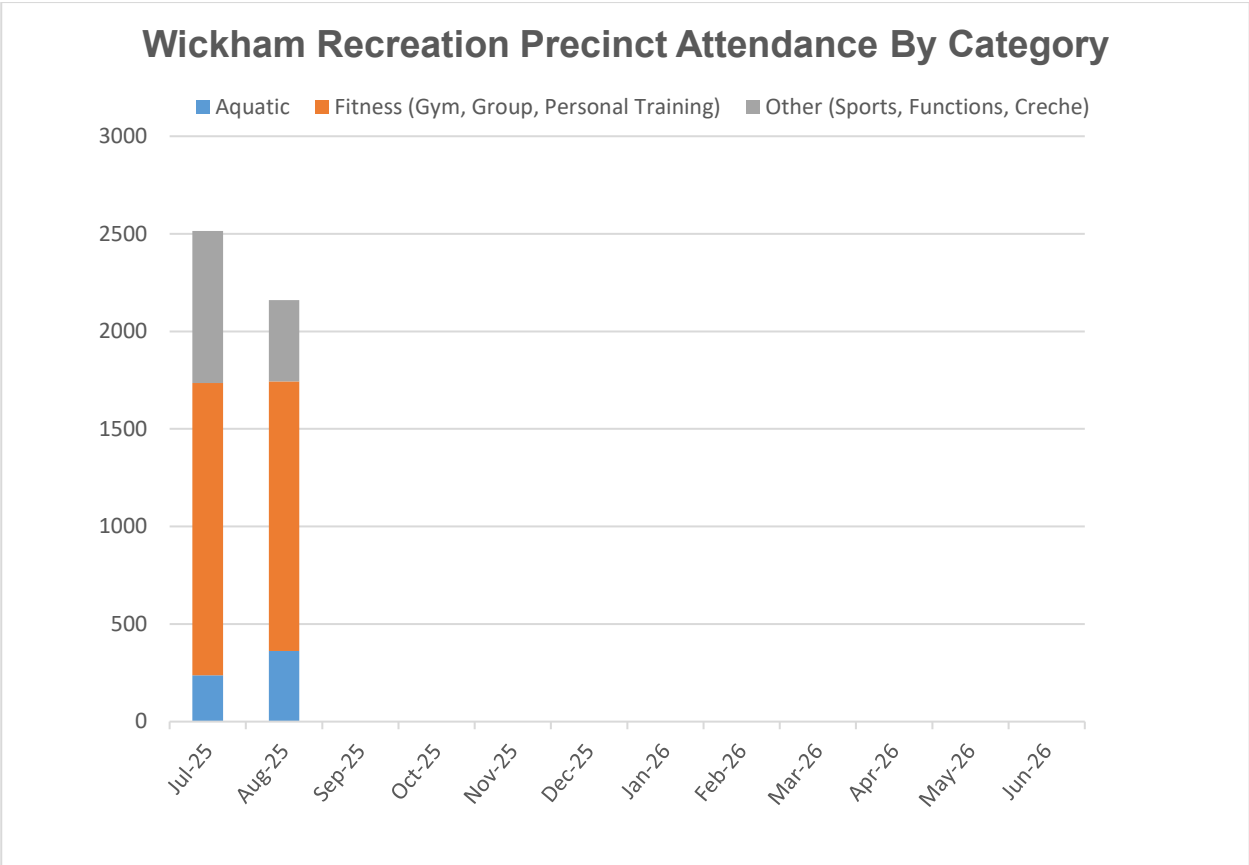
Karratha Leisureplex



Aquatic figures reflect the impact of a cool July, resulting in a noticeable decline in aquatic visits. However, all areas have shown positive growth, with fitness attendance increasing by 6% and total visits also rising by the same margin. These are encouraging results, considering this included the school holiday period.

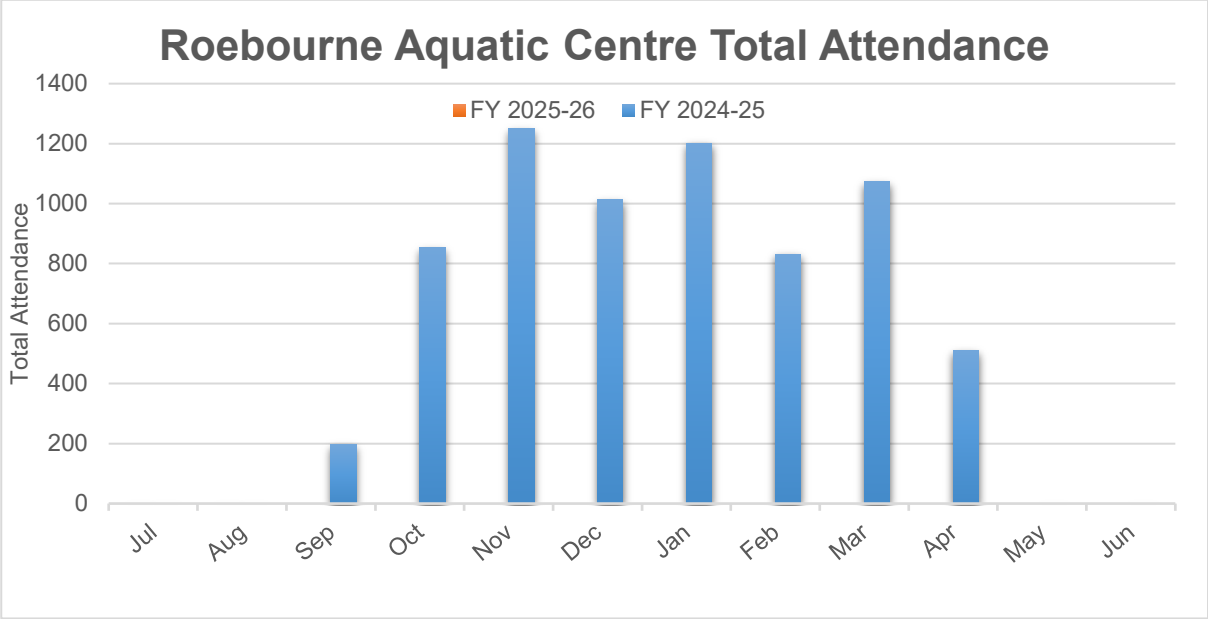
Wickham Recreation Precinct





July 2025 – overall our attendance was down 8% compared to the same period last year. This was largely driven by the Aquatics being down 17% due to the colder weather. Fitness saw an increase of 13% and this was largely due to the Endurx classes and local contractor engagement.

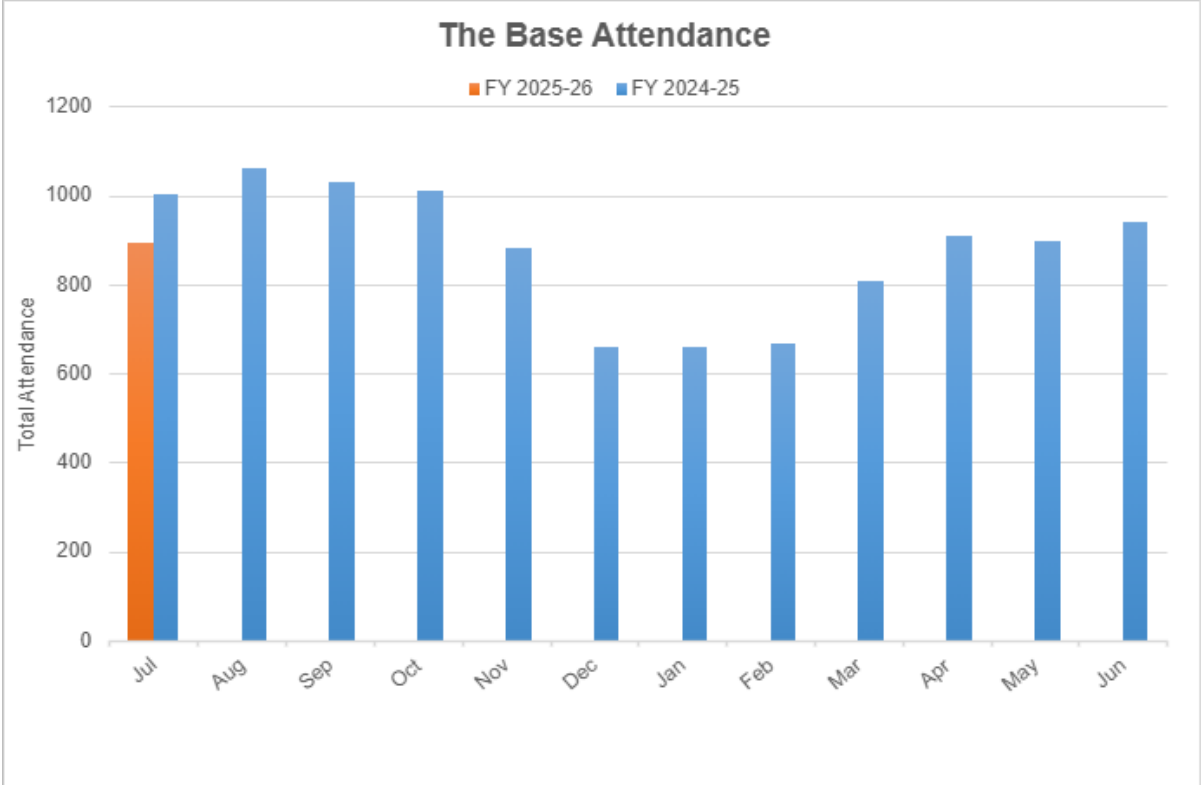
Roebourne Aquatic Centre



No entries due to pool closure.

Youth Services

The Base, Wickham



July 2025 recorded 894 youth visits at The Base during the school holidays. Programs delivered included a mix of external and in-house activities.

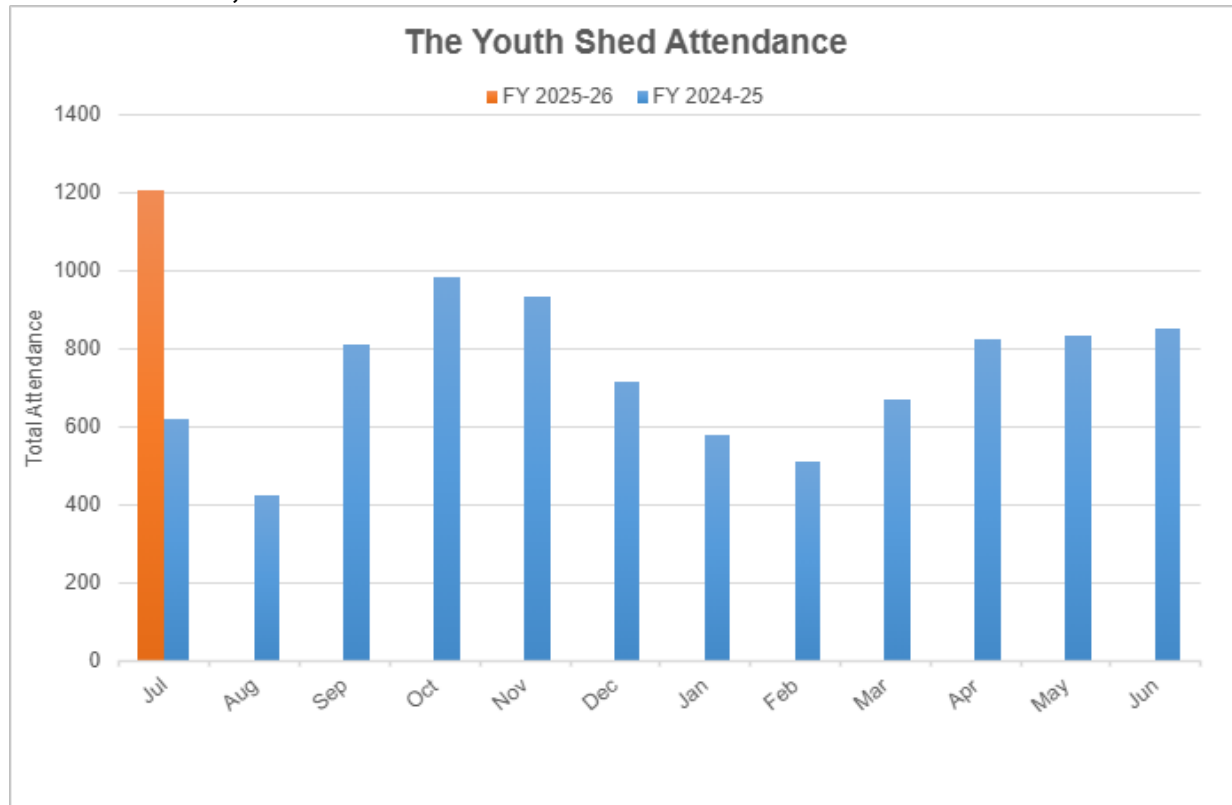
Highlights:

- Dodgy Bros Dodgeball
- Vibe Dance Workshop

- Bush Remedy
- Swans Multisport Event

Regular term programs continued, including pool competitions, star-gazing, slime making, healthy habits, and basketball.

### The Youth Shed, Karratha

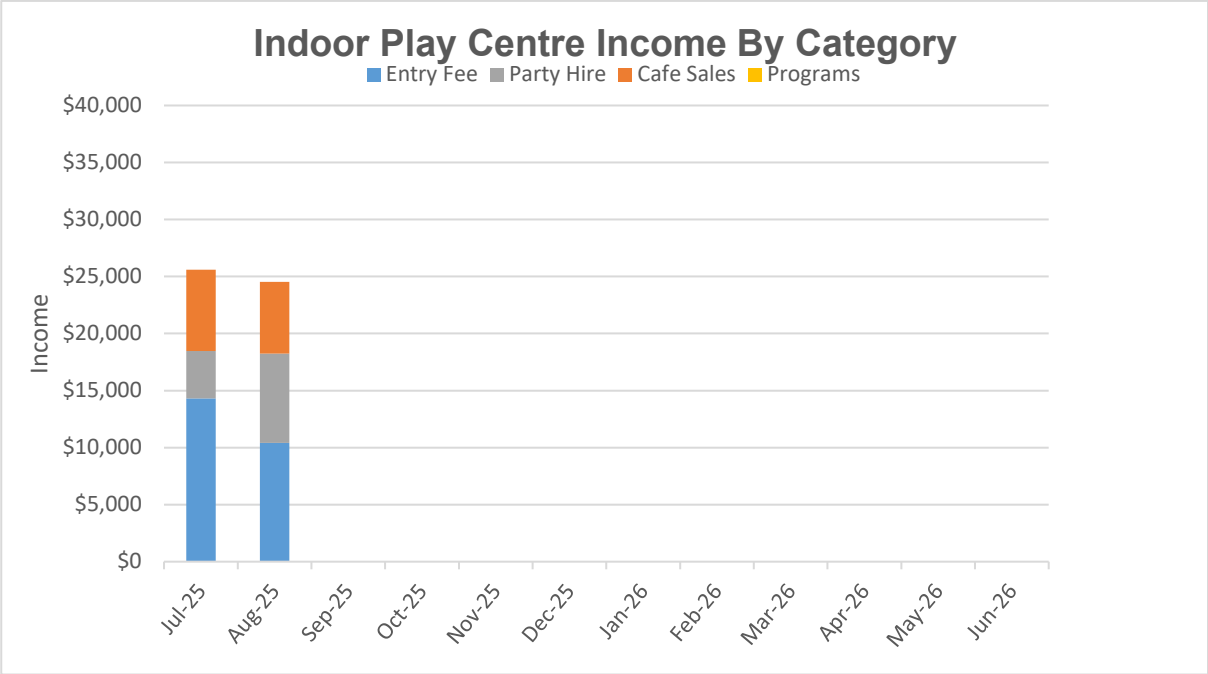
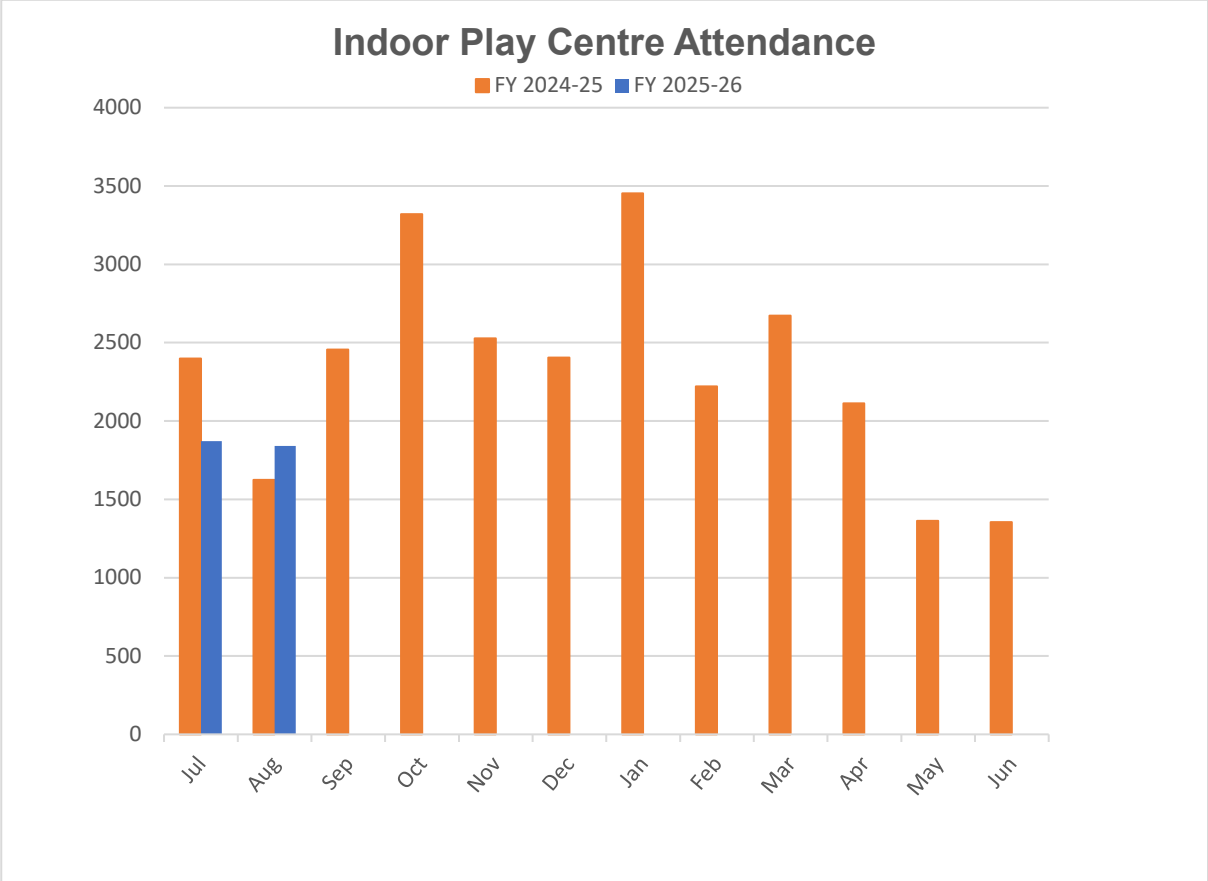


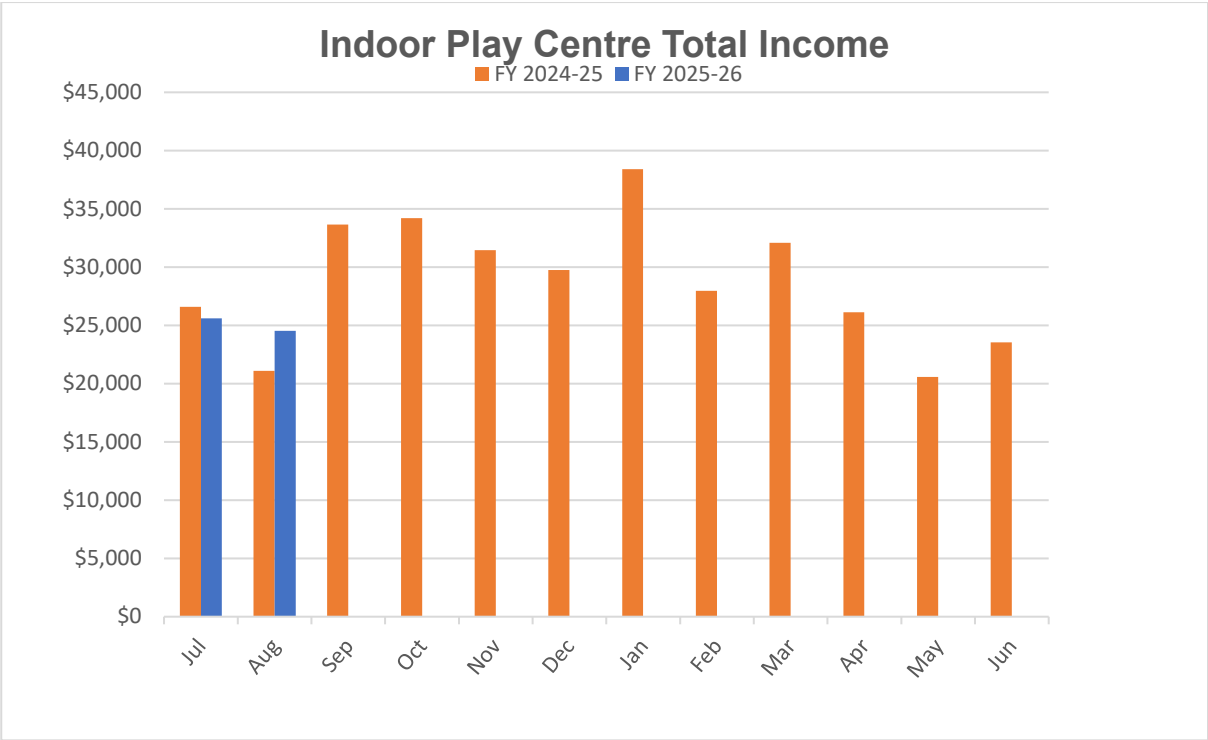
July 2025, The Youth Shed recorded 1,204 attendances, representing a 94% increase compared to July 2024. The school holiday program accounted for over 750 of these attendances and included collaboration with community groups and facilitators.

### Highlights:

- Nerf Party with DJ Mango Cha Cha, dodgeball, RC/VR car tracks, edible science, candle making, and T-shirt printing.
- NAIDOC Week activities including collaborative art with Junction Co, a ninja warrior course, silent disco, Murujuga Rangers, and Pilbara Bush Remedy
- Party on the Green featuring nine-hole portable mini golf, with 90 participants.

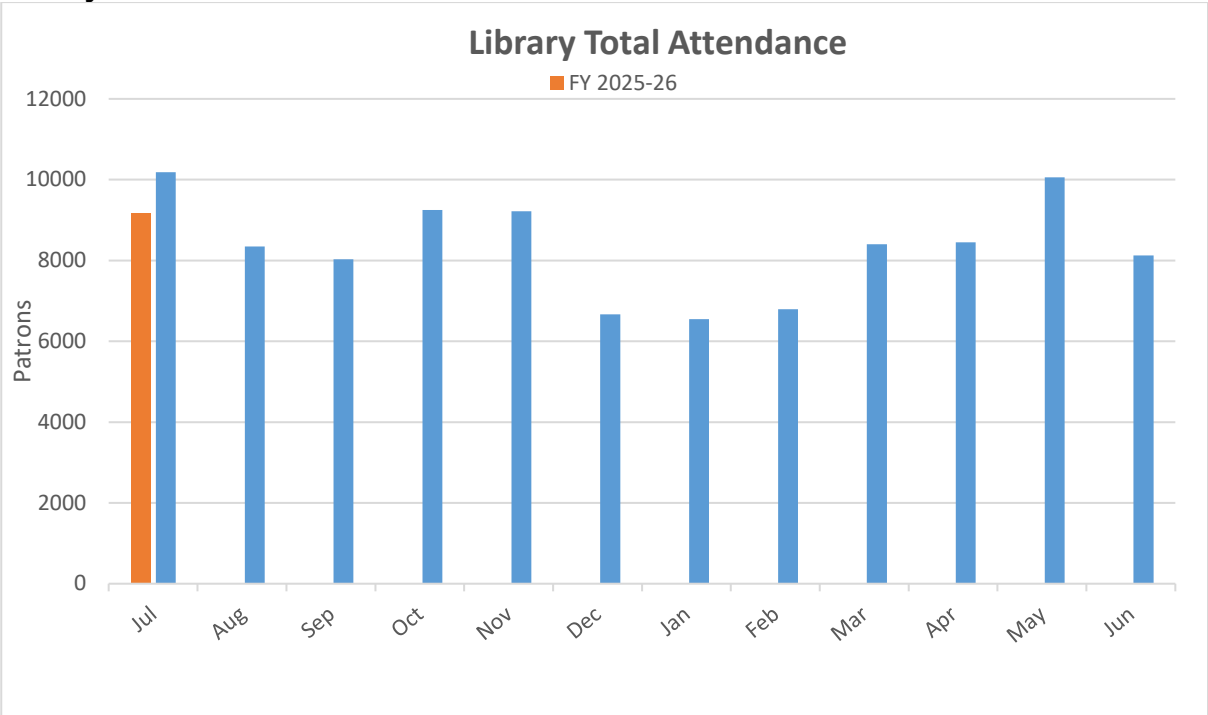
Indoor Play Centre

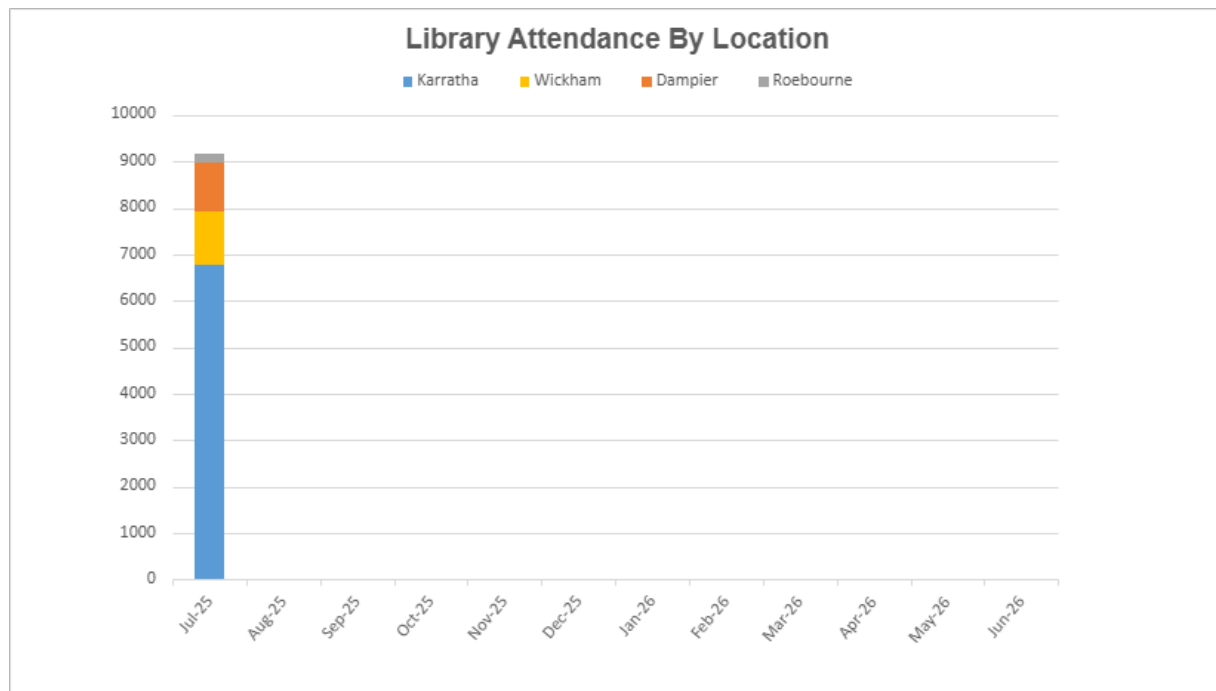




Indoor Play Centre attendance has increased from 1,399 in June to 1,759 in July, however remains low in comparison to 2024 and 2023. Revenue is marginally lower than the same period last year.

**Library Services**





**12,518** Total memberships (104 new members signed up in July).

**3,281** Physical items (up 557 from last month) and **970** eResources borrowed (down 338 from last month).

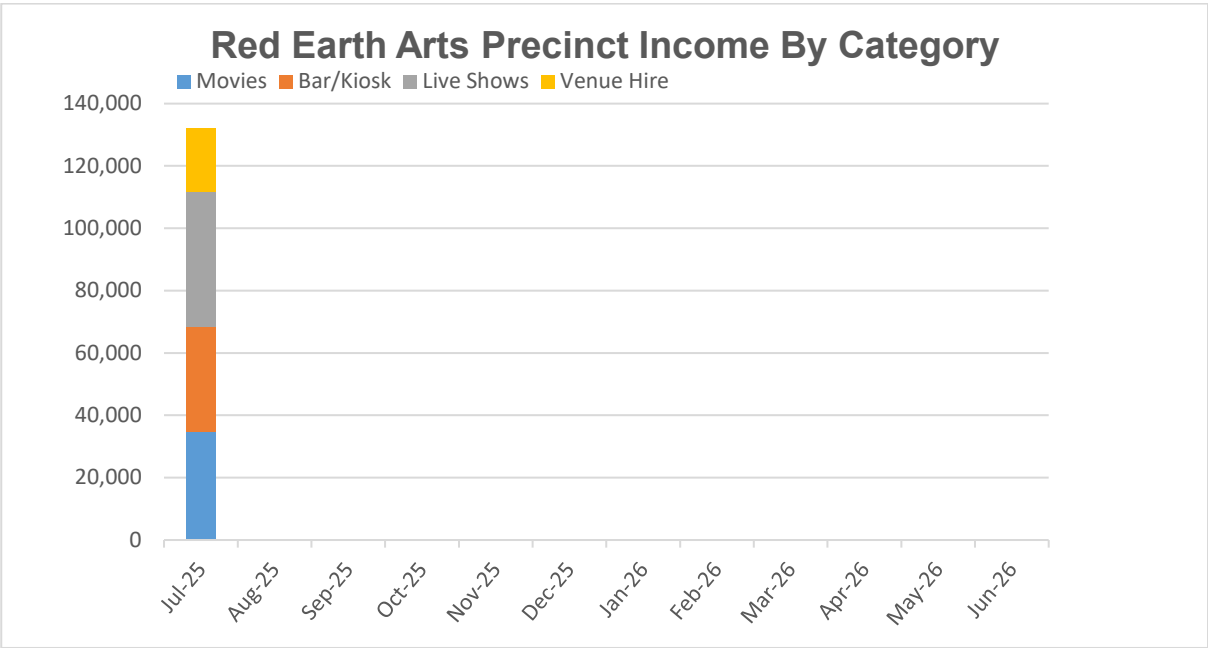
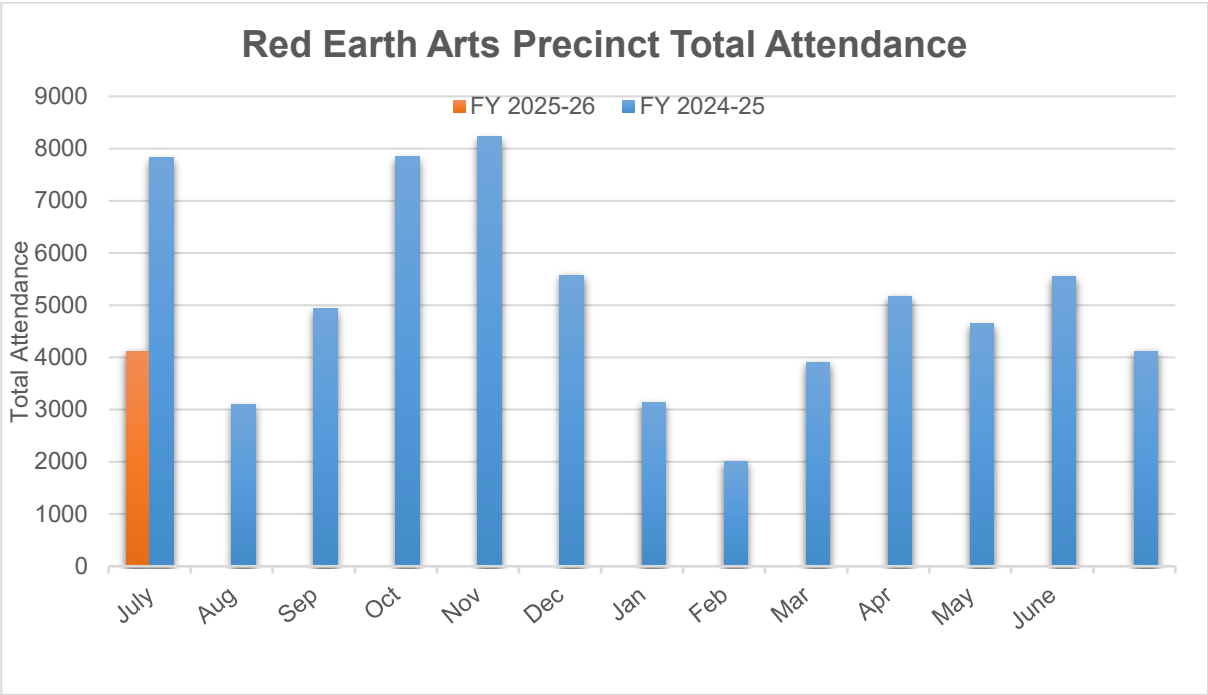
**943** Individual computer log ins by members and guests (excludes Wi-Fi – up **244** from last month).

**1241** Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning – up **542** from last month).

**945** Program participants at **46** programs (including regular term programs and special programs including school holiday programming, Booked for Games for Seniors, Explore the Night Sky and Libraries After Dark).

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

Red Earth Arts Precinct



**Events and Programming:**

July commenced with a private service, followed by the school holidays, which featured our daily movie programming. The month also included several NAIDOC events, including a flag-raising ceremony, an exhibition, and a special movie screening. The studio rooms were well utilised during the school holidays, with multiple casual dance bookings in preparation for upcoming dance competitions.

**Cinema:**

Cinema attendance in July 2025 declined compared to July 2024. This was largely due to the release schedule, with July 2024 featuring highly anticipated sequels such as Inside Out and Despicable Me 4, while this year's releases, although considered blockbusters, did not generate the same level of audience interest.

A total of 32 movie sessions were screened in July, with an average attendance of 76 patrons per session.

**Key Performances:**

- How to Train Your Dragon: \$7,501 in ticket sales across 7 sessions with 792 patrons.
- Jurassic World: \$1,801 attendees over 3 sessions with 238 patrons.
- Total movie ticket revenue for July was \$34,813, representing a 47% decrease compared to July 2024.

**Bar and Kiosk Revenue:**

Bar and kiosk sales experienced a 26% decrease compared to July 2024, primarily due to lower movie attendance. The only significant live event was Pete Murray Live, which generated \$10,788 in bar sales during the evening, accounting for approximately one-third of the month's total bar and kiosk revenue.

**Live Shows:**

Total ticket sales: \$38,884 with REAP income \$10,353 - venue hire and inside fees.

**Venue Hire:**

A total of 39 venue hires were recorded in July, with 26 being casual bookings for dance practice or other regular hires. Venue hire income decreased by 70% compared to the same month in 2024, which featured higher-value bookings such as Rio Service Dinners, Rio Tinto Leadership Days, the St John Awards Night, and KDCCI After Hours events.

**Key Events:**

- NAIDOC art exhibition opening night with 50 patrons attending.
- ACE citizenship ceremony - 80 patrons
- KDCCI - trade show - 100 patrons
- Private Service - 150 patrons

**Breakdown:**

- Community Hires: 38
- Corporate Hires: 1

**Patronage:**

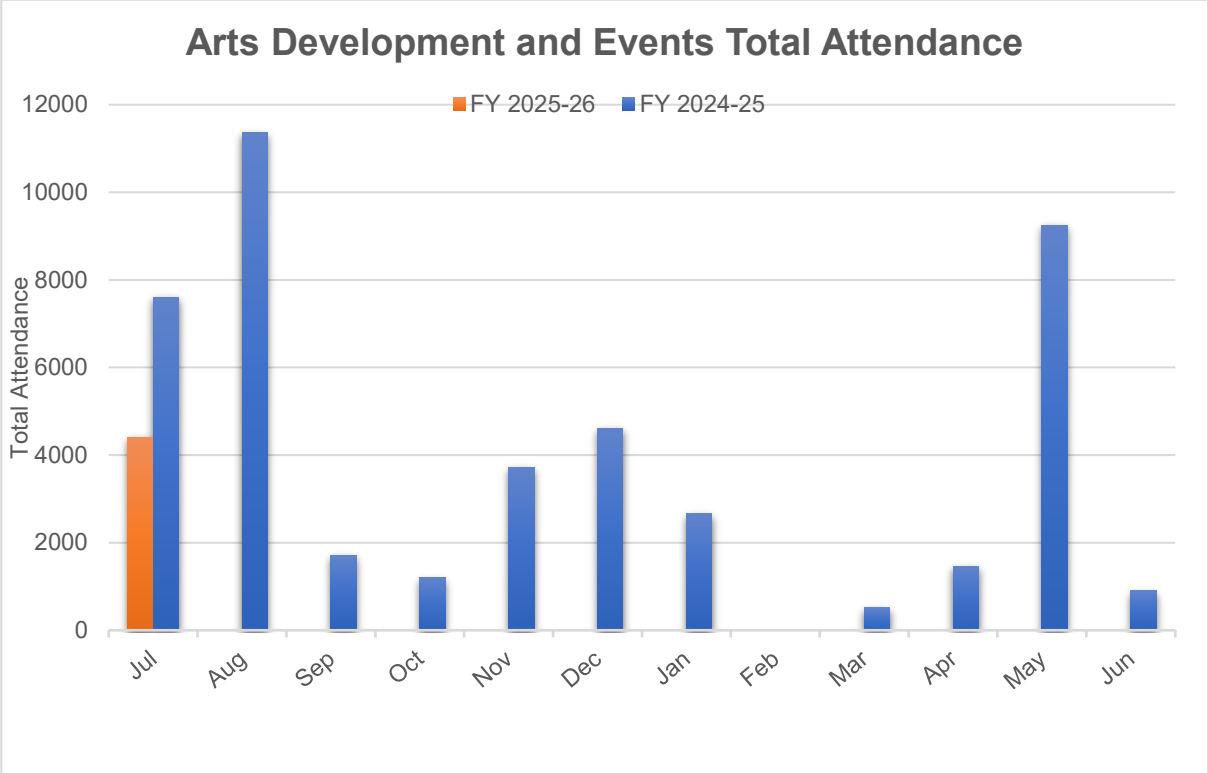
Total patronage decreased by 47% compared to July 2025, driven by the cinemas numbers and venue hires income.

- July 2024: 7823 patrons
- July 2025: 4115 patrons

**Total Revenue:**

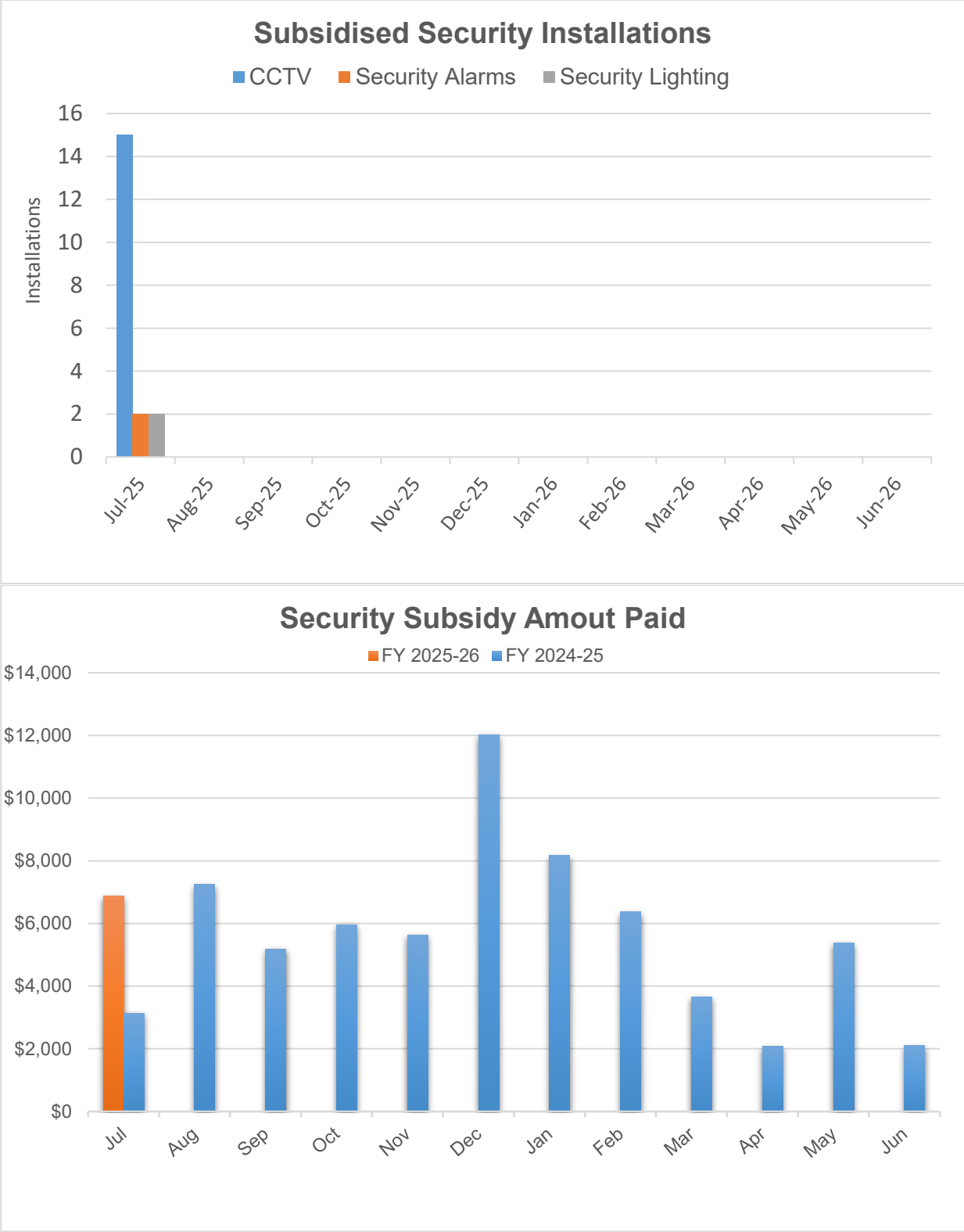
In July 2025, REAP generated total revenue of \$132,000, reflecting a 37% decrease compared to the same month in 2024. Last year's July figures were boosted by major corporate events, including Rio Service Dinners, Rio Tinto Leadership Days, the St John Awards Night, and KDCCI After Hours events.

**Arts Development & Events**



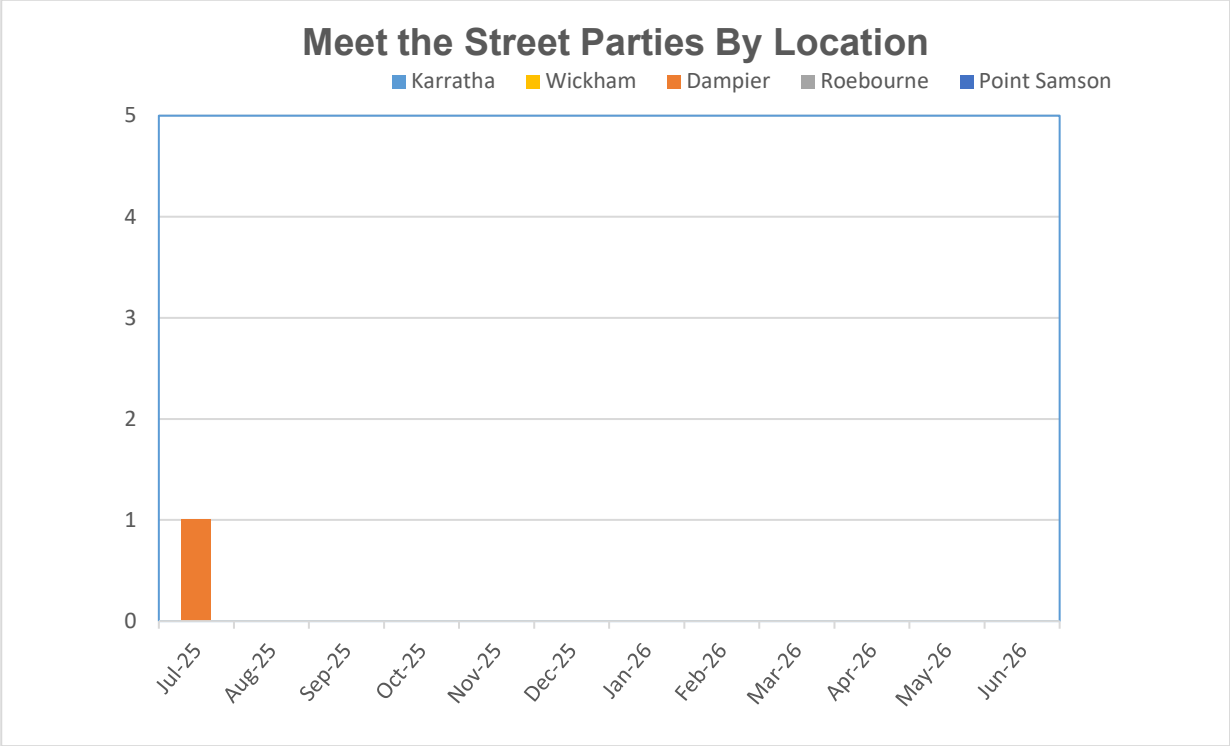
In July we delivered NAIDOC week and half of the Cossack Art Awards. Totalling of 4,402 attendees.

Security Subsidy Scheme



16 Security Subsidy applications were received and eligible for reimbursement.

Meet the Street



1 Meet the Street party hosted this month.

**Small Community Grants****July 2025**

| Town     | Who                 | What  | Awarded ex GST |
|----------|---------------------|---|----------------|
| Dampier  | Dampier Squash Club | Funding to cover the venue hire of the Karratha Leisureplex courts and travel costs for the state referee and former world number 3 squash champion Dean Williams to attend the FeNaCING Competition. | \$5,000        |
| Karratha | WA Police Legacy    | Funding to assist with costs associated with hiring the entertainment for the Police Legacy Ball.   | \$5,000        |

**13.1.2 CONCESSION ON FEES FOR CITY FACILITIES**

**File No:** CR.38

**Responsible Executive Officer:** Director Community Experience

**Reporting Author:** EA Community Experience

**Date of Report:** 31 July 2025

**Disclosure of Interest:** Nil

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**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 July 2025.

| Organisation     | Reason   | Authorised Officer                   | Amount (excl. GST) |
|------------------|--|--------------------------------------|--------------------|
| City of Karratha | To waive hire of Multipurpose rooms at Wickham Community Hub for a funeral service.  | Director Community Experience        | \$322.00           |
| City of Karratha | To waive the stall holder site fee at FeNaCING to enable a Mums and Bubs Stall to be activated as a private space for mothers and children during the event. | Acting Director Community Experience | \$1,186.55         |

**13.1.3 YOUTH ADVISORY GROUP UPDATE**

|                                       |                               |
|---------------------------------------|-------------------------------|
| <b>File No:</b>                       | CS.8                          |
| <b>Responsible Executive Officer:</b> | Director Community Experience |
| <b>Reporting Author:</b>              | Community Development Officer |
| <b>Date of Report:</b>                | 11 August 2025                |
| <b>Disclosure of Interest:</b>        | Nil                           |
| <b>Attachment(s):</b>                 | Nil                           |

**PURPOSE**

For Council to consider the key discussions, feedback, and outcomes from the Youth Advisory Group meeting held on 19 June and 31 July 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.

**MEETING: 19 JUNE 2025**

| <b>Agenda Item</b>                                    | <b>Points of Discussion</b>   |
|---|---|
| <b>Karratha Bike Park &amp; Wickham Bike Facility</b> | <p>Staff sought YAG feedback on the proposed locations and concepts for new bike facilities in Karratha and Wickham. Three concepts for Karratha were presented, with members identifying their preferred concept due to its location in an area with no existing amenity. Concerns were raised about fast traffic on the adjacent 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.</p> <p>For Wickham, YAG discussed two proposed locations. Staff noted local young people preferred a sealed track to suit both bikes and scooters. Concept two was preferred, though members questioned the proximity of public toilets, with the nearest known facility at Saylor Park or the Wickham Rec Precinct.</p> |
| <b>Wickham South Youth Recreation Area Project</b>    | <p>Staff closed the loop on feedback captured in the previous YAG meeting. Staff advised that YAG feedback was 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 as recommended by YAG.</p>  |
| <b>Fairground Youth Conference &amp; YACTivate</b>    | <p>Two YAG members attended the Fairground Youth Conference and YACTivate event in Perth and provided feedback to the group. They found 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. Breakout sessions were a highlight,</p>  |

|                                  |   |
|----------------------------------|---|
|                                  | <p>offering opportunities to explore relevant issues i.e. social media restrictions for 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 the most remote attendees represented.</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 peers to ease engagement. YAG feedback noted a lack of regional representation on the youth panel.</p>   |
| <b>YAG Presenting to Council</b> | <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 discussed the possibility of presenting 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 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> |

**MEETING: 31 JULY 2025**

| <b>Agenda Item</b>                    | <b>Points of Discussion</b>  |
|---------------------------------------|--|
| <b>Walkington Award Honours Board</b> | <p>YAG members viewed the 2 design concepts for the Walkington Award Honours Board. Preference was given to the second board with a dark background and gold border. YAG wanted to make sure the border was gold, and that the board would be glossy to ensure it still retained a level of importance. YAG were informed that their preferred location of Karratha Library was approved and YAG were shown the location for the new board (bookshelf outside of the Read Room). Members were happy with this and mentioned that students studying at the library will have more awareness of the award and will see it often.</p>   |
| <b>YAG presenting to Council</b>      | <p>Although only two members voted on their preferred topics, the group agreed they still wanted to present to Council. They discussed how to share issues that matter to them - even if Council has limited ability to act on some. Councillors present advised YAG members which roles Council may play in members' areas of interest. Their presentation was shaped into two parts:</p> <p>Part 1 – "This is what's important to us": highlighting passionate issues possibly outside Council's control, and Part 2 – "What Council can do": suggestions Council might be able to act on. YAG members then split into two groups to develop speaking points in a mini workshop with staff</p> |

|                                  |   |
|----------------------------------|---|
|                                  | support. Staff will now combine both approaches into one and bring it to the next meeting to practice.  |
| <b>YAG Nominations 2026-2027</b> | YAG reminded this is the last year for their term and Council elections are in October. Staff are doing some internal reviewing of YAG before we advertise for new membership. We will be asking YAG for their feedback on their experiences during their term at YAG.  |
| <b>General Discussion</b>        | <p>Two YAG members joined the recent e-safety commission consultation about the impending social media ban for under 16's and provided their insights. Discussion included the following:</p> <ul style="list-style-type: none"> <li>• Our lives will change significantly.</li> <li>• It was really interesting and YAG could champion advertising of this ban and how can we promote to young people (events and others).</li> <li>• Is there an impact on mental health – yes. Are there long-term benefits – yes. Is it a good outcome when they can't see their friends online or be part of group chats. In regional towns (Dampier, Wickham, Point Samson, Roebourne) - will this create even more isolation? Some apps will still be available.</li> <li>• Discussed Messenger Kids - which can use for messaging and group calls.</li> <li>• People's brains are getting messed up by the amount of news they consume. Without it, they will have more clarity.</li> <li>• Some parents don't care what their kids are accessing on social media.</li> <li>• Members discussed face ID as a method to implement the ban, and that may not work based on appearance alone. Easily bypassed or unfairly assessing people based on their appearance.</li> <li>• Could YAG lead a project to combat isolation created i.e. a letter swap.</li> </ul> |

## CONCLUSION

In June 2025, YAG received an update on how their feedback shaped the revised Wickham South Park Project design, resulting in the removal of ping pong tables and prioritisation of the basketball court, bouldering, and hit-up wall. They also provided input on location concepts for the Karratha Bike Park and Wickham Bike Facility. Members who attended the Fairground Youth Conference and YAGivate shared their key learnings, and the group began developing ideas for their upcoming Council presentation, including public art, youth-focused social media, and the proposed under-16 social media ban. In July 2025, YAG voted for their preferred design for the Walkington Award Honours Board, to be installed at Karratha Library, and advanced their Council presentation into a two-part format highlighting priority issues and potential Council actions. They also took part in an e-safety consultation on the proposed social media ban, exploring its impacts, alternative platforms, and opportunities for YAG-led initiatives to reduce youth isolation.

**13.1.4 POINT SAMSON INTERIM PLAN Q1, 2025/26 PROGRESS UPDATE**

|                                       |                               |
|---------------------------------------|-------------------------------|
| <b>File No:</b>                       | CR.98                         |
| <b>Responsible Executive Officer:</b> | Director Community Experience |
| <b>Reporting Author:</b>              | Community Planning Manager    |
| <b>Date of Report:</b>                | 27 August 2025                |
| <b>Disclosure of Interest:</b>        | Nil                           |
| <b>Attachment(s):</b>                 | Point Samson Interim Plan     |

**PURPOSE**

To provide Council with information about the status of each action in the Point Samson Interim Plan.

**BACKGROUND**

At its meeting held 29 April 2024, Council endorsed the Point Samson Interim Plan (the Interim Plan) (Attachment 1).

The Interim Plan identifies projects and opportunities raised by the Point Samson community to be progressed while a broader process is undertaken to develop a place planning approach and a medium to long-term masterplan for the town. The contract for developing a Point Samson Enhancement Plan was awarded on 20 March 2025 and initial engagement commenced on 19 August 2025.

The attached progress report provides a status update on each action up to August 2025. Several notable achievements have been made, including:

- **Signage Replacement:** The renewal of the History, Welcome, and Locomotive signs at the Information Bay have been completed.
- **Entrance Statement:** A refined concept design, updated following feedback, has been available for comment on a private What We Make It page for the Point Samson community from 11 July to 22 August 2025. A third engagement workshop was held at Point Samson Community Park on 19 August, with around 45 attendees. Feedback received will inform the final concept design for detailed design and costing.
- **Point Samson Enhancement Plan.** A consultant has been appointed to develop the Point Samson Enhancement Plan, and a detailed consultation and engagement process was conducted during the week of 19 August 2025 to gather community feedback on the town's vision and desired actions for collaborative delivery.

**POINT SAMSON INTERIM PLAN – PROGRESS UPDATE – TO AUGUST 2025**

| No. | Item   | Responsible Directorate | Status          | Update   |
|-----|--|-------------------------|-----------------|--|
| 1.1 | Undertake an audit of signage, including place names, information boards and interpretive signs throughout the town and develop a plan to renew. | Community Experience    | <b>Complete</b> | The three signs at the Information Bay have been refreshed as at 24 July 2025. A Signage Strategy is in progress for this FY and will be used for consideration of future signage requirements for the City. |

|      |  |                                      |                 |   |
|------|--|--------------------------------------|-----------------|---|
| 1.2  | Develop and install a new town entrance sign with the community.   | Community Experience                 | In progress     | A refined draft concept design, updated following feedback, has been available for comment on a private WWMl page for the Point Samson community from 11 July to 22 August 2025. A third engagement workshop was held at Point Samson Community Park on 19 August, with approximately 45 attendees. Feedback received will guide the final concept design as it progresses to detailed design and opinion of cost (OPC).  |
| 1.3  | Improve town entrance, including planting, information boards and investigate options regarding heritage items.  | Community Experience                 | In progress     | Initial project planning has begun for this project. Improvements to the town entrance area will be considered and planned once the Entry Statement final concept plan (item 1.2) is complete, ensuring that any enhancements align with and complement the proposed entrance theme.  |
| 1.4  | Undertake a feature survey and constraints study for a footpath from Honeymoon Cove carpark to John's Creek Boat Harbour to inform assessment for inclusion in the City's Footpath Strategy.                               | Projects and Infrastructure Services | In progress     | Design stage completed pending receipt of 100% design drawings due 5 Sep 2025 and Aboriginal Cultural Heritage (ACH) application has been lodged for review. Construction is budgeted for delivery in 2025/26, subject to ACH approvals and completion of Request for Tender (RFT) procurement for a contractor.  |
| 1.5  | Install lighting along footpath from Honeymoon Cove Carpark to The Cove Caravan Park.  | Community Experience                 | <b>Complete</b> | 10-solar lights have been installed from Honeymoon Cove to The Cove Caravan Park.   |
| 1.6  | Undertake site assessment and design of a BMX / pump track supported by other amenities (shade, BBQ, water fountain and seating) and consider the relocation and incorporation of the existing half pipe into the design). | Community Experience                 | Hold            | <p>At meeting held with Point Samson Advisory Group on 27 November 2024, the group confirmed that incorporating the skate half pipe, pump track and half-court basketball into a youth recreation precinct should be explored.</p> <p>The identification and allocation of a suitable site will be considered as part of the Point Samson Enhancement Plan. Once the Enhancement Plan is complete, a more detailed concept plan for the youth recreation precinct will be developed.</p> <p>A Consultant has been appointed for the Point Samson Enhancement Plan and a detailed consultation communication and engagement process started on 19 August 2025.</p> |
| 1.7  | Revitalisation of Honeymoon Cove Carpark.  | Community Experience                 | Hold            | <p>The project will be considered as part of the Point Samson Enhancement Plan.</p> <p>A Consultant has been appointed for the Point Samson Enhancement Plan and a detailed consultation communication and engagement process started on 19 August 2025.</p>  |
| 1.8  | Identify appropriate location and consider installation of half basketball court.  | Projects and Infrastructure Services | Hold            | See item 1.6  |
| 1.9  | Install water tap in Point Samson Community Park, near BBQ.  | Projects and Infrastructure Services | <b>Complete</b> | New tap installation complete.  |
| 1.10 | Investigate need for installation of a dump point to receive liquid wastes from caravans.  | Development Services                 | <b>Complete</b> | The initiative was investigated as part of the Visitor Services Review project undertaken in FY24/25. The Administration recommends maintaining a paid dump point in Point Samson and a free dump point in Roebourne. The administration recommends no alteration or increase in service level to this arrangement, given   |

|      |  |                                      |                 |   |
|------|--|--------------------------------------|-----------------|---|
|      |  |                                      |                 | other locations, such as Karratha CBD, do not yet have any dump points.   |
| 1.11 | Partner with the Water Corporation (landowner) to consider installation of a seat with shade on Tank Hill.   | Community Experience                 | <b>Remove</b>   | Engagement with Point Samson Community Association representatives in April 2024 representatives indicated this project is not a priority for the community and will be removed.  |
| 1.12 | Investigate options to replace removed elements from the Point Samson Community Park Playground.   | Community Experience                 | <b>Complete</b> | Completed - the xylophone was replaced with a sand wheel in December 2024.  |
| 1.13 | Review footpath strategy for Point Samson to improve pedestrian access to beaches and other town destinations, such as the tavern, caravan parks and playground    | Community Experience                 | In Progress     | A review of the Footpath Strategy is in progress and incorporates a review of all missing footpaths in the towns. The strategy will be presented to the November 2025 OCM.  |
| 1.14 | Re-establish service levels to general parks and gardens maintenance, increase tree planting and beautify garden beds throughout the town.                         | Projects and Infrastructure Services | In Progress     | The City is working with the contractor within Point Samson to meet agreed maintenance standards. Further key locations are identified for weed control, planting, mulching and repairs, including the foredunes, which are in progress.  |
| 1.15 | Advocate to Main Roads Western Australia (MRWA) for the sealing of Sam's Creek Road intersection.  | Projects and Infrastructure Services | In Progress     | A detailed design has been completed by the City's Engineering Team and will require MRWA approval and discussion, after which an RFT will be issued to confirm construction costs.   |
| 1.16 | Partner with the Department of Transport (DOT) to consider installation of a shelter and information signs at Pope's Nose.   | Community Experience                 | In Progress     | Initial contact from the Department of Transport (as landowners) confirmed their agreement for the project to proceed. The site is subject to Aboriginal Cultural Heritage (ACH) considerations. At the Point Samson Advisory Group meeting on 27 November 2024, feedback recommended retaining the existing seating on the northeast side, while installing a new dome shelter with seating, solar lighting, and signage on the northwest side after the bridge. Work on a draft concept design will now commence, with further approvals from the Department of Transport to be sought. This work will continue into FY25/26. |
| 1.17 | Renew picnic tables and shelters at key locations within the town.   | Projects and Infrastructure Services | In Progress     | The first picnic shelter was installed in July, with the second planned for August/September 2025, aligned with light pole relocation, barbecue installation, and grass reinstatement.  |
| 1.18 | Review dog control and signage at Honeymoon Cove Beach and Front Beach.  | Development Services                 | In Progress     | Recruitment of additional rangers is ongoing. Dog control signage audit and social media education campaign have been completed. Signage will be refreshed as workloads permit.   |
| 1.19 | Advocate to Department of Transport (DOT) to improve parking and traffic flows at John's Creek Boat Harbour.   | Projects and Infrastructure Services | In Progress     | City Officers have spoken with DoT who are working with MRWA for funding approvals. The City has organised and provided a site survey to assist with drawings/designs for construction. Awaiting final designs to come through for approvals and outcomes to funding from DoT and MRWA.   |
| 1.20 | Partner with the Department of Transport to investigate installation of fish cleaning facilities, bike rack, water fountain and shade at John's Creek Boat Harbour | Community Experience                 | In Progress     | DOT has confirmed that the City is fully responsible for funding the identified upgrade works of community facilities within their car park, as DoT do not have a desire to fund the works. The Executive Team will consider whether the Administration should investigate and fund   |

|     |   |                      |             |   |
|-----|---|----------------------|-------------|---|
|     |   |                      |             | the project directly, or first define the scope and then approach DOT for potential contribution.   |
| 2.1 | Develop an advocacy plan for the following environmental issues: a) Industry Buffer zone and conservation area between Cape Lambert and the town, b) Constricted tidal flow under Pope's Nose bridge, c) Mangrove health, d) Reef health.   | Development Services | In Progress | No action to report since last update.  |
| 2.3 | Investigate inclusion of Sam's Creek Tamarind Historic Tree on the Heritage Register and install information signage.   | Community Experience | In Progress | A request for landowner approval to install an interpretive sign and access for tree maintenance has been submitted to the Department of Energy and Economic Diversification (DEED, formerly Department of Jobs, Tourism, Science and Innovation – JTSI) to seek their support and guidance on an appropriate access arrangement. The City's Parks and Gardens team are currently monitoring the condition of the tree. Images have been added to the Library Catalogue <a href="#">Search results   Karratha Library</a> . |
| 3.1 | Investigate demand for and opportunities to provide pop up tourism and business offerings during peak times as part of the review of the City's Destination Management Plan and Economic Development Strategy.  | Development Services | In Progress | The Karratha Visitor Information Servicing Review and Recommendations Report was endorsed at the July 2025 OCM. It recommended the introduction of a mobile or pop-up visitor centre and information kiosks at key visitor hotspots, including Point Samson. These initiatives will be addressed as part of the Tourism Strategy which is currently under development.  |
| 4.1 | Establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors (i.e. Representative from Wickham) and City of Karratha officers to identify opportunities to work collaboratively and to provide input into and updates on the delivery of projects and development of future plans for Point Samson. | Community Experience | Ongoing     | The next Point Samson Advisory Group meeting is scheduled for 27 August 2025.   |
| 4.2 | Report quarterly on progress of the Point Samson Plan to Council.   | Community Experience | Ongoing     | An update on the Point Samson Interim Plan will be taken to the September 2025 Ordinary Council Meeting.  |

## CONCLUSION

The City has made positive progress in progressing the actions and projects identified in the Point Samson Interim Plan and will continue to work with the Point Samson Community Advisory Group to share progress and seek collaborative feedback.

**13.1.5 DEVELOPMENT SERVICES UPDATE**

|                                       |   |
|---------------------------------------|---|
| <b>File No:</b>                       | DB.32   |
| <b>Responsible Executive Officer:</b> | Director Development Services   |
| <b>Reporting Author:</b>              | Manager Planning Services   |
| <b>Date of Report:</b>                | 3 June 2025   |
| <b>Disclosure of Interest:</b>        | Nil   |
| <b>Attachment(s)</b>                  | 1. List of current decisions subject of State Administrative Tribunal Review and List of current Regional Development Assessment Panel applications |

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**PURPOSE**

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

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

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

***As of 27 August 2025***

| <b>APPLICATION<br/>(City &amp;/or<br/>RDAP File<br/>Reference)</b> | <b>PROPERTY</b> | <b>DATE FOR SAT<br/>REVIEW /<br/>APPLICATION<br/>LODGED</b> | <b>STATUS</b> | <b>DATE CLOSED<br/>/ COMPLETED</b> |
|--|-----------------|---|---------------|------------------------------------|
| <b>SAT</b>   |                 |   |               |                                    |
| Nil  |                 |   |               |                                    |
| <b>RDAP</b>  |                 |   |               |                                    |
| Nil  |                 |   |               |                                    |

### 13.1.6 APPLICATION FOR INTERNATIONAL AIRPORT STATUS

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| <b>File No:</b>                       | TT.629                               |
| <b>Responsible Executive Officer:</b> | Director Projects and Infrastructure |
| <b>Reporting Author:</b>              | Manager Airport Services             |
| <b>Date of Report:</b>                | 3 September 2025                     |
| <b>Disclosure of Interest:</b>        | Nil                                  |
| <b>Attachment(s):</b>                 | Nil                                  |

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#### PURPOSE

To inform Council of the Administrations intention to submit an application to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DOI) seeking international airport status for Karratha Airport.

#### BACKGROUND

The aspiration for Karratha Airport to attain international status is embedded in the Council Plan 2025–2035 and supported by extensive community engagement through the “*What We Make It*” platform. Improved domestic and international connectivity has been identified as a strategic priority to diversify the economy, support tourism, attract investment, and enhance regional liveability.

The Annual Community Survey 2024 confirms strong community support for international flight options, with residents citing improved connectivity as a key priority.

Recent federal policy changes now require airport operators, rather than airlines, to submit comprehensive business cases for international designation. These proposals must address economic impact, strategic alignment, tourism and trade benefits, social outcomes, regional development, and infrastructure readiness.

To meet these requirements, the City engaged Ernst & Young (EY) to prepare a detailed business case incorporating stakeholder input, data analysis, and collaboration with key regional bodies such as Regional Development Australia (RDA) and the Pilbara Development Commission (PDC).

The business case demonstrates:

#### Economic Impact

Highlights the economic impact of international airport status through demand forecasts and financial feasibility studies. Data from REMPLAN and the ABS will further quantify the region’s significant contribution to state and national exports.

#### Strategic Alignment

Includes a strategic alignment matrix showing how the airport’s international status aligns with federal and state priorities, including the WA State Infrastructure Strategy, *Diversify WA*, and the Northern Australia Agenda. It also emphasises partnerships with RDA, PDC, and major regional companies to demonstrate alignment with broader strategic objectives.

#### Tourism & Trade Benefits

Illustrates how international flights will increase access to the Pilbara’s key natural attractions and support a tourism dispersal strategy that encourages visitors to explore regional towns

and cultural heritage sites. Market analysis, tourism forecasts, and industry engagement also demonstrate how improved connectivity will boost visitor spending, streamline logistics, and open new trade markets.

#### Regional Development

Benefits through infrastructure planning and economic modelling will improve regional connectivity, workforce mobility, and investment opportunities. It also highlights partnerships with Aboriginal communities to boost tourism dispersal and improve access to essential services in remote areas.

#### Social Outcomes

Social benefits are supported by community feedback, demographic analysis, and social impact assessments, with the 2024 Community Survey highlighting improved connectivity as a key priority. The submission includes population growth, workforce demographics and travel patterns to show how international services can enhance accessibility, regional equity, and overall quality of life.

#### Infrastructure Readiness

Significant upgrades have already been completed, with further works planned to meet border security requirements if approval is granted.

While airline commitments and federal approval timelines remain challenges, the application poses no financial risk. Further the City can clearly demonstrate it has the human and financial resource capacity to deliver any required upgrades

### **CONCLUSION**

Submitting the business case marks a significant milestone in the City's pursuit of international airport status for Karratha. The proposal aligns with Council's strategic objectives, demonstrates strong economic and social benefits, and positions the City to capitalise on future opportunities in tourism, trade, and regional development.

The business case will be finalised and submitted to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts for consideration in the coming weeks. Advocacy efforts with Federal and State Governments along with industry and community stakeholders will be essential to generate support and progress with the application.

### 13.1.7 RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000045 LOW LOADER SPREADER DECK TRAILER

**File No:** CM.112  
**Responsible Executive Officer:** Chief Executive Officer  
**Date of Report:** 2 September 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:

|  |  |                                   |                      |
|--|--|-----------------------------------|----------------------|
| <b>Tender No:</b>                        | RFT0000045   | <b>Project Budget:</b>            | \$506,000 (incl GST) |
| <b>Tender Title:</b>                     | Supply & Deliver One (1) Low Loader Spread Deck Trailer  |                                   |                      |
| <b>State-wide Advertising Commenced:</b> | 25/06/2025   | <b>Tender Closing Date/ Time:</b> | 2:00pm 9/07/2025     |
| <b>Scope of Works:</b>                   | The contract is for the supply and delivery of one (1) low loader spread deck trailer. The trailer will predominantly be used by the City of Karratha Operations department for transportation of heavy equipment including 24 – 36 tonne excavators, 20 tonne road graders. |                                   |                      |
| <b>Selection Criteria:</b>               | Whole of Life Costs (includes purchase price)  |                                   | 50%                  |
|  | Mechanical & Operational Assessment  |                                   | 40%                  |
|  | Environmental Impact   |                                   | 10%                  |
| <b>Submissions Received:</b>             | 1. Midland Pty Ltd   |                                   |                      |
| <b>Tender Awarded:</b>                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Date of Decision:</b>          | 26/08/2025           |
| <b>Tender Awarded to:</b>                | Midland Pty Ltd  |                                   |                      |
| <b>Contract Value:</b>                   | \$368,940 (including GST)  |                                   |                      |
| <b>Contract Term:</b>                    | 5 months   | <b>Contract Options:</b>          | Not applicable       |

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

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

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

## **17 MATTERS BEHIND CLOSED DOORS**

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### **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:

Also included is the following:

**ATTACHMENT TO ITEM 11.2 ECONOMIC DEVELOPMENT GRANT PROPOSAL**

**ATTACHMENT TO ITEM 11.2 BUSINESS PLAN**

**ATTACHMENT TO ITEM 11.2 ECONOMIC & SUSTAINABILITY IMPACT STATEMENT**

**ATTACHMENT TO ITEM 11.2 WHITE PAPER**

**ATTACHMENT TO ITEM 11.2 PROJECT PLAN**

**ATTACHMENT TO ITEM 11.2 PARTNERSHIP & COLLABORATION**

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

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

The meeting closed at \_\_\_\_\_.

The Ordinary Council Meeting is to be held on Monday, 22 September 2025 at 6pm at Council Chambers - Welcome Road, Karratha.