



ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 15 December 2025 at 6pm**

A handwritten signature in black ink, appearing to read "V. Miltrup".

**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

A handwritten signature in black ink, appearing to read "VMiltrup", is positioned above the signature line.

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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AGENDA

1 OFFICIAL OPENING

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

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

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

Councillors: Cr Daniel Scott [Mayor]
Cr Jodie Swaffer [Deputy Mayor]
Cr Martin Byrne
Cr Gillian Furlong
Cr Daiva Gillam (online)
Cr Geoff Harris
Cr Brenton Johannsen
Cr Tony Simpson

Staff:	Virginia Miltrup	Chief Executive Officer
	Emma Landers	Director Community Experience
	Chloe Morris	Director Corporate & Commercial
	Lee Reddell	Director Development Services
	Brian Randall	A/Director Projects & Infrastructure
	Henry Eaton	Manager Governance
	Katya Bennett	Minute Secretary

Apologies:	Simon Kot	Director Projects & Infrastructure
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Absent:

Leave of Absence:	Sarah Roots	Councillor
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Members of Public:

Members of Media:

3 PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

5 REQUESTS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

Cr Swaffer declared an interest in the following item:

- Direct financial interest in 10.3 Large Community Grants – Round 1, as Cr Swaffer is a committee member of the Karratha Basketball Association and the Association is an applicant in the Large Community Grant Scheme.

Cr Roots declared an interest in the following items:

- Impartiality interest in 9.5 Roebourne Community Resource Centre – Rates Write Off, as she volunteers with organisations that work out of that resource centre.
- Impartiality interest in 10.3 Large Community Grants – Round 1, as she volunteers for one of the applicants, Karratha Kangaroos.

Cr Furlong declared an interest in the following item:

- Indirect financial interest in 10.2 Karratha Bike Park & Wickham Bike Facility Final Concept Design, as her partner works for Rio Tinto.

Cr Gillam declared an interest in the following item:

- Direct financial interest in 10.2 Karratha Bike Park & Wickham Bike Facility Final Concept Design, as her partner works for Rio Tinto.

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 24 November 2025, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – November 2025	Location
04/11/2025	Clontarf End of Year Awards 2025 – Karratha Senior Academy	Karratha
07/11/2025	NBSFC Sponsor Appreciation Evening	Karratha
11/11/2025	Remembrance Day Event	Karratha
12/11/2025	Port Hedland Economic Forum	Port Hedland
13/11/2025	2026 Australian of the Year Awards	Perth
14/11/2025	WALGA New Councillor Seminar	Perth
20/11/2025	WALGA Pilbara Country Zone	Perth
28/11/2025	Christmas on the Green	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 31 OCTOBER 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Corporate Accountant
Date of Report:	11 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity 31 October 20252. Statement of Financial Position 31 October 20253. Variance Commentary Statement of Financial Activity by Nature 31 October 20254. Net Current Funding Position 31 October 2025

PURPOSE

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

The attached monthly financial reports for October 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 October 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 October 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	202,566,877	109,972,286	123,170,179	13,197,892	12.0%	↑
Expenditure	(169,913,966)	(175,700,966)	(50,552,800)	(49,576,414)	976,386	1.9%	↑
Investing Activities							
Inflows	1,023,264	1,023,264	109,410	360,370	250,960	229.4%	↑
Outflows	(97,160,056)	(95,066,171)	(31,900,743)	(12,684,009)	19,216,733	60.2%	↑
Financing Activities							
Inflows	79,174,533	77,420,288	13,208,133	0	(13,208,133)	-100.0%	↓
Outflows	(51,908,756)	(51,836,986)	(10,104,293)	(13,660,558)	(3,556,264)	-35.2%	↓
Non-Cash Items	30,160,089	30,160,089	10,247,551	8,803,226	(1,444,325)	-14.1%	↓
Unrestricted Surplus BFWD 1 July	11,385,875	11,385,875	11,385,875	11,385,875	0	0.0%	
Surplus/(Deficit) 2025/26	6,860	(47,730)	52,365,419	67,798,669	15,433,249		

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

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

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 31 October 2025	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	33.61
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	0.53	1.65	0.70
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%	64.1%	18.7%	76.8%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	1.84	0.88	1.94
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	68.7	58.0	82.8
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

	October 2025	September 2025	% Change	Comments
Current				
Assets	211,765,828	208,203,956	1.71%	Decrease in Trade & Other Receivables. Increase in Cash & Cash Equivalents
Liabilities	10,431,908	21,410,598	-51.28%	Decrease in Trade and Other Payables.
Non-Current				
Assets	790,886,208	783,681,883	0.92%	Increase in PPE.
Liabilities	6,696,915	6,696,915	0.00%	No Movement in Long Term Borrowings nor Provisions.
Net Assets	985,523,213	963,778,325		

Debtors Schedule

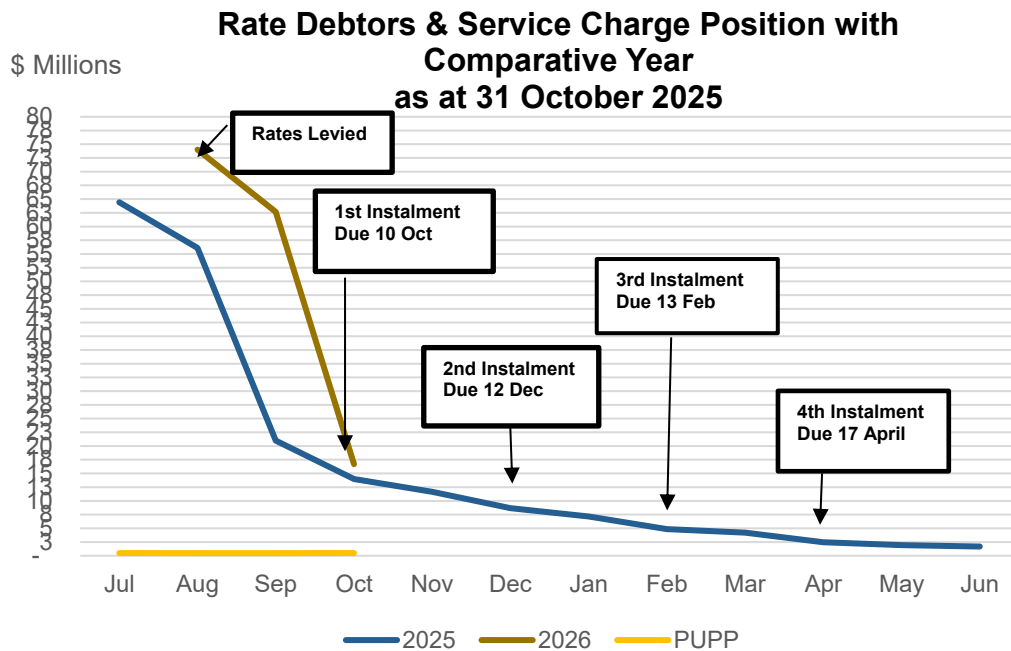
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of October 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$5.4m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	October 2025	September 2025	Change %	% of Current Total
Sundry Debtors				
Current	17,412,760	10,779,082	62%	99.4%
> 40 Days	126,659	6,090	1980%	0.7%
> 60 Days	47,694	5,418	780%	0.3%
> 90 Days	-75,352	-54,718	38%	-0.4%
Total	17,511,760	10,735,872	63%	100%
Rates Debtors				
Total	16,703,295	62,673,477	-73%	100%
PUPP Debtors				
Total	489,616	489,355	0.1%	100%

A total of \$58m Rates (including ESL and waste charges) has been paid by the end of October 2025, representing a collection rate of 77.7% to date (a lower collection rate compared to 79.1% on 31 October 2024). For the 2024/25 year, rates were billed a month earlier than the current year so the length of time is not comparable.



There was no material change in October 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% (\$489,616) still outstanding. Review of these is currently underway of their debt collection status.

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

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
E168	Escape Civil & Construction	10,092.24	-	-	August Waste Disposal at 7 Mile. Reminder email sent 28/10/25 and account suspended 28/10/25. Follow up phone calls 05/11/25 & 11/11/25. Debt collection continuing.
K373	Guadalupe Del Carmen Kocsis	-	49.91	9,389.68	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Affidavit of attempted service received from AMPAC 09/10/25. Debt collection continuing.
G240	Lateisha Gracie (12/6 Shakespeare)	-	-	10,674.78	Rent and Vacate Items U12/6 Shakespeare St. Vacated 30/04/25. Original court date 30/10/25. Adjourned to 12/01/26
N002	Nantay Pty Ltd	8,318.20	-	-	July Aircraft Landings. Reminder email sent 31/10/25.

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
A006	Qantas Link	24,068.22	-	-	Balance of August PAX Fees. Qantas invoices are paid off by 2 different entities each month. One Entity have not made their portion of the payment. Reminder email sent 30/10/25
Q009	Qantas Oneworld	-	30,258.81	3,355.02	Balance of July PAX Fees and interest. Qantas invoices are paid off by 2 different entities each month. One Entity have not made their portion of the payment. Reminder email sent 30/10/25.
H279	Scartisha Ningella & Trevwai Hicks	-	-	10,769.72	Rent and Vacate Items U32/6 Shakespeare St. Vacated 18/07/24. Original court date 30/10/25. Adjourned to 12/01/26

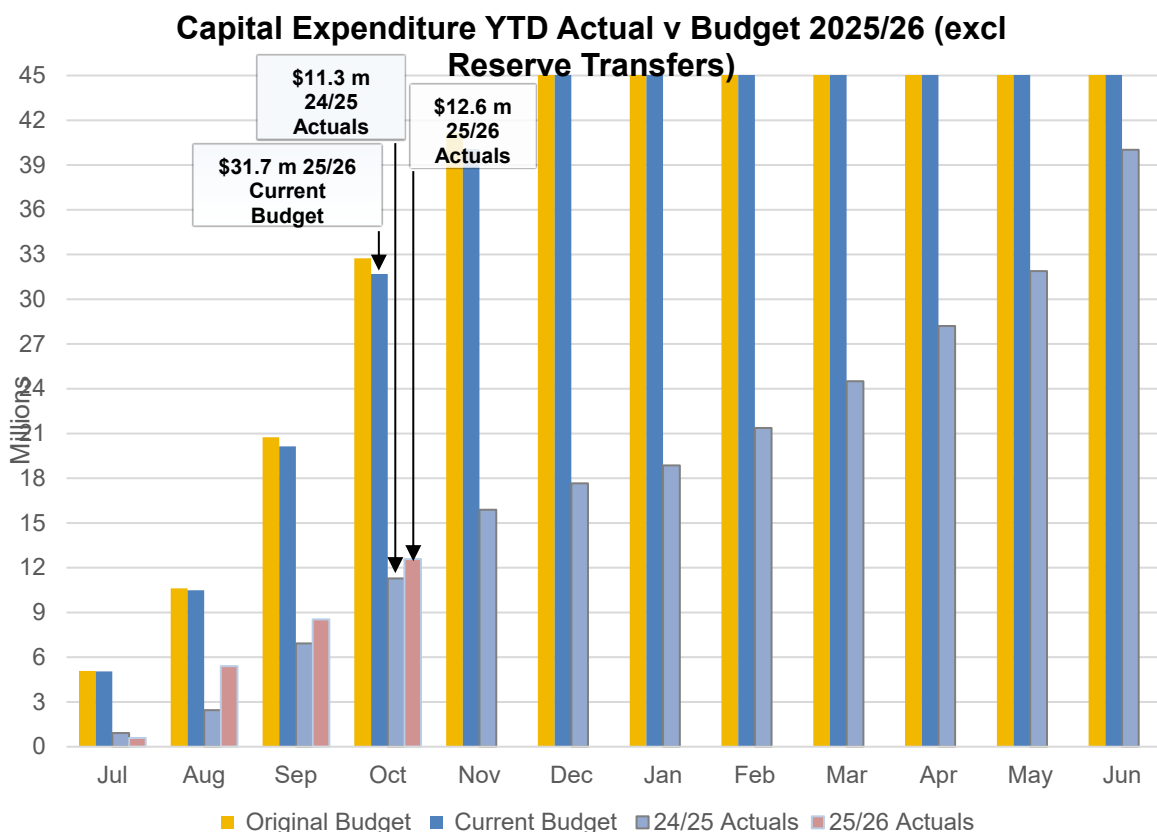
Capital Expenditure

Council's current 2025/26 Capital Expenditure budget is \$94.8 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 \$12.6m on its capital program to the end of October 2025, \$19.1m (60.3%) 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 October 2025			30-June-26		
Infra Misc Structures	5,594,485	2,927,193	-47.7%	17,902,475	15,268,285	19.2%
Parks & Open Spaces	3,508,343	877,006	-75.0%	12,874,139	12,874,139	6.8%
Buildings	10,406,916	2,167,570	-79.2%	39,426,174	39,426,174	5.5%
Equipment	1,071,117	797,139	-25.6%	2,549,528	2,549,528	31.3%
Furn & Equip	290,291	161,959	-44.2%	899,291	899,291	18.0%
Plant	629,800	431,089	-31.6%	3,853,563	3,853,563	11.2%
Inv Property	39,000	71,366	83.0%	333,000	333,000	21.4%
Infra Roads	4,525,500	4,414,316	-2.5%	7,743,610	7,743,610	57.0%
Infra Footpaths	1,325,958	112,035	-91.6%	5,307,958	5,748,658	1.9%
Infra Aerodromes	4,299,923	623,216	-85.5%	6,270,318	6,069,923	10.3%
Totals	31,691,333	12,582,890	-60.3%	97,160,056	94,766,171	13.3%



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

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

STATUTORY IMPLICATIONS

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

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

9.2 LIST OF PAYMENTS – 1 OCTOBER 2025 TO 31 OCTOBER 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	10 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. List of Payments – October 2025 2. Purchase Cards Report – October 2025 3. Fleet Fuel Card Report – September 2025

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council RECEIVE the list of payments totalling \$22,158,687.14 as detailed in Attachments 1, 2 and 3.

BACKGROUND

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

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

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

DISCUSSION

Payments for the period 1 October 2025 to 31 October 2025 (including credit card transactions – September 2025) totalled \$22,158,687.14 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 940 to 973 and
EFT Payments 92749 to 93460 (Inclusive): \$18,268,549.90;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: 93204, 93021, 93179, 93344: \$8,401.19;
6. Credit Card Payments (October 2025): \$56,435.35;
7. Payroll Payments: \$3,825,300.70

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

- Acero Construction Pty Ltd – Baynton Apartments PC01 - \$3,000,000
- LGIS (Walga) – Insurances Instalment #2 - \$2,329,848
- Karratha Development – Bulgarra Apartments DDR01 - \$2,966,119

- Australian Taxation Office – BAS September 2025 - \$341,242
- Corps Pavement Services – Dampier Road Reseal Works - \$498,875
- Corps Earthmoving Pty Ltd – DeWitt Road Update Aug/Sept25 - \$655,257
- Dampier Plumbing – Airport Wastewater Works, Claim #6 – \$541,915
- The Artisan Co WA P/L – Roebourne Streetscape Works Claim 12 & 13 - \$849,380
- MSS Security Pty Ltd – Airport Security Services, September 2025 - \$284,449
- Timik Development – Bulgarra House Construction Claim #5 - \$739,111
- IT Vision – SynergySoft Annual Subscription Renewal - \$199,135

KPI Report - Local Spend

Date Range: 1/10/25 31/10/25

	Number of Invoices	%	\$ Value	%
Local Supplier	1,070	67.94%	5,140,886	28.47%
Non-Local Suppliers	363	23.05%	9,536,556	52.81%
Statutory Supplier	142	9.02%	3,381,909	18.73%
Total	1,575	100%	18,059,350	100%

Consistent with CG-11 Regional Price Preference Policy, the above table shows the local supplier percentages of invoices posted for the period. In this table for October there is a shortfall of \$209,200 to the EFT payments listed in item 2, as some of the invoices paid in October relate to September invoices being paid.

Statutory suppliers include insurances, utilities, ATO and the bond administrator. Non-local suppliers are large this month due to project payments for the housing developments.

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 October 2025 to 31 October 2025 totalled \$22,158,687.14. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

What was the payment to supplier 10293 City of Karratha from SES?

CITY RESPONSE:

The City is responsible for the Waste services at the Karratha and Wickham SES so the rates charges for these have been paid by the City. These costs will be reimbursed to the City through the Local Government Grants Scheme.

COUNCILLOR QUESTION:

What was the reimbursement of grant to supplier 11868 Department of Planning, Lands and Heritage?

CITY RESPONSE:

The Department of Planning Lands and Heritage requested the remaining balance on the Local Government Assistance Program grant provided to the City for the Bushfire Hazard Level Assessment . The project was completed in early July 2024. The funding agreement stipulates that any unspent funds must be returned to the Grantor.

COUNCILLOR QUESTION:

What was the payment to supplier 12127 Roebourne District High School for?

CITY RESPONSE:

An audit of the charging of pool entry fees to Roebourne District High School picked up that the school had been charged pool entry fees, when the joint use agreement requires students and teachers of the School to have free use of the facilities for the purpose of attending and participating in sporting activities organised by the School during public opening hours.

This is the refund of those fees over the years dating back to 2013 to the current year.

9.3 INVESTMENTS FOR PERIOD ENDED 31 OCTOBER 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Management Accountant
Date of Report:	17 November 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 October 2025.

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

DISCUSSION

Details of the investments are included in the report

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

Table 1. Cash Allocations of City Funds

December 2025

Institution	Accounts	Principal Investment \$	Balance 31 October 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		9,030,518	1.25	At Call		Reserve at Call
WBC	Reserve Term Deposit	5,000,000	5,253,479	5.14	12 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,019,167	4.24	7 months	May-26	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,161,418	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,614,688	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,631,164	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,187,970	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,307,956	4.35	12 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,038,049	4.34	12 months	Oct-26	Reserve TD
WBC	Reserve Term Deposit	9,000,000	9,015,719	4.25	8 months	Jun-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,003,969	4.14	8 months	Jun-26	Muni TD
WBC	Municipal (Transactional)		42,520,188	3.45	At Call		Muni at Call
N/A	Cash on Hand		7,929				
TOTAL		120,000,000	173,792,214				
The balance of all Term Deposits includes interest accrued to 31 October 2025							

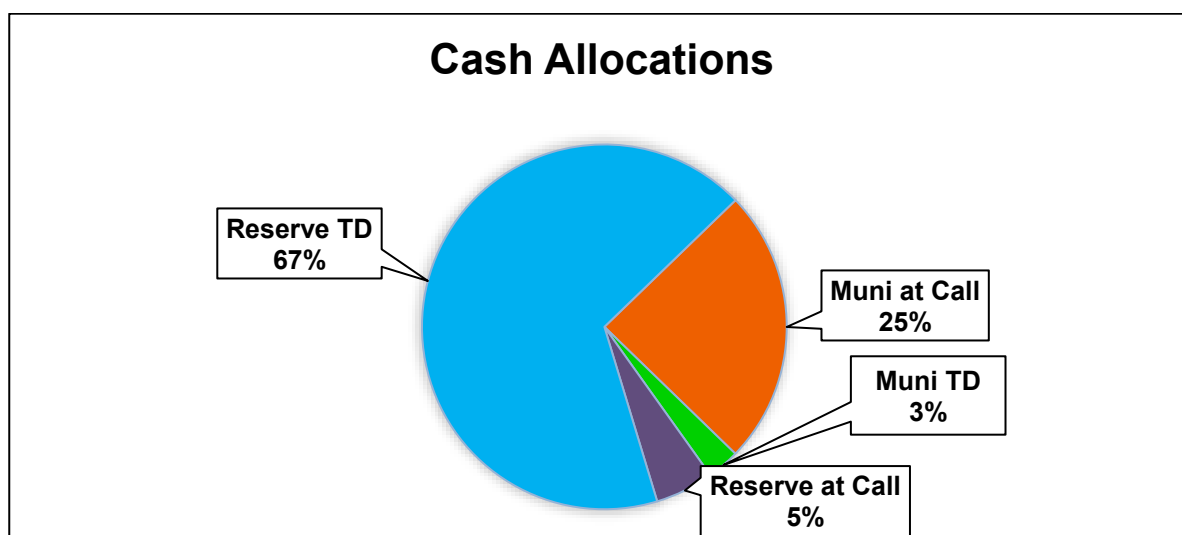
On average, the City is earning 4.14% across Municipal Term Deposits and 4.60% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) did not change during the month of October, remaining at 360 basis points. Municipal Funds held in the Westpac transaction account are earning 3.45% interest (no change from September).

Allocations of Cash and Financial Investments

Council's Municipal and Reserve Bank Accounts are to be maintained so that a maximum return can be achieved from funds required in the short term.

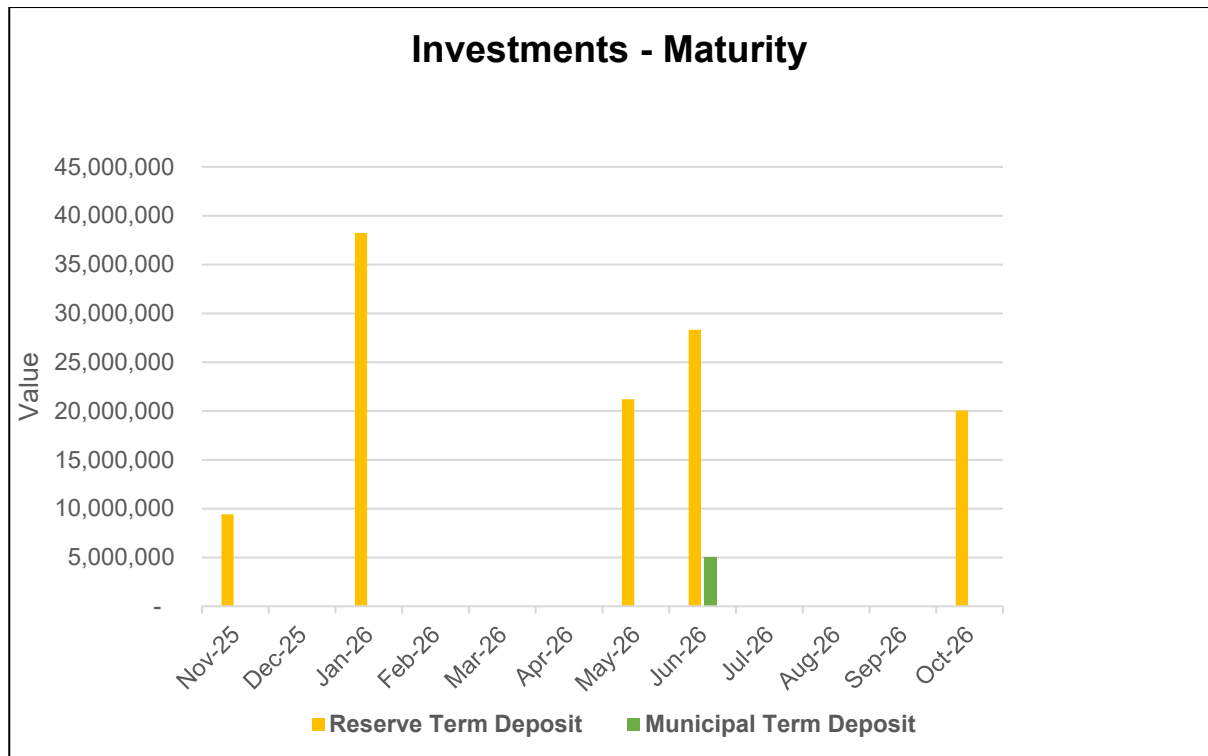
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 70% of our Cash and Financial Investments are invested in Term Deposits.



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. 39% of Cash and Financial Investments will mature in the next 3 months, 0% maturing in the next 4-6 months and 61% maturing in the next 7-12 months.

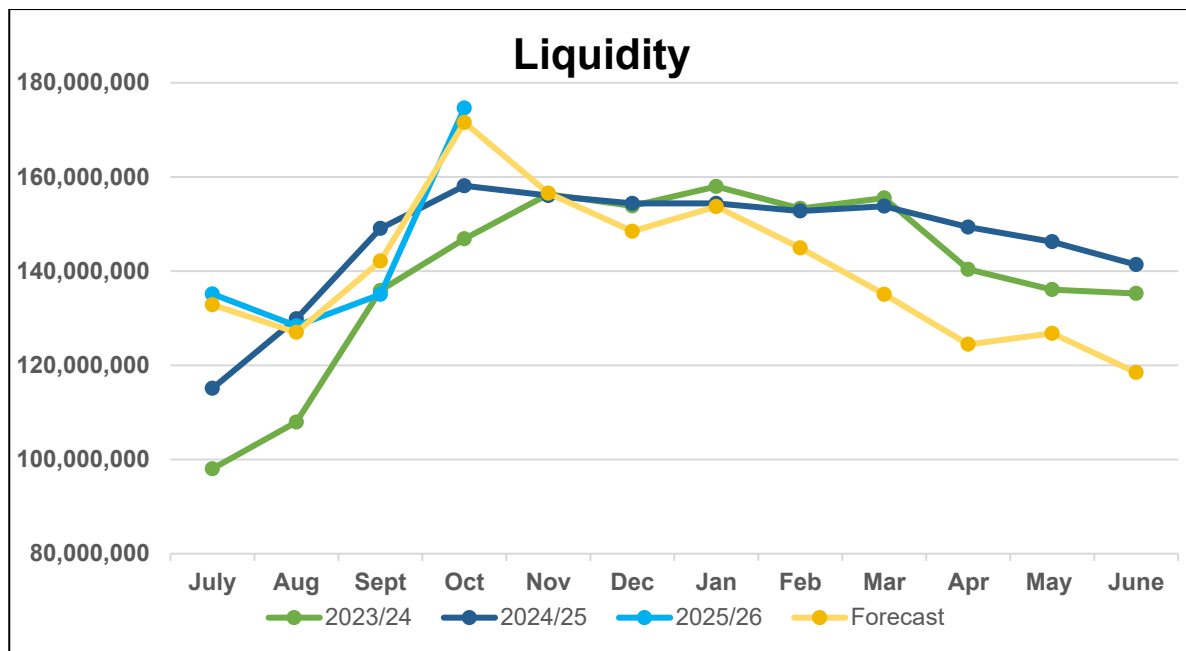


Graph 2. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

The Administration reviews availability of funds to ensure there is sufficient liquidity to meet the operational cash flow requirements.

The 2025/26 Forecast has been updated, the liquidity towards the end of the financial year significantly reduces, this reflects the funding of the large capital projects (Baynton and the loan shortfall for the Bulgarra project) which are funded from the infrastructure reserve.



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 Oct 2025 \$	Year-to-Date 31 Oct 2025 \$	Life-to-Date 31 Oct 2025 \$
Total Income Received	34,414	154,757	2,864,562
Total Expenditure Paid	(815)	(2,160)	(151,738)
Net Income	33,599	152,597	2,712,824
Annualised ROI	13.4%	15.2%	58.9%

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 Oct 2025 \$	Year-to-Date 31 Oct 2025 \$	Life-to-Date 31 Oct 2025 \$
Total Income Received	52,090	223,738	3,494,592
Total Expenditure Paid	-	-	(18,554)
Net Income	52,090	223,738	3,476,038
Annualised ROI	14.7%	15.8%	55.0%

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 Oct 2025 \$	Year to Date 31 Oct 2025 \$	Life to Date 31 Oct 2025 \$
Total Income Received	346,857	1,388,150	29,122,006
Total Expenditure Paid	(222,133)	(680,672)	(13,752,356)
Net Income	124,724	707,478	15,369,650
Annualised ROI	7.5%	10.6%	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 October 2025.

Table 5. Aged Debtors of The Quarter

Suite ID	Lessee	Total Amount Outstanding (\$)	Commentary

3	T0000699 - Pilbara Weddings & Events	10,544.34	Lessee has entered into a payment plan with the City.
9	T0000726 – RFF Pty Ltd	5,406.12	VPG Group have advised of a receipting mismatch which is currently being investigated
9	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Debtor in liquidation proceedings. They are pursuing a related party for recovery actions but at this stage there are insufficient funds to enable a dividend to creditors. Follow up email sent 12/11/2025

Scope Property Group 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 Oct 2025 \$	Year to Date 31 Oct 2025 \$	Life to Date 31 Oct 2025 \$
Funded Amount	-	-	3,800,000
Interest Charges	12,667	38,001	541,086
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 1 of 4.60%, there is an opportunity cost for the year to date of \$9,694 and a life to date cost of \$18,381. For the current month of October 2025, the opportunity cost is \$1,936. This is reflective of current market rates and represents the community benefit to Dampier and the broader community.

Bulgarra Apartments Development

As part of Council's housing development strategy, Council resolved at its July 2025 meeting to execute a development agreement with Karratha Development Pty Ltd for the development of the Bulgarra Apartments project. Part of the Council resolution included a \$56 million loan to the developer at a set interest rate. The development agreement was executed on the 17th October 2025. A loan was obtained from Westpac for \$56.0M, with a 3 year loan term on interest only payment arrangements. Karratha Development will be required to make principal and interest repayments upon construction completion over a 20 year period.

Table 7. Karratha Development Pty Ltd Loan Agreement Schedule

	Month 31 Oct 2025 \$	Year to Date 31 Oct 2025 \$	Life to Date 31 Oct 2025 \$
Funded Amount	2,966,119	2,966,119	2,966,119
Remaining Loan Available	53,033,881	53,033,881	53,033,881
Interest and Other bank charges	20,000	20,000	20,000

Baynton Housing Project

As part of Council's housing development strategy, Council resolved at its June 2025 meeting to execute a development agreement with Acero Construction Pty Ltd for the development of the Baynton Housing project. This agreement was executed on the 20th October 2025. This project is to be funded entirely from Councils Infrastructure reserve funds for an amount of \$26.2M.

Table 7. Acero Construction Pty Ltd Payment Schedule

	Month 31 Oct 2025 \$	Year to Date 31 Oct 2025 \$	Life to Date 31 Oct 2025 \$
Contract Paid Amount	3,000,000	3,000,000	3,000,000
Infrastructure Reserve (funding)	(3,000,000)	(3,000,000)	(3,000,000)
Remaining Contract Amount	23,236,692	23,236,692	23,236,692

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 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 conduct the Officer's recommendation.

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Council is obliged to receive the monthly investment report as per statutory requirements. This report guides Council on the performance of investments the City controls and maintains.

9.4 Q1 KEY PERFORMANCE MEASURES 2025/26

File No:	CM.89
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Manager Governance
Date of Report:	17 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Q1 KPI Report 2025-26

PURPOSE

For Council to consider the reporting of key performance measures of City activities and their alignment to the Council Plan 2025-2035 for the first quarter period 1 July 2025 – 30 September 2025.

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE the Key Performance Measures Report for the period ending 30 September 2025;**
2. **AMEND the following existing measures:**
 - a. **[Libraries Service] 2.6.2 Number of physical and digital loans combined:**
 - i. **Amend the Quarterly Target from 3,000 items per quarter to 9,000 items per quarter with a minimum tolerance of 6,000 items per quarter; and**
 - b. **[Property Management Services 7.7.1 Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes:**
 - i. **Amend the Target from 100% to an achievable Target of 92% and a Minimum Tolerance of 88%.**
 - c. **[Cemetery Management Services] Remove Performance Measure 7.6.1 for the Cemetery Management Service**

BACKGROUND

At the June 2025 Ordinary Council Meeting, Council approved the new 2025–2035 Council Plan. This follows extensive community and organisational consultation and ensures our long-term strategic planning continues to support the future needs of our community.

The City has obligations under the Integrated Planning and Reporting Framework and, in accordance with section 5.56 of the *Local Government Act 1995*, must plan for the future of our district by developing a community plan and a corporate business plan. These plans must be appropriately resourced and funded to ensure the City can deliver the services needed to meet our community's future aspirations.

As part of this framework, the City is also required to report to Council and the community on its progress and performance in achieving the identified community priorities.

Through the consultation process for the ten-year Council Plan, seven strategic goals were established. To support community needs across these goals, the City delivers 58 services, including 13 enabling services.

DISCUSSION

Council, at its meeting on 28 July 2025, endorsed 126 key performance measures with a further 11 measures to be developed with metrics and baseline data. These will be reported on based on their agreed frequency.

A distribution of measures as at 30 September 2025 are in Table 1 below.

Table 1 Distribution of Measures for 2025/26 Period

Goal	2025/26			
	Services	Projects Actions	KPIs	
			Endorsed	To be developed
1. We respect Aboriginal people's cultural authority and connection to Ngurra (Country)	1	3	2	-
2. Our community is welcoming, connected, vibrant, healthy and safe	11	31	31	4
3. Everyone is included	6	5	3	5
4. Our places and spaces are functional, attractive and reflect our unique identity	10	19	29	-
5. We respect and care for the natural environment	4	4	9	-
6. The local economy is diverse and thriving, with opportunities for all	5	7	9	2
7. Our civic leaders are innovative, listening and balanced in meeting community needs	7	5	11	-
Enabling Services	13	7	32	-
Total	57	81	126	11

Proposed amendments to endorsed Performance Measures

It is proposed that the following amendments be made to endorsed performance measures:

- [Library Services] 2.6.2 Number of physical and digital loans combined:
 - Amend the quarterly target from 3,000 items to 9,000 items per quarter with a minimum tolerance of 6,000 items per quarter. This was an administrative error at the time of developing this measure. The current actual result for Q1 has recorded 11,835 items loaned out for the period across all library services.

- [Property Management Services] 7.7.1 Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes:
 - Amend the Target from 100% to an achievable Target of 92% and a Minimum Tolerance from 90% to 88%. This transitions the target from an aspirational target to an achievable target. In previous years, this measure has remained at 92.6% (equating to 3 vacancies) however with a vacancy arising in one of the ground floor tenancies, this has resulted in the occupancy falling to 88.03%. By effecting these changes will result in this KPI for the current term still being within minimum tolerances.

The difficulty has been in securing an appropriate tenant that is able to activate the ground floor, meets development and zoning requirements, and considers the tenancy financially viable in the long term.




- [Cemetery Management Service] It is proposed that Measure 7.6.1 for the Cemetery Management Service be withdrawn, as the measure relates to sensitive burial information that is not suitable for inclusion as a performance indicator.

Analysis of Q1 Quarterly Reporting

The Integrated Planning and Reporting Framework adopted by local governments across WA require quarterly reporting to track performance. A traffic light system has been utilised to represent the following benchmarks.

For this reporting period, **51** measures are under assessment and documented in Table 2 below.

Table 2 Results by Category

	Category	Description	Q1 Results	
	On Target	Either on or above the predetermined target.	30	59%
	Within Tolerance	Resulting in between target and lower tolerance applied to the KPI.	11	21%
	Attention Required	Failing to meet minimum tolerance applied to the KPI.	10	20%

The quarterly results are represented against each goal in Table 3, noting a number of measures are yet to be reported.

Table 3 Status of Results for Reporting Period

Goal	No. of Performance Measures	Status			
		On Target	Within Tolerance	Attention Required	Not Assessed
G1. Aboriginal Culture	2				2
G2. Community	35	9	2	3	21
G3. Inclusivity	8				8
G4. Places & Spaces	29	8	4	2	15
G5. Natural Environment	9	2			7
G6. Economy	11		1		10
G7. Leadership	11	1	2	3	5
ES. Enabling Services	32	10	2	2	18
TOTAL	137	30	11	10	86

Measures Requiring Attention

The following measures have been identified as requiring attention, and where practicable, the City is implementing actions to return these measures to an 'On Target' status.

Performance Measure	Target for Period	Actual for Period	Commentary
2.3.1 No. School Term Swimming Lessons at Karratha Leisureplex, Roebourne Aquatic Centre and Wickham Recreation Precinct. <i>Service Area – Sport & Recreation</i>	2	1	School term swimming lessons were only held in Karratha for this reporting period and attracted 366 students. No classes were held in Wickham as the weather and water temperature was cooler together with a lack of enrolments to make it viable. Roebourne Aquatic Centre was closed for this reporting period.
2.5.2 Facility utilisation rate for the Wickham Recreation Precinct <i>Service Area – Sport & Recreation</i>	9285	7315	Attendance has been impacted by unseasonably cooler weather conditions during the reporting period. These conditions likely contributed to reduced patronage compared to typical seasonal expectations.

Performance Measure	Target for Period	Actual for Period	Commentary
2.5.4 Facility utilisation rate for the Karratha Indoor Play Centre <i>Service Area – Sport & Recreation</i>	6479	5540	Projected targets were based on 2024 data, a period during which KLP shade structures were undergoing repairs, resulting in temporarily reduced utilisation. Concurrently, IPC experienced increased usage to accommodate demand. However, in the first quarter of the current year, IPC has seen a slight decline in attendance, which may reflect a rebalancing of facility usage following the completion of KLP repairs.
4.6.3 The amount of vacant residential land within the City. <i>Service Area – Strategic Planning</i>	50 Hectares	38 Hectares	Lot creation in the latest stages of Madigan Estate and Stage 1 subdivision of Mulataga will increase this total over the next 18 months
4.7.1 Assessment of all planning applications within statutory timeframes. <i>Service Area – Statutory Planning</i>	100%	88.71%	55 of 62 DAs were determined within the statutory timeframes. Staff vacancies have impacted this KPI, this is anticipated to improve in future reporting periods.
7.4.1 Responding to incoming councillor within 48 hours. <i>Service Area – Councillor Support</i>	95%	66%	Two of three requests met the agreed service level. One request was overlooked during a handover period. The request was in relation to having a more prominent link to the Public Notices on the City's website.
7.7.1 Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes. <i>Service Area – Property Management</i>	100%	88%	Recent interest in the ground-floor spaces at Shops 4, 5A and 5B has increased, subject to due-diligence processes undertaken by prospective tenants. While an aspirational target of 100% occupancy has been established, this is not considered achievable under current economic conditions.
8.7.1 Collection of all invoices within Council's terms of trade. <i>Service Area - Finance</i>	85%	77%	This result has been impacted by a delayed payment from a major Waste Services supplier.
8.8.2 Staff vacancy rate. <i>Service Area – People and Culture</i>	3%	13%	The elevated vacancy rate is attributable to newly established positions linked to grant funding, as well as recent organisational structure changes.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 5.56(1) of the *Local Government Act 1995* requires local government authorities in Western Australia to plan for the future for their district.

COUNCILLOR/OFFICER CONSULTATION

Managers responsible and accountable for work areas and key performance measures have been involved in the collation and reporting of the quarterly measures.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The services in the Council Plan 2025-2035 are reflected in the 2025-2026 adopted 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	Financial risks are addressed through an annual review of budgetary expenditure associated with the services detailed within the Council Plan and the delivery of key projects/actions.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The results of the Annual Community Survey will be a clear indicator of the community's perceptions and level of satisfaction regarding the City's performance in delivering the Council Plan.
Compliance	Low	There is a statutory requirement to review the plan for the future document.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Key Performance Measuring of service delivery has been undertaken annually since 2012 as part of the integrated planning and reporting framework.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

This report marks the first time that all service areas are being measured and reported in accordance with the agreed reporting frequencies. The introduction of these measures provides enhanced visibility of the efficiency and effectiveness of Council's service delivery. A total of 126 endorsed performance measures have been identified, with a further 11 currently under development.

The results from the Q1 reporting period reflect a strong overall performance, with 80% of measures meeting minimum tolerance thresholds or exceeding their targets. Only 10 measures have been identified as requiring closer attention over the remainder of the year.

9.5 ROEBOURNE COMMUNITY RESOURCE CENTRE – RATES WRITE-OFF

File No:	RN.1
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Chief Financial Officer
Date of Report:	27 August 2025
Applicant/Proponent:	Ngarliyarndu Bindirri
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 Bindirri Aboriginal Corporation.

OFFICER'S RECOMMENDATION

That Council:

- 1. WRITE-OFF the rates debt on:**
 - a. Assessment A4460 (15 Sholl Street) \$ 6,127.99**
 - b. Assessment A4428 (17-19 Sholl Street) \$ 22,803.77**
- 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 has 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.

RCRC have indicated that 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 Ngarliyarndu Bindirri Aboriginal Corporation (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 are required to be addressed.

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 propose to operate 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 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 \$28,931.76 and an increase of rates exemptions of \$ 5,613.21 which relate to the 2025/26 figures detailed in the table below.

Assessment	Year	Amount owing
15 Sholl Street (A4460)	2022/23	\$1,800.00
15 Sholl Street (A4460)	2023/24	\$1,986.08
15 Sholl Street (A4460)	2024/25	\$2,226.60
15 Sholl Street (A4460)	2025/26 (Interest)	\$115.10
15 Sholl Street (A4460)	2025/26 (Rates)	\$1,858.00
17-19 Sholl Street (A4428)	2022/23	\$6,305.02
17-19 Sholl Street (A4428)	2023/24	\$6,900.58
17-19 Sholl Street (A4428)	2024/25	\$7,611.40
17-19 Sholl Street (A4428)	2025/26 (Bins)	\$1,863.82
17-19 Sholl Street (A4428)	2025/26 (Rates)	\$3,755.21

STRATEGIC IMPLICATIONS

The longer term implications for this adjustment aligns to the Council Plan 2025-2035 where Ngarliyarndu Bindirri 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

Absolute 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.

COUNCILLOR QUESTION:

The debt goes back to financial year 2022/2023, they lost their funding in 2009 but all their outstanding debts are from the last three or four years. Were they able to pay prior to that?

CITY RESPONSE:

The Centre generated rental income from REFAP. Since REFAP vacated the premises, they in turn have lost their rental income stream.

COUNCILLOR QUESTION:

To me, this looks like they haven't made a payment since financial year 2022/2023, is that accurate?

CITY RESPONSE:

That is correct.

COUNCILLOR QUESTION:

Rates have been going up, does it include interest in those figures?

CITY RESPONSE:

Yes, correct.

9.6 AUDIT, RISK, AND IMPROVEMENT COMMITTEE MINUTES – NOVEMBER 2025**File No:** FM.1**Responsible Executive Officer:** Director Corporate Services**Reporting Author:** Manager Governance**Date of Report:** 26 November 2025**Applicant/Proponent:** Nil**Disclosure of Interest:** Nil**Attachment(s):** 1. Audit, Risk and Improvement Committee Meeting Minutes – 25 November 2025

PURPOSE

For Council to receive the minutes of the Audit, Risk, and Improvement Committee (the Committee) meeting held on 25 November 2025.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Minutes of the Audit, Risk and Improvement Committee meeting held on 25 November 2025.

BACKGROUND

The Audit, Risk and Improvement Committee met on 25 November 2025 to consider the following matters:

1. Independent Auditors Closing Report

The Committee received a presentation from the Office of the Auditor General and RSM Australia on the Closing Report for the 2024/25 Financial Audit.

The OAG advised they were recommending an unqualified opinion at the time of the meeting, however the formal documentation will be issued once the signed Financial Report and Management Letter are sent through.

2. Annual Financial Report

The Committee accepted the Annual Financial Report for the year ended 30 June 2025.

3. Terms of Reference

The Committee adopted the revised Terms of Reference, noting that further amendments are still to be incorporated.

4. Committee Meeting Dates 2026

The Committee noted the committee meeting dates for 2026.

5. Governance and Risk Management

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

6. Key Documents

The Committee were provided with the Annual Financial Report and Auditors Closing Report for 2024/25.

7. Information Items

The Committee accepted a briefing on Information Technology, Key Performance Measures for 2024/25, OAG Regional Roads report, and an audit recommendations report.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no specific policy implications.

FINANCIAL IMPLICATIONS

There are no specific financial implications.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The audit committee meet regularly each year with the last meeting being held 11 August 2025.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Committee's 25 November 2025 meeting confirmed solid progress in financial, governance, and risk oversight. Members noted the auditors' intention to issue an unqualified opinion, accepted the 2024/25 Annual Financial Report, adopted revised Terms of Reference, and confirmed the 2026 meeting schedule. Updates on governance, risk, IT, performance measures, and audit recommendations further supported the Committee's continued commitment to strong accountability and effective oversight.

9.7 2024/25 INDEPENDENT AUDITORS REPORT AND ANNUAL FINANCIAL REPORT

File No:	FM.1
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Chief Financial Officer
Date of Report:	27 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. 2025 Independent Auditors Report2. 2025 Annual Financial Report3. Confidential Final Management Report

PURPOSE

For Council to receive the Annual Financial Report of the City's affairs for the 2024/25 financial year and to accept the Independent Auditor's Report and Management Report provided by the Office of the Auditor General (OAG).

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT the Independent Auditors Report 2025 from the Office of the Auditor General dated 28 November 2025; and**
2. **ACCEPT the City's OAG endorsed Annual Financial Report for the year ended 30 June 2025; and**
3. **ACCEPT the Confidential Final Management Report.**

BACKGROUND

The OAG subcontracted RSM Australia to undertake the annual financial audit for the City for the 2024/25 financial year. The purpose of the audit is to express an opinion on the financial report and the internal controls applied by the City to ensure its accuracy.

Financial reports were presented to the auditors on 30 September 2025. RSM Australia audit staff subsequently attended on site from 20-24 October 2025 to conduct their field work.

On 17 November 2025, the City received the draft management reports from RSM Australia identifying findings from the IT General Controls audit.

DISCUSSION

A meeting was held on 25 November 2025 with the Audit, Risk and Improvement Committee along with representatives from the OAG and RSM Australia to discuss the audit and findings.

Audit Opinion

An unqualified opinion was verbally issued indicating that the City's financial report is based on proper accounts and fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2025 and its financial position at the end of that period in accordance with the *Local Government Act 1995*.

Management Reports and Findings

The auditors prepare a management report that identifies deficiencies in internal controls that require management attention. These matters are contained within the attached confidential Management Report.

Table 4 - Summary Risk rating per Finding

Risk Ratings:	Significant	Moderate	Minor
Annual Financial Report Audit 2025	-	-	-
IT General Controls Audit 2025	-	1	3
Matters outstanding from prior years			
- Financial Statements audit	-	-	-
- General Computer Controls Review	-	-	1

The Annual Financial Report and the Auditor's Opinion for the period ending 30 June 2025, if accepted by Council, will form part of the Annual Report that will be put forward to the Annual Electors Meeting proposed for Monday 9 February 2026.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 5.54 of the Act provides for acceptance of annual reports by the local government.

Section 5.55A of the Act provides that the annual report, including the auditor's report and the audited financial report, are to be published on the City's official website within 14 days after the annual report has been accepted by the Council.

COUNCILLOR/OFFICER CONSULTATION

Financial Services staff, the Chief Financial Officer, Director Corporate Services and CEO have been involved regarding the finalisation of the Annual Financial Report and a response to the audit opinion.

The Annual Financial Report was presented to the Audit, Risk and Improvement Committee on 25 November 2026 by the OAG and RSM Australia representatives.

COMMUNITY CONSULTATION

The community will be invited to attend the Annual Electors' Meeting to discuss the contents of the City's Annual Report that will contain the Annual Financial Report and the Independent Auditor's Report.

POLICY IMPLICATIONS

The financial report was prepared in accordance with Australian and International Accounting Standards.

FINANCIAL IMPLICATIONS

In summary, the Annual Financial Report indicated that the City had as at 30 June 2025:

	30 June 2025	30 June 2024	Inc/(Dec)
Net Result	\$40,095,871	\$29,964,313	\$10,131,558
Total Current Assets	\$159,055,040	\$138,327,453	\$20,727,587
Total Non-Current Assets	\$776,587,365	\$757,474,208	\$19,113,157
Total Assets	\$935,642,405	\$895,801,661	\$39,940,744
Total Liabilities	\$24,073,324	\$22,919,751	\$1,153,573
Cash Reserves	\$134,007,588	\$115,590,641	\$18,416,947
Property, Plant & Equipment	\$298,518,843	\$297,560,753	\$958,090
Investment Property	\$47,350,000	\$46,350,000	\$1,000,000
Infrastructure Assets	\$426,042,942	\$408,731,471	\$17,311,471
Final Surplus	\$9,109,164	\$8,147,653	\$961,511

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	Moderate	Significant controls and oversight in place throughout the year to monitor financial performance. Audits assist in minimising risks.
Service Interruption	Low	Improving IT security policies, system and processes will minimise service interruption.
Environment	N/A	Nil
Reputation	Low	Significant controls and oversight in place throughout the year to protect the City from reputational damage.
Compliance	Moderate	Significant controls and oversight in place throughout the year to ensure high levels of compliance.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The external audit is completed annually and reported to the Audit, Risk and Improvement Committee and Council prior to the Annual Electors' Meeting every year.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The OAG has provided an unqualified Audit Opinion indicating that the accounts are a true and fair representation of the City's financial performance for the financial year ended 30 June 2025.

The OAG's Management Report for the Financial Audit highlighted no audit findings. The Management Report for the Information Technology General Controls Audit identified one moderate and three minor risks. Actions are underway to address all findings.

It is recommended that the Annual Financial Report and the Independent Auditor's Report be accepted by Council to enable the Annual Electors' Meeting to be convened in February.

COUNCILLOR QUESTION:

Four minor, one moderate, is that the best result the City has received in an Auditor's report so far?

CITY RESPONSE:

Yes, it was an outstanding response and our Finance Team were significantly praised for the result by the Independent Audit Chair and Deputy Chair for the result.

COUNCILLOR QUESTION:

What does unqualified mean?

CITY RESPONSE:

Unqualified means there are no identified concerns or material issues from the auditors.

COUNCILLOR QUESTION:

What does it cost the City to have the audit done every year?

CITY RESPONSE:

This year the Office of Auditor General has estimated the cost to be approximately \$120,000 exGST.

10 COMMUNITY EXPERIENCE REPORTS

10.1 PILBARA COMMUNITY MEN'S SHED PROPOSED LOCATION

File No: CR.91
Responsible Executive Officer: Director Community Experience
Reporting Author: Project Manager Community Planning
Date of Report: 12 November 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Pilbara Community Men's Shed Business Case

PURPOSE

For Council to consider the proposed location for the Pilbara Community Men's Shed and support progressing the associated planning and land tenure discussions with relevant parties for further project development.

OFFICER'S RECOMMENDATION

That Council

1. **ENDORSE** a portion of the Bulgarra Sporting Precinct, being portions of Lot 489 on Reserve 32320 and Lot 680 on Reserve 32335 – Table 2, as the preferred location of a community men's shed in Karratha and supports progression of the associated site surveys, planning, land tenure and disposal considerations.
2. **APPROVE** by Absolute Majority a budget amendment for the purpose of undertaking site surveys to identify and define the proposed site for the Pilbara Men's Shed, as follows:

Project Name	Account Number	Current 25/26 Budget	Proposed 25/26 Budget	Variation
Pilbara Community Men's Shed	New Account	\$0	\$25,000	\$25,000
Dampier Masterplan +1376 Windy Ridge Masterplan update	5050-10280-6392	\$70,000	\$45,000	(\$25,000)
Net impact to the City		\$70,000	\$70,000	\$0

BACKGROUND

The Pilbara Community Men's Shed Inc. (PCMS) became a registered incorporated association on 24 June 2021 and operates as a not-for-profit organisation with a formal Board of Management and Constitution. The PCMS operates with the goal of providing a safe, welcoming and encouraging space for men and women to work on projects, gain social interaction and broader mental health support.

Prior to this formal establishment, members had been organising efforts towards establishing a suitable location, which the PCMS continues to advocate for. The organisation has been established for 15 years in the City of Karratha but do not have a permanent location or designated facility to undertake project-based activities.

At its meeting held 15 October 2018 Council endorsed the Kevin Richard Memorial Oval Masterplan B which included provision of space and associated services for a proposed men's shed.

Work to establish a men's shed at this location was not progressed due to land constraints and nearby stakeholders' concerns regarding the suitability of the location for the proposed facility. At the time, the Pilbara Community Men's Shed (PCMS) acknowledged that the proposed space designated for their use would not accommodate their anticipated project-activities, which was reconfirmed in 2024.

At its meeting held 18 November 2024, Council approved a community grant of \$12,000 to the PCMS to be used to develop a business case to assist the PCMS in identifying the specific requirements and means by which a men's shed project could be implemented.

The Pilbara Community Men's Shed Business Case (Attachment 1) outlines the proposed facility purpose, structure and operations and defines the key site requirements for potential land allocation, these being:

- **Accessibility:** The site should be easily accessible by public transport and located near residential areas, particularly to accommodate individuals with limited mobility or access to private transport.
- **Safety and Security:** The location must comply with all relevant health and safety standards, providing a secure environment for members to work and socialise.
- **Lot Size:** The site should be large enough to accommodate workshop areas, storage, social spaces, and meet planning and building compliance requirements, with capacity for future expansion. Approximately 2400 square metres.
- **Zoning and Land Use:** The land must be appropriately zoned and suitable for the intended use of a Men's Shed.
- **Services:** Essential services should be available at the site boundary.
- **Site Condition:** A greenfield site, free of existing structures, is preferred to allow for flexible planning and development.

PCMS has secured some funding to support further development of a men's shed in Karratha, however the absence of an appropriate site limits further progress.

The recently endorsed Community Infrastructure Plan (CIP) 2025-2035 identifies the development of a men's shed as a short-term catchment direction for Karratha (Project 21) and includes investigation of site opportunities to locate a community men's shed as an actionable item.

A site identification and assessment process has been completed by the Administration, informed by the PCMS business case and the City's requirements, which included:

- Preference for a site over which the City already holds a Management Order or vesting, avoiding the need for any land acquisition.
- Preference for a site that any potential men's shed would already meet the established Land Use requirements.
- Preference for a site that would not restrict any future community infrastructure development.
- Preference for a site with existing utility service connections, to reduce development costs.
- The site should be located at least a minimum of 50 metres from residential properties to minimise potential noise and disruption to nearby households.
- The location is preferably to be centrally positioned within Karratha, and not within the Light Industrial Area (LIA), to ensure better community access.

A total of four (4) potential sites in Karratha were short-listed. These are presented in Table 1 to 4, with the potential position of a men's shed being approximately indicated by the yellow rectangle in each aerial image.

Table 1 – Richardson Way Park


Site	Location: A portion of Richardson Way Park Site details: Reserve 32335, Lot 8113 on Deposited Plan 400047 Address: 21 Richardson Way, Bulgarra
	
Management	Management Order to the City of Karratha Current purpose: Parks, Recreation, Drainage and Public Infrastructure
Scheme Reserves	Parks, Recreation and Drainage

Table 2 – Bulgarra Sporting Precinct

Site	Location: A portion of Bulgarra Sporting Precinct Site Details: Reserve 32320, Lot 489 on Deposited Plan 175003. Reserve 32335, Lot 680 on Deposited plan 071335 Address: Searipple Road, Bulgarra
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Management	Management Order to the City of Karratha Current purpose: Lot 489: Recreation and Playing Fields Lot 680: Parks, Recreation and Drainage
Scheme Reserve	Parks, Recreation and Drainage

Table 3 – Adjacent to Kevin Richards Memorial Oval



Site	Location: A portion of land adjacent to Millars Well Sporting Precinct (Kevin Richards Memorial Oval) Site Details: Reserve 40041, Lot 619 on Deposited Plan 071328 Address: Balmoral Road, Millars Well
	
Management	Management Order to the City of Karratha. Current purpose: Parks, Recreation and Drainage
Scheme Reserve	Parks, Recreation and Drainage

Table 4 – Adjacent to Karratha Golf Course

Site	Location: A portion of Karratha Golf Course site Site Details: Reserve 30872, Lot 4211 on Deposited Plan 187663 Address: Bayview Road, Bulgarra
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Management	Management Order to the City of Karratha. Current purpose: Parks, Recreation and Drainage	
Scheme Reserve	Parks, Recreation and Drainage	

DISCUSSION

Site Assessment Outcomes

A high level multi criteria assessment was conducted on the four (4) potential site locations to recommend a preferred option. The criteria utilised for the assessment are outlined in Table 5.

Table 5 – Site Assessment Criteria

Criteria	
1. Land ownership	<ul style="list-style-type: none"> • Under City management (e.g., Management Order/vesting) • Site clear of other structures
2. Location & Accessibility	<ul style="list-style-type: none"> • Centrally located in Karratha (not in LIA) • At least 50m from nearest residential properties • Suitable for individuals with restricted mobility
3. Size and Site layout	<ul style="list-style-type: none"> • Minimum 2400m² • Regular shape and flat topography • Capacity for future expansion
4. Utility Services	<ul style="list-style-type: none"> • Water availability to boundary • Sewer connection available • Electricity connection available • Data/communications network available • Sealed road access
5. Planning & Zoning	<ul style="list-style-type: none"> • Appropriate zoning for community facility • Compatible with Men's Shed operations
6. Environmental & Social	<ul style="list-style-type: none"> • No major environmental or heritage constraints • Safe and secure area • Minimal disruption to nearby land uses

A summary of the high-level multi-criteria assessment outcomes for the four (4) potential sites are provided in Table 6.

Table 6 – Summary of multi-criteria assessment outcomes

Site Option	Pros	Cons	Rank
Richardson Way Park	<ul style="list-style-type: none"> • Good location for vehicle and pedestrian circulation. • Central location and easy access to site. • Visible site • Flat land 	<ul style="list-style-type: none"> • No existing service connections to the area proposed. • Site currently being master planned as a community recreation area with potential for overflow camping. • Close proximity to residential housing. • No formalised car parking. • Low lying area subject to storm surge. 	3
Bulgarra Sporting Precinct	<ul style="list-style-type: none"> • Good location to vehicle and pedestrian circulation. • Access to existing car parking is available, potentially reducing the need for the site footprint, or enabling the PCMS to create additional shed space whilst utilising the existing car park. • The site has had previous service connections. • Widely used precinct and visible site. • Not within 50 metres of residential housing, therefore limited potential for resident disturbance. • Flat land. • Position would not adversely impact wider site, which is scheduled for master planning in FY25/26 to improve precinct functionality and accommodate projects identified in the CIP. 	<ul style="list-style-type: none"> • Nil 	1
Adjacent Kevin Richards Memorial Oval	<ul style="list-style-type: none"> • Adjacent to widely used precinct and visible site. • Not within 50 metres of residential housing, therefore limited potential for resident disturbance. • Sufficient space to accommodate shed requirements 	<ul style="list-style-type: none"> • New service connections would be required. • High stormwater flood prone area. • Land not entirely flat. 	2
Adjacent Karratha Golf Course	<ul style="list-style-type: none"> • Popular precinct and visible site. • Not within 50 metres of residential housing, 	<ul style="list-style-type: none"> • Would require provision of new service connections and potential upgrades to existing off-site infrastructure. 	4

Site Option	Pros	Cons	Rank
	therefore limited potential for resident disturbance.	<ul style="list-style-type: none"> The endorsed Searipple Master Plan does not incorporate allowance for a facility of this nature. Site is currently being considered for a tourism caravan park. If utilised for this purpose, it could potentially result in noise disruption to caravan park users. The proposed site has an existing hardstand surface area used by the bowling club for parking (outside their leased area), but it is too small for the men's shed and would need to be extended. 	

Planning Services have advised that while a Men's Shed can be considered on a "Parks, Recreation and Drainage" Scheme Reserve (which is relevant to all shortlisted sites), should the development go ahead, it would be appropriate to consider a change to a "Community Purposes" reserve when the Local Planning Scheme is reviewed.

Recommended Option for Progression

All four (4) sites had potential to accommodate a facility of this nature, the recommended site to progress through to associated planning and tenure discussions is a portion of the Bulgarra Sporting Precinct as identified in Table 2.

If Council supports the recommended site option, the Administration will work through the following steps:

1. Liaise with PCMS on the potential layout and proposed draft concept design of the men's shed at the recommended location to determine land footprint for planning requirements.
2. Liaise with Department of Planning Lands & Heritage (DPLH) to identify the required process to facilitate a land lease over a portion of Reserve 32320.
3. Undertake the required disposal process to enable a lease between the PCMS and the City.

The above steps are largely contingent on DPLH directions and timeframes, which are unknown currently.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-08 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of parties affected.

STATUTORY IMPLICATIONS

The request to reallocate funds is in accordance with *Section 6.8 Expenditure from municipal fund not included in annual budget* of the *Local Government Act 1995* and associated regulations are applicable.

COUNCILLOR/OFFICER CONSULTATION

The proposed options have been reviewed by the Executive Leadership Team and discussion was had with the Planning Services Team.

COMMUNITY CONSULTATION

The PCMS have been consulted as part of the creation of the Community Infrastructure Plan 2025-2035 and as part of this potential site identification process. The PCMS President has expressed positive feedback on progressing the proposed location.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

An estimated \$25,000 is required should DPLH require site surveys to identify and define the site. Directions will be provided by DPLH on the specific requirements.

There is currently no budget allocated for this project, however funds are proposed to be reallocated as follows:

Project Name	Account Number	Current 25/26 Budget	Proposed 25/26 Budget	Variation
Pilbara Community Men's Shed	New Account	\$0	\$25,000	\$25,000
Dampier Masterplan + Windy Ridge MP update	5050-10280-6392-1376	70,000	\$45,000	(\$25,000)
Net impact to the City		\$25,000	\$25,000	\$0

The Dampier Masterplan and Windy Ridge Masterplan project is on hold pending finalisation of the Dampier Land Transfer.

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:	4.4	Plan for future development that enables growth while respecting local identity.

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	If the recommended option is endorsed, an additional \$25,000 will be required within the FY25/26 budget to undertake any required surveys for proposed new lot creation, however can be reallocated from identified savings.
Service Interruption	Low	The Officer's recommendations would require some internal resourcing be allocated within Planning Services, Community Planning and

Category	Risk level	Comments
		Community Infrastructure to assess potential service implications.
Environment	N/A	Nil
Reputation	Low	The Officer's recommendation involves progressing investigations into the provision of City managed land to accommodate a new facility that the City would not own or manage. This may be viewed unfavourably by other community groups seeking available land to develop and operate their own facilities. The Administration will manage any disposal as per the process it is required to follow under the Act.
Compliance	N/A	Nil

IMPACT ON CAPACITY

Implementing the Officer's recommendations would require allocation of internal resourcing within Planning Services, Community Planning and Community Infrastructure.

RELEVANT PRECEDENTS

The City has entered into planning activities and land tenure considerations with community groups in order to enable community organisation facilities and/or activities. The most recent of which was in August 2025 relating to a request for tenure by Karratha BMX Club Inc. to lease Lot 4668 (84) Rosemary Road, Baynton (the current location of Karratha BMX Club Inc. track and facilities), including consideration given to excising a portion of Lot 4668 to lease to Karratha Mountain Bike Club.

The City has considered requests from community groups surrounding the leasing of land for community facilities as per Policy CS-25 Community Leasing of Land and Leasing of Land-Operational Guidelines.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The Pilbara Community Men's Shed Inc. (PCMS) became a registered incorporated association on 24 June 2021 and operates as a not-for-profit organisation, which is seeking a suitable portion of land to progress development of a community men's shed facility. An actionable item identified in the City of Karratha Community Infrastructure Plan 2025-2035 is to investigate site opportunities to locate a community men's shed of the requested dimensions. Having received the PCMS business case, the Administration conducted a site identification and assessment process of four (4) potential sites in Karratha and established a preferred location as a portion of Bulgarra Sporting Precinct, as identified in Table 2, to support progression towards associated planning and land tenure considerations for a community men's shed.

COUNCILLOR QUESTION:

Will \$25,000 be enough for the land survey?

CITY RESPONSE:

Yes, the Administration believes it will be enough based on previous similar work

COUNCILLOR QUESTION:

This has been a long time coming, is there a timeline that we can provide to the community?

CITY RESPONSE:

It is hoped that any required tenure changes to the reserves will take less than 12 months, but we can't provide any guarantees as it is a Crown land process that the State controls.

COUNCILLOR QUESTION:

Is there a way to speed up the process?

CITY RESPONSE:

While we will aim to have the matter resolved quickly, the City does not control the process and is dependent on the State to approve any changes.

10.2 KARRATHA BIKE PARK & WICKHAM BIKE FACILITY FINAL CONCEPT DESIGN

File No: CP.1881 **Responsible Executive Officer:** Director of Community Experience

Reporting Author: Project Manager Community Planning

Date of Report: 15 December 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

1. Final Concept Design: Karratha Bike Park
2. Final Concept Design Report: Karratha Bike Park
3. Final Concept Design Report - Wickham Bike Facility

PURPOSE

For Council to consider the final concept designs prepared for the Karratha Bike Park and Wickham Bike Facility proposed to be tendered, with Wickham to commence in the 2025/26 current financial year and Karratha Bike Park as a priority following completion of Richardson Way Masterplan and future funding confirmation.

OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE** the final concept design for the Karratha Bike Park as presented from in Attachment 1 – Final Concept Design: Karratha Bike Park.
2. **ENDORSE** the final concept design for the Wickham Bike Facility as presented in Attachment 3 – Final Concept Design Report: Wickham Bike Facility.
3. **AGREE** to invite Tenders for the detailed design and construction of the Wickham Bike Facility, in accordance with the endorsed final concept as presented in Attachment 3 – Final Concept Design Report: Wickham Bike Facility.
4. **AGREE** the Karratha Bike Park be delivered as a priority in Stage 1 delivery of the Richardson Way Masterplan, following Council's endorsement of the Masterplan in 2026.

BACKGROUND

At its Ordinary Council Meeting held in October 2024, Council endorsed a Notice of Motion requesting the Administration to prepare a report for Council's December 2024 Ordinary Meeting to:

- Request budget to cover the financial implications of an initial body of work focused on site assessment, master planning and concept design, as well as an order of magnitude cost for the design and construct phase;

- Explore the possibility of integrating the Bike Park with existing recreation facilities which could be upgraded at the same time such as the skate/scooter area at Bulgarra;
- Identify existing complimentary projects such as the Point Samson Pump Track which could be included in the scope; and
- To commence preliminary community consultation with key stakeholders, including residents, Karratha Mountain Bike Club, Rock Steady Riding, and relevant state agencies, to gauge public interest and gather feedback on the proposed Bike Park.

At its meeting held 9 December 2024, Council approved an unbudgeted allocation of \$100,000 to procure a specialist consultant to undertake site investigations and concept design for a bike park in Karratha.

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

A request for quotation (RFQ) was awarded to Common Ground Trails on 18 March 2025 to undertake site investigations and concept designs and present findings and recommendations for preferred sites and concepts to Council by August 2025.

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

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

- Development of preliminary concept options for:
 - Three potential sites for the Karratha Bike Park (Figure 1); and
 - One proposed site for the Wickham Bike Facility, with two location options (Figure 2).
- Facilitated the presentation of site options and draft concepts to the community for discussion, workshoping, and public feedback between the period 29 April and 23 July 2025, with three rounds of community consultation informing the development of the preliminary concept designs.



Figure 1 Site Options 1, 2 and 3 – Karratha.

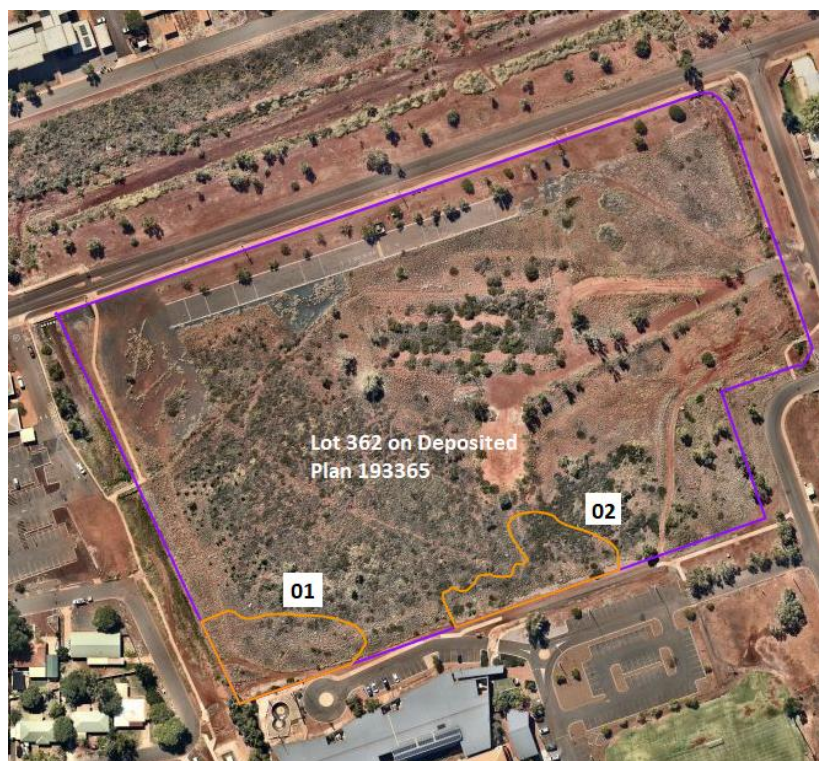


Figure 2 Mulga Way Site, Wickham - Location Options 1 & 2

Final feedback and site preferences through community engagement consultation revealed:

- **Karratha:** Of the three options presented, Richardson Way Park remained the preferred site (61% support), appreciated for its size, central location, design potential, and accessibility.
- **Wickham:** Location Option 1 was the preferred option (69% support), valued for its shade, easy access for children, and proximity to existing skate and youth facilities.

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

Following the completion of site investigations, draft concept designs, community feedback, and order of cost estimates, Council at the August 2025 Ordinary Council Meeting endorsed the following sites to progress to the next stage of concept development and cost refinement, in preparation for future design and construction tendering.

- **Richardson Way Park - 21 Richardson Way, Karratha** (Lot 635 on Deposited Plan No. 71342) as the preferred site for the Karratha Bike Park; and
- **Location Option One - 2 Mulga Way, Wickham** (Lot 362 on Deposited Plan 193365) as the preferred site for the Wickham Bike Facility.

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

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

At its August 2025 Ordinary Council Meeting, Council also endorsed development of a masterplan for the Richardson Way site to guide long-term planning and development for multiple new community infrastructure initiatives including the Karratha bike park. A staged, master planned approach will enable the City to address both immediate recreational needs and future aspirations at the site in a strategic manner.

DISCUSSION

Following the August 2025 Ordinary Council Meeting, Officers instructed the appointed consultants to progress design development, refine cost estimates, and prepare staging options to support future design and construction tenders for both Karratha and Wickham.

This phase has included confirming site layouts for the endorsed locations and updating cost plans to reflect current construction market conditions. Since Council's endorsement, the consultant team has also obtained detailed feature survey data and completed geotechnical investigations across both sites to validate the original concept assumptions.

Based on these findings, further design and cost estimates were undertaken for the endorsed sites, with adjustments focused on:

- Enhancing site access and circulation;
- Optimising shade and landscape layouts;
- Updating allowances for track and trail infrastructure to align with accurate feature survey data;
- Incorporating improved drainage considerations and performance requirements; and
- Adopting Class M soil classifications construction requirements identified as an outcome of the geotechnical investigations, resulting in the need to allow a sand base throughout to improve drainage performance. This was a large contributing factor to the increase to the Opinion of Probable Cost (OPC) from previous iterations.

Attachments 2 and 3 present the full details, concept progression and refinements for the completed final concept designs for the Karratha Bike Park and the Wickham Bike Facility respectively.

The final concept designs remain consistent with the options endorsed by Council in August 2025 and reflect the priorities expressed through extensive community consultation undertaken between the April and July 2025 consultation period.

The refined concept designs confirm that:

- The **Wickham Bike Facility** is ready to progress to detailed design and construction tender, subject to Council endorsement of the final concept (Location Option One). The project benefits from confirmed external funding support through the 2025/26 Community Partnership Agreement with Rio Tinto.
- The Wickham Bike Facility final concept features:
 - A medium sized asphalt surface pump track to accommodate a wide range of wheeled users.
 - A reorientated pump track to allow the start platform to be at the same height as the existing skate bowl surrounds.
 - Strong connection back to the Base and existing Wickham Hub.
 - Considered connectivity and accessibility requirements.
 - Ancillary supporting infrastructure of shade, hangout areas, bike racks and drink fountain.
 - Separation of user groups with the inclusion of multiple hangout spaces/shaded areas; and
 - Considers future expansion opportunities.
- The **Karratha Bike Park** concept is fully developed, with the project positioned to form a key early-stage delivery component of the Richardson Way Masterplan to be commenced early next year. Consistent with Council's previous resolutions, progression to tender for the Karratha Bike Park project is dependent on the completion and endorsement of the Richardson Way Masterplan and confirmation of external funding, including opportunities such as the State Government's Community Sporting and Recreation Facilities Fund (CSRFF) program, when released.
- The final Karratha Bike Park concept features:
 - Medium sized, asphalt sealed pump track covering 660m² and 210m in length with features designed to be rolled over or jumped and designed for general recreational use but can also be utilised for timed race events.
 - A jump park featuring 3 separate jump lines with a total length of 310m, offering varying degrees of difficulty, together with a trick learning jump line of 110m capable of accommodating a portable airbag device. Jump lines have a proposed construction of hardened polymer sealed, natural earth material.
 - A descending trails section featuring a 3m high start mound to allow speed generation, with three distinct trails at a combined total length of 495m. The primary trail surface is proposed to be hard wearing asphalt with features made from timber, steel and repurposed objects.
 - Considered connectivity and accessibility and internal path network that offers viewing and surveillance opportunities.
 - Ancillary supporting infrastructure of shade, hangout areas, seating, bike racks, bbqs and drink fountains.
 - An adventure loop skills trail designed for repeat appeal and skills progression, featuring natural materials, logs, rocks and land formed rollers and berms.

- All jump lines, tracks and trails have been designed with progression in mind, allowing beginner to advanced skill development opportunities in accordance with the recognised trail difficulty rating system.
- Overland flow drainage design system that works with the existing contours and adjacent drainage swale.

Both concepts continue to support Council's strategic goals of improving access to high quality recreational infrastructure across the City.

The concept designs will support the progression of individual Design and Construct (D&C) tenders for each project, with the D&C contract model intended to optimise procurement and delivery.

Given the completion of concept development, and community engagement, the Officer's Recommendation seeks Council's endorsement of the final concepts for both projects, approval for the Wickham Bike Facility to proceed to tender, and confirmation that the Karratha Bike Park is to be delivered as a priority in Stage 1 of the Richardson Way Masterplan implementation.

Next Steps

Wickham Bike Facility:

The Wickham Bike Facility final concept and opinion of probable cost estimates are complete. Subject to Council endorsement of the final concept, the project is ready to be tendered to progress to detailed design and construction, with delivery planned and budgeted for this financial year.

Karratha Bike Park:

The Karratha Bike Park final concept and opinion of probable cost estimates are complete.

The Council supported Masterplan development for Richardson Way is planned for commencement this financial year, with an intent to return to Council for adoption by September 2026.

Progression of the Karratha Bike Park will occur as a priority following:

- Completion and endorsement of the Richardson Way Masterplan, ensuring coordinated planning and integration with other potential community facilities across the site.
- Confirmation of funding, with Officers to pursue funding for bike park project implementation, including the State Government's Community Sporting and Recreation Facilities Fund (CSRFF) large grants program. This program was expected to open in late 2025 but is still pending release.
- Development of a detailed Implementation and Delivery Plan through the Richardson Way masterplan process, clearly identifying the Karratha Bike Park and its essential servicing requirements as priority components for the first stage of delivery on the site.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

The necessary planning and environmental approvals would apply and actioned accordingly.

A clearing permit is likely to apply to construction activities undertaken in Wickham.

No Aboriginal Cultural Heritage issues have been identified on either of the selected sites.

COUNCILLOR/OFFICER CONSULTATION

The final concepts have been reviewed by relevant officers, including those from the City Projects and Asset Maintenance departments and consultation held with the internal Project Working Group throughout the project duration.

Consultation has taken place with Councillors at the 9 June and 10 November 2025 Council workshops.

COMMUNITY CONSULTATION

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

Residents living in close proximity to the sites received mailbox drop flyer invitations to attend the drop-in sessions held in both Karratha and Wickham.

Further consultation with Wickham residents will occur during the upcoming detailed design phase, while Karratha residents will be engaged as part of the Richardson Way Master Plan development process.

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

Who	How	When	What	Outcome
				Richardson Way Park
Public Open Forum – Consultant attended	Drop-in session Wickham	10 June 2025	Draft Concepts Review and written voting	Shaped refined concepts Preference for Wickham Location 1 - Note: response predominantly by 'The Base' kids
Public Open Forum – Karratha	Drop-in Session Karratha	11 June 2025	Draft Concepts Review and written voting	Shaped refined concepts Preference for Richardson Way Park
Karratha High School	In class workshop Teacher lead	11 June 2025	Exercise to review concept plans for Bike Education programme and provide feedback	Worksheets provided of design feedback. Richardson Way favoured but any facility supported.
Community members	What We Make It Emailed feedback	11 – 18 June 2025	Draft Concepts for feedback – for those unable to attend drop-in sessions	Summary: 5 emails received. Preferences spread across all 3 Karratha sites No emails received for Wickham.
Disability Access and Inclusion Stakeholders	Targeted Focus Group	19 June 2025	Draft Concepts Review	Design considerations – accessible amenities and infrastructure
Youth Advisory Group	Targeted Focus Group	19 June 2025	Draft Concepts Review	Preferences: Karratha: Richardson Way Park Wickham - Location 2
Community members	What We Make It Community Survey	14 – 23 July 2025	Refined Draft Concepts for final feedback	Preferences: Karratha: Richardson Way Park Wickham – Location 1
Rock Steady Riding	Targeted Focus Group	20 November 2025	Final Concepts for information/feedback	Concept development outcomes
Karratha BMX Club	Targeted Focus Group	20 November 2025	Final Concepts for information/feedback	Concept development outcomes
Karratha MTB Club	Targeted Focus Group	20 November 2025	Final Concepts for information/feedback	Concept development outcomes

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

To date, \$139,643.50 (ex GST) has been committed to site investigations, concept design, and preliminary cost estimates by the appointed design consultants, together with feature survey and geotechnical investigations by their appointed subconsultants.

Wickham Bike Facility

The total estimated cost for design and construction is \$820,000 (ex GST). This estimate excludes project contingency, cost escalation, and potential services upgrades such as shelter lighting, track lighting, and CCTV.

Life cycle costs estimate annual reserve maintenance at \$45,670. Maintenance planning and associated costs, along with whole-of-life costing, will be further developed during the next phase of detailed design. These will inform the integration of the bike parks into the City's existing asset maintenance program.

Council has allocated \$850,000 in its 2025/26 financial year budget to deliver the Wickham Bike Park.

Rio Tinto have supported the inclusion of the Wickham Bike Facility project in the City's 2025/26 Community Partnership Agreement (CPA) Annual Funding Plan, with a confirmed allocation of \$250,000 (ex gst).

A further report will be presented to Council if any budget implications are identified once detailed design has been completed and cost estimates are further refined.

Karratha Bike Park

The total estimated cost for design and construction is \$5,789,202 (ex GST). This estimate excludes project contingency, cost escalation, and potential services upgrades such as shelter and path lighting, track lighting, and CCTV.

The Long-Term Financial Plan (LTFP), adopted by Council at its December 2024 Ordinary Council meeting, allocates \$2,250,000 in the 2026/27 financial year for the delivery of the Karratha Bike Facility.

A revised LTFP, due to be presented to Council for consideration at its February Ordinary Council meeting, will be updated to reflect the increased cost estimates as follows:

Project	26/27	27/28
Karratha Bike Park	\$2,500,000	\$3,300,000

Any further budget amendment will be presented to Council for consideration following completion of the detailed design period and the Richardson Way Masterplan.

STRATEGIC IMPLICATIONS

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

Goal:	2	Our community is welcoming, connected, vibrant, healthy and safe
Objective:	2.2	Provide community centres, spaces and facilities to cater for diverse groups and needs.
Objective:	2.3	Provide sport, recreation, cultural and leisure facilities and year- round activities, for all ages and abilities.

Project/action
Wickham Bike Facility (new)

Karratha Bike Facility (new)

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	There is no perceived health risk in endorsing the Officer's recommendation.
Financial	Low	The project has received confirmed support funding of \$250,000 from Industry towards the Wickham Bike Park. There is an expectation this project will progress. Funds towards delivery are currently budgeted. Cost implications for delivery of a Karratha Bike Park to be factored into decision making. Construction market escalation and regional pricing pressure may impact delivery.
Service Interruption	N/A	There is no impact on Service Interruption in endorsing the Officer recommendation.
Environment	Low	Consultant designs will consider environmental responsibilities as they relate to the approved project development.
Reputation	Moderate	Community support for this project is significant, reinforcing the need to deliver an appropriately scaled recreational asset. There is a community perception that this project will progress. Timing dependencies linked to the Richardson Way Masterplan for Karratha Bike Park.
Compliance	N/A	There is no perceived compliance risk in endorsing the Officer's recommendation.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The final concept designs for the Karratha Bike Park and Wickham Bike Facility have been completed in accordance with Council's August 2025 resolution. The final concepts reflect outcomes from site investigations, geotechnical assessments, feature surveys, cost refinements, and extensive community consultation undertaken between April and November 2025.

Subject to Council endorsement of the final concepts, the Wickham Bike Facility is ready to proceed to tender in line with the confirmed cost estimate and external funding support of \$250,000 from Rio Tinto through the 2025/26 Community Partnership Agreement, with delivery targeted for the 2025/26 financial year.

The Karratha Bike Park final concept has been completed, with project progression to follow the completion and endorsement of the Richardson Way Masterplan and securing external funding. Officers will pursue external funding opportunities, including the State Government's Community Sporting and Recreation Facilities Fund to support delivery and offset the increased costs.

Endorsement of the Officer's recommendation will enable timely delivery of the Wickham Bike Facility and position the Karratha Bike Park for future implementation with the project to be prioritised for delivery in the initial stages of the Richardson Way Masterplan, to be commenced early next year.

Both projects respond to strong community demand, align with Council's strategic objectives, and contribute to enhancing recreation opportunities and liveability across the City.

10.3 LARGE COMMUNITY GRANTS – ROUND 1

File No: GS.76

Responsible Executive Officer: Director Community Experience

Reporting Author: Manager Engagement & Partnerships

Date of Report: 14 November 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Summary of Applications – Large Community Grants Round 1

PURPOSE

For Council to consider providing grants to support a range of community projects and activities under Council Policy CS06 – Community Grants and Contributions Scheme.

OFFICER’S RECOMMENDATION

That Council **APPROVE** the following applicants to receive funding under the Large Community Grant Scheme:

Applicant	Project	Amount Recommended (excl. GST)
Karratha Kangaroos Junior Rugby League	Karratha Kangaroos Junior Rugby League Gala Day & ANZAC Match	\$26,339
Northern Swimming Association	2026 Belt Up Country Pennants	\$43,000
Swimming WA	Tri-Series 2026	\$39,900
RSPCA	RSPCA WA Community Action Day	\$12,616
Baynton West Primary School P&C	BWPS Playground Upgrade (Stage 3) Inclusion and Accessibility Focus	\$50,000
Karratha Basketball Association	“Head in the game” Coach the coaches and Mental Wellbeing and Resilience for Development players, coaches and referees	\$23,760
SUBTOTAL		\$195,615

That Council **DECLINE** the following applicants to receive funding under the Large Community Grant Scheme:

Applicant	Project	Amount Recommended
Karratha Community House	Pam Buchanan Safety & Comfort Upgrade X KCH	\$0
Hindu Association of Pilbara Inc	The HAP Arts & Culture Festival 2026	\$0
SUBTOTAL		\$0

BACKGROUND

The City supports local community organisations through the provision of funding under the Community Grants and Contributions Scheme.

This report presents funding proposals received under the Large Community Grants category. Proposals have been assessed in accordance with the guidelines using the five criteria below:

1. *Strategic Alignment* – how well does the project align with and provide outcomes related to the City of Karratha’s Strategic Community Plan and stated vision of being “Australia’s most liveable regional City”?
2. *Income/Other Funding* – Will the project be able to generate income from other sources so as not to be 100% reliant on City of Karratha funding?
3. *Project Viability/Feasibility* – Is the project underpinned by a well-planned approach that will ensure the project can be delivered as intended, with minimal risks and with sound management? Has the proposal adequately demonstrated a community need/demand is being fulfilled?
4. *Community Benefit* – How many community members will be beneficiaries of the project? Is the project inclusive and open to a broad range of community groups/members? If the project is targeting a specific part of the community, has this been demonstrated in the proposal?
5. *Capacity for Delivery* – Can the project be delivered by the applicant? How much of the project is proposed to be outsourced? Will this project help build capacity by way of developing new skills or providing volunteering opportunities?

There is an allocation of \$600,000 for Large Community Grants per annum, to be awarded each financial year. Council has pre-committed \$101,500 ex GST per year via three-year Memorandum of Understanding (MOU). This leaves a balance of \$498,500 available in the 25/26 budget to be allocated in March for Round 2 of the large grant applications.

Current MOU commitments:

Applicant	Project	Committed 2025/2026 Budget
Dampier Community Association	Dampier Major Annual Community events (expires June 2028)	\$101,500
TOTAL		\$101,500

DISCUSSION

Summary of current round:

- Total applications received: 8
- Total Project Value \$715,282
- Total Requested \$299,936

All applications received under the Community Grants and Contributions Scheme are assessed through a structured, multi-stage process to ensure transparency, consistency and fairness. Three officers independently score each application against the approved criteria, including eligibility, alignment with Council priorities, community benefit, feasibility, financial viability and organisational capacity, before meeting to reconcile results and agree on final scores. Based on these consolidated scores and the available program budget, the panel recommends funding amounts that reflect the merit of each application while supporting an equitable distribution of funds to maximise community benefit.

The detailed assessment has been conducted by an assessment panel with the analysis available in the Summary of Applications (Attachment 1).

Where part funding has been recommended, Officers have engaged with the applicant to check if the project will still be able to be delivered or staged to match funding available:

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended (excl. gst)
RECOMMENDED				
Karratha Kangaroos Junior Rugby League	Karratha Kangaroos Junior Rugby League Gala Day & ANZAC Match	\$75,072	\$30,814	\$26,339
Northern Swimming Association	2026 Belt Up Country Pennants	\$70,000	\$50,000	\$43,000
Swimming WA	Tri-Series 2026	\$243,960	\$50,000	\$39,900
RSPCA	RSPCA WA Community Action Day	\$21,286	\$12,616	\$12,616
Baynton West Primary School P&C	BWPS Playground Upgrade – Stage 3 – Inclusion and Accessibility Focus	\$118,160	\$50,000	\$50,000
Karratha Basketball Association	Head in the game” Coach the coaches and Mental Wellbeing and Resilience for Development players, coaches and referees	\$40,446	\$40,446	\$23,760
SUBTOTAL		\$568,925	\$233,877	\$195,615

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
NOT RECOMMENDED				
Karratha Community House	Pam Buchanan Safety & Comfort Upgrade X KCH	\$50,000	\$16,073	\$0
Hindu Association of Pilbara Inc	The HAP Arts & Culture Festival 2026	\$96,357	\$49,987	\$0
SUBTOTAL		\$146,357	\$66,060	\$0

While all the submissions were worthy community initiatives, they have not been recommended for a range of reasons which may include, not meeting guidelines, require further planning, require additional approvals or were able to be supported through other avenues. Officers will work with unsuccessful applicants to assist them to apply in future rounds of grant funding.

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, cultural & wellbeing issues due to the Community Grants and Contributions Scheme providing significant financial assistance to the associated organisations.

STATUTORY IMPLICATIONS

There are no statutory implications relating to this report.

COUNCILLOR/OFFICER CONSULTATION

Proposals submitted as part of the Large Community Grant Scheme are considered through an internal assessment process by Officers. Councillors are provided with a briefing presentation on the proposals received.

COMMUNITY CONSULTATION

Officers have liaised with each of the organisations to offer support and assistance in the completion and submission of their funding proposals. Further consultation with applicants was undertaken to gain an understanding of the purpose and benefit of their projects. Following this report, there will be further consultation with the applicants around the Council decision.

POLICY IMPLICATIONS

Policy CS06 Community Grants and Contributions Scheme applies.

FINANCIAL IMPLICATIONS

A total of \$600,000 was allocated for Large Community Grants in the 2025/2026 FY Budget.

Total Budget (25/26 FY)	\$600,000
Committed to date	\$101,500
Remaining	\$498,500
Recommended	\$195,615
Total Remaining	\$302,885

STRATEGIC IMPLICATIONS

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

Goal:	3	Everyone is included
Objective:	3.2	Provide, directly and through others, for the needs of young families and enabling the best start in life in the early years
	3.3	Create opportunities for young people to engage in pro-social activities, civic life and leadership development
	3.5	Promote safety, equal opportunity and appreciation of all diverse groups in the community
Priority Focus Area:		Improve Disability Access and Inclusion throughout the City

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	Recommended funding is within the 25/26 budget. Should Council resolve to support the full requests there will be \$498,500 remaining in this financial year's budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
.Reputation	Low	Should Council resolve not to support specific community projects, there may be a negative response from organisations.
Compliance	N/A	Officers have applied Policy CS06 – Community Grants and Contributions Scheme during the assessment and subsequent recommendations.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council provides funding to community groups through the Community Grants and Contributions Scheme throughout the year.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Various community organisations have submitted funding proposals for the Large Community Grant Scheme under Policy CS06 – Community Grants and Contributions Scheme. Officers have recommended an amount of \$195,615 excl. GST to be awarded from this round.

COUNCILLOR QUESTION:

Karratha Kangaroos Rugby requested \$30,814 but the City are only approving \$26,339, are they still able to deliver their Gala Day and ANZAC match?

CITY RESPONSE:

It was the panel's understanding that the elements that weren't funded won't prevent the event from proceeding. All applicants were asked by the panel if their activities were able to proceed at the level of recommended funding.

COUNCILLOR QUESTION:

Why didn't they ask for more?

CITY RESPONSE:

The City takes the application as it comes and responds to it, the City can't speak for the applicant.

COUNCILLOR QUESTION:

Regarding the Baynton West P&C playground upgrade, is this the appropriate use for funding? The criteria was to be used for everybody.

CITY RESPONSE:

The panel was comfortable that this funding was suitable when assessing this application against the criteria.

COUNCILLOR QUESTION:

Did Karratha Community House get told why they weren't successful?

CITY RESPONSE:

Yes, they were advised of the Administration's recommendation, and the Community Development team has offered to work with them for future applications.

COUNCILLOR QUESTION:

Do you think we will get the Hindu Festival up and running?

CITY RESPONSE:

The City will provide the Hindu Association of Pilbara with feedback and support, but it will be up to them whether they submit an application next year.

COUNCILLOR QUESTION:

Can we use the RSPCA Community Action Day event to register more dogs?

CITY RESPONSE:

Yes, the RSPCA will be working with the City's Rangers.

10.4 LEASE OF 46 ROE STREET, ROEBOURNE (“OLD SHIRE OFFICES”) - JULYARDI ABORIGINAL CORPORATION

File No:	CA.287
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Infrastructure Coordinator
Date of Report:	5 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Email - Appeal regarding rental determination2. Julyardi Audited Financial 2023/243. CONFIDENTIAL Connected Beginnings Financial Report4. Julyardi – request for tenure response5. Letters of Support x 3 – Julyardi Lease

PURPOSE

For Council to consider an appeal from Julyardi Aboriginal Corporation (JAC) on the proposed lease fees for 46 Roe Street, Roebourne ('Old Shire Offices') as applied under the Community Leasing of Land Policy – CS25.

OFFICER'S RECOMMENDATION

That Council APPROVE a Peppercorn lease consideration of \$10 p.a. plus GST and outgoings for Julyardi Aboriginal Corporation over a 5 year term, with 5 year option (5+5) for the lease of 46 Roe Street, Roebourne.

BACKGROUND

The Department of Communities executed a Lease agreement with the City on 23 May 2022 to lease 46 Roe Street Roebourne (also known as the Old Shire of Roebourne Offices). The Department utilises the building to assist in delivery of community services and programs, including Yandi for Change 6718 Program.

Yandi for Change engages in a range of community-driven activities designed to support the healing, empowerment, and capacity building of children, families, and the broader Roebourne community. These activities are based on a culturally responsive approach, with Elders, local families, and service providers actively involved in the development and delivery of services. The City works with Yandi for Change regularly and considers the group a key partner in delivering projects and other activities in Roebourne.

The community benefits attributed to the program include:

1. Improved Family Wellbeing: Families have access to culturally safe and relevant services that support their mental, emotional, and social wellbeing.
2. Increased Empowerment: Families and individuals are empowered to take control of their own lives, with the knowledge and resources to make informed decisions and create positive change.
3. Stronger Social Networks: Through our capacity building, cultural events, and community gatherings, we foster a sense of belonging and connectedness among local families, which strengthens community resilience.

4. Enhanced Cultural Identity: Children and families gain a deeper understanding of their cultural heritage, which helps to restore pride and unity within the community.
5. Collaborative Service Delivery: Local stakeholders and service providers work together in a coordinated and effective manner, leading to better service delivery and more comprehensive support for families.

The program is funded through the 'Connected Beginnings – Roebourne' grant agreement between the Australian Department of Education and the Department of Communities. A change in Federal funding for the program necessitates the program be delivered by an Aboriginal Community Controlled Organisation (ACCO), this was effective as at 30 September 2025.

Julyardi Aboriginal Corporation (JAC) are a Port Hedland based ACCO which has been selected by Roebourne Elders to manage the federal funding, lead delivery of Yandi for Change, and build local capacity for a local ACCO to deliver the program in the future. With the Department of Community's lease over 46 Roe Street terminating on 31 December 2025, JAC submitted a request for tenure to the City with the intention of securing a lease over 46 Roe Street to continue the delivery of Yandi for Change 6718.

DISCUSSION

Officers have reviewed JAC's request for tenure and have applied both the Community Leasing Policy CS-25 (attachment 2) and Leasing of Land Operational Guidelines (Attachment 3) which were adopted by Council in February 2024. The Policy and associated guidelines intend to deliver consistent, fair, and equitable outcomes for Community organisations when entering into lease arrangements with the City for community assets. JAC's responses in the Request for Tenure application have been collated (attachment 6).

JAC's request was assessed against the Term of Lease (clause 7) and the Calculation of Rent (clause 8) and the associated Community Discount and Term of Lease Matrices to negotiate the lease.

Lease fee calculation- Clause 8 application

A Rental appraisal was received from Ray White Karratha on 8 July 2025, assessing the market value for 46 Roe Street Roebourne to be \$118,974 p.a. plus GST plus outgoings.

JAC is assessed as a 'Class 2, Incorporated large Community Organisation' (they are not a Commercial entity or Government Department, and their revenue exceeds the maximum of a Class 1 (Small Community) organisation as identified in the City's Operational Guidelines).

The Income assessment is based on the organisation's 2023-24 financial year earnings plus the additional Federal Government funding for delivery of the Yandi for Change program. Officers determined there was no evidence of funding which would meet the definition of 'pass through funding'. The revenue assessable for Julyardi exceeds \$1M (\$2.36M in 2024, or \$1.99M taking an average of the past two years, plus a minimum of \$914,000 assuming the 2025-26 funding for Yandi for change remains unchanged from the annualised 2024/25 funding as shown in the Connected Beginnings December 2024 YTD Financial Report (attachment 5)).

An organisation earning in excess of \$1M is required to pay full market rent, unless eligible for a discount under the Community Benefit Matrix.

A panel of three City officers independently completed a Community Benefit Discount Matrix for Julyardi. The averaged Matrix score of 22 out of 30 acknowledges the Community benefit which the Yandi for Change will provide. The scores all fall into the same discount band of 30% as per the Matrix.

Based on the assessed Community Benefit Matrix discount, the consideration recommended for the Julyardi lease will be \$83,281.80 p.a. plus GST and outgoings. As the request for tenure may lead to a property disposal, the City's intention to lease 46 Roe Street Roebourne to JAC was advertised via Local Public Notice calling for submissions in compliance with s3.58 of the Local Government Act 1995. No submissions were received following advertising, from third parties.

JAC requested a lease term of 10 years, this is acceptable under the Term of Lease Assessment Matrix, it was recommended a 5-year lease with a 5-year option (5 + 5) be offered.

An offer was made to JAC based on a rental consideration of \$83,281.80 p.a. plus GST and outgoings over a 5 year term and a further 5 year option.

Request for Peppercorn Rate

JAC emailed the City on 23 October 2025 with a formal request for Council to reconsider the rental consideration. The email request (attachment 1) identifies:

- that the Yandi for Change program has been delivered from 46 Roe Street via the outgoing tenants (Department of Communities) for the past five years;
- the Department's lease was on Peppercorn terms; and
- that JAC do not have capacity to meet the proposed lease consideration and would impact the program.

JAC have requested the same terms which applied to the Department's lease.

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 cultural & wellbeing issues and Council's ability to perform its role.

STATUTORY IMPLICATIONS

Regulation 3.58 of the Local Government Act 1995 is applicable to disposal by way of lease or licence of property.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place internally between the Governance Officer and Community Infrastructure Officers.

COMMUNITY CONSULTATION

Consultation has been directly with JAC who have advised that they would be unable to pay the proposed Lease Fee if it were applied.

POLICY IMPLICATIONS

Community Policy CS-25 and the associated Leasing of Land Operation Guidelines apply and inform the proposed lease terms and lease fees.

FINANCIAL IMPLICATIONS

The following shows the various lease fees that could be applied to JAC following consideration by Council on the grounds of their appeal:

- Annual lease fees at full rental valuation rate = \$118,974.00 (+ GST + outgoings)
- Annual lease fee at the 30% discounted community rate = \$83,281.80 (+ GST + outgoings)
- Annual lease fee at peppercorn rate = \$10 (+ GST + outgoings)

STRATEGIC IMPLICATIONS

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

Goal:	1 We respect Aboriginal peoples' Cultural Authority and connection to Ngurra (Country)
Objective:	1.1 Foster, understand and respect for Traditional Owner and Aboriginal culture and histories in the City of Karratha
Priority Focus Area:	Support for Aboriginal people self-determination, prosperity and wellbeing
Goal:	2 Our Community is welcoming, connected, vibrant, healthy and safe
Objective:	2.2 Provide community centres, spaces and facilities to cater for diverse groups and needs
Priority Focus Area:	Community Infrastructure
Goal:	3 Everyone is Included
Objective:	3.3 Provide directly and through others, for the needs of young families and enabling the best start in life in the early years
Services:	Collaborate with families, early education providers, health professionals and community partners to support the development, wellbeing and learning of children from birth to five years old and give every child the best possible start in life, particularly those who are vulnerable or disadvantaged

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	A discounted or peppercorn rate for this building has minor impact on the 2025/26 financial budget.
Service Interruption	Low	JAC may elect to cease contract delivery of the Yandi for Change 6718 program should they not receive the peppercorn rental rate.
Environment	N/A	Nil
Reputation	Low	The City may be faced with negative community sentiment should JAC elect to cease the contract delivery of the Yandi for Change 6718 program.
Compliance	Low	Officers have applied the assessment of the lease fee against Council's endorsed policy.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council adopted the Community Leasing of Land Policy – CS25 at its meeting in February 2024.

Since adoption of the policy, Council has considered one rental appeal from the Karratha Sporting and Recreation Club Inc at its April 2025 OCM. Council resolved (OCM250428-13) to uphold the rental consideration of \$6,548.40 (excl GST) as calculated under the Community Policy CS-25 and the associated Leasing of Land Operation Guidelines.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Yandi for Change 6718 program directly contributes to outcomes aligned with the City's Council Plan 2025-2035. Specifically, by supporting Elders to build capacity and greater community self-determination. 46 Roe Street has provided a functional space for program delivery through the Department of Communities. The ongoing delivery of Yandi for Change is at risk if the financial viability of the program be significantly impacted by a lease cost which has not been accounted for in the program funding.

The City's Community Leasing of Land Policy provides a framework which intends to provide a fair outcome for community groups seeking access to land or premises on lease terms. Evaluating a lease application through the policy generally provides acceptable terms, however in this instance the concession applied to the lease consideration is not commensurate to the Community benefit attributed to the program.

Should Council approve a Peppercorn lease, it would directly support the continuation and sustainability of the Yandi for Change program, ensuring substantial ongoing benefits to the Roebourne community.

COUNCILLOR QUESTION:

It's a key issue in Roebourne, what more can we do to encourage the fabric of the community, what can we do to activate that area?

CITY RESPONSE:

The City is passionate about building up the fabric of Roebourne. There are wonderful community groups that are already there. The City is looking into place planning and supporting community groups.

COUNCILLOR QUESTION:

Already in its operation in Roebourne, how has Yandi for Change been a conduit for the City to do its best work and does the administration see that able to be improved with the support of Julyardi?

CITY RESPONSE:

From the Administration's perspective, Yandi for Change is an important group that is leading change in the Roebourne community. Over the last 18 months the Administration has sought the assistance of Yandi for Change Elders and community leaders to inform the projects in Roebourne. Providing a peppercorn lease to Julyardi will enable Yandi for Change to continue to make an impact in the Roebourne community and the City will value an ongoing relationship with the organisation to continue our work together for the benefit of the community

COUNCILLOR QUESTION:

Given the age of the building, is there a scope of works regarding costings of maintenance over the next five years?

CITY RESPONSE:

It has been identified that the roof needs to be replaced, and access improvements are required. It is proposed that these works will be undertaken in the next financial year. Additionally, there is a building conservation review underway which may identify additional works required. Once the report is complete, we will understand the work required and program and budget accordingly.

COUNCILLOR QUESTION:

Will the works impact the tenants?

CITY RESPONSE:

Yes, but the City will work with the tenants to minimise impact and identify a suitable alternate location if required.

10.5 WESTERN AUSTRALIAN POLICE AND COMMUNITY YOUTH CENTRES (PCYC) LEASE – 2 (Lot 760) SHOLL STREET, ROEBOURNE (“ROEBOURNE COMMUNITY HALL”)

File No:	CA.106
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Infrastructure Coordinator
Date of Report:	10 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. PCYC Letter to Mayor & Council and Letters of Support 2. PCYC 2023/24 Special Purpose Financial Report

PURPOSE

For Council to consider a request from the Western Australian Police and Community Youth Centres (PCYC) to review the proposed lease fees for 2 (Lot 760) Sholl Street, Roebourne ('Roebourne Community Hall') as applied under the Community Leasing of Land Policy – CS25.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE a Peppercorn lease consideration of \$10 p.a. plus GST and outgoings for The Western Australian Police and Community Youth Centres (PCYC) for the lease of the Roebourne Community Hall, 2 Sholl Street, Roebourne; and**
2. **UPHOLD the proposed lease term of 1 year with four further one-year options – that is, a 1 year +1 +1 +1 +1 for a total lease term of 5 years, with the inclusion of a redevelopment clause.**

BACKGROUND

The Western Australian Police and Community Youth Centres (PCYC) entered into a new Peppercorn lease agreement with the City on 27 July 2015 for the Roebourne Community Hall, Lot 760, 2 Sholl Street Roebourne. The most recent, and final option expired on 31 July 2025 and the lease remains in a holding over period pending negotiations of acceptable lease terms.

PCYC utilises the building to assist in delivery of community services and programs to support disadvantaged children and young people at risk in the community. PCYC's core diversionary program, safeSPACE provides access to qualified youth workers and enables young people to participate in recreational, cultural, and developmental activities. PCYC's services are tailored to local needs and co-designed with young people, Aboriginal Elders, Aboriginal Corporations, and the community. The program allows young people to engage in activities, enjoy meals, and socialise with peers, supported by Youth Workers.

PCYC are also responsible as the current Lessee for management of external bookings (hire) for the Roebourne Community Hall. It is expected this arrangement will continue should a new lease be negotiated, with hire fees being retained by the Lessee.

PCYC requested by email (dated 26 March 2025) that the City consider negotiating a new lease for the Roebourne Community Hall for a 5-year term with ongoing 5-year options for a maximum term. This would equate to a maximum twenty year lease term.

DISCUSSION

Officers have reviewed PCYC's request for tenure and have applied both the Community Leasing Policy CS-25 (attachment 2) and Leasing of Land Operational Guidelines (Attachment 3) which were adopted by Council in February 2024. The Policy and associated guidelines intend to deliver consistent, fair, and equitable outcomes for Community organisations when entering into lease arrangements with the City for community assets.

PCYC's request was assessed against the Term of Lease (clause 7) and the Calculation of Rent (clause 8) and the associated Community Discount and Term of Lease Matrices to negotiate the lease.

Lease fee calculation- Clause 8 application

A Rental appraisal was received from Ray White Karratha on 14 April 2025, assessing the market value for the Roebourne Community Hall to be \$43,550 p.a. plus GST plus outgoings.

City's Community Leasing of Land Policy (CS25) and associated Leasing of Land Operational Guidelines apply to PCYC's lease transaction. The Leasing of Land Policy specifies:

Where an Organisation comprises a larger principal or parent body which governs or funds smaller satellite branches or program providers, the entire Organisation's financial records will be assessed, not just that of the local team or division.

PCYC is assessed as a 'Class 2, Incorporated Large Community Organisation' (they are not a Commercial entity or Government Department, and their revenue exceeds the maximum of a Class 1 (Small Community) organisation).

The Income assessment is based on the organisation's 2023-24 financial year earnings as disclosed in the special purpose financial report provided by PCYC which indicated an operating income of \$14.6M. Officers determined there was no evidence of funding which would meet the definition of 'pass through funding'.

The revenue assessable for PCYC exceeds \$1M. An organisation earning in excess of \$1M is required to pay full market rent, unless eligible for a discount under the Community Benefit Matrix.

A panel of three City officers independently completed a Community Benefit Discount Matrix for PCYC. The averaged Matrix score of 22 out of 30 falls into the same discount band of 30%.

Based on the assessed Community Benefit Matrix discount of 30%, the consideration recommended for a lease to PCYC was calculated to be \$30,485 p.a. plus GST and outgoings.

PCYC requested a maximum 20 year lease term, comprising an initial 5 year term, with options (+5, +5, +5), this is acceptable under the Term of Lease Assessment Matrix, however with the Roebourne Community Hall building nearing end of life, and need for the City to have vacant possession for refurbishment or demolition/re-construction, it is recommended a 1 year term be offered, with four further one year options – that is, a 1 year +1 +1 +1 +1 for a total lease term of 5 years.

It is also recommended a redevelopment clause be included to allow vacant possession with prior notice. The provision of a longer lease term without redevelopment clause may impact the project delivery for the Roebourne Recreation Precinct. The Hall has also required significant expenditure in the past 12 months to effect 'make safe' repairs. Attempting to further extend the asset life to accommodate an extended lease term will have financial implications for Council.

As the PCYC's request for tenure could lead to a property disposal, the City's intention to lease Lot 760, 2 Sholl Street Roebourne to PCYC was advertised via Local Public Notice calling for submissions in compliance with s3.58 of the Local Government Act 1995. No submissions were received following advertising from third parties.

An offer was made to PCYC based on a rental consideration of \$30,485 p.a. plus GST and outgoings over a 1 year term and a further four 1 year options (1 +1 +1 +1 +1). The terms were not acceptable to PCYC and as such the lease has not been executed.

Request for Peppercorn Rate

PCYC provided a letter (received 11 November 2025 via email) to the Mayor and Council (attachment 1). The letter, accompanied by letters of support, provides a clear summary of:

- PCYC's services delivered at the Roebourne Community Hall;
- Community benefits attributed to PCYC's programs (and in particular safeSPACE) backed by statistics and survey results;
- PCYC's funding model; and
- The impact of the City's current lease proposal, if upheld, on PCYC's services in Roebourne.

The Letter requests that Council consider reinstating the previous Peppercorn lease arrangements and provide a longer lease term than the 1 year (+1+1+1+1) with redevelopment clause which is currently proposed.

Roebourne Recreation Precinct

The Roebourne Community Centre "50 Cent Hall" is a key asset within the Roebourne Recreation Precinct, supporting local sport, recreation, and community activities. Following an extensive planning process undertaken with the community, service providers, and government partners, the City developed a master plan—adopted in July 2022—that identifies major upgrades across the precinct.

The masterplan proposes to significantly refurbish and expand the 50 Cent Hall to create a larger, more flexible, and better-connected multi-purpose gathering space with upgraded amenities, improved entrances, and new activity areas. It also adds a new playgroup/creche room, clinician space, enhanced kitchen and storage, and various structural and facility upgrades.

The Administration is progressing the implementation of the Roebourne Recreation Precinct master plan in 2025/26. A tender for detailed design will be advertised in December 2025, proposed to be awarded in February 2026, with design completion scheduled for September 2026.

The detailed design will be delivered through a co-design process, enabling the community, the City, and key stakeholders to collaboratively define the preferred future use of the hall.

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 cultural & wellbeing issues and Council's ability to perform its role.

STATUTORY IMPLICATIONS

Regulation 3.58 of the Local Government Act 1995 is applicable to disposal by way of lease or licence of property.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place internally between the Governance Officer and Community Infrastructure Officers.

COMMUNITY CONSULTATION

Consultation has been directly with PCYC who have advised that service delivery in Roebourne would need to be reconsidered should the City uphold its proposed lease terms.

POLICY IMPLICATIONS

Community Policy CS-25 and the associated Leasing of Land Operation Guidelines apply and inform the proposed lease terms and lease fees.

FINANCIAL IMPLICATIONS

The following shows the various lease fees that could be applied to PCYC following consideration by Council on the grounds of their appeal:

- Annual lease fees at full rental valuation rate = \$43,550 (+ GST + outgoings)
- Annual lease fee at the 30% discounted community rate = \$30,485 (+ GST + outgoings)
- Annual lease fee at peppercorn rate = \$10 (+ GST + outgoings)

STRATEGIC IMPLICATIONS

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

Goal:	3 Everyone is Included
Objective:	3.3 Create Opportunities for young people to engage in pro-social activities, civic life and leadership development
Key projects/actions:	Provide safe, inclusive spaces, targeted support, and opportunities for personal and social development – empowering young people aged 11-25 to thrive, make positive life choices, actively contribute to their communities and reach their full potential

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	Medium	A discounted or peppercorn rate for this building has minor impact on the 2025/26 financial budget. Providing a 5-year lease term without redevelopment clause may delay redevelopment of the facility. Potential increases to redevelopment and maintenance costs for the end of life facility are not ascertainable.
Service Interruption	Low	PCYC may elect to cease delivery of their Roebourne based programs should they not receive peppercorn lease terms.
Environment	N/A	Nil
Reputation	Low	The City may be faced with negative community sentiment should PCYC withdraw from Roebourne.
Compliance	Low	Officers have applied the assessment of the lease fee against Council's endorsed policy.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council adopted the Community Leasing of Land Policy – CS25 at its meeting in February 2024.

Since adoption of the policy, Council has considered one rental appeal from the Karratha Sporting and Recreation Club Inc at its April 2025 OCM. Council resolved (OCM250428-13) to uphold the rental consideration of \$6,548.40 (excl GST) as calculated under the Community Policy CS-25 and the associated Leasing of Land Operation Guidelines.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The PCYC directly contributes to outcomes aligned with the City's Council Plan 2025-2035. PCYC provides a safe inclusive space, targeted support, and opportunities for personal and social development for youth to thrive, make positive life choices, actively contribute to their communities and reach their full potential.

The City's Community Leasing of Land Policy provides a framework which intends to provide a fair outcome for community groups seeking access to land or premises on lease terms. Evaluating a lease application through the policy generally provides acceptable terms, however in this instance the concession applied to the lease consideration is not commensurate to the Community benefit attributed to the program.

Primarily organisations with a centralised management and administration structure are disadvantaged by the evaluation matrices, along with those organisations who operate across multiple locations (higher overheads and therefore higher revenue) and are non-sporting, not for profit community service organisations. PCYC fit all of these categories.

Should Council approve a Peppercorn lease, it would directly support the continued presence of PCYC in the Roebourne community.

The Roebourne Community Hall is however nearing end of life and incurring significant expenditure to rectify and make safe ongoing deterioration to the structure. With the City's intent to redevelop the site in the short term (a process which will require vacant possession for a significant period of time) it is recommended the request from PCYC to enter into a longer lease term be declined.

COUNCILLOR QUESTION:

With the peppercorn lease, could the hall still be used as another facility or is it exclusive use?

CITY RESPONSE:

PCYC will have exclusive use of the building but part of the lease states they must allow for other community use when needed.

COUNCILLOR QUESTION:

Is there a strategic reason for splitting the lease up?

CITY RESPONSE:

The City is about to commence a co-design process with community to progress the Roebourne Recreation Precinct Masterplan . This means City needs flexibility to enable the redevelopment of the Hall as it is reaching end of life and requires significant upgrades.

COUNCILLOR QUESTION:

After redevelopment would we be looking to re-lease it to PCYC?

CITY RESPONSE:

We are expecting the community to advise how they want the space used. If it is supported that PCYC continue to use it then we will continue to facilitate that desire. The City will assist PCYC to find alternate accommodation when needed.

COUNCILLOR QUESTION:

Despite being government funded, why aren't these leases being supported by the State Government's budget despite their surpluses?

CITY RESPONSE:

PCYC, and also Yandi for Change when managed by Department of Communities, have not been paying rent and therefore would not have been included this cost in their program budgets when seeking funding. If Council choose to charge rent then both organisations will need to divert funds away from their direct service delivery.

The provision of a peppercorn lease is a form of financial assistance and therefore the City will be acknowledged for its contribution.

10.6 COMMUNITY INFRASTRUCTURE PLAN 2025 – 2035 STRATEGIC IMPLEMENTATION PLAN

File No:	CS.161
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Principal Community Planning
Date of Report:	20 November 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. CIP Strategic Implementation Report

PURPOSE

For Council to consider the Strategic Implementation Plan for the Community Infrastructure Plan 2025–2035 (CIP), which sets out a phased approach to the planning, funding and delivery of new and upgraded community infrastructure across the City.

OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE the City of Karratha's Community Infrastructure Plan 2025 – 2035 Strategic Implementation Plan.**
2. **NOTES that:**
 - a. **the Community Infrastructure Plan 2025-2035 Strategic Implementation Plan provides an indicative pathway for delivery and will be subject to ongoing review and refinement, with progress updated annually as projects progress and further information becomes available; and**
 - b. **the Long-Term Financial Plan will be updated to include \$275M to deliver the Community Infrastructure Plan, proposed to be funded through partnerships, grant funding, City reserves and potential borrowings.**

BACKGROUND

The Community Infrastructure Plan 2025–2035 (CIP) was endorsed by Council at its August 2025 Ordinary Council Meeting. The Plan establishes a long-term strategic framework for the planning, prioritisation, and delivery of community infrastructure across the City of Karratha, in alignment with the Council Plan 2025–2035. While the CIP identifies priority projects and strategic directions, the priorities are set at a high level (+/- 30-50%) and required further analysis to determine the scope, timing, and resource implications of implementation.

The Strategic Implementation Plan gives effect to the strategic priorities of the CIP by aligning with the Council's strategic objectives, annual budget cycles and long-term financial planning framework, while also identifying opportunities to leverage external funding and partnerships in support of project delivery.

Following Council's endorsement, officers engaged Quantity Surveyors Ralph Beattie Bosworth to prepare detailed cost estimates for each project identified within the CIP. To inform the development of the cost plan, officers also undertook a high-level needs analysis for each project, drawing on information gathered through the development of the CIP, relevant case studies, assessments against industry best practice, and consideration of national facility guideline documents. In addition, a more detailed implementation timeline was developed to assist in forecasting future workload for City officers and to inform long-term financial planning. The purpose of this report is to present an Implementation Plan that translates the strategic direction of the CIP into a clear and actionable roadmap for delivery.

DISCUSSION

The CIP Strategic Implementation Plan establishes a coordinated approach to the planning and delivery of new and upgraded community infrastructure, ensuring the City is well positioned to meet the needs of Karratha's growing community. High-level cost estimates have been developed for each project to inform long-term financial planning; however, implementation will be subject to the development of a detailed funding strategy and the identification of external funding sources to reduce the City's direct financial contribution.

1. Project Prioritisation and Staging

Projects have been prioritised based on population growth forecasts, asset condition, community demand, and strategic alignment with the Council Plan 2025–2035 and the Community Infrastructure Plan (CIP).

The Strategic Implementation Plan schedules the planning, funding identification, and delivery of projects across specific financial years to provide an indicative pathway. This approach allows the City to align project delivery with annual budget cycles, workforce planning, and available funding capacity.

2. Cost Estimates

The Quantity Surveyor's (QS) cost plan provides current (2025) estimates for each project. For the purposes of the Long-Term Financial Plan, only the construction cost components from the QS report will be used, with escalation, contingencies, professional fees and other allowances to be applied through the LTFP's financial modelling. Based on the QS construction estimates, the indicative cost of delivering the full CIP program over the 10+ year period is approximately \$275 million.

High-level cost estimates have been developed to inform long-term financial planning; however, project delivery will be dependent on future funding strategies and sourcing of external funding to offset the City's direct contribution.

3. Funding Approach

Implementation of the CIP will be supported through a mix of funding sources, including:

- City funds and reserves;
- State and Commonwealth government grants;
- Partnerships with community and industry stakeholders; and
- Potential borrowings.

Each project will be further assessed for financial capacity, community benefit, and whole-of-life cost implications prior to inclusion in future budgets and funding submissions.

4. Governance and Integration

Delivery of the CIP will be managed through the City's existing corporate planning and reporting frameworks. The Council Plan and Long-Term Financial Plan is proposed to be updated to incorporate short-term priorities, refined costings, and adjustments based on project progress, funding availability, and market conditions.

Project feasibility studies and business cases will further refine costs, including any impacts on the City's workforce plan.

5. Next Steps

- Incorporate short-term projects (Years 1–4) into the next review of the Council Plan and Long-Term Financial Plan;
- Progress feasibility studies and business cases, including concepts and detailed designs for identified priority projects;
- Actively pursue external funding and partnership opportunities; and
- Provide annual reporting to Council on project delivery progress, funding outcomes, and financial implications.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The preparation and implementation of the Community Infrastructure Plan (CIP) Strategic Implementation Plan does not, in itself, give rise to any direct statutory obligations. However, delivery of individual projects within the Implementation Plan will be subject to compliance with all relevant legislation.

COUNCILLOR/OFFICER CONSULTATION

Internal consultation has been undertaken with officers in City Projects, Community Facilities, Strategic Planning (Land Use Study) and Financial Services (Long Term Financial Plan). External consultation was undertaken with Ralph Beattie Bosworth for cost estimation.

Internal and Councillor engagement will occur on an ongoing basis throughout the delivery of the CIP Strategic Implementation Plan.

COMMUNITY CONSULTATION

No additional community consultation was undertaken in the preparation of the CIP Strategic Implementation Plan, as the Implementation Plan is based on the priorities and feedback already captured through extensive community engagement during the development of the Community Infrastructure Plan. The Implementation Plan translates these established priorities into a staged, actionable delivery program.

Further community engagement will occur at the project level during design and delivery stages.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

High-level cost estimates have been prepared for all projects within the CIP Strategic Implementation Plan, with the total indicative construction cost of delivering the plan estimated at \$275 million.

Funding for short-term projects will be considered as part of future annual budgets and the Long-Term Financial Plan, with individual business cases submitted to Council for approval prior to committing funds or commencing works.

The implementation of projects will be guided by detailed funding strategies, Council budget allocations, and the identification and securing of external funding opportunities to help reduce the City's direct financial contribution.

STRATEGIC IMPLICATION

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

Goal:	2	Our community is welcoming, connected, vibrant, healthy and safe.
Objective:	2.2	Provide community centres, spaces and facilities to cater for diverse groups and needs
	2.3	Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Implementation of projects will comply with all relevant Occupational Health and Safety requirements.
Financial	Moderate	High-level cost estimates have been prepared. Individual project funding will be subject to Council budget allocations and external funding strategies.
Service Interruption	Low	Planned staging of projects has considered disruptions to community services, and each project will provide a detailed implementation which will be designed to minimise disruption to community services.
Environment	Low	All projects will comply with environmental legislation and incorporate best practice environmental management measures.
Reputation	Low	Engagement with the community and stakeholders will be undertaken throughout the plan implementation to ensure transparency and alignment with community expectations.
Compliance	Low	All statutory requirements, approvals, and procurement obligations will be adhered to in the delivery of projects.

IMPACT ON CAPACITY

Endorsement of the Implementation Plan provides a clear program of projects across financial years, which will inform staff resource allocation. Officers will need to plan for the delivery of design, feasibility, project management, and procurement activities, particularly in the short-term years where high-priority projects are staged.

RELEVANT PRECEDENTS

The Strategic Implementation Plan for the endorsed Community Infrastructure Plan provides a structured, evidence-based 10-year framework, reflecting best practice widely adopted by local governments, and supports informed, strategic, and deliverable investment in the City's long-term community infrastructure.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Strategic Implementation Plan – Community Infrastructure Plan 2025–2035 provides a clear, staged, and financially sustainable roadmap for delivering high-quality community infrastructure across the City of Karratha. Endorsement of the Implementation Plan will enable Council to align project delivery with financial planning and community needs over the next decade.

11 DEVELOPMENT SERVICES REPORTS

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM (MESAP) 2026

File No: RC.19
Responsible Executive Officer: Director Development Services
Reporting Author: Economic Development Project Officer
Date of Report: 17 November 2025
Applicant/Proponent: Various
Disclosure of Interest: Nil
Attachment(s): 1. MESAP Summary of Applications

PURPOSE

For Council to consider providing grants to support a range of major events in 2026 under Council Policy DE03: Major Event Sponsorship and Attraction Program Policy.

OFFICER'S RECOMMENDATION

That Council

1. **APPROVE** the following applicants to receive funding under the MESAP Policy:

Organisation Name	Project Name	Agreement Length	Grant Amount 25/26	Grant Amount 26/27	Grant Amount 27/28
Banjima Native Title Aboriginal Corporation	Karijini Experience	3 years	\$20,000	\$20,000	\$20,000
Informa Australia Pty Ltd	Pilbara Summit	3 years	\$40,500	\$41,715	\$42,966
Story Teller Chef	Burrup Experience	1 years	\$50,000	-	-
Karlayura Rodeo Inc.	Roebourne Rodeo	3 years	\$50,000	\$50,000	\$50,000
Kimberley Pilbara Cattlemen's Association	KPCA Conference	1 years	\$40,000	-	-
TOTAL			\$200,500	\$111,715	\$112,966

2. **APPROVE** by Absolute Majority a budget amendment for 2025/26 for an additional \$145,500 for the purpose of funding the recommended event sponsorships under the MESAP Policy, to be funded by a transfer from the City's Economic Development Reserve, as follows:

Project Name	Account Number	Current 25/26	Proposed 25/26	Variation
Economic Development Grants	3020-51010-6390-1525	\$125,000	\$270,500	\$145,500
Transfer from Economic Development Reserve	2100-90005-5030-8098	\$0	(\$145,500)	(\$145,500)
Net impact to the City		\$125,000	\$125,000	\$0

BACKGROUND

The City of Karratha adopted the Major Events Sponsorship and Attraction Program (MESAP) Policy in 2017 to establish a competitive, transparent, and equitable process for organisations seeking sponsorship to deliver major events that generate economic and social benefits for the community. The policy ensures that Council's investment in event sponsorship achieves the best possible value for money while supporting initiatives that enhance the City's profile.

MESAP provides a structured framework for partnering with experienced event organisers to deliver high-quality programs that attract visitors, stimulate local business activity, and strengthen the City's reputation as a vibrant and culturally rich regional centre. These events align with the City's strategic objectives, including fostering community vibrancy, respecting Aboriginal cultural authority, and promoting economic diversification. The program acknowledges that while the City values these outcomes, it does not always have the resources or specialist expertise to deliver such events independently.

Importantly, the policy allows event organisers to seek funding for multiple years, enabling the City to establish longer-term partnerships that provide certainty for organisers and support the sustainable delivery of major events. This approach encourages strategic planning, continuity, and growth of events that deliver measurable benefits to the region.

All proposals have been assessed against six key criteria in accordance with the Policy:

1. **Strategic Alignment** – Contribution to Council's vision and strategic themes
2. **Economic Impact** – Contribution to the local economy
3. **Community/Social Impact** – Alignment with Council values and benefits to the community
4. **Environmental Impact** – Level of impact on natural and built resources
5. **Media/Promotion Impact** – Value of marketing and promotional activities
6. **Risk Profile** – Risk mitigation measures, delivery capacity, and financial sustainability

For the 2025/26 financial year, Council allocated \$125,000 to the MESAP program. Of this amount, \$25,000 has been committed under a three-year funding agreement for *City to Surf* and \$45,000 for the *Our Town Karratha* episode approved at the June 2025 Council meeting, leaving a remaining balance of \$55,000 for allocation to other events throughout the year.

DISCUSSION

The applications presented in this report represent events that have previously sought support through MESAP and demonstrated strong community demand and a proven capacity for successful delivery. Their continued participation provides confidence in their ability to generate ongoing value for the region. Each event aligns with the City's objectives of fostering community vibrancy, promoting cultural experiences, and driving economic activity through increased visitation and local spending.

All applicants have completed a comprehensive application process, followed by an individual evaluation to ensure fairness and consistency. A summary of each application is provided below with further detail included in Attachment 1.

Karijini Experience

Held annually in April within Karijini National Park, the Karijini Experience is a multi-day festival that attracts over 3,000 visitors. The program showcases Aboriginal culture through art, music, culinary experiences, and wellness activities, complemented by adventure tourism opportunities. This event is a cornerstone for promoting regional culture and stimulating tourism across the Pilbara.

Although the festival is located outside the City of Karratha's local government area and does not deliver direct economic or community benefits locally, sponsorship offers a strong promotional and place-branding opportunity. It positions Karratha as the gateway to Karijini and the broader Pilbara region, while providing access to a highly aligned tourist audience.

The event is projected to deliver an economic return of \$6.39–\$8.39 for every sponsorship dollar invested, achieved through a combination of visitors travelling through Karratha before or after the event and Karratha suppliers being utilised by the event organisers/performers/exhibitors.

Pilbara Summit

Held annually in June at the Red Earth Arts Precinct, the Pilbara Summit is a premier two-day conference that drives economic growth and collaboration by attracting a balanced mix of industry leaders, government representatives, and investors. The program features keynote presentations, over 50 exhibitors, networking sessions, and an evening function. Consistently reaching capacity with more than 600 delegates, the Summit reinforces Karratha's position as the Pilbara's hub for innovation, investment, and economic diversification.

The event delivers strong economic and community benefits, with the majority of delegates visiting from outside the City. In addition, it provides significant promotional and branding opportunities, positioning Karratha as the region's leading centre. Feedback from previous years indicates that ticket pricing can be a barrier for local small businesses. To address this, it is proposed that Council's six delegate ticket be allocated to select local businesses in partnership with KDCCI, while the City retains the option to purchase additional tickets for Councillors and staff as required at a 15% discount.

The Pilbara Summit is projected to generate an economic return of \$18.25–\$26.75 for every sponsorship dollar invested.

Burru Experience 2026

Launched in 2025 with a sold-out long-table dinner, the Burru Experience is intended to be an annual event that grows in scale and impact. In 2026, the program expands to two days, featuring a moonlit dinner with guest chefs, a children's bush tucker experience led by Murujuga Rangers, and a major Indigenous music concert. This evolution reflects the event's ambition to position the Pilbara as a national cultural tourism destination.

Looking ahead, the Burru Experience is planned to transition to Traditional Owner leadership by 2028, ensuring its cultural authenticity and long-term legacy. To support this expansion - which includes a second night of programming and a free community concert alongside the long-table dinner - the organisers have requested an increase in funding.

While the event delivers only moderate economic impact due to a largely local audience, it provides substantial community, social, and branding benefits and assist with promotion of the City as a premier cultural tourism destination.

The organiser has requested \$60,000 in funding for 2026, up from \$27,500 in 2025, to support the expanded program. Officers recommend a sponsorship amount of \$50,000, aligning the forecast return on investment with other sponsored events. The reduced funding is not expected to compromise overall delivery, with organisers anticipated to achieve savings through measures such as simplified fixtures and fittings, reduced decorative elements, and a potential moderate increase in ticket prices for the long-table dinner.

The event is projected to generate an economic return of \$7.63–\$12.37 for every sponsorship dollar invested.

Roebourne Rodeo

Following the success of its inaugural event in August 2025, Western Australia's newest Full Points Open Rodeo is planned to return in 2026 at the Norwest Jockey Club (Roebourne Racecourse), with timing expected to remain consistent in future years.

Hosted by Karlayura Rodeo Inc. and affiliated with the Australian Bushmen's Campdraft & Rodeo Association (ABCRA), the event offers a family-friendly cultural and sporting experience that combines elite rodeo competition with Indigenous-led activities. The program includes rodeo events, cultural performances, live entertainment, family activities, food vendors, and market stalls, with attendance projected at approximately 3,500 spectators and more than 100 competitors.

The event delivers strong economic and community benefits, attracting non-local competitors, entertainers, and patrons through its professional affiliation with the sport's governing body. It also provides significant promotional and branding opportunities, enabling the City to engage directly with attendees and reinforcing Karratha's reputation as the Pilbara's premier major event destination.

The event is projected to generate an economic return of \$21.24–\$31.05 for every sponsorship dollar invested.

Kimberley Pilbara Cattlemen's Conference 2026

Scheduled for October 2026 at the Red Earth Arts Precinct in Karratha, this event is the premier industry gathering for northern Western Australia's beef sector. It brings together pastoralists, supply chain representatives, government officials, and subject matter experts for keynote presentations, technical panels, trade exhibitions, and networking functions. Expected to attract over 200 delegates with strong sponsor participation, the event delivers significant value by fostering collaboration, driving innovation and sustainability, and reinforcing Karratha's position as a key hub for agri-business and regional development.

The event provides a moderate economic and community impact, as most delegates are visitors to the City. It also offers strong promotional and branding opportunities, positioning Karratha as the Pilbara's regional hub and de facto capital.

Projected economic return is \$9.44–\$16.37 for every sponsorship dollar invested. Additionally, previous events have shown that many pastoral delegates—based in remote Pilbara and Kimberley locations—bring their families to Karratha during the conference. While difficult to quantify and therefore excluded from ROI projections, this trend is expected to further increase local spending generated by the event.

Summary of Recommendations

A summary of recommended funding amounts is outlined in the table below.

Where multi-year funding approval is sought and approved, each annual event will be subject to assessment and acquittal, with subsequent year funding contingent on a satisfactory outcome of these processes.

Applicant	Project	Amount Funded 2024/25	Amount Recommended		
			2025/26	2026/27	2027/28
Banjima Native Title Aboriginal Corporation	Karijini Experience	\$15,000	\$20,000	\$20,000	\$20,000
Informa Australia	Pilbara Summit	\$35,000	\$40,500	\$41,715	\$42,966
Story Teller Chef	Burrup Experience	\$27,500	\$50,000	-	-
Karlayura Rodeo Inc.	Roebourne Rodeo	\$50,000	\$50,000	\$50,000	\$50,000
Kimberley Pilbara Cattlemen's Association	KPCA Conference	\$40,000	\$40,000	-	-
TOTAL		\$167,500	\$200,500	\$111,715	\$112,966

Collectively, these events are expected to deliver significant cultural, social, and economic benefits to the City of Karratha and the wider Pilbara region. They attract visitors, showcase local heritage and talent, and provide platforms for business engagement and tourism promotion. Continued investment through MESAP ensures that the City remains a leading destination for major events, strengthens regional partnerships, and supports long-term economic diversification. By endorsing these recommendations, Council will reinforce its commitment to fostering a vibrant, inclusive, and economically resilient community while leveraging events as a strategic tool for destination marketing and regional growth.

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 as the Officer's recommendation provides significant funding assistance for major events.

STATUTORY IMPLICATIONS

Budget allocation for future financial years is proposed in accordance with Section 6.8(1)(b) of the *Local Government Act 1995*.

COUNCILLOR/OFFICER CONSULTATION

No Councillor/Officer consultation has taken place.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Policy DE03 Major Events Sponsorship and Attraction Program Policy applies.

FINANCIAL IMPLICATIONS

A total of \$125,000 was allocated for MESAP funding in the 2025/26 FY Budget. In addition, the current balance of the Economic Development Reserve is approx. \$1.4mil. The purpose of the Reserve is to fund economic development activities within the City, including destination marketing, business attraction, property development and tourism.

Total Budget (25/26 FY)	\$125,000
Committed to Agreement's	\$25,000
Awarded in June 2025	\$45,000
Remaining	\$55,000
Recommended	\$200,500
Funds transfer required from Economic Development Reserve	\$145,500

In addition, the Officer's recommendation would require Council to enter into new Agreements, committing expenditure in future years to be incorporated into those years' operating budgets, subject to satisfactory acquittals.

Project	Grant Amount 2026/27	Grant Amount 2027/28
Karijini Experience	\$20,000	\$20,000
Pilbara Summit	\$41,715	\$42,966
Roebourne Rodeo	\$50,000	\$50,000
Future Year Commitments	\$111,715	\$112,966

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: 6.3 Support the local small and medium business sector to grow and diversify
- 6.5 Effectively market and promote the diverse attractions and amenities of the City of Karratha to attract residents and businesses
- 6.6 Support local tourism development and visitor services

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Minimal financial risk associated with funding events that may not meet delivery standards. This will be mitigated through robust funding agreements and a strict post-event acquittal process to ensure compliance and accountability.
Service Interruption	N/A	Nil
Environment	Low	Environmental risk is low as all applicants have submitted risk management plans and will secure temporary event permits for non-Council venues. Compliance with environmental guidelines will be monitored.
Reputation	Low	Low reputational risk if events fail to meet expectations. Risk will be managed through clear contractual obligations and regular progress reporting. If Council declines support for certain projects, some negative feedback from organisers and stakeholders may occur.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has previously provided MESAP funding to a range of major events, including earlier editions of the events now recommended for support, as well as other examples shown in the table below:

Event	MESAP Funding
2023 Pilbara Summit	\$20,000
2023 Karijini Experience	\$10,000
2024 Developing Northern Australia Conference	\$142,000
2024 Pilbara Summit	\$33,000
2024 KPCA Conference	\$40,000
2025 Pilbara Summit	\$35,000
2025 Karijini Experience	\$15,000
2025 Staircase to the Moon	\$27,500
2025 City to Surf	\$25,000

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Following a comprehensive assessment process, officers recommend allocating funding under the MESAP Policy to support the proposed events, which collectively align with the City's strategic objectives and deliver measurable cultural, social, and economic benefits.

These events will attract visitors, stimulate local business activity, and strengthen Karratha's reputation as a vibrant regional centre. Approval of the recommended sponsorships and associated budget adjustments will ensure continued investment in high-quality events, reinforce regional partnerships, and contribute to long-term economic diversification.

COUNCILLOR QUESTION:

In relation to funding for Pilbara Summit, I've noted that entry costs were quite high for small businesses which will be a barrier to entry. How would you identify the six tickets given away for free to small businesses? Would it be an opportunity to add up the total cost for those free tickets and reduce ticket prices so more small business can attend?

CITY RESPONSE:

The City has not considered the potential to reduce overall ticket prices for small business by offering our delegate passes in lieu. Early bird tickets are currently available to local businesses at substantial discount until January 2026. The KDCCI have been notified of this opportunity. The intent with the City's delegate passes would be to provide them to the KDCCI with the opportunity for local small businesses to opt in to win free ticket/s through a random draw. It is anticipated that this process would be run by the KDCCI rather than the City.

COUNCILLOR QUESTION:

Are KDCCI doing a drive to say that early bird tickets are available now?

CITY RESPONSE:

The City have directly notified KDCCI of the early bird tickets and requested that they refer it to members through their mailing list.

COUNCILLOR QUESTION:

To clarify, there will be a small amount of tickets provided to small businesses at no cost?

CITY RESPONSE:

The City would be provided with six free delegate tickets should Council choose to sponsor the event. The City would then provide these tickets at no cost to KDCCI to allocate to small businesses.

COUNCILLOR QUESTION:

Are we looking at the impact to the community of the library being closed during these big events?

CITY RESPONSE:

The City is looking at this through its 10 year plan. It has been identified that REAP is packed with people wanting to use it and the City is always trying to balance the needs of the local community and generating returns for the local economy. We try to relocate groups as much as we can if groups are unable to use a facility due to an event.

11.2 KARRATHA CITY CENTRE PRECINCT STRUCTURE PLAN – TENDER OUTCOME

File No: SP24001

Responsible Executive Officer: Director Development Services

Reporting Author: Manager Planning Services

Date of Report: 18 November 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): 1. Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Karratha City Centre Precinct Structure Plan, Tender Number RFT0000036.

OFFICER'S RECOMMENDATION

That Council:

- ACCEPT** the tender submitted by Urbis Ltd ABN 50 105 256 228 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000036; and
- AUTHORISE** the Chief Executive Officer to execute a contract with Urbis LTD, **SUBJECT** to any variations of a minor nature.
- APPROVE** by Absolute Majority an increase to the project budget to be allocated across the 2025/2026 and 2026/2027 financial years as follows:

Project Name	Account Number	Current 25/26	Proposed 26/27	Total
Karratha City Centre Precinct Structure Plan	3040-89201-6392-0000	\$220,000	\$450,000	\$670,000
Net impact to the City		\$0	\$450,000	\$450,000

BACKGROUND

The Karratha City of the North (KCN) City Centre Masterplan (2010) provided a strong framework for the development and enhancement of the Karratha City Centre during the previous construction related growth cycle. Many of the recommendations of KCN were implemented under the WA State Government Royalties for Regions program with significant improvements made to the City Centre including access, drainage, public space and built form outcomes.

While the benefits of the previous investment can be seen and appreciated by all who visit, the dynamics of the City Centre continue to change and evolve. 15 years on from KCN, it is timely to review and update the planning framework to provide a contemporary guide for future improvements within the City Centre via a Precinct Structure Plan (PSP). This aligns with the Council Plan 2025–2035 vision to be Australia’s most liveable regional city and the guiding commitments for that Plan to be place based, culturally informed, inclusive, sustainable, dynamic and fair.

Project Scope and Outcomes

The scope and key outcomes of the project are:

- Undertake a comprehensive review of the city’s current strategic documents and local planning framework, particularly those relevant to the City Centre.
- Prepare and implement an effective community engagement strategy, including targeted engagement. A central element of the project is its collaborative and place-based approach, which extends partnership opportunities beyond city officers to include government, business, and the broader community.
- Prepare and deliver a PSP for the Karratha City Centre to identify and guide land use and development for the next ten years, in accordance with relevant state planning policies, the City’s strategic framework and community and stakeholder feedback. The PSP will include an implementation plan to identify short, medium and long-term actions including responsible parties and required resources.
- Prepare a suite of technical documents to support the PSP which consider critical themes of transport and movement, landscaping and open space, built form, economic and retail requirements, natural environment and water management, cultural heritage, built form and place activation.

The project is expected to run for a period of 18 months. The City will prepare associated local planning scheme amendments and local planning policies either concurrently or following Western Australian Planning Commission (WAPC) approval of the PSP to ensure the local statutory planning framework aligns with the PSP.

Ultimately, the project seeks to establish a modern and robust planning framework for Karratha City Centre which will guide future land use and development in coordination with the City’s broader strategic framework to ensure the City Centre becomes a more vibrant activity node for the region.

DISCUSSION

Tenders were invited under the CEO’s delegation and advertised on 17 September 2025 and closed on 22 October 2025

There were five (5) tenders received by the closing date from:

- GHD Pty Ltd
- Hames Sharley WA Pty Ltd
- TBB Planning Pty Ltd
- Urban & Regional Planning Solutions (WA) Pty Ltd
- Urbis Ltd

The tenders were evaluated by a four (4) person panel comprising of:

- Director Development Services
- Manager Community Planning

- Manager Planning Services
- Manager 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 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	15%
Methodology	20%
Capacity to Deliver	20%
Sustainability	5%
Price	40%

The Regional Price Preference was not applicable to any of the tenders as the majority of the work will be completed out of the region.

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

The Chief Executive Officer has endorsed the evaluation and recommendation.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

Budget allocation for future financial years is proposed in accordance with Section 6.8(1)(b) of the *Local Government Act 1995*.

COUNCILLOR/OFFICER CONSULTATION

A presentation on the proposed PSP project was given to Councillors at the Councillor Workshop on 10 February 2025.

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

A Project Control Group (PCG) will be established to support ongoing internal consultation and coordination throughout the project lifecycle. The PCG may comprise members outside of the City to ensure a collaborative partnership is achieved for the duration of the project.

COMMUNITY CONSULTATION

No community consultation is required to award the tender but community and stakeholder engagement and consultation is a key element and deliverable of the project.

A comprehensive Community and Stakeholder Engagement Plan aligned with the iap² public participation spectrum will be prepared to guide community and stakeholder input into the project.

POLICY IMPLICATIONS

Council policies CG12 – Purchasing are applicable to this matter.

FINANCIAL IMPLICATIONS

Council allocated \$500,000 for strategic planning projects for the 2025/26 financial year. This includes provision for the PSP of \$220,000 in the current budget.

Based on the Tender Outcome, a budget increase will be required to deliver the proposed scope of works. The budget allocation will need to be across the 2025/26 and 2026/27 financial years in accordance with the table below.

Account Number	Current 25/26	Proposed 25/26	Proposed 26/27	Total
3040-89201-6392-0000	\$220,000	\$220,000	\$450,000	\$670,000

The above budget allocation has no net impact on the current financial year.

The City has applied for Regional Partnerships and Precincts Program grant funding through the Australian Government's Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts to support delivery of this project. If this funding application is successful, it would reduce the financial impost on the City.

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:	4.4	Plan for future development that enables growth while respecting local identity
Priority Focus Area:		Land Use Planning
Key projects/actions:		Develop Karratha City Centre Precinct Structure Plan and Associated Scheme Amendment (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	Moderate	Proposal from tenderer is within budget allocation for the 2025/26 financial year. However a budget allocation for the 2026/27 is required.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Project requires a clear community and stakeholder engagement plan to ensure adequate community input, which is a key measure of the project's success.
Compliance	High	Preferred tenderers' experience in planning matters is critical to the success of the project to ensure suitable compliance. The project is required to ensure City Centre development is undertaken in accordance with the relevant state planning policy.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officers' recommendation, resources have been allocated from within the Planning Services department to manage this project.

RELEVANT PRECEDENTS

There are no relevant precedents for a similar scope of work, however, Administration regularly conducts tender processes for the delivery of Community Infrastructure and Planning needs.

The most applicable precedent is the August OCM where Council endorsed the Community Infrastructure Plan 2025-2035.

VOTING REQUIREMENTS

Absolute 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 a City Centre Precinct Structure Plan and supporting technical documentation. The preferred tenderer has demonstrated they are experienced and capable of delivering the most advantageous outcome for the City.

Should Council adopt the recommendation, the contract will be executed with the preferred tenderer and Stage 1 of the project will commence in early 2026. The project is expected to run for up to 18 months and deliver a critical piece of planning as part of the City's vision to be Australia's most liveable regional City.

COUNCILLOR QUESTION:

What is the likely timeline for this project?

CITY RESPONSE:

It is likely that the project will take 18 months

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 KARRATHA GOLF COURSE MAINTENANCE COMPOUND AND SHED UPGRADE – TENDER OUTCOME

File No: CP.1901
Responsible Executive Officer: Director Projects and Infrastructure
Reporting Author: Project Officer
Date of Report: 15 December 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tenders for the Karratha Golf Course Maintenance Compound and Shed Upgrade, Tender Number RFT0000053.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT** the tender submitted by Pilbara Building Company Pty Ltd ABN 40 627 046 066 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000053 Karratha Golf Course Maintenance Compound and Shed Upgrade;
2. **AUTHORISE** the Chief Executive Officer to enter into negotiations with Pilbara Building Company Pty Ltd ABN 40 627 046 066 and execute a Contract SUBJECT to any variation of a minor nature; and
3. **APPROVE** by Absolute Majority an increase to the City's project budget up to \$2.283M across the 2025/2026 and 2026/2027 financial years to cover the cost of the project scope to be funded by the Infrastructure Reserve, as follows:

	Account Number	Current 25/26	Proposed 25/26	25/26 Variation	Proposed 26/27	Variation
Golf Course Maintenance Compound	4000-91141-6392-8502	\$1,500,000	\$1,100,000	(\$400,000)	\$1,183,000	\$783,000
Net impact to the City		\$1,500,000	\$1,100,000	(\$400,000)	\$1,183,000	\$783,000

BACKGROUND

The Karratha Golf Course Maintenance Compound and Shed Upgrade was initiated to address the requirement for better back-end facilities to ensure continued high level, safe and environmentally appropriate service delivery at the Karratha Golf Course.

The Karratha Golf Course is jointly managed by the City of Karratha (City) and the Karratha Country Club (KCC) under a Memorandum of Understanding (MOU) agreement. The MOU stipulates that the City is responsible for the general maintenance of the golf course and to fulfill this obligation, engages a Golf Course Superintendent to deliver the service on its behalf. Under this contract, the Superintendent is required to provide all plant, equipment and materials necessary to fulfill the contract, with the City providing the Superintendent a dedicated compound facility to store those goods and maintain equipment.

The recent improvements to the golf course require additional plant and equipment to operate the facility effectively, including a greater reliance on chemicals and other materials to maintain the required level of service. The existing maintenance area is not equipped to manage the additional plant and machinery required, nor does it meet current Work Health and Safety standards for the safe storage of chemicals and material. Additionally, the amenities at this location remain insufficient to support the contracted staff responsible for maintaining the facility.

At the July 2025 Ordinary Council Meeting, Council resolved to call tenders for Karratha Golf Course Maintenance Compound and Shed Upgrade (Design and Construct).

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

The tender was advertised on 17 September 2025 and closed 22 October 2025.

Three (3) tenders were received by the closing date from:

- Pilbara Building Company Pty Ltd
- Trasan Contracting Pty Ltd
- Granchoice Holdings Pty Ltd A/T For The Karratha Building Unit Trust

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

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

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

The evaluation criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	20%
Methodology	15%
Capacity to Deliver	20%
Sustainability	5%
Price	40%

The Regional Price Preference Policy was applied to all three (3) local tenderers.

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.

DISCUSSION

The proposed upgrades include a new maintenance shed and broader compound improvements as per the below detailed scope of works:

36m x 12m maintenance shed includes:

- 290m² of floor space for plant/equipment storage and maintenance.
- Dedicated office space with separate superintendent office.
- Staff room and associated facilities.
- Accessible toilet amenity and locker/storage area.
- Two (2) fertiliser stores with pallet racking, in accordance with safe storage of chemicals.
- Mezzanine over office areas for storage.

The wider compound upgrades include:

- Four (4) parking spaces, inclusive of one (1) accessible space.
- New gates at existing entry locations.
- Extension of the compound area to the east, (allowing for increased activity and better plant and machinery circulation).
- New concrete sand storage bunker.
- Cyclone rated tie-downs for equipment.
- New washdown pad with relocation of the existing dome shade structure overhead.
- New chemical storage facility, compliant to Work Health and Safety requirements.
- New bunded fuel area with bulk fuel storage, in accordance with safe practices for storing fuel.

Initial cost estimates for the concept design did not include power supply or data service upgrades, nor did they allow for contingencies.

Three submissions were received; two met the minimum qualitative criteria for price assessment. Both shortlisted submissions exceeded the pre-tender budget allocation of \$1.5M (excl. GST).

Pilbara Building Company Pty Ltd submitted the most competitive offer, despite exceeding the pre-tender budget allocation. The increase primarily reflects provisional sums for service upgrades. Administration sought clarification to confirm that all allowances are included and that there are no major exclusions in the scope of works and services to be provided under the Contract.

Administration reviewed opportunities for cost savings; however, options for value management are limited as most improvements are essential for compliance with Work Health and Safety standards, chemical and fuel storage requirements, and staff amenity provisions.

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

COUNCILLOR/OFFICER CONSULTATION

Council was engaged in July 2025, resolving to proceed to tender.

Administration consulted across all Departments in preparing the tender package.

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

COMMUNITY CONSULTATION

The design brief and preliminary concept was developed in consultation with the current Golf Course Superintendent.

No community consultation is required to carry out Administration's recommendation.

The project is located in a non-public area and will deliver upgrades to an existing City asset to facilitate maintenance and improve operational quality.

A communication and engagement plan has been developed to support ongoing consultation with affected parties. Administration will be working closely with the Karratha Country Club, Karratha Golf Course and the Golf Course Superintendent during the planning phase to reduce operational disruptions.

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

Who	How	When	What	Outcome
Golf Course Patrons	Email and poster displayed at the Clubhouse	Project announcement, prior to mobilisation, and, at practical completion	Notification of works commencing key dates, project overview and benefit to the community.	To inform – raise awareness, ensure transparency, minimise confusion and reduce complaints.
Karratha Country Club	Direct Communication	During planning, prior to mobilisation, prior to traffic disruptions, during construction, prior to re-opening and, at practical completion	Traffic Management Plan, key dates, potential disruptions, safety considerations for golf course users.	To inform & Involve (where practical and required) – ensure transparency, minimise confusion, reduce complaints, foster relationship, and gain key involvement where required.
Golf Course Superintendent	Direct Communication	During planning, prior to site closure, prior to traffic disruptions, during construction, prior to re-opening and, at practical completion	Traffic Management Plan, key dates, potential disruptions, safety considerations.	To inform & Involve (where practical and required) – ensure transparency, minimise confusion, reduce complaints, foster relationship, and gain key involvement where required.

General Public	Social media post and City website update	Project announcement, prior to mobilisation, and, at practical completion.	Notification of works commencing key dates, project overview and benefit to the community.	To inform – raise awareness, ensure transparency, minimise confusion and reduce complaints.
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POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Council has allocated \$1.5M (excl. GST) excluding contingencies in its 2025/26 budget for the construction of the Golf Course Maintenance compound.

Based on the Tender Outcome, a budget increase will be required to deliver the proposed scope of works. Additionally, Administration recommends that a project contingency be included within the project budget.

The project scope and budget costs are shown in the table below.

SCOPE ITEMS	BUDGET
New shed and Compound Upgrade	\$1,745,181.56
Provisional Sum Submain Upgrade	\$280,464.52
Provisional Sum Fibre and Comms	\$48,957.85
Contingency	\$208,000
TOTAL	\$2,282,603.93

The project budget allocation across the current and next financial year are proposed in the table below.

Account Number	Current 25/26	Proposed 25/26	25/26 Variation	Proposed 26/27	Variation
4000-91141-6392-8502	\$1,500,000	\$1,100,000	(\$400,000)	\$1,183,000	\$783,000
Net impact to the City	\$1,500,000	\$1,100,000	(\$400,000)	\$1,183,000	\$783,000

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
Objective:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes
Key projects/actions:		Karratha Golf Course Driving Range relocation and new Maintenance Compound

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	Facility upgrades are needed to ensure safe and adequate storage of chemicals. Upgrades also ensure staff employed to maintain the golf course have suitable amenities available within their work environment.
Financial	Moderate	Budget submission included for 2025/26 financial year for construction delivery. Budget increase will be required if proceeding with the project.
Service Interruption	Low	Administration will work with the Contractor, Karratha Country Club and Golf Course Superintendent to ensure minimal operational impact on the facility. Site access for works and material delivery will be coordinated with the Karratha Golf Course and Karratha Country Club. Alternative accommodations will be made for the Golf Course Superintendent continued service delivery.
Environment	Moderate	Minor extension to compound footprint will receive all approvals before proceeding. Improvements to fuel and chemical storage facilities limit the risk to the City of an unsafe spill impacting the environment.
Reputation	N/A	Nil
Compliance	Low	If awarded all works with comply with relevant legislation and standards.

IMPACT ON CAPACITY

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

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

RELEVANT PRECEDENTS

The City regularly conduct open Tender processes to invite competitive bids and appoint qualified contractors for capital works projects.

Council has previously appointed contractors to deliver operational assets upgrade to support service delivery, relevant precedent include:

- City offices upgrade at the main Welcome Road Administration building,
- 7 Mile Waste Facility Administration and Airport Administration work areas; and
- Depot Administration Area improvements.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer has the capacity to deliver the works to the standard expected by the City, represent the best value for money and supports the City's objective to deliver fit for purpose back-end facilities to ensure continued high level, safe and environmentally appropriate service delivery at the Karratha Golf Course.

Should Council support Administration's recommendation, the contract is expected to commence in January 2026.

All works are anticipated to be completed within the proposed timeframes and will be coordinated with the Karratha Country Club and Golf Course Superintendent to minimise disruption to operations and recreational use.

The project will deliver quality infrastructure that supports the community, facilitate increased usage, and support a competition standard course.

12.2 CENTRAL BUSINESS DISTRICT PUBLIC TOILET FEASIBILITY STUDY OUTCOME

File No:	CP.1919
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	City Projects Officer
Date of Report:	24 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	CBD Public Toilet Feasibility Report

PURPOSE

For Council to consider the outcome of the Central Business District (CBD) Public Toilet Feasibility Report.

OFFICER'S RECOMMENDATION

That Council:

- 1. RECEIVE the CBD Public Toilet Feasibility Report;**
- 2. ENDORSE Location Option 3, the south-eastern corner of the Quarter public space on Lot 7078 Karratha, as the preferred location to progress design and construction of a Public Toilet Facility in the Central Business District; and**
- 3. NOTE a further report will be presented to Council at its March 2026 Ordinary Council Meeting to consider the design and engagement feedback.**

BACKGROUND

Community feedback, aligned with Council's strategic vision, has highlighted the need to activate the Central Business District (CBD) in Karratha. A dedicated event space has been identified as a critical component to support this activation.

As part of this broader initiative, the City of Karratha (City) has identified a requirement for additional public restroom facilities in the CBD to improve usability, convenience, and hygiene for both residents and visitors.

At its June Ordinary Meeting, Council endorsed the Council Plan 2025-2035 which identifies the delivery of a new public toilet in the Karratha CBD as a key project for the 2025/26 financial year. To support this commitment, Council has allocated funding in the 2025/26 annual budget to progress the project.

To inform infrastructure planning and ensure the facility is located in the most suitable position, an internal feasibility study was undertaken to identify possible locations for a public toilet within walking distance of key CBD events spaces.

DISCUSSION

A summary of the feasibility process, key findings and recommendations is outlined below:

Feasibility Process

1. Review of the Council Plan 2025-2035 and the Disability Access and Inclusion Plan 2024-2029 established strategic alignment of the project.
2. Internal consultation identified an opportunity to incorporate a Changing Places Facility (CPF) within the scope of this project, with potential to attract external funding support.
3. Review of Public Toilet Strategies from other Local Governments and DevelopmentWA's Pilbara Vernacular Handbook recommended public toilets be located within 300m of public event spaces.
4. A needs analysis confirmed the requirement for one (1) accessible toilet and two (2) unisex toilets, with the option of including a Changing Places Facility being considered, resulting in an overall footprint of approximately 40sqm.
5. A site analysis identified existing public toilets within the CBD and subsequently determined five (5) suitable locations on government owned lots for placement of a toilet facility.
6. An options assessment rated each location subject to defined parameters. Parameters were based on:
 - Safer Places by Design Guidelines;
 - Access to services;
 - Proximity to existing infrastructure; and
 - Purpose of space.
7. A financial assessment identified lifecycle management cost and established Opinion of Probable Cost (OPC) for each location.

Feasibility Outcomes

The key outcomes of the feasibility report are:

1. There are two designated public spaces within the Karratha CBD
 - The Quarter public space; and
 - Walgu Park
2. There is an existing public toilet facility within 300m from Walgu Park. No such facility exists within 300m of the Quarter. Therefore, government owned lots within 300m radius from the Quarter public space were assessed for placement of a toilet facility:
 - Lot 7080 – The Quarter HQ.
 - Lot 7078 – Lawn space to the North of the Quarter.
Note: Lot 7078 is earmarked for a hotel development, however the portion outside of the hotel development site was proposed to remain as a public open space.
 - Road Reserve – Grassed area to the West of Sharp Avenue.
3. Five (5) potential locations within these lots were identified and assessed based on the defined parameters. All five location options provide sufficient space to enable inclusion of a CPF.
 - Option 1: North-east corner of the Quarter public space (Warambie Road)
 - Option 2: West side of Quarter public space (Sharpe Avenue)
 - Option 3: South-east corner of the Quarter public space (Adjacent to Lo's)
 - Option 4: Road Reserve (West side of Sharp Avenue)
 - Option 5: Quarter HQ vacant ground floor space (Internal)

The three most suitable locations for placement of a Public Toilet were determined to be Options 1, 2 and 3 all on Lot 7078. This was based on a weighted multicriteria assessment that considered;

- Land Ownership
 - Distance to services
 - Pedestrian Access / Safety
 - Parking
 - Impact to businesses and residences
 - Requires altering existing design / layout
 - Existing street lighting
 - Purpose of Space
4. Based on Opinion of Probable Cost (OPC), Options 1-3 also represented the most cost-effective locations primarily based on proximity of connection points to site services.

	Option 1	Option 2	Option 3
Toilet Facility (1 UAT, 2 unisex)	\$ 400,595.00	\$ 360,526.25	\$ 381,045.00
Changing Places	\$ 462,000.00	\$ 462,000.00	\$ 462,000.00
Total	\$ 862,595.00	\$ 822,526.25	\$ 843,045.00

- Options 4 and 5, located in the road reserve on Lot 7080, and the ground floor of the Quarter HQ respectively, were deemed unsuitable due to safety concerns, requirement for major alterations to infrastructure resulting in a significantly higher construction cost.
5. Feedback from the Community Development team highlighted the need for a CPF and outlined funding conditions:
- A CPF is a specifically designed public toilet that caters to the needs of people with significant disability, who require assistance and specialised equipment when using a bathroom.
 - CPFs are locked to the public and require a Master Locksmiths Access Key (MLAK), which is needs tested and issued by a governing body.
 - CPFs enable many people with high support needs to immerse themselves in the community, without having to limit their time out due to concerns of accessing a suitable toilet.
 - Providing a CPF may increase tourist attraction for the City of Karratha.
 - There are currently no existing CPFs in the City of Karratha
 - Up to 50% funding is available for the CPF component only. Funding does not cover adjacent standard unisex or accessible toilets.
 - Post construction of a CPF requires accreditation by a Changing Places Assessor.
 - *Note that this item is addressed further down in the Community Engagement Section and based on feedback, is removed from scope.*

As a result of the feasibility study, all three (3) options on Lot 7078 were identified to be suitable locations for placement of a toilet facility in the CBD area.

Option 1 was identified as the most suitable location based on the qualitative criteria assessment, with Option 2 and 3 scoring second and third respectively. Option 2 was identified as the most cost-effective solution with Option 3 and 1 scoring second and third respectively.

Given the comparable overall scores, consideration was given to achieving the most balanced outcome between qualitative location factors and overall cost. Internal discussions resulted in Administration determining Option 3 to offer the optimal balance compared to Options 1 and 2, based on the following key factors:

- Better accessibility and use of existing infrastructure such as street lighting and parking (including accessible bays);
- Minimised visual street impact along Sharpe Avenue;
- Aligning with the broader vision of the site, including the courtyard centric focus of the space and requirements to consider the public open space as part of the design; and
 - Preserves the bulk of the site for potential future development as a hotel or a similar large scale building should Council choose to develop the site further in future.

Therefore, Administration recommend Option 3, in the south-eastern corner of the Quarter public space, as the preferred location for construction of a public toilet facility.

Considerations & Next steps

Lot 7078 was purchased from LandCorp (now Development WA) in 2017 in support of a Hotel Development. The site has a restrictive covenant until 2037. Administration consulted Development WA and have obtained in-principle support for Option 3. Noting no broader community consultation has been completed to date Administration recommend the following next steps:

- Commence procurement of a design professional for a bespoke facility that suits the surroundings and community expectations of function and form;
- Provide information to adjacent landowners and businesses and seek feedback;
- Seek feedback from the broader community on three concept design options at concept design stage; and
- Present a report to Council at the March 2026 OCM with outcomes from the above steps.

A separate report presented to Council at the November Ordinary Council Meeting sought Council's consideration to authorise the Chief Executive Officer to conduct a Request for Proposals (RFP) process inviting developers to deliver a hotel development on Lot 7078 Sharpe Avenue, consistent with the City's strategic objectives for activation of the City Centre and economic diversification. Should Lot 7078 be further developed, the need to design around or incorporate the proposed public toilet and/or consider a subdivision application to excise the portion of the lot on which the toilet is developed can be considered at the time of submission of proposals.

Additionally, should a developer propose to incorporate a public toilet within a hotel development the need for this project to progress beyond the detailed design stage to construction will be considered. Should that not eventuate then Administration will recommend to Council to progress to the construction phase at the recommended location as outlined in this report.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is considered to be of medium significance in terms of social issues as it relates to the strategic planning of community infrastructure.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation took place with relevant internal stakeholders during the development of the Feasibility Report across multiple departments.

Once a preferred location is endorsed, consultation with the City’s Development Services team will be required to determine if there is a requirement for subdivision of the lot.

COMMUNITY CONSULTATION

Administration presented the Quarter Public space as a proposed location for placement of a Changing Places Facility (CPF) to the Disability Access and Inclusion Plan (DAIP) stakeholder group (8 October 2025) and the Pilbara Disability Network (PDN) (16 October 2025). These sessions provided an opportunity for direct engagement and feedback on key aspects, including suitability, challenges and access considerations.

While responses varied between both groups, there was a general consensus that a Changing Places Facility is needed in the City of Karratha.

Key findings included:

- Preference for placement of a CPF at the Karratha Leisureplex over the Quarter public space
- Parking limitations for elderly and caravaners
- Privacy concerns due to busy location
- Key required to access CPF makes the facility inaccessible to the general public during events

Administration is developing a community engagement plan for broader community consultation during the design phase of this project, as outlined in the ‘next steps’ section of the feasibility study. The required community consultation includes:

- Strata and business owners directly impacted by the project; and
- Wider community on possible design outcomes.

POLICY IMPLICATIONS

There are no Council policy implications associated with this decision.

FINANCIAL IMPLICATIONS

There are no financial implications to receive the CBD Public Toilet Feasibility Report and consider the recommended preferred location. Council has allocated \$410K in its 2025/26 financial year budget to design and construct this facility. A further report will be presented to Council to consider the budget implications at the end of the design and consultation period.

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
Priority Focus Area:		Planting, public art, shade, seating, water stations, signage, public toilets
Key projects/actions:		Deliver a new public toilet in the Karratha CBD

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 providing appropriate infrastructure and services to support good health and wellbeing.
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	Low	Preferred location may require changes to existing environmental areas.
Reputation	Moderate	Potential reputational risk to Council considering the significance of the location and potential backlash should the facility be relocated or demolished for future development.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this item.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Based on all information and outcomes presented in the Feasibility Report, Administration recommend Option 3, the south-eastern corner of the Quarter public space as the preferred location for the construction of a public toilet facility. Considering the potential long-term impacts of Option 1 and safety concerns of Option 2, Administration conclude Option 3 provides the most balanced outcome in terms of cost-effectiveness and accessibility; while maintaining the ability for a hotel to be developed on the site should it be contemplated in the future.

COUNCILLOR QUESTION:

Can we aim to keep things in house when looking at needs analysis?

CITY RESPONSE:

We consider a number of factors when determining to do needs and options analysis in house or externally. These include internal skill sets and capacity with resourcing. As this assessment was fairly simple, we were able to use internal resourcing and expertise to get completed.

COUNCILLOR QUESTION:

Will this project have any effect on the future hotel development?

CITY RESPONSE:

The selected location was determined as it appears to be an unlikely location for a potential hotel and can be easily accommodated in a future development, which is likely to be placed as close to the road verge as possible in the Northern corner of the lot.

12.3 WASTE MANAGEMENT AND RESOURCE RECOVERY STRATEGY 2025 – 2035 – APPROVAL TO ENDORSE

File No:	WM.1
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Waste Fleet & Depot
Date of Report:	7 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Final Waste Management & Resource Recovery Strategy 2025–20352. WWMI – Waste Strategy Feedback3. WARRL – Waste Strategy Response

PURPOSE

For Council to consider community feedback received during public consultation and to adopt the final Waste Management & Resource Recovery Strategy 2025–2035.

OFFICER'S RECOMMENDATION

That Council ADOPT the Waste Management & Resource Recovery Strategy 2025 – 2035.

BACKGROUND

At the September 2025 Ordinary Council Meeting, Council resolved to advertise the Draft Waste Management & Resource Recovery Strategy 2025–2035 for community feedback following the Election Caretaker Period.

The Strategy establishes a 10-year framework to improve waste services, enhance resource recovery, and guide future investment in infrastructure and education. It was developed in alignment with the State Government's Waste Avoidance and Resource Recovery Strategy 2030 and informed by extensive consultation with residents, businesses, and industry stakeholders.

Following Council's endorsement at the September 2025 OCM, the Draft Strategy was released for public comment for a three-week public comment period in October 2025. Feedback was collected through the City's *What We Make It* (WWMI) engagement platform, email submissions, and in-person feedback opportunities. Further details on the outcomes are outlined in the Discussion section of this report.

DISCUSSION

Community Feedback

Public consultation was undertaken from 21 October to 9 November 2025 through the City's *What We Make It* engagement platform, supported by targeted industry and community briefings. The project page generated a strong level of community awareness, receiving 206 views, 191 visits and 150 unique visitors. This activity resulted in one formal submission lodged through the online platform, in addition to one submission received via email.

To support equitable access to the Draft Strategy, hard copies were provided at the City's Customer Service Centres, and promotional material was displayed across libraries, customer service counters and local retail venues.

Overall, feedback indicated strong support for the City's direction, particularly regarding improved recycling access, education programs, and investment in local infrastructure.

The table below summarises the detailed feedback received on the Action Plan and the resulting City response or amendment.

Table 1. Summary of Community Feedback on Action Plan

Summarised Feedback Received	City Response
6.1.5 Questioned the value of changing the facility's name; suggested keeping "7 Mile Waste Facility" as it avoids implying "disposal." Requested clarification on the official facility name used by the City.	The City recognises that "7 Mile Waste Facility" is the name most widely used and understood by the community and will continue to use this terminology on its website, social media channels, and signage. The Strategy refers to the facility by its official name, as listed on the operating licence — the Seven Mile Waste Disposal Facility.
6.1.6 Asked whether identifying a future waste site post-SMWDF closure is covered in the Strategy or through the <i>Karratha 2050 Visioning Project</i> .	Identifying an appropriate site for future waste management infrastructure is part of the Strategy's long-term objectives. Section 6.1 of the Strategy highlights that planning for future capacity and potential alternative locations is a key action.
6.2.3 & 6.2.4 Supported culturally safe and image-based messaging but suggested standardised materials across the City for clarity. Commented that low survey response rates indicate need for simple, consistent messaging.	Section 6.2 of the Strategy emphasises the need for clear, inclusive, and culturally appropriate communication regarding waste separation and recycling. Messaging will be standardised across all townships to ensure consistency and ease of understanding. The Strategy aims to strengthen education and awareness through simplified, image-based, and culturally inclusive messaging.
6.2.3 Requested clarification on whether "new lids" refers to City-owned or City-leased facilities and suggested including this in education materials.	6.2.3 refers to residential kerbside bins, in alignment with the Waste Authority's Better Bins Guidelines (2015) and AS 4123.7-2006. For example, existing, green-lidded general waste bins will transition to red lids to ensure consistency across the state and support clearer community understanding. This change is proposed to be incorporated as part of the terms of the new kerbside waste collection contract.
6.2.4 & 6.2.9 Asked if bin replacements will be one-off at City cost or resident responsibility,	As part of this action, the City will undertake an audit to identify and

Summarised Feedback Received	City Response
and whether the \$50–100k budget applies across all townships or individually.	prioritise the replacement of damaged kerbside and public place bins, ensuring they are fit for purpose across all townships. The \$50-100k estimate reflects the cost to the City for replacing the bins identified in this audit. This action does not replace the existing process for residents to report damaged bins directly to the City Waste Services Team.
6.2.6 Supported the reuse/recycling precinct and suggested trialling the <i>Repair Café</i> concept in partnership with local volunteer groups before investing heavily. Asked whether textile waste volumes are tracked.	The intent of this action is to investigate the potential for a future Recycling Precinct. This investigation will include exploring low-risk, staged approaches such as trialling a Repair Café or similar activities in temporary locations testing community interest and identifying sustainable volunteer models. While textiles are not currently tracked separately, this can be explored during the investigation to better understand local needs and opportunities.
6.2.8 Suggested exploring <i>on-demand</i> green and bulk waste collection models used by other local governments (e.g. City of Melville, Vincent) to improve efficiency.	The intent of Action 6.2.8 is to <i>review</i> the City's pre-cyclone green waste collection service, including assessing alternative models such as booked verge collections. As part of this review, the City will examine how other local government, such as the City of Melville and City of Vincent, operate booking-based green waste services, and evaluate whether similar models could improve efficiency, and better align service levels with actual community need. This comparative analysis will help determine whether a booking-based system is a feasible and beneficial option for the City.
6.3.1 Requested clarification of “regular audits” frequency and scope and suggested considering incentives for good practices (e.g. vouchers, rate discounts).	The intent of Action 6.3.1 is to introduce regular kerbside recycling audits, with a minimum of one audit undertaken each year to provide consistent data on contamination levels, recycling behaviour and service performance. This information will help guide targeted education and service improvements. Considering incentives for good recycling practices will be explored alongside audit outcomes as part of the City's broader behaviour-change efforts.
6.7.1 Questioned why the action focuses on seeking funding rather than first establishing	The intention of Action 6.7.1 is to ensure service improvements are community-informed, rather than implemented

Summarised Feedback Received	City Response
feedback mechanisms to determine service needs in Aboriginal communities.	without local input. Funding is referenced to acknowledge that once community needs and priorities are identified through engagement, additional resources may be required to deliver improvements. The first step in Action 6.2.1 is to undertake a comprehensive analysis of resource recovery options to identify the most effective pathways to achieving the 2030 recovery target.
6.8.1 Suggested forming a <i>regional/remote advisory group</i> to share learnings and overcome Pilbara-wide challenges.	The intent of Action 6.8.3 is to form a dedicated Pilbara officers' advisory group to address the current lack of coordinated communication, planning and collaboration across local governments in our region. While its primary purpose is to strengthen a shared Pilbara-based platform reflecting our unique geographical, logistical and industry-driven challenge the group would also actively draw on lessons from other regional and remote areas that have made progress in resource recovery.
Western Australia Return Recycle Renew Ltd (WARRRL), the Container Deposit Scheme (CDS) Coordinator, provided written feedback on the draft Waste Management and Resource Recovery Strategy 2025–2035, encouraging the City to incorporate specific objectives related to Containers for Change and to expand access to refund-point infrastructure across the district WARRRL highlighted the Scheme's alignment with the City's resource recovery goals and emphasised opportunities for collaboration in public education, community events, and engagement with remote and First Nations communities.	<p>The City acknowledges the important role of the Container Deposit Scheme in supporting State and local waste minimisation objectives and noted that the Strategy recognises the program as a key State-led initiative contributing to circular economy outcomes. The City's actions under Goal 1 – Waste Infrastructure and Operations and Goal 3 – Education and Engagement provide for the integration of CDS awareness into community education, school programs, and regional campaigns.</p> <p>The City further noted that Northwest Recycling, the refund point operator for the Pilbara, currently provides a drop and go service in Roebourne and Wickham, giving residents local access to refund-point services. The City will continue to liaise with WARRRL and its partners to explore opportunities to promote the scheme to its Community in alignment with the Strategy implementation priorities. The City further welcomes WARRRL's offer to share its expertise in behaviour-change initiatives and engagement with remote</p>

Summarised Feedback Received	City Response
	and First Nations communities, supporting the Strategy's focus on culturally appropriate and inclusive waste education.

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

The Waste Avoidance and Resource Recovery Act 2007 (WARR Act) provides the legislative framework for regulating waste, promoting resource recovery and reducing disposal to landfill.

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

Public consultation was conducted in accordance with Council's previous resolution and the City's Community Engagement Policy.

POLICY IMPLICATIONS

No Implications

FINANCIAL IMPLICATIONS

Table 7.1 of the Strategy outlines indicative cost estimates across short-, medium- and long-term delivery horizons. These costs focus on external consultancy, studies, design work, infrastructure upgrades, and program development. They exclude any additional internal staff resourcing requirements, which will be assessed as part of the implementation program.

Indicative costs for implementing the actions of the Waste Management & Recovery Strategy are shown below.

Summary of Estimated Costs and Focus Areas

Timeframe	Estimated Cost	Summary of Key Activities	Funding Considerations
Short-Term (2025–2027)	\$250,000 to \$400,000	Feasibility studies for methane capture, tyre recycling, organics recovery and resource recovery services Operational reviews and master planning, including the Seven Mile Waste Disposal Facility Masterplan Community education, branding and planning initiatives	Funded through the Waste Reserve and annual budget processes; selected feasibility studies may seek external state or federal funding.

Timeframe	Estimated Cost	Summary of Key Activities	Funding Considerations
Medium-Term (2027–2030)	\$500,000 to \$800,000	<p>Design and feasibility work for potential regional waste-to-energy solutions</p> <p>Upgrades to waste and recycling infrastructure, bin replacement programs and expansion of public-place recycling</p> <p>Implementation of data and economic tools, including kerbside audits and whole-of-life cost assessments</p>	Funded through the Waste Reserve and annual budgets; external funding may be sought for major initiatives or pilot programs.
Long-Term (Beyond 2030)	TBC (subject to feasibility outcomes)	<p>Major infrastructure development and expansion, including future landfill cell construction.</p> <p>Integration of advanced waste management technologies.</p> <p>Implementation of longer-term resource recovery infrastructure identified through preceding studies.</p>	Costs refined through feasibility studies and business cases; funded through the Waste Reserve and annual budgets; potential support from regional partnerships and grant programs.

As indicated the majority of the Strategy is intended to be funded from the City's Waste Management Reserve and supplemented with grants where available. The Waste Management Reserve has a forecast balance as at 30th June 2026 of \$35M.

STRATEGIC IMPLICATIONS

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

Goal: 5 We respect and care for the natural environment.
 Objective: 5.1 Provide waste management, resource recovery and recycling services.
 Priority Focus Area: Waste management and resource recovery.
 Key projects/actions: Develop Waste and Resource Recovery Strategy

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Improved waste management and resource recovery supports public health and environmental wellbeing.
Financial	Low	Actions proposed in the Strategy will be funded through the City's Waste Management Reserve

Category	Risk level	Comments
Service Interruption	Low	Minimal risk of disruption to existing waste collection and disposal services during phased implementation.
Environment	Low	Implementation is expected to have a positive environmental impact
Reputation	Low	Community expectations are high; delays or poor communication could affect public perception.
Compliance	Low	Strategy aligns with State waste policy; minimal risk of regulatory non-compliance.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Waste Management and Resource Recovery Strategy 2025–2035 provides a clear and comprehensive framework for improving the City's waste management practices and resource recovery outcomes over the next decade.

The consultation process confirmed strong community support for the Strategy's vision and direction, with feedback focused on implementation detail rather than policy change. Accordingly, no amendments have been made to the document.

Council adoption of the final Strategy will enable the City to proceed with delivery and position Karratha as a regional leader in sustainable waste management and circular economy initiatives.

12.4 COMMUNITY INFRASTRUCTURE PLAN INITIAL MASTERPLANS DEVELOPMENT – REQUEST TO CALL TENDERS

File No: CS.161

Responsible Executive Officer: Director Projects and Infrastructure

Reporting Author: Project Manager City Projects

Date of Report: 15 December 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Rectangle Fields Master Plan – Initial Spatial Plans

PURPOSE

For Council to consider progressing key project masterplans identified in the Community Infrastructure Plan and call tenders for the design development of the Karratha Leisureplex, Rectangular Fields Precinct and Bulgarra Sports Precinct Masterplans.

OFFICER'S RECOMMENDATION

That Council:

1. **AGREE** to call tenders for the design and progression of three (3) masterplans located at Karratha Leisureplex, Bulgarra Sports Precinct and a new Rectangular Fields Precinct based on the deliverables outlined in this report;
2. **ENDORSE** the selection criteria as follows; and

Selection Criteria	Weighting
Price	30%
Relevant Experience	30%
Methodology	20%
Capacity to Deliver	15%
Sustainability	5%

3. **APPROVE** by Absolute Majority a budget amendment to reallocate \$675,000 in the 2025/26 Budget to the delivery of the three (3) masterplans as outlined in the table below;

Project	Account	Existing budget 25/26	Proposed Budget 25/26	Variance
Bulgarra Oval Master Plan	5050-10280-6392-1397	\$75,000	\$250,000	\$175,000
Karratha Leisureplex Masterplan	New	\$0	\$225,000	\$225,000
Rectangular Fields Masterplan	New	\$0	\$200,000	\$200,000
TOTAL BUDGET REQUIRED				\$675,000

KLP Carpark Formalisation	4000-91135-6392-8501	\$150,000	\$0	(\$150,000)
Dampier Townsite Enhancement	4000-91144-6392-8501	\$150,000	\$0	(\$150,000)
Community Sheds Construction KRMO	4000-91140-6392-8502	\$590,000	\$215,000	(\$375,000)
TOTAL BUDGET RETURNED				(\$675,000)
NET IMPACT TO BUDGET				(\$0)

BACKGROUND

At its August Ordinary Meeting, Council resolved to endorse the Community Infrastructure Plan (CIP) 2025-2035. The CIP identifies the infrastructure required to support the evolving needs and aspirations of the community over the next decade. The Plan is underpinned by a comprehensive needs assessment and aligns with the Community Infrastructure Planning Framework previously endorsed by Council. In total, the CIP identified 59 recommended investment projects across the City of Karratha.

Several projects identified in the CIP are located within or are recommended to be developed within two existing sporting precincts, being the Karratha Leisureplex (KLP) and Bulgarra Sports Precinct, with additional recommendations to develop a new precinct dedicated to rectangular field sports, referred to herein as the Rectangular Fields Precinct.

These three sites are directly related to various projects in the CIP, including new or expanded facilities for cricket, football, AFL, soccer, rugby, basketball, hockey and tennis, as well as supporting the potential clustering of new smaller-scale facilities within these hubs for facilities such as Men's Shed, Scouts Hall, gymnastics, and martial arts/boxing space.

Administration has prepared a high-level Land Allocation Study to assess the sufficiency of land supply in the City of Karratha to accommodate identified community infrastructure projects. The study also identified tentative site allocations based on suitability, interdependencies, and co-location opportunities.

In parallel with the Land Allocation Study, Administration has developed a Strategic Implementation Plan to determine the scope, timing, and resource implications of the priorities and projects identified in the CIP (also being presented to Council at this Ordinary Council Meeting). As part of this program, masterplan concept development, costing, and implementation planning for all three precincts are scheduled to commence in January 2026.

Many of the considerations and next steps from endorsement of the CIP at the August 2025 OCM have now progressed to a stage where design development of the masterplans is required to advance and implement those projects and their outcomes identified in the CIP.

DISCUSSION

The locations of two of the masterplans are at the respective, existing sporting fields/facilities, however, the land allocation study identified a potential new location for the rectangular fields precinct, as outlined in the attachment to this report.

Combined, these sites support over 30 existing facilities managed or provided by the City and provide strategic opportunities to co-locate CIP projects for new or expanded infrastructure, maximising the use of the limited land available across Karratha.

The Land Allocation Study and CIP Strategic Implementation Plan highlight that many CIP projects are interdependent and best planned for as part of multi-use precincts and as a broader long-term program of works, rather than standalone facilities.

In the context of the three masterplans at the subject of this report, this is evident at:

- **KLP**, where the future provision of four (4) new indoor courts depends on relocating the existing rectangular fields to a new Rectangular Fields Precinct, in order to create space.
- **Bulgarra Sports Precinct** has overlapping AFL, cricket, hockey, tennis and club facility needs, requiring a coordinated approach.
- The site identified for the new **Rectangular Fields Precinct** is a logical site for a centralised rectangular sports precinct given its location and tenure, however, its true capacity is currently unknown. A preliminary spatial concept was undertaken to determine how many full-size fields, associated amenities, and car parking bays can fit while accounting for drainage constraints and topography. Transitioning from spatial concept to masterplan is the next step to confirm whether the proposed layouts are possible.

The master planning process will include engaging with the community about each site's specific needs. Coordinating the delivery of the three masterplans will enable flexibility in consideration of how to accommodate as many needs as possible within the three largest sporting precincts in the City.

The precinct-based approach further enables shared investment in enabling works, reduces lifecycle costs, and promotes clustering of complementary activities

Due to the considerations identified above, Administration therefore propose to deliver the design of the three masterplans as an integrated project to ensure that interdependencies are identified, coordinated, and managed effectively, resulting in the best possible outcome for the community.

One tender process will be undertaken with each masterplan included individually as a separable portion, allowing Administration flexibility to award one or multiple portions to the same or separate consultants. This approach has the potential for a carefully curated solution across all three sites and present value for money.

The current action plan would see completion of the design and development of the masterplans by approximately September 2026 with consideration to start staged construction/development works in next financial year as well.

This timeline highlights the importance of the master planning process to ensure accuracy and alignment with the CIP. Capturing the specific needs at each site will be a primary focus of the final design outcome and development of the master plan will allow for staged delivery and prioritisation of the works required. This approach will minimise disruption and ensure the community has access to alternative facilities while works are being completed.

Each masterplan aims to achieve the following deliverables:

Masterplan	Deliverables
Karratha Leisureplex	<ul style="list-style-type: none"> • Additional indoor courts • Dedicated solar battery storage • Exploration of possible integrated gymnastics facility • Improved and additional carparking • Conversion of beach volleyball courts
Bulgarra Sports Precinct	<ul style="list-style-type: none"> • Upgraded lighting infrastructure • Upgraded cricket facilities, including considerations for turf wickets • Increased grassed active open space • Large sports pavilion • Relocated tennis courts and infrastructure • Hockey facility realignment • Small sports pavilion • Dedicated club storage • Improved hard-court area
Rectangular Fields Precinct	<ul style="list-style-type: none"> • Site development and drainage • Club room/pavilion • Lighting infrastructure • Playing fields for rectangular sports (rugby and soccer)

As part of all Masterplans proposed, waterplay and shade will be a consideration.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required to carry out Administration's recommendation.

Council have previously endorsed the CIP which involved multiple workshops during the development of the plan and encompasses the projects to be addressed by the three (3) masterplans. Additionally, consultation between internal departments including development of needs analyses, concepts and preparation of estimated costs has occurred.

COMMUNITY CONSULTATION

No community consultation is required to carry out Administration's recommendation.

Community consultation occurred during the development of the CIP, with this feedback directly informing the needs and projects identified in the plan, which are now to be developed further by the three masterplans.

Council resolve to proceed with Administration's recommendation, further community consultation will be undertaken during the master planning process for the project. This will include engagement with local residents, stakeholders, and user groups to gather input, test concepts, and ensure that the evolving plans reflect community priorities and address identified needs. The project also will have a Marketing and Communications Plan developed that is specific to each location and all community/user groups involved.

POLICY IMPLICATIONS

CG11 – Regional Price Preference are applicable to this matter.

Council Policies CG12 – Purchasing is applicable to this matter. Administration is proposing to modify the policy's evaluation criteria to allow higher weightings to be given to the qualitative criteria's instead of price. This will result in the consultant who can demonstrate the better relevant experience, capacity to deliver and their methodology being valued to a higher extent than the lowest tendered price. Administration proposes the following criteria for this tender:

Selection Criteria	Weighting
Price	30%
Relevant Experience	30%
Methodology	20%
Capacity to Deliver	15%
Sustainability	5%

FINANCIAL IMPLICATIONS

A budget of \$75,000 was included in the 2025/26 budget to progress the Bulgarra Sports Precinct Masterplan. However, there is no allocation in the 2025/26 annual budget to progress the design of the KLP and Rectangular Fields Precinct masterplan and therefore a budget amendment is required.

Administration have identified current projects that could be deferred for this financial year to fund the progression of the masterplans that will result in no net financial impact to the City's budget for the 2025/26 financial year, however these projects would require future year budgets to progress.

Proposed Budget Allocations

Project	2025/26 Budget
Bulgarra Masterplan	\$250,000
KLP Masterplan	\$225,000
Rectangular Fields Masterplan	\$200,000

Projects proposed to be deferred – Total \$675k

Dampier Townsite Enhancement – 25/26 budget deferred \$150k

This project is part of the LTFP and a remaining stage of the 2014/15 Dampier Enhancement plan. Funding was allocated to scope streetscape improvement works along High St as a connection to the foreshore. ACH approval requirements have delayed progress. Administration will continue scoping and seek approvals; once resolved, funding can be re-allocated for delivery.

KLP Carpark Formalisation – 25/26 budget deferred \$150k

This project was to commence design for the carpark near the rugby oval to be formalised. Based on the CIP outcomes and likely changes to the existing layout of the existing fields and carparks, this piece of work will be picked up in the KLP Master Plan.

Community Sheds KRMO – 25/26 budget deferred \$375k

This project scope was to relocate existing storage sheds at the KRMO oval to make way for the future southern carpark. There is now consideration being given for the storage solution to be incorporated into the KRMO Hardcourts and Shade project.

The below table summarised the proposed budget amendments and net impact to the 2025/26 approved budget:

Project	Account	Existing budget 25/26	Proposed Budget 25/26	Variance
Bulgarra Oval Master Plan	5050-10280-6392-1397	\$75,000	\$250,000	\$175,000
Karratha Leisureplex Masterplan	New	\$0	\$225,000	\$225,000
Rectangular Fields Masterplan	New	\$0	\$200,000	\$200,000
TOTAL BUDGET REQUIRED				\$675,000
KLP Carpark Formalisation	4000-91135-6392-8501	\$150,000	\$0	(\$150,000)
Dampier Townsite Enhancement	4000-91144-6392-8501	\$150,000	\$0	(\$150,000)
Community Sheds Construction KRMO	4000-91140-6392-8502	\$590,000	\$215,000	(\$375,000)
TOTAL BUDGET RETURNED				(\$675,000)
NET IMPACT TO BUDGET				(\$0)

As noted in report 10.6 to this meeting, approximately \$77.5 million of \$275m is proposed to be included in the Long-Term Financial Plan (LTFP) for the construction of projects identified during the masterplan development phase for each location.

Project	27/28	28/29	29/30	30/31
KLP Masterplan	\$4,330,000	\$16,400,000	\$12,900,000	
Rectangular Fields Masterplan		\$10,780,000	\$5,390,000	\$5,390,000
Bulgarra Oval Masterplan			\$11,325,000	\$11,000,000

As funds are allocated for the construction delivery of identified projects, proceeding with design development is critical to ensure sufficient time for consultation and construction tendering that results in timely delivery for the community.

Throughout the master planning stages of each project, administration will be running a package of work in parallel to review funding sources and opportunities for each project.

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.
Priority Focus Area:		Community Infrastructure
Key projects/actions:		Karratha Leisureplex upgrades and Develop Bulgarra Oval Masterplan.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	No health implications to progress design on the masterplans.
Financial	Moderate	Budget allocation requested is an estimate only.
Service Interruption	N/A	No service interruption to progress design on the masterplans.
Environment	N/A	No environmental implications to progress design on the masterplans.
Reputation	High	Not progressing the design of the masterplans may falter confidence in the community for commitment to providing facilities suitable for quantity of users and levels of service.
Compliance	N/A	No compliance implications to progress design on the masterplans.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out Administration's recommendation. Administration has the resources required to progress the design development of the masterplans within the existing structure and team allocations.

RELEVANT PRECEDENTS

Richardson Way Masterplan, Kevin Richards Memorial Oval Masterplan and Roebourne Streetscape Masterplan are three relevant precedents to this item. Council have previously resolved to progress these three masterplans to strategically develop key areas within the City's purview.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Progressing the KLP, Rectangular Fields Precinct and Bulgarra Sports Precinct Masterplans represents the next step in delivering the outcomes of the Community Infrastructure Plan 2025–2035. By developing the designs at each of these locations as a single, integrated project, Administration can ensure facilities are delivered to best serve the growing community.

This approach not only provides value for money but also guarantees that the community benefits from modern and purposeful infrastructure that supports active lifestyles, strengthens sports and includes green spaces. With no net financial impact identified through budget amendments and forecasted construction allocations in the LTFP, timely commencement of design development is essential to enable staged construction from 2026 onwards.

Administration's recommendation will allow Council to build on the extensive consultation already undertaken, progress detailed planning, and deliver masterplans and more importantly outcomes that reflect community priorities.

12.5 SUPPLY OF RETICULATION PIPE AND ASSOCIATED FITTINGS – TENDER OUTCOME

File No:	RFT0000030
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Manager Asset Maintenance
Date of Report:	12 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Identify
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Supply of Reticulation Pipe and Associated Fittings Tender, Number RFT0000030.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by Reece Australia ABN 84 004 097 090 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000030 - Supply of Reticulation Pipe and Associated Fittings; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Reece Australia, SUBJECT to any variations of a minor nature.**

BACKGROUND

The City of Karratha (City) is responsible for maintaining an extensive network of reticulation infrastructure, including the Effluent Reuse System (ERS). This network provides the majority of the City's annual water allocation and supports irrigation to a wide range of assets, including ovals, parks, streetscapes, public spaces and the golf course.

As a Gold Waterwise Council, the City is committed to efficient water use and responsible infrastructure management. Ensuring timely access to materials for reticulation repairs is essential to reducing water loss and supporting broader water conservation goals. While the Operations Centre holds inventory to support preventative maintenance, the reactive nature of reticulation failures requires immediate access to parts to minimise water supply shutdowns and protect turf, trees and landscaped areas.

Historically the City has tendered for the supply of reticulation pipe and associated fittings to establish a contract with a preferred supplier. This approach streamlines procurement for frequent ad hoc purchases and supports efficient response times for maintenance works. The previous contract, RFT01-20/21 was awarded to Reece Australia Pty Ltd and commenced on 1 November 2020 for three (3) years with two (2) x one (1) year extension options. The final extension was exercised on 1 November 2024, with the contract expiring on 31 October 2025.

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

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

At the May 2025 Ordinary Council Meeting, Council resolved to call tenders for the Supply of Reticulation Pipe and Associated Fittings for a period of three (3) years with two (2) x one (1) year extension options exercisable at the sole discretion of the City.

Tenders were advertised on 1 October 2025 and closed on 22 October 2025.

Two (2) tenders were received by the closing date from:

- Newground Water Services PTY LTD
- Reece Australia

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

- Manager Asset Maintenance
- Parks and Gardens Coordinator
- Parks and Gardens Assets Supervisor

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

The criteria and associated weightings were:

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

The Regional Price Preference Policy was applied to one (1) 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

Both tenderers submitted comprehensive documentation outlining their respective experience, operational systems, and capacity to fulfil the contract requirements. Although the recommended tenderer's pricing is higher, they provide local service and warehousing with adequate storage to meet the needs of both reactive and scheduled works. This significantly reduces the risk of additional freight costs that may arise from the unsuccessful tenderer to express ship parts outside of the contract timeframes. Local stock availability is essential for maintaining timely reticulation services and ensuring community spaces consistently meet required standards.

Administration has prioritised minimising system downtime, maximising maintenance efficiency to support consistent turf and plant health and ensuring appropriate product shelf life and storage capacity. The recommended tenderer's capacity to provide reliable locally held inventory is expected to deliver the most favourable overall contract outcome and whole of life service impacts.

As a local provider and the City's previous contractor for these services, the recommended tenderer also offers a seamless transition to the new contract. This continuity reduces administrative burden associated with contract change over and mitigates risks of procurement delays at contract commencement.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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 is applicable to this matter.

FINANCIAL IMPLICATIONS

The total estimated cost of the goods proposed under this five (5) year tender including two (2), one (1) year extension options and CPI increase is \$1.5M (excluding GST) over the proposed period.

It is anticipated that expenditure associated with delivering the supply of reticulation pipe and associated fittings under this contract will be in accordance with Council's 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:	4.1	Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes
Services:		Maintain irrigation systems and turf to provide quality sporting surfaces; maintain and develop Karratha Golf Course; manage Karratha Effluent Reuse System for the reuse of non-potable water.

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the May 2025 OCM Council resolved to call tenders for Supply of Reticulation Pipe and Associated Fittings.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believe that the recommended tenderer has extensive experience supplying parts, plumbing and reticulation products, with proven sufficient capabilities to deliver the contract works in accordance with the City's standards and expectations. Whilst slightly higher in pricing, other influencing factors around contract, service administration and included freight charges will result in a more advantageous outcome with the City using a local supplier for crucial part procurement.

COUNCILLOR QUESTION:

Are we happy with only two tenderers applying for this one?

CITY RESPONSE:

1032 Vendors were alerted to the RFT via Tenderlink, 37 of those viewed the RFT online and 8 registered interest, resulting in only 2 Tenderers submitting.

The evaluation panel assessed both submissions and scored against the tender selection criteria, during this process they analysed pricing and justified it was value for money and

therefore willing to engage in a contract with the preferred tenderer on this basis, the evaluation panel does not believe it is advantageous to reject all tenders and readvertise this process to seek additional vendors to submit and feels it is unlikely to receive more submissions at this time.

COUNCILLOR QUESTION:

Reece is local, is Newground Water Services Karratha based?

CITY RESPONSE:

Newground Water Services is Perth based but they work all over WA.

12.6 BAYVIEW ROAD CULVERT REPLACEMENT – REQUEST TO CALL TENDERS

File No:	RD.211
Responsible Executive Officer:	Director Projects & Infrastructure
Reporting Author:	Project Officer
Date of Report:	5 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for the replacement of culverts located on Bayview Road.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for the Bayview Road Culvert Replacement project in accordance with the scope of works outlined in this report.

BACKGROUND

The existing culvert, located on Bayview Road (SLK 5.60), forms part of a critical stormwater drainage system that runs through the centre of the suburb of Pegs Creek, passing to the east of Pegs Creek Primary School and beneath Bayview Road before discharging to the flats located to the north. This culvert is an essential component of the local drainage network, conveying stormwater from a significant upstream catchment area and helping to manage surface flows during major rainfall events.

The structure is a two-barrel reinforced concrete box culvert spanning 16.8 m, measuring 1200 mm high by 1500 mm wide, and is estimated to be over 40 years old. Routine asset inspections have identified progressive deterioration, including cracking, concrete spalling, and reinforcement exposure. A Level 2 Structural Integrity Assessment undertaken by an independent engineering consultant confirmed substantial structural degradation, recommending full replacement of the culvert to ensure the continued safe and reliable function of this key asset.

To progress the renewal, Council allocated \$980K in its 2025/26 Budget to commence construction. Consultants were engaged in June 2025 to complete the detailed design for the replacement culvert. The Issue for Tender (IFT) documentation is scheduled for completion in December 2025, with construction proposed to commence in May 2026.

DISCUSSION

In response to the identified structural deterioration of the existing culvert, a full replacement of the structure in accordance with the detailed design and technical documentation prepared by BPA Consultants is recommended. The new culvert design meets current engineering, safety, and environmental standards, ensuring continued reliability and serviceability of the Pegs Creek drainage system and the section of Bayview Road.

The tender documentation prepared by BPA Consultants includes comprehensive technical specifications outlining the full scope of works required to complete the replacement. These works involve demolition and removal of the existing two-barrel box culvert and the construction of a new reinforced concrete box culvert in the same location. The design incorporates all required structural, hydraulic, and safety improvements to comply with standards.

Key components of the proposed works include:

- Site establishment and preparation
- Implementation of all required temporary traffic management measures
- Demolition and disposal of existing culvert structures and materials
- Construction of new in-situ reinforced concrete base slab and installation of precast box culvert units
- Pavement reconstruction and reinstatement to existing levels
- Rock pitching and minor reshaping of the drainage channel
- Supply and installation of W-beam guardrail
- Reinstatement of line marking and verge treatments

As part of the project planning process, Administration assessed several options to maintain traffic access during construction. Due to the narrow road width, deep excavations, and the clearance required for temporary safety barriers, maintaining a single lane through the site was determined to be unsafe and operationally unfeasible. A temporary sidetrack was also considered; however, this would require filling sections of the drain and constructing and maintaining a temporary road, introducing additional safety risk and significant cost increases.

Based on these assessments and given that Dampier Road has sufficient capacity to accommodate the temporary diversion of traffic, Administration recommends that a full road closure presents the safest, most practical and most cost-effective option. This approach will allow construction to proceed efficiently and to the required quality standards while minimising risks to the workforce and the public. It also simplifies communication with the community, ensuring clear and consistent messaging throughout the construction period.

The closure is expected to remain in place for approximately six (6) weeks, though this duration is indicative only and will be refined in consultation with the successful contractor. The City will work collaboratively to identify opportunities to reduce the closure period, where safe and practical, through efficient scheduling and construction sequencing.

During the proposed road closure, detours will be clearly signposted, and the City will issue advance notifications to ensure residents, businesses, buses, and Pegs Creek Primary School are informed of access changes and alternative routes.

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 parties affected issues.

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place across Asset Maintenance to inform the design.

COMMUNITY CONSULTATION

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

Who	How	When	What	Outcome
Public Transport Authority	Direct email	One month prior to works	Consult	Inform of works and impacts to bus routes, plan for alternative bus routes
Surrounding Businesses and residents	Direct letter	Two weeks prior to works	Inform	Inform of works and traffic management measures
Emergency Services	Notification of Roadworks	Two weeks prior to works	Inform	Inform of works and traffic management measures
General Public	Social media, Variable message boards	Two weeks prior to works	Inform	Inform of works and traffic management measures

POLICY IMPLICATIONS

Council Policy CG12 - Purchasing policy is applicable to this matter.

In accordance with Council Policy, Administration proposes the following tender selection criteria:

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

Council will be requested to endorse the tender award should the value exceed the CEO's delegated authority, as outlined in the Delegations Register.

FINANCIAL IMPLICATIONS

The Project Budget estimated to deliver the works is \$1.89M.

Budget for the Bayview Road Culvert Replacement project has been included in the 2025/26 Capital Works Program, with an allocation of \$980K to commence early construction works.

Based on the anticipated delivery schedule and scope of works, it is expected that further budget will be required in the 2026/27 financial year to complete construction. The estimated requirement for next financial year is approximately \$910K, subject to refinement of final cost estimates and tender prices received. The additional budget required will be considered as part of the tender award process and the 26/27 Budget process.

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
- Objective: 4.2 Provide a complete network of well-maintained infrastructure assets (e.g. roads, drainage, footpaths and lighting)

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	Financial risk is minimal, with costs controlled through completion of detailed design documentation and a bill of quantities.
Service Interruption	Moderate	Any impacts to road service will be mitigated through proactive communication via direct letters, social media and variable message boards. Clear traffic management and detour signage will be implemented throughout construction.
Environment	Low	Nil
Reputation	Moderate	Reputational impacts from the road closure will be mitigated through consistent public messaging, transparent communication and adherence to a well-defined construction program developed with the successful contractor.
Compliance	Low	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Relevant precedents include previous culvert replacement projects undertaken by the City infrastructure to maintain level of service, including the replacement of box culverts on Cossack Road and King Bay Road.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Bayview Road Culvert Replacement project addresses a critical infrastructure need within the City's stormwater network. Structural assessments have confirmed that the existing culvert has reached the end of its serviceable life and requires replacement to ensure continued safety, drainage performance, and level of service.

The detailed design and tender documentation prepared by Consultants provide a complete, construction-ready package that meets current engineering and safety standards. A full road closure during works has been identified as the safest, most practical, and cost-effective construction approach, allowing efficient delivery while minimising risk to both the public and the workforce.

Proceeding to tender will enable the City to procure a qualified contractor to deliver the project in accordance with the approved design, ensuring value for money and the timely renewal of a key asset.

COUNCILLOR QUESTION:

Blocking off the road for 6 weeks causes concern. This will require consultation with the community and a plan.

CITY RESPONSE:

Six weeks is an overestimate and will be refined with the preferred contractor post tender award.

COUNCILLOR QUESTION:

Regarding the community consultation component and only looking to consult 2 weeks out, can we try and inform the community earlier?

CITY RESPONSE:

The Community Consultation section within the report has only focussed on construction phase communications, it has not captured any engagement and communication items prior to construction commencing which would provide inputs into timeline of the work and the preferred time of the year, which is an error within the report.

At the conclusion of the tender process, and when a preferred contractor is engaged, community consultation regarding closure timeline and potential impact to key stakeholders will be mapped out and discussed 2 months ahead of time. There will also be preference given to a construction period that limits impact to the community as much as possible.

COUNCILLOR QUESTION:

Regarding bookings and vans that use Cattrall Park, can we make sure they're aware?

CITY RESPONSE:

Once a tender has been awarded and timelines / impact to community are clearly defined, the City will work the vendors of Cattrall Park to find temporary alternative arrangements.

12.7 PANEL FOR THE SUPPLY AND DELIVERY OF PLAY SPACE EQUIPMENT

File No: RFPA000004

Responsible Executive Officer: Director Projects & Infrastructure

Reporting Author: Parks and Gardens Coordinator

Date of Report: 20 November 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider inviting applications to join a panel of pre-qualified suppliers (Panel) for the Supply and Delivery of Play Space Equipment

OFFICER'S RECOMMENDATION

That Council:

1. **AGREE to invite applications to join a Panel for Supply and Delivery of Play Space Equipment for a period up to three (3) years in accordance with the scope of works outlined in this report;**
2. **AGREE that the Panel for Supply and Delivery of Play Space Equipment is to include:**
 - a. **The appointment of between two and five contractors**
 - b. **A maximum value of any one-off project or annual expenditure is capped at \$1M excluding GST for each panel supplier.**
3. **ENDORSE the selection criteria as follows:**

Criteria	Weighting
Price	40%
Product Quality	30%
Capacity to Deliver	30%

BACKGROUND

The City of Karratha (City) currently maintains thirty-five (35) park play spaces. These are maintained and repaired with an annual program of inspections and maintenance works. The City also program playgrounds for renewal and allocate approximately \$1M each year to remove and install new play equipment once playgrounds reach the end of their useful life. The amount allocated to each playground renewal project is dependent on the size and number of play equipment items to be replaced.

Playgrounds are prioritised for renewal by:

- Nominal ten (10) year supplier average warranty period and component life expectancy.
- Bi-annual independent compliance and condition audit substantiation.
- Vandalism or accelerated deterioration from environmental conditions.

- Individual play item or component failure, moving parts and other wear and tear.

Administration is seeking Council's support for a more efficient and effective approach to procuring play equipment for the City's annual renewal and maintenance program, by establishing a panel of play equipment supply and delivery contractors.

The ability to select from suppliers known play item specification and pricing will provide for more efficient parts replacements, playground 'like for like' renewal and minor projects annual program delivery. A panel of suppliers will also allow greater choice in play item selection for designing within established play space footprints, local conditions and specific needs of local users.

Currently, as part of the City's annual playground maintenance program, materials and parts for maintenance and repairs to play equipment are purchased individually by request for quotation. Access to a panel of suppliers for parts and play items would allow the City to more efficiently repair, upgrade, replace, modify and add to existing play equipment to meet:

- Amendments to Australian Standards (AS) and other industry standards
- Local Government insurer advice regarding incidents and risks in playgrounds
- Specific local conditions for materials deterioration and wear and tear
- Changing community and user needs such as for equal access, adjacent facility users (e.g. Community centres) and demographics.

The panel is proposed to cover the following, but not limited to, scope of works to supply playground equipment under the following categories:

- Combination play units, multi-functional structures incorporating slides, climbing elements, and platforms
- Slides, standalone or integrated slide components
- Swings, single, double, and all-abilities swing options
- Spring rockers, individual or multi-seat spring-based play elements
- Bouncing pads / trampolines, ground-level or integrated bouncing surfaces
- All abilities inclusive play equipment items designed for universal access and participation by children of all abilities
- Interactive and sensory play equipment, musical, tactile, and motion-based elements to stimulate sensory engagement
- Product warranties, installation and maintenance specifications
- Compliance certification
- A schedule of rates or individual components and standard standalone units
- Pricing for a standard replacement play space for price comparisons
- Packaging and freight costs and timeframes
- Additional services and optional extras such as colour variations and custom graphics

DISCUSSION

Administration recommends that the City invite applications from reputable suppliers for the supply and delivery of play equipment for a three (3) year period. It is proposed that a minimum of two (2) and a maximum of five (5) suppliers be contracted, to ensure competitive pricing and to ensure the supplier panel is manageable.

The three (3) year contract period is proposed to test the market, and to allow review of play equipment supply requirements in keeping with evolving community need and playground compliance standards. It also allows Administration to more closely assess, compare and test value for money from a range of suppliers, particularly with regard to ongoing product quality and service. Three years will also provide for testing of products by the community and feedback to the City.

Playground design services are usually provided in-house, having access to a variety of play equipment options provides for selection for different play experiences and abilities. Renewing equipment within the same playground footprint is on a “like for like” basis to maintain the previous playground size and quantity. Through community engagement and access to products that better suit current needs, newer style play items can be proposed to invigorate play offerings. For example, a basket swing may be proposed as a choice along with a traditional two seat A-frame swing; a variety of climbing, balance and sliding apparatus could be chosen from.

Limiting the number of suppliers ensures that each are given the opportunity to supply equipment across a range of renewal projects for differing locations, age groups, abilities and design styles. Play items from different suppliers may be selected for replacement within the same playground and ‘harmonised’ with colour, scale or material schemes. In some locations, one large continuous combination unit structure may be sought from one supplier to ensure exacting and consistent design and construction, and for consistency in style, e.g. Pirate Playground at Dampier Foreshore Playground. Larger combination play units may be designed and supplied by Request for Quote from panel suppliers, based on their contracted schedule of rates. This also allows the suppliers to demonstrate product innovation and competition.

Major play space development projects are typically informed by more extensive community engagement and specialised design skill for detailing the play space style, surrounds, amenity and shade structures, landscaping, bespoke play items, park furniture and integration into the surrounding landscape. These major projects usually exceed the City’s request for quotation threshold and require public tender requests for project design and construction services, that would fall outside of this proposed play equipment supply panel.

Administration propose to establish a panel of play equipment suppliers based on best value for money demonstrated through:

- A pricing schedule of similar products
- Pricing for two (2) standard playground replacements
- Product, materials and safety compliance
- Product certifications, warranties and guarantees
- Delivery method, cost and time frames installation specifications
- Product advice and sales service
- Quality assurance processes
- Stock availability
- Product and finishes ranges
- Experience with similar contracts
- Company WHS and safety record

It is proposed that if a panel supplier declines the contract at the time of awarding, they may be replaced by the next ranked supplier as determined by the assessment of applications to join the panel. Should a panel supplier decline or withdraw from a contract, and if that supplier is only one (1) of two (2) suppliers who were awarded the contract, or were the only suppliers evaluated as meeting the panel criteria; the City will be required to retender for further suitable suppliers. This contractual detail will be considered at the time of tender award.

LEVEL OF SIGNIFICANCE

In accordance with policy, this asset group matter is considered to be of low significance in terms of social, economic, environmental, cultural & wellbeing issues affecting Council’s ability to perform its role.

STATUTORY IMPLICATIONS

Section 3.57 of the *Local Government Act 1995* requires tenders be sought above a prescribed amount in accordance with regulations.

Regulation 11(2)(k) and Part 4 Division 3 — Panels of pre-qualified suppliers of the *Local Government (Functions and General) regulations 1996* prescribes a tender is not required if the goods or services are to be supplied by a pre-qualified supplier and how a Panel is to be established.

The provision of all materials supplied under the proposed contract are required to comply with the relevant Australian Standards.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community or stakeholder engagement is required for routine maintenance, component repairs and replacements. These activities are undertaken immediately following monthly inspections or additional notifications. Equipment is made safe and the components repaired or replacement as soon as practicable.

For play space equipment renewals, engagement with the community and key stakeholders is essential. Feedback is sought on proposed renewal options within the parameters of the existing play space footprint, range of play activities and allocated budget in accordance with the following broad engagement framework.

Who	How	When	What	Outcome
Community users	Sign on site	Prior to project start	Advise	Inform
Schools	Direct communications	Prior to project start	Advise	Inform
Adjacent facility users	Direct communications	Prior to project start	Advise	Inform
All Stakeholders	City social Apps and website	At design option stage	Seek feedback	Gain feedback on proposals
All Stakeholders	City social Apps and website	At construction start	Advise	Inform
All Stakeholders	City social Apps and website	At completion	Advise	Inform

Major play space projects, particularly those developed as part of a broader public open space development, require a more extensive engagement approach. Engagement planning for these projects is undertaken on a case-by-case basis and differs from the process used for minor renewal or replacement projects.

POLICY IMPLICATIONS

Council Policy CG12 – Purchasing Policy is applicable to this matter.

Specifically, section 3.9 Panel of Pre-Qualified Suppliers is relevant to this matter which sets out the process for establishing a panel of at least two (2) suppliers based on best value for money and invitation to supply tender and contract provisions.

The value of the contracted minor works is likely to be above \$250K for any one supplier within the contract period of three (3) years, therefore requiring the City to seek submissions by public tender.

FINANCIAL IMPLICATIONS

The City's Playground Strategy (2023) sets out a ten (10) year replacement program for play space equipment. This program is reviewed annually to prioritise minor projects for the forthcoming year. Administration budgets for these works each financial year in alignment with the Long-Term Financial Plan.

All expenditure proposed under this contract will be in accordance with Councils annual budget allocation for [playground maintenance and renewals.

STRATEGIC IMPLICATIONS

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

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

The *Parks, Garden and Open Space Operational Levels of Service* outlines servicing of the City's playgrounds to ensure they are safe and to an acceptable amenity for community use.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	Maintenance, monitoring and auditing of playgrounds and their surrounds manages risk of injury to users to an acceptable level.
Financial	Low	Financial impact remains low as operational program costs and individual project planning anticipates aligns with budget forecasts.
Service Interruption	Low	Access to a supply and delivery play equipment panel will reduce replacement / repair procurement timeframes and therefore service downtime and user wait.
Environment	Low	Product supply chain and material quality are assessed against environmental sustainability criteria through the RFT panel process.
Reputation	Moderate	Access to high quality amenity and safe recreational play spaces is a key goal of the City and presents a moderate reputational risk from failure to maintain this service efficiently and effectively.
Compliance	High	Minimum compliance standards for play equipment increase with periodic AS reviews, insurance provider advice and community

Category	Risk level	Comments
		expectations for high standards of safety, requiring the City to respond quickly and effectively to revised requirements and product failure. This panel service contract will allow the City to improve its responses in this regard.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Establishing a panel for the supply and delivery of play space equipment will enable the City to efficiently manage playground maintenance and replacement programs, while responding to evolving safety standards and the community's social and inclusive access needs. The panel process will invite suppliers offering a diverse range of equipment suitable for varying site footprints, play experiences, local conditions and accessibility requirements, as informed through community engagement.

Should Council support Administration's recommendation, a further report will be presented to consider applications and recommendations for appointment to the Panel.

COUNCILLOR QUESTION:

Is there a reason there are no local businesses?

CITY RESPONSE:

Automatically included in the price component of the tender. Through the Regional Price Preference, the tender criteria also allows for tenderers to detail their local content through the Capacity to Deliver criteria weighted at 30%.

COUNCILLOR QUESTION:

Is there a way the City can include its own matrix?

CITY RESPONSE:

Financially up to \$50,000 ex GST price reduction is all that can be considered for evaluation purposes only in accordance with r.24D *Local Government (Functions and General) Regulations 1996* and the Council's CG11 Regional Price Preference Policy.

The City has determined its own matrix. Evaluation criteria models are embedded in Council Policy CG12 Purchasing Policy. The policy indicates mandatory criterion and minimum weightings. Additional criterion can be included in with each model. The criterion to be used to evaluate the tender needs to be disclosed at the time of advertising of the tender.

Legislation was introduced to support local businesses, prevent excessive costs to government and consumers, maintain fair competition and comply with the fair trading and consumer protection provisions of the Trades Practices Act. To ensure that there is a competitive tender process limits have been imposed under the Regulations noted above.

12.8 TURF RENOVATION SERVICES – REQUEST TO CALL TENDER**File No:** RFT0000058**Responsible Executive Officer:** Director Projects & Infrastructure**Reporting Author:** Parks and Gardens Coordinator**Date of Report:** 13 November 2025**Applicant/Proponent:** Nil**Disclosure of Interest:** Nil**Attachment(s):** Nil

PURPOSE

For Council to consider calling Tenders for Turf Renovation Services.

OFFICER'S RECOMMENDATION

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

BACKGROUND

The City of Karratha (City) has historically tendered for Turf Renovation Services to support public open space maintenance programs. This approach was primarily driven by costs associated with procurement of specialised machinery, maximising machinery usage, and the associated requirement for specialised operators.

The current contract, RFT14 – 20/21 commenced on 7 May 2021 for a term of three (3) years with two (2) x one (1) year extension options. The final extension option was exercised 7 May 2025 and will expire on 6 May 2026.

With the contract due to expire Administration seeks Council approval to call tenders for the continuation of these services. Turf renovation works focus on refurbishing high-quality surfaces used for events and sporting activities and rely on specialised equipment and expertise.

The City manages:

- 11 sports grounds
- over 32 hectares of turf, and
- an additional 13 hectares of recreation turf spaces

Turf management is delivered through a combination of contracted services and in-house programs including:

- Mowing
- Fertilising
- Weed management
- Growth regulation
- Minor upgrades and installations
- Turf, soil and reticulation water testing for annual program development

- Reticulation maintenance and minor installations / upgrades
- Additional support services to events and sports programs.

It is proposed that the new Turf Renovation Services tender allows for submissions on all or separable portions of the scope to:

- a) Test the market for a range of turf services; and
- b) Allow the City to consider the best value for money options for delivery of turf maintenance services, prior to the golf course maintenance contract expiry.

The tender proposes to request schedule of rates for pricing for variations and separable portions for:

1. Verti-mowing to remove excessive turf thatch
2. Sweeping, removal and disposal of thatch and debris
3. Verti-draining, aeration and coring to improve air, water and nutrient penetration
4. Top marking to remove and dispose of a contaminated turf surface and replace with improved growing medium
5. Top dressing and levelling to provide evenness in playing surfaces
6. De-compaction by solid and hollow tine coring to improve soil profile drainage
7. Match cricket wicket cover seasonal installations and removals
8. Turf sod supply and installation
9. Rates for mowing sports surfaces and parks to supplement in house services

DISCUSSION

The proposed two (2) year contract period differs from the previous three (3) year contract to align the expiry date with the current Karratha Golf Course Superintendent contract in 2028. The skills, plant and machinery required for turf renovations and golf course maintenance are highly specialised and often delivered by the same contractor. Aligning both contract periods is expected to improve value for money and service continuity across key facilities.

The scope of services has expanded over time in response to the increasing number of turf installations and upgrades across new parks and facilities. Administration has also addressed community feedback and survey results by improving the standards of oval and park turf to meet growing demand for events, recreation and sporting use. As a result, annual budget allocations have increased. These additional resources have been directed to enhancing service delivery, both through existing contracts and in-house programs, to improve turf quality, reduce weed coverage and create more resilient surfaces capable of withstanding higher levels of use.

Over the next three years, the City anticipates delivering several new public open space developments and upgrades, including but not limited to:

- Wickham Recreation Precinct development
- Windy Ridge Recreation Precinct development
- Richardson Way and Shakespeare Park development
- Karratha Golf Course Driving Range relocation
- Fenced off-lead dog exercise area
- Roebourne Recreation Precinct development including the school oval
- Turfed building surrounds as part of the public realm
- Park asset renewals and upgrades
- Public open space in north and south Wickham

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Councils Purchasing Policy CG 12 is applicable to this matter

FINANCIAL IMPLICATIONS

There are no financial implications in the current 2025/26 financial year as all services will be completed prior to May 2026.

The total cost of the service over the four (4) years is estimated at \$4.5M. All contract costs are as per Council annual Budget allocation.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Promotion of community safety and public health is delivered in part by access to quality sports facilities and social / club networks.
Financial	Low	Financial impact remains low as operational program costs align with budget forecasts. Increased use of turf sportsgrounds and events spaces directly impacts the level of turf renovation services required to manage short term damage and long-term decline.
Service Interruption	Low	Access to services that maintain the City's turf surfaces for intended uses and avoids unscheduled park downtime and user wait.

Category	Risk level	Comments
Environment	Low	Service and product supply chain and quality are assessed against environmental sustainability criteria through the RFT process.
Reputation	Moderate	Access to safe and high-quality amenity turfed spaces is a key goal of the City and presents a moderate reputational risk from failure to maintain this service efficiently and effectively.
Compliance	Low	Turf surface standards are determined by the City's agreed service level delivery with community, schools and key users.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the March 2021 OCM, Council resolved to award a tender (RFT 14-20/21) for Turf Renovation Services.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Securing a new Turf Renovation Services contract ahead of the current contract expiry on 6 May 2026 will ensure continued delivery of high-quality turf services across the City's parks, oval and recreational facilities. Aligning contract timeframes with other specialised turf service contracts supports improved value for money and long-term management outcomes.

Administration recommend that Council proceed with issuing a Request for Tender for Turf Renovation Services.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for November 2024.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

13.1.1 Community Experience Update – October 2025

13.1.2 Concession on Fees for City Facilities

13.1.3 Development Services Update

13.1.4 Record of Tender Outcome under Delegation

13.1.5 December Public Briefing Notes and Table of Report Changes

13.1.1 INFORMATION REPORT - COMMUNITY EXPERIENCE – OCTOBER 2025

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 20 November 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

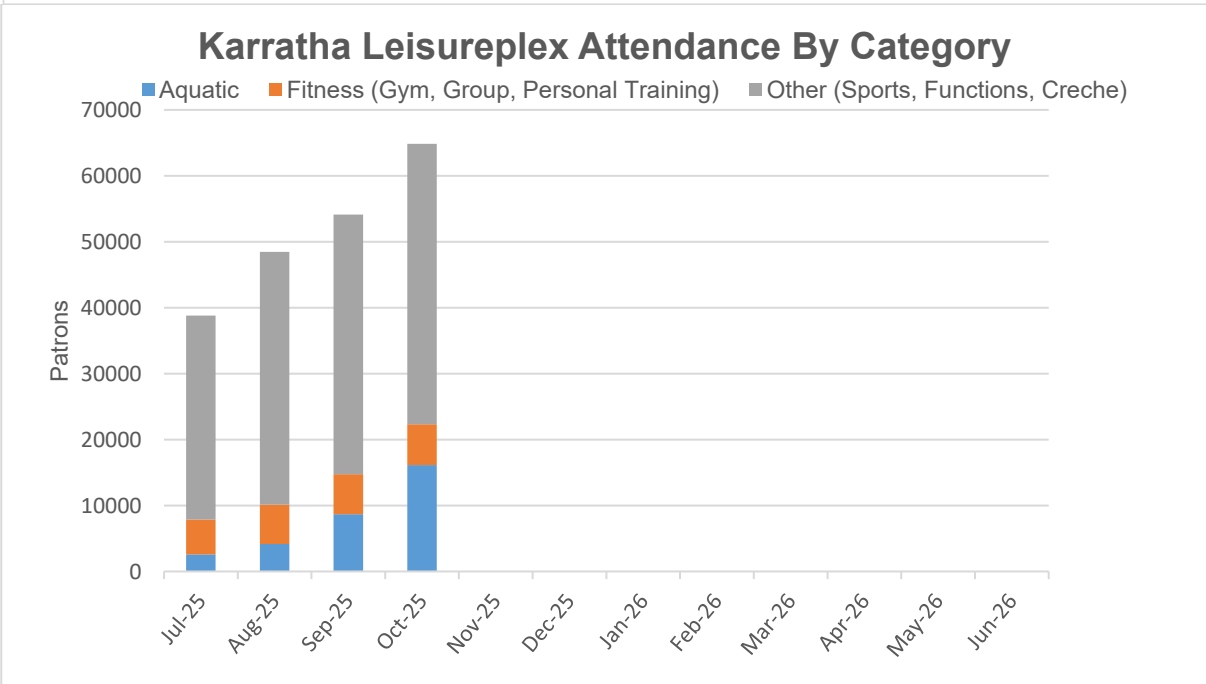
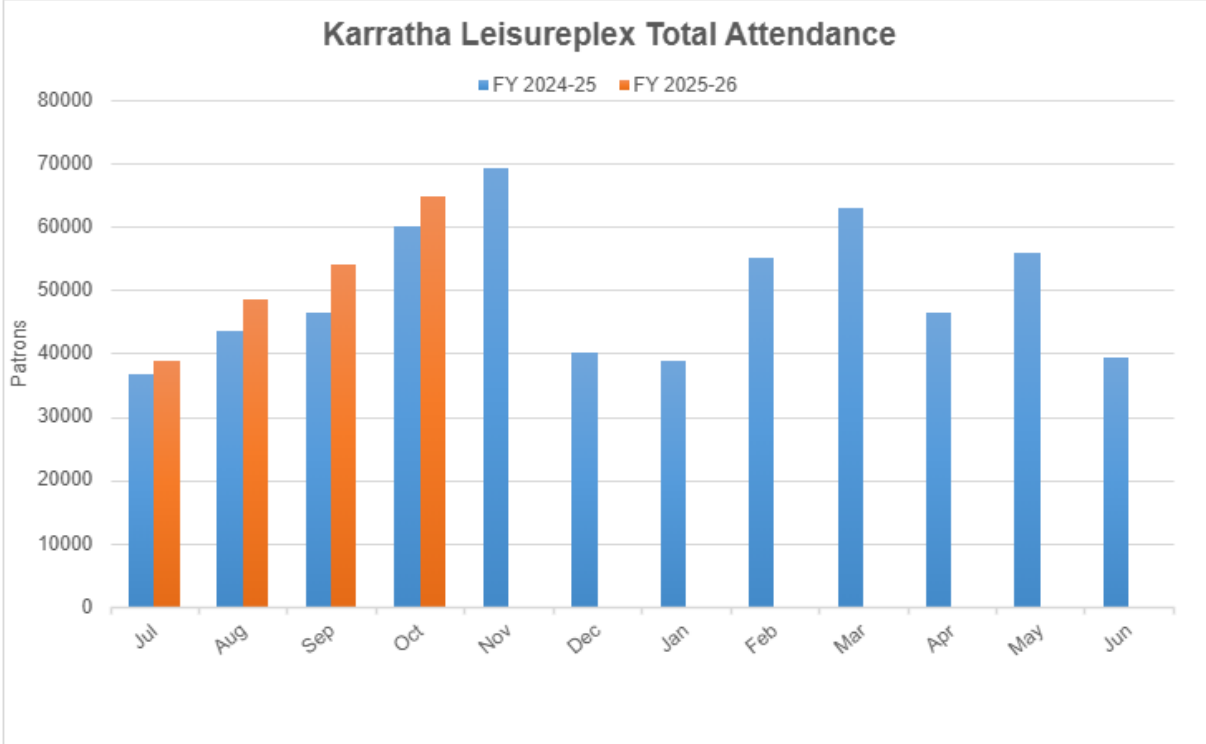
PURPOSE

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

Attendance & Utilisation Summary

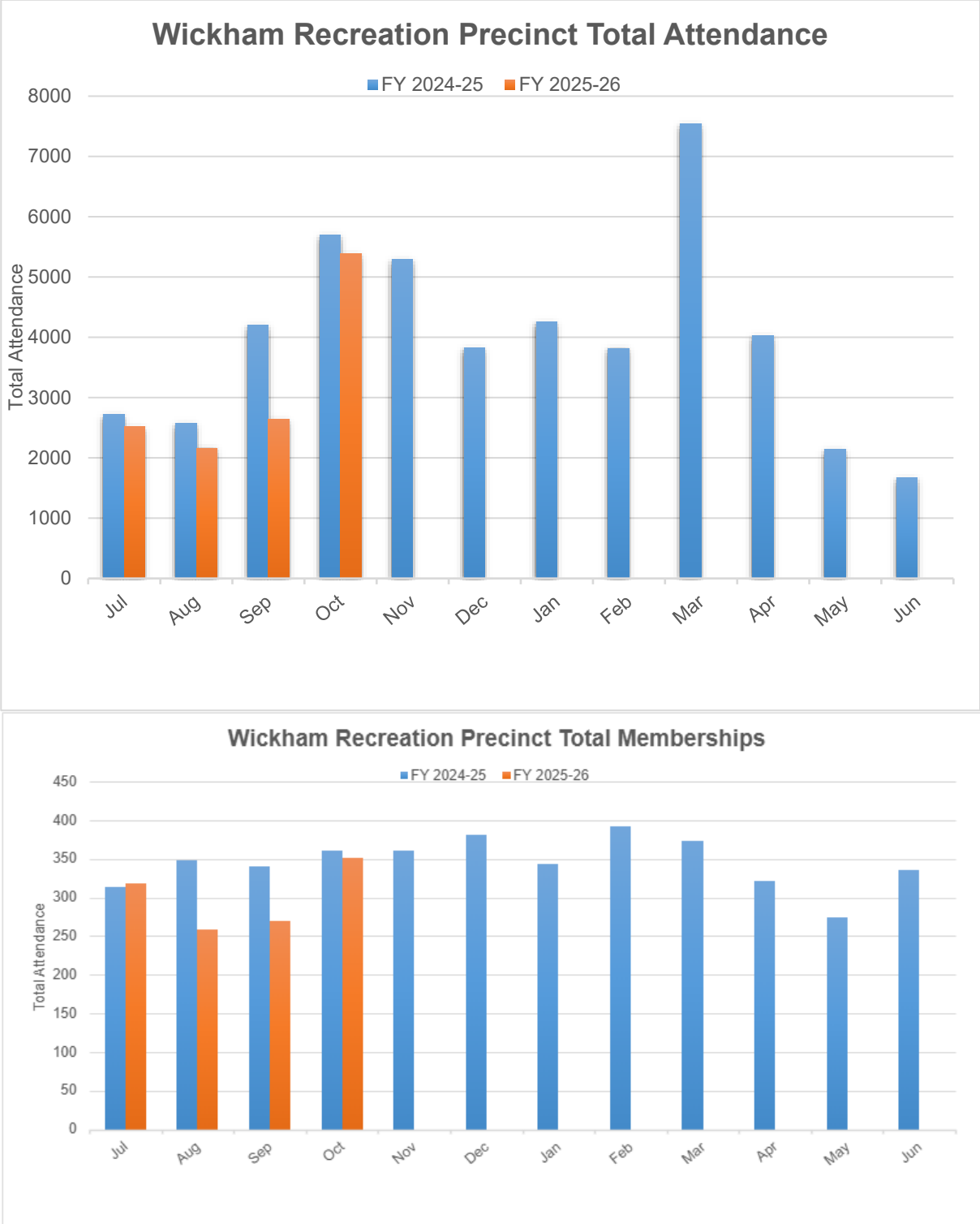
Facility Attendance	October 2024	October 2025	Year on Year %
The Youth Shed	982	635	- 35%
The Base	1,010	862	- 15%
Total Library	9,250	7,536	- 19%
Karratha Leisureplex	60,036	64,860	+ 8%
Wickham Recreation Precinct	5,695	5,384	- 5%
Roebourne Aquatic Centre	0	0	0
Indoor Play Centre	3,320	2,280	- 31%
Red Earth Arts Precinct	7,843	5,511	- 30%
Arts Development & Events	1,204	502	- 58%
Community Programs	September 2025	October 2025	Month on Month %
Security Subsidy Scheme	19	17	- 11%
Meet the Street Parties	1	3	+ 200%

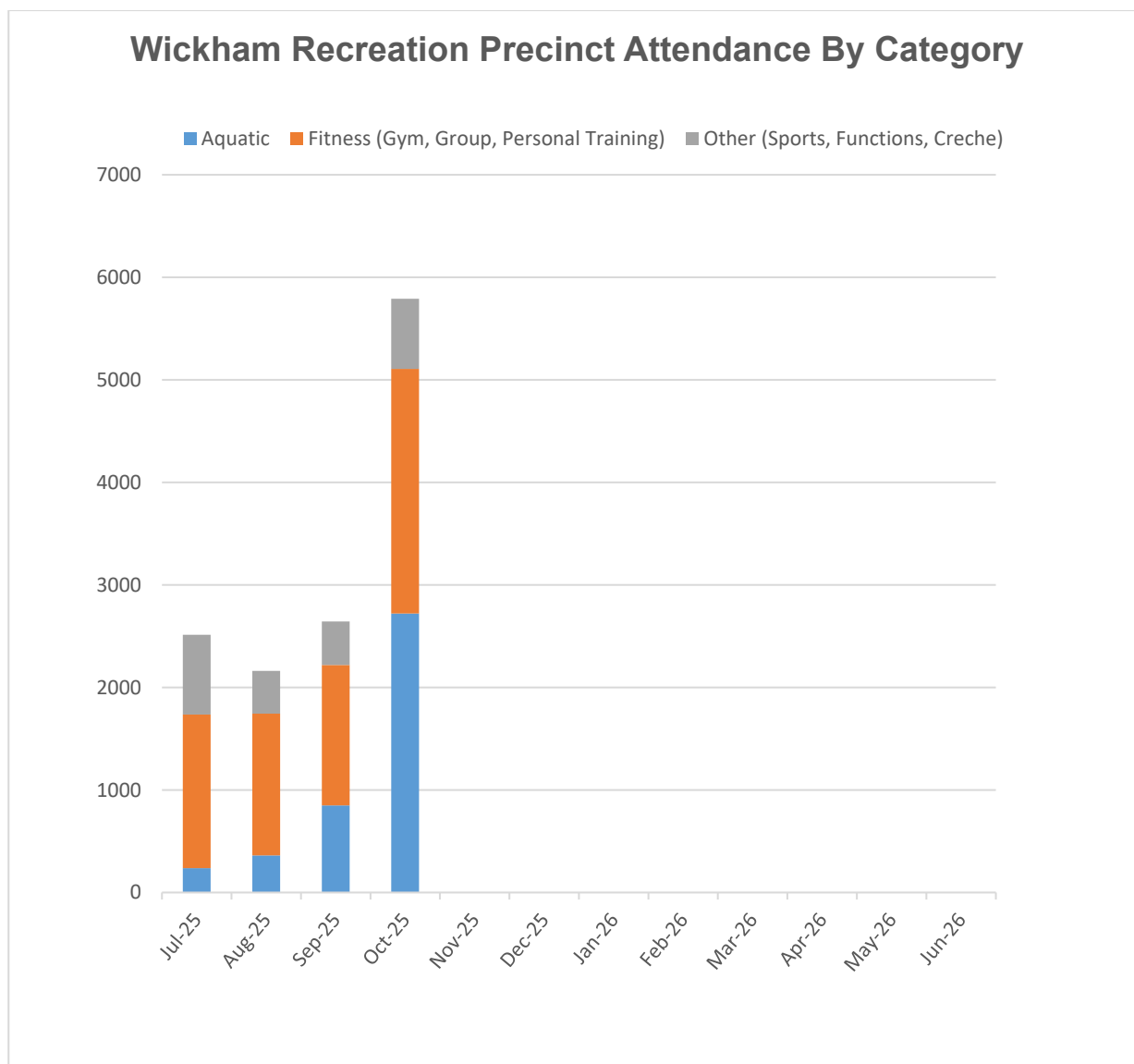
Karratha Leisureplex



This month reflects the first full set of figures under summer opening hours, showing a significant surge in aquatic attendance. We recorded a 4.5% increase compared to 2024, and an impressive 85% rise from September. The fitness area continues to lead performance, with membership renewal rates remaining strong. Overall, attendance at KLP has increased by 8%, affirming its significance as a central facility for fostering community engagement and wellbeing.

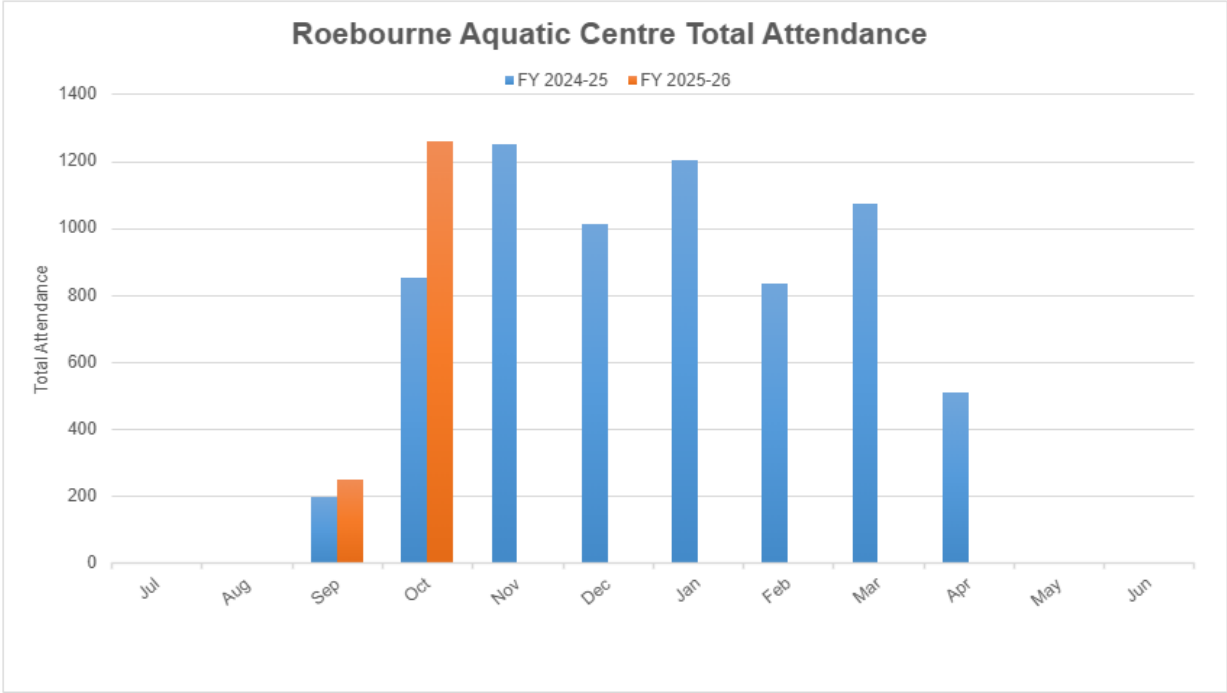
Wickham Recreation Precinct





Attendance is down overall by 5%, driven by lower aquatic attendance numbers compared to the same period as last year with aquatics down 11.6%. This is also reflected in the drop in membership of 2.7%. The pool temperature has been cooler than it would usually be at this time of the year and there have also been a lot of school trips away impacting the numbers attending the pool. Fitness numbers, however, have been strong with the introduction of new Mum's and Bubs and Poolside Bootcamp. Fitness sitting 13.19% up on last year and programs also seeing an increase of 35.98%, a strong reflection of the demand for childcare to attend fitness classes and also after school and holiday programs.

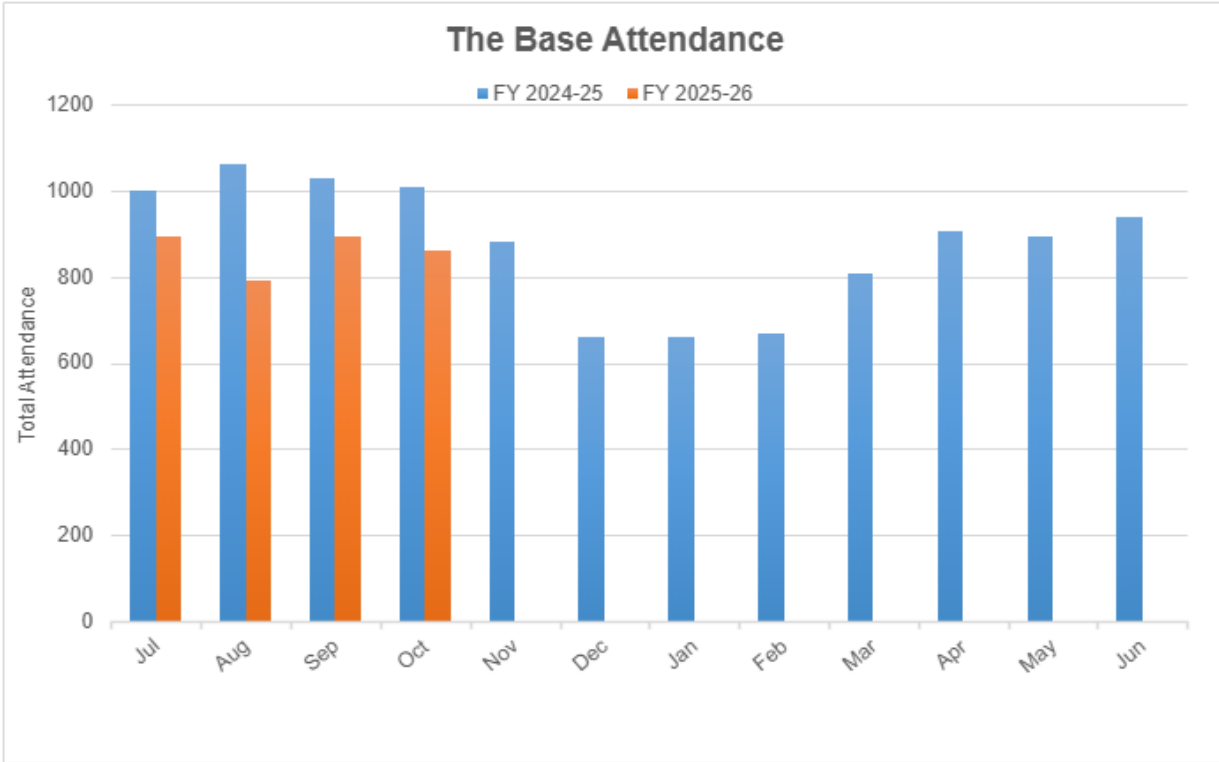
Roebourne Aquatic Centre



Good attendance and community response since closure for behaviour issues. Community organisations regular bookings.

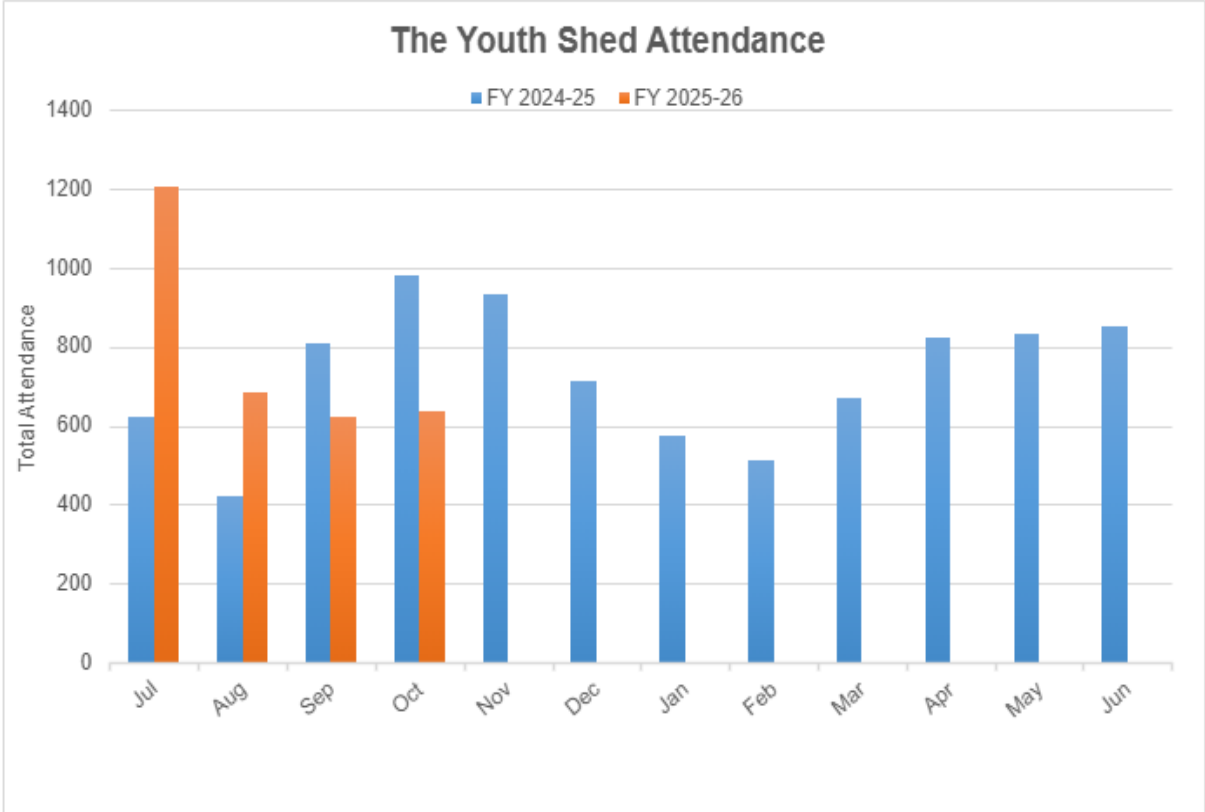
Youth Services

The Base, Wickham



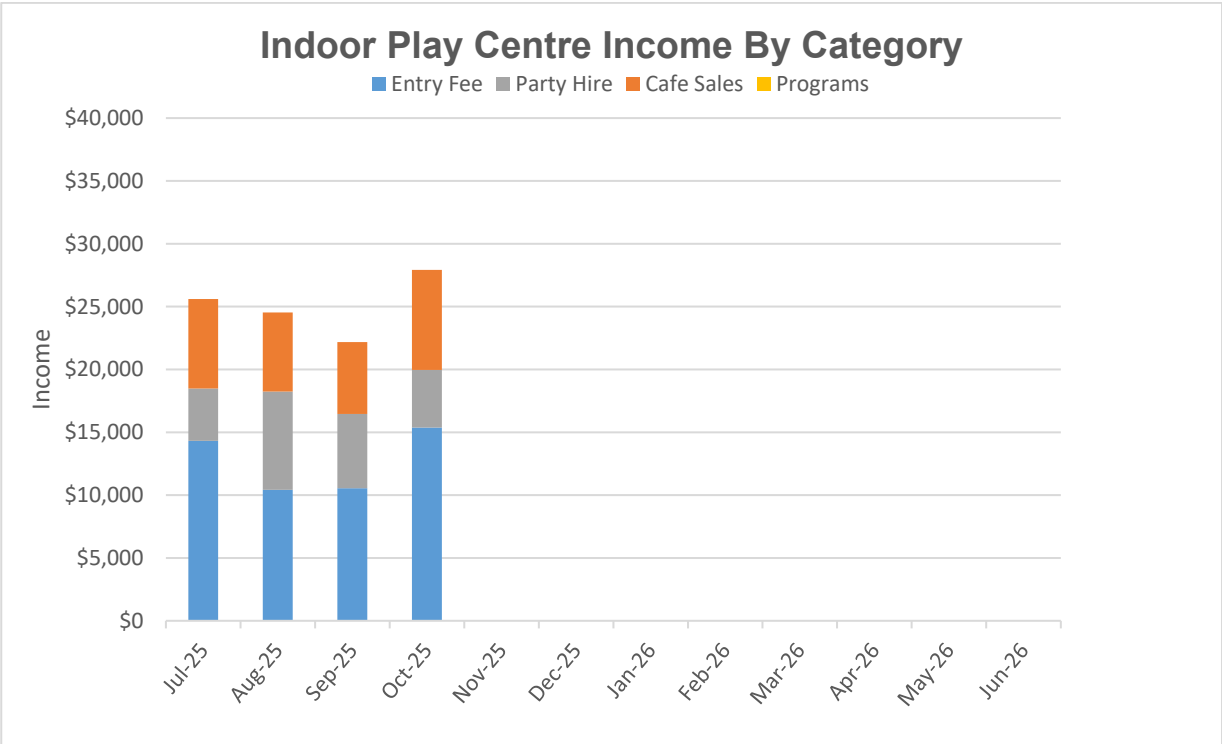
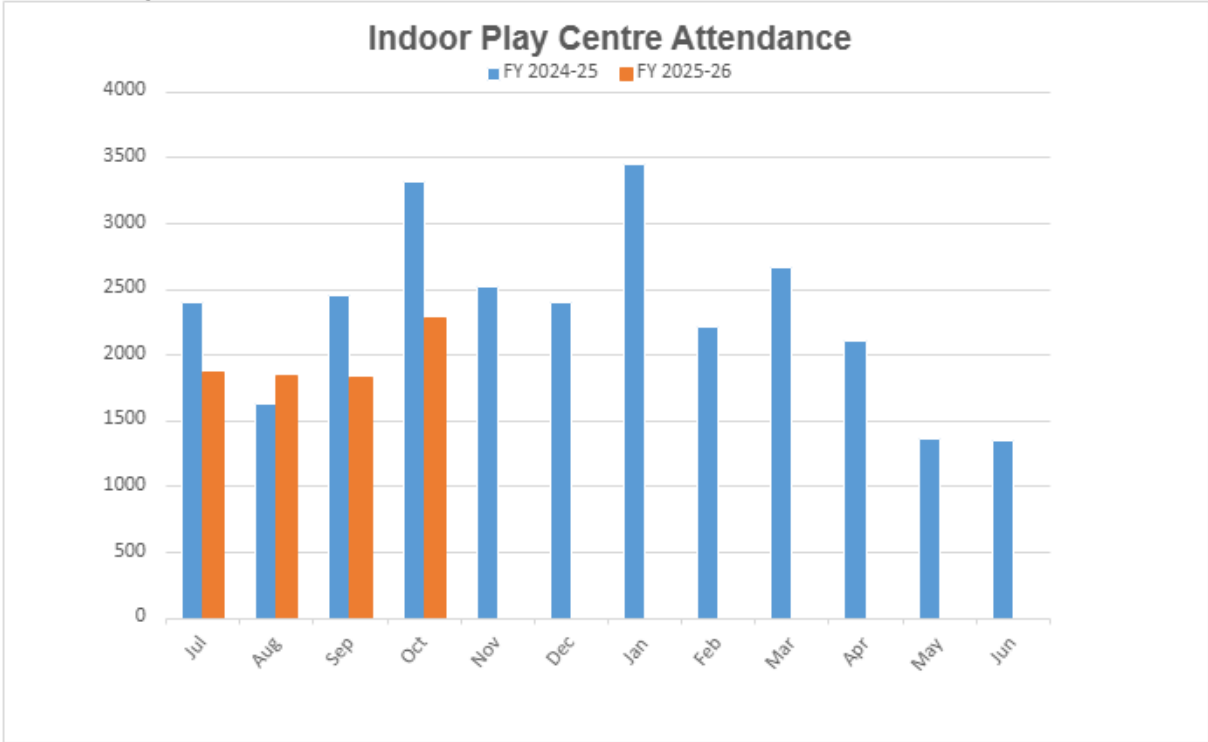
The Base delivered another successful third term holiday program with October recording 1,071 youth visits, which includes 209 pool pass entries. Our Emergency Services Day stood out as the highlight event, giving young people the opportunity to connect with first responders, build trust and gain a deeper understanding of safety and community responsibility. Our 2-day Halloween program also saw strong engagement, with 137 young people attending.

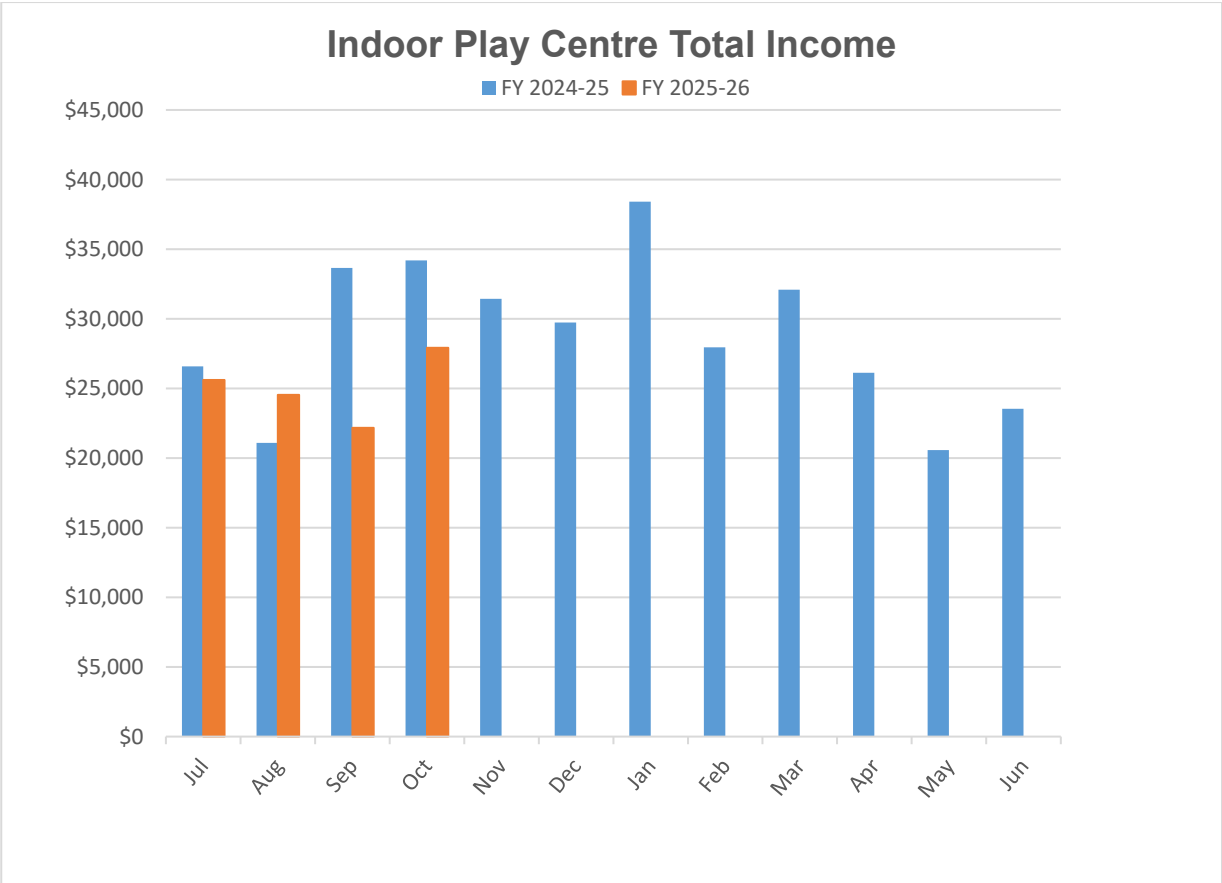
The Youth Shed, Karratha



In October, the Youth Shed welcomed 635 young people through the doors, with strong community engagement. Our school holiday programming offered a diverse range of activities that kept participants inspired and active throughout the break. A standout moment was our Halloween Tunnel, which drew 147 visitors in a single night, making it one of our most popular events of the month.

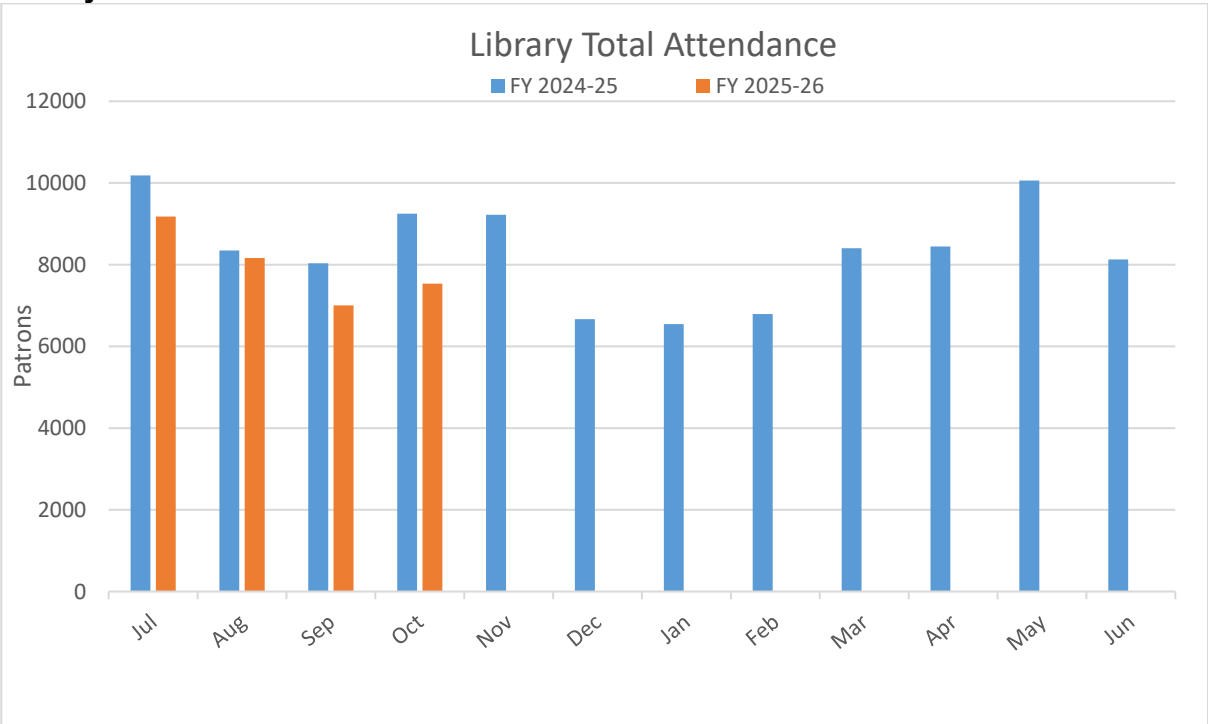
Indoor Play Centre

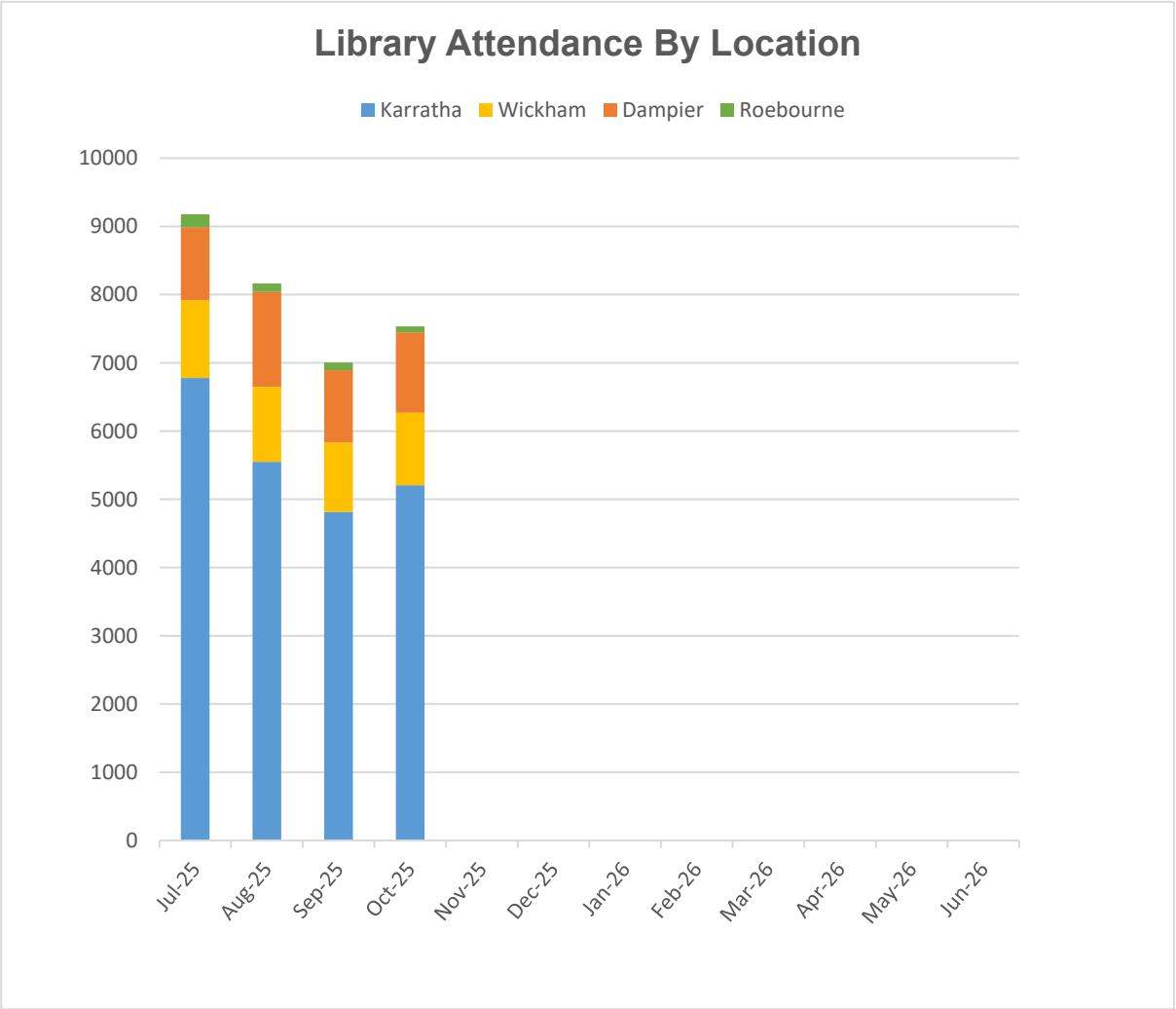




The unusually mild weather continues to impact attendance – October has seen an increase in comparison to August and September, which is attributed to school holidays.

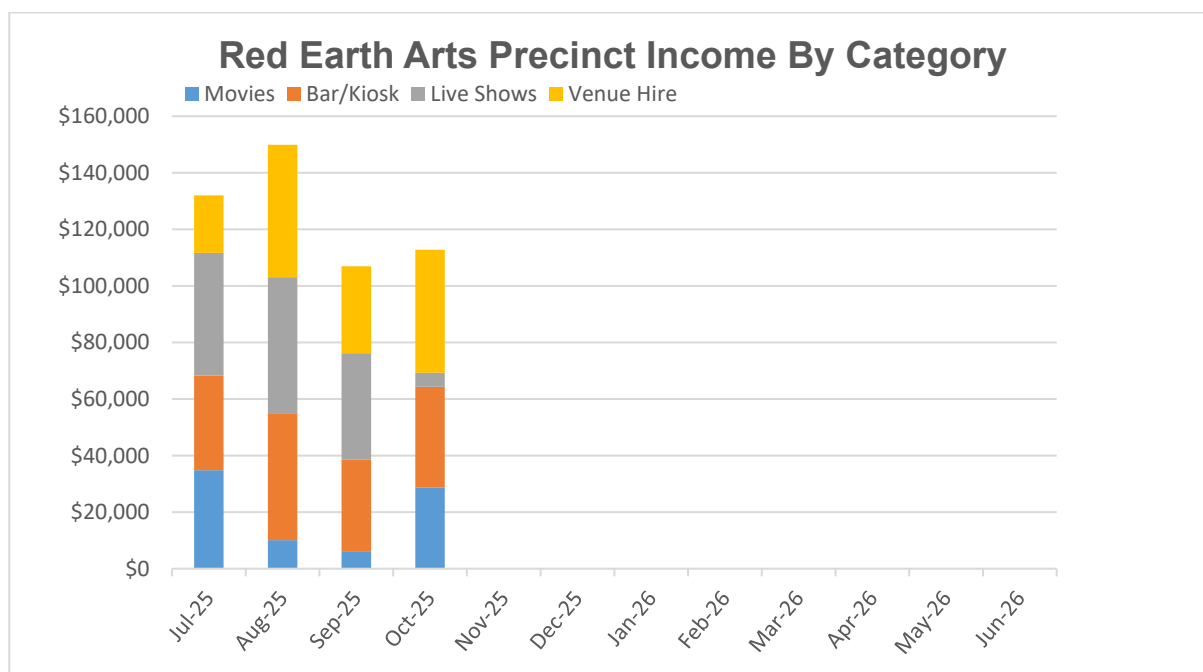
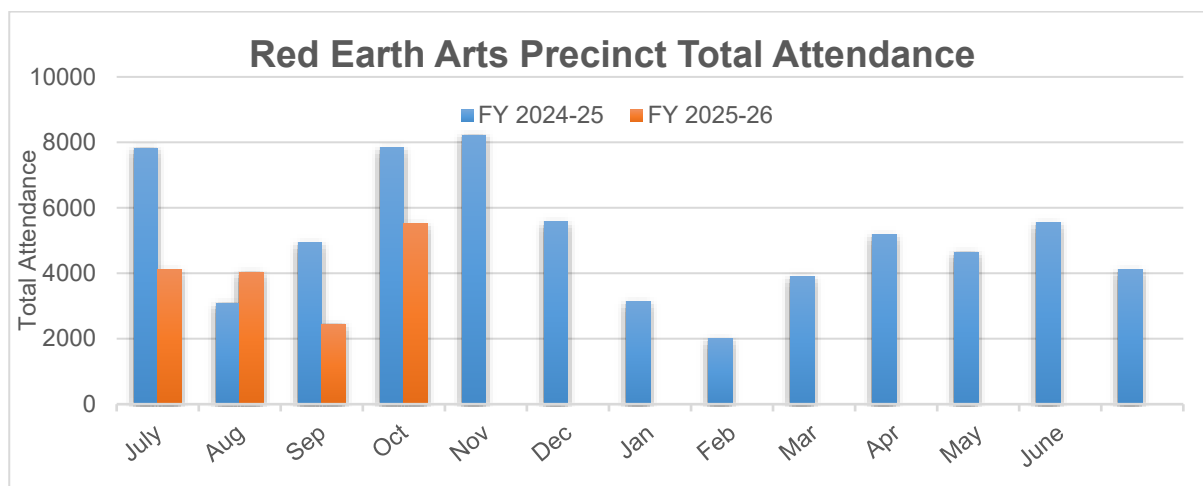
Library Services





12,753 Total memberships (75 new members signed up in October).	3,089 Physical items (261 up from last month and 1,586 eResources borrowed (up 457 from last month).
738 Individual computer log ins by members and guests (excludes Wi-Fi).	837 Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning).
813 Program participants at 55 programs (including regular term programs and special programs including Seniors Air Bee n Bee and Libraries After Dark (up 175 from last month)	11 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons.

Red Earth Arts Precinct



Events and Programming:

The month began with the second week of school holidays featuring daily movie showings to entertain our local young people. The opening of the new art exhibition, Radial 1.0 was held on 2 October. The last of the year's good weather was taken advantage of as Rio Tinto hosted three dinners on the Shelf over three weekends in October. The Pilbara Arts Festival, featuring students from across the Pilbara, was extremely well received during both the matinee and evening performances. Towards the end of the month, both St. Lukes College and Karratha Senior High School held their Year 12 graduation ceremonies with great success. 31 October saw the last Shelf event of the year with the 2025 Community Sports Awards, which had fantastic attendance and was an enjoyable evening.

Cinema:

Cinema attendance in October 2025 declined 37% compared to October 2024. The best performers for the month were The Bad Guys 2 and Elio and Gabby's Dollhouse: The Movie. A total of 34 movie sessions were screened in October, with an average attendance of 53 patrons per session.

Key Performances:

- Demon Slayer - 1 session with 177 patrons.
- The Conjuring: Last Rites - 2 sessions with 267 patrons.
- Kangaroo - 2 sessions with 188 patrons.
- The Bad Guys 2 - 6 sessions with 516 patrons.
- Gabby's Dollhouse: The Movie - 3 sessions with 318 patrons.

Bar & Kiosk Revenue:

Bar and kiosk sales were 43% lower compared to 2024. This difference could possibly be attributed to not hosting the KDCCI Excellence Awards or the Pilbara Cattleman's Conference at REAP this year.

Live Shows:

Total ticket sales: \$4984

October featured 2 live performances with venue hire and ACE Programming.

Venue Hire – Pilbara Arts Festival involving local students from 8 schools across the region.

ACE – Reasons to Stay Inside with two sessions for the education program.

Venue Hire:

A total of 46 venue hires were recorded in October with a total of 19 Dance bookings, 8 corporate bookings and 18 community hires. Venue hire income decreased by 25% compared to the same month in 2024 as several key events that took place in 2023 did not take place at REAP in 2025

Key Events:

- Radial 1.0 Art Exhibition opening with 100 patrons.
- 3 x Rio Tinto Cape Service dinners with 200 patrons spread across three nights.
- Karratha Senior High School Graduation with 478 patrons.
- St. Luke's College Graduation with 200 patrons.

Patronage:

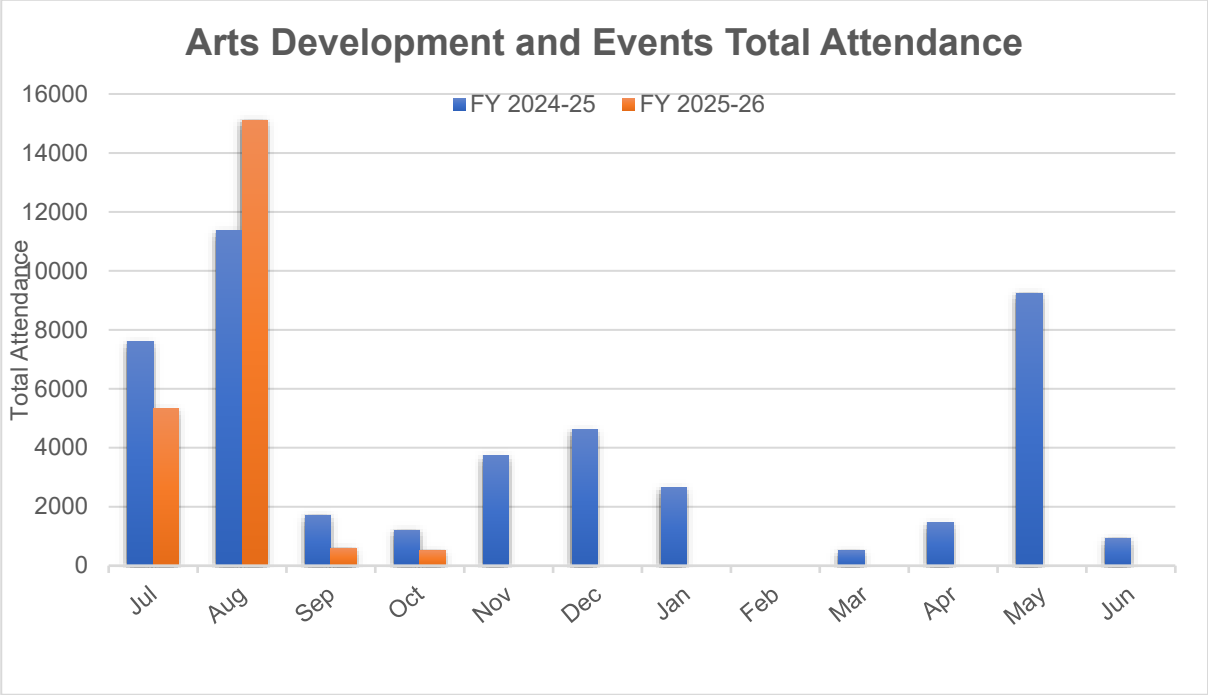
Total patronage decreased by 34% compared to October 2025, driven by the cinema's numbers and live shows from 2024.

- October 2024: 7843 patrons
- October 2025: 5511 patrons

Total Revenue:

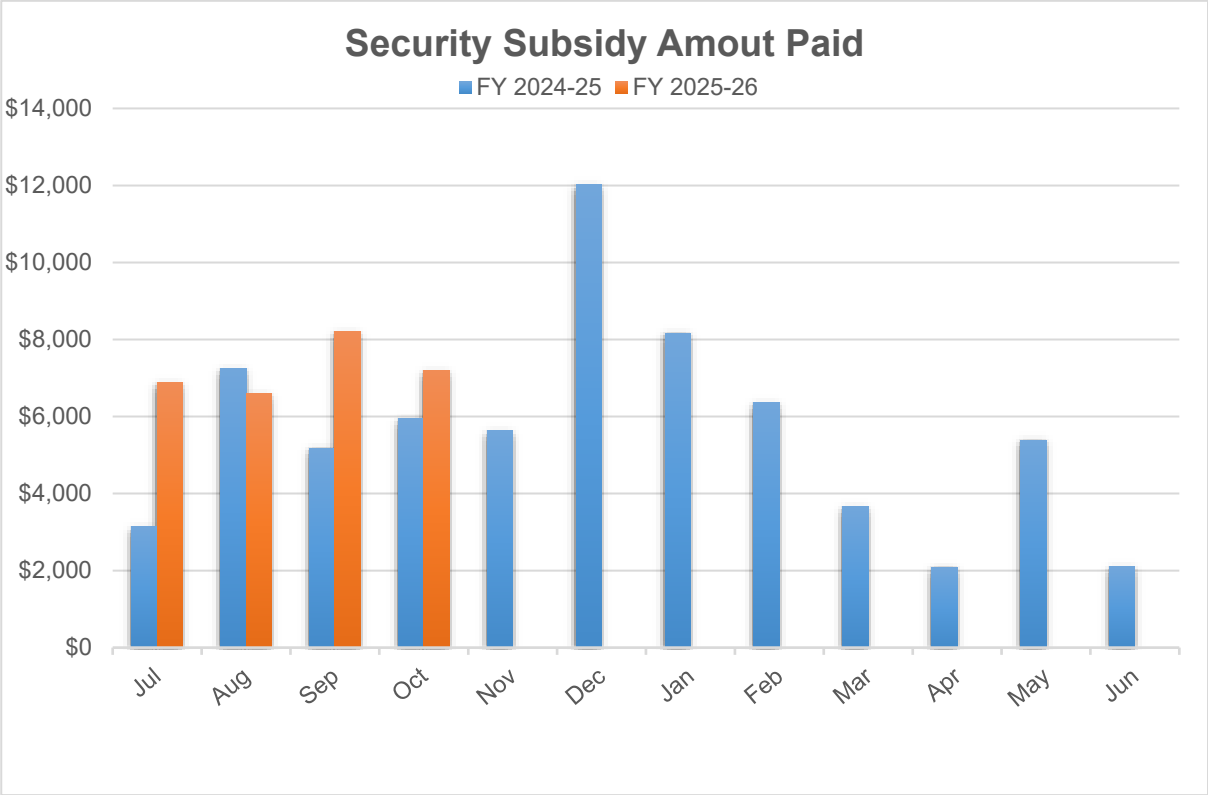
In October 2025, REAP generated total revenue of \$112,763 creating a 38% decrease compared to October 2024. The stronger results in the previous year were primarily driven by higher attendance for blockbuster films and several large-scale venue hire events that took place.

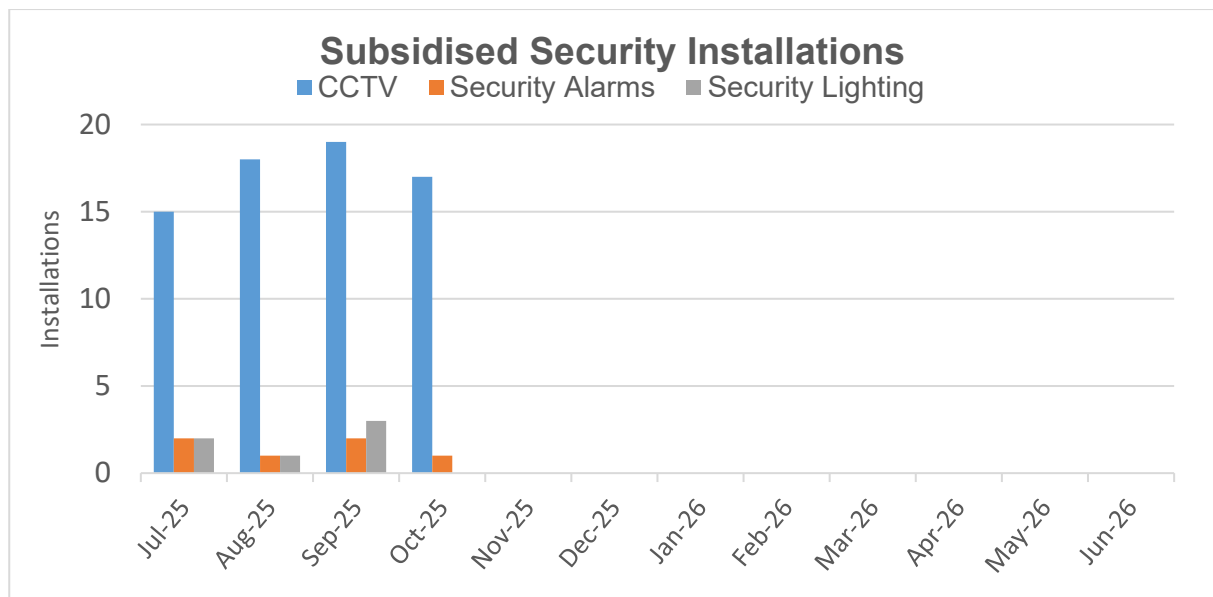
Arts Development & Events



In October we had a local residency exhibition at REAP featuring 6 local Pilbara artists which was well received by the community, attracting 86 guests to the launch. REAP also hosted 2 education programmed shows ‘Reasons to Stay Inside’ by Barking Gecko.

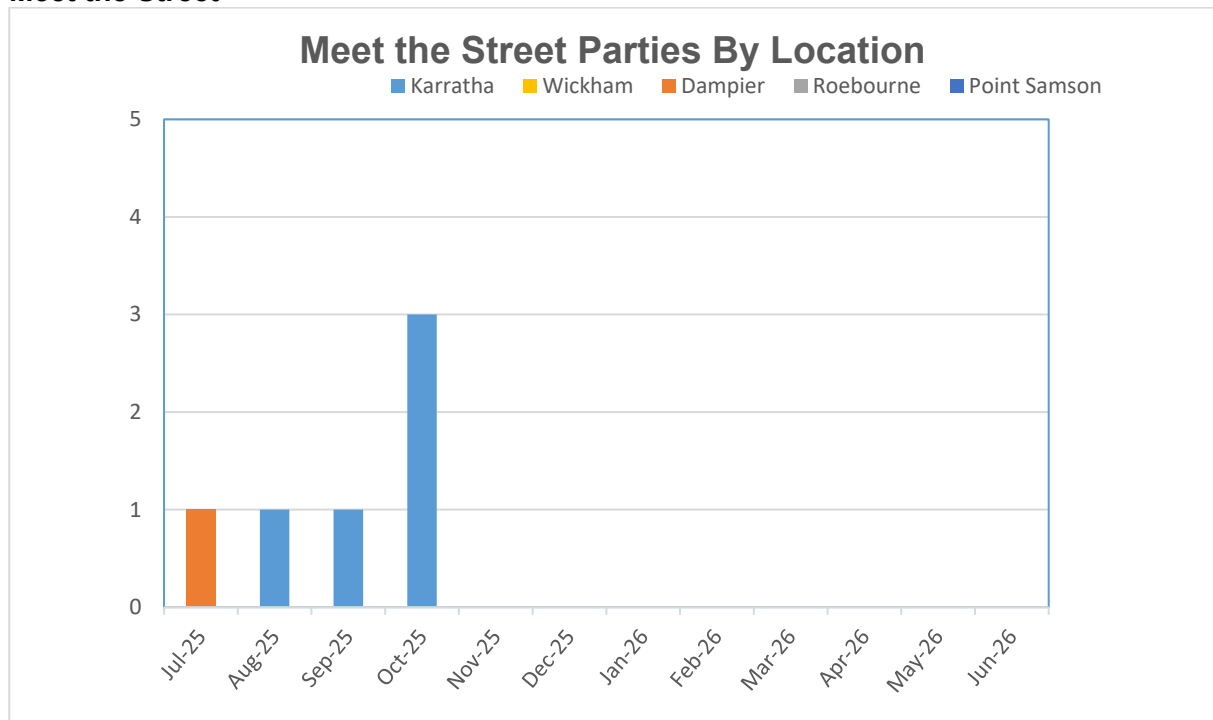
Security Subsidy Scheme





17 Security Subsidy applications were received and eligible for reimbursement.

Meet the Street



3 Meet the Street parties hosted this month.

Small Community Grants

Town	Who	What	Awarded ex GST
Karratha	Karratha Amateur Swimming Club	Funding to assist with Coach Development – Swimming Australia Open SC Championships.	\$1,000
Roebourne	Fishability Inc	Funding to assist with Fishability Karratha – Fishability Trailer for Roebourne.	\$5,000

Town	Who	What	Awarded ex GST
Karratha	Northwest Multicultural Association WA Inc	Funding to assist with the Northwest Multicultural Festival.	\$5,000
Karratha	Karratha Women's Place Inc	Funding to assist with Community Connections.	\$5,000

13.1.2 INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES – OCTOBER 2025

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 20 November 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 October 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Wickham Primary School	To waive venue hire fees for the use of the Wickham Hub for Wickham Primary School Presentation Night due to the Wickham Oval being unavailable.	Director Community Experience	\$188.18
Karratha Senior High School	To waive fees for providing a sound recording of the Pilbara Arts Festival.	Director Community Experience	\$237.00
Next Level Up Dance Studio	To waive fees for room hire at REAP to facilitate the 2025 Showcase.	Director Community Experience	\$606.81

13.1.3 DEVELOPMENT SERVICES UPDATE

File No: DB.32

Responsible Executive Officer: Director Development Services

Reporting Author: Manager Planning Services

Date of Report: 17 November 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.

It is noted that there are no current RDAP or SAT matters under consideration.

As of 17 November 2025

APPLICATION (City &/or RDAP File Ref)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	DATE CLOSED / COMPLETED
SAT				
Nil				
RDAP				
Nil				

13.1.4 RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000044 KARRATHA AIRPORT SAFETY & OPERATIONS MANAGEMENT SYSTEM

File No: CM.112

Responsible Executive Officer: Chief Executive Officer

Date of Report: 13 November 2025

Disclosure of Interest: Nil

Attachment(s) Nil

PURPOSE

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

BACKGROUND

Under Delegation 1.1 'Tenders & Expressions of Interest', the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$500,000 and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

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

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

Tender No:	RFT0000044	Project Budget:	\$380,000 (ex GST)
Tender Title:	Karratha Airport Safety & Operations Management System		
State-wide Advertising Commenced:	23/07/2025	Tender Closing Date/ Time:	20/08/2025
Scope of Works:	Provision, implementation, and support of a Safety & Operations Management System at Karratha Airport, divided into two modules: Module 1 (Airside training, operator licensing, vehicle permit compliance) and Module 2 (incident reporting, risk management, audit preparation, compliance tracking).		
Selection Criteria:	Relevant Experience		10%
	Methodology		30%
	Capacity to Deliver		10%
	Sustainability		5%
	Price		45%
Submissions Received:	Airside Data and Training (AIRDAT) Ltd AVCRM Products Pty Ltd Beakon Pty Ltd OneReg Limited		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	12/11/2025
Tender Awarded to:	Airside Data and Training (AIRDAT) Ltd for Module 1 OneReg Limited for Module 2		
Contract Value:	Airside Data and Training (AIRDAT) Ltd: \$157,056 (ex GST) OneReg Limited: \$145,000 (ex GST)		
Contract Term:	2 years	Contract Options:	1 year extension option

13.1.5 DECEMBER 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:	8 December 2025
Disclosure of Interest:	Nil
Attachment(s):	1. Confidential – Discussion of Attachment to 11.2

PURPOSE

To record meeting proceedings of the Public Briefing session held on Monday 8 December 2025 and outline areas of the December 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

City of Karratha CEO, Virginia Miltrup, acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by the CEO at 6pm on Monday 8 December 2025.

The CEO called for nominations for the Presiding Member of the meeting. Councillor Gillian Furlong was nominated, moved by Councillor Harris, seconded by Councillor Simpson. This motion was carried and Councillor Furlong assumed the Presiding Member's chair.

Record of Attendance

Councillors:	Deputy Mayor Jodie Swaffer (online) Cr Gillian Furlong Cr Geoff Harris Cr Brenton Johannsen Cr Sarah Roots Cr Tony Simpson	
Staff:	Virginia Miltrup Brian Randall 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:	Daiva Gillam	Councillor

Simon Kot
Daniel Scott

Director Projects and Infrastructure
Mayor

Absent:

Martin Byrne

Councillor

Leave of Absence:

Members of Public: 19

Members of Media: 0

Public Question Time:

Mick Whittaker, Point Samson Community Association president, asked the following question:

MICK WHITTAKER'S QUESTION: Regarding the item on the agenda about the Point Samson Community Association and funding towards a park, BMX track and pump track, is that going to be looked at and brought up into the next meeting?

CITY RESPONSE: The Director Community Experience advised the pump track was considered as part of the procurement process and concept design for Wickham, but it was determined that given the limited amount of land in Point Samson it was too difficult to progress right now. An enhancement plan has been developed for the town and there is a priority action that's been identified that will look at a youth recreation precinct. That may include a pump track, may include half courts and may include other activities for young people. The City won't be able to determine the location and what that will include until it has undertaken the engagement process with the community. It is considered a priority for Point Samson once the enhancement plan is completed.

Petitions/Deputations/Presentations

The following deputations were made at the Public Agenda Briefing on Monday 8 December 2025:

Deputation by Gary Fitzgerald representing the Pilbara Community Men's Shed regarding Item 10.1 Pilbara Community Men's Shed Proposed Location:

- First talked to Council a year ago about finding a location for the Men's Shed, the City have helped fund consultants to assist
- Now told they may get a block of land, to be voted on by Council
- This has been a great outcome
- The Men's Shed started with 3 members and is now up to 40
- Various generous grants and donations have been made to the group
- Building services for the Shed have also been secured
- The group is excited about the proposed location

Deputation by Aoife Healy and Josie Samson representing the Julyardi Aboriginal Corporation regarding Item 10.4 Lease Of 46 Roe Street, Roebourne ("Old Shire Offices") - Julyardi Aboriginal Corporation:

- Yandi for Change programme delivery moved from Department of Communities (DoC) to Julyardi Aboriginal Corporation via partnership with Hedland Aboriginal Strong Leaders (HASL)
- Julyardi holds sublease for 46 Roe Street expiring 31 December; seeks continuation of Peppercorn lease terms
- Yandi for Change: Collective of Roebourne Elders established in 2018 under West Pilbara Plan

- Delivered Connected Beginnings Program since 2020 with DoC, focusing on family support and early childhood development
- Transition to Julyardi on 1 October aligns with federal policy for Aboriginal Community Controlled Organisations
- Approval for Peppercorn lease at 46 Roe Street for Julyardi ensures stability, organisational growth, and culturally guided programme delivery
- Limited alternative office space in Roebourne
- Non-commercial lease rate exceeds funding and would mean relocation is required, causing severe impact on programme delivery
- Prime Roe Street location risks vacancy, reducing streetscape vitality and undermining Elders' aspirations
- Approval safeguards culturally guided programmes under Roebourne Elders' leadership
- Supports continuity of services for families and children.

Deputation by Tui Magner and Brian Tucker representing the Karlayura Rodeo Inc regarding Item 11.1 Major Events Sponsorship And Attraction Program (MESAP) 2026:

- Roebourne Rodeo created to:
 - Support something positive for the City of Karratha
 - Celebrate pride, culture, and community
 - Ensure benefits flow back to Roebourne and its people
- The event aims to be a beacon of collaboration, culture, and opportunity
- Thanks to Councillors for considering submission
- Acknowledges Ngarluma people as custodians and Roebourne community for support
- Gratitude to City for Large Community Event Grant, which enabled inaugural rodeo in August (sell-out event)
- Roebourne is ready; community wants the rodeo to stay.
- Positions City of Karratha as a destination for unique Pilbara experiences
- Partnerships with local vendors, businesses, Traditional Owners, accommodation providers, suppliers, and youth groups
- Rodeo is more than an event – it's a gathering place for families, businesses, and visitors.
- With continued City support, Karlayura aim to grow the event as a cornerstone of cultural pride, economic opportunity and community connection

At 6:20pm, Council voted to move Item 10.1 forward, moved by Cr Simpson, seconded by Cr Roots.

At 6:20pm, Council voted to move Item 10.4 forward, moved by Cr Simpson, seconded by Cr Roots.

At 6:21pm, Council voted to move Item 11.1 forward, moved by Cr Johannsen, seconded by Cr Simpson.

Declarations of Interest

Cr Swaffer declared a direct financial interest in 10.3 Large Community Grants – Round 1, as Cr Swaffer is a committee member of the Karratha Basketball Association and the Association is an applicant in the Large Community Grant Scheme.

Cr Roots declared an impartiality interest in 9.5 Roebourne Community Resource Centre – Rates Write Off, as she volunteers with organisations that work out of that resource centre.

Cr Roots declared an impartiality interest in 10.3 Large Community Grants – Round 1, as she volunteers for one of the applicants, Karratha Kangaroos.

Cr Furlong declared an indirect financial interest in 10.2 Karratha Bike Park & Wickham Bike Facility Final Concept Design, as her partner works for Rio Tinto.

Agenda Items with Additional Information

10.1 PILBARA COMMUNITY MEN'S SHED PROPOSED LOCATION

Presentation by the Manager Community Planning.

Questions arising from Briefing Session.

10.4 LEASE OF 46 ROE STREET, ROEBOURNE ("OLD SHIRE OFFICES") – JULYARDI ABORIGINAL CORPORATION

Questions arising from Briefing Session.

11.1 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM (MESAP) 2026

Presentation by the Manager City Growth.

Questions arising from Briefing Session.

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 31 OCTOBER 2025

There were no questions.

At 6:59pm, Council voted to move Item 10.3 forward, moved by Cr Roots, seconded by Cr Simpson.

10.3 LARGE COMMUNITY GRANTS – ROUND 1

Questions arising from Briefing Session.

9.2 LIST OF PAYMENTS – 1 OCTOBER 2025 TO 31 OCTOBER 2025

Questions arising from Briefing Session.

At 7:10pm, Council voted to move Item 12.4 forward, moved by Cr Harris, seconded by Cr Roots.

12.4 COMMUNITY INFRASTRUCTURE PLAN INITIAL MASTERPLANS DEVELOPMENT – REQUEST TO CALL TENDERS

Presentation by the Manager City Projects.

There were no questions.

9.3 INVESTMENTS FOR PERIOD ENDED 31 OCTOBER 2025

There were no questions.

9.4 Q1 KEY PERFORMANCE MEASURES 2025/2026

There were no questions.

9.5 ROEBOURNE COMMUNITY RESOURCE CENTRE – RATES WRITE-OFF 37

Presentation by the Chief Financial Officer.

Questions arising from Briefing Session.

9.6 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES – NOVEMBER 2025

There were no questions.

9.7 LATE REPORT – 2024/2025 INDEPENDENT AUDITORS REPORT AND ANNUAL FINANCIAL REPORT

Questions arising from Briefing Session.

10 COMMUNITY EXPERIENCE REPORTS**10.2 KARRATHA BIKE PARK & WICKHAM BIKE FACILITY FINAL CONCEPT DESIGN**

Council voted to separate discussion of Karratha and Wickham sections of the report. Moved by Cr Roots, seconded by Cr Swaffer.

Presentation by the Manager Community Planning.

There were no questions on Karratha Bike Park.

Cr Roots and Cr Furlong left the room at 7:37pm.

Cr Harris was nominated as Presiding Member at 7:38pm.

There were no questions on the Wickham Bike Facility.

Cr Furlong and Cr Roots returned at 7:38pm.

10.5 WESTERN AUSTRALIAN POLICE AND COMMUNITY YOUTH CENTRES (PCYC) LEASE – 2 (LOT 760) SHOLL STREET, ROEBOURNE (“ROEBOURNE COMMUNITY HALL”)

Questions arising from Briefing Session.

10.6 COMMUNITY INFRASTRUCTURE PLAN 2025 – 2035 STRATEGIC IMPLEMENTATION PLAN

Presentation by the Manager Community Planning.

There were no questions.

11 DEVELOPMENT SERVICES REPORTS**11.2 KARRATHA CITY CENTRE PRECINCT STRUCTURE PLAN – TENDER OUTCOME**

Technical issues resulted in Livestreaming ending prematurely. Cr Swaffer was offline at 7:53pm.

Questions arising from Briefing Session.

12 PROJECTS & INFRASTRUCTURE REPORTS**12.1 KARRATHA GOLF COURSE MAINTENANCE COMPOUND AND SHED UPGRADE – TENDER OUTCOME**

Presentation by the Manager City Projects.

There were no questions.

Livestreaming resumed at 8.04pm. Cr Swaffer joined the meeting online.

12.2 CENTRAL BUSINESS DISTRICT PUBLIC TOILET FEASIBILITY STUDY OUTCOME

Presentation by the Manager City Projects.

Questions arising from Briefing Session.

12.3 WASTE MANAGEMENT AND RESOURCE RECOVERY STRATEGY 2025 – 2035 – APPROVAL TO ENDORSE

Presentation by the Manager Waste, Fleet and Depot.

There were no questions.

12.5 SUPPLY OF RETICULATION PIPE AND ASSOCIATED FITTINGS – TENDER OUTCOME

Questions arising from Briefing Session.

12.6 BAYVIEW ROAD CULVERT REPLACEMENT – REQUEST TO CALL TENDERS

Presentation by the Manager City projects.

Questions arising from Briefing Session.

12.7 PANEL FOR THE SUPPLY AND DELIVERY OF PLAY SPACE EQUIPMENT

Questions arising from Briefing Session.

12.8 TURF RENOVATION SERVICES – REQUEST TO CALL TENDER

There were no questions.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

There were no questions.

13.2 LATE REPORT – ANNUAL REPORT 2024/2025

There were no questions.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17 MATTERS BEHIND CLOSED DOORS

ATTACHMENT TO ITEM 10.4

There were no questions.

ATTACHMENT TO ITEM 11.2

There were no questions.

ATTACHMENT TO ITEM 11.2

Council voted to move in to camera at 8:29pm to discuss Attachment to Item 11.2. Moved Cr Roots, seconded Cr Simpson.

Questions arising from Briefing Session.

Council moved out of camera at 8:32pm.

ATTACHMENT TO ITEM 12.1

There were no questions.

ATTACHMENT TO ITEM 12.5

There were no questions.

Closure

The meeting closed at 8:32pm.

13.2 LATE REPORT – ANNUAL REPORT 2024/25

File No:	IM.5
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Communications Officer
Date of Report:	19 November 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Annual Report 2024/25

PURPOSE

For Council to consider the Annual Report for the financial year ended 30 June 2025.

OFFICER'S RECOMMENDATION

That Council:

- ADOPT the Annual Report 2024/25, subject to further formatting, styling and minor edits, as determined by the Chief Executive Officer; and**
- HOLD the Annual Electors' Meeting in line with the statutory requirements.**

BACKGROUND

The Annual Report 2024/25 details the activities and achievements of the organisation over the 2024/25 financial year supported by the Annual Financial Report and the Independent Auditor's Report. Reporting is provided against the City's Strategic Community Plan 2020-2030, Corporate Business Plan 2020-2025 and Operational Plan 2024-2025.

DISCUSSION

Some highlights for the 2024/25 period are outlined below:

	Key Achievements
Our Community: Inclusive and Engaged	<ul style="list-style-type: none"> - The City conducted engagement and developed the Strategic Community Plan that formed the basis of the City Council Plan 2025-2035. - Works commenced on the Roebourne Streetscape Master Plan project including improved planting, seating and gathering spaces and greater connection to existing landmarks within the town of Roebourne. - The Disability Access and Inclusion Plan 2024-2029 was adopted by Council. This five year plan outlines the City's outcomes to improve access and inclusion for people of all abilities within Karratha and its surrounds. - The City awarded more than \$547,377 to local community and sporting organisations across the Local Government Area through the City's Community Grants Scheme. - 2025 marked the 33rd Cossack Arts Awards which transformed the town of Cossack. \$89,000 in prize money was awarded across 10 categories. The 2025 Awards saw 7,545

	Key Achievements
	visitors enjoy the gallery, take part in the education program and the Children's Art Day.
Our Economy: Well Managed and Diversified	<ul style="list-style-type: none"> - The City approved \$102,500 of sponsorship for four events through the Major Event Sponsorship and Attraction Program in 2024/25. - Under the City's Project Dorothy Housing Action Plan, Council committed to \$26 million in investment into housing infrastructure. - The City of Karratha was announced as a finalist in three categories for the Tidy Towns Sustainable Communities awards. - The Karratha Tourism and Visitor Centre had 23,225 visitors, contributing approximately \$3.49 million to the local economy. - The Pilbara Designated Area Migration Agreement skills list was updated in January 2024 to include an additional 69 occupations, bringing the total to 135. This expansion supports local business to address critical workforce shortages by facilitating the recruitment of skilled workers from overseas.
Our Natural and Built Environment: Thriving and Sustainable	<ul style="list-style-type: none"> - Karratha Airport named the Platinum Waterwise Business of the year. - The Energy Efficiency Pilot Project was implemented, providing community workshops and energy and water audit kits available through every library. - Continued monitoring of the Effluent Reuse Scheme used to irrigate parks, ovals and verge gardens to ensure public safety is not compromised. - About 23 tonnes of residential household hazardous waste was responsibly recycled which includes gas bottles, cleaning chemicals, fuels, flares, fire extinguishers, batteries and aerosol cans. These efforts promote the sustainable use of resources through the responsible management of household hazardous waste. - The Karratha Leisureplex is now registered to receive Large-Scale Generation Certificates (carbon credits) for the solar energy it generates.
Our Leadership: Proactive and Accountable	<ul style="list-style-type: none"> - Advocacy efforts saw the City being awarded \$22.1 million in funding from the Federal Government's Housing Support Program to help deliver Stage 1 works of the Mulataga Sub Division. - Former City of Karratha Mayor Peter Long was named Honorary Freeman in recognition of his years of service to Council and to Karratha. - A new WHS Team was formed to provide support for both day-to-day operations and major initiatives. - Over 130 staff participated in R U OK? Day activities. - Through the WHS Framework project, the City commenced the "I Make it Safe" workshops, which gathered 1,319 comments and ideas across all directorates. This initial diagnosis highlighted key opportunities for improvement, shaping the establishment of a clear governance structure.

LEVEL OF SIGNIFICANCE

http://www.karratha.wa.gov.au/sites/default/files/uploads/CG08_Significant_Decision_Making_Policy.pdf In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered moderate in terms of Council's ability to perform its role.

STATUTORY IMPLICATIONS

The City is required to prepare an annual report for each financial year in accordance with Part 5 Division 5 of the Local Government Act 1995 (the Act). The report is to be accepted no later than 31 December or two months following receipt of the final audit opinion by an absolute majority in accordance with section 5.54 of the Act.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Communications and each directorate to provide input into and review the Annual Report 2024/25.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Extreme/High/ Moderate/Low/N/A	Failure to receive the Annual Report within two months following receipt of the final audit opinion will breach statutory requirements.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The Annual Report, Annual Financial Report and Auditor's Report is considered by Council each year.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The Annual Report provides an overview of the achievements of the City in terms of statutory obligations, Strategic Community Plan outcomes and financial management for the 2023/24 financial year. The Annual Financial Report has been prepared in accordance with the Local Government Act 1995 and indicates the City's financial position as at 30 June 2024. The report will be presented to the community through the Annual Electors' Meeting.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

Also included is the following:

ATTACHMENT 3 TO ITEM 10.4

ATTACHMENT 1 TO ITEM 11.2

ATTACHMENT 2 TO ITEM 11.2

ATTACHMENT 1 TO ITEM 12.1

ATTACHMENT 1 TO ITEM 12.5

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

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Monday, 23 February 2026 at 6pm at Council Chambers
- Welcome Road, Karratha.