



ORDINARY COUNCIL MEETING

MINUTES

**Ordinary Meeting of Council was held in the
Council Chambers, Welcome Road, Karratha,
on Monday, 27 October 2025 at 6pm**

**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

Signed: _____
Virginia Miltrup – Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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ORDINARY COUNCIL MEETING MINUTES

1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday, 27 October 2025 was declared open at 6:00pm. Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

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

2 ELECTION OF DEPUTY MAYOR & BALLOT DRAW FOR MEMBERS TO OCCUPY OWN SEATS

2.1 DECLARATION OF OFFICE

The Mayor invited Mr Anthony Anderson, Justice of Peace to conduct the swearing in ceremony for the newly elected Councillors.

Councillor elects Daiva Gillam and Martin Byrne were sworn into the position of Councillor for terms of four years.

2.2 ELECTION OF DEPUTY MAYOR

The CEO called for nominations for the position of Deputy Mayor.

There were three nominations received, Cr Harris, Cr Swaffer and Cr Roots. No further nominations were received.

All candidates elected to make a brief statement in support of their nomination.

A secret ballot was conducted and counted. A secret ballot was conducted and counted. The vote was in favour of Cr Swaffer.

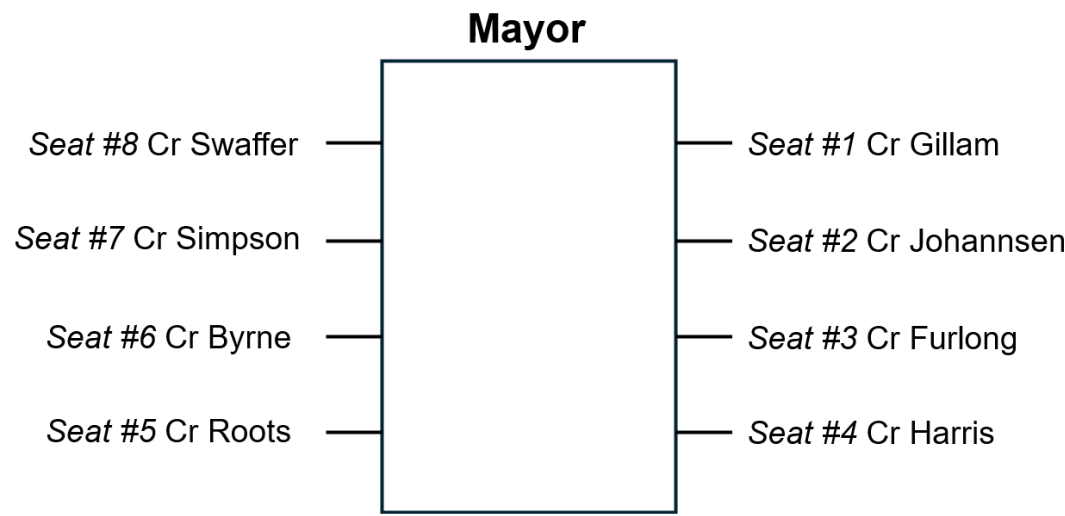
Cr Swaffer was declared Deputy Mayor for a term of two years and sworn into the position of Deputy Mayor by Mr Anthony Anderson, Justice of Peace.

2.3 BALLOT DRAW FOR MEMBERS TO OCCUPY OWN SEATS

In accordance with Standing Order, 8.2 Members to occupy own seats, Councillor names were placed individually into nine “opaque balls” and placed into a ballot box. The Manager Governance conducted this proceeding.

The Director Corporate Services drew at random from a concealed ballot box the order of seating at the Council table. Seating order drawn out was Crs Gillam, Johannsen, Furlong, Harris, Roots, Byrne, Simpson and Swaffer.

Councillors will occupy these seating positions when present at meetings until such time as there is a call by a majority of Councillors for a re-allotment of positions.



3 RECORD OF ATTENDANCE / APOLOGIES

Councillors:	Cr Daniel Scott [Mayor] Cr Jodie Swaffer [Deputy Mayor] Cr Martin Byrne Cr Gillian Furlong Cr Daiva Gillam Cr Geoff Harris Cr Brenton Johannsen Cr Sarah Roots Cr Tony Simpson	
Staff:	Virginia Miltrup Emma Landers Chloe Morris Lee Reddell Michael Bunting Henry Eaton Katya Bennett	Chief Executive Officer Director Community Experience Director Corporate & Commercial Director Development Services (via Teams) Acting Director Projects & Infrastructure Manager Governance & Organisational Strategy Minute Secretary
Apologies:	Simon Kot	Director Projects & Infrastructure
Absent:		
Leave of Absence:		
Members of Public:	3	
Members of Media:		

4 PUBLIC QUESTION TIME

There were no questions.

The following question was received at the Ordinary Council Meeting held on 15 September 2025:

Annabelle Little, Pegs Creek, asked the following question:

ANNABELLE LITTLE'S QUESTION: In March this year I put forward a motion relating to weed management in the City of Karratha. How is this progressing and when can we expect some final outcomes?

CITY RESPONSE:

At the March 2025 Annual Electors' Meeting a notice of motion was passed focused on integrated weed management and reduced use of chemicals.

Council considered this matter in May 2025 and adopted a resolution that set a clear direction for ongoing improvement to the City's weed management practices.

Since then, the City has:

- Completed an internal review of its current weed management program;
- Updated website information on chemical use, glyphosate, and spraying/slashing schedules;
- Commenced preparation of a Weed Management Strategy review to be undertaken by an external consultant;
- Continued to trial alternative control methods such as steam weeding; and
- Worked with the Department of Biodiversity, Conservation and Attractions (DBCA) and the Pilbara Weed Management Committee (PWMC) to remove invasive weed species from both City-managed and adjacent crown lands.

The external review of the Weed Management Strategy is expected to be completed by mid-2026, after which Council will consider any recommended changes to the City's service levels and management practices.

The City remains committed to reducing reliance on chemicals where practical, and committed to improving transparency, and maintaining safe and effective maintenance of public spaces.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

No Petitions/Declarations/Presentations.

6 REQUESTS FOR LEAVE OF ABSENCE

Cr Gillam requested a Leave of Absence for the 24 November 2025 Ordinary Council meeting.

COUNCIL RESOLUTION

MOVED : Cr Harris
SECONDED : Cr Johannsen
Res No : OCM251027-01

That Council approve a leave of absence for Cr Gillam for the 24 November 2025 Ordinary Council Meeting.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

7 DECLARATIONS OF INTEREST

Cr Furlong declared an interest in the following item:

- Indirect financial interest in 13.3 Wickham Recreation Precinct multi-purpose courts shade as Rio Tinto is a key funding partner of this project and Cr Furlong's husband works for Rio Tinto.

Cr Roots declared an interest in the following item:

- Indirect financial interest in 13.3 Wickham Recreation Precinct multi-purpose courts shade as Rio Tinto is a key funding partner of this project and Cr Root's husband works for Rio Tinto.

Cr Gillam declared an interest in the following items:

- Indirect financial interest in 12.1 Karratha Business Enterprise Inc as Cr Gillam is employed by RDA Pilbara who leases premises at the Karratha Business Enterprise Centre.
 - Indirect financial interest in 13.3 Wickham Recreation Precinct multi-purpose courts shade as Rio Tinto is a key funding partner of this project and Cr Gillam's husband works for Rio Tinto.
-

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Furlong
SECONDED : Cr Simpson
Res No : OCM251027-02

That the Minutes of the Ordinary Meeting of Council held on Monday, 15 September 2025, be confirmed as a true and correct record of proceedings.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – September 2025	Location
01/09/2025	WA Planning Commission Stakeholder Meeting	Karratha
09/09/25	Pilbara Region Voting and Technical Working Group Meeting	Karratha
10/09/2025	AMCA (Australian Mining Cities Alliance) September Board Meeting	Karratha
13/09/2025	UDIA WA Awards for Excellence @ Crown Perth	Perth
16/09/2025	Pilbara to Parliament Showcase – Pilbara Chambers Alliance, Parliament House	Perth
17/09/2025	WA Development Index (WADI) Project Information	Perth
18/09/2025	RGL Meeting	Perth
18/09/2025	RDA Strategic Planning Session – Presentation	Perth
18/09/2025	Colours of our Country 2025 Aboriginal Art Exhibition – Rio Tinto 20 th Anniversary	Perth
22/09/2025 - 24/09/2025	WALGA Local Government Convention 2025	Perth
22/09/2025	Heads of Agency Lunch Meeting	Perth
22/09/2025	North West Defence Alliance AGM	Perth
23/09/2025	WALGA AGM	Perth

10 CORPORATE & COMMERCIAL REPORTS

10.1 STATEMENTS FOR PERIOD ENDED 31 AUGUST 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	22 September 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Statement of Financial Activity 31 August 2025 2. Statement of Financial Position 31 August 2025 3. Variance Commentary Statement of Financial Activity by Nature 31 August 2025 4. Net Current Funding Position 31 August 2025

PURPOSE

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : **Cr Simpson**
SECONDED : **Cr Swaffer**
Res No : **OCM251027-03**

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

CARRIED 9/0

FOR	:	Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST	:	Nil

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 August 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 August 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 August 2025:

2025/26	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	197,245,877	197,245,877	95,680,804	92,641,388	(3,039,416)	-3.2%	↓
Expenditure	(169,913,966)	(169,913,966)	(28,237,297)	(23,992,616)	4,244,681	15.0%	↑
Investing Activities							
Inflows	1,023,264	1,023,264	38,500	210,370	171,870	446.4%	↑
Outflows	(97,160,056)	(97,160,056)	(10,705,693)	(5,499,270)	5,206,423	48.6%	↑
Financing Activities							
Inflows	79,174,533	79,174,533	1,064,795	0	(1,064,795)	-100.0%	↓
Outflows	(51,908,756)	(51,908,756)	(1,118,897)	(766,219)	352,678	31.5%	↑
Non-Cash Items	30,160,089	30,160,089	5,123,776	3,639,290	(1,484,485)	-29.0%	↓
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%	
Surplus/(Deficit) 2025/26	6,860	6,860	73,231,862	77,618,818	4,386,956		

*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 Year to Date (YTD) budget variance shown in the above table. These variances are due to cash flow and timing issues; however some months can be quite large and generally reflect usual business for the City. Whilst every effort is made to time the cash flow movements appropriately, there may still be months of large variances due to unexpected items processed.

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 31 August 2025	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	6.07
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	1.46	1.70	0.74
The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	85.4%	18.7%	83.2%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	2.80	0.88	3.44
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	70.4	57.1	71.8
The DSCR measures a local government's ability to repay its debt using cash. As the City has minimal debt, it exceeds the basic standard of greater than 2.0				

Statement of Financial Position

	August 2025	July 2025	% Change	Comments
Current				
Assets	210,925,770	147,517,490	42.98%	Increase in Trade & Other Receivables. Decrease in Cash & Cash Equivalents
Liabilities	21,861,334	22,374,293	-2.29%	Decrease in Trade and Other Payables.
Non-Current				
Assets	783,085,809	773,931,467	1.18%	Increase in PPE and Infrastructure.
Liabilities	6,696,915	6,727,693	-0.46%	Decrease in Long Term Borrowings.
Net Assets	965,453,330	892,346,971		

Debtors Schedule

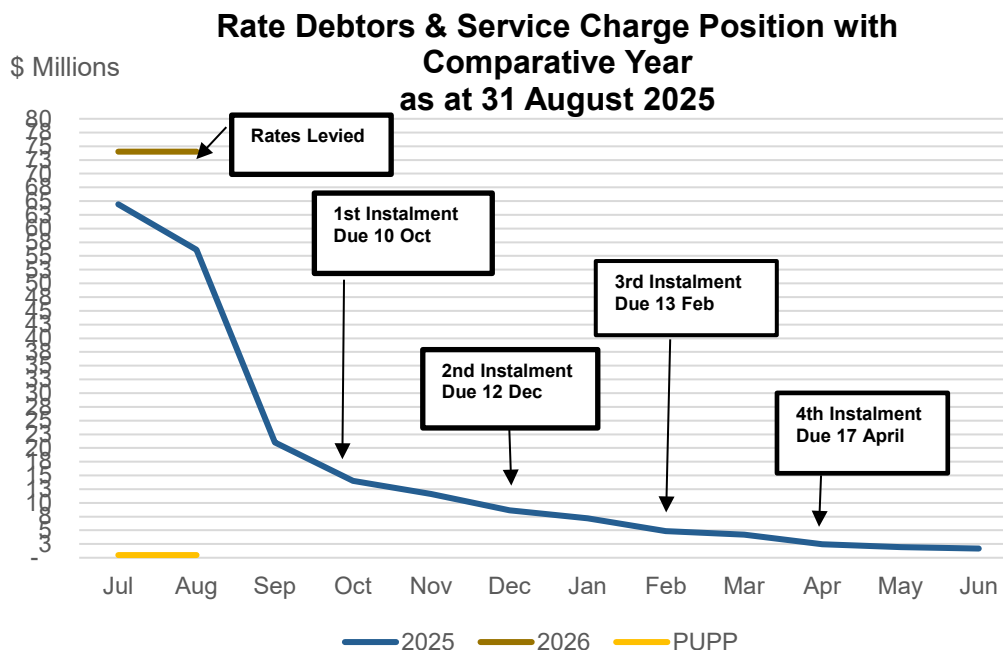
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of August 2025. The table also includes the total Rates and Pilbara Underground Power Project (PUPP) Service Charges outstanding.

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

Debtors Schedule

	August 2025	July 2025	Change %	% of Current Total
Sundry Debtors				
Current	8,209,420	8,111,907	1%	90.7%
> 40 Days	586,632	303,800	93%	6.5%
> 60 Days	69,869	75,061	-7%	0.8%
> 90 Days	180,973	130,547	39%	2.0%
Total	9,046,894	8,621,315	5%	100%
Rates Debtors				
Total	74,014,785	1,512,570	4793%	100%
PUPP Debtors				
Total	489,172	488,911	0.1%	100%

A total of \$600,964 Rates (including Emergency Services Levy and waste charges) has been paid by the end of August 2025, representing a collection rate of 0.8% to date (comparative collection rate of 14.1% for 30 August 2024). The increase of rates debtors from July 2025 to August 2025 reflects the rates billing for the 2025/26 year.



There was no material change in August in the PUPP Debtors' balance. PUPP payments have now been received on 99.78% of properties and of those paid, 99.44% have paid in full, with 0.22% (\$489,172) still outstanding. Review of these is currently underway as to 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	40 Days	60 Days	Over 90 Days	Commentary
K373	Guadalupe Del Carmen Kocsis	-	48.29	9,291.48	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Ampac instructed to proceed with General Procedure Claim (GPC).
L136	If Foundation	-	26.34	5,341.04	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
H279	Scartisha Ningella & Trevwai Hicks	-	-	10,769.72	U32/6 Shakespeare St - Vacated 18/07/24. Housing department has sent the debt to legal. Awaiting Court Date.

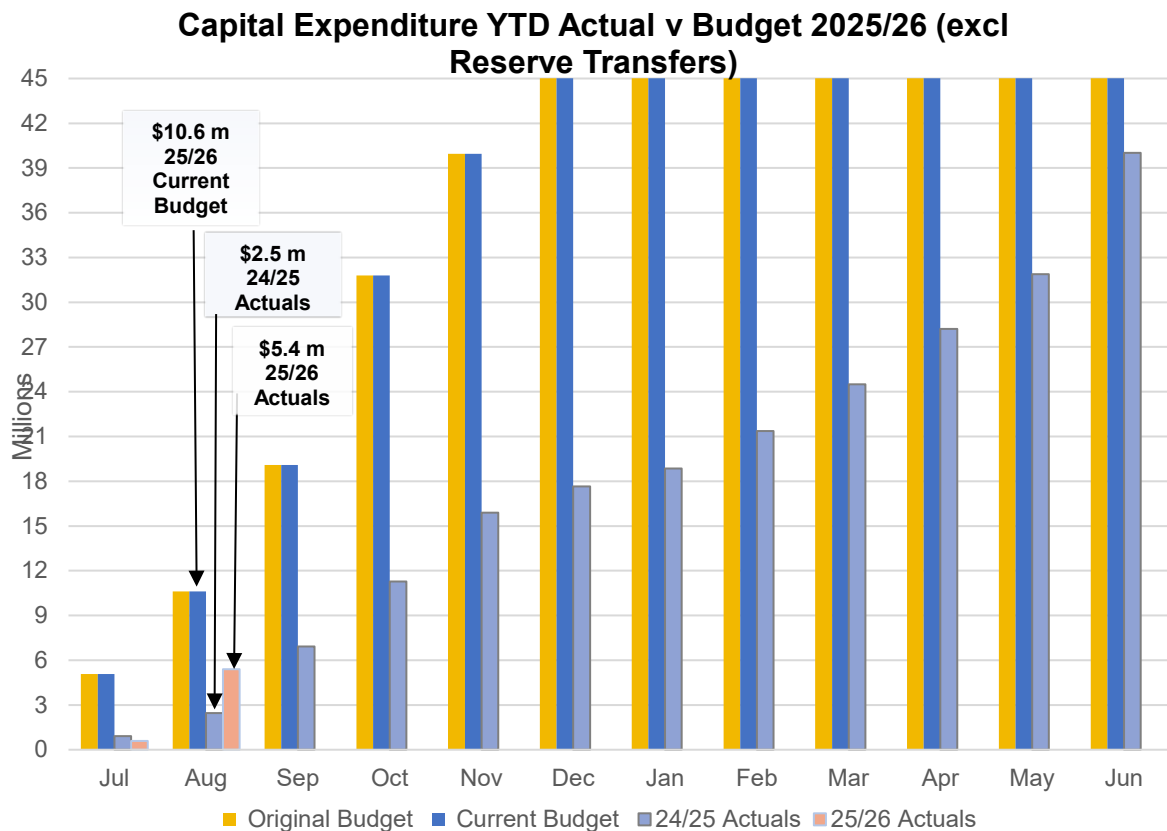
Capital Expenditure

Council's current 2025/26 Capital Expenditure budget (including carryovers from 2024/25) is \$97.1 million which includes significant projects such as: Hancock Way housing development, Nickol Shared Footpath, Karratha Airport Water Mains pipe replacement, 7 Mile tip class cell construction, KRMO multi-use hardcourts & lighting (Stage 4), 10 year footpath plan, roads reseal program, kerb renewals and completion of the Roebourne streetscape master plan.

The City spent \$5.4m on its capital program to the end of August 2025, \$5.2m (49.2%) less than the YTD 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 August 2025			30-June-26		
Infra Misc Structures	3,445,360	1,457,466	-57.7%	17,902,475	17,902,475	8.1%
Parks & Open Spaces	484,757	297,573	-38.6%	12,874,139	12,874,139	2.3%
Buildings	2,312,810	120,644	-94.8%	39,426,174	39,426,174	0.3%
Equipment	1,034,117	68,405	-93.4%	2,549,528	2,549,528	2.7%
Furn & Equip	157,291	13,246	-91.6%	899,291	899,291	1.5%
Plant	288,800	150,715	-47.8%	3,853,563	3,853,563	3.9%
Inv Property	13,000	0	-100.0%	333,000	333,000	0.0%
Infra Roads	2,605,250	3,255,930	25.0%	7,743,610	7,743,610	42.0%
Infra Footpaths	255,808	2,035	-99.2%	5,307,958	5,307,958	0.0%
Infra Aerodromes	20,000	32,136	60.7%	6,270,318	6,270,318	0.5%
Totals	10,617,192	5,398,151	-49.2%	97,160,056	97,160,056	5.6%



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

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

STATUTORY IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

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

Goal: 7 Our civic leaders are innovative, listening and balanced in meeting community needs.

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Council is 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.

COUNCILLOR QUESTION:

Regarding the 440% inflows, what is this about, rates?

CITY RESPONSE:

INVESTING ACTIVITIES				
Inflows from investing activities				
Capital Grants, Subsidies & Contributions	440,700	440,700	-	109,250
Proceeds From Disposal of Assets	582,564	582,564	38,500	101,120
	1,023,264	1,023,264	38,500	210,370

Item 9.1 Attachment 1 Statement of Financial Activity 31 August 2025 demonstrates the breakdown of what makes up that variance which is an increase of \$109,250 received for Capital grants, subsidies and contributions with a nil YTD budget. Also, the proceeds from disposal of assets were higher than the \$38,500 YTD budget. These are purely timing differences.

COUNCILLOR QUESTION:

Regarding the Hancock Way housing development, when can Council view it and how is the rental component of the development coming along?

CITY RESPONSE:

CEO: There is a Council policy relating to providing housing for staff. The City has not advertised Hancock Way at this point in time because the development has not reached practical completion. As soon as the City has properties that are close to completion and tenable the City will consider its options of leasing.

COUNCILLOR QUESTION:

How is the footpath plan progressing within the 10-year plan and is this updated on the website?

CITY RESPONSE:

There is an item on the agenda for tonight for the next nine, which will be the carryover from last financial year. The City is a year behind in footpath delivery due to the mutual termination of our Concrete Services contract earlier in the year.

COUNCILLOR QUESTION:

It seems like the City's expenditure has been steadily increasing, are we seeing a relief in the market where there are more contractors in town and more projects underway?

CITY RESPONSE:

Yes, the market seems to be improving. A good example of this is the Wickham hardcourts shade project on the agenda tonight where bids have come in under budget. We have also found on a number of recent tenders where we are receiving multiple bids with consistent pricing. We have not had to re-tender a project this financial year due to no bids received.

10.2 LIST OF PAYMENTS – 1 AUGUST 2025 TO 31 AUGUST 2025

File No: FM.19

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Senior Creditors Officer

Date of Report: 22 September 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

1. List of Payments – August 2025
2. Purchase Cards Report – August 2025
3. Fleet Fuel Card Report – July 2025

PURPOSE

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : **Cr Gillam**
SECONDED : **Cr Simpson**
Res No : **OCM251027-04**

That Council RECEIVE the list of payments totalling \$14,795,749.95 as detailed in Attachments 1, 2 and 3.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

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 August 2025 to 31 August 2025 (including credit card transactions – August 2025) totalled \$14,795,749.95 being made up of:

1. Trust Payments: nil;
 2. BPay Payments: 889 to 915 and
EFT Payments 91278 to 91984 (Inclusive): \$11,221,213.32;
 3. Cheque Voucher: nil;
-

4. Cancelled Payments: nil;
5. Direct Debits: 91387,91422, 91983 & 91984: \$6,374.00;
6. Credit Card Payments (August 2025): \$36,256.15;
7. Payroll Payments: \$3,531,906.48

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

- Corps Earthmoving – Coolawanyah/Dewitt Upgrade Works - \$1,186,908
- Corps Pavement Services – Dampier Road Reseal Works - \$2,051,371
- The Artisan Co WA P/L – Roebourne Streetscape Works Claim - \$208,666
- LGIS (Walga) – 23/24 WC Performance Based Adjustment - \$874,718
- PCM Group Pty Ltd – Karratha Back Beach Jetty Project Claim - \$734,251
- MSS Security Pty Ltd – Airport Security Services, July 2025 - \$262,029

Consistent with CG-11 Regional Price Preference Policy, 59% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In August 2025, 64% of the total number of invoices paid were for local suppliers, slightly lower 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

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

- Goal: 7 Our civic leaders are innovative, listening and balanced in meeting community needs.
- Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Payments and credit card payments for the period 1 August 2025 to 31 August 2025 totalled \$14,795,749.95. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

For Creditor 14033 City of Greater Geraldton, what is this payment?

CITY RESPONSE:

The City makes payments to other Councils for long service leave provisions. As employees move from Councils they take their long service leave with them. This payment was for Long Service Leave entitlements for an employee that worked at the City of Karratha and moved to the City of Geraldton.

COUNCILLOR QUESTION:

Regarding the Corps Earthmoving doing the Coolawanya Road to DeWitt Road upgrade, when they started there was a sign saying no breaking down of trailers. There's one on Mulligan Drive but the one on Coolawanya Road has disappeared, can we look into that?

CITY RESPONSE:

The Project design only covered a total of 140 metres of Dewitt Road, 70 metre either side of the Coolawanyah intersection. The lines and signs drawing does not reference any signage relating to "No truck break down" signage. We have referred this issue to our technical team who will assess the need and then re-install signage.

COUNCILLOR QUESTION:

Can Officers expand on the paying of a fine to the Fines Enforcement Registry of the Department of Agriculture in line 10109?

CITY RESPONSE:

This relates to fees associated with the referral of unpaid infringements to the Fines Enforcement Registry who undertake debt collection on behalf of the City. The acronym on the payment relates to the Office of the Attorney General, not Department of Agriculture.

COUNCILLOR QUESTION:

Payment number 15351 looks to be a staff reimbursement, is it usual practice for staff to be reimbursed for professional development?

CITY RESPONSE:

City employees are entitled to reimbursement for training under the City's *Learning and Development Policy*. This policy supports staff undertaking study relevant to their employment. Under the Policy, the City will contribute up to \$2,000 per calendar year, plus 50% of any additional costs incurred over \$2,000, up to a further \$1,000 (i.e. a maximum contribution of \$3,000 per calendar year). To claim this benefit, staff must provide proof of satisfactory completion of the relevant unit(s) undertaken under the Policy, along with appropriate tax receipts.

COUNCILLOR QUESTION:

Can the administration distinguish between local payments and non-local payments in the payment list?

CITY RESPONSE:

This amendment will require additional reporting configuration within the system and subsequent testing to ensure accuracy. Administration proposes to include high-level local and non-local payment statistics in tabular form within future agenda papers to support this request and provide greater context.

10.3 INVESTMENTS FOR PERIOD ENDED 31 AUGUST 2025

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

PURPOSE

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : **Cr Furlong**
SECONDED : **Cr Simpson**
Res No : **OCM251027-05**

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

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

BACKGROUND

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

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

DISCUSSION

Details of the investments are included in the report

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

Table 1. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 31 August 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		12,718,647	1.25	At Call		Reserve at Call
WBC	Reserve Term Deposit	5,000,000	5,210,529	5.14	12 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,392,683	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,127,926	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,468,789	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,477,160	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,114,937	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,169,829	4.35	12 months	Jun-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,174,325	5.07	10 months	Oct-25	Muni TD
WBC	Municipal (Transactional)		21,529,747	3.60	At Call		Muni at Call
N/A	Cash on Hand		7,929				
TOTAL		91,000,000	127,392,501				
The balance of all Term Deposits includes interest accrued to 31 August 2025							

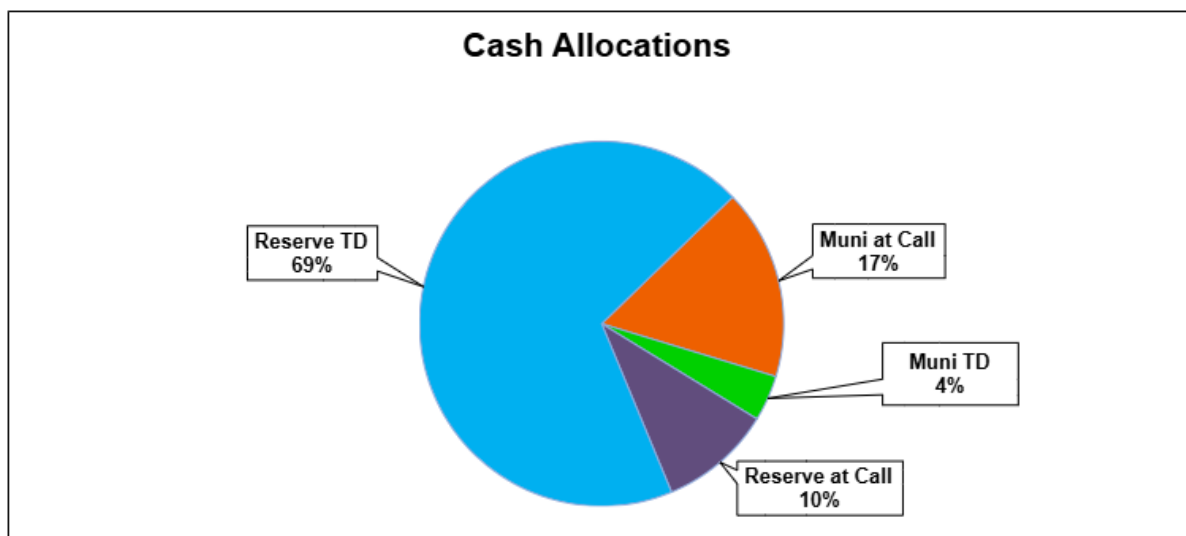
On average, the City is earning 5.07% across Municipal Term Deposits and 4.81% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) reduced during the month of August to 360 basis points (385 basis points in July). Municipal Funds held in the Westpac transaction account are now earning 3.45% interest (3.7% in July).

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.

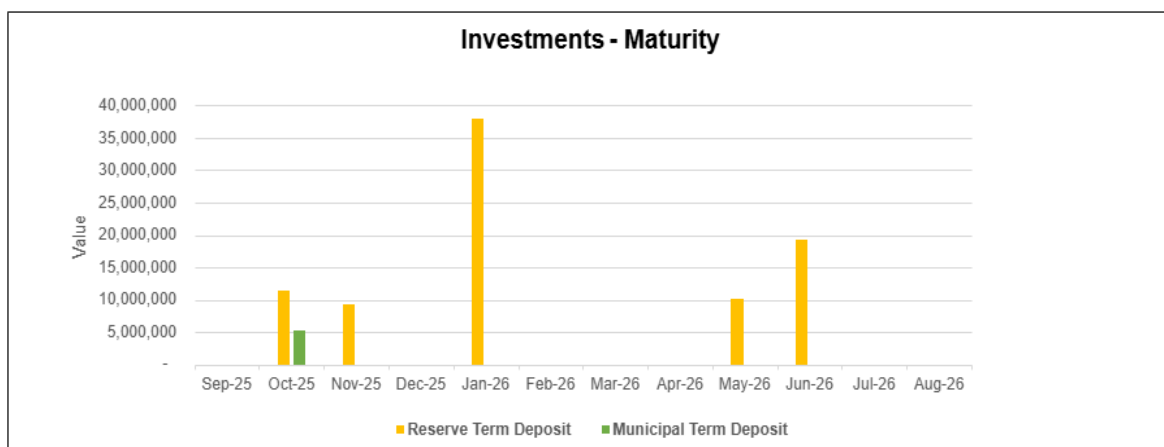
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 73% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

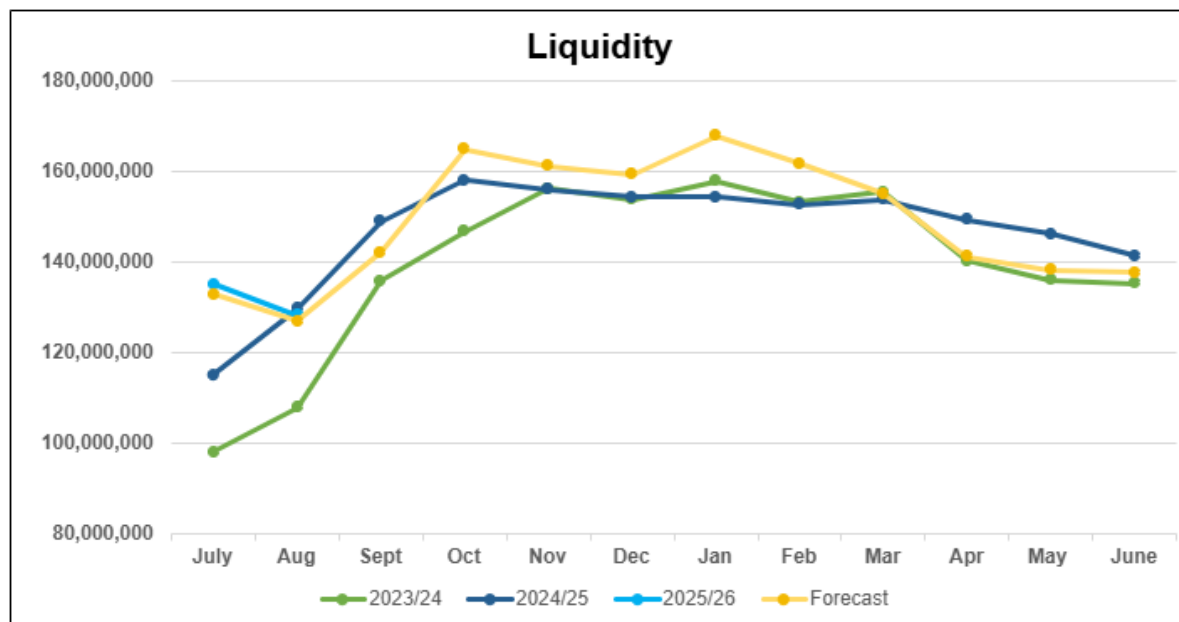
In accordance with the City's Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 28% of Cash and Financial Investments will mature in the next 3 months, 41% maturing in the next 4-6 months and 31% maturing in the next 7-12 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.



Graph 3. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

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

Table 2. Aspen Medical – Hangar Lease Performance

	Month 31 Aug 2025 \$	Year-to-Date 31 Aug 2025 \$	Life-to-Date 31 Aug 2025 \$
Total Income Received	52,679	85,929	2,795,734
Total Expenditure Paid	-	-	(149,578)
Net Income	52,679	85,929	2,646,156
Annualised ROI	21.0%	17.1%	58.8%

Ground and Hangar Lease – Babcock Offshore

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

Table 3. Babcock Offshore – Ground & Hangar Lease Performance

	Month 31 Aug 2025 \$	Year-to-Date 31 Aug 2025 \$	Life-to-Date 31 Aug 2025 \$
Total Income Received	68,460	118,307	3,389,161
Total Expenditure Paid	-	-	(18,554)
Net Income	68,460	118,307	3,370,607
Annualised ROI	19.4%	16.7%	54.4%

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

	Month 31 Aug 2025 \$	Year to Date 31 Aug 2025 \$	Life to Date 31 Aug 2025 \$
Total Income Received	354,039	692,115	28,425,971
Total Expenditure Paid	(123,874)	(277,670)	(13,349,354)
Net Income	230,165	414,445	15,076,617
Annualised ROI	13.8%	12.4%	9.2%

Ageing of Outstanding Lessees Balances

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

Table 5. Aged Debtors of The Quarter

Suite ID	Lessee	Total Amount Outstanding (\$)	Commentary
3	T0000699 - Pilbara Weddings & Events	10,944.34	Lessee has entered into a payment plan with the City.
9	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Debtor in liquidation proceedings. Email received from liquidator 15 th September, they are pursuing a related party for recovery actions but at this stage there are insufficient funds to enable a dividend to creditors.

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 31 Aug 2025 \$	Year to Date 31 Aug 2025 \$	Life to Date 31 Aug 2025 \$
Funded Amount	-	-	3,800,000
Interest Charges	12,667	12,667	515,752
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 1 of 4.81%, there is an opportunity cost for the year to date of \$5,228 and a life to date cost of \$13,915. For the current month of August 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

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

Goal: 7 Our civic leaders are innovative, listening and balanced in meeting community needs.

Objective: 7.5 Provide strong financial management and transparency

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	N/A	Nil
Interruption		
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.

10.4 APPOINTMENT TO COMMITTEES AND ADVISORY GROUPS

File No:	CM.63
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance & Organisational Strategy
Date of Report:	29 September 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Terms of Reference – Audit Risk and Improvement Committee 2. Terms of Reference – CEO Performance Review Committee 3. Proposed Terms of Reference – Arts Development and Events Advisory Group 4. Terms of Reference – Environment & Sustainability Advisory Group 5. Terms of Reference – Youth Advisory Group 6. Terms of Reference – Point Samson Advisory Group 7. Terms of Reference – Pilbara Ports Community Consultation Group 8. Terms of Reference – Wickham Key Stakeholder Meeting 9. Terms of Reference – Woodside Karratha Community Liaison Group 10. Terms of Reference – Murujuga Rock Art Stakeholder Reference Group

PURPOSE

For Council to consider appointments to Council committees, advisory groups and external organisations that have Council representatives; terms of reference; and subsequent reporting back to Council of those committees or groups.

OFFICER'S RECOMMENDATION

That Council:

1. APPOINT the following Council representatives to:

a. Council Committees:

Audit, Risk and Improvement Committee	Cr
Two year term	Cr
Four (4) Councillors	Cr
CEO Performance Review Committee	All Councillors
Two year term	

b. Council Advisory and Working Groups:

Arts Development and Events	Cr
Advisory Group	Cr
Two year term	
Two (2) Councillors	
Environment and Sustainability	Cr
Advisory Group	Cr
Two year term	
Two (2) Councillors	
Point Samson Advisory Group	Cr
Two year term	
Youth Advisory Group	Cr
Two Year Term	Cr
Three (3) Councillors	Cr

c. External Groups:

Murujuga Rock Art Stakeholder	Cr
Reference Group	
Two year term	
Pilbara Ports Community	Cr
Consultation Group	
Two year term	
Pilbara Regional Road Group	Cr
Two year term	
Regional Development Assessment	Cr
Panel	Cr
Two Year Term (27 January 2026 to	
26 January 2028)	Proxies:
Two (2) Councillors	Cr
Two (2) Proxies	Cr
Rio Tinto Coastal Communities	Cr
Environment Forum	
Two Year Term	
WA Local Government Association	Cr
Pilbara Zone	Cr
Two Year Term	
WA Local Government Association	Cr
State Council	
Two Year Term	
Wickham Key Stakeholders	Cr
Meeting	
Two Year Term	
Woodside Community Liaison	Cr
Group	
Two Year Term	

2. **REVIEW** Terms of References of all Advisory Groups to ensure that their aims, objectives and key deliverables are clear and up to-date, with the revised/updated Terms of References to be presented to Council for consideration following these bodies first meeting after this resolution;
3. **ADOPT** the Terms of Reference as amended for the Arts Development and Events Advisory Group;

4. **REQUIRE** Councillor representatives attending external groups to report back to Council; and
5. **REQUIRE** any minutes or reports from all committees and groups to be tabled at the next meeting of Council following the finalisation of minutes of that committee or group.

AMENDMENT TO OFFICERS RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Simpson
Res No : OCM251027-06

That Council:

1.APPOINT the following Council representatives to:

a. Council Committees:

Audit, Risk and Improvement Committee	Cr Swaffer Cr Harris
Two year term	Cr Simpson
Four (4) Councillors	Mayor Scott
CEO Performance Review Committee	All Councillors
Two year term	

b. Council Advisory and Working Groups:

Arts Development and Events Advisory Group	Cr Furlong Cr Roots
Two year term	
Two (2) Councillors	
Environment and Sustainability Advisory Group	Cr Swaffer Cr Byrne
Two year term	
Two (2) Councillors	
Point Samson Advisory Group	Cr Furlong
Two year term	
Youth Advisory Group	Cr Furlong
Two Year Term	Cr Roots
Three (3) Councillors	No third representative

c. External Groups:

Murujuga Rock Art Stakeholder Reference Group	Cr Gillam
Two year term	
Pilbara Ports Community Consultation Group	Cr Simpson
Two year term	
Pilbara Regional Road Group	Cr Harris
Two year term	
Regional Development Assessment Panel	Mayor Scott Cr Simpson

Two Year Term (27 January 2026 to
26 January 2028) Proxies:
Two (2) Councillors Cr Gillam
Two (2) Proxies Cr Swaffer
Rio Tinto Coastal Communities Cr Furlong
Environment Forum
Two Year Term
WA Local Government Association Mayor Scott
Pilbara Zone Cr Swaffer
Two Year Term
Wickham Key Stakeholders Cr Furlong
Meeting
Two Year Term
Woodside Community Liaison Cr Johannsen
Group
Two Year Term

2. **REVIEW** Terms of References of all Advisory Groups to ensure that their aims, objectives and key deliverables are clear and up to-date, with the revised/updated Terms of References to be presented to Council for consideration following these bodies first meeting after this resolution;
3. **ADOPT** the Terms of Reference as amended for the Arts Development and Events Advisory Group;
4. **REQUIRE** Councillor representatives attending external groups to report back to Council; and
5. **REQUIRE** any minutes or reports from all committees and groups to be tabled at the next meeting of Council following the finalisation of minutes of that committee or group.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

REASON FOR AMENDMENT:

Within Item 1(c) WA Local Government Association State Council was removed as it is not a group that representatives can be appointed directly by the City of Karratha Council but a decision made by the WA Local Government Association Pilbara Zone.

Also to note within Item 1(b) that there were only two nominations received for councillor representation on the Youth Advisory Group. The Terms of Reference allows for up to three councillor representatives.

BACKGROUND

Council is able to establish committees under Part 5 Division 2 of the *Local Government Act 1995* that can comprise council members, employees and other persons, and these persons need to be appointed by Council by an absolute majority.

There are two mandatory committees that need to be established by the Council being the Audit Risk and Improvement Committee and the CEO Performance Review Committee.

These committee and group appointments are ordinarily considered following the ordinary elections of Council in October as positions expire, when councillors vacate or retire from official duties.

At this juncture Terms of Reference are also reviewed by groups overseen by Council. Groups will review their terms of reference at their first meeting and report back to Council with any changes. This report includes consideration of amendments to the Arts Development and Events Advisory Group terms of reference.

Further to complete the reporting process, it is important that representatives report back to Council through an information item of discussions and decisions made at these committees or group meetings.

DISCUSSION

The three types of groups that have Council representatives are as follows:

Type	Number currently	Proposed	Function
Committees of Council	2	2	- Statutory requirement established under s5.8 of the <i>Local Government Act</i>. - May have delegated authority.
Advisory Groups	4	4	- Run by the City - Provide advice to Council on Strategy / Direction. - Often involve the public. - No delegated authority.
External Bodies	13	13	- Not coordinated by the City. - Representative requested by the group.

The following is summary of existing groups for consideration to appoint Council representatives:

Type	Function	Comments
Committee of Council	Audit, Risk and Improvement Committee (ARIC) provides oversight of the Council's responsibilities for audit related matters, risk management processes and procedures, compliance with legislation and policy, accounting policy, review of the annual accounts and internal controls, and improvement opportunities.	- Two independent persons in the positions of chairperson and deputy chairperson - Minimum of three Councillors - Meets a minimum four times pa - Duration approx. 2 hours - Statutory requirement - Statutory requirement
	CEO Performance Review Committee is established to assess the CEO's performance, develop and update performance criteria, review the CEO's remuneration package, improve communication between Council and the CEO, provide guidance and ensure natural justice to the CEO.	- Membership needs to be a minimum of three Councillors to the full Council. - Meets at least every six months - Duration approx. 2-4 hours
Advisory Groups of Council	Arts Development & Events Advisory Group (ADEAG) provides input and feedback to Council in relation to the nature and range of programs, events, activities and infrastructure to optimise community capacity, exposure to and participate in all forms of arts and culture in the City.	Current Terms of Reference indicate Four Councillors but drafting suggesting Two Councillors.

Type	Function	Comments
External Groups	Environmental & Sustainability Advisory Group (ESAG) provides advice to Council on environment and sustainability matters.	• Includes Community representatives. • Meets four times pa. • Duration approx. 2 hours
	Point Samson Advisory Group The key function of this group is to improve communications between the community and the City on local projects and needs, offer community and business insights, budgets and insight into priority projects.	• Two Council representatives • Includes Community reps. • Meets on an as needs basis. • Duration approx. 1.5 hours
	Youth Advisory Group 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.	• One Council representative • Meets quarterly • Duration approx. 1.5 hours
	Murujuga Rock Art Stakeholder Reference Group (MRASRG) The MRASRG contributes constructively to the monitoring and protection of rock art, being considerate of the views of all stakeholders including: • provision of advice to DWER and the Minister for Environment on the design, implementation and analysis of the scientific monitoring and analysis program; • consult, inform and educate other stakeholders on other matters referred by DWER for input or comment, including further development of the Strategy, implementation of the Strategy and 5 yearly review; and • inform the Government's broader consideration of other strategic issues relating to the protection of the rock art on Murujuga.	• Up to three Councillors. • Includes Community reps (young people). • Meets monthly • Duration approx. 1.5 hours • One Council representative plus one City Officer • Meets quarterly • Duration approx. 2 hours • Terms of Reference indicates City not a member for the period May 2022- Dec 2025. It will be reviewed prior to December 2025.
	Development Assessment Panel (DAP) The key function of the regional DAP is to determine significant applications for development approval. It services local governments in the Pilbara and reports to the Minister.	• Two Council representatives and two proxies. • Crs Scott and Simpson's membership expires 26 January 2026. • Maximum 10 days notice to attend meetings. • Meets as required. In 2024, met twice and in 2025, once. • All members are appointed by the Minister for Planning and members must be trained
	This group is a decision making body that is independent of the Department of Planning, Lands and heritage or the WA Planning Commission.	

Type	Function	Comments
		prior to sitting on the JDAP.
	Pilbara Ports Community Consultation Group (PPCCG) The PPCCG facilitates information sharing and consultation between the Port Authority and the local community. Pilbara Regional Road Group (PRRG) Through RRGs the State Government provides Local Government with a voice in how the State's contribution to local roads is spent. Rio Tinto Coastal Communities Environment Forum The Forum is to liaise with the local community and stakeholders with members represented from the Dampier, Point Samson, Wickham and Roebourne communities, Department of Environment and Conservation, Dampier Port Authority, Water Corporation, Department of Water, Pilbara Development Commission and Rio Tinto. Its scope covers environmental and sustainability performance, environmental incidents and quality improvement at its port and rail facilities. It doesn't include Rio Tinto Salt. Western Australia Local Government Association (WALGA) Pilbara Zone provides services to and on behalf of the participants (City of Karratha, Shire of Ashburton, Shire of East Pilbara and the Town of Port Hedland). Western Australia Local Government Association (WALGA) State Council deliberates on recommendations put forward by local governments across the state for State or Federal consideration. Wickham Key Stakeholders Meeting (WKSM) The WKSM provides a regular forum for government and non-government agencies that have an interest in the Wickham community to network and exchange reciprocal information that informs their planning and decision-making processes. The WKSM is not a forum to resolve issues or orchestrate a desired outcome. Woodside Karratha Community Liaison Group (CLG) The Karratha CLG disseminates information and seeks community knowledge and input on issues of relevance and concern relating to Woodside's operational, development and planning activities within the Pilbara region. The group provides a vehicle for community engagement with Woodside in Karratha; and assists Woodside to identify local	• Consider Conflict of Interest in relation to large industry partners. • Duration approx. 2 hours • One Council representative plus one City Officer • Meets every four months • Duration approx. 2 hours • One Council representative. • Meets twice a year. • Duration approx. 2-3 hours • No ToR available • One Council representative plus one City Officer • Meets as required (Minimum two meetings pa) • Duration approx. 2 hours • No ToR available • Two Council representatives. • Meets as required. • Duration approx. 2 hours • No ToR available • One Council representative subject to selection by WALGA • Meets every two months • Duration approx. 2 hours • No ToR available • One Council representative plus one City Officer • Meets 4-5 annually • Duration approx. 2 hours • One Council representative plus one City Officer • Meets quarterly • Duration approx. 2 hours

Type	Function	Comments
	issues and discuss appropriate future management strategies.	

External Advocacy Bodies

Four advocacy bodies were considered by Council in July 2025 (OCM250728-06) where representation will remain with the Mayor and CEO (or proxies) to attend:

- Australian Mining Cities Alliance
- Regional Capitals Alliance WA
- Regional Capitals Australia, and
- North West Defence Alliance.

In determining appointments to each of the groups listed, consideration should be given as to:

- whether the body is still relevant; and
- the number of elected representatives and proxies (as required if a member is unable to attend).

Terms of Reference

Matters such as terms of reference (attached), including frequency of meetings, should be discussed at the first meeting of each of these groups and confirmed.

The revised/updated Terms of References will then be presented to Council for consideration.

City Administration have recently undertaken a review of the Terms of Reference for the Arts Development and Events Advisory Group and propose the following amendments:

CURRENT

- 6.Memberships comprise of;
- 4 Elected Members
 - Director Community Experience or Manager Community Programs
 - Arts Development & Events Coordinator or proxy;
 - Up to 15 community members; and
 - Up to 3 co-opted members*.

PROPOSED / RATIONALE

- Membership shall comprise:
Up to 10 community members living in the City of Karratha, with representation from across all townships preferred.
- Up to 2 Elected Members
- Up to 2 co-opted members*
*Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation of the City for a specific purpose and for a fixed term.
- City officer representatives shall comprise:
- Director Community Experience (Chair)
- City of Karratha Officers (as required) as Officers are invited for specific purpose, specialist

knowledge and skills and for administrative support.

The updates align to other Advisory Groups.

Reducing the group size of the members Group will make it more manageable. Council will appoint up to 2 Elected Members to attend the AD&EAG.

Clarified membership roles and responsibilities of City representatives, Elected Members and community members.

6. Community members shall be determined by open invitation to the community with the recommended applicants requiring approval by a resolution of Council.

7. The evaluation of potential members will be conducted by the City and appointment will be approved by the Director of Community Experience based on the following criteria:

- Resides within the City of Karratha.
- Members appointed represent the diversity of people across the City of Karratha.
- Contribution of specialist skills and experience in one or more areas of arts, culture and events, including but not limited to cultural development, arts management, events management, public arts, event and cultural facilities, programming, arts education, event management, placemaking, cultural tourism, performance, audience development or creative art practice.
- Active participation in arts and culture activities, demonstrating a strong interest and knowledge of arts and culture within the City.

Appointments to the group will be for a period of two years. The City may consider advertising for a replacement member if a position becomes vacant during the year, subject to approval by the Director Community Experience.

Members may nominate in consecutive years, provided they continue to meet the membership requirements.

Approval of new members by the Director is aligned with other Advisory Groups and enables an efficient evaluation process.

Overall document structure.

The document has been rewritten in simpler language. These changes are reflected in the attached Terms of Reference making the document more concise while overall intent remains the same.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 5.8 and 7.1A of the *Local Government Act 1995* provides that a local government may establish committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

COUNCILLOR/OFFICER CONSULTATION

Councillors will be consulted at the October 2025 Briefing.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There may be costs associated with attendance and travel by elected representatives attending Council committees, advisory groups and external organisations. This is factored into Budget estimates for 2025/26.

STRATEGIC IMPLICATIONS

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

Goal: 7 Our Civic leaders are innovative, listening and balanced in meeting community needs.

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	N/A	Nil
Interruption		
Environment	N/A	Nil
Reputation	N/A	It's important for Council to ensure we have appropriately skilled and informed representatives on decision making groups that reflect broad community sentiment and terms of reference for these bodies are maintained to accurately address the purpose, key deliverables and other significant governance criteria.
Compliance	High	Failure to have an Audit Risk and Improvement Committee and appointing three or more Elected

Category	Risk level	Comments
		Members to the committee is a breach of the <i>Local Government Act 1995</i>

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Appointments to the internal and external bodies have previously been considered by the new Council following each local government election.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Following the recent local government elections, it is necessary for Council to determine appointments to the Audit and Organisational Risk Committee, Council advisory groups and external organisations that have Council representatives.

COUNCILLOR QUESTION:

Regarding the WALGA State Council representative for the Pilbara Country Zone – should this be in the report?

CITY RESPONSE:

This item will be removed as appointments to the WALGA State Council are determined by the WALGA Country Zones.

COUNCILLOR QUESTION:

Can we re-evaluate and go through the Terms of Reference prior to nominating who will sit where at the Ordinary Council Meeting?

CITY RESPONSE:

Feedback from Councillors is welcome during the week on any changes to the Terms of Reference.

COUNCILLOR QUESTION:

How do advisory groups work with accepting the Terms of Reference?

CITY RESPONSE:

The first advisory group meeting will review the Terms of Reference and accept the terms or suggest any amendments that will then come back to Council for consideration. We are unable to amend any External Bodies' terms of reference.

COUNCILLOR QUESTION:

The City's Terms of Reference do say 'amended by resolution of Council'.

CITY RESPONSE:

If the advisory group proposes any changes to the Terms of Reference, it will come back to Council for consideration before they are adopted.

The process at next week's Ordinary Council Meeting doesn't negate an advisory group making changes to their Terms of Reference in future.

**PLEASE NOTE – ITEM 10.5 HAS BEEN WITHDRAWN FROM THE
21 OCTOBER AGENDA****10.5 (WITHDRAWN) ROEBOURNE COMMUNITY RESOURCE CENTRE – RATES
WRITE-OFF**

File No: RN.1

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Chief Financial Officer

Date of Report: 27 August 2025

Applicant/Proponent: Ngarliyarndu Bindarri

Disclosure of Interest: Nil

Attachment(s): Letter from NBAC regarding the Roebourne
Community Resource Centre rates debt

PURPOSE

For Council to consider writing off the rates debt of 15 and 17-19 Sholl Street to allow the centre to be gifted to Ngarliyarndu Bindarri Aboriginal Corporation.

OFFICER'S RECOMMENDATION

That Council:

1. **WRITE-OFF the rates debt on:**
 - a. **Assessment A4460 (15 Sholl Street)** \$ 6,041.36
 - b. **Assessment A4428 (17-19 Sholl Street)** \$ 21,039.68
2. **APPROVE an exemption for rates for 2025-26:**
 - a. **Assessment A4460 (15 Sholl Street)** \$1,858.00
 - b. **Assessment A4428 (17-19 Sholl Street)** \$3,755.21

BACKGROUND

The Roebourne Community Resource Centre Inc (RCRC) was established in June 2003 as the Roebourne Telecentre Inc and changed its name in 2013. It operated out of premises owned by the organisation at 15 and 17-19 Sholl Street in Roebourne.

Due to financial issues experienced by the organisation in 2009 where it was unable to acquit the funding received from the WA Department of Primary Industries and Regional Development, it has been unable to receive further funding for the Community Resource Centre. The organisation's coordinator continued, in a voluntary capacity, to run the Resource Centre and manage the Roebourne Community Calendar.

The only income the organisation received since 2009 was rental income from leasing out the buildings at 15 and 17-19 Sholl Street, Roebourne. It has been difficult to meet even the costs associated with building insurance, power and water with the income received from leasing these two properties. The RCRC has, without additional income, therefore been unable to pay the outstanding Council rates.

DISCUSSION

Currently, one of these buildings is leased to Val and Kathy's Crafty Kitchen, a volunteer community group, which supports local Elders and community members to connect and engage, building their mental health and wellbeing and increasing their sense of connection and belonging. Val and Kathy's Crafty Kitchen is 100% volunteer run with no operational income. It is made possible by NBAC which has been responsible for paying the \$100 weekly rent charged for use of the building.

Another of the buildings was leased as a residential rental property to Real Employment For Aboriginal People (REFAP). REFAP has outstanding rental payments of approximately \$15,000 or more which the RCRC has attempted to recoup but is not hopeful of a resolution given REFAP no longer operate.

With no income and no activities, the RCRC Board has decided to wind up the organisation. In line with the Associations Act and the organisation's Constitution, the Roebourne Community Resource Centre Inc would like to gift the premises at 15 and 17-19 Sholl Street Roebourne to Ngarliyarndu Bindirri Aboriginal Corporation (NBAC) to support the delivery of their social innovation programs in Roebourne.

Before the premises at 15 and 17-19 Sholl Street, Roebourne can be gifted or transferred into NBAC's name, the outstanding Council Rates require addressing.

The Board of the RCRC is requesting the City of Karratha to consider waiving or writing off the outstanding Council Rates for 15 and 17-19 Sholl Street, which will allow the organisation to proceed with gifting the premises to NBAC and move forward with the process of winding up the organisation.

NBAC will run programs such as the Yirramagardu Crew work-ready programs and the Bindirri Garlba youth work-ready program, along with Val and Kathy's Crafty Kitchen operating out of these premises. There are also other future programs or partnerships that may contribute outcomes that align to NBAC's strategic plan 2025-2030 and the City's Council Plan 2025-2035.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 6.12 of the *Local Government Act 1995* refers to the power to defer, grant discounts, waive or write off debts.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

CF08 Debt Collection

CF10 Rating Policy

FINANCIAL IMPLICATIONS

The financial implication from the write-off is an increase in expenses for the 2025-26 period of \$27,081.04 and an increase of rates exemptions of \$ 5,613.21.

STRATEGIC IMPLICATIONS

The longer term implications for this adjustment aligns to the Council Plan 2025-2035 where Ngarliyarndu Bindarri have plans to provide programs such as the Yirramagardu Crew work-ready programs and the Bindirri Garlba youth work-ready program, along with Val and Kathy's Crafty Kitchen operating out of these premises.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The write-offs will reduce the operating surplus for the organisation by \$32,694.25 meaning this will reduce expenditure elsewhere in the budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The City may suffer reputational risk from the writing off of debt rather than pursuing these amounts.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The usage of these facilities to support community programs in Roebourne reinforces the reasoning behind the officer's recommendation. These initiatives are aligned to the Council Plan 2025-35 and are important in succeeding in these pillars.

PLEASE NOTE – ITEM 10.5 HAS BEEN WITHDRAWN FROM THE 21 OCTOBER AGENDA

10.6 KEY PERFORMANCE MEASURE RESULTS FOR 2024/2025

File No: CM.89

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Manager Governance & Organisational Strategy

Date of Report: 18 September 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): 1. Nil

PURPOSE

To provide Council with an update on performance against the Operational Plan for the 2024/25 reporting period.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Harris
SECONDED : Cr Swaffer
Res No : OCM251027-07

That Council RECEIVE the Annual Performance Report for 2024/25.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

BACKGROUND

This Annual Performance Report relates to the Strategic Community Plan 2020-2030. Within this document, four strategic themes in the Strategic Community Plan 2020-2030 were delivered through 148 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 284 ongoing projects and actions which are measured throughout the year by 98 performance measures as per the below table.

Strategic Theme	Programs & Services	Projects & Actions	Performance Measures
Our Community	50	140	37
Our Economy	20	45	16
Our Natural & Built Environment	38	34	13
Our Leadership	40	65	32
TOTAL	148	284	98

A new Council Plan 2025-2035 was endorsed by Council in June 2025. To become “Australia’s most liveable regional city, the place we are proud to call home”, 7 aspirational goals were established from extensive community consultation that recognises state and federal priorities and local priority focus areas. The Plan is supported by 57 service areas with 137 performance measures.

A process supporting the Integrated Strategic Planning (ISP) Framework is quarterly reporting against the performance measures, also referred to as Key Performance Indicators (KPI), to monitor performance and respond to changing priorities.

Performance reporting uses a traffic light system to represent the following benchmarks.

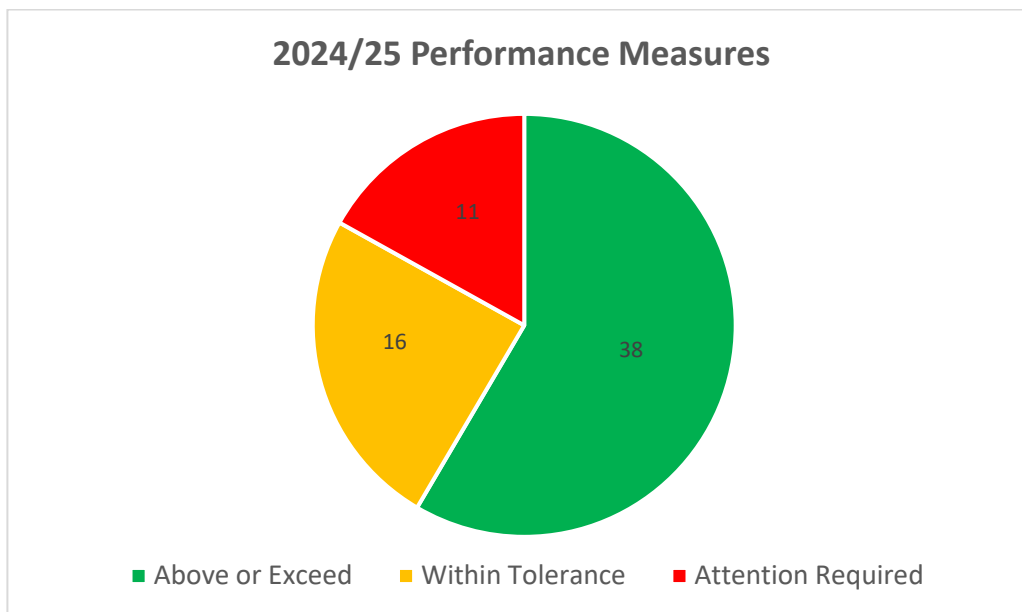
●	Attention Required	Below the lower tolerance applied to the KPI
●	Within Tolerance	Between the target and lower tolerance applied to the KPI
●	On Target	Either on or above target

DISCUSSION

Annual Performance Scorecard:

Out of a total of 98 performance measures established for the year, only 65 were able to be measured. One measure was removed by Council at the March OCM and a further 32 measures could not be assessed for this period as they related to the annual community survey that will commence on 20 October 2025 and reported for Q2 or Q3 in 2025/26. The one measure that was removed related to “Increasing the value of business grants that are approved by the City” as it was not considered a good measure of outcomes achieved.

Results for the 2024/25 period are provided below:



“On or Exceed Target” Annual Outcomes

For the 2024/25 reporting year, 38 (58%) performance measures were noted to be on target or exceeded the target as provided below.

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex (KLP), Wickham Recreation Precinct	#	619,089	645,028	636,182	Mixed results for the recreational facilities with annual visitation up by 1.5% at the KLP, down 3% at the WRP and a

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
Aquatic Centre (WRP) and Roebourne Aquatic Centre (RAC)					modest increase at the Roebourne Aquatic Centre. Facility visitations strengthened through fitness programs and extended final series in basketball and indoor pursuits. Aquatic admissions lower due to cooler conditions through the year compared to the previous year.
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population.	%	45	49.6	48.8	Over 1,022 new memberships were established across library services.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	#	725	821	940	Attendances were boosted towards the end of the year with the broadcasting of the Sydney Writer's Festival and the introduction of new seniors' programs.
1.c.2.2.a Number of Regular Passenger Transport (RPT) passengers using Karratha Airport Terminal (includes domestic and international travel)	#	579,000	681,668	602,634	Passenger growth has exceeded forecasts, driven by increased airline capacity and heightened demand spurred by ongoing project activity in Karratha.
1.d.1.1.b Number of attendances at paid events in Red Earth Arts Precinct (REAP) Theatre	#	25,000	35,899	9,979	Attendance exceeded target indicating strong community appetite for paid theatre events. Equally there is a growing demand for free events over paid offerings.
1.d.1.1.c Number of paid events in Red Earth Arts Precinct (REAP) Theatre	#	230	405	106	Above target highlighting strong programming output and increased venue utilisation.
1.d.1.4.a Percentage of City managed works including hazard reduction burns and firebreaks completed or maintained as identified in the bush Fire Risk Management Plan.	%	85	100	15	All required mitigation works have been carried out as planned.

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
1.d.1.5.a Number of complaints received from residents reporting nuisance mosquitos	#	15	10	28	This is typically weather dependent and this year has been a drier, with less water pooling creating breeding sites.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares)	#	200,000	331,319	200,452	Social media engagement has increased with high performing posts on Balmoral Road opening, the new emergency warning system, Tropical Cyclone Zelia, October 2024 extraordinary elections, Covid19 Royal Commission, Yurra street tree planting, overflow camping works, housing development and major capital project updates throughout the year.
2.a.1.1.c Number of vacancies in City managed service worker accommodation	%	0	0	0	All 30 units at Shakespeare have continued to be in strong demand for service worker accommodation.
2.a.2.1.d Maintain the value of Take Your Business Online (TYBO) Grants that are approved by the City	\$	100,000	122,829	N/A	TYBO remains a popular grant scheme that receives steady applications to enable small businesses to grow their online presence.
2.a.2.1.e Maintain the value of Major Events Sponsorship and Attraction (MESA) Grants that are approved by the City	\$	106,000	122,500	N/A	Proactive engagement of the MESAP program has assisted the hosting of events such as the Pilbara Summit, Karijini Experience and “Our Town” media project.
2.a.2.4.a Ensure all leases managed by the City are current.	%	90	95.6	90.9	Focus has been placed on ensuring that all leases are current with legislative reforms around the corner requiring greater transparency of existing arrangements. 5 of 8 leases relate to telecommunication towers where Department of Planning

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					Lands and Heritage (DPLH) have declined to approve and unable to be renewed without changes to land tenure.
2.b.1.1.a Number of actions completed in the Small Business Friendly Approvals Project Implementation Plan	#	3	5	1	Most initiatives completed with two to be delivered in 2025/26.
2.b.1.2.a Percentage of dollar spend paid to local businesses	%	50	52.3	60.9	On average 52% of expenditure through the year has been directed to local businesses. Major construction and civil contracts awarded to local suppliers have assisted towards this outcome.
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	Ha	300	335.1	349.2	Sufficient supply of zoned (or structure planned) residential land available for subdivision with additional lots being developed in Madigan this calendar year and Mulataga next calendar year.
2.c.1.1.d Number of participants in the business climate survey	#	120	145	141	There was a strong level of participation in this year's business climate survey providing useful analytical data for the City.
2.c.2.3.a Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes	%	85	92.6	N/A	Currently three tenancies remain vacant with activation essential for ground floor sites.
3.a.2.2.b Identify the number of projects implemented from the Environmental Sustainability Strategy	#	3	6	0	Completed projects include implementing working groups for utility and energy management; conducted baseline carbon accounting for facilities and services; implemented utility monitoring software; attained Gold Waterwise Council status; and Wickham Aquatic Centre and Roebourne Aquatic

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					Centre progressed towards Waterwise Aquatic Centre status.
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	Kgs	20,000	23,440	26,021	Ongoing diversion of materials from landfill will extend the life of existing cells at 7 Mile.
3.c.2.3.c Percentage of scrap metal received at the 7 Mile Waste Facility diverted from landfill	%	80	80	80	293.88 tonnes of scrap metal was received including 24.92 tonnes of batteries.
3.c.2.3.d Percentage of e-waste received at the 7 Mile Waste Facility diverted from landfill	%	80	80	100	15.56 tonnes were diverted for the year.
3.c.2.3.e Reduce recycling bin contamination measured against annual bin audit	%	20	37	4.3	Audit undertaken in May 2025 indicated a reduced contamination rate of 37% indicating improved education within the community towards improved household recycling practices.
3.c.2.3.f Percentage of clean timber received at 7 Mile Waste Facility diverted from landfill	%	80	88.2	90	2,862 tonnes of timber diverted from landfill for the year to be used for fixation.
4.a.1.1.a Percentage of media releases picked up by the local media	%	80	84.4	74.5	57 media items were picked up from 68 that ranged from housing developments, advocacy efforts, Cossack Art Awards, Red Earth Arts Festival, Covid19 Royal Commission and community consultation. Items not picked up included the People and Place exhibition at REAP, community sports awards, strategic community plan, honorary freeman announcement, and large community grants.
4.a.2.3.a Number of Occupational Health and Safety (OHS) inspections completed per annum	#	165	181	51	A significant amount effort has been directed towards developing the Work Health and Safety (WHS) team and reestablish a stronger

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					culture of safety within the workplace. A 350% improvement on the previous year where inspections were very low and not regular across a number of City sites. Today all sites are being inspected regularly.
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	%	95	100	100	All incoming correspondence is processed within 24 hours of receipt.
4.b.2.2.a Minimise unscheduled down time for all public interfacing websites	%	98	100	100	No known unscheduled down time for all public interfacing websites.
4.b.2.2.b Minimise unscheduled down time for all public interfacing email systems	%	98	100	100	No known unscheduled down time for all public interfacing email systems.
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	%	98	100	100	No known unscheduled down time for all public interfacing telephone systems.
4.b.3.1.a Number of indigenous staff employed	#	24	33	23	16 casual and 17 permanent staff are employed at the City with deployment in community experience, projects and infrastructure and development services.
4.b.3.2.a Percentage reduction in staff turnover	%	10	10	7	10% turnover was recorded for the year ending 30 June 2025, a marginal increase from 7% in the previous year and significantly lower from 28% and 38% in 2022/23 and 2021/22 respectively.
4.c.1.1.a Improve Financial Health Indicator (FHI) as reported on the state government's MyCouncil website.	%	90	96	0	The FHI is no longer calculated however the City scored 96 for the 23/24 year against the LGFHI suggesting a strong financial balance sheet position. This is

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					calculated in November each year.
4.c.1.2.a Condition of assets are optimised based on service level requirements as measured by the Asset Consumption Ratio.	%	79	96	97	Ratio within target range indicating assets are meeting expected condition ratings through preventative maintenance programs and notably many assets are newer.
4.c.1.2.b Ensure asset renewals and replacements are managed sustainably as measured by the Asset Sustainability Ratio	#	90	92	60.9	The ratio exceeds the target ratio indicating that the City is undertaking appropriate capital expenditure on infrastructure assets to offset deterioration over time.
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	%	90	90.8	79.3	Consistent level of payment throughout the year taking about 16-18 days to pay invoices. In 2023/24 payments were taking 23 days to be paid.
4.c.2.3.a Increase in additional and/or alternative sources of revenue	#	1	1	1	Service worker housing and Quarter offices are generating favourable rental returns.
4.e.1.1.d Assess all building applications within the statutory timeframes	%	100	100	100	All Building Permits issued with statutory timeframes.

“Within Tolerance” Annual Outcomes

For the 2024/25 reporting year, 16 (25%) performance measures are within tolerance as provided below.

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
1.c.1.3.d Number of visits recorded at City Libraries	#	110,000	100,078	116,191	Door counts are not engaged when events like the Pilbara 2025 Conference are being run from REAP, otherwise program attendances were marginally lower than anticipated, physical and digital loans and computer use remained popular across all major sites.

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
1.d.1.1.d Number of REAP visitations	#	59,500	58,274	58,839	Visitation remained strong and consistent throughout the year, whilst paid events in the Theatre did not reach expected targets.
1.d.1.6.a Inspect 33 public health premises per month.	#	396	377	420	Staff resourcing affected inspection regime and higher risk activities prioritised. Resource levels have returned to normal and backlog is being addressed.
2.a.1.2.b Maintain the value of Business Development Support Grants that are approved by the City	\$	170,000	154,875	N/A	Grants issued to Karratha and Districts Chamber of Commerce and Industry and the Karratha Business Enterprise Centre Incorporated
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre	#	22,000	21,712	23,581	Annual visitor numbers remain strong. Visitation was lower for Q2 and Q3 due to cyclonic weather and a hotter summer.
2.a.2.2.d Value of tour bookings made by the Karratha Tourist and Visitors Centre	\$	50,000	44,785	39,620	A 13% increase on last year's bookings. Bookings are generally tracking well with seasonal fluctuations and the loss of a major tourism operator.
2.c.1.1.c Area of undeveloped industrial lots available for sale	Ha	70	66.8	65.3	Availability of serviced industrial land continued a declining trend in the year. Development WA is aiming to have additional industrial lots available in Gap Ridge Industrial Estate by mid-2026. The City has commenced planning for additional future industrial land as part of Gap Ridge North.
3.c.1.1.b Process green waste into mulch/compost	T	2,000	1,327	1,870	Tonnage estimated from windrow volumes. Compost trial completed in January 2024.
4.a.2.3.b Reduce number of lost time injuries	#	9.7	21.6	24.5	City rate has reduced by approximately 30% on the previous year. Improved WHS systems and Take5 assessments and

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					improved safety culture are driving change.
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	%	10	11.9	7.7	91 documented processes are overdue with 62% in the Corporate Services directorate. 4 processes are older than 12 months. Efforts are underway in reducing the number overdue as some are a result of the roll out of new software and support documentation for the organisation.
4.b.3.2.b Average number of unplanned hours leave (Absenteeism) taken by each employee per annum	#	15	22.4	16.8	Unplanned leave has been at a consistent level throughout the year with a minor increase from 17.9hrs in Q1 to 24hrs in Q4.
4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations and Sponsorship)	%	85	79.6	69.8	Results are improving throughout the year with collections taking over 20 days in Q1 to now down to 11 days in Q4.
4.c.1.6.a Percentage of vehicle achieving acceptable levels of utilisation.	%	75	72	75	Loan vehicles and some office based vehicles still low on utilization. Looking to introduce an all fleet loan booking process budgeted in 25/26 as an online process.
4.e.1.1.f Incoming organisational correspondence to be acknowledged within agreed time frames	%	90	83.3	80	Overdue reports are provided monthly to each directorate with a need to address outstanding records and this has resulted in improvements from Q2 to Q4.
4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	%	95	92	84.5	Although still below our target, there has seen an improvement in the number of incoming requests that are completed.
4.e.1.2.a Reduce the number of high and extreme residual risks	%	2	2.4	2.5	50 inherent risks classified as high and only 1 extreme. Only 4 residual risks noted as high. The single extreme residual risk is in relation to housing supply

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					which is a strategic risk that is being actively pursued by the City as part of advocacy with government and private enterprise.

“Attention Required” Annual Outcomes

For the 2024/25 reporting year, 11 (17%) performance measures require attention as provided below.

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
1.a.1.5.a Percentage of renewal projects delivered to agreed timeline and budget	%	90	76	93	25 Renewal Projects completed within required time frames. Results affected by contractor availability, delays with material availability, and delays in design and procurement work.
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	#	31,321	27,093	31,333	Results lower for the year with Centre closed for equipment maintenance and inspections. A break in also disrupted services. With the onset of tropical cyclones, the centre was closed and a number of party bookings were cancelled.
1.b.4.3.a Swimming pool inspections are undertaken within legislated time frames.	%	100%	75.3%	N/A	Target not achieved due to resourcing. Recruitment underway for an additional resource to assist and it is anticipated that the team will have caught up on inspections by the end of the calendar year.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	#	10,000	8,976	9,392	Program attendance was slower across the year and improved in the second half of the year. Changes to school holiday programs impacted numbers.
1.c.1.4.b Increase youth patronage to The Base and Youth Shed	%	5	-45.9	43	A change in collection of statistics has contributed in the downturn, data going forward will now be more accurate.

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
					Youth Services will continue to work with comms to increase public awareness of the youth services and the programs/events that they are providing. Youth services will continue to share programming face to face where possible and increase their networks and stakeholders engagement.
4.a.2.3.c Number of workers compensation claims per annum	#	0	19	5	There are 19 total number of claims, 6 of which are new and a further 8 are ongoing long term claims.
4.b.3.3.a Percentage of staff (Fulltime and Parttime) undertaking compliance, procurement and Process Manager inductions or refresher training.	%	20	13.4	12.2	269 employees attended training sessions. Inductions are part of probationary review processes. Resourcing within key delivery teams, staff turnover amongst new employees or deferment of training is impacting results.
4.d.1.1.a Increase the number of partnerships with Indigenous businesses and organisations	#	3	0	3	Relationships are being built but financial partnerships have not been entered into.
4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	%	60	39.3	43.8	Customers using online resources to obtain necessary information before calling the City and speaking directly with teams. This is also allowing onboarding of new customer service staff members to enhance their knowledge of City operations and services.
4.e.1.1.e Assess all planning applications within the statutory timeframes	%	100	90.4	99.3	Low staffing in Q2 and Q3 caused a backlog. Progress made with 34 out of 39 DAs being determined within the statutory timeframe.
4.e.1.2.b Measure the percentage of compliant	%	100	94.9	91.6	Instances of improvement noted in tender processes, disclosures of interest,

Measure	UoM	2024/25 Annual Target	2024/25 Annual Actual	2023/24 Annual Actual	Comments
responses to the annual Compliance Audit Return					gifts and publications on our website of the district map and councillor training not current.

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 monitor its performance.

STATUTORY IMPLICATIONS

Section 5.56(1) of the *Local Government Act 1995*, and Regulations 19CA, 19C and 19DA of the *Local Government (Administration) Regulations 1996* establish requirements for Strategic Community Plans and Corporate Business Plans.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with all departments and relevant officers to ascertain and report on progress towards the desired performance measures.

COMMUNITY CONSULTATION

No community consultation is required, however progress against the Strategic Community Plan will be reported to the community through the Annual Report and Annual Electors Meeting.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Projects detailed in the Operational Plan were included in Council's 2024/25 budget.

STRATEGIC IMPLICATIONS

Business Performance 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	Moderate	Projects are reported monthly to management and tracked accordingly. Significant variations are reported to Council through budget reviews.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council's reputation may be impacted if the City fails to deliver on commitments in the Strategic Community Plan and Corporate Business Plan.
Compliance	Low	Legislation requires that there is a system for monitoring performance of the City's activities through pre-determined measures to identify alignment to the Strategic Community Plan and the Corporate Business Plan.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Quarterly and Annual Performance Reports have been provided to Council since the 2013-2014 financial year.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The 2024/25 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 83% of the 65 performance measures were achieved or within tolerance in the 2024/2025 reporting period.

COUNCILLOR QUESTION:

In economic section 2.a.2.1.d when it talks about annual last year, it is shown as not available. Is that because it rolls over into the next quarter?

CITY RESPONSE:

The reason for the NA (Not Applicable) description appearing in the Last Year column is that we did not track this KPI in 2023/24.

COUNCILLOR QUESTION:

Regarding 4.a.2.3.b reducing the number of lost time on injuries, I don't understand the numbers. The target was 9.7, annual actuals was 21, where did 24.5 come from?

CITY RESPONSE:

The last two columns, with the result of 21.6 is for the current year 2024/25 financial year and 24.5 relates to the 2023/24 financial year.

COUNCILLOR QUESTION:

Regarding 2.c.1.1.a supply of undeveloped residential zoned land that can be subdivided/developed. The annual target is 300 ha, annual actual is 335 ha and last year was 349 ha. In terms of lots being developed, Madigan Estate is being developed this calendar year and Mulataga is being developed next calendar year. As far as I'm aware, in Madigan Estate next year there are only 9 lots being developed?

CITY RESPONSE:

Development WA currently have a significant number of lots under development in Madigan Estate.

COUNCILLOR QUESTION:

The information I've been getting from builders is that they can't get access to land and there are only 9 blocks available in Madigan Estate.

CITY RESPONSE

We understand from our regular catch ups with Development WA that there will be more than 9 lots available for public sale but we will confirm and revert to Council with the details.

COUNCILLOR QUESTION:

Is Mulataga looking to be ready for the middle of next year?

CITY RESPONSE:

The intent is for it to commence next year. When the lots become available will depend on how the tender process goes and contractor availability.

COUNCILLOR QUESTION:

A sore point with the community seems to be swimming pool inspections. Can Council have an update regarding this?

CITY RESPONSE:

The City is about to commence recruitment for additional resources to assist with pool inspections.

COUNCILLOR QUESTION:

I've had feedback that only odd hours are available for inspections.

CITY RESPONSE:

The current role is only filled part time however for the three days a week that they do work, they are available for the full span of hours. The City typically struggles with very low response rates from the community regarding pool inspections. There are also issues affecting ability to access sites, such as gates being locked for security purposes and the need to ensure any dogs on properties are secured when inspectors are to be on site.

10.7 2026 COUNCIL MEETING DATES

File No: GV.1

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Manager Governance & Organisational Strategy

Date of Report: 29 September 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): 1. Council Meeting Dates for 2026

PURPOSE

For Council to consider the schedule of dates for Council meetings for the 2026 and 2027 calendar years.

OFFICER'S RECOMMENDATION

MOVED : Cr Swaffer
SECONDED : Cr Furlong

That Council:

1. **APPROVE and ADVERTISE** the following schedule of 2026 meeting dates for the Ordinary Council Meeting and Public Agenda Briefing Session noting meetings commence at 6pm in Council Chambers, Welcome Road Karratha:

Public Agenda Briefing Session Date	Ordinary Council Meeting (OCM) Date
No briefing session January 2026	No OCM January 2026
Monday 16 February 2026	Monday 23 February 2026
Monday 16 March 2026	Monday 23 March 2026
Monday 20 April 2026	Tuesday 28 April 2026
Monday 18 May 2026	Monday 25 May 2026
Monday 22 June 2026	Monday 29 June 2026
Monday 20 July 2026	Monday 27 July 2026
Monday 17 August 2026	Monday 24 August 2026
Monday 21 September 2026	Monday 28 September 2026
Monday 19 October 2026	Monday 26 October 2026
Monday 16 November 2026	Monday 23 November 2026
Monday 7 December 2026	Monday 14 December 2026

2. **ADVERTISE** the Annual Electors Meeting for Tuesday 3 February 2026 commencing at 6pm in Council Chambers; and
3. **NOTE** the following schedule of 2027 meeting dates for the Ordinary Council Meeting and Public Agenda Briefing Session with meetings commencing at 6pm in the Council Chambers, Welcome Road Karratha:

Public Agenda Briefing Session Date	Ordinary Council Meeting (OCM) Date
No briefing session January 2027	No OCM January 2027
Monday 15 February 2027	Monday 22 February 2027
Monday 15 March 2027	Monday 22 March 2027
Monday 19 April 2027	Tuesday 27 April 2027
Monday 17 May 2027	Monday 24 May 2027
Monday 21 June 2027	Monday 28 June 2027
Monday 19 July 2027	Monday 26 July 2027
Monday 16 August 2027	Monday 23 August 2027
Monday 20 September 2027	Monday 27 September 2027
Tuesday 19 October 2027	Monday 25 October 2027
Monday 15 November 2027	Monday 22 November 2027
Monday 6 December 2027	Monday 13 December 2027

AMENDMENT TO OFFICERS RECOMMENDATION

MOVED : Cr Roots
SECONDED : Cr Swaffer
Res No : OCM251027-08

That Council:

1. **APPROVE and ADVERTISE** the following schedule of 2026 meeting dates for the Ordinary Council Meeting and Public Agenda Briefing Session noting meetings commence at 6pm in Council Chambers, Welcome Road Karratha:

Public Agenda Briefing Session Date	Ordinary Council Meeting (OCM) Date
No briefing session January 2026	No OCM January 2026
Monday 16 February 2026	Monday 23 February 2026
Monday 16 March 2026	Monday 23 March 2026
Monday 20 April 2026	Tuesday 28 April 2026
Monday 18 May 2026	Monday 25 May 2026
Monday 22 June 2026	Monday 29 June 2026
Monday 20 July 2026	Monday 27 July 2026
Monday 17 August 2026	Monday 24 August 2026
Monday 21 September 2026	Monday 28 September 2026
Monday 19 October 2026	Monday 26 October 2026
Monday 16 November 2026	Monday 23 November 2026
Monday 7 December 2026	Monday 14 December 2026

2. **ADVERTISE** the Annual Electors Meeting for Monday 9 February 2026 commencing at 6pm in Council Chambers; and
3. **NOTE** the following schedule of 2027 meeting dates for the Ordinary Council Meeting and Public Agenda Briefing Session with meetings commencing at 6pm in the Council Chambers, Welcome Road Karratha:

Public Agenda Briefing Session Date	Ordinary Council Meeting (OCM) Date
-------------------------------------	-------------------------------------

No briefing session January 2027	No OCM January 2027
Monday 15 February 2027	Monday 22 February 2027
Monday 15 March 2027	Monday 22 March 2027
Monday 19 April 2027	Tuesday 27 April 2027
Monday 17 May 2027	Monday 24 May 2027
Monday 21 June 2027	Monday 28 June 2027
Monday 19 July 2027	Monday 26 July 2027
Monday 16 August 2027	Monday 23 August 2027
Monday 20 September 2027	Monday 27 September 2027
Tuesday 19 October 2027	Monday 25 October 2027
Monday 15 November 2027	Monday 22 November 2027
Monday 6 December 2027	Monday 13 December 2027

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer

AGAINST : Nil

REASON FOR AMENDMENT

By amending the date from Tuesday 3 February 2026 to Monday 9 February 2026 it better aligns with councillor's existing commitments making it more convenient for both the public and councillors to attend.

OFFICER COMMENT

The date of 9 February 2026 will be the latest date to which Council must hold its annual electors meeting without breaching its legislative obligations contained within section 5.27 of the Local Government Act 1995.

BACKGROUND

Council is required to determine the dates of Ordinary Council Meetings (OCM) for the following year (2026) in order for the CEO to provide public notice of date, time and venue for each meeting before the beginning of the year the meetings will be held. The 2027 calendar year has also been provided for future visibility that will need to be approved in 12 months' time.

Council Meetings

Council Meetings are currently scheduled with one OCM per month. These meetings are set for the fourth Monday of the month and convened in Council Chambers in Karratha commencing at 6pm. These meetings are live streamed.

Council can vary these dates and times when circumstances necessitate change. A public notice is required of any amendments.

Variations for 2026:

The following variations have been proposed:

- It has been the decision of Council to not hold any meetings in the month of January to allow Councillors and Staff a break from monthly routine meetings.
- April OCM ordinarily falls on a public holiday that recognises ANZAC Day, and it has been proposed to push the meeting to Tuesday 28 April 2026.
- The meeting in December has been brought forward to avoid the major school holiday period preceding the Christmas and New Year break.

No variation has been proposed for the 28 September 2026 OCM that coincides with the start of Term 3 school holidays and the King's Birthday public holiday recognised throughout WA excepting Karratha where this occasion is recognised on 4 August 2026.

Variations for 2027:

- No meetings are scheduled for the month of January 2027 to allow Councillors and Staff a break from monthly routine meetings.
- April OCM ordinarily falls on a public holiday recognising ANZAC Day, and it has been proposed to push the meeting to Tuesday 27 April 2027.
- The meeting in December has been brought forward to avoid the major school holiday period preceding the Christmas and New Year break.

No variation has been proposed for the 27 September 2027 OCM that coincides with the start of Term 3 school holidays and the King's Birthday public holiday recognised throughout WA excepting Karratha where this occasion is recognised on 2 August 2027.

Public Agenda Briefing Sessions

In addition to OCMs, Public Agenda Briefing Sessions are held each month, one week prior to the OCM. This meeting is also live streamed.

There are no variations for 2026 however in 2027 the October Agenda Briefing has been set aside for Tuesday 19 October to allow for the 2027 Election weekend and results being declared no later than 18 October 2027.

General Meeting of Electors

A General Meeting of electors is to be held once every financial year not more than 56 days after Council accepts the annual report for the previous financial year. It is forecast that the Audit Report for the 2024-25 period will be received by Council in December 2025 with a resulting annual meeting of electors proposed for 3 February 2026. A public notice of this event will be separately issued once details are confirmed.

Based on a similar trajectory to the audit report being finalised by the December OCM, the 2027 Annual Electors Meeting is set aside for 2 February 2027 to accept the 2025-26 Audit and Annual Reports.

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

Section 5.3 of the *Local Government Act 1995* requires local governments to hold no less than four Council meetings per year. In accordance with Regulation 12 of the *Local Government (Administration) Regulation 1996*, a local government must publish on the local government's official website the meeting details for OCMs and other meetings open to the public before the beginning of the year in which the meetings are to be held. This is why the 2027 dates cannot be officially published.

Section 5.27 of the Act provides for electors' general meetings.

COUNCILLOR/OFFICER CONSULTATION

Draft 2026 OCM dates have been shared with management for comment. Councillors are to be informed this month following the declaration of election results.

COMMUNITY CONSULTATION

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

Who	How	When	What
Community	Advertise in the local newspaper, on the City website and on public noticeboards	Dec 2025	Approved schedule of Ordinary Council Meeting dates and Public Briefing dates for 2026

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

This item is not relevant to the City of Karratha's Council Plan 2025-2035.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	There is a statutory requirement to provide public notice of the 2026 Council meeting dates prior to December 31.

IMPACT ON CAPACITY

Any variations to the meeting frequency will have an impact on the staff resourcing the Council meeting function, though this is not considered to be significant.

RELEVANT PRECEDENTS

Council adopted the 2025 meeting dates at the October 2024 OCM.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

It is proposed that Ordinary Council Meetings in 2026 will be held on the fourth Monday of each month at 6pm in the Council Chambers with the exception of:

- No Ordinary Council Meeting to be held in January due to the school holiday period and the Australia Day public holiday;
- April Ordinary Council Meeting to be rescheduled for Tuesday 28 April to avoid the public holiday recognising ANZAC Day; and
- December Ordinary Council Meeting to be held on the second Monday, 14 December, due to the school holiday Christmas and New Year period.

Public agenda briefing sessions will be held on Monday one week prior to the Ordinary Council Meeting at 6pm in the Council Chambers.

For future advanced planning, the 2027 meeting dates have also been added for noting only as these dates will need to be advertised prior to December 2026.

COUNCILLOR QUESTION:

Has the 6pm meeting start time ever gone out for public consultation considering a lot of people in Karratha are shift workers?

CITY RESPONSE:

This has not occurred in the past few years. The bigger priority has been for the meeting start time to suit Councillor's ability to attend, and allow time for travel.

COUNCILLOR QUESTION:

Was this because of the availability of past Councillors?

MAYOR RESPONSE:

There were numerous factors. If Councillors feel it should go out to the community for consultation there will be an opportunity at next week's OCM to make this happen.

COUNCILLOR QUESTION:

Is the City able to have meetings during the day?

CITY RESPONSE:

Many Councils have meetings during the day. It is completely possible.

COUNCILLOR QUESTION:

Tuesday 2 February 2026, is the first day back at school. The Annual General Meeting of Electors meeting date will not inspire a high public turnout, can this be changed?

CITY RESPONSE:

The Annual General Meeting of Electors date is restricted by legislative requirements and the publication of the Annual Report. The proposed date for the Annual General Meeting of Electors, assuming the Auditors Report is accepted by Council at the 13 December 2025 Ordinary Council Meeting is set for 3 February 2026. This date can be earlier or extended to no later than 9 February 2026.

COUNCILLOR QUESTION:

Can the Annual General Meeting of Electors be held on a weekend?

CITY RESPONSE:

The Annual General Meeting of Electors can be held on a weekend. This may interfere with sporting and community activities which are generally scheduled for weekends.

COUNCILLOR QUESTION:

To increase community engagement, can links to all meetings of Council be shared on social media?

CITY RESPONSE:

Yes, all public meetings of Council can be promoted on our social media channels to help increase community engagement.

PLEASE NOTE – ITEM 10.8 HAS BEEN WITHDRAWN FROM THE 21 OCTOBER AGENDA AT THE REQUEST OF CR JOHANNSSEN**10.8 (WITHDRAWN) NOTICE OF MOTION – FINANCIAL ACCOUNTABILITY AUDIT – CR JOHANNSSEN**

Councillor: Cr Johannsen
Date of Report: 14 August 2025
Disclosure of Interest: TBC
Attachment(s): Nil

COUNCILLOR'S RECOMMENDATION**That Council:**

1. **ACKNOWLEDGE** that the City has incurred a lease cost of approximately \$180,000 a year over the past seven years for a car parking space that has never been effectively utilised, resulting in a net loss to ratepayers of at least \$30,000 after partial cost recovery; and
2. **COMMISSION** an internal audit of all current and recent (past 10 years) leased assets, contracts, and major financial commitments to:
 - a. **Identify any other under-utilised assets; and**
 - b. **Quantify any financial losses or missed opportunities.**
 - c. **Recommend actions to improve utilisation where possible.**

REASON

The recent councillor workshop revealed a significant financial loss relating to an unused leased asset. This highlights the need for a thorough audit to ensure there are no other instances of waste, mismanagement, or missed opportunities.

ALTERNATE OFFICER RECOMMENDATION

That Council **NOTE** that a strategic risk workshop, including all Councillors, is to be scheduled before the next Audit Risk and Improvement Committee meeting in November which will inform the internal audits to be scheduled for the next 2 years.

ADMINISTRATIVE COMMENTS

The car parking bays referred to in this Notice of Motion (NOM) are allocated to a potential hotel and availability of the bays would depend on the future use of the site as a hotel or otherwise.

The car parking bays in The Quarter Car Parking have been accessible to leaseholders and the public, and regularly used by members of the public in undertaking business, shopping or activities in the city centre.

The recent Councillor Workshop referred to was specific to The Quarter Car Parking, particularly the use of allocated car parking sites for a potential hotel site next to The Quarter. The presentation highlighted the now available opportunity to make use of allocated car parking sites due to changed circumstances commencing in October 2025 when restricted access to the Car Parking will be implemented by the Strata Management. It therefore

proposed a user pays approach, based on this new opportunity, to make use of these car parking bays which would generate a return.

The presentation highlighted that the difference between the annual strata fee (for both The Quarter commercial and Hotel site carparks) and fees recovered from tenants is around \$30,000 annually.

It is evident that The Quarter Car Parking has been used and of benefit to both lease holders and the public to date, and is therefore neither a 'significant financial loss' nor 'relating to an unused leased asset' as stated in this NOM.

In addition, the statements made in the NOM are too broadly scoped and do not support a case to be made for the 'commission of an internal audit of all current and recent (past 10 years) leased assets, contracts, and major financial commitments to identify any other under-utilised assets; and quantify any financial losses or missed opportunities.'

The proposed internal audit is not a prudent investment of time and money in the assumption that this process may turn up something of note.

Council plans to undertake internal audits as outlined in the report to the September Ordinary Council Meeting (refer to the minutes of the Audit and Risk Improvement Committee (ARIC) held in August). 5 internal audits are planned be undertaken over the next 2 years. The specific internal audits to be undertaken will be identified after a strategic risk workshop, which will include all Councillors, aimed at ensuring we can effectively deliver on the Council Plan and Long Term Financial Plan. Council will be well placed at that stage to determine which specific internal audits should be undertaken. These audits will be undertaken by an external consultancy.

**PLEASE NOTE – ITEM 10.8 HAS BEEN WITHDRAWN FROM THE
21 OCTOBER AGENDA AT THE REQUEST OF CR JOHANSEN**

11 COMMUNITY EXPERIENCE REPORTS

11.1 EXTENDED HOURS LIBRARY SERVICES PILOT

File No: CS.101

Responsible Executive Officer: Director Community Experience

Reporting Author: Community Operations Coordinator

Date of Report: 18 September 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider the outcomes of community consultation, benchmarking and usage studies on library operating hours to determine whether to proceed with a 12-month trial of extended evening and weekend access at Karratha and Wickham Libraries.

OFFICER'S AMENDMENT TO RECOMMENDATION

MOVED : Cr Roots
SECONDED : Cr Simpson

That Council:

1. **APPROVE** a 12-month extension of hours at Karratha Library, effective February 2026, with opening hours until 7:00pm on Tuesday and Thursday and Sunday access from 9:00am – 2:00pm.
2. **APPROVES** by **ABSOLUTE MAJORITIY** an unbudgeted allocation of \$67,000 for an additional 0.5 FTE and a one-off \$7,000 training cost for all Karratha Library staff to meet liquor licensing requirements, to be identified during the next budget review.

AMENDMENT TO OFFICERS RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Johannsen
SECONDED : Cr Furlong
Res No : OCM251027-08

That Council:

1. **APPROVE** a 12-month extension of hours at Karratha Library, effective February 2026, with opening hours until 7:00pm on Tuesday and Thursday and Sunday access from 11:00am – 4:00pm.
2. **APPROVE** by **ABSOLUTE MAJORITY** an unbudgeted allocation of \$67,000 for an additional 0.5 FTE and a one-off \$7,000 training cost for all Karratha Library

staff to meet liquor licensing requirements, to be identified during the next budget review;

- 3. APPROVE a 12-month extension of hours at Wickham Library, effective February 2026, with opening hours until 5:00pm on Tuesday and Thursday and Sunday access from 11:00am – 4:00pm.**
- 4. APPROVE by ABSOLUTE MAJORITY an unbudgeted allocation of \$60,000 for an additional 0.5 FTE at the Wickham Library, to be identified during the next budget review.**

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

REASON FOR AMENDMENT

Karratha Library Sunday hours trading amended from 9am-2pm to 11am-4pm to cater for different user groups and incorporate Wickham Library as a trial site as initially proposed with extended hours on Tuesday, Thursday and Sunday with an approved budget allocation for additional servicing at facilities.

OFFICER COMMENT

The administration is supportive of this amendment, subject to Council feeling comfortable to make that budget allocation. The administration can make this happen if it is a priority for Council.

BACKGROUND

On 24 March 2025, an Electors' motion was carried requesting consideration of a 24/7 library access trial. At its meeting held 30 June 2025, Council resolved instead to investigate extended evening and weekend hours, with a report due to the October Ordinary Council Meeting. Between July and September 2025, a community survey and time-in-motion studies were conducted across the Karratha and Wickham branches.

DISCUSSION

Community surveys, time-in-motion studies and a benchmarking review were undertaken across the Karratha and Wickham libraries between July and September 2025. The benchmarking compared the City's operating hours with 21 regional and 21 metropolitan Western Australian public libraries. Interim findings from these investigations provide the context for Council's consideration of options to enhance community access to library services.

While demand at Karratha Library is evident through survey responses and late-day usage, data for Wickham was limited, with minimal survey responses and low patronage observed. Through the current survey there was little evidence of community need to extend Wickham Library's opening hours. However, while the City pilots extended opening hours at Karratha Library for a 12-month period, usage and community feedback at Wickham will continue to be closely monitored. This ongoing review will include further community surveys, time-in-motion studies and benchmarking to ensure any future adjustments to Wickham's operating hours are based on clear evidence of community demand.

Summary of Survey Results – Karratha and Wickham Libraries

The community survey was open during July–September 2025 and available online via the City's *What We Make It* portal and in-branch at all libraries. Paper copies were also distributed to the Base, Youth Shed, Headspace and the home school group, with promotion through the Karratha Senior High School Facebook page. A total of 61 responses were received, with the majority from Karratha Library users.

Key findings included:

- 64% respondents reported being satisfied with current hours.
- 46% indicated they would likely use extended hours if offered.
- 44% expressed interest in accessing the library on Sundays.
- Most respondents visit libraries 2-3 times per month, with Karratha the most visited branch.
- The most common activities reported were tech usage (including printing, scanning, PC usage and Wi-Fi access), browsing for physical items, borrowing/returning items and using spaces for study or work.
- Only 5 respondents utilise Wickham Library, and all 5 also use Karratha Library.

Overall, the survey indicates there is community support for some level of extended access, particularly for mid-week evenings and weekend (including Sunday) availability.

Summary of Time-in-Motion – Karratha and Wickham Libraries

Eight weeks of observational data were collected between 3pm–close on weekdays, and across all of Saturday, at Karratha and Wickham branches. This dataset captured patron numbers, demographics and activity types.

Key findings included:

- Total visits recorded during observation period: Karratha – 5,300 patrons. Wickham – 480 patrons.
- Demographics varied by branch, with adults dominating Karratha usage, and children more prominent at Wickham.
- Usage included browsing, borrowing/returning items, Wi-Fi/PC access and study/relaxation, with technology use emerging as the most common activity.
- Importantly, an average of 70 patrons remained in Karratha Library until 10 minutes before closing each week, compared with an average of 7 patrons at Wickham.

Results confirm a desire for later access in Karratha, where sustained demand right up to closing indicates patrons would use extended evening and weekend hours if available.

Benchmarking Review

A benchmarking review compared the City of Karratha's library hours with 21 regional and 21 metropolitan Western Australian public libraries. The analysis found:

- No regional libraries currently open on Sundays.
- Metropolitan libraries operate longer hours, averaging 9:00am–6:30pm weekdays, 9:00am–2:30pm Saturdays and 11:30am–4:00pm Sundays.
- Regional libraries typically operate 9:00am–4:30pm weekdays, 9:00am–12:30pm Saturdays and remain closed Sundays.

Name	Weekday Open	Weekday Close	Saturday Open	Saturday Close	Sunday Open	Sunday Close
Metro	9:00am	6:30pm	9:00am	2:30pm	11:30pm	4:00pm
Regional	9:00am	4:30pm	9:30am	12:30pm	N/A	N/A

This demonstrates that by extending evening or weekend hours, the City has the opportunity to lead among regional WA libraries.

Current Karratha and Wickham Opening Hours

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Karratha Library	9:00am — 5:00pm	9:00am — 6:00pm	9:00am — 5:00pm	9:00am — 6:00pm	9:00am — 5:00pm	9:00am — 2:00pm	Closed
Wickham Library	9:00am — 4:00pm	9:00am — 4:00pm	9:00am — 4:00pm	9:00am — 5:00pm	9:00am — 4:00pm	9:00am — 12:00pm	Closed

Proposed Karratha Opening Hours

Library	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Karratha Library	9:00am — 5:00pm	9:00am — 7:00pm	9:00am — 5:00pm	9:00am — 7:00pm	9:00am — 5:00pm	9:00am — 2:00pm	9:00am — 2:00pm

Change: Karratha - Tuesdays & Thursdays extended by 1 hour. Sunday open 9am-2pm.

Additional FTE = 0.5

Additional Budget = \$60,000

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is of moderate significance in terms of social issues.

STATUTORY IMPLICATIONS

There are no statutory implications to implementing extended library operating hours.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place across several internal departments to scope operational, safety, infrastructure, and communication requirements. Councillor Consultation has taken place through the briefing and workshop

COMMUNITY CONSULTATION

Community consultation was completed through an extended hours survey available on the *What We Make It* website and through the City of Karratha Libraries. Time in Motion studies were also conducted in afternoons and on weekends, capturing demographic and usage data.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

An additional 0.5 FTE is required to resource extended hours at Karratha Library, at an estimated annual cost of \$60,000. Approximately 17 staff will also need to complete RSA and Duty Manager training to meet liquor licensing requirements, at a cost of \$7,000.

The additional funds will be reallocated from savings to be identified at the next budget review.

Project Name	Account Number	Current 25/26 Budget	Proposed 25/26 Budget	Variation
Karratha Library	5030-10228-6000-8190	\$700,270.98	\$760,270.98	\$60,000
Training – People & Culture	2400-10225-6050-1904	\$512,000	\$519,000	\$7,000
Net impact to the City		\$1,212,270.98	\$1,279,270.98	\$67,000

STRATEGIC IMPLICATIONS

This item is relevant to the City's approved Council Plan 2025–2035. In particular, the Operational Plan 2024–2025 provides for this activity:

Programs/Services:	1.c.1.3.c	Minimise the gap between performance and importance in Annual Community Survey for Library Services
Programs/Services:	1.c.1.3.d	Number of visits recorded at City libraries
Programs/Services:	1.c.1.3.b	Maintain or improve Library membership as a percentage of the population.

RISK**MANAGEMENT****CONSIDERATIONS**

Level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	Low	Minimal health / safety risks anticipated. Standard evacuation and first aid procedures apply.
Financial	Low	Additional costs are required for ongoing staffing and training.
Service Interruption	Low	Minimal impact. Service maintained through scheduling adjustments.
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Moderate	Liquor licensing (Duty manager requirements)

IMPACT ON CAPACITY

Additional FTE will be required to resource extended hours. Library staff at Karratha will also need to complete RSA and Duty Manager training to comply with Red Earth Arts Precinct's special facilities licence requirements.

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter. Currently no regional Western Australian public libraries are open on Sundays, providing the City of Karratha with the opportunity to be a leader.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Community consultation, time-in-motion studies and benchmarking demonstrate community support for extended access, with the strongest demand evident at Karratha Library. Survey results highlight interest in Sunday and evening openings, while observational data shows sustained late-day use. Benchmarking confirms the City has an opportunity to lead among regional libraries by trialling extended hours.

On this basis, extending Karratha Library's hours to 7:00pm on Tuesdays and Thursdays and opening Sundays from 9:00am – 2:00pm represents a justified and evidence-based decision that balances community demand and expectation. While the current survey provided little evidence to support extended hours at Wickham Library, ongoing monitoring through future community surveys, time-in-motion studies and benchmarking will continue throughout the 12-month Karratha trial. This approach ensures that any future consideration of changes to Wickham's operating hours remains data-driven and responsive to demonstrated community need. Implementation is proposed from February 2026 to allow for staff training, recruitment and community communications.

COUNCILLOR QUESTION:

Can viewers at home watching the livestream see the presentation Council just received?

CITY RESPONSE:

Unfortunately not. Upgrading the City's systems to allow this was considered, however the cost for that technology was prohibitive at around \$100,000.

COUNCILLOR QUESTION:

Some community groups use REAP until late at night, could they be made aware of this when they're looking at their scheduling for next year?

CITY RESPONSE:

The City is proposing to start this in February, engagement will be undertaken with regular hirers before then to ensure they are aware of the extended hours.

7:17pm Cr Gillam left the room due to an indirect financial interest in item 12.1.

12 DEVELOPMENT SERVICES REPORTS

12.1 KARRATHA BUSINESS ENTERPRISE CENTRE INC.

File No: GS.65

Responsible Executive Officer: Director Development Services

Reporting Author: Business Engagement Officer

Date of Report: 5 August 2025

Applicant/Proponent: Karratha Business Enterprise Centre Inc

Disclosure of Interest: Nil

Attachment(s):

1. Karratha Business Enterprise Centre Incorporated Business Development Support Grant Application
2. Karratha Business Enterprise Centre Incorporated Business Development Support Grant Assessment

PURPOSE

For Council to consider a request from Karratha Business Enterprise Centre Incorporated (KBEIC) for sponsoring the Enterprise Hub Karratha to expand and enhance their services under Policy DE02: Business Development Support Grant Scheme (BDSG).

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Roots
SECONDED : Cr Swaffer
Res No : OCM251027-09

That Council:

1. **APPROVE** a two-year funding request to the Karratha Business Enterprise Centre as follows:

Organisation Name	Project Name	Support	Recommended Amount (excl. GST)
Karratha Business Centre Inc.	Enterprise Hub Karratha Sponsorship	2025/2026 Sponsorship	\$20,000
Karratha Business Centre Inc.	Enterprise Hub Karratha Sponsorship	2026/2027 Sponsorship	\$20,000

2. APPROVE a budget allocation of \$20,000 (excl. GST) per year for two years from the Business Development Support Grant budget, commencing in 2025/26.

CARRIED 8/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson,
Cr Swaffer
AGAINST : Nil

BACKGROUND

The City's BDSG policy, established in 2016, aims to ensure a competitive, open, and fair process for local organisations to apply for grant funding to support innovative projects that bring economic benefits to Karratha. It also ensures Council's investment in business services provides efficient value for money to improve local business conditions.

KBECI is a not-for-profit organisation operating for over 25 years in the Pilbara supporting local small businesses. On 28 July 2025 KBECI applied for sponsorship under the BDSG. The organisation is staffed by two part-time employees and operates through two entities including:

- Enterprise Hub Karratha (EHK) at 18 Hedland Place, Karratha, with 6 offices (fully leased), 17 (soon to expand to 24) co-working desks (used by 26 individuals), 3 booths and a rentable conference boardroom; and
- Business Centre Pilbara (BCP) with 7 commercial rental units.

KBECI has proven to be a reliable recipient of funding, consistently delivering value to the local business community and ensuring that funds are well invested.

To date, KBECI has received the following sponsorships from the City of Karratha:

- \$20,000 (excl GST) in the 2024/25
- \$20,000 (excl GST) in the 2023/24 year and
- \$11,000 (excl GST) for the 2021/22 year.

The application requests funding for sponsorship to deliver business support initiatives for the next two financial years (2025/26 - 2026/27).

DISCUSSION

KBECI is the only co-working space in Karratha offering a low-cost, professional, secure and welcoming working environment. The vision of the Enterprise Hub Karratha is to be an all-in-one innovative tech hub.

There is evidence of high demand for the EHK working spaces, based on occupancy exceeding capacity for most workspaces on 8th July 2025:

Item	Capacity
EHK offices	6 out of 6 used full time (100%)
EHK hot desks	16 out of 17 used full time (94.12%)
BCP low-cost commercial units	7 out of 7 used full time (100%)

The proposed activities for the 2025/26 and 2026-27 financial year concentrates on

- Delivering phase 2 of the desk refurbishment project, focusing on enhancing comfort, security and usability, including:
 - Ergonomic office chairs
 - Under-desk drawers storage
 - Personal lockers
- Electrical cord management

- Expanding tenant capacity within the existing footprint
- Hosting free business workshops
- Implement an online booking system
- Virtual membership options
- Research enclosed soundproof pods.

The KBECI funding application has been assessed in accordance with the BDSG guidelines using the criteria below;

1. Strategic Alignment

Aligns with the approved Council Plan 2025 – 2035, specifically to ‘support the local small and medium business sector to grow and diversify’ (6.3).

2. Demand/Need

Long term occupancy and continued high demand for KBECI’s service offerings at the Enterprise Hub Karratha and the Business Centre Pilbara demonstrate an on-going need within the Karratha business community.

3. Economic Development

The Enterprise Hub Karratha has direct impact on the local economy by providing professional, low-cost, small-scale co-working spaces and offices that assists businesses to progress in their business journey. Their support of new, small and existing businesses is crucial to Karratha’s economy and business growth and diversification.

This sponsorship application aims to expand the existing services and facilities of KBECI and will leverage previous year’s sponsorships and contributions provided by the City and other funding sources.

4. Value for Money

This application represents reasonable value for money, demonstrating the City’s commitment to supporting local business development by sponsoring the KBECI. While the BDSG application does not list specific expenditure items, it outlines a range of potential initiatives aimed at upgrading facilities and enhancing services. These improvements will enable KBECI to continue expanding and delivering greater value to the business community.

A full break down of the evaluation is included as **Attachment 2**.

Based on the evaluation of the application against the criteria, it is recommended that the application is supported. If approved by Council, the City will enter into a multiyear Funding Agreement with the KBECI.

Funding Request

Funding Year	Funding Amount
2025/26	\$20,000 (excl GST)
2026/27	\$20,000 (excl GST)
TOTAL	\$40,000 (excl GST)

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is considered to be of low significance in terms of social issues, economic issues or parties affected issues/Council’s ability to perform its role.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

No Councillor/Officer consultation required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The 2025/26 BDSG budget is allocated \$190,000 (excl. GST) with \$140,000 committed for this financial year. If Council adopts the Officers recommendations to fund \$20,000 (excl. GST) for KBECI, funding will fall within the allocated budget for 2025/26. Funding for the total value of \$20,000 (excl. GST) in the subsequent year will need to be included in budget for 2026/27.

STRATEGIC IMPLICATIONS

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

Objectives: 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	N/A	Nil
Financial	Low	Low financial risk. Budget has been allocated for this grant. Risk will be managed through funding agreement. Funding agreement will be covered over a two-year period with interim acquittal required before second payment.
Service	N/A	Nil
Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Low reputational risk of Council providing funding to projects that cannot be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk if projects are not acquitted. Risk will be managed through funding agreements and the City will work with the KBECI to ensure funding is acquitted to a satisfactory standard.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

In recent years, Council has endorsed applications for funding under the BDSG Policy as follows.

Year	Applicant	No of projects Funded	Total Funding Awarded
2022/2023	• Pilbara Tourism Association	1	\$9,000
	• KDCCI	7	\$102,000
2023/2024	• KDCCI	8	\$130,000
	• KBECI	1	\$20,000
	• Indigenous Emerging Business Forum	1	\$20,000
2024/2025	• KDCCI	9	\$134,875
	• KBECI	1	\$20,000
TOTAL			\$435,875

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The KBECI has requested funding under the BDSG Policy for a two year period totalling \$40,000 (excl. GST).

The request has been evaluated against the City's BDSG Policy and is considered to meet the requirements of this Policy. It is recommended that the application be supported for the full amount of funding.

Cr Gillam returned to the room at 7:19pm.

12.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – CLOSURE

File No: CM.599

Responsible Executive Officer: Director Development Services

Reporting Author: Housing Financial Analyst

Date of Report: 29 September 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider the closure of the Housing Development Expression of Interest (EOI) process commenced in March 2024.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Roots
SECONDED : Cr Furlong
Res No : OCM251027-10

That Council:

That Council:

1. **AGREE NOT TO RECEIVE Business Plans** for the following proposals, which were previously shortlisted under the Housing Development Expression of Interest process for Business Plan preparation at the October 2024 Ordinary Council Meeting:
 - a. **AYR International.com** to acquire 57 Balmoral Road, Karratha and invest up to \$16.8m to construct a proposed mixed-use development inclusive of 31 residential properties and commercial space, to be owned and managed by the City.
 - b. **Macro Capital Ltd** to design and construct up to 34 townhouses on City owned land at 51 Gregory Way, Bulgarra, at an estimated cost of \$13.8m to be owned and managed by the City.
 - c. **Davison Property** to acquire Lots 633 and 678 (Jingarri), Nickol and invest up to \$55m to construct a housing development inclusive of 20 grouped townhouses, 10 houses, and 87 grouped dwellings, to be owned and managed by the City
2. **ENDORSE** the closure of the Housing Development Expression of Interest process;
3. **AGREE** to discontinue discussions with Development WA to progress the Cooperation Housing proposal and that no further report to Council is required to consider the potential acquisition of land to enable the Cooperation Housing proposal;

4. RESOLVE to continue to engage with interested parties on ad hoc housing development proposals, where the City can play a role in enabling or facilitating the development.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

BACKGROUND

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

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

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

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

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

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

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

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

Council also resolved to engage in discussions with DevelopmentWA with a view to facilitating an outcome for the proposal by Cooperative Housing if possible and provide a further report back to Council.

DISCUSSION

Following the shortlisting of five proposals for Business Plan preparation at the October 2024 Ordinary Council Meeting, officers undertook a prioritisation process based on development readiness, proponent capability, transaction structure, available funding, and optimal land utilisation.

Two proposals have since progressed through the full Business Plan process, including Council adoption for public consultation, receipt of public submissions, proponent due diligence, Council resolution to proceed, and the drafting and negotiation of development and associated agreements:

- **Baynton Residential Development (Acero Construction):** Business Plan adopted for public consultation in February 2025; Council resolved to proceed with the development in June 2025.
- **Bulgarra Apartments Development (Developed Projects):** Business Plan adopted for public consultation in March 2025; Council resolved to proceed with the development in July 2025.

Of the remaining three shortlisted proposals, officers now recommend that Business Plans not be prepared for the following reasons:

Ayr International (57 Balmoral Road, Karratha CBD)

While the proposed development remains viable, the City has already committed over \$100 million to housing and land construction projects—including the Mulataga development—resulting in limited flexibility within remaining reserves and borrowing capacity to fund other community facilities and infrastructure. Officers consider it prudent to evaluate the success of current projects before initiating additional commitments.

The original proposal has also evolved significantly since its submission, with changes to the development concept and the proponent's position. AYR International's investors have indicated that they are now seeking to divest the asset, reducing the likelihood of the original proposal proceeding. However, there remains potential for the City to acquire the site independently in future, should a suitable need (e.g. serviced apartments) and funding capacity arise.

Should circumstances change—such as the State Government acquiring the Baynton development or the City securing additional grant funding—there may be scope to revisit a modified development with AYR International. Rejecting the EOI proposal and formally closing the EOI process would not preclude future engagement with the proponent under a separate arrangement.

Given the current lack of appetite and financial capacity to proceed, it is recommended that a Business Plan not be prepared for this proposal. It is further recommended that the EOI submission from AYR International be formally declined to facilitate closure of the EOI process, with any future engagement regarding the site to be pursued separately if appropriate opportunities emerge.

Davison Property (Lot 633 and 678 Butcherbird Drive, Nickol)

The scale of the Davison Property proposal exceeds the City's remaining financial capacity to support it through reserves or debt funding. From the outset, the proposal was comparable

in size and cost to that of Developed Projects, and it was anticipated that only one of these large-scale developments could be pursued.

Developed Projects was ultimately preferred due to its more favourable delivery model, which included development on existing City-owned land where the proponent retained operational responsibility during the lease term and the City resumed full ownership of the completed development at its conclusion. In contrast, Davison Property's proposal required the City to acquire further land and assume full operational responsibility upon completion, transferring operational and market risk to the City.

Throughout the EOI process, officers have maintained regular engagement with Davison Property, who remain committed to delivering housing outcomes on the subject lots. Notably, they partnered with Tetris Capital to apply for Housing Australia Future Fund (HAFF) funding to deliver social housing on the site. Although the application was unsuccessful, the proponent continues to explore alternative funding and delivery models.

Discussions have also progressed around a potential smaller-scale proposal utilising one of the lots, where Davison Property would construct and operate the development, with the City potentially supporting the project through access to discounted finance—similar to the Developed Projects model. Officers continue to engage with the proponent on these options.

Given the scale of the original proposal and the City's limited financial capacity, it is no longer recommended to proceed with the preparation of a Business Plan. Officers recommend that the proposal be formally declined as part of the Housing Development EOI process. Notwithstanding this, officers will continue to work collaboratively with Davison Property to explore alternative housing solutions that may align with the City's funding capacity and delivery model.

Macro Capital (Lot 751 Gregory Way, Bulgarra)

The land subject to this proposal is no longer available, as it has been allocated to the Bulgarra Apartments development in partnership with Developed Projects. The transaction structure proposed by Developed Projects was considered more favourable, as it did not require the City to operate the completed asset, with all market risk retained by the proponent.

In contrast, Macro Capital's proposal required the City to provide minimum rental guarantees and included proponent-led exit triggers that would obligate the City to buy out the development if financial returns were insufficient. This structure presented a significantly higher level of financial and operational risk to the City.

Additionally, Developed Projects demonstrated a more active engagement and a stronger understanding of the local market context, whereas Macro Capital, as an overseas-based investor, showed less familiarity with the region's unique challenges.

Given the land is no longer available and the proposal does not align with the City's preferred delivery model, it is no longer recommended to proceed with the preparation of a Business Plan. Officers recommend that the proposal from Macro Capital be formally declined as part of the EOI process.

Cooperation Housing

In addition to the shortlisted EOI submissions, Council resolved to initiate discussions with DevelopmentWA to explore the Cooperation Housing concept and requested a further report to assess potential acquisition of land to support the proposal.

Although Cooperation Housing submitted a concept in response to the EOI, they did not have access to land, which limited the proposal's viability and ability to progress. Council expressed interest in the concept, particularly its potential applications for affordable and retirement housing.

Through engagement with DevelopmentWA and the Pilbara Development Commission (PDC), several potential land parcels were identified, including sites within the Tambrey Neighbourhood precinct. However, the proposal has not advanced to a stage where land acquisition would be considered feasible.

In ongoing discussions with the proponent, a number of concerns arose with both the Cooperative structure and the capacity of the proponent to deliver in the Pilbara:

- The proponent was unable to provide clarity or confidence around their target market.
- The cooperative housing model is not yet widely adopted in Australia and does not align with mainstream banking frameworks, making it difficult for prospective homebuyers to access finance.
- Cooperation Housing has taken a passive approach to project engagement, rather than actively seeking to lead project outcomes.
- The proponent has indicated that they would require the City to either fund the development, provide discounted finance, or guarantee commercial finance.
- Their role appears to be more aligned with that of an operator seeking a development to manage, rather than a project proponent actively driving construction and delivery.

Given the City's financial commitments to the Baynton (Acero) and Bulgarra (Developed) projects—which were more advanced, offered higher yields, and had more proactive proponents—the City no longer has the financial capacity to support the Cooperation Housing proposal in this manner.

For these reasons, it is not recommended that the City continue to actively pursue land acquisition to facilitate the Cooperation Housing proposal at this time. Council will retain the ability to consider future proposals from Cooperation Housing where the City can play an enabling or facilitating role, where the proponent has secured access to land and presents a tangible and actionable development concept. It is also recommended that no further report to Council on this proposal be required unless a new, more refined, developer led concept is provided in future.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is of high significance in terms of social and economic issues.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Between March 2024 and July 2025, Council has passed resolutions at seven separate meetings relating to the progression of the broader Housing Development EOI and the advancement of individual projects identified through the EOI process.

In addition to formal resolutions, Councillors have received regular briefings to keep them informed of ongoing developments and emerging opportunities associated with the EOI proposals.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The Expression of Interest process has been conducted in accordance with Council Policy CG12 – *Purchasing*.

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:	6. The local economy is diverse and thriving, with opportunities for all
Objective:	6.1 Advocate for, facilitate and support the provision of affordable housing choices
Priority Focus Area:	Affordable and diverse housing
Key projects/actions:	Develop and implement Housing Action Plan, including initiatives related to land availability, service worker accommodation, and mixed sizing of developments

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	N/A	Nil
Interruption		
Environment	N/A	Nil
Reputation	Low	Closing the Housing Development EOI carries reputational risk if stakeholders perceive the City as stepping back from its commitment to addressing housing needs, particularly if expectations were raised during the process and not all proposals were progressed.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Housing Development EOI process has successfully facilitated the progression of two significant housing projects—Baynton Residential Development and Bulgarra Apartments—through to implementation. These projects represent substantial investment and demonstrate the City's commitment to enabling housing delivery in partnership with the private sector.

Following a thorough evaluation of the remaining shortlisted proposals, officers have determined that the City does not currently have the financial capacity or strategic appetite to proceed with further developments under the EOI framework. Each proposal has been

assessed on its merits, and while some may present future opportunities, they are not recommended at this time.

Closing the EOI process will allow the City to consolidate its current housing commitments and refocus resources on priority infrastructure projects. Importantly, this decision does not preclude future engagement with proponents outside the EOI framework, should funding or strategic alignment arise. Officers recommend that Council endorse the closure of the EOI and continue to engage with interested parties where appropriate.

COUNCILLOR QUESTION:

With regards to the Cooperation Housing concept, it was a popular incentive around the table. However, it didn't go out for public comment because it wasn't shortlisted. Has there been much documentation between Development WA and the City relating to this?

CITY RESPONSE:

Rather than Development WA, it was the proponents for the Cooperation Housing that were not able to provide a sufficient proposal to the City. They were looking for the City to lead the project and the City was unable to do that.

COUNCILLOR QUESTION:

It is unfortunate that Karratha is making news again for being highest cost median rental market.

CITY RESPONSE:

The City's capacity to alleviate housing issues is limited in terms of resourcing and financials. If there are other parties that want to bring solutions to the table, that is great. This item suggests we are doing our part and closing out an innovative piece of work.

13 PROJECTS & INFRASTRUCTURE REPORTS

13.1 CLEANING SERVICES – REQUEST TO CALL TENDERS

File No: RFT0000051

Responsible Executive Officer: Director Projects & Infrastructure

Reporting Author: Manager Waste Fleet & Depot

Date of Report: 22 August 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider calling tenders for the provision of Cleaning Services.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Roots
SECONDED : Cr Harris
Res No : OCM251027-11

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

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

BACKGROUND

At the April 2021 Ordinary Meeting, Council resolved to call tenders for the provision of Karratha and Dampier Cleaning Services in three (3) separable portions. Damel Cleaning was subsequently awarded a contract for separable portions one (1) and two (2) comprising:

1. Premium Facilities:
 - Red Earth Arts Precinct
 - Karratha Leisureplex
 - Karratha Airport
2. Council Administration Facilities:
 - Karratha Visitors Centre
 - Operations Centre
 - 7 Mile Waste Facility
 - ERP Project
 - Corporate Services Administration Buildings

The contract commenced 1 October 2021 for a three (3) year term, with two (2) x one (1) year extension options available at the City's discretion. The initial three (3) year term concluded 30 September 2024, at which time the first one (1) year extension was exercised, expiring on 30 September 2025.

At the March 2025 Ordinary Meeting, Council resolved to call tenders for the provision of Karratha and Dampier Cleaning Services, under RFT0000037, with the following scope:

- Separable Portion One (1): Red Earths Arts Precinct
- Separable Portion Two (2): Karratha Leisureplex
- Separable Portion Three (3): Karratha Airport
- Separable Portion Four (4): The Quarter HQ
- Separable Portion Five (5): Administration Facilities (Karratha Visitors Centre, Operations Centre, 7-Mile Waste Facility, ERP Project Officers and Administration & Annex Buildings).

Tenders opened on 28 May 2025 and closed on 18 June 2025, with 11 submissions received.

The CEO exercised delegated authority to not accept any tender for RFT0000037 Karratha and Dampier Cleaning Services, in accordance with delegation 1.1, Authority 6. The decision to not accept any tender was based on an administrative review of the tenders and RFT documentation that identified that the fairness of the evaluation process was compromised as a result of tenderers being issued with two different sets of selection criteria. This inconsistency resulted in tenderers not being assessed on an equal basis.

As a result a further seven (7) month extension for the Premium Facilities has since been approved, extending the contract until 30 April 2026. The remaining Council Administration Facilities are being managed in house providing an opportunity for the City to test its ability to service this aspect of the contract before again tendering.

Similarly, at the December 2020 Ordinary Meeting, Council resolved to call tenders for the provision of Eastern Corridor Cleaning Services. Karratha Cleaning was subsequently awarded the contract comprising the following:

- The Wickham Recreation Precinct
- Wickham Community Hub
- Point Samson Facilities
- Roebourne Facilities
- Cleaverville Campground

The contract was awarded on 1 April 2021 for an initial three (3) year term, with two (2) optional one (1) year extensions available at the City's discretion. The initial term concluded 31 March 2024, at which time the first one (1) year extension was exercised. The second and final extension commenced 1 April 2025 and will expire on 30 April 2026.

Following the CEO's decision not to accept any tenders for RFT0000037, Administration have revisited the contract cleaning arrangements. While a comprehensive review of the City's cleaning services had already been undertaken, the scope of the tender has since been modified to include the Eastern Corridor Cleaning Service, in addition to the Karratha and Dampier Cleaning Services. This change reflects stakeholder feedback, address identified service gaps and ensures the cleaning requirements align with the operational demands of the facilities. Administration are therefore seeking Council's approval to proceed with calling tenders based on the revised scope outlined in this report.

DISCUSSION

Recent Requests for Tenders (RFTs) and Requests for Quotations (RFQs) for cleaning services have shown strong interest from cleaning companies in bidding for City contracts. This heightened competition typically results in more competitive pricing and better service quality. This highlights the benefits of increased competition and reinforces the value of structuring contracts in a way that encourages broader participation.

The scope of work has been reviewed and amended since the administration of the previous tender (RFT0000037), to address issues identified during that process and to better reflect current operational requirements. This ensures greater clarity for tenderers, enhances fairness in the evaluation process, and aligns service standards with stakeholder expectations. Additionally, the tender is proposed to incorporate the previous separate Eastern Corridor facilities which offers the ability to align all Cleaning contract requirements and timing together.

The new scope of works proposes six (6) separable portions to maximise supplier participation and ensure high-quality outcomes:

1. Red Earth Arts Precinct
2. Karratha Leisureplex
3. Karratha Airport
4. The Quarter HQ
5. Administration Facilities;
 - Karratha Visitors Centre
 - Operations Centre
 - 7-Mile Waste Facility
 - ERP Project Office
 - Corporate Services Administration Buildings
6. Eastern Corridor Facilities
 - Wickham Recreation Precinct
 - Wickham Community Hub
 - Point Samson Facilities
 - Roebourne Facilities
 - Cleaverville Campground

Structuring the tender into separable portions allows for more tailored contracts that reflect the specific requirements of each facility, minimises the risk of underperformance, and ensures consistent, high-quality service. It also broadens opportunities for supplier participation, driving better pricing and improved service delivery outcomes for the City.

The City may also consider submitting an internal bid for the provision of cleaning services to the Administration Facilities within Separable Portion Five. This decision may be subject to a review of the current service delivery by in-house cleaners at these facilities, with the aim of assessing efficiency, quality, and cost-effectiveness prior to determining the City's participation in the tender process.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The value for the Current Contracts is shown below.

Premium Facilities	Frequency	Budget P/A
Red Earth Arts Precinct	7 Days per week	\$335,825
Karratha Leisure Plex	7 Days per week	\$530,366
Karratha Airport	7 Days per week	\$672,390
The Quarter HQ	5 Days per week	\$119,298
The Quarter HQ Consumables		\$20,749
Administration Facilities	Frequency	Budget P/A
Karratha Visitors Centre	3 Days per week	\$26,200
Operations Centre	5 Days per week	\$73,732
7-mile Waste Facility	5 Days per week	\$44,316
ERP Project	2 Days per week	\$11,555
Corporate Services Administration Buildings	5 Days per week	\$123,065
Eastern Corridor Facilities	Frequency	Budget P/A
Wickham Recreation Precinct	7 Days per week	\$279,610
Wickham Community Hub	7 Days per week	\$151,111
Point Samson Facilities	5 Days per week	\$32,037
Roebourne Facilities	5 Days per week	\$50,287
Cleaverville Campground	2 Days per week	\$9,086
Total		\$2,479,627

STRATEGIC IMPLICATIONS

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

Goal:	4	Our places and spaces are functional, attractive and reflect our unique identity
Objective:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	High levels of sanitation specified in service standards and performance monitored for compliance
Financial	Low	Financial impact remains low as costs are anticipated to align with budget forecasts.
Service Interruption	Low	Service level should not be interrupted
Environment	Low	Non-hazardous cleaning products specified in contract cleaning services
Reputation	Medium	Poor contractor performance could result in substandard cleaning of high-profile facilities, damaging community trust and the City's reputation.
Compliance	Low	Contractors are required to comply with WHS, environmental, and industrial relations legislation, as well as contractual service standards. These requirements will be managed through contract conditions and performance monitoring

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officer's recommendation. Officers are considering whether to submit a comparative tender for the Administration Facilities to be used as a way of comparison against external bids. If this progresses, it is intended that the Administration would address the qualitative and cost criteria to ensure an equitable and comparative assessment and a notification to tenderers would be disclosed in the request for tender documentation.

RELEVANT PRECEDENTS

At the March 2025 OCM, Council endorsed calling Tenders for Karratha and Dampier Cleaning Services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The review of current cleaning services contracts has identified opportunities to improve service delivery, flexibility, and efficiency. Restructuring tender scopes into separable portions, including both Premium Facilities and Eastern Corridor Facilities will ensure services are tailored to facility needs, encourage broader market participation and enhance value for money.

Importantly, the scope of works has been reviewed and amended since the previous tender administration process to address identified shortcomings and ensure consistency, clarity, and fairness in the evaluation process. This provides greater confidence that the tender will deliver the best outcomes for the City.

This approach supports the City's objectives of maintaining high standards across all facilities while securing the best financial and service outcomes for the community.

COUNCILLOR QUESTION:

Regarding the cleaning of Dampier Community Hub, Pam Buchanan Family Centre and the Frank Butler Community Centre, do we do all of that in-house?

CITY RESPONSE:

The facilities listed above are serviced by in-house staff.

COUNCILLOR QUESTION:

Given the City's waste management strategy is being reviewed, is this cleaning tender looking at other waste streams than just general waste in relation to our own facilities? So, offering waste separation within our own facilities.

CITY RESPONSE:

The Cleaning Services scope currently supports waste reduction by excluding office bin servicing, reducing single-use plastic liners, and encouraging centralised waste collection. Only kitchen, meeting room, and toilet bins are serviced to maintain essential areas and facilitate waste reduction.

The scope will also allow for service expansion to support resource recovery initiatives across City facilities as they are introduced, including the placement and management of recycling bins.

13.2 WICKHAM BOAT RAMP – SCOPE CONFIRMATION AND BUDGET FORECAST ADJUSTMENT

File No:	CT00000147
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Project Officer – City Projects
Date of Report:	21 August 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Wickham Boat Beach Boat Ramp and Jetty Feasibility Study Engagement Outcomes 2023 2. Community Workshop Engagement Results Presentation 2025

PURPOSE

For Council to consider the preferred design of a dual lane boat ramp with finger jetty to replace the existing ramp at Wickham Boat Beach and the sealing of the carpark.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Roots
SECONDED : Cr Simpson
Res No : OCM251027-12

That Council:

1. **ENDORSE** the preferred concept design option of a dual-lane boat ramp with a finger jetty and sealed carpark at Wickham Boat Beach, aligning with service provisions at comparable locations, and progress to detailed design.
2. **AGREE** to update the Long-Term Financial Plan to reflect the estimated construction costs of \$6.862M to be allocated across the 2026/27 and 2027/28 financial years.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

BACKGROUND

Constructed in the 1970s as part of the Port Walcott Yacht Club development, the Wickham Boat Beach has long served as a vital access point for both recreational and commercial boating activities in the region. While minor maintenance works have been conducted since its creation, including an extension in 2012, the facility has experienced significant deterioration over time. A 2015 structural assessment by Cardno identified critical issues with the ramp's gradient and design, leading to frequent usability challenges, particularly during periods of low water depth, rendering the ramp inaccessible for substantial durations.

The need for an upgrade to the boat launching facilities was formally recognised in the City of Karratha's Wickham Boat Beach Area Foreshore Management Plan 2016. This plan, developed with input from the local community, emphasised the importance of improving the boat ramp to better serve local boaters and preserve the areas recreational values.

In response to ongoing community concerns, Administration secured \$53,000 in January 2023 through the Department of Transport's Recreational Boating Facilities Scheme to partially fund the investigation and concept design of new facilities. Further community engagement was conducted via a survey in September 2023 targeting participants of the Pilbara Fishing Extravaganza. The survey aimed to gather insights into residents' usage patterns and aspirations for the boat ramp and its surrounding infrastructure. As shown in the survey results (Attachment 1), key suggestions provided by participants were to:

- replace the jetty with a floating jetty (22 mentions)
- add more gradient (19 mentions)
- add a fixed jetty (16 mentions)
- remove flat area (9)

These community-driven suggestions informed the proposed design, ensuring alignment with local community desires.

In December 2024, Burbury Consulting was contracted to undertake comprehensive site investigations and develop design options. By early 2025, the consultant had completed a feature and bathymetric survey, along with preliminary environmental assessments. These investigations recognised that the existing boat ramp is situated in an ecologically sensitive area supporting significant marine fauna, including nesting turtles. Additionally, the adjacent carpark intersects with a registered Aboriginal Cultural Heritage (ACH) site. These site conditions have been integral in determining the most feasible and sustainable upgrade options, ensuring that the proposed enhancements minimise potential ecological and cultural impacts.

The project is scheduled to complete design and secure approvals by December 2025, with construction planned to commence in the 2026/27 financial year.

DISCUSSION

Administration, in collaboration with Burbury Consulting, have undertaken a comprehensive assessment to determine the most suitable upgrade options for the Wickham Boat Beach Ramp and Jetty. The evaluation considered environmental sensitivities, site constraints, technical feasibility, and community feedback.

The following situations were explored in response to community feedback:

Alternative Site Evaluations

Burbury Consulting explored alternative locations within a 500-meter radius north and south of the existing ramp. Findings indicated that no other sites offered adequate wave protection without the construction of additional rock groynes. Moreover, relocating the ramp would pose significant environmental and heritage challenges, rendering such options economically and practically unfeasible.

All-Tide Access Assessment

Investigations into achieving all-tide access at the current site revealed limitations due to the area's shallow nature. Implementing such access would require extensive groyne extensions and dredging, which may not be sustainable given sediment transport dynamics and environmental considerations

Floating Pontoon Jetty

Such structures are typically recommended for sheltered environments like marinas, where wave exposure is minimal. The current site lacks substantial wave protection, making a floating pontoon less suitable due to potential stability issues and increased maintenance requirements.

Evaluation of Feasible Ramp Upgrade Options

The replacement of the ramp without modifications would not comply with current standards or address existing accessibility issues and was therefore excluded from the evaluation of options.

Three primary upgrade options were considered and presented to the community:

1. Single lane ramp without finger jetty;
2. Single lane ramp with a finger jetty; and
3. Dual lane ramp with a finger jetty.

Table 1 provides a comparative evaluation of the options, summarising key considerations based on site investigations, community desires and design feasibility.

Table 1 Strengths and Weaknesses Assessment of Proposed Boat Ramp Options

Options	Strengths	Weaknesses
Single-Lane Ramp without Finger Jetty	- Upgrades ramp to current standards - Improves accessibility and gradient - Lowest capital and operational costs - Minimal geotechnical risks as it utilises the existing footprint	- Lacks a vessel tie-down facility - Does not accommodate simultaneous launching and retrieval of multiple vessels, which may lead to congestion during peak times - Inconsistent with the Level of service (LOS) at other locations within the City.
Single-Lane Ramp with Finger Jetty	- Provides a tie-down facility - Maintains existing footprint, apart from piling for the jetty.	- Increased geotechnical risks due to piling requirements - Higher maintenance costs - Does not accommodate simultaneous launching and retrieval of multiple vessels, which may lead to congestion during peak times. - Inconsistent with the LOS at other locations within the City of Karratha.
Dual-Lane Ramp with Finger Jetty	- Provides a tie-down facility - Allows simultaneous launching and retrieval of multiple vessels - Consistent with facilities in Karratha, Dampier and Point Samson.	- Highest capital expenditure due to significant fill requirements - Elevated geotechnical risks and potential need for rock breaking as it extends beyond the current footprint - Perceived reduction in bay amenity

Community members attending the engagement session showed strong support for option 3, with the presentation results showing 86% of participants indicating satisfaction or high satisfaction. Following this session, further targeted stakeholder and group engagement was undertaken. The only concern raised came from one group, which felt that current usage levels did not justify a dual-lane ramp and that the design might reduce the amenity and available space within the bay.

While this feedback is acknowledged, the proposed upgrade directly addresses issues identified in the engagement survey, including the inability for larger boats—such as the

Marine Rescue vessel—to launch at the existing ramp, and congestion during peak periods due to limited tide windows. The ramp and jetty will be constructed to a 25-year design life, making it important to plan for future demand rather than current use alone. High boat usage in Wickham, coupled with anticipated growth, reinforces the need for a dual-lane facility. Anecdotal evidence also suggests that the poor condition of the current ramp deters usage, and an upgraded facility would likely encourage greater community access.

The proposed upgrade will bring Wickham's facility in line with the level of service provided in other City communities such as Karratha and Point Samson. Additionally, the dual-lane option with jetty is only marginally more expensive than the single-lane option with jetty (approximately \$730,000 more at concept cost estimate) due to resource efficiencies. While concerns about bay amenities are noted, the proposed design achieves a balance between user needs, safety requirements, and environmental considerations. The long-term operational, safety, and economic benefits of the dual-lane ramp are expected to outweigh the potential drawbacks, ensuring the facility meets both current and future demands.

As part of the ramp and jetty upgrades, achieving the required ramp grade will have direct implications for the adjacent groyne, which has deteriorated due to repeated overtopping during storm events and reduced its effectiveness. Raising the ramp and carpark to the design level will also require raising the groyne to ensure it continues to protect the upgraded infrastructure. Detailed coastal engineering assessments are underway to determine the scope and design requirements for the groyne modifications, with the proposed groyne modifications representing an optimised balance between safety, durability, and cost.

Carpark Configuration Options

As the carpark's location is within an ACH site and has an irregular shape, expansion poses environmental and cultural challenges. Given the location, potential expansion of the carpark was not recommended due to the environmental and cultural heritage reasons. Three options were assessed within the existing carpark footprint:

- Unsealed (keeping as is)
- Sealed carpark without line marking
- Sealed carpark with line marking

While line marking the bays would improve organisation, it would also reduce the overall parking capacity by enforcing fixed bay sizes. During peak events, the site can accommodate over 50 vehicles, many with trailers. Introducing line marking within the available space would significantly limit capacity, reducing it to a maximum of 27 trailer bays and 6 car bays.

Considering the site constraints, the reduced capacity that line marking would impose, and the feedback received from the community, it is recommended that the carpark be sealed but remain unmarked. This approach provides the durability benefits of a sealed surface while maintaining the flexibility needed to accommodate varying parking demands and reflects the preference expressed by most community respondents.

Proposed Scope

Based on the investigations and community input, the following scope is recommended:

- **Construction of a dual-lane ramp with finger jetty:** Enhances capacity and aligns with facility provision in other areas.
- **Groyne Modifications:** Involves raising the crest of the groyne to protect the ramp and structure and ensures safe access for boats
- **Carpark Construction:** Consisting of sealing the existing carpark without line marking, this will improve surface durability while maintaining flexible parking arrangements.

Noting any potential budgeting constraints, a staged approach is recommended, grouping together the construction of the dual-lane ramp with finger jetty and the modifications to the existing groyne as the first stage of works to be completed in the 26/27 financial year. The second stage of works, delivered in the 27/28 financial year, would be the construction and sealing of the carpark.

Future Considerations

The unsealed section of the boat ramp road, managed by the City, currently remains outside the project's scope. However, community feedback has highlighted the importance of sealing this section to ensure seamless integration with the existing sealed portion managed by Rio Tinto. In addition, the community has identified the need to enhance public amenities in the area, including the provision of seating, public toilets, fish cleaning stations, and picnic tables. These improvements should be considered as part of future infrastructure planning.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and associated regulations are applicable.

COUNCILLOR/OFFICER CONSULTATION

Councillors were briefed on the concept options at the Councillor Workshop held on 7 April 2025.

Feedback was also sought from relevant City departments, including Operations and Engineering Services on the concept design options as part of making an informed recommendation.

COMMUNITY CONSULTATION

Community engagement has been undertaken in accordance with the IAP2 Public Participation Spectrum (inform, consult, involve) throughout the project.

The City has delivered a phased community consultation process to inform the proposed upgrade of the Wickham Boat Beach Ramp. Various engagement methods have been used with key stakeholders as summarised in the below table.

Who	How	When	What	Outcome
Community	Online survey feedback	September 2023	Obtain community feedback and input	Identified usages of the boat ramp, usage requirements and community desires
Community	In-person Engagement session	1 May 2025	Present investigations and obtain feedback on options	Meaningful feedback regarding the feasibility study and proposed stage works provided by all parties.

Rio Tinto & Pilbara Ports Authority	Letter/ Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Local community groups (Wickham Community Association, Port Walcott Volunteer Marine Rescue, Port Walcott Yacht Club)	Letter/ Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Emergency services	Letter/ Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Department of Transport – Marine Department of Biodiversity, Conservation and Attractions	Letter/ Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Ngarluma Aboriginal Corporation	Letter/Email	11 February 2025 25 March 2025 June 2025	Alert of geotechnical works within vicinity of ACH site	Alert of geotechnical works within vicinity of ACH site
Ngarluma Aboriginal Corporation	Letter/Email	July 2025	Present concept design and carpark works that intersect the boundary of the registered ACH site	Consult with aboriginal custodians to assess and mitigate potential impacts on heritage sites

This ongoing consultation process is intended to refine the project design and ensure the upgraded facility meets both community expectations and stakeholder requirements.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no proposed changes to the current financial year's budget allocation should council endorse Administration's recommendation.

Administration proposes adjusting the Long-Term Financial Plan to schedule a budget allocation across future years, as outlined below, to meet the environmental constraints associated with the construction period.

Recommended Scope	2026/27	2027/28	TOTAL
Preliminaries and site preparation	\$1,850,000		\$1,850,000
Ramp and Jetty Installation		\$3,164,000	\$3,164,000
Upgrade and formalisation of the carpark.		\$1,848,000	\$1,848,000
TOTAL	\$1,850,000	\$5,012,000	\$6,862,000

The current Order of Probably Cost (OPC) for the preferred concept design is estimated at \$6.862M and subject to +/- 30%. This estimate is based on the current preliminary design and excludes certain provisional items pending further investigation.

Details	Cost
Contractor preliminaries & project management	\$954,000
Boat Ramp	\$1,937,000
Finger Jetty	\$1,090,000
Groyne repairs and crest raising	\$1,000,000
Miscellaneous	\$33,000
Landside parking area, inclusive of sealing	\$1,848,000
TOTAL	\$6,862,000

Note: All costs are based on the preliminary design only and have a +/- 30% accuracy. Any provisional items are yet to be decided until additional investigations into the existing rock conditions.

Key provisional elements, such as the groyne repairs and ramp toe location, depend on the outcomes of the geotechnical assessment, particularly regarding existing rock conditions. These investigations will inform the feasibility and cost implications of incorporating these components into the final design.

As the design process advances, cost estimates will be refined to provide greater accuracy, ensuring informed decision-making and effective allocation of resources. The final design and updated OPC will be provided to Council for endorsement prior to calling tenders for construction.

It should be noted that the above costs are capital in nature only. There will need to be an increase in the operational maintenance budget to allow for jetty maintenance at the completion of this project, this can be costed at the conclusion of the detailed design phase. Appropriate allocation of maintenance budget to the upgraded structure should be accounted for to ensure the ramps ongoing safety, functionality and achievement of maximum asset life.

To support the project's funding, Administration has applied for an external grant through the Recreational Boating Facilities Scheme with the Department of Transport and will seek further funding through partnerships.

STRATEGIC IMPLICATIONS

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

Goal:	4	Our places and spaces are functional, attractive and reflect our unique identity
Objective:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes
	4.2	Provide a complete network of well-maintained infrastructure assets
Priority Focus Area:		Foreshore protection and enhancement
Key projects/actions:		Upgrade Wickham Back Beach Boat Ramp

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Construction costs may be influenced by site conditions and the remote location. To manage this risk, Administration will obtain detailed cost estimates at each design phase to ensure alignment with current market conditions.
Service Interruption	Low	Temporary service disruptions are expected during construction. Administration will provide advance notice to the community to minimise inconvenience.
Environment	Moderate	The project area is environmentally sensitive, with potential risks to marine fauna during construction. To mitigate these, environmental impact assessments will be conducted by marine specialists, necessary permits will be secured, and construction will be scheduled outside the turtle nesting season. Part of the proposed carpark overlaps a registered ACH site. To minimise impact, the design confines works to previously disturbed areas, ongoing consultation with Aboriginal stakeholders will ensure heritage considerations are addressed.
Reputation	Low	Low risk as stakeholder engagement sessions have been held to determine the preferred concept design.
Compliance	Low	Low risk as the current planning phase has comprehensively identified all applicable regulatory requirements. All necessary approvals will be secured prior to the commencement of construction, ensuring adherence to relevant standards and mitigating potential legal or operational issues.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out Administrations recommendation.

RELEVANT PRECEDENTS

Comparable marine infrastructure projects previously undertaken by the City include the boat ramp, jetty and carpark upgrades at Karratha Back Beach and Johns Creek, which were endorsed by Council at the October 2015 OCM.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The proposed upgrade to the Wickham Boat Ramp, comprising a dual-lane ramp, finger jetty, groyne modifications and a sealed unmarked carpark, balances both community preferences and site constraints, ensuring long-term functionality and resilience. With an estimated capital cost of \$6.862M, the project represents a significant investment in local infrastructure.

The project responds to long-standing community feedback, provides a facility consistent with the level of service at other City boat ramps, and has been designed with a 25-year service life to accommodate future growth. Detailed design and approvals are scheduled for completion in 2025/26, enabling construction to commence in 2026/27.

Council endorsement is sought to include the project in the Long-Term Financial Plan, ensuring delivery of a safe, sustainable, and fit-for-purpose facility for the Wickham community.

COUNCILLOR QUESTION:

Final approval comes through in December and I noticed that construction is meant to begin in 2026/2027?

CITY RESPONSE:

The project is over two years 2026/27 to 2027/28. Preliminary groin works has a budget estimate of \$1.85 million in 2026/227 with the remainder of works in 2027/28.

COUNCILLOR QUESTION:

The budget constraints are looking at 2027/28?

CITY RESPONSE:

There will be a staged approach, with groin improvements first, then carpark and boat ramps at the same time. The construction period of the project is limited to April – September, which crossed financial years, this means we need to profile the project spend across years.

COUNCILLOR QUESTION:

As someone with a recreational interest in boats, do you believe the City's proposed scope meets the community's need regarding level of amenity?

CITY RESPONSE:

Medium to high level of satisfaction. The feedback received throughout the community sessions was generally positive that we have met equivalent level of service to other facilities within the City of Karratha.

COUNCILLOR QUESTION:

Are you confident the additional groin upgrade is insurance enough for this asset?

CITY RESPONSE:

It's an accepted position from our working groups. It's not going to cover the infrastructure for all weather events but it's in line with the City's other assets at Dampier boat ramp in Dampier, John's Creek boat ramp in Wickham and Back Beach in Karratha.

COUNCILLOR QUESTION:

I heard the community didn't want lines in the carpark for this project, why was this?

CITY RESPONSE:

Because demarcation of parking spaces reduces the amount of useable space in the carpark with cars and cars hitched to boat trailers. Area is multiuse for beach and boating enthusiasts.

7:28pm Cr Furlong, Cr Gillam and Cr Roots left the room due to an indirect financial interest in item 13.3.

13.3 WICKHAM RECREATION PRECINCT MULTI-PURPOSE COURTS SHADE (CONSTRUCTION) – TENDER OUTCOME

File No: RFT0000046

Responsible Executive Officer: Director Projects & Infrastructure

Reporting Author: Project Officer – City Projects

Date of Report: 22 September 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for Wickham Recreation Precinct Multi-Purpose Courts Shade (Construction).

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Harris
Res No : OCM251027-13

That Council:

1. **ACCEPT** the tender submitted by Emirge Pty Ltd ABN 64 605 778 452 as the most advantageous tender to form a contract based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000046 - Wickham Recreation Precinct Multi-Purpose Courts Shade (Construction);
2. **AUTHORISE** the Chief Executive Officer to execute a contract with Emirge Pty Ltd, **SUBJECT** to any variations of a minor nature and to Rio Tinto Iron Ore (RTIO) confirming funding; and
3. **NOTE** the project budget estimate, is revised down to \$6.2M. The project is to be fully reimbursed by Rio Tinto (RTIO), and allocated across this financial year and 2026/27 as follows;

Project	Account	Current 2025/26 Budget	Proposed 2026/27 Budget	Total
WRP Hardcourt Shade	4000-91112-6392-8502	\$3,450,000	\$2,750,000	\$6,200,000
RTIO Contribution	4000-10286-4170-8508	(\$3,450,000)	(\$2,750,000)	(\$6,200,000)

CARRIED 6/0

FOR : Cr Scott, Cr Byrne, Cr Harris, Cr Johannsen, Cr Simpson, Cr Swaffer
 AGAINST : Nil

BACKGROUND

The Wickham Recreation Precinct (WRP) is the district sports and recreation hub for the City of Karratha's eastern corridor. The facility services the towns of Wickham, Point Samson and Roebourne.

The WRP co-locates key community infrastructure assets such as:

- Wickham Community Hub;
- Wickham Aquatic Centre;
- Sporting spaces (fields and courts);
- Wickham Amenities Building; and
- Saylor Park.

The WRP plays a crucial role in supporting the growth of local sporting groups and promoting healthy communities.

The WRP is owned by Rio Tinto Iron Ore (RTIO) and managed through a long-term management agreement between RTIO (as the Principal) and the City (as the Service Provider).

At its July 2025 Ordinary Council Meeting, Council resolved to call tenders for Wickham Recreation Precinct Multi-Purpose Courts Shade and associated improvements.

This report outlines the process undertaken by Administration, including the evaluation of submissions and recommendation of a preferred tenderer.

DISCUSSION

The tender was advertised on 6 August 2025 and closed 12 September 2025. A total of 2657 suppliers were invited to respond to this Request, with three (3) [Insert response type] received.

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

- Manager City Projects
- Project Manager City Projects
- Project Officer City Projects

Each tender was checked for compliance prior to progressing to the qualitative assessment.

During the qualitative assessment each tender was required to score a minimum average score of 6 for the non-price qualitative criteria to be shortlisted to the price assessment stage.

The evaluation criteria and associated weighting were:

Selection Criteria	Weighting
Relevant Experience	10%
Methodology	30%
Capacity to Deliver	15%
Sustainability	5%
Price	40%

The Regional Price Preference was applied to all three (3) local tenders

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

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

The works will be delivered by the City of Karratha on behalf of Rio Tinto Iron Ore (RTIO) and remain subject to RTIO funding approvals. A Business Case was submitted to RTIO on 19 September 2025 with an outcome expected by 24 October 2025.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Council was engaged in July 2025 and resolved to proceed to tender.

In preparing the draft tender package, Administration undertook consultation across all Departments to ensure alignment with operational and strategic requirements.

A Project Control Group (PCG) has been established to support ongoing internal consultation and coordination throughout the project lifecycle.

COMMUNITY CONSULTATION

No consultation is required to carry out Administration's recommendation, however, this project represents a long-awaited improvement for the Wickham community. Significant consultation has been undertaken with impacted stakeholders during the planning and design phases.

Affected community groups are aware of the potential impacts associated with the facility being offline during construction. Administration remains committed to working closely with those groups to reduce the disruption to sporting operations.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this project, as it is expected to be fully funded by RTIO, resulting in no net financial impact to the City. It is anticipated that RTIO will transfer the required funds to the City's Rio Tinto Partnership Reserve on receipt of an invoice for the full project amount in the current financial year.

Council has previously allocated \$8.72M to this project, comprising \$3.45M in the 2025/26 financial year and a proposed commitment of \$5.27M for the 2026/27 financial year.

Based on the tender outcome, Administration is revising the project budget downward as outlined in the table below.

Project	2025/26	2026/27	Total
Wickham Recreation Precinct (Multi Court Shade)	\$3,450,000	\$2,750,000	\$6,200,000

Rio Tinto have provided in principle support for funding this project to the value of \$6.2M, with formal confirmation expected on 24 October 2025. The preferred tenderer's price is within the approved project estimate of \$6.2M. Once funding is confirmed, the City will proceed to execute a contract with the preferred tenderer.

All future maintenance cost will be funded under the existing Management Agreement with RTIO.

STRATEGIC IMPLICATIONS

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

Goal:	2	Our community is welcoming, connected, vibrant, healthy and safe
Objective:	2.3	Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities
Key Project/Action:		Wickham Recreation Precinct Hard Court Shade (new)

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Aligns with the City's commitment to provide facilities that prioritise health, safety and wellbeing in the community.
Financial	Low	Project is funded by RTIO: minimal financial impact to Council. If RTIO funding is not approved, works will not proceed.
Service Interruption	High	There will be service interruptions to the community as the facility will need to be taken offline for the duration of works. Current staging submitted by the Contractor is considered reasonable for works. Alternative arrangements are being managed early, with consultation of community groups and the City's Community Facility team.
Environment	Low	Contractor Management Plan is required to be submitted and approved by the successful tenderer. Construction to be in accordance with all statutory and relevant standards.
Reputation	Moderate	Project is a long-awaited community improvement. Not awarding the tender may result in community dissatisfaction.
Compliance	Moderate	Works are expected to comply with relevant standards.

IMPACT ON CAPACITY

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

Project management and oversight of the successful tenderer and construction is afforded within existing resources.

RELEVANT PRECEDENTS

There are no relevant precedents for a similar scope of work, however, Administration regularly conducts tender processes for the delivery of community related capital works projects.

The provision of shade at a facility such as this, is consistent with the level of service provided at other City facilities and aligns with the objectives of the Community Infrastructure Plan, which seeks to ensure that community assets include adequate shade.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer has the capacity to deliver the works to the standard expected by the City, represents the best value for money and supports the City's objective to deliver upgraded, district-level sporting infrastructure.

Should Council support Administration's recommendation, the contract is expected to commence following confirmation of RTIO funding and execution of the agreement. All works under the contract are anticipated to be completed within the proposed timeframes minimising disruption to community sporting activities and adjacent facilities. Construction is scheduled to align with the cyclone season and to complement upgrades being undertaken at Wickham Oval.

Successful delivery of the project will provide a much-needed upgrade for the Wickham community and demonstrate the strong partnership between the City and RTIO.

COUNCILLOR QUESTION:

Has there been further consideration for the expansion of shade to the tennis and cricket courts considering this project was under budget?

CITY RESPONSE:

There was no change to the scope from the Projects team.

These projects at Wickham are managed by the City and there is a lot of work that goes into scoping them out in consultation with Rio Tinto. Rio Tinto are the owners of that site and are funding the project. The project scope and approvals are complex compared to the City's other recreation spaces. If something is not approved at the outset, it is difficult to integrate at a later stage.

COUNCILLOR QUESTION:

Will this project include fencing and will there be drinking fountains outside the shed?

CITY RESPONSE:

The project includes a chilled drinking fountain that is accessible at all times, change of the loose rock landscaping to concrete on both sides of the court surface, fencing on the carpark side for safety. The design allows for the existing portable tier seating stands to be relocated to the sides of both courts under cover.

COUNCILLOR QUESTION:

Is there any support plan for the user groups impacted by the construction of this project?

CITY RESPONSE:

The City still needs funding approval for this particular project, but there is an all of community information session planned. When there is more assurance around funding and project commencement the City will be working directly with the sporting clubs

Cr Gillam, Cr Furlong and Cr Roots returned to the room at 7:30pm.

13.4 CONSTRUCTION AND DELIVERY OF FOOTPATH PROGRAM – TENDER OUTCOME

File No: RFT0000040
Responsible Executive Officer: Director Projects & Infrastructure
Reporting Author: Manager Asset Maintenance
Date of Report: 26 September 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Construction and Delivery of Footpath Program.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Simpson
Res No : OCM251027-14

That Council:

1. **ACCEPT** the tender submitted by NWMC Mining & Civil Pty Ltd ABN 69 167 677 830 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000040 - Construction and Delivery of Footpath Program; and
2. **AUTHORISE** the Chief Executive Officer to execute a contract with NWMC Mining & Civil Pty Ltd, **SUBJECT** to any variations of a minor nature.

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

BACKGROUND

The City of Karratha (City) is responsible for the maintenance and capital renewal of more than 100kms of footpaths, including a shared footpath network that facilitates the safe and efficient movement of pedestrians and cyclists across the townships of Karratha, Roebourne, Wickham, Point Samson and Dampier.

Additionally, Council has adopted a 10-Year Footpath Strategy which is implemented annually through capital work packages.

To deliver these works and other concrete works the City has traditionally tendered for "Supply and Laying of Concrete & Kerbing" contracts. While these contracts have, on occasions delivered successful outcomes, a number of issues have arisen under the most recent contract, resulting in delays to construction and asset renewal works. These issues ultimately lead to the mutual termination of the contract by both parties.

At its Ordinary Meeting on 26 May 2025, Council resolved to call tenders for the Construction and Delivery of the Footpath and Concrete Program for a period of eighteen (18) months.

The works include, but are not limited to:

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

The tender included the current footpath program, structured into separable portions, to provide flexibility in delivery order and ability to remove separable portions not deemed value for money or within budget if required. The tender included the following projects:

1. Ridley Street – New Footpath
2. Queen Street – New Footpath
3. Cleaverville Road – New Footpath
4. Blinco Road – New Footpath
5. Shadwick Drive – New Footpath
6. Strickland Drive – New Footpath
7. Goshawk Circle – New Footpath
8. Enderby Street – New Footpath
9. Namatjira Road – New Footpath

The contract is also structured to accommodate additional works through a schedule of rates. At the time of tender several planned footpath renewals were excluded due to unresolved design issues. Once design is complete it is anticipated that these renewals will be considered for completion under the contract subject to Budget allocations.

Tenders were advertised on 25 August 2025 and closed 15 September 2025.

Two tenders were received by the closing date from:

- Dowsing Group Pty Ltd
- NWMC Mining & Civil Pty Ltd

The tenders were evaluated by a three-person panel comprising of:

- Asset Maintenance Manager
- Operations Coordinator
- Operations Project Officer

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

The criteria and associated weightings were:

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

The Regional Price Preference Policy was applied to one local tenderer.

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

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

DISCUSSION

To facilitate effective programme delivery, the contract incorporates a schedule of rates component. This arrangement enables the City to include supplementary footpaths identified in the 10-Year Footpath Strategy, as well as concrete footpath and kerbing renewals, subject to budget availability and contractor capacity over the next 18 months. During this period the Administration will consider options to deliver future program works and present the options to Council for consideration.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The estimated value of works proposed under this tender is \$7.5M over an eighteen (18) month period. This figure includes \$5M allocated to the delivery of nine (9) new footpaths and one (1) renewal of a footpath, and a further \$2.5 million allocated to projects currently in the final stages of design. These additional projects will be completed as part of the 10-Year Footpath Strategy, footpath renewal and kerbing renewal programs.

Based on the tender submission being within Councils Budget allocation, Administration recommend awarding the contract to NWMC Mining & Civil Pty Ltd. This will include the nine (9) seperable portions identified in the tender and further works associated with kerb and footpath renewals using the schedule of rates provided by NWMC Mining & Civil Pty Ltd as part of their submission and subject to Council budget allocations.

STRATEGIC IMPLICATIONS

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

Goal:	4.	Our places and spaces are functional, attractive and reflect our unique identity
Objectives:	4.2	Provide a complete network of well-maintained infrastructure assets (e.g. roads, drainage, footpaths, and lighting)
Priority Focus Area:		10-Year Footpath Strategy and the Footpath Renewal Program

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

Should Council accept the officer's recommendation, the contract will be managed by the City's Asset Maintenance Department.

RELEVANT PRECEDENTS

At the May 2025 OCM, Council resolved to Call Tenders for the Construction and Delivery of the Footpath and Concrete Program.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer has provided a comprehensive submission that satisfactorily addresses all evaluation criteria and demonstrates a clear understanding of the scope and methodology. The submission confirms capacity to deliver the identified works within the financial year and the ability to allocate additional resources, if required, to complete future footpath projects nearing design completion.

COUNCILLOR QUESTION:

Regarding the tender process, does the City's tender policy come up for review? From what I can see, the tender process is not weighted to prefer local businesses.

CITY RESPONSE:

The City's tender process includes a local contractor regional price preference where a discount of 10% (up to a maximum price reduction of \$50,000 (excluding GST) can be applied for Goods or Services. This price preference was applied to the proposed contractor for the footpath contract.

COUNCILLOR QUESTION:

This is not reflected in this item?

CITY RESPONSE:

It is located within the scoring matrix in the confidential tender evaluation with a local price preference.

COUNCILLOR QUESTION:

What is considered local for a business applying for a tender?

MAYOR RESPONSE:

A business registered in the City of Karratha.

CITY RESPONSE:

It is defined within the Regional Price Preference Policy CG-11 as a business continuously operating out of premises within the City (locality) for a period of no less than 6 months prior to the tender or quotation deadline. The business must have a physical location within the City.

COUNCILLOR QUESTION:

Is there a maximum amount for the local pricing preference?

CITY RESPONSE:

10% up to \$50,000 depending on the volume of the tender.

Council's Regional Price Preference CG-11 indicates that to:

- (a) acquire goods and services, a 10% price reduction not to exceed \$50,000 can be applied, or
 - (b) construction (building) services, a 5% price reduction not to exceed \$50,000 can be applied,
- to a local supplier's submission.

This policy applies a maximum state legislated allowance under r.24D of the *Local Government (Functions and General) Regulations 1996*. The City and WALGA have previously contested these levels when the legislation was under review. There is no capacity to increase these discounts.

14 CHIEF EXECUTIVE OFFICER REPORTS

14.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for October 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Gillam
SECONDED : Cr Furlong
Res No : OCM251027-15

That Council note the following information items:

14.1.1 Community Experience Update – August 2025

14.1.2 Concession on Fees for City Facilities

14.1.3 Development Services Update – August 2025

14.1.4 October 2025 Public Briefing Notes and Table of Report Changes

CARRIED 9/0

FOR : Cr Scott, Cr Byrne, Cr Furlong, Cr Gillam, Cr Harris, Cr Johannsen, Cr Roots, Cr Simpson, Cr Swaffer
AGAINST : Nil

14.1.1 COMMUNITY EXPERIENCE UPDATE – AUGUST 2025

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	31 August 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

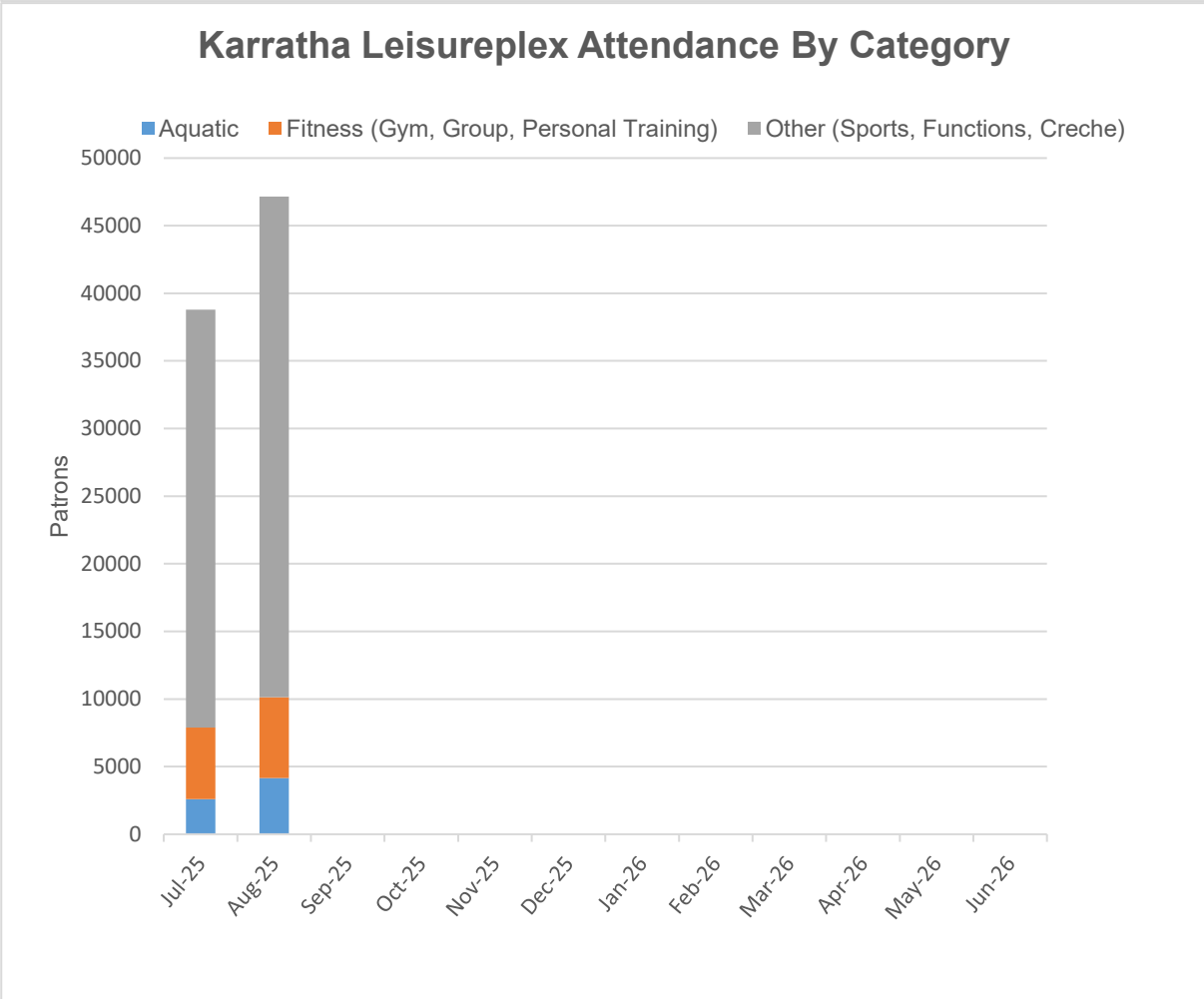
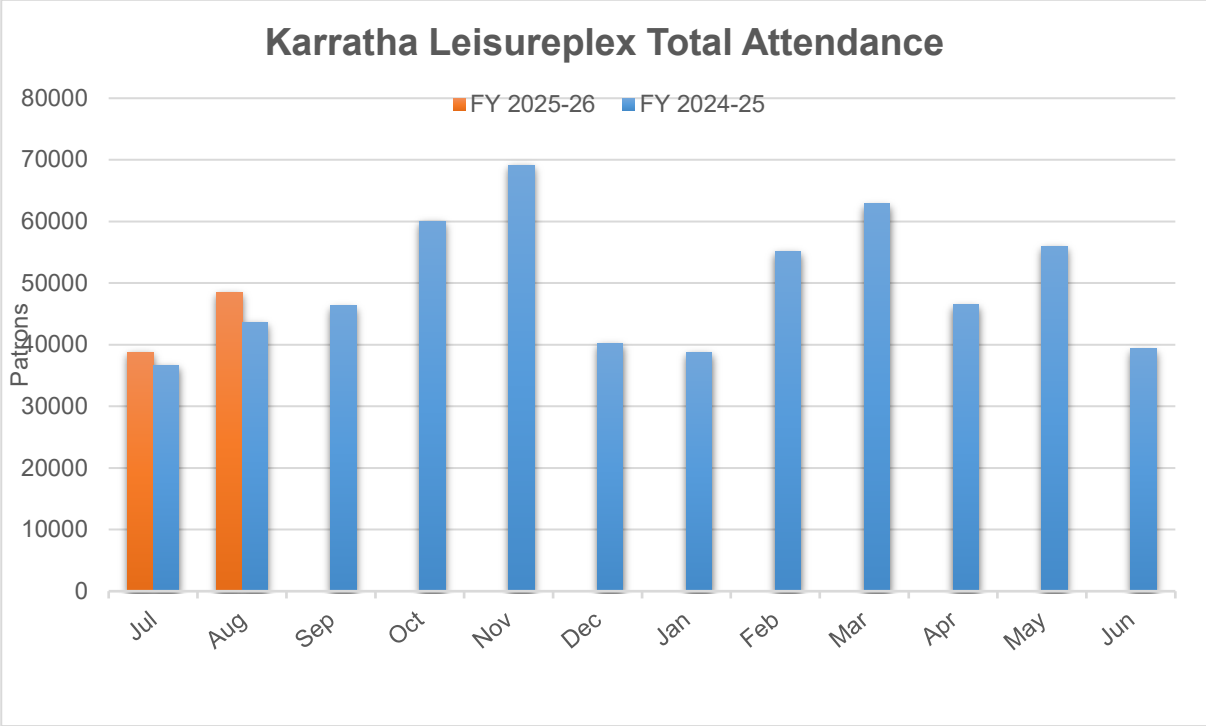
PURPOSE

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

Attendance & Utilisation Summary

Facility Attendance	August 2024	August 2025	Year on Year %
The Youth Shed	421	683	+ 62%
The Base	1,062	790	- 26%
Total Library	8,348	8,164	- 2%
Karratha Leisureplex	43,644	48,475	+ 11%
Wickham Recreation Precinct	2,574	2,161	- 16%
Roebourne Aquatic Centre	0	0	0
Indoor Play Centre	1,625	1,840	+ 13%
Red Earth Arts Precinct	3,091	4,033	+ 30%
Arts Development & Events	7,601	15,114	+ 99%
Community Programs	July 2025	August 2025	Month on Month %
Security Subsidy Scheme	5	16	+ 220%
Meet the Street Parties	0	1	+ 100%

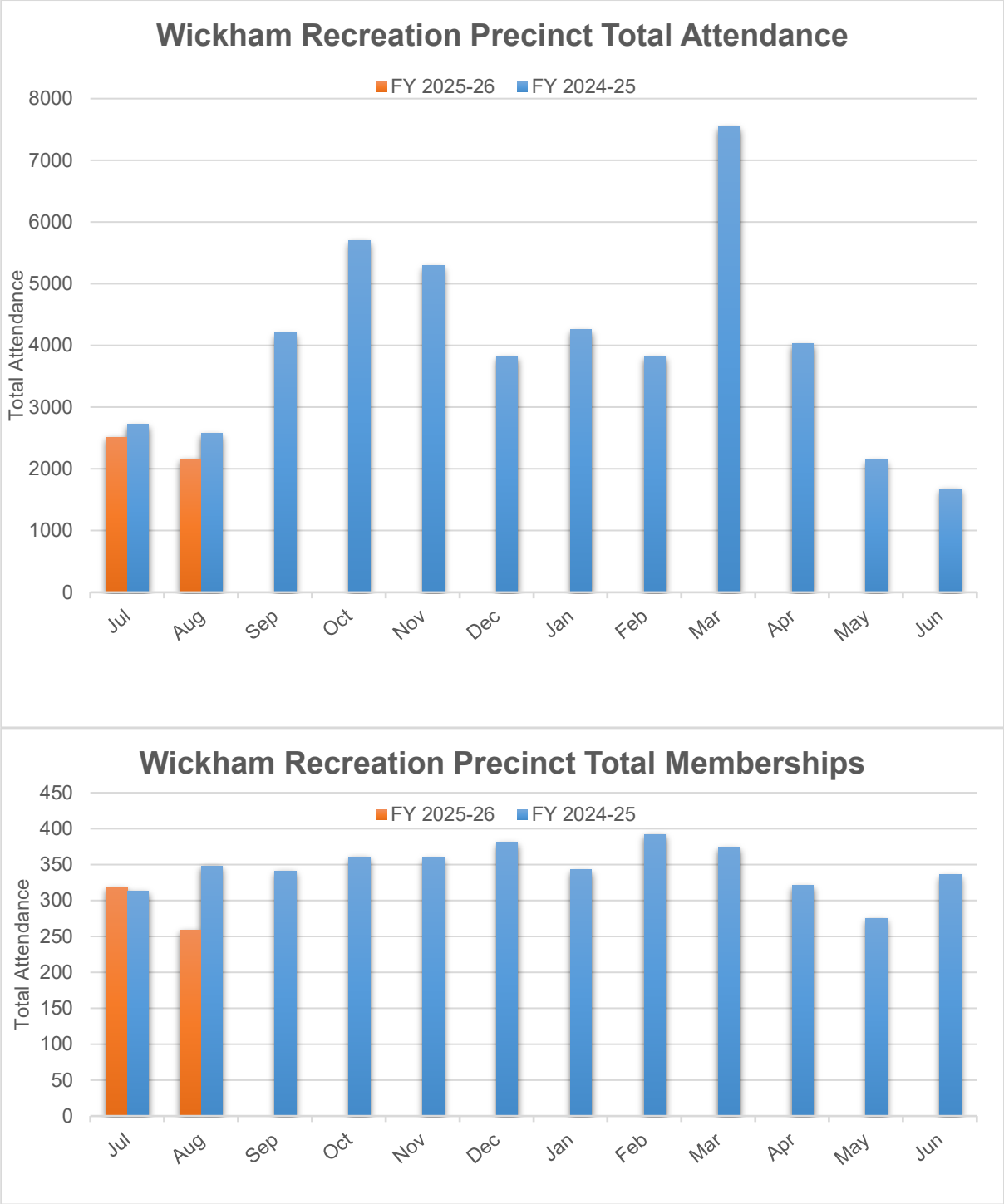
Karratha Leisureplex

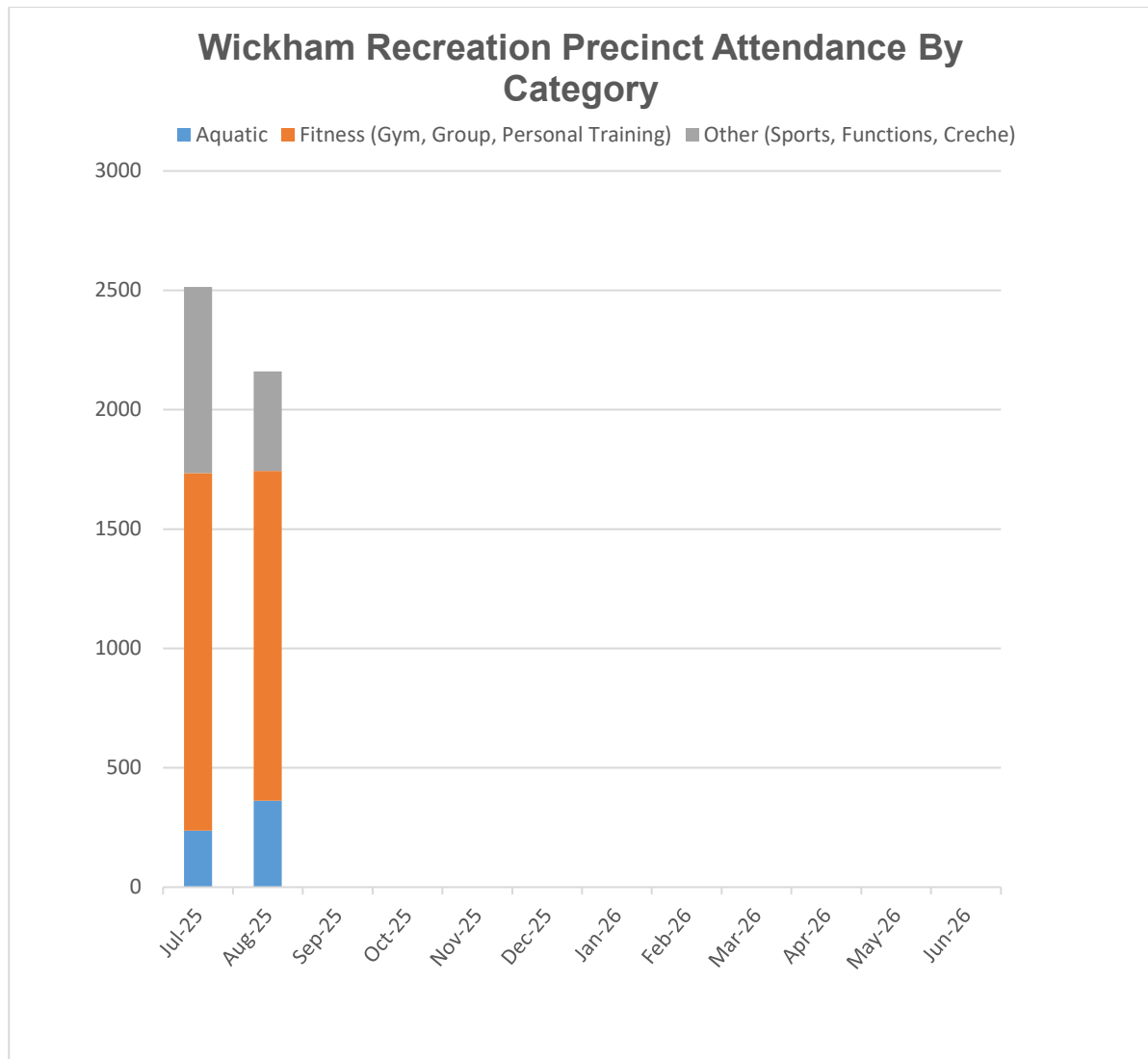


Fitness data reflects an increase with an 18% rise along with total visits and total members also continuing with steady increases. With cooler weather holding Aquatics has an expected

decrease of 33%, while it is expected to swing quickly with the upcoming summer months and increased opening hours.

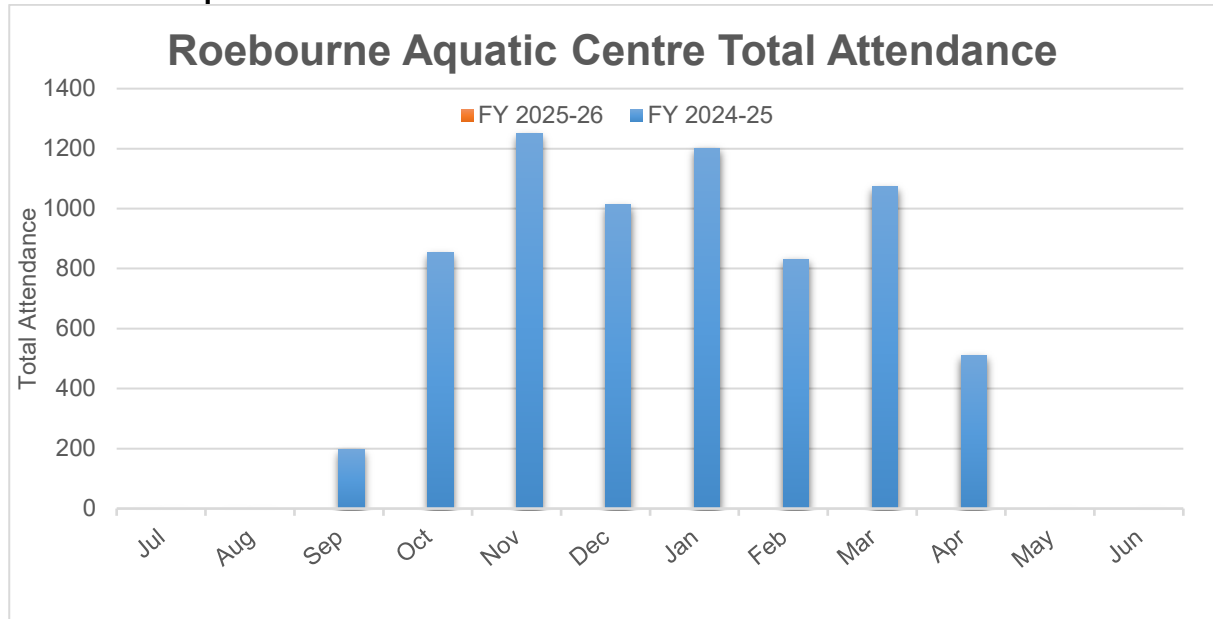
Wickham Recreation Precinct





August 2025 – Overall attendance declined by 19.1% compared to last year, with only programs showing growth, up 13.6%. Memberships and fitness participation dropped noticeably, influenced by Wickham’s transient population, with many residents leaving mid- and end-year. Fitness statistics were also affected by lifestyle changes, including a number of parents returning to work as family circumstances shifted. Aquatics recorded a further decrease, largely attributed to colder weather conditions and pool temperatures averaging just 19 degrees.

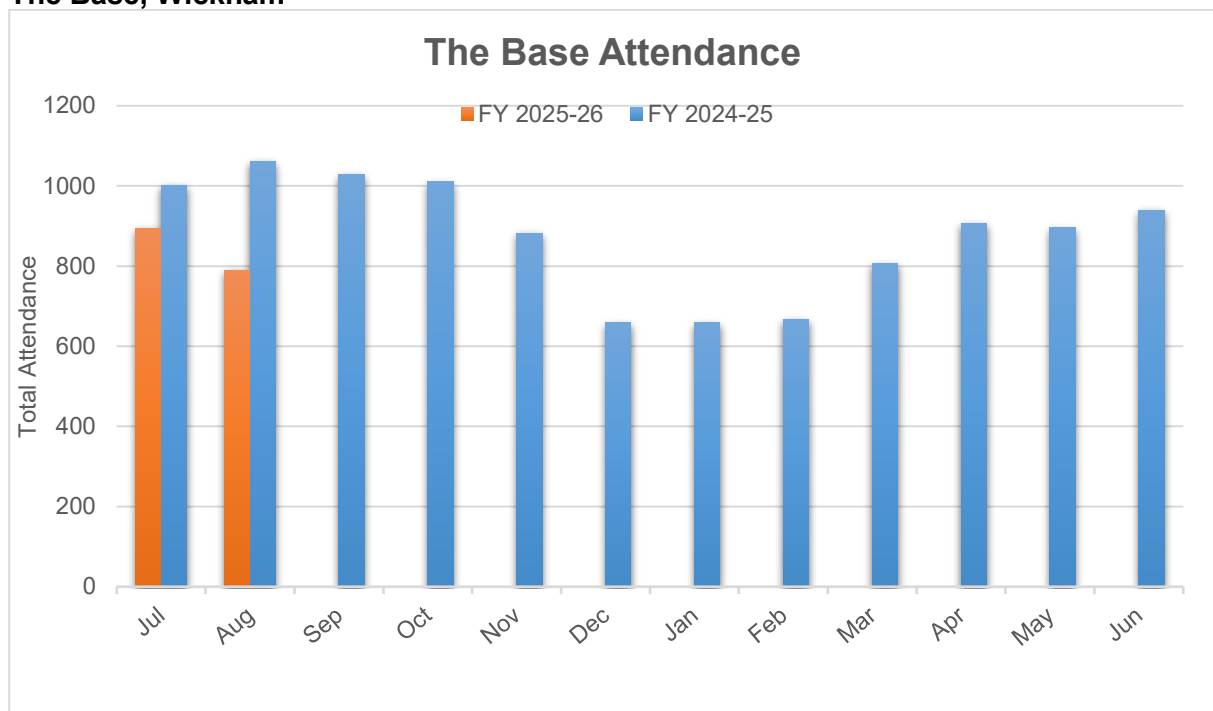
Roebourne Aquatic Centre



No entries due to pool closure.

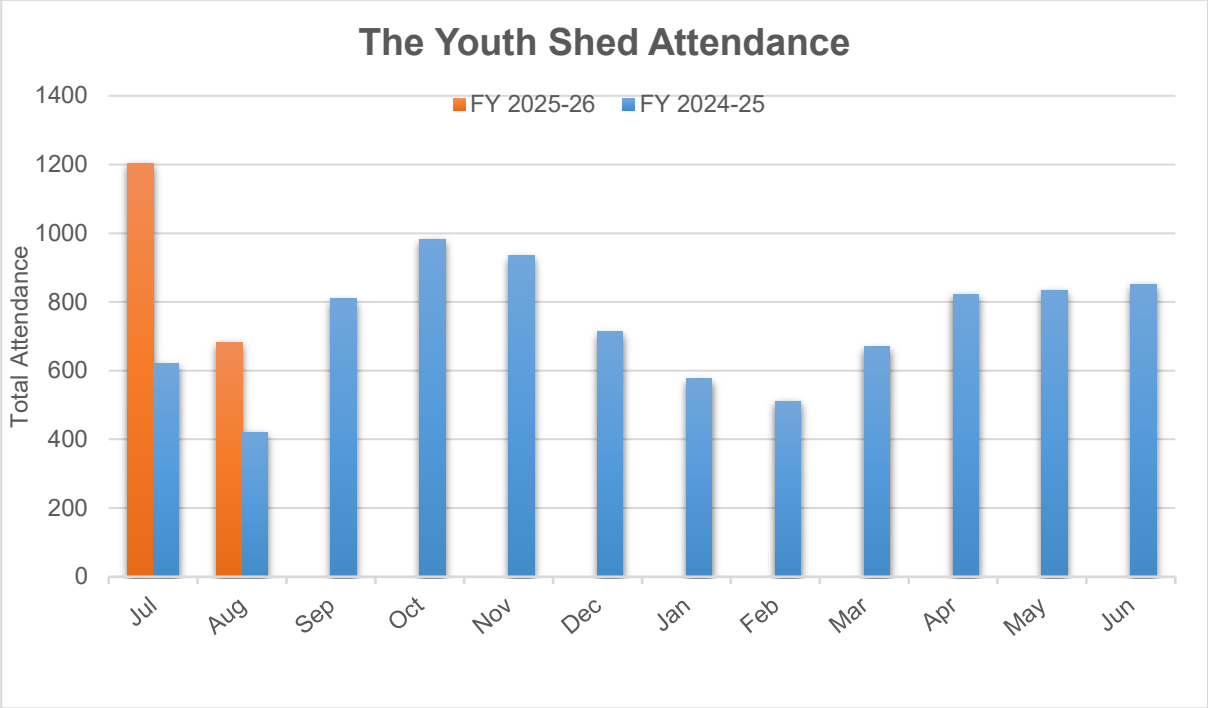
Youth Services

The Base, Wickham



The Base maintains strong engagement with 790 youths attending and 127 pool passes issued. Program highlights included a psychology information session on peer pressure and mental wellbeing, and a vaping awareness workshop delivered by the Cancer Council. Looking ahead, The Base is preparing for the school holiday program in partnership with stakeholders across the Eastern Corridor. These efforts provide positive opportunities, encourage healthy choices and strengthen community.

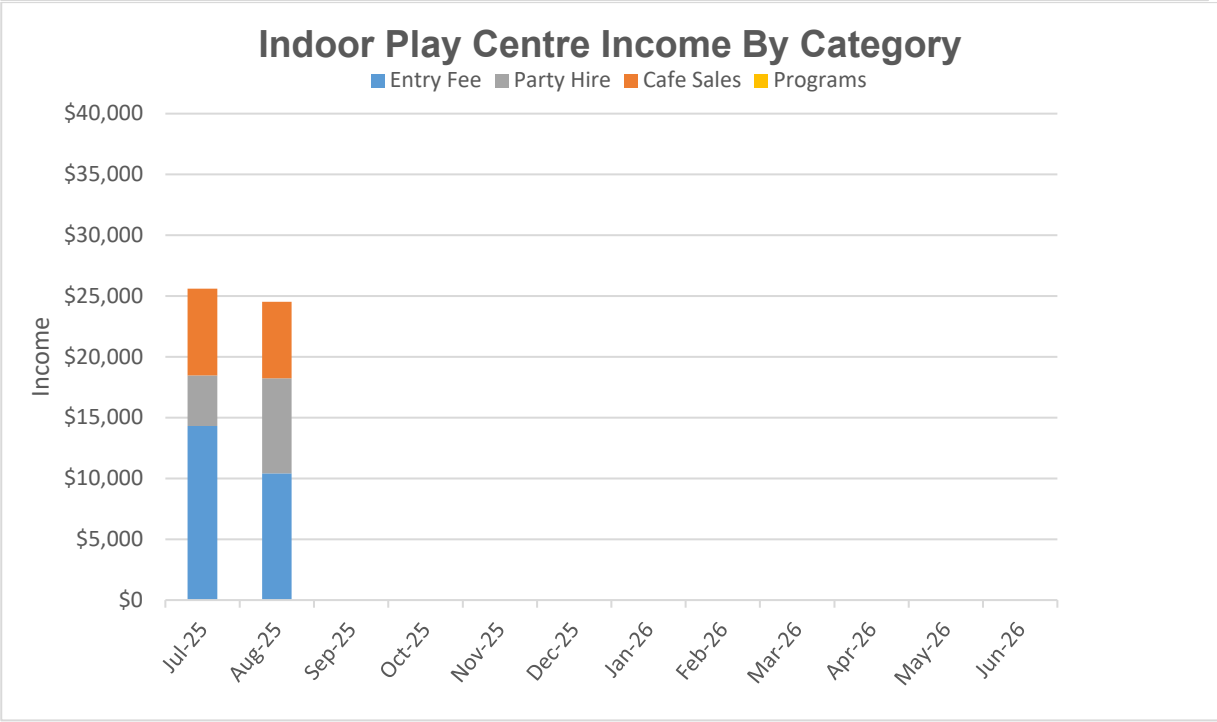
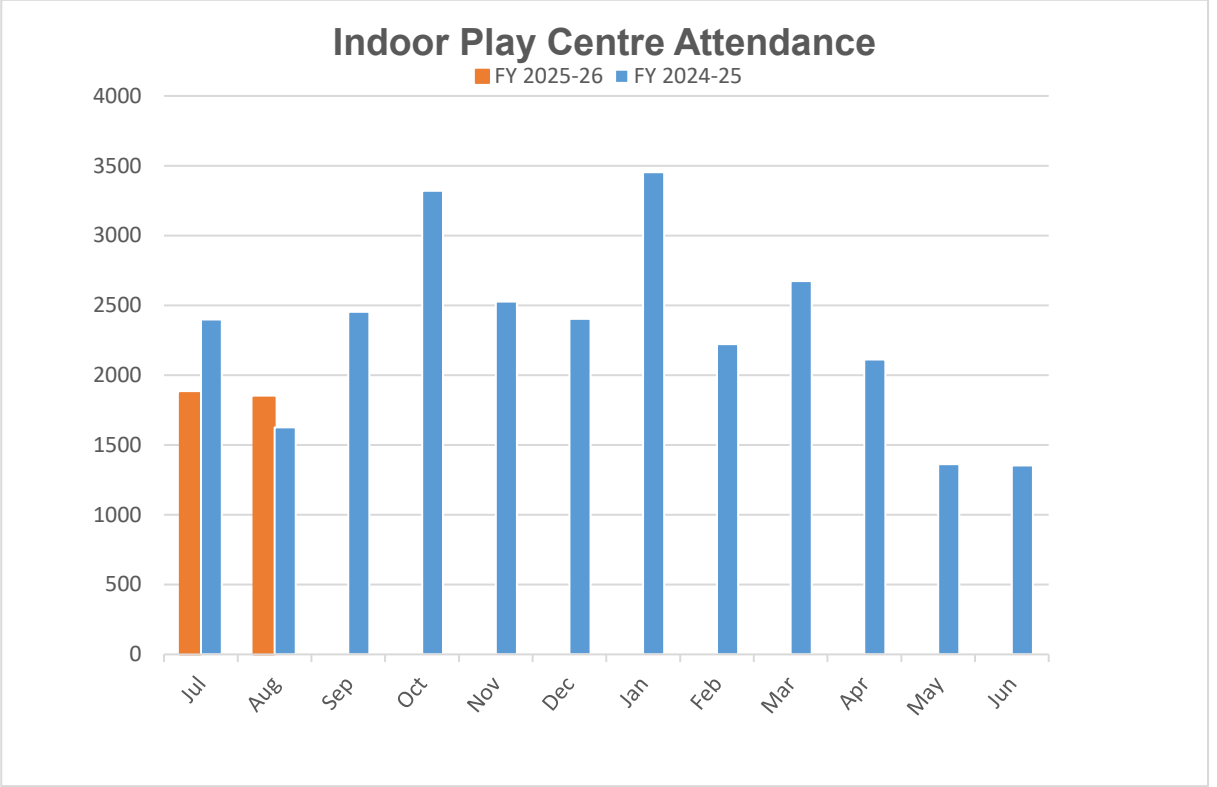
The Youth Shed, Karratha

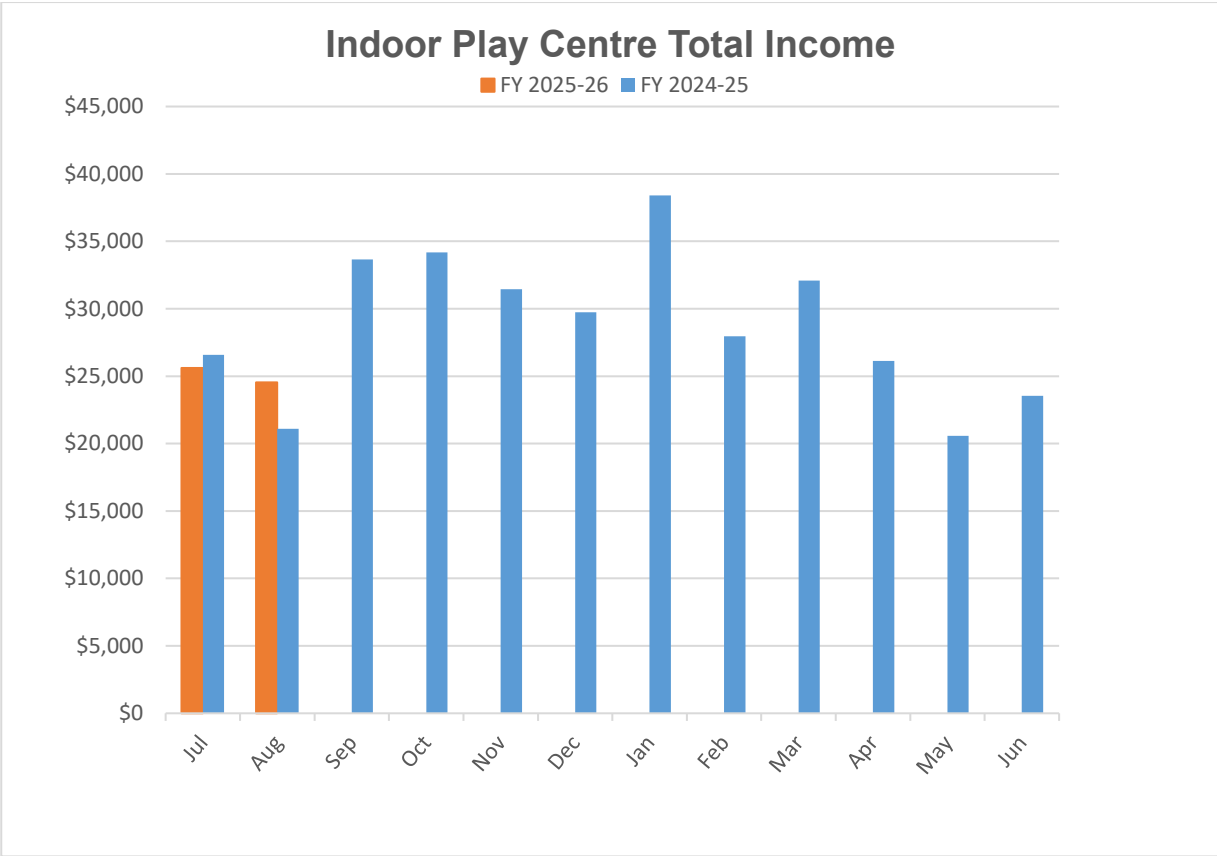


August 2025 represented a notable period of growth and increased engagement at The Youth Shed, with attendance rising significantly by 62% in comparison to the same month in 2024.

The centre continued to deliver its core schedule of nine programs per week, while enhancing its service delivery through 13 specialised programs led by guest facilitators with expertise in youth development, health and wellbeing, creative arts, science and STEM, drama and music and social/emotional wellbeing. Additionally, seven fun and recreational activities were offered to further enrich the experience for participants. Six strategic outreach initiatives were also implemented to promote The Youth Shed within the wider community and support increased participation in centre-based programs.

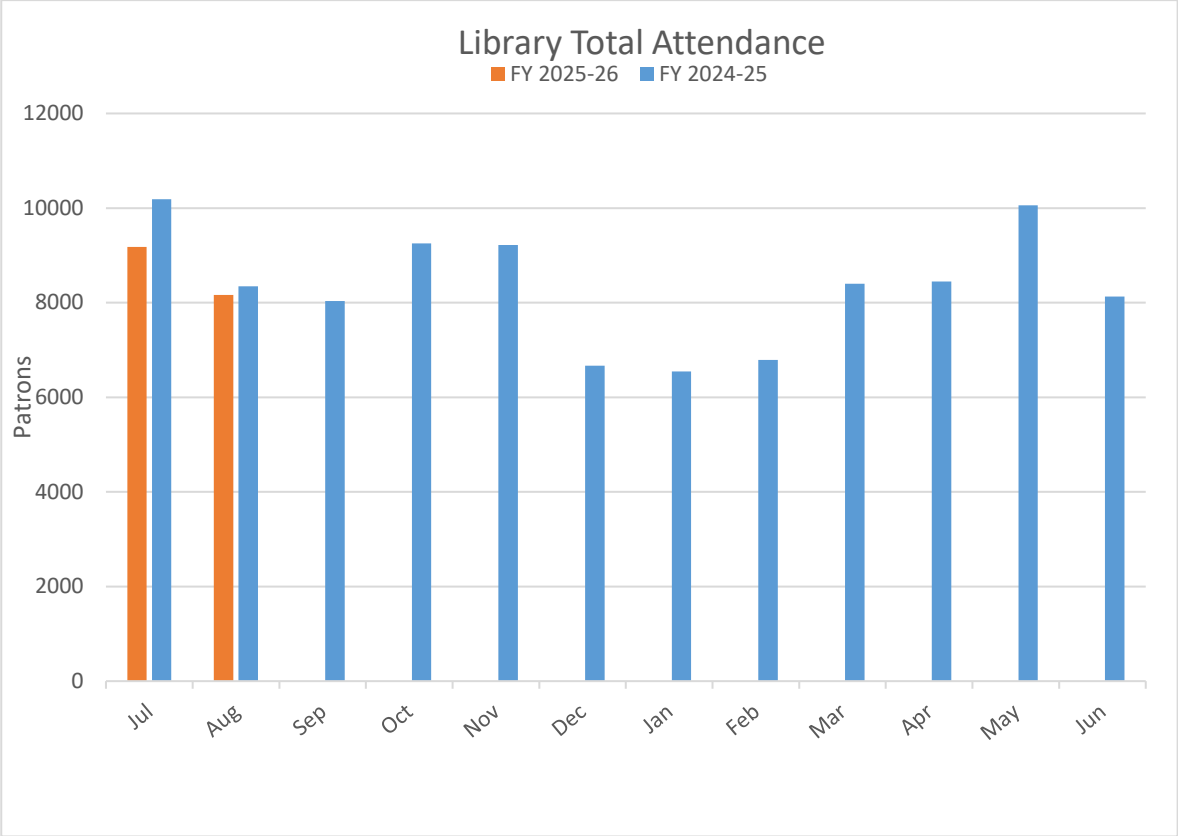
Indoor Play Centre

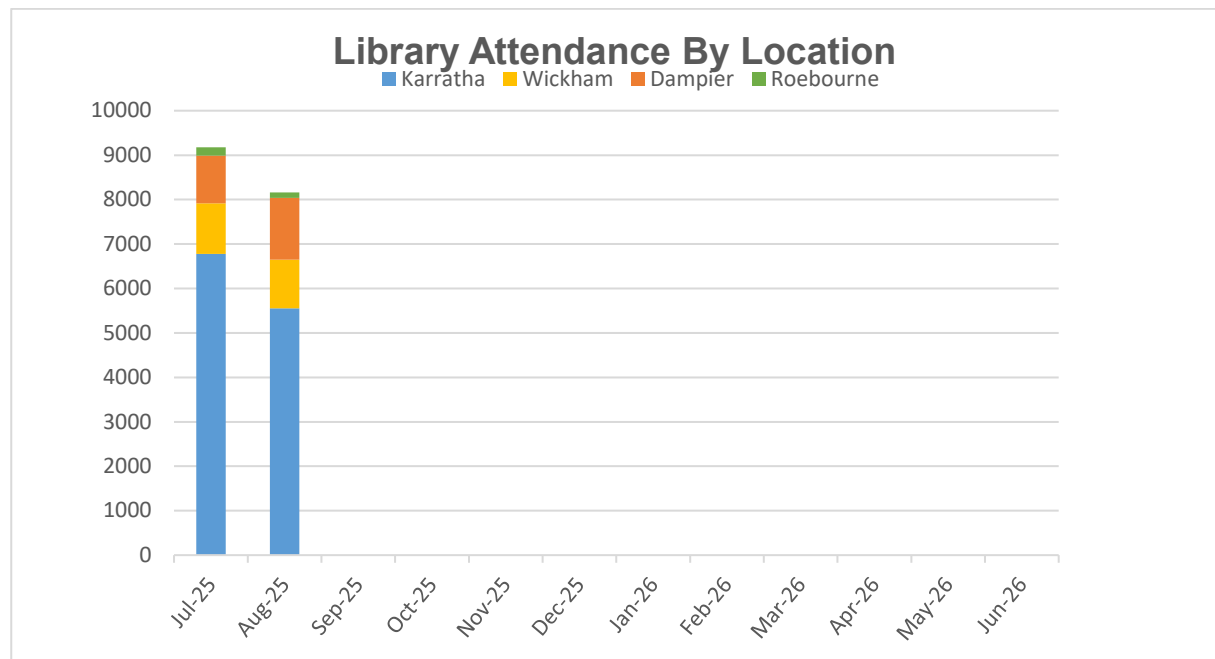




August attendance is 13% higher than the same period in 2024, with 1,840 patrons attending the centre during August. Admission, Cafes Sales, and Party Hire revenue are also showing an increase from 2024.

Library Services





12,518 Total memberships (87 new members signed up in August).

745 Individual computer log ins by members and guests (excludes Wi-Fi).

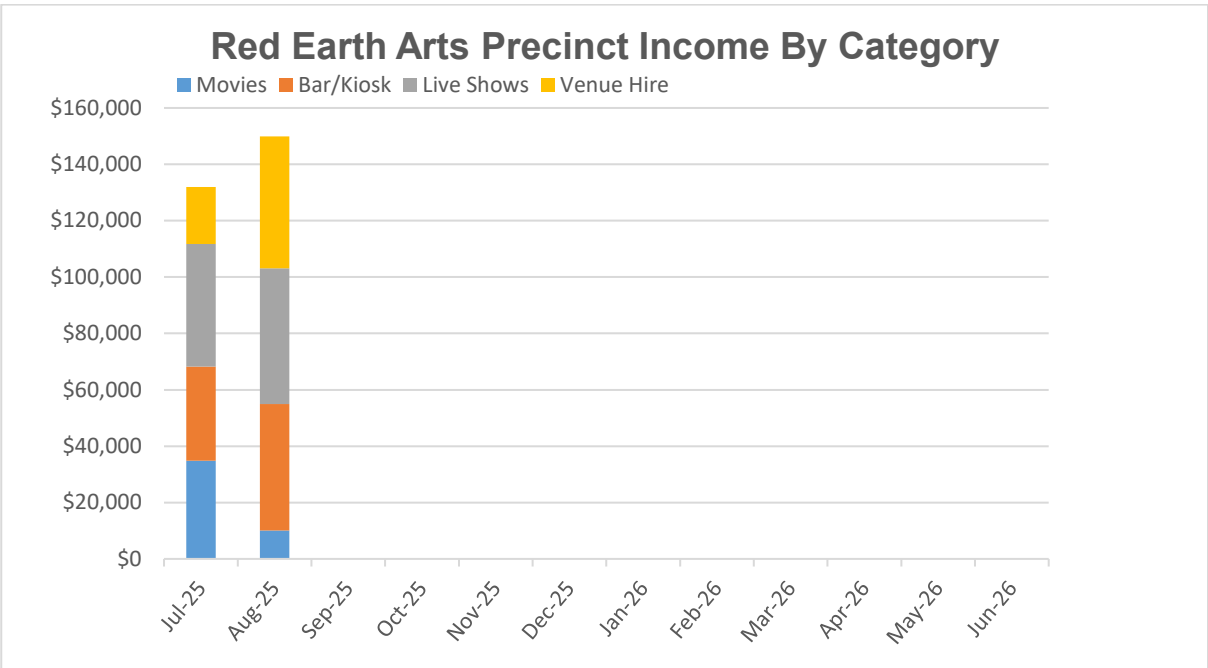
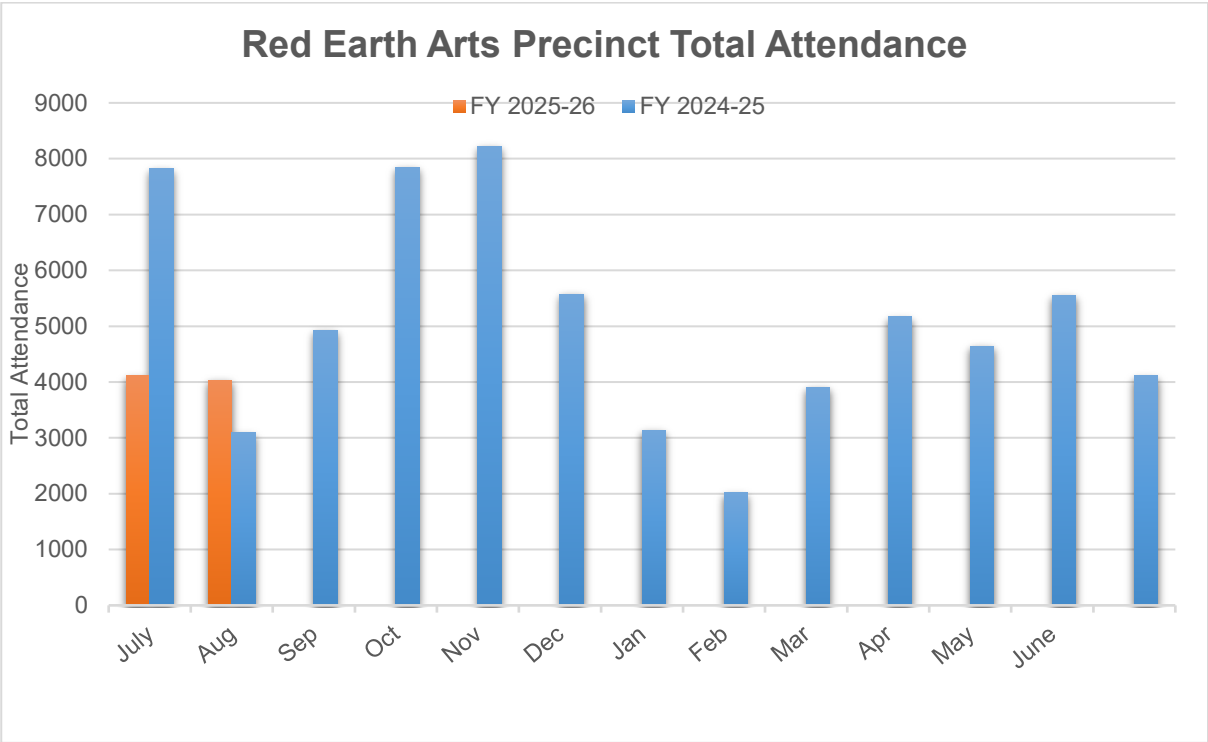
758 Program participants at **50** programs (including regular term programs and special programs including Seniors Air Bee n Bee and Libraries After Dark.

2,652 Physical items and **1,129** eResources borrowed (up 159 from last month).

1,101 Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning.

177 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons (up 142 from last month).

Red Earth Arts Precinct



Events and Programming:

August: The month started out with the live Queen tribute show with rave reviews, we were busy with 22 casual dance bookings in the studio rooms with lots of local kids practising for the Star Struck Dance concert in September. We hosted the inaugural Telethon Ball that was an amazing success with over \$80k raised for Telethon. The Kenex Awards for the local teacher’s community was well attended with over 250 in its 3rd year.

Cinema:

Cinema attendance in August 2025 declined compared to August 2024. This was largely due to the release schedule, with July 2024 featuring the blockbusters and August showing the end to these movie runs. 670 patrons still came through the cinema doors. A total of 19 movie sessions were screened in August, with an average attendance of 35 patrons per session.

Key Performances:

- Fantastic Four opened with 164 patrons attending and kiosk sales of \$1546 over three sessions.
- Total movie ticket revenue for July was \$10,097, representing a 44% decrease compared to August 2024, however movies and kiosk sales for the month of August delivered a 3.4% increase compared to August last year. A total of \$4943 was purchased over the kiosk just for movies in the month of August.

Bar and Kiosk Revenue:

Bar and kiosk sales experienced a 23% decrease compared to August 2024, primarily due to lower movie attendance. There were two significant events. The Kenex Teacher's Awards Night, which generated \$12,915 in bar sales, and the Pilbara Rural Health Ball, which generated \$10,961 in bar sales. These two events accounted for approximately half of the month's total bar and kiosk revenue.

Live Shows:

Total ticket sales: \$37,931 with REAP income \$10,184 with venue hire and inside fees August featured three live shows.

- A tribute show for Queen — which was almost a sold-out performance attracting 413 patrons.
- Indian Rags for Mental Health - a show with actors from Bollywood - 77 Tickets sold.
- Yo Fest - 92 Tickets sold.

Venue Hire:

A total of 51 venue hires were recorded in July for community including our local dance schools, KDCCI Business Breakfast and 22 being casual bookings for dance comp practice. Venue hire income decreased by 52% compared to the same month in 2024, which featured higher-value bookings such as 3-day DNA conference, Pilbara Regiment Ball, Pilbara Community Services Excellence Awards.

Key Events:

- Telethon Ball: 240 patrons
- KDCCI Business breakfast 160 patrons
- KENEX Awards 260 patrons
- Team Brooke McIntosh -just one more community event for running around Australia
- Rio Tinto Service Dinner 120

Breakdown:

- Community Hires: 52
- Corporate Hires: 12

Patronage:

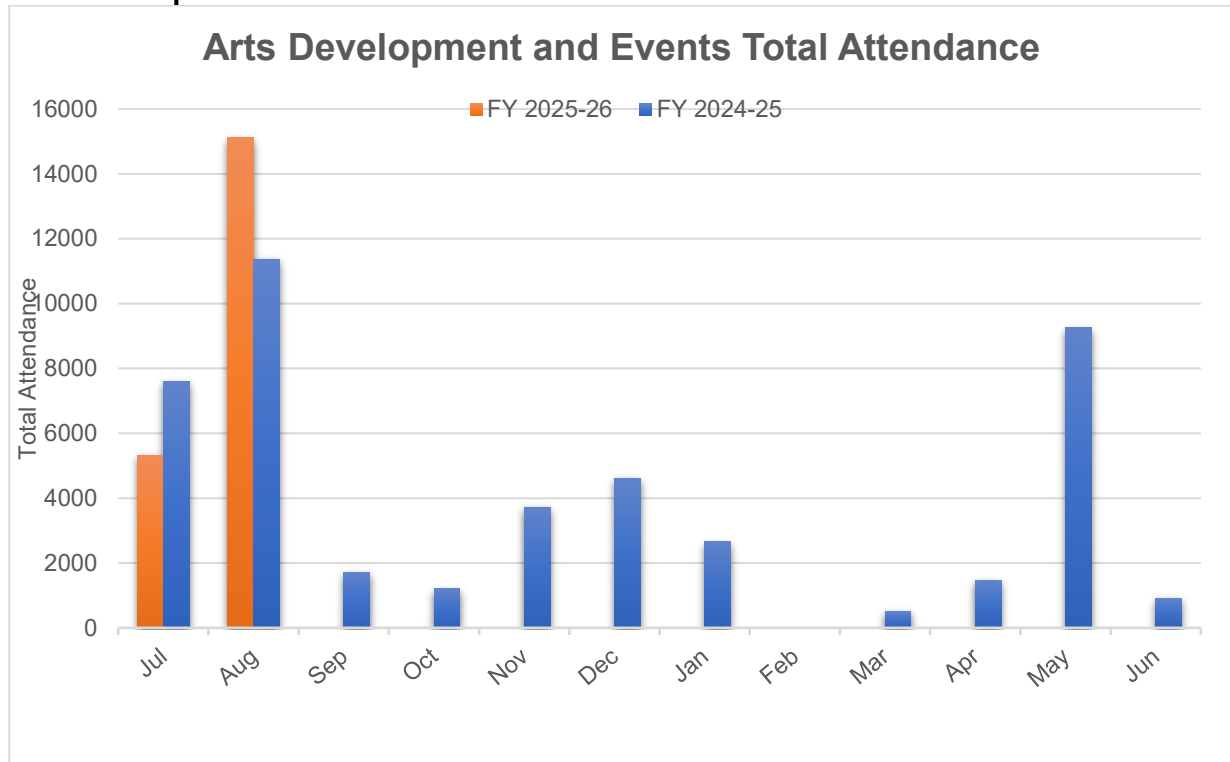
Total patronage decreased by 30% compared to August 2025, driven by the cinemas numbers and venue hires income.

- August 2024: 3091 patrons
- August 2025: 4033 patrons

Total Revenue:

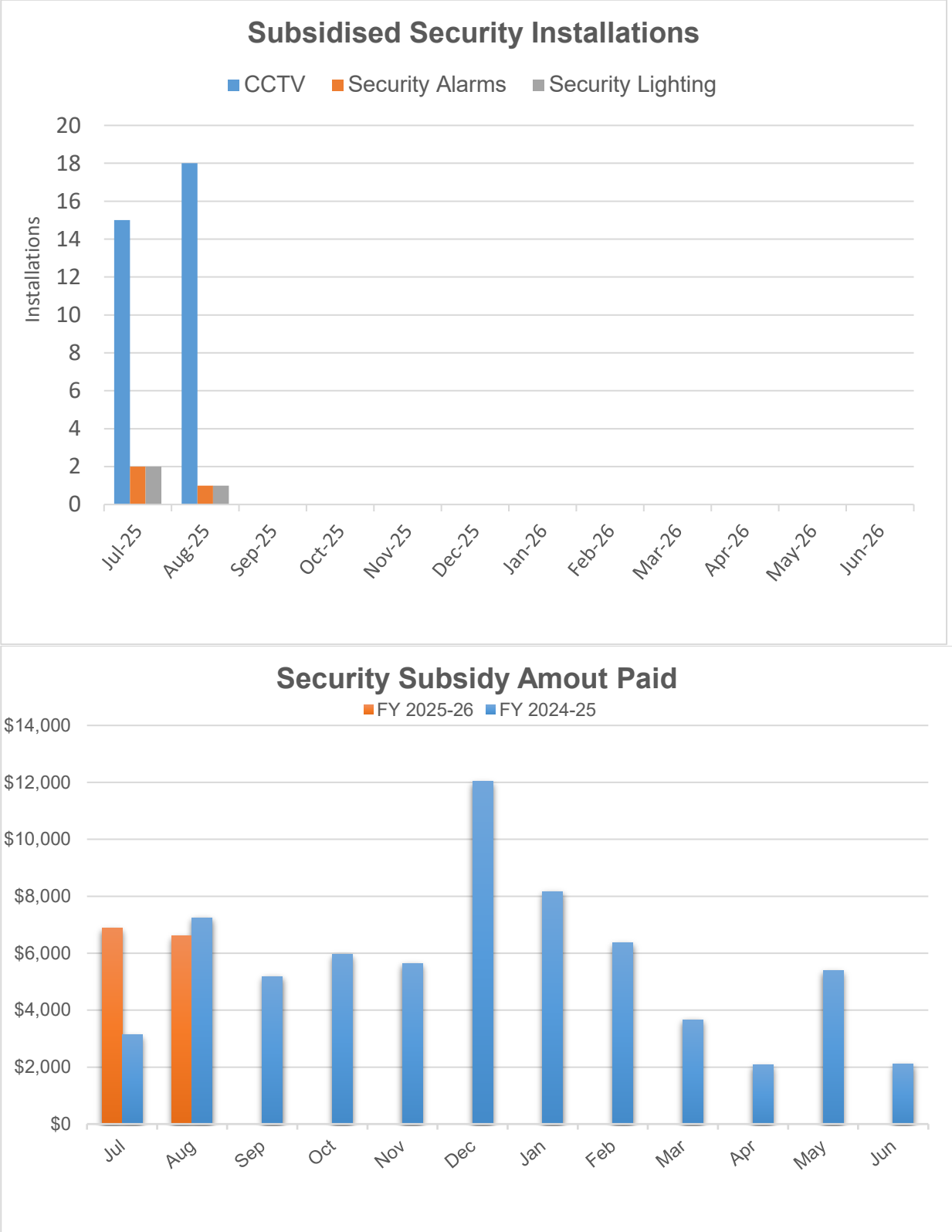
In August 2025, REAP recorded total revenue of \$149,000, representing a 16% decline compared to August 2024. The stronger results in the previous year were largely driven by several high-profile corporate events, including the DNA Conference, Kevin Michel Dinner, Pilbara Excellence Awards, and the Rio Tinto Service Dinner.

Arts Development & Events



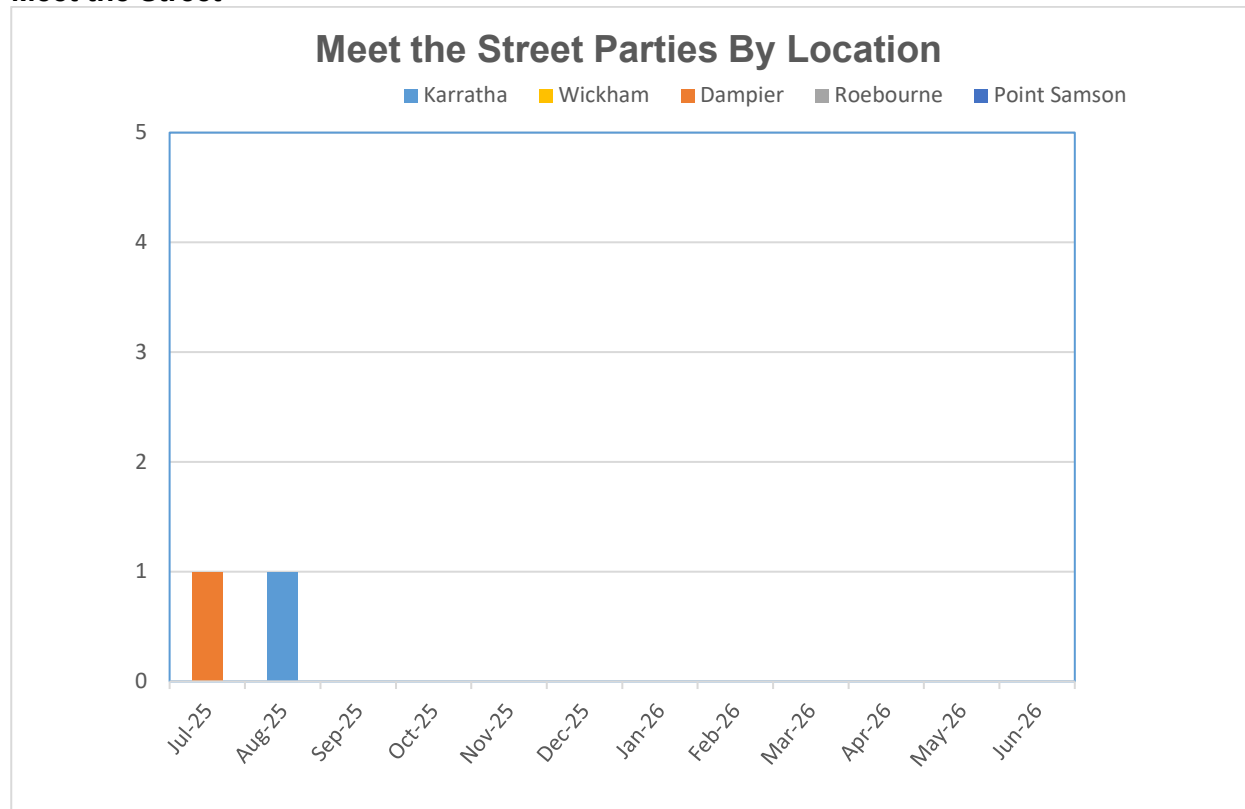
August, we delivered FeNaCING and the rest of the Cossack Art Awards public program. FeNaCING attracted 13,000 attendees and Cossack 1,652 attendees, Arts Development 40 participants and Annual Programming was 422.

Security Subsidy Scheme



18 Security Subsidy applications were received and eligible for reimbursement.

Meet the Street



1 Meet the Street party hosted this month.

Small Community Grants

August 2025

Town	Who	What	Awarded ex GST
Point Samson	Point Samson Community Association	Funding to support the Day on the Green event to cover band costs.	\$5,000
Karratha	Karratha Football & Sports Club Inc	Funding to purchase a commercial-grade ice machine to support the health, safety and injury management of players, coaches, and volunteers across all sporting codes.	\$5,000
Karratha	Ministers Association of the West Pilbara – Carols by Glow Light 2025	Funding to support the free event for all members of the community to be held in Dampier by assisting with the costs associated in providing suitable sound for the evening.	\$5,000

14.1.2 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 August 2025
Disclosure of Interest: Nil

PURPOSE

To provide Council with a summary of all concessions on fees for the City's community facilities under Delegation 1.10 of the Delegations Register for the month of August 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
City of Karratha	To waive venue hire fees and pool entry for the Community 'Come and Try' Aquatic Sports Event at Karratha Leisureplex.	A/Director Community Experience	\$1,318.18
City of Karratha	To waive a one month Full Membership to Wickham Recreation Precinct fitness facilities to encourage participation in the Million Moves campaign.	Director Community Experience	\$52.73
Karratha State Emergency Service	To waive REAP room hire fees for the Karratha SES 40 th Anniversary Dinner event.	Chief Executive Officer	\$2,636.36
Just One More	To waive REAP room hire fees for the Blue Tree Project fundraiser.	Chief Executive Officer	\$2,535.45
University of WA	To waive fees for room hire at REAP to hold the Pilbara Rural Health Ball supporting Telethon.	Chief Executive Officer	\$2,811.81
Hindu Association of Pilbara Inc	To waive fees for room hire costs for the Hindu Association's Indian Ragas for Mental Health event at REAP.	A/Director Community Experience	\$790.90
Karratha Volunteer Fire and Rescue Service & Karratha Safety Emergency Services	To waive stall site fees at 2025 FeNaCLING to enable the organisations to hold recruitment stands.	A/Director Community Experience	\$679.09
City of Karratha	To waive ticket fees for promotional giveaways of "Dreams of a Lonely Planet" and "1984 by George Orwell", through local radio stations (Triple M Radio, ABC, and Ngaarda Radio).	A/Director Community Experience	\$327.27
Karratha Volunteer Fire and Rescue Service	To waive fees to use the Quarter Grassed area for engagement whilst fundraising by wearing breathing apparatus climbing the stairwell at the Quarter for 24 hours.	A/Director Community Experience	\$436.36
Clontarf Foundation	To waive Karratha Leisureplex Gym fees in support of the Indigenous Boys Fitness Programme, scheduled to run over 6 weeks.	A/Director Community Experience	\$1,125.00

Basketball WA	To waive hire fees for the Karratha Leisureplex Indoor and Outdoor Courts for the duration of the Basketball Pilbara Cup Tournament.	A/Director Community Experience	\$2,317.50
Total			\$15,030.65

14.1.3 DEVELOPMENT SERVICES UPDATE – SEPTEMBER 2025**File No:** DB.32**Responsible Executive Officer:** Director Development Services**Reporting Author:** Manager Planning Services**Date of Report:** 30 September 2025**Disclosure of Interest:** Nil

Attachment(s) 1. List of current decisions subject of State Administrative Tribunal Review and List of current Regional Development Assessment Panel applications

PURPOSE

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

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

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

As of 30th September 2025

APPLICATION (City &/or RDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	DATE CLOSED / COMPLETED
SAT				
N/A				
RDAP				
N/A				

14.1.4 OCTOBER 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES

File No:	CM.191
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Minute Secretary
Date of Report:	21 October 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To record meeting proceedings of the Public Briefing session held on Tuesday 21 October 2025 and outline areas of the October 2025 Ordinary Council Meeting agenda with additional information following the meeting.

BACKGROUND

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

MEETING PROCEEDINGS**Official Opening**

Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Mayor Scott at 6pm on Tuesday 21 October 2025.

Mayor Scott invited all Council members to put their names forward to be considered for Deputy Mayor. He encouraged Councillors to get their nominations in by next week's Ordinary Council Meeting.

Record of Attendance

Councillors:	Mayor Daniel Scott (Chairperson) Cr Tony Simpson Cr Gillian Furlong Cr Brenton Johannsen Cr Sarah Roots Cr Jodie Swaffer Cr Geoff Harris	
Staff:	Virginia Miltrup Michael Bunting Emma Landers Chloe Morris Lee Reddell Henry Eaton Katya Bennett	Chief Executive Officer A/Director Projects and Infrastructure Director Community Experience Director Corporate & Commercial Director Development Services Manager Governance and Organisational Strategy Minute Secretary
Apologies:	Simon Kot	Director Projects and Infrastructure

Martin Byrne
Daiva Gillam

Councillor
Councillor

Absent:

Leave of Absence:

Members of Public: 0

Members of Media: 0

Public Question Time:

There were no Public Questions.

Petitions/Deputations/Presentations

Declarations of Interest

Cr Furlong declared an interest in the following item:

- Indirect financial interest in 13.3 Wickham Recreation Precinct multi-purpose courts shade as Rio Tinto is a key funding partner of this project and Cr Furlong's husband works for Rio Tinto.

Cr Roots declared an interest in the following item:

- Indirect financial interest in 13.3 Wickham Recreation Precinct multi-purpose courts shade as Rio Tinto is a key funding partner of this project and Cr Root's husband works for Rio Tinto.

Agenda Items with Additional Information

10 CORPORATE & COMMERCIAL REPORTS

10.1 STATEMENTS FOR PERIOD ENDED 31 AUGUST 2025

Questions arising from briefing session.

10.2 LIST OF PAYMENTS – 1 AUGUST 2025 TO 31 AUGUST 2025

Questions arising from briefing session.

10.3 INVESTMENTS FOR PERIOD ENDED 31 AUGUST 2025

There were no questions.

10.4 APPOINTMENT TO COMMITTEES AND ADVISORY GROUPS

Questions arising from briefing session.

10.6 KEY PERFORMANCE MEASURE RESULTS FOR 2024/2025

Questions arising from briefing session.

10.7 2026 COUNCIL MEETING DATES

Questions arising from briefing session.

11 COMMUNITY EXPERIENCE REPORTS

11.1 EXTENDED HOURS LIBRARY SERVICES PILOT

Presentation provided by Manager Community Programs regarding the extended hours pilot.

Questions arising from briefing session.

12 DEVELOPMENT SERVICES REPORTS

12.1 KARRATHA BUSINESS ENTERPRISE CENTRE INC.

There were no questions.

12.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – CLOSURE

Questions arising from briefing session.

13 PROJECTS & INFRASTRUCTURE REPORTS**13.1 CLEANING SERVICES – REQUEST TO CALL TENDERS**

Questions arising from briefing session.

13.2 WICKHAM BOAT RAMP – SCOPE CONFIRMATION AND BUDGET FORECAST ADJUSTMENT

Presentation provided by Acting Manager City Projects, Troy Newick, regarding the Wickham Beach boat ramp design.

Questions arising from briefing session.

Cr Roots and Cr Furlong left at 7:05pm

13.3 WICKHAM RECREATION PRECINCT MULTI-PURPOSE COURTS SHADE (CONSTRUCTION) – TENDER OUTCOME

Presentation provided by Acting Manager City Projects, Troy Newick, regarding the WRP multipurpose courts shade.

Questions arising from briefing session.

Cr Roots and Cr Furlong returned at 7:17pm

13.4 CONSTRUCTION AND DELIVERY OF FOOTPATH PROGRAM – TENDER OUTCOME

Presentation provided by Manager Asset Maintenance Brian Randall, regarding the construction and delivery of footpath program.

Questions arising from briefing session.

14 CHIEF EXECUTIVE OFFICER REPORTS**14.1 ITEMS FOR INFORMATION ONLY**

There were no questions.

14.1.1 COMMUNITY EXPERIENCE UPDATE – AUGUST 2025

There were no questions.

14.1.2 CONCESSION ON FEES FOR CITY FACILITIES

There were no questions.

14.1.3 DEVELOPMENT SERVICES UPDATE – SEPTEMBER 2025

There were no questions.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****17 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION****18 MATTERS BEHIND CLOSED DOORS****ATTACHMENT TO ITEM 13.3 WICKHAM RECREATION PRECINCT MULTI-PURPOSE HARDCOURTS SHADE**

There were no questions.

ATTACHMENT TO ITEM 13.4 CONSTRUCTION AND DELIVERY OF FOOTPATH PROGRAM EVALUATION REPORT

There were no questions.

Closure

The meeting closed at 7:28pm.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

17 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil.

18 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

**ATTACHMENT TO ITEM 13.3 WICKHAM RECREATION PRECINCT MULTI-PURPOSE
HARDCOURTS SHADE**

**ATTACHMENT TO ITEM 13.4 CONSTRUCTION AND DELIVERY OF FOOTPATH
PROGRAM EVALUATION REPORT**

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

19 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 7:35pm.

The next Ordinary Council Meeting is to be held on Monday, 24 November 2025 at 6pm at Council Chambers - Welcome Road, Karratha.

I, Cr Daniel Scott, Mayor of the City of Karratha, hereby declare on behalf of the Councillors of the City of Karratha that the enclosed Minutes are a true and accurate record of the Ordinary Council Meeting held on Monday, 27 October 2025.

..... Date_____/_____/_____