



ORDINARY COUNCIL MEETING

MINUTES

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 24 November 2025 at 6pm**

A handwritten signature in black ink, appearing to read "VMiltrup", is positioned above the printed name and title.

**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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MINUTES

1 OFFICIAL OPENING

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

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

2 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 (via Teams)
Cr Geoff Harris
Cr Brenton Johannsen
Cr Sarah Roots (via Teams)
Cr Tony Simpson

Staff:	Virginia Miltrup	Chief Executive Officer
	Emma Landers	Director Community Experience
	Chloe Morris	Director Corporate & Commercial
	Lee Reddell	Director Development Services
	Simon Kot	Director Projects & Infrastructure
	Henry Eaton	Manager Governance & Organisational Strategy
	Katya Bennett	Minute Secretary

Apologies:

Absent:

Leave of Absence: Cr Daiva Gillam

Members of Public: 0

Members of Media:

3 PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

5 REQUESTS FOR LEAVE OF ABSENCE

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Simpson
Res No : OCM251124-01

Councillor Roots requested a leave of absence for the 15 December 2025.

CARRIED 8/0

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

6 DECLARATIONS OF INTEREST

Nil.

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Harris
SECONDED : Cr Swaffer
Res No : OCM251124-02

That the Minutes of the Ordinary Meeting of Council held on Monday, 27 October 2025, be confirmed as a true and correct record of proceedings.

CARRIED 8/0

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

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – October 2025	Location
17/10/2025	RCAWA Meeting	Online
17/10/2025	Citizenship Ceremony	Karratha
22/10/2025	Meeting with Dr Anne Webster MP	Karratha
24/10/2025	St Luke's College Walkington Award Presentation	Karratha
29/10/2025	AMCA AGM	Canberra
29/10/2025	AMCA Board Meeting	Canberra
31/10/2025	2025 Community Sports Awards	Karratha

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 30 SEPTEMBER 2025

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Corporate Accountant
Date of Report:	16 October 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Statement of Financial Activity 30 September 2025 2. Statement of Financial Position 30 September 2025 3. Variance Commentary SFA by Nature 30 September 2025 4. Net Current Funding Position 30 September 2025

PURPOSE

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Simpson
SECONDED : Cr Byrne
Res No : OCM251124-03

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

CARRIED 8/0

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

BACKGROUND

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

DISCUSSION

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

The following table is a summary of the Financial Activity Statement compared to the Budget as of 30 September 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	102,907,074	102,014,895	(892,180)	-0.9%	↓
Expenditure	(169,913,966)	(175,700,966)	(39,500,896)	(35,055,299)	4,445,597	11.3%	↑
Investing Activities							
Inflows	1,023,264	1,023,264	109,410	210,370	100,960	92.3%	↑
Outflows	(97,160,056)	(95,066,171)	(20,317,308)	(8,638,144)	11,679,163	57.5%	↑
Financing Activities							
Inflows	79,174,533	77,420,288	6,303,842	0	(6,303,842)	-100.0%	↓
Outflows	(51,908,756)	(51,836,986)	(1,597,737)	(1,114,931)	482,806	30.2%	↑
Non-Cash Items	30,160,089	30,160,089	7,685,663	6,196,868	(1,488,796)	-19.4%	↓
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	11,385,875	11,385,875	11,385,875	11,385,875	0	0.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2025/26	6,860	(47,730)	66,975,923	74,999,635	8,023,709		

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

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

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

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

Period Ended 30 September 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	0.56	1.70	0.67
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%	73.9%	18.7%	75.5%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	2.18	0.88	2.53
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	70.2	58.1	73.8
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

	September 2025	August 2025	% Change	Comments
Current				
Assets	208,203,956	210,925,770	-1.29%	Decrease in Trade & Other Receivables. Increase in Cash & Cash Equivalents
Liabilities	21,410,598	21,861,334	-2.06%	Decrease in Trade and Other Payables.
Non-Current				
Assets	783,681,883	783,085,809	0.08%	Increase in PPE and Infrastructure.
Liabilities	6,696,915	6,696,915	0.00%	No Movement in Long Term Borrowings.
Net Assets	963,778,325	965,453,331		

Debtors' Schedule

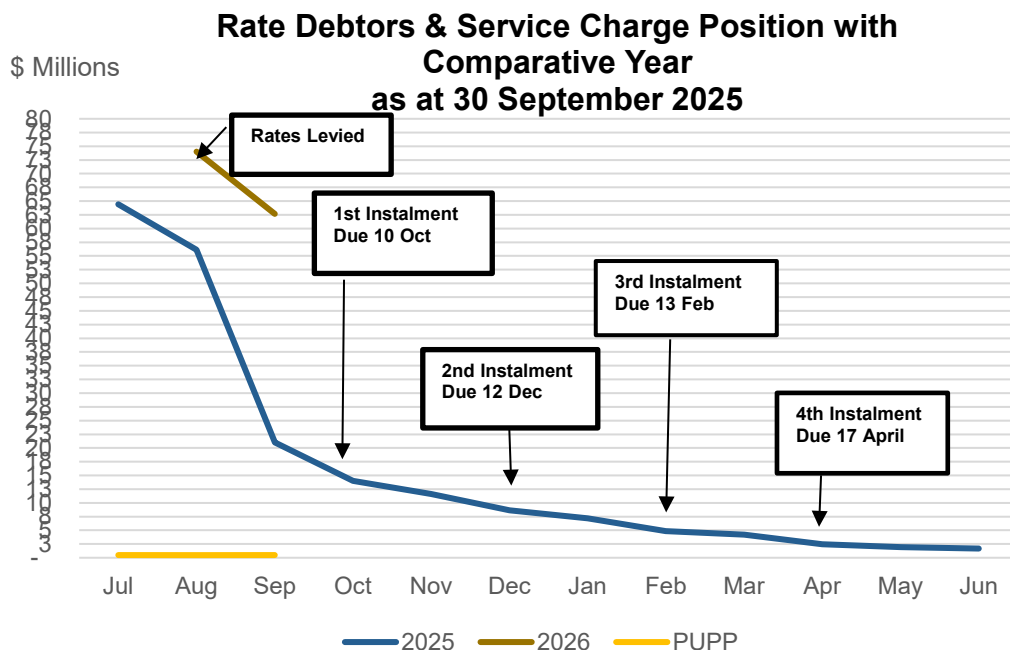
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of September 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$2.2m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	September 2025	August 2025	Change %	% of Current Total
Sundry Debtors				
Current	10,779,082	8,209,420	31%	100.4%
> 40 Days	6,090	586,632	-99%	0.1%
> 60 Days	5,418	69,869	-92%	0.1%
> 90 Days	-54,718	180,973	-130%	-0.5%
Total	10,735,872	9,046,894	19%	100%
Rates Debtors				
Total	62,673,477	74,014,785	-15%	100%
PUPP Debtors				
Total	489,355	489,172	0.0%	100%

A total of \$12m Rates (including ESL and waste charges) have been paid by the end of September 2025, representing a collection rate of 16.1% to date (30 September 2024 had a collection rate of 68.6% as rates were levied later in the 2026 financial year).



There was no material change in September in the PUPP Debtors' balance. PUPP payments have now been received on 99.78% of properties and of those paid, 99.44% paid in full, with 0.22% (\$489,172) 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
K373	Guadalupe Del Carmen Kocsis	-	49.91	9,339.77	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.
L136	If Foundation	-	27.21	5,367.38	Facility Hire Fees between Oct 2022 and March 2023. Ampac have advised to close the file as company deregistered. All avenues of debt collection exhausted. A/R Officer requested write off 13/10/25
G240	Lateisha Gracie (12/6 Shakespeare)	-	8,534.28	2,140.50	Rent and Vacate Items U12/6 Shakespeare St. Vacated 30/04/25. Application lodged at Karratha Magistrates Court for attendance 30/09/25.
H279	Scartisha Ningella & Trevwai Hicks	-	-	10,769.72	Rent and Vacate Items U32/6 Shakespeare St. Vacated 18/07/24. Application lodged at Karratha Magistrates Court for attendance 30/09/25.

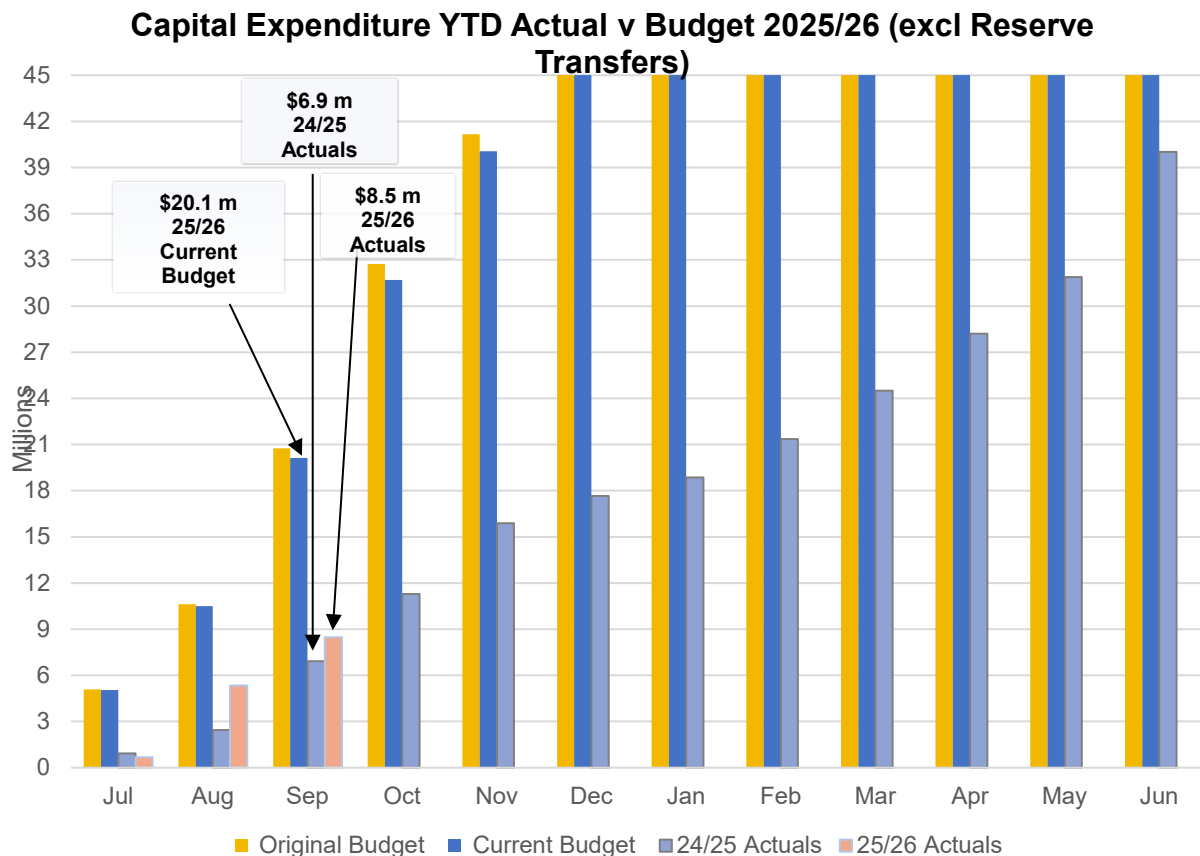
Capital Expenditure

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 \$8.4m on its capital program to the end of September 2025, \$11.6m (57.1%) 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
	30 September 2025			30-June-26		
Infra Misc Structures	4,704,713	2,095,486	-55.5%	17,902,475	15,268,285	13.7%
Parks & Open Spaces	1,948,143	696,006	-64.3%	12,874,139	12,874,139	5.4%
Buildings	7,895,926	1,044,256	-86.8%	39,426,174	39,426,174	2.6%
Equipment	1,041,117	85,864	-91.8%	2,549,528	2,549,528	3.4%
Furn & Equip	207,291	50,950	-75.4%	899,291	899,291	5.7%
Plant	393,800	250,732	-36.3%	3,853,563	3,853,563	6.5%
Inv Property	26,000	71,366	174.5%	333,000	333,000	21.4%
Infra Roads	2,790,375	4,133,600	48.1%	7,743,610	7,743,610	53.4%
Infra Footpaths	805,533	2,035	-88.2%	5,307,958	5,748,658	1.7%
Infra Aerodromes	320,000	106,728	-66.6%	6,270,318	6,069,923	1.8%
Totals	20,132,898	8,537,025	-57.1%	97,160,056	94,766,171	9.1%



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

STRATEGIC IMPLICATIONS

This item is relevant to the 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.

COUNCILLOR QUESTION:

Regarding the City's investments, there is a policy that outlines how the City invests its money into one of the big four banks, has that policy been reviewed recently?

CITY RESPONSE:

This question will be included as general business at next week's Audit, Risk and Improvement meeting and then form part of the Council meeting process.

Policy CF03 Investment Policy was recently considered by Council in June 2025 and does not specify any specific banking institution but rather Authorised Deposit Taking Institutions that meet specified credit ratings.

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

File No: FM.19

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Senior Creditors Officer

Date of Report: 22 October 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

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

PURPOSE

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Simpson
SECONDED : Cr Harris
Res No : OCM251124-04

That Council RECEIVE the list of payments totalling \$12,392,650.61 as detailed in Attachments 1, 2 and 3.

CARRIED 8/0

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

BACKGROUND

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

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

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

DISCUSSION

Payments for the period 1 September 2025 to 30 September 2025 (including credit card transactions – September 2025) totalled \$12,392,650.61 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 916 to 939 and
 EFT Payments 91985 to 92748 (Inclusive): \$8,643,231.45;

3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: 92615, 92062, 992570, 92571, 92572 & 92747: \$10,917.00;
6. Credit Card Payments (September 2025): \$41,683.76;
7. Payroll Payments: \$3,696,818.40

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

- Corps Pavement Services – Dampier Road Reseal Works - \$256,959
- The Artisan Co WA P/L – Roebourne Streetscape Works Claim - \$247,204
- MSS Security Pty Ltd – Airport Security Services, August 2025 - \$270,177
- DFES – ESL Payments, Quarter 1 - \$762,000
- Timik Developments – Bulgarra House Construction Claim #4 - \$841,656
- Dampier Plumbing – Airport WWTP Works, Claim #4 – \$462,355

Consistent with CG-11 Regional Price Preference Policy, 67% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In September 2025, 69% of the total number of invoices paid were for local suppliers, slightly higher than the prior period.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Payments are to be made in accordance with Part 6, Division 4 of the *Local Government Act 1995* and as per the *Local Government (Financial Management) Regulations 1996*. Payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the CEO.

COUNCILLOR/OFFICER CONSULTATION

Officers have been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Staff are required to ensure that they comply under Council Policy CG12 – Purchasing Policy and CG11 - Regional Price Preference Policy (where applicable) and that budget provision is available for any expenditure commitments.

FINANCIAL IMPLICATIONS

Payments are made under delegated authority and are within defined and approved budgets. Payment is made within agreed trade terms and in a timely manner.

STRATEGIC IMPLICATIONS

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 September 2025 to 30 September 2025 totalled \$12,392,650.61. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

On page 40 of the list of payments Creditor 10058 there was \$33,377.07 listed to install a new smokers hut at Karratha Airport, was this supply and install?

CITY RESPONSE:

Yes, this was supply and install.

COUNCILLOR QUESTION:

Is this sort of infrastructure suitable for bus stops as well? Back in May, a question was asked regarding the \$16 million that was proposed for 105 bus stops, which equated to \$150,000 per seat and shelter. If that's the case, can we install the other ones for \$33,000 versus \$150,000?

CITY RESPONSE:

The \$150,000 per bus shelter provided in May was based on previous bus shelters installed within the City. It is an estimate and will be refined once the bus shelter plan has been developed and design options considered.

The Department of Transport provides Bus Stop Design Guidelines that the City needs to comply with. The Guidelines include additional considerations over and above what may be required for a smokers hut, such as accessibility, signage, kerb design, connecting pathways, pram ramps and, where stipulated, bus embayment.

COUNCILLOR QUESTION:

Four times the amount?

CITY RESPONSE:

The estimate that was provided as part of Bus Shelter Plan Council Report at the May Council meeting and was based on bus shelters that had been installed previously.

COUNCILLOR QUESTION:

Where is the administration at with the bus stop shelter plan and are costings nearly finalised?

CITY RESPONSE:

An RFQ is currently out to engage a suitably qualified consultant to undertake the work. The final draft of the Bus Shelter Plan scheduled to be presented to Council in the first half on next calendar year .

COUNCILLOR QUESTION:

From memory there was a bus stop review a few years ago. If the City is choosing bus stop locations, does the Department of Transport already accept that is where the stops will be?

CITY RESPONSE:

A review was undertaken in 2021 which focussed on increasing the number of bus services between Karratha and the towns of Roebourne, Wickham and Point Samson. It did not look at bus stops or bus routes.

All relevant data and findings will be used to develop the bus shelter plan.

COUNCILLOR QUESTION:

On page 3 of the List of Payments, Creditor 12607 Arty Brellas, I was under the impression that Yara used to fund the Cossack Art Awards Facilitator, has that changed?

CITY RESPONSE:

Arty Brellas were engaged to deliver the education program for the Cossack Art Awards. Woodside sponsor the education program.

COUNCILLOR QUESTION:

Regarding lighting at Bulgarra oval, a substantial amount is being paid for lighting by the City. In the last month, lights have been on all night, is there a reason for this?

CITY RESPONSE:

We have been having issues within the lighting program controls not turning off which we are working through with our preferred electrical contractor. The controller lost its programming, which was resolved but only after a two week wait to have the programmer attend site. To mitigate this the City has also installed a wiser timer in case the issue happens again which enables the City to have basic remote control to turn them off.

Officers are aware that several evening Oval hire events have occurred where the lights have not turned off as scheduled. The control system at Bulgarra is our oldest and not consistent with how other sport lights are being managed and will need to be scheduled for replacement in the coming years

COUNCILLOR QUESTION:

There is a lot of money towards Cossack art awards payments, is the City buying a lot of art?

CITY RESPONSE:

Those payments are to the Artists who sold their artworks.

9.3 INVESTMENTS FOR PERIOD ENDED 30 SEPTEMBER 2025

File No: FM.19

Responsible Executive Officer: Director Corporate & Commercial

Reporting Author: Management Accountant

Date of Report: 17 October 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

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

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Harris
SECONDED : Cr Swaffer
Res No : OCM251124-05

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

CARRIED 8/0

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

BACKGROUND

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

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

DISCUSSION

Details of the investments are included in the report

- Schedule of Cash and Financial Investments
- Allocation of Cash and Financial Investments
- Schedule of Maturity of Cash and Financial Investments
- Schedule of Liquidity
- Schedule of Other Investments

- Aging of Outstanding Lessees Balances
- Schedule of Loan Agreement

Table 1. Cash Allocations of City Funds

er 2025

Institution	Accounts	Principal Investment \$	Balance 30 September 2025 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		12,732,585	1.25	At Call		Reserve at Call
WBC	Reserve Term Deposit	5,000,000	5,231,652	5.14	12 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,438,520	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,144,398	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,540,543	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,552,900	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,150,855	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,237,760	4.35	12 months	Jun-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,195,160	5.07	10 months	Oct-25	Muni TD
WBC	Municipal (Transactional)		27,699,222	3.60	At Call		Muni at Call
N/A	Cash on Hand		7,929				
TOTAL		91,000,000	133,931,524				
The balance of all Term Deposits includes interest accrued to 30 September 2025							

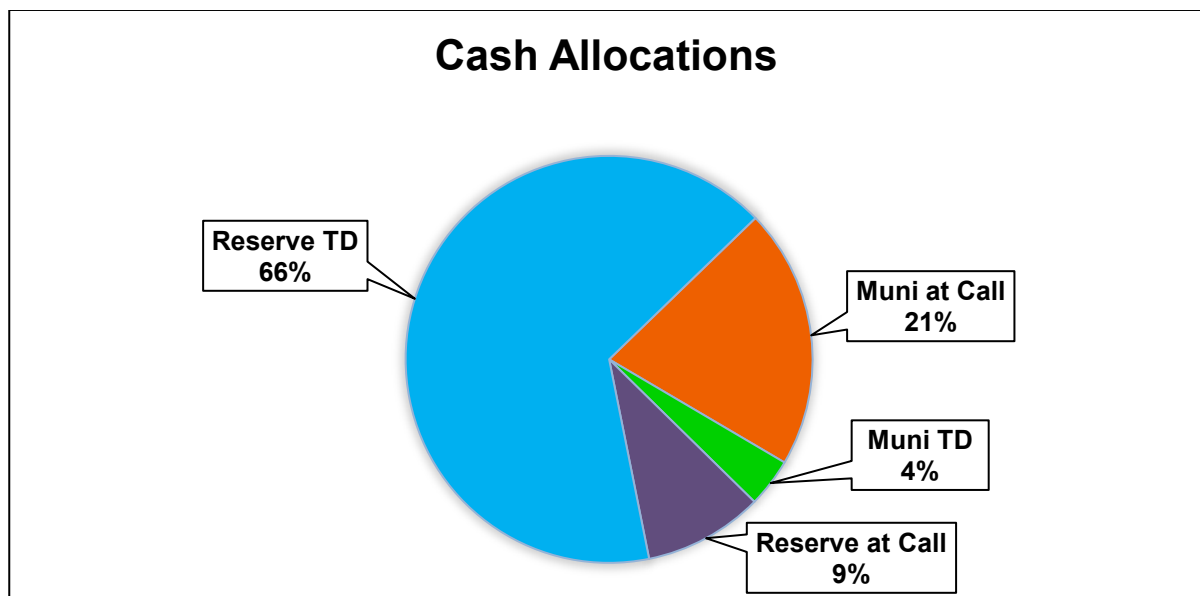
On average, the City is earning 5.07% across Municipal Term Deposits and 4.81% across Reserve Term Deposits.

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

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.

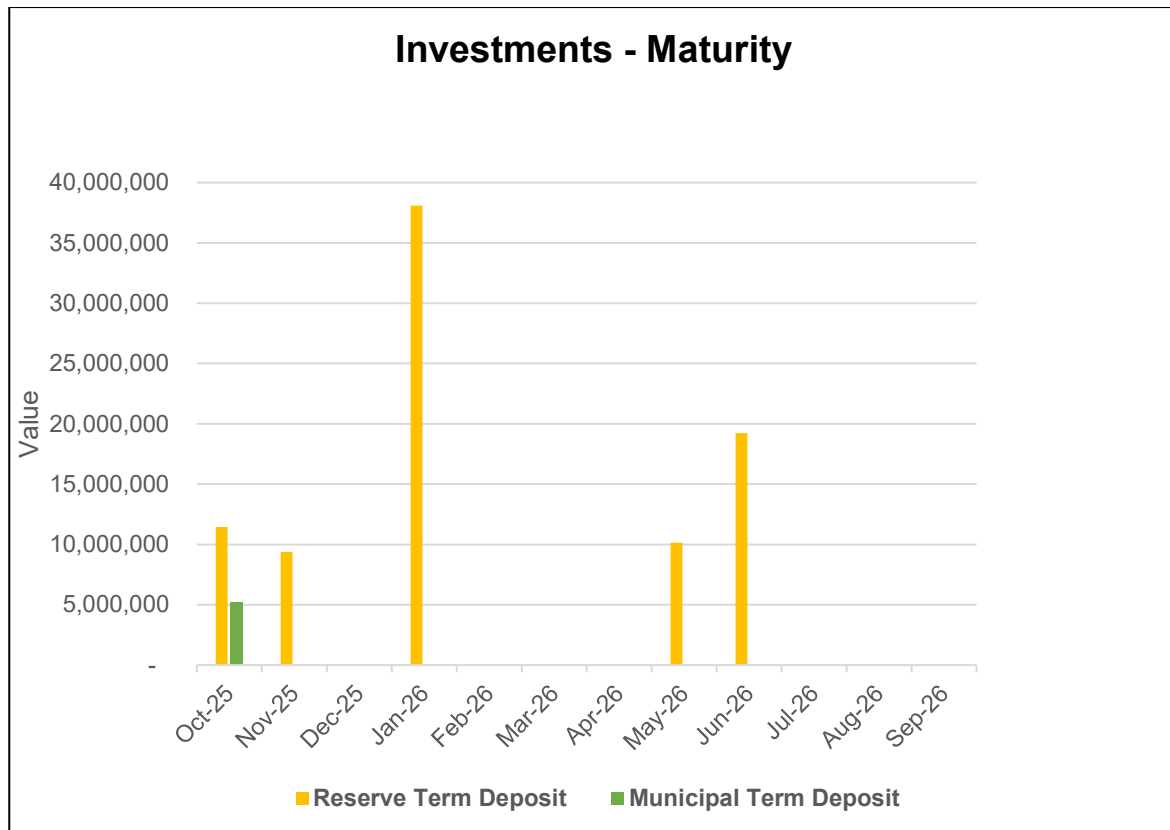
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 70% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

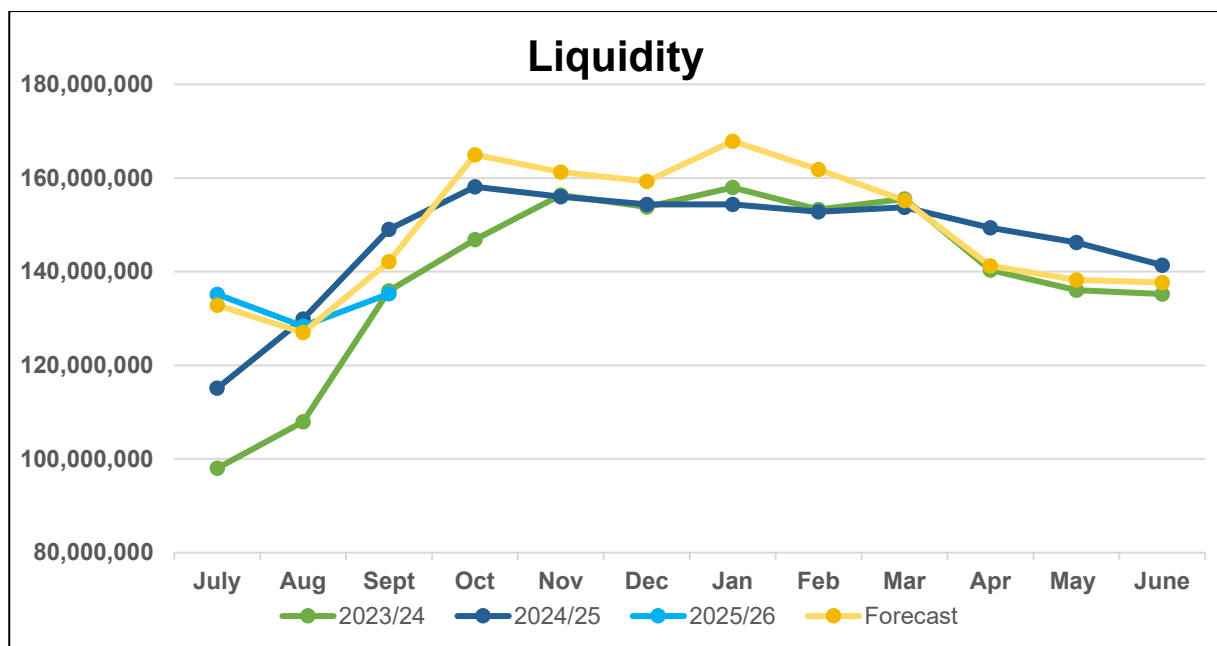
In accordance with the City's Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 28% of Cash and Financial Investments will mature in the next 3 months, 41% maturing in the next 4-6 months and 31% maturing in the next 7-12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



Graph 2. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

The Administration reviews availability of funds to ensure there is sufficient liquidity to meet the operational cash flow requirements. The liquidity in September was lower than forecast as the rates revenue has not yet been received due to the later billing cycle this financial year.



Graph 3. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

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

Table 2. Aspen Medical – Hangar Lease Performance

	Month 30 Sep 2025 \$	Year-to-Date 30 Sep 2025 \$	Life-to-Date 30 Sep 2025 \$
Total Income Received	34,414	120,343	2,830,148
Total Expenditure Paid	(1,345)	(1,345)	(150,923)
Net Income	33,069	118,997	2,679,225
Annualised ROI	13.2%	15.8%	58.1%

Ground and Hangar Lease – Babcock Offshore

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

Table 3. Babcock Offshore – Ground & Hangar Lease Performance

	Month 30 Sep 2025 \$	Year-to-Date 30 Sep 2025 \$	Life-to-Date 30 Sep 2025 \$
Total Income Received	53,341	171,648	3,442,502
Total Expenditure Paid	-	-	(18,554)
Net Income	53,341	171,648	3,423,948
Annualised ROI	15.1%	16.2%	54.1%

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 30 Sep 2025 \$	Year to Date 30 Sep 2025 \$	Life to Date 30 Sep 2025 \$
Total Income Received	349,178	1,041,293	28,775,149
Total Expenditure Paid	(180,869)	(458,539)	(13,530,223)
Net Income	168,309	582,754	15,244,926
Annualised ROI	10.1%	11.7%	9.2%

Ageing of Outstanding Lessees Balances

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

Table 5. Aged Debtors of The Quarter

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

Schedule of Loan Agreement

As part of Council's investment strategy, Council resolved at its May 2020 meeting to execute a loan agreement with Scope Property Group Pty Ltd for the acquisition and redevelopment of the Dampier Shopping Centre. The total loan approved was \$4.1M, with a 10-year period, with the total principal required to be repaid in 2030. This loan is to be funded utilising Reserve funds and borrowings from WATC (if required) and is to be for a maximum initial term of ten years. To date, no borrowings from WATC have been required.

Table 6. Scope Property Group Loan Agreement Schedule

	Month 30 Sep 2025 \$	Year to Date 30 Sep 2025 \$	Life to Date 30 Sep 2025 \$
Funded Amount	-	-	3,800,000
Interest Charges	12,667	25,334	528,419
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 1 of 4.81%, there is an opportunity cost for the year to date of \$7,758 and a life to date cost of \$16,445. For the current month of September 2025, the opportunity cost is \$2,530. This is reflective of current market rates and represents the community benefit to Dampier and the broader community.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The Council's financial reporting is prepared in accordance with Accounting Policy CF03 & CF12. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Administration has developed effective controls to ensure funds are invested in accordance with City's Investment Policy. This report enhances transparency and accountability for the City's Investments.
Service 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.

COUNCILLOR QUESTION:

Is the divestment strategy for the quarter coming up next month?

CITY RESPONSE:

This is planned to come back to Council in February 2026.

10 COMMUNITY EXPERIENCE REPORTS

10.1 POINT SAMSON ENTRY STATEMENT FINAL CONCEPT DESIGN

File No:	CR.98
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Manager Community Planning
Date of Report:	24 October 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Point Samson Entry Statement: Final Concept Design for endorsement 2. Engagement Reports & Draft Concept Design Reports (COMBINED)

PURPOSE

For Council to consider the proposed Final Concept Design for the Point Samson Entry Statement and endorse the design to be progressed for detailed artwork and technical drawings, and to prepare a comprehensive Opinion of Probable Cost (OPC) covering fabrication, installation and maintenance.

OFFICER'S RECOMMENDATION

MOVED : Cr Swaffer
SECONDED : Cr Simpson
Res No :

That Council:

1. **ACKNOWLEDGE** the community of Point Samson's involvement in the co-design of the Point Samon Entrance Statement;
2. **ENDORSE** the Point Samson Entrance Statement Final Concept Design, Attachment 1, to be progressed to detailed artwork and technical drawings, and to prepare a comprehensive Opinion of Probable Cost (OPC) covering fabrication, installation and maintenance, to be presented to Council at a future meeting before proceeding to fabrication and installation.

AMENDMENT TO OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Scott
SECONDED : Cr Swaffer
Res No : OCM251124-06

That Council:

3. REQUESTS the Chief Executive Officer to investigate how cultural interpretation can be implemented, such as a QR code, to support the pronunciation of the Ngarluma name for Point Samson, “Mulhagurla”, and to provide historical context.

CARRIED 8/0

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

AMENDED COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Simpson

Res No : OCM251124 – 07

That Council:

- 1. ACKNOWLEDGE the community of Point Samson’s involvement in the co-design of the Point Samon Entrance Statement;**
- 2. ENDORSE the Point Samson Entrance Statement Final Concept Design, Attachment 1, to be progressed to detailed artwork and technical drawings, and to prepare a comprehensive Opinion of Probable Cost (OPC) covering fabrication, installation and maintenance, to be presented to Council at a future meeting before proceeding to fabrication and installation.**
- 3. REQUESTS the Chief Executive Officer to investigate how cultural interpretation can be implemented, such as a QR code, to support the pronunciation of the Ngarluma name for Point Samson, “Mulhagurla”, and to provide historical context.**

CARRIED 8/0

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

REASON FOR AMENDMENT

Feedback from Councillors and the community indicates that the Aboriginal name for Point Samson is not well known. If the traditional name is added to sign there is a need to provide interpretative support for members of the public.

OFFICER COMMENT

The Administration supports the requested amendment.

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS REQUIREMENT

Pursuant to regulation 11(da) of the *Local Government (Administration) Regulations* 1996, if the amended recommendation is adopted by Council, the above Reasons will be recorded in the Minutes.

BACKGROUND

The Point Samson community has requested the City explore new infrastructure projects to enhance the town's vibrancy and identity for the benefit of residents and visitors alike.

To capture and prioritise these community-led initiatives, a Point Samson Interim Plan was developed and endorsed by Council on 29 April 2024. Among the identified projects is the development and installation of a new town entrance sign, a feature that will help create a welcoming sense of place.

The Point Samson community is highly engaged and expressed strong desire to be actively involved in the design process to ensure the final project outcome reflects their collective vision.

DISCUSSION

The City of Karratha engaged Creative Spaces, a specialist design consultant, in February 2025 to lead development of a concept design for an Entry Statement for the town of Point Samson. The scope also includes preparing an Opinion of Probable Cost (OPC) and relevant documentation for fabrication and installation of the Final Concept Design.

Several locally based artists in the City of Karratha, including Point Samson, were contacted as part of the request for quotation (RFQ) process; however, only two submissions were received, both from non-local suppliers.

Engagement and Co-Design Process

The project was delivered via a co-design engagement process, which informed the Final Concept Design presented in this report (Attachment 1). The process included a series of community-based workshops led by the lead designer. Following each workshop, updated design iterations were presented—in person and via the City's "What We Make It" (WWMI) online engagement platform—to capture feedback from the Point Samson community on the design. The specific engagement stages are outlined below:

- **Stage One**

The first stage of engagement included understanding the Point Samson community's vision for the Entry Statement and identifying influences, themes and sources of inspiration for the design. A workshop was held at the Point Samson Community Hall on 13 March 2025 and an online survey was open until 21 March 2025 on WWMI website. The results of this engagement process are presented in 'Point Samson Entry Statement: Engagement Report 01 April 2025' (Attachment 2).

Community feedback in stage 1 emphasised the following points:

- Point Samson's identity as a peaceful, relaxing fishing village offering safe experiences for visitors, including whale watching, sea life, and beaches
- Practical considerations such as materials, lighting, and sustainability
- First impressions and messaging, including the incorporation of dual naming
- Cultural and historical significance considerations.

- **Stage Two**

The second stage of engagement was the presentation of three draft concept designs developed based on feedback from the Co-Design Workshop held on 13 March 2025 (See 'Point Samson Entry Statement: Concept Designs - April 2025' in Attachment

2). This stage offered the community an opportunity to vote for and provide feedback on which design they preferred and to identify the specific elements of each concept they would like to see carried forward into a refined design. A workshop was held on 7 April 2025 and an online survey was open until 12 May 2025 on WWMI to collect feedback.

Concept 01 emerged as the preferred option for further refinement and development, receiving 26 votes from community members. The community expressed strong support for the wave design and suggested incorporating additional marine elements such as a manta ray and whale tail. Many appreciated the design's uniqueness and overall appeal but recommended removing the jetty. Other feedback included preferences for different sea animals, deeper blue contrasts, and improved fish cutouts. In comparison, Concept 02 received 9 votes, and Concept 03 received 6 votes. Refer to 'Point Samson Entry Statement: Feedback Report 02 - May 2025' (Attachment 2) for further details of the engagement outcomes.

- **Stage Three**

Concept 01 was refined to incorporate both community feedback provided in Stage 2 and structural requirements (see 'Point Samson Entry Statement: Refined Concept Design - June 2025' in Attachment 2). The refinement of the selected design included replacing the cutouts with solid icons, while retaining the layered composition and material selections to preserve depth and texture. Additional design considerations included:

- Condensing the overall sign length to achieve improved proportions
- Removing the jetty symbol and incorporating dual naming
- The addition of a whale tail and barramundi icons.

The refined concept design was presented back to community at an engagement session held on the 19 August 2025 at the Point Samson Community Park, and an online survey on the WWMI page open from 11 July to 22 August 2025.

Community feedback highlighted a desire for greater colour variation, with suggestions to include five shades of blue and additional marine elements such as turtles, crabs, or an anchor. Comments also indicated that the "Welcome to" text should be larger and more centrally positioned. Opinions on the inclusion of the Traditional Owner name were mixed, with some preferring a smaller size or its removal.

Other suggestions included considering lighting placement, incorporating natural rock at the base, and colouring the fish. Some participants also expressed interest in reinstating the jetty element and shared examples of signage from other towns for inspiration.

Refer to 'Point Samson Entry Statement: Final Engagement Report 03' (Attachment 2) for further detail on the engagement feedback.

Final Concept Design

The City reviewed the feedback received from Stage 3 of the engagement co-design process and requested final adjustments to develop the Final Concept Design. These refinements included the addition of more sea life to replace the fish and introduction of variations in colour to soften the overall blue tones.

The Final Concept Design (Attachment 1), presented for endorsement, integrates the community feedback received throughout the co-design process with essential structural requirements, resulting in a harmonious and visually welcome sign for the Point Samson

Community. The large letter forms echo the natural curvature of the waves beneath them, creating a dynamic sense of movement while providing a solid, secure foundation for installation and long-term durability.

A crab and turtle in different colour tones were added to the final design to form a balanced group without overpowering the design and celebrate the town's rich biodiversity. These new elements introduce a wider spectrum of colours, making the sign more vibrant and eye-catching. The 'Welcome to' text was also repositioned to a solid area for stability, and the wave curves were refined so the text flows naturally.

Other key considerations include ensuring structural suitability for environmental conditions such as floods and cyclones, and dual naming remaining a key feature.

The design stands as an inviting, meaningful landmark that reflects the unique spirit of the community and the landscape it inhabits.

The proposed location of the Entry Statement will be within the Point Samson Information Bay sitting perpendicular to the road and facing visitors entering the town (refer to Attachment 1).

The Administration is now requesting Council's support for the endorsement of the Final Concept Design to be progressed to the last stage of the existing contract with Creative Spaces, being the preparation of Detailed Design (Artwork), Documentation and Opinion of Probable Cost.

Dual Naming

The use of dual naming remains a key element of the concept, aligning with Goal 1 of the City's Council Plan 2025–2035: *"We respect Aboriginal peoples' cultural authority and connection to Ngurra (Country)."*

On 9 July 2025, the Ngarluma Aboriginal Corporation (NAC) provided written confirmation to the City on the Traditional Owner place name and spelling for Point Samson (being "Mulhagurla").

A request was sent by the City to NAC on 17 July 2025, seeking approval for the inclusion of the Traditional Name in the entrance statement and inviting feedback on the draft concept design. A response is still pending.

As the City is not currently seeking to formally rename or dual name Point Samson as a gazetted place name, no formal application has been submitted to Landgate. Should the City wish to progress formal dual naming in the future, this would be undertaken through Landgate's official place naming procedures.

Next Steps

Rio Tinto has supported the inclusion of the Entrance Statement project in the 2025-2026 Community Partnership Agreement (CPA) Annual Funding Plan, with an allocation of \$250,000 (ex GST).

Subject to Council endorsement of the Final Concept Design, officers will instruct the appointed consultant to progress the detailed artwork and technical drawings, and to prepare a comprehensive OPC covering fabrication, installation, and maintenance. Once completed, officers will present the final detailed design and OPC to Council for endorsement before moving to fabrication and installation.

Officers will contact NAC to follow up on the pending request to include the Ngarluma name on the sign.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

A Councillor Workshop and Public Briefing were held on 11 August 2025.

COMMUNITY CONSULTATION

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

Who	How	When	What	Outcome
Point Samson Community Members	Site Consultation Visit	13 March 2025	Engagement Session 1 Workshop	To gather community input on design themes and influences
	WWMI website	13-21 March 2025	Website feedback	
Point Samson Community Members	Site Consultation Visit	7 April 2025	Engagement Session 2 Workshop	To present three concept designs for feedback
	WWMI website	7 April to 12 May 2025	Website feedback	
Point Samson Community Members	WWMI website	13 May to 20 June 2025	Refinement of preferred Concept Design Website feedback	To present the refinement of the preferred concept design for feedback
Point Samson Community Members	Site Consultation Visit	19 August 2025	Engagement Session 3 Workshop	To present the final refined concept design for feedback
	WWMI website	9 July to 22 August 2025	Website feedback	
NAC	Formal letter	17 July 2025	Notification of ACH Process commencement Approval of place name on concept Feedback on concept	Pending Response

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Fabrication and installation will be funded through the CPA with Rio Tinto for the 2025-2026 financial year, with an allocation of \$250,000.00 (ex GST).

A comprehensive OPC, encompassing fabrication, installation, and maintenance, will be developed during the detailed design phase. This OPC will be presented to the council for review and approval before proceeding to construction.

STRATEGIC IMPLICATIONS

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

Goal 2: Our places and spaces are functional, attractive, and reflect our unique identity.

Priority focus areas: Community infrastructure

Services: Community Planning – undertake strategy planning for new or upgraded community infrastructure and public spaces, in light of community needs and aspirations.

Project/action: Point Samson Entry Statement (new).

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	There is a low perceived risk in endorsing the Officer's recommendation, dependant on the final OPC being received.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	There is a low perceived risk in endorsing the Officer's recommendation.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Point Samson community has played an active role in the creation and development of the Final Concept Design for the Point Samson Entry Statement, following multiple rounds of community engagement and feedback. The Final Concept Design has now been received and is being presented to Council for endorsement to proceed to detail design and OPC. This initiative reflects their broader commitment to enhancing the town through community-driven projects.

COUNCILLOR QUESTION:

Based on community feedback on the final design, there were a lot of comments regarding the Aboriginal name and potentially it not being included. Could the Aboriginal name and its pronunciation be better incorporated, using a QR code for example, so people connect with it better?

CITY RESPONSE:

Yes, we can look at what options are available to assist with pronunciation and improve connection to the language.

COUNCILLOR QUESTION:

As you come into Point Samson there's an information bay, could this be updated with a QR code for people to get more information about the site?

CITY RESPONSE:

There is a project to update the signage and provide a general upgrade to the information bay itself so this will be considered as part of that project.

COUNCILLOR QUESTION:

There is a disconnect between what the community thinks and what feedback has been collated in the report. There is an overwhelming rejection by the community of the Aboriginal heritage aspect of this project. Can the City try and create more connection with the community? Is there a chance to go back to the people involved before it comes back to Council?

CITY RESPONSE:

It was identified through the engagement process that the City would need to work with the community to provide an understanding of the full history of Point Samson.

It was understood from the engagement that the feedback was provided based on the current context of Point Samson and its residential makeup. As we know there is rich ancient history and many stories that will be explored and made visible throughout the town. This will come out of the place planning process and subsequent Point Samson Enhancement plan currently under development.

11 DEVELOPMENT SERVICES REPORTS

11.1 NEW LOCAL PLANNING POLICY DP26

File No:	LPP26-2025
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Strategic Planner
Date of Report:	22 October 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Draft Local Planning Policy DP26 – Requirements for Local Planning Scheme Amendments

PURPOSE

For Council to consider Local Planning Policy DP26 'Requirements for Scheme Amendments' for final adoption following public advertising.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Simpson
SECONDED : Cr Harris
Res No : OCM251124-08

That Council, in accordance with Clause 4 of Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

- 1. PROCEED to adopt Local Planning Policy DP26 – *Requirements for Local Planning Scheme Amendments* as advertised; and**
- 2. AUTHORISE the Chief Executive Officer to publish a notice of the Local Planning Policy on the City's website.**

CARRIED 8/0

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

BACKGROUND

At the Ordinary Council Meeting held on 25 August 2025, Council resolved to prepare '*Local Planning Policy DP26 – Requirements for Local Planning Scheme Amendments*' for public advertising.

Draft Local Planning Policy (LPP) DP26 has now been advertised, and it is recommended that Council proceed with final adoption without modification.

DISCUSSION

Draft LPP DP26 seeks to introduce a consistent approach for the preliminary consideration of Scheme Amendments by outlining the information that may be required at the initial stage and identifying circumstances under which early input from referral agencies, key stakeholders, and/or the community may be sought.

The *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* provide for a local government to amend a local planning scheme and require a Scheme Amendment be accompanied by “sufficient documentation” to convey the intent and justification for the proposal but they do not specify the nature or extent of information required to support the lodgement of a Scheme Amendment, nor the matters to be considered by a local government prior to adoption.

Draft LPP DP26 would address this procedural gap by establishing a consistent framework for the preliminary consideration of Scheme Amendments. It is intended to enhance transparency, ensure appropriate technical information is submitted at the outset, and allow potential issues to be resolved prior to the formal statutory process commencing.

Given that no submissions were received during the advertising period, it is recommended that Council proceed with LPP DP26 without modification.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provide for local governments to prepare and adopt Local Planning Policies to guide the application of local planning schemes.

LPP DP26 was prepared and advertised in accordance with Schedule 2, Part 2, Clause 4 of the Regulations.

Council must now resolve to either proceed with LPP DP26, with or without modification, or not to proceed. Should Council resolve to proceed with the new Local Planning Policy DP26 without modification (as recommended), public notification of Council’s resolution in accordance with Clause 4, Part 2 of the Deemed Provisions of the Regulations would give effect to LPP DP26.

COUNCILLOR/OFFICER CONSULTATION

Relevant City managers were consulted during preparation of the draft Policy to ensure internal consistency with existing policy and procedural frameworks.

COMMUNITY CONSULTATION

The City advertised draft LPP DP26 in accordance with Clause 87, Schedule 2, Part 2 of the Deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* through publication on the City’s website, in the Pilbara News, and by having a copy available for inspection at the City’s Administration building.

Draft LPP DP26 was advertised for a period of 21 days from 10 September until 30 September 2025. Additionally, the City sent an email notification of the draft LPP to planning consultants that have lodged recent Scheme Amendments with the City of Karratha. The City did not receive any submissions on draft LPP DP26 during the advertising period.

POLICY IMPLICATIONS

Adoption of LPP DP26 would provide a clear framework for the preparation and assessment of Scheme Amendment proposals, ensure that such proposals are accompanied by sufficient information to enable comprehensive assessment, and that early engagement occurs where appropriate.

FINANCIAL IMPLICATIONS

The cost of advertising draft LPP DP26 was accommodated within the existing Development Services operational budget for advertising planning proposals.

STRATEGIC IMPLICATIONS

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

Goal:	Goal 4	Our places and spaces are functional, attractive and reflect our unique identity – Land use planning.
Objective:	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	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Having a clear policy framework for requirements and considerations in relation to Scheme Amendments enhances transparency and can mitigate potential community concerns regarding land use changes.
Compliance	Low	The proposed LPP is provided for and has been processed in accordance with relevant planning legislation.

IMPACT ON CAPACITY

The implementation of LPP DP26 is not expected to have a significant impact on the City's operational capacity. It is intended to make processes clearer and to streamline interpretation and implementation. Existing staff resources within Planning Services would manage implementation of this new LPP.

RELEVANT PRECEDENTS

All LPPs are required to follow the same legislative process.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Draft Local Planning Policy DP26 provides a clear and transparent framework for the preparation and preliminary consideration of Scheme Amendment proposals. It clarifies the City's expectations regarding the type and extent of information required to support such proposals and identifies when early engagement may be appropriate.

As no submissions were received during the advertising period, it is recommended that Council proceed with LPP DP26 as advertised, without modification.

11.2 DRAFT ECONOMIC DEVELOPMENT AND TOURISM STRATEGY 2025-2035

File No: CM 8

Responsible Executive Officer: Director Development Services

Reporting Author: Economic Development Coordinator

Date of Report: 21 October 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): 1. Draft Economic Development and Tourism Strategy 2025-2035

PURPOSE

For Council to consider the Draft Economic Development and Tourism Strategy to be advertised for community feedback.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Harris
SECONDED : Cr Simpson
Res No : OCM251124-09

That Council:

1. **ENDORSE** the draft Economic Development and Tourism Strategy 2025-2035;
2. **AGREE** to advertise the draft Economic Development and Tourism Strategy 2025–2035 for public comment for a 3-week period; and
3. **REQUEST** Administration to present a summary of public comments back to Council in February 2026, along with the final Economic Development and Tourism Strategy 2025-2035.

CARRIED 8/0

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

BACKGROUND

The Economic Development and Tourism Strategy 2025–2035 (EDTS) has been developed to guide the City's approach to economic growth, diversification, and tourism development over the next decade. The previous Economic Development Strategy 2018–2022 has delivered a number of initiatives but is now out of date, prompting the need for an updated strategy.

A Destination Management Plan was also developed in 2018, although only a limited number of initiatives were implemented due to the absence of a dedicated resource to oversee delivery. The new EDTS brings these two bodies of work together, recognising tourism as a key industry to drive diversification and strengthen the City's long-term economic resilience.

The EDTS is an informing strategy formulated in alignment with federal and state strategies, as well as the City's Council Plan 2025-2035. The Strategy particularly informs Goal 6 of the Council Plan, namely 'The local economy is diverse and thriving, with opportunities for all.'

DISCUSSION

The EDTS sets a clear direction for how the City will support a more diverse and resilient local economy. The Strategy recognises that while the resources sector remains a key economic driver, long-term sustainability depends on growing and strengthening other industries by unlocking their latent potential.

The EDTS focuses on creating an enabling environment for business and industry growth. This includes advocating for and supporting the development of critical infrastructure, empowering local businesses through targeted grants, simplifying local procurement processes, and expanding business development support. The Strategy also places emphasis on attracting, developing, and retaining talent to ensure that local industries have the skills and capacity needed to thrive. Together, these actions aim to position the City for sustainable economic diversification and long-term prosperity.

Tourism is identified as a key industry to support this diversification. The Strategy lays the foundations for sustainable tourism growth by building local capacity and infrastructure, developing tourism attractions and products, and protecting the City's environment and cultural heritage. This approach aims to strengthen the City's reputation as a vibrant destination for visitors while delivering lasting economic and community benefits.

Development of the draft EDTS involved engagement with internal stakeholders, industry representatives, and regional partners to ensure alignment with broader economic priorities and regional development initiatives. Feedback was collated and all inputs were assessed against a prioritisation model that determined the proposed priority economic development and tourism initiatives.

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

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Councillors were engaged throughout the development of the Economic Development and Tourism Strategy 2025–2035 (EDTS):

- Council was presented with the scope of work and invited to participate in stakeholder engagements in October 2024.

- Councillors who expressed interest were interviewed in November 2024.
- Analysis outcomes were presented to Council in April 2025.
- Priority interventions and the draft Strategy were presented to Council in August 2025.

COMMUNITY CONSULTATION

The initial development of the EDTS included a targeted community consultation process. Personal interviews were conducted with approximately 70 individuals, including local businesses, the KDCCI, tourism operators, Aboriginal community groups, and other stakeholders. Feedback was collated and all inputs directly informed the selection of priority projects within the EDTS. Additional engagements were held with key stakeholders to test the viability of these projects and refine the initiatives to ensure they are practical, achievable, and aligned with community needs.

The next stage is to consult the broader public and to seek community and stakeholder feedback on the draft EDTS and to close the loop with previously engaged stakeholders.

By endorsing the Officer's recommendation in this report, community engagement activities, aligned with the IAP2 Public Participation Spectrum (inform, consult, involve, collaborate, and empower), are proposed to be held from 26 November to 15 December 2025 and will include the following activities:

Date	Where	How
26 November	Electronic	KDCCI to extend notification of the engagement process with their members via email
3 December (am)	Roebourne	Pop-up stall – speak with City representatives, view materials, and provide feedback
3 December (pm)	Point Samson	Workshop – engage in small-group discussions and provide input
5 December (am)	KDCCI	KDCCI Chamber Connect presentation – learn about the strategy and share your ideas
5 December (pm)	KTVc	Workshop – participate in a hands-on session to provide feedback
26 November – 15 December	All libraries, Admin building reception and Karratha Tourism Visitor Centre	Printed versions of the EDTS and a summary version will be available for review.
26 November – 15 December	City Social Media	The public participation process will be promoted through City controlled social media.
26 November – 15 December	What we Make It	Feedback will be captured on the What We Make It web platform.
26 November – 15 December	As requested	Individual meetings with local businesses as requested

The outcomes of this process will inform the final Strategy, which will be presented to Council for adoption.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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

Goal: 6 'The local economy is diverse and thriving, with opportunities for all.'

Objective: 6.1 to 6.7, with an emphasis on:
 6.2 Support a diverse and sustainable local labour market
 6.3 Support the local small and medium business sector to grow and diversify
 6.4 Support increased education and training opportunities
 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

Priority Focus Area: All Priority Focus Areas in Goal 6:
 Higher education, training and innovation
 Tourism development
 Small to medium business support and diversification
 Aboriginal economic participation

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	Nil
Service Interruption	Low	Nil
Environment	Low	Nil
Reputation	Low	Public consultation supports transparency and community engagement, reducing reputational risk.
Compliance	Low	The process aligns with policy requirements for community consultation.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The draft EDTS will be advertised for public comment in a similar fashion to the City's draft Waste Strategy and Emissions Reduction Plan which were considered at the September Ordinary Meeting of Council.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The draft Economic Development and Tourism Strategy 2025–2035 provides a clear framework for the City's economic growth, diversification, and tourism development.

Stakeholder engagement to date has informed the draft Strategy, and public engagement will enable the broader community and key stakeholders to provide feedback prior to finalisation.

Endorsing the draft Strategy for public engagement ensures transparency, aligns with the City's strategic objectives, and supports informed decision-making prior to formal adoption.

COUNCILLOR QUESTION:

With regards to engaging with appropriate stakeholders, I see the City is engaging with the Pilbara Indigenous Business Network which is run by the KDCCI. Can the City also engage with the Pilbara Aboriginal Business and Industry Association Incorporated (PABIA)?

CITY RESPONSE:

The groups listed in the presentation were only a snapshot of who the City has engaged with. There are over 100 businesses, tourism service providers and community organisations that have been directly contacted and advised of the in-person events. We are also able to directly engage with any other organisations specifically requested by Councillors.

COUNCILLOR QUESTION:

Is the idea to close the loop on all 120 organisations the City reached out to?

CITY RESPONSE:

Ideally yes. We have reached out to all contributors to the strategy and provided them with the opportunity for feedback. Some may choose not to or have nothing further to add but we will present all feedback received to Council in adopting the final strategy.

11.3 LOT 7078 SHARPE AVENUE – HOTEL DEVELOPMENT REQUEST FOR PROPOSALS

File No: CP.182
Responsible Executive Officer: Director Development Services
Reporting Author: Manager City Growth
Date of Report: 21 October 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

For Council to consider authorising 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.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Johannsen
SECONDED : Cr Harris
Res No : OCM251124-10

That Council AGREE to invite proposals for a hotel development on Lot 7078 Sharpe Avenue, consistent with the City's strategic objectives for the City Centre.

CARRIED 8/0

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

BACKGROUND

Lot 7078 Sharpe Avenue is a strategically located parcel of land in the Karratha City Centre and forms part of The Quarter Precinct.

The land was originally acquired by the City from DevelopmentWA in 2018, under a Contract of Sale containing a development condition requiring that the site be used for the purpose of a hotel development. The acquisition followed a Council resolution in September 2017 authorising the Chief Executive Officer to enter into a non-binding Memorandum of Understanding (MoU) with Pacifica Developments Pty Ltd (Pacifica) to progress negotiations regarding a hotel development at The Quarter.

In May 2018, following the advertising of a Major Land Transaction Business Plan, Council resolved to proceed with the acquisition of the land from DevelopmentWA and to enter into a contract of sale and lease arrangement with Pacifica for the development and operation of a 100-room, four-star hotel.

Despite strong early interest, Pacifica encountered significant delivery challenges due to escalating construction costs, labour shortages, and the broader impacts of COVID-19. These factors ultimately prevented the project from proceeding to construction, and the MoU with Pacifica was formally terminated in 2022.

Following the termination, Council considered options for re-testing market interest through a Request for Proposals (RFP) process. At its meeting held on 30 May 2022, Council resolved to proceed with an RFP inviting developers to submit proposals for a hotel development consistent with the approved purpose of the site.

A total of four proposals were received, with two shortlisted by the Administration for further consideration. Council subsequently resolved to enter detailed negotiations with one preferred proponent, with the intention of establishing a Memorandum of Understanding (MoU) to progress the development. Unfortunately, due to ongoing supply chain disruptions and cost escalations, the proposed development became unfeasible for the proponent and was ultimately discontinued.

The City retains freehold title to Lot 7078 Sharpe Avenue, with the DevelopmentWA-imposed development condition still in effect. If Council decides not to proceed with a hotel development and instead seeks to retain the land as public open space, the City would be required to enter into discussions with DevelopmentWA seeking to purchase the lot at market value to have the condition lifted. The current estimated value for this purpose is approximately \$890,000.

With stabilising construction markets, improved investor sentiment, and ongoing demand for quality short-stay accommodation, the City now has an opportunity to re-test the market to deliver a hotel that advances the strategic activation of the City Centre.

DISCUSSION

The development of a higher quality hotel within Karratha is supported by the City's Local Planning Strategy (2021) and Destination Management Plan (2018). In the past six months, the Administration has been approached by several developers expressing interest in pursuing a hotel development on Lot 7078 Sharpe Avenue. Given the level of interest, it is considered most appropriate to run an open, competitive public process rather than engage exclusively with any one party at this stage. This approach ensures transparency, fairness, and the best overall outcome for the City.

While it is likely that there will be a diversity of opinions on the use of this site and some parts of the community will prefer to see it retained as public open space, running an RFP process does not bind Council to a particular outcome. Rather it provides Council, and the community, an opportunity to consider opportunities based on the current market conditions.

It is also noted that any Hotel on the site would be expected to incorporate passive surveillance and interaction with the adjacent public open space, potentially providing a higher level of activation of remaining green space on a more regular basis than the City is able to manage. There is also the opportunity to have any development incorporate public spaces, such as a public toilet, that benefits the town centre but does not have to be constructed or managed by the City.

The proposed RFP process will invite qualified developers, hotel operators, or investment consortia to submit proposals to design, finance, construct, and operate a hotel development consistent with the City's objectives for the Quarter Precinct.

Submissions will be evaluated on the following criteria, consistent with the 2022 Quarter Hotel RFP:

Evaluation Criteria	Weighting
Value for Money – ability to deliver based on proposed financial model	30%
Strategic Fit – alignment with the City’s tourism and City Centre vision	20%
Capacity to Deliver – resources, experience, and capability to bring the project to reality	20%
Relevant Experience – track record in similar hotel or mixed-use developments	15%
Methodology – approach to design, delivery, and operation	15%

An indicative timeline for the RFP process is proposed as follows:

Step	Indicative Timeline
Council consideration of RFP process	November 2025
Drafting and issue of RFP	December 2025
Deadline for Responses	February 2026
Evaluation and Council consideration of Responses	April 2026
Negotiation of MoU/Heads of Agreement with Preferred Proponent	June 2026
Drafting of Major Land Transaction Business Plan (if required)	July 2026
Public Advertising	August-September 2026
Final Council Decision	November 2026

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 (Significant Decision Making Policy), this matter is of high significance due to its potential economic, social, and reputational impacts for the City, including activation of the City Centre and facilitation of private sector investment.

STATUTORY IMPLICATIONS

Section 3.59 of the *Local Government Act 1995* applies to Major Land Transactions. Should the City resolve to enter into formal arrangements following the RFP process, a Major Land Transaction Business Plan will be prepared and publicly advertised prior to final approval.

COUNCILLOR/OFFICER CONSULTATION

No consultation with Council has occurred since the previous Hotel Request for Proposal (RFP) process in 2022. However, due to the number of unsolicited proposals received by the City in recent months for development of the site, the Administration now recommends that Council initiate a formal process to invite and assess development proposals.

Council will be consulted throughout this process, including to determine the shortlist of preferred proponents for further discussions, and in making the final decision on which proposal will progress to a Memorandum of Understanding (MoU) and subsequent development negotiations.

COMMUNITY CONSULTATION

No community consultation is required to undertake the Request for Proposal (RFP) process. It is noted, however, that the RFP will be publicly advertised to ensure transparency and provide an open opportunity for all interested and suitably qualified parties to submit a proposal. This approach ensures equitable access to the process while maintaining competitive integrity and compliance with the City’s procurement and governance frameworks.

POLICY IMPLICATIONS

This proposal aligns with the following City policies:

- **CG-12 Purchasing Policy** – procurement of goods and services.
- **CG-8 Significant Decision-Making Policy** – consideration of high-significance matters.
- **CS-24 Community Engagement Policy** – to apply if a Major Land Transaction proceeds.

FINANCIAL IMPLICATIONS

There is currently no provision for the development of The Quarter hotel site within the City's Long Term Financial Plan or the 2025/26 Annual Budget. However, initiating the Request for Proposal (RFP) process does not entail any direct financial commitment from the City at this stage.

Should Council decide not to pursue a hotel development on the site, the City would be required to enter into discussions with DevelopmentWA seeking to purchase the lot for market value in order to remove the development condition attached to the lot.

Any future financial implications—such as potential land value contributions, lease arrangements, or the provision of enabling infrastructure—will be detailed in a subsequent Major Land Transaction Business Plan, should the RFP process progress to that stage.

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
 6.6 Support local tourism development and visitor service

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	High	If Council opts not to pursue a hotel development and retains the current public open space, the City will need to enter into discussions with DevelopmentWA to purchase the lot at market value and have the development condition removed from the title. If Council opts to pursue a hotel development on the site with a preferred proponent, there will be risks involved depending on the structure of the proposed transaction. These will be detailed in a later report once proposals have been received and assessed.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	A decision to pursue a hotel development on the site may be received negatively by some in the community who value the current landscaped space. This may be somewhat mitigated by innovation and quality in design and a considered response to remaining green space.
Compliance	N/A	Nil

IMPACT ON CAPACITY

There is no material impact on staff capacity to undertake the RFP process. Resource requirements may increase if the project progresses to the negotiation or delivery phase.

RELEVANT PRECEDENTS

There are several relevant precedents related to this matter. Council has previously engaged in direct negotiations and open public processes for both hotel development at The Quarter site and large scale housing developments. These are detailed in the table below.

OCM	Proposal	Outcome
May 2018	Public advertising of The Quarter Hotel business plan with Pacifica Developments	Council considered public submissions and resolved to proceed with the development, entering into a lease agreement with Pacifica Developments. Pacifica was unable to deliver the hotel due to financial and supply chain constraints.
May 2022	To conduct a Request for Proposals to deliver The Quarter Hotel development	Council selected a preferred proponent and entered into a Memorandum of Understanding to undertake the development. The proponent was unable to deliver the hotel due to financial and supply chain constraints.
March 2024	To conduct an Expression of Interest for housing development	Council has proceeded with two housing projects that originated from the EOI.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Lot 7078 Sharpe Avenue remains a key strategic site for achieving Council's long-held vision of a high-quality hotel development within the Karratha City Centre. With multiple recent approaches from prospective developers and improving market conditions, there is strong justification for proceeding with a new open and transparent RFP process.

This approach enables the City to attract competitive proposals, assess market capability, and determine whether it desires to progress toward delivering a landmark project that supports tourism, business travel, and broader City Centre activation on this site.

COUNCILLOR QUESTION:

A public toilet was previously discussed for this area, how will this progress?

CITY RESPONSE:

The intention is to bring a report to Council in December that deals with the preferred location for a toilet block in the CBD. As Councillors have previously been presented, one of the preferred options is Lot 7078. Within the Hotel EOI process there is an opportunity to consider a toilet block being developed in that location in partnership with a proponent. If the Hotel EOI process doesn't progress, ie no suitable outcome is determined, then the City will still progress a design that may be prudent to enable the development of a toilet block in that area.

COUNCILLOR QUESTION:

How developed are the four proposals that have come through so far?

CITY RESPONSE:

They are just enquiries at this stage. As most came in right before the election caretaker period, we weren't in a position to give developers a commitment as to how they could progress, so a number of developers are waiting in the wings for this RFP process. Given the level of interest, the City thought it was best to run through this process and make it transparent and accountable in order to see who was prepared to offer a more solid proposal.

11.4 RESERVED ROAD NAME REGISTER

File No:	LP.378
Responsible Executive Officer:	Director Development Services
Reporting Author:	Strategic Planning Coordinator
Date of Report:	22 October 2025
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Recommended Reserved Road Name Register

PURPOSE

For Council to endorse the Reserved Road Name Register for the purposes of applying those road names to future and unnamed roads within the City of Karratha.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Roots
SECONDED : Cr Harris
Res No : OCM251124-11

1. That Council **ENDORSE** the list of road names on the Reserved Road Name Register included in Attachment 1; and
2. Council **REQUESTS** the Chief Executive Officer to include an action in the City's Reconciliation Action Plan, currently under development, to undertake consultation with Ngarluma Aboriginal Corporation and the community to expand the list to include culturally inclusive names that are representative of the full history of this region

CARRIED 8/0

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

BACKGROUND

The assignment and management of road names is governed by Landgate's Geographic Names Committee (GNC), in accordance with the Policies and Standards for Geographical Naming in Western Australia (Geographic Naming Policies & Standards).

Historically, Landgate maintained a Reserved Road Names Register (the Register) on behalf of local governments. The City's Reserved Road Names Register, as approved by Landgate, has been used to apply road names across the City as required.

However, changes introduced to the Geographic Naming Policies and Standards in 2016 have effectively transferred responsibility for the Register from Landgate to local government. Further, any names previously endorsed and held in Landgate's Register automatically lapse five years from their original endorsement. The last list of names endorsed by Council was on 16 May 2016. This means that the road names previously endorsed by Council are no longer valid and Council needs to re-endorse its Register.

Recent development activity across the City—particularly in growth areas such as Madigan Estate, the Homemakers Centre, and Mulataga—has highlighted the need for a current and endorsed list of road names. The endorsement of a City managed Reserved Road Name Register is both timely and necessary. This will ensure that road naming conventions are efficient, compliant with Landgate's standards, and reflective of the City's local identity and planning needs.

DISCUSSION

It is beneficial for the City to have pre-endorsed Register of road names available whenever required.

The recommended list of road names at **Attachment 1** comprises a total of 27 recommended road names for this purpose that only includes names that have been previously endorsed by Council and are still available for use.

Road naming within subdivisions often follows a thematic convention relevant to features of the local area. These themes can include local birds, watercourses, flora, fauna or people of significance, noting that names of people can only be applied to roads posthumously. The recommended road names have been grouped based on themes.

In addition to the list of road names at **Attachment 1**, City Officers have liaised with Development WA (DevWA) regarding the naming of future roads within Madigan and Mulataga, including the potential for names derived from local Indigenous languages. Names derived from local Indigenous languages however can only be used with the approval of the relevant Language Group. DevWA is hoping to progress this for Madigan and Mulataga but is yet to obtain approval from the relevant Language Group(s). Any approved Indigenous names will be presented to Council for endorsement once necessary approvals have been obtained.

Recommended names are presented for Council to review, reaffirm or remove as part of endorsing a current Register. All recommended road names have been pre-tested and validated through Landgate's online portal. Once endorsed by Council, road names on the Register will require formal approval from the Minister for Lands via the Geographic Names Committee as part of the process of applying a name to individual roads.

While the immediate current priority is to establish a functional and compliant Register, City officers anticipate future iterations to add additional names to the Reserve Road Name Register, as existing names are allocated. It is recommended that the City consider the addition of locally relevant Indigenous names through engagement with Ngarluma Aboriginal Corporation through the Reconciliation Action Plan process.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The process of naming roads is set out under Section 26A of the *Land Administration Act 1997*. In accordance with this process, the resolution of Council to endorse a road name must be forwarded to the Minister for Lands, via the Geographic Names Committee, for approval when a new road is required to be named.

COUNCILLOR/OFFICER CONSULTATION

This report provides Councillors with the list of recommended road names and the associated background information. Over half of the names recommended have previously been adopted by Council and are being presented for re-endorsement due to changes in the relevant State Government requirements.

COMMUNITY CONSULTATION

No community consultation has been undertaken for the re-endorsement of previously endorsed names. The road names being proposed have previously been put before Council for consideration.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

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 and aligns with priority focus area Land use planning.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	Low	Without an endorsed Reserve Road Name Register the City will not be able to respond to road naming requests in a timely manner.
Environment	N/A	Nil
Reputation	Low	It would make delivery of new subdivisions more difficult without an endorsed Reserve Road Name Register, which would cause concerns for land developers and those seeking to purchase new lots.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Previous resolutions endorsing road names include:

Resolution	Meeting date	Road names approved
152279	15/10/2012	<u>Gap Ridge Industrial Estate</u> • Oxide Loop • Quartz • Strike
152056	21/05/2012	<u>Madigan Estate</u> • Prancing Avenue • Langwell Lane • Brill Lane • Nanthana Way • Coolajacka Crescent • Coolerin Road • Coorbeelie Street • Trevarton Drive • Loudon Street • Lulu Lane • Silvain Way • Tanga Street • Myanore Parkway • Karinha Way • Fields Street • Coonga • Lyre <u>Additional</u> • Cockatoo (Tambrey Village) • Fish (failed validation via Landgate online portal) • Marnipurl (Tambrey Village) • Mckay (Karratha Industrial Estate) • Mount Wellard (failed validation) • Murray Camp (failed validation) • The Springs (failed validation)
153453	16/05/2016	<u>Gap Ridge Homemaker Centre</u> • Corringer Avenue • Melford Road

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The absence of an endorsed Reserved Road Name Register has the potential to hinder the City's ability to promptly and effectively respond to road naming requests, particularly in the context of ongoing development within the Madigan and Mulataga Estates.

Given changes to Landgate's Policies and Standards for Geographical Naming, and the subsequent expiry of previously endorsed names, it is both timely and necessary for Council to establish a new Register.

The recommended Register has been tested using Landgate's online portal and reflects themes of local relevance and historical significance. While final approval from the Minister for Lands via the Geographic Names Committee is still required to apply a new road name, Council endorsement of the list will enable the City to proactively manage naming requests and support future development.

COUNCILLOR QUESTION:

I think the City can expand on this list of names, can we go through the City's cemeteries to find names of prominence not recognised previously?

CITY RESPONSE:

This could be done for future iterations, however it's not suggested to be done for this version as this will hold up the process and the City currently has no registered names and needs to rectify this.

In the most recent past it is typically done through Development WA that comes back to Council with recommended names that they have already pre-tested. Development WA are having difficulties engaging with Traditional Owners as to what the preferred Indigenous names maybe.

COUNCILLOR QUESTION:

Would this potentially halt the process of renaming anything?

CITY RESPONSE:

It wouldn't halt anything to do with renaming. The City is trying to make a list available should, for instance, DevelopmentWA need to get something forward being able to confirm a list of suitable names with the local Traditional Owners. The City is aware of some local community groups looking at renaming some streets and would be happy to work with them to consider any proposals that are suitable under the Geographic Naming Committee conventions and can be added to future lists that come before Council.

The City is aware that there is sentiment there. It's something in mind for place planning and more detailed on the ground actions with the community. It is very much front of mind to look at these requests.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 PLAYGROUND REVITALISATION – BROLGA PARK AND LEISUREPLEX – TENDER OUTCOME

File No: RFT0000047
Responsible Executive Officer: Director Projects and Infrastructure
Reporting Author: Manager Asset Maintenance
Date of Report: 14 October 2025
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s):

1. Karratha Leisureplex Playground Concept Design
2. Brolga Park Playground Concept Design
3. Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Playground Revitalisation – Brolga Park and Leisureplex Tender, Number RFT0000047.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Simpson
Res No : OCM251124-12

That Council:

1. **ACCEPT** the tender submitted by ForPark Pty Ltd ABN 56 657 333 296 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000047;
2. **AUTHORISE** the Chief Executive Officer to execute a contract with ForPark Pty Ltd, **SUBJECT** to any variations of a minor nature; and
3. **APPROVE** by Absolute Majority a budget amendment to increase the 2025/26 Budget by \$250,000 to be funded by the Infrastructure Reserve, as follows:

Project Name	Account Number	Current 25/26 Budget	Proposed 25/26 Budget	Variation
Playground Revitalisation Brolga and Leisureplex	4410-30500-6392-0000	\$400,000	\$400,000	\$0
Requested Budget Amendment	4410-30500-6392-0000	(\$0)	\$250,000	\$250,000

Net impact to the City		\$400,000	\$650,000	\$250,000
Funding	Infrastructure Reserve			(\$250,000)

CARRIED 8/0

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

BACKGROUND

The City of Karratha (City) continues to renew existing play spaces through its Playground Asset Renewal Program, working closely with designers and the community to modernise play spaces within their existing locations under shade structures. The redesigns incorporate all-abilities equipment, expanded soft-fall areas, and equal access paths to ensure children can play safely and inclusively. These enhancements meet updated safety and accessibility standards, whilst promoting social inclusion and creating welcoming spaces for families and caregivers.

The City is renewing Brolga Park and Leisureplex Park play spaces as part of the City's Playground Replacement and Park Enhancement Program for 2025/26. The upgrades will include hard and soft landscaping, minor demolition works, new playground equipment and soft-fall installations.

In alignment with the Playground Strategy (2023) and the 10-Year Playground Renewal Program, Brolga Park and Leisureplex Park have been identified for asset renewal in 2025/26. Council have allocated \$400K (excl GST) in the 2025/26 Budget to deliver these works.

Tenders were invited under CEO's delegation and advertised on 3 September 2025 and closed 25 September 2025.

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

- Yurra Building Pty Ltd
- Red Hill Building Pty Ltd
- ForPark Pty Ltd Australia

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

- Manager Asset Maintenance
- Parks and Gardens Coordinator
- Parks and Gardens Project Officer

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	15%
Methodology	15%

Capacity to Deliver	15%
Sustainability	5%
Price	50%

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

DISCUSSION

An extensive program of community consultation and engagement has taken place which has helped to determine the recommended project scope and outcomes. If Council is to support Administration's recommendation to award the contract, then a budget amendment will be required.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

Consultation between the Asset Maintenance and Community Engagement teams supported the development and delivery of a targeted community and stakeholder engagement plan.

COMMUNITY CONSULTATION

Administration collaborated with design consultants to develop playground concepts for Brolga Park and Leisureplex Park, informed by feedback from previous community surveys. These concepts were presented on the City's 'What We Make It' (WWMI) platform, for community review and input. Following analysis of the feedback, the City selected the two designs that received the highest level of community support.

Feedback collected through the WWMI platform indicated the community's strong desire for inclusive play spaces, additional rubber softfall in response to needle concerns in sand and improve accessibility. In response, the final designs incorporated additional accessibility features and safety fall zones, resulting in larger design footprints and increased project costs. The inclusion of specific all-inclusive standalone items required expanding soft fall areas to comply with safety standards and facilitate access for individuals with mobility limitations.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Previous playground renewal projects were estimated at \$200K per site, based on a like-for-like replacement program. For the 2025/26 financial year Council allocated \$400K for the replacement of the Brolga and Leisureplex playgrounds. The project estimates were used by the playground designer as a guide during the design phase.

During the community consultation stage, three options were presented, and the final selections reflected strong community support for more inclusive play spaces and accessible play spaces. Incorporating these elements, including all-abilities equipment, expanded soft-fall areas and accessible surfaces, has increased the overall project cost.

Tender pricing received from all three submissions was consistent, indicating that the proposed costs align with current market conditions. Accordingly, Administration recommends increasing the budget and awarding the tender to ForPark Australia given their proven track record in playground installations for the City and other local governments across Western Australia.

STRATEGIC IMPLICATIONS

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

Goal:	3	Everyone is included
Objectives:	3.1	Improve accessibility of the City of Karratha's facilities, places, spaces, events and infrastructure for all abilities
Priority Focus Area:		Improve Disability Access and Inclusion throughout the City
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
Priority Focus Area:		Planting, public art, shade, seating, water stations, signage, public toilets

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Renewing playgrounds before the end of their life cycle reduces the risk of injury to the public
Financial	Moderate	Playground renewals and replacements are included in the City's Long Term Financial Plan (LTFP).
Service Interruption	Low	Existing playgrounds will be demolished and replaced within a four-to-6-week period. Members of the public will be directed to nearby alternative playgrounds via signage.
Environment	N/A	Nil
Reputation	Low	Ongoing renewal of playgrounds with modern features and inclusive design contributes to creating vibrant, accessible public spaces that encourage community use and enjoyment.
Compliance	Moderate	Playgrounds must adhere to relevant Australian Standards and compliance requirements. Replacing equipment before it reaches the end of its lifespan ensures compliance and mitigates the risk of injury.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the April 2025 OCM, Council resolved to award a tender (RFT0000027) for Playground Revitalisation of Tambrey Park and Church Way Park. The project was completed by ForPark Australia, setting a new benchmark level, one that is more inclusive for all for future park developments across the City.

VOTING REQUIREMENTS

Absolute Majority

CONCLUSION

The Evaluation Panel believes that the recommended tenderer, ForPark Australia, to have demonstrated capacity and experience to deliver the works to the City's expected standards, providing the most advantageous outcome for the project.

Community feedback obtained through the What We Make It (WWMI) engagement strategy strongly supported the inclusion of additional accessibility and all-abilities play features to create an inclusive and safe space for all users.

To accommodate these design enhancements and associated cost increases; Administration Panel recommend that Council approve an increase to the project budget from \$400K to \$650K (excl GST) and award the tender to ForPark Australia.

COUNCILLOR QUESTION:

Is current equipment at end of life, or can it be repurposed and used elsewhere in the City?

CITY RESPONSE:

Equipment is near end of life, the City replaces equipment before it becomes problematic and at end of life. The City does not recommend repurposing equipment that is coming to end of life. Reinstalling playgrounds need to be audited by an independent playground advisor and this can be quite costly. You cannot move a playground from one location to another.

COUNCILLOR QUESTION:

I note there is a low risk of interruption to the community with this project of six weeks. When is the likely outcome for the playgrounds to be finished?

CITY RESPONSE:

Works will likely occur in April or May. The City demolishes the existing playground a week before works commence to minimise disruption.

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 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

MOVED : Cr Swaffer
SECONDED : Cr Simpson
Res No : OCM251124-13

That Council note the following information items:

13.1.1 Community Experience Update September 2025

13.1.2 Concession on Fees for City Facilities

13.1.3 Development Services Update – September 2025

13.1.4 Record Of Tender Outcome Under Delegation – Rft0000048 Minor Works – Reticulation Services

13.1.5 November 2025 Public Briefing Notes and Table of Report Changes

13.1.6 CONFIDENTIAL – Development Compliance Update

CARRIED 8/0

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

13.1.1 COMMUNITY EXPERIENCE UPDATE SEPTEMBER 2025

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 30 October 2025

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

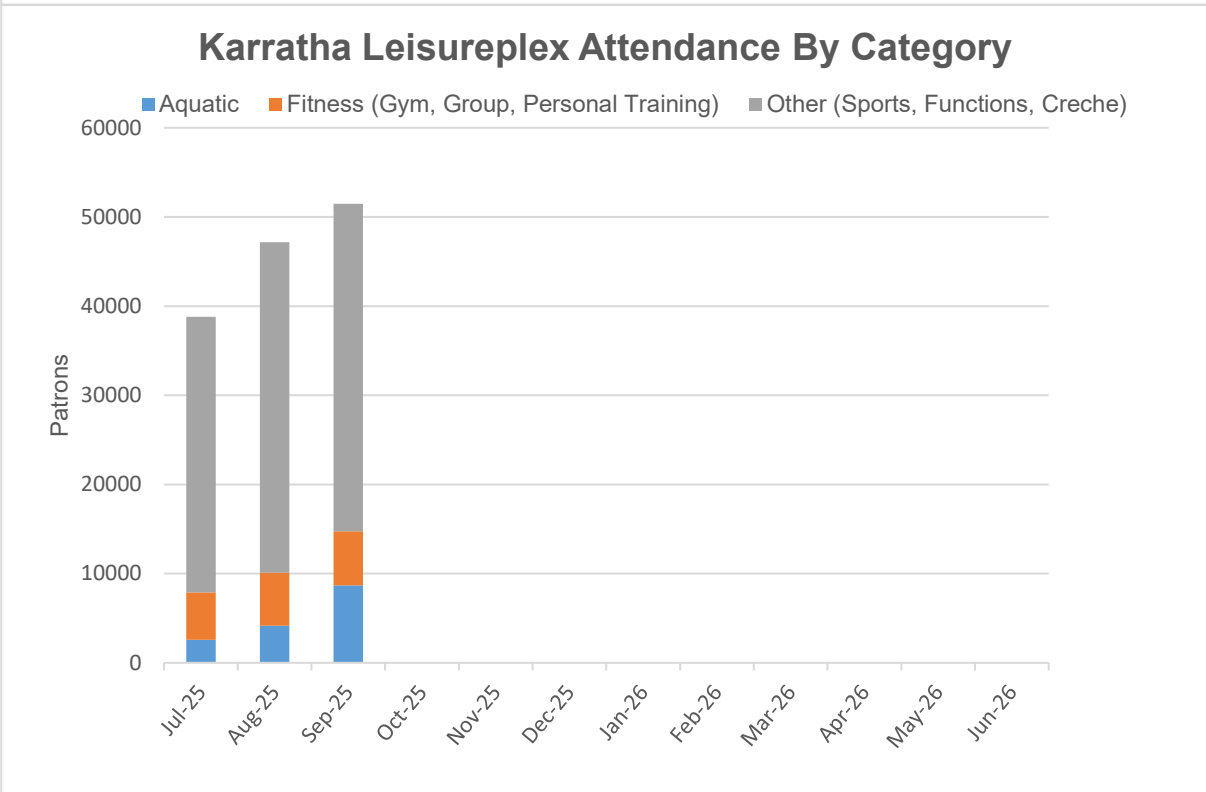
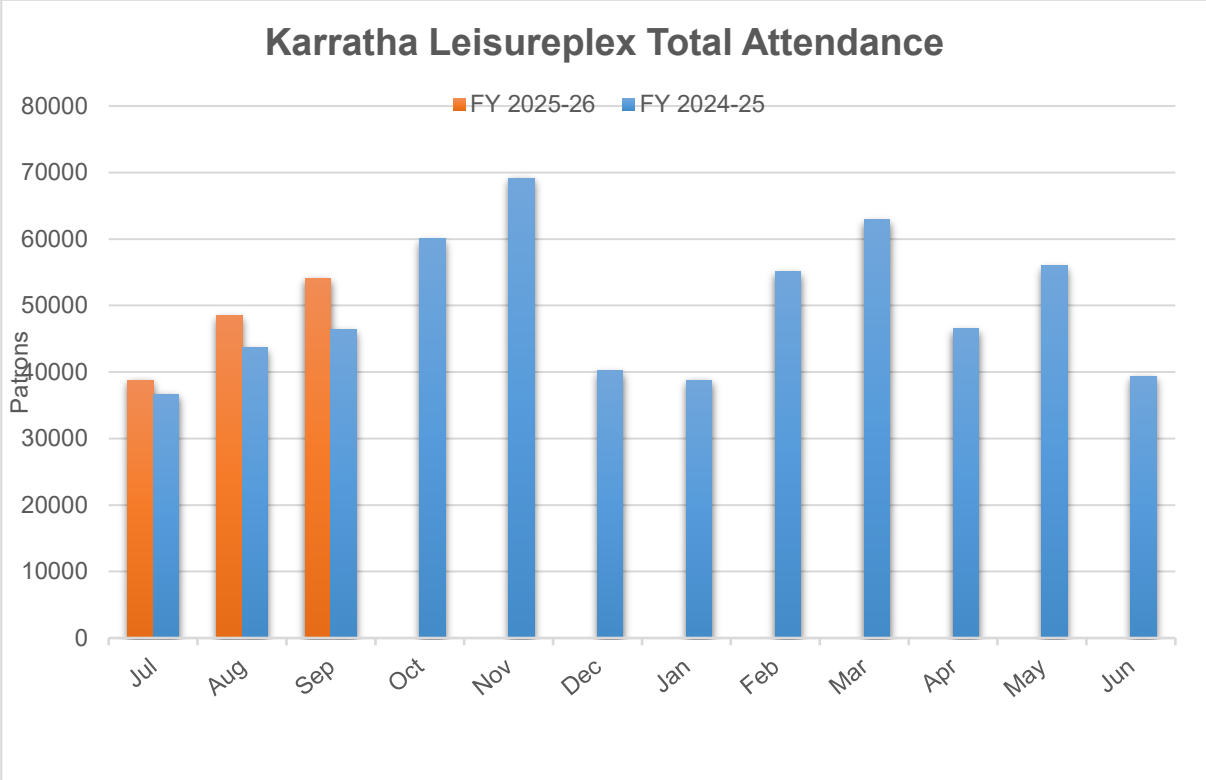
PURPOSE

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

Attendance & Utilisation Summary

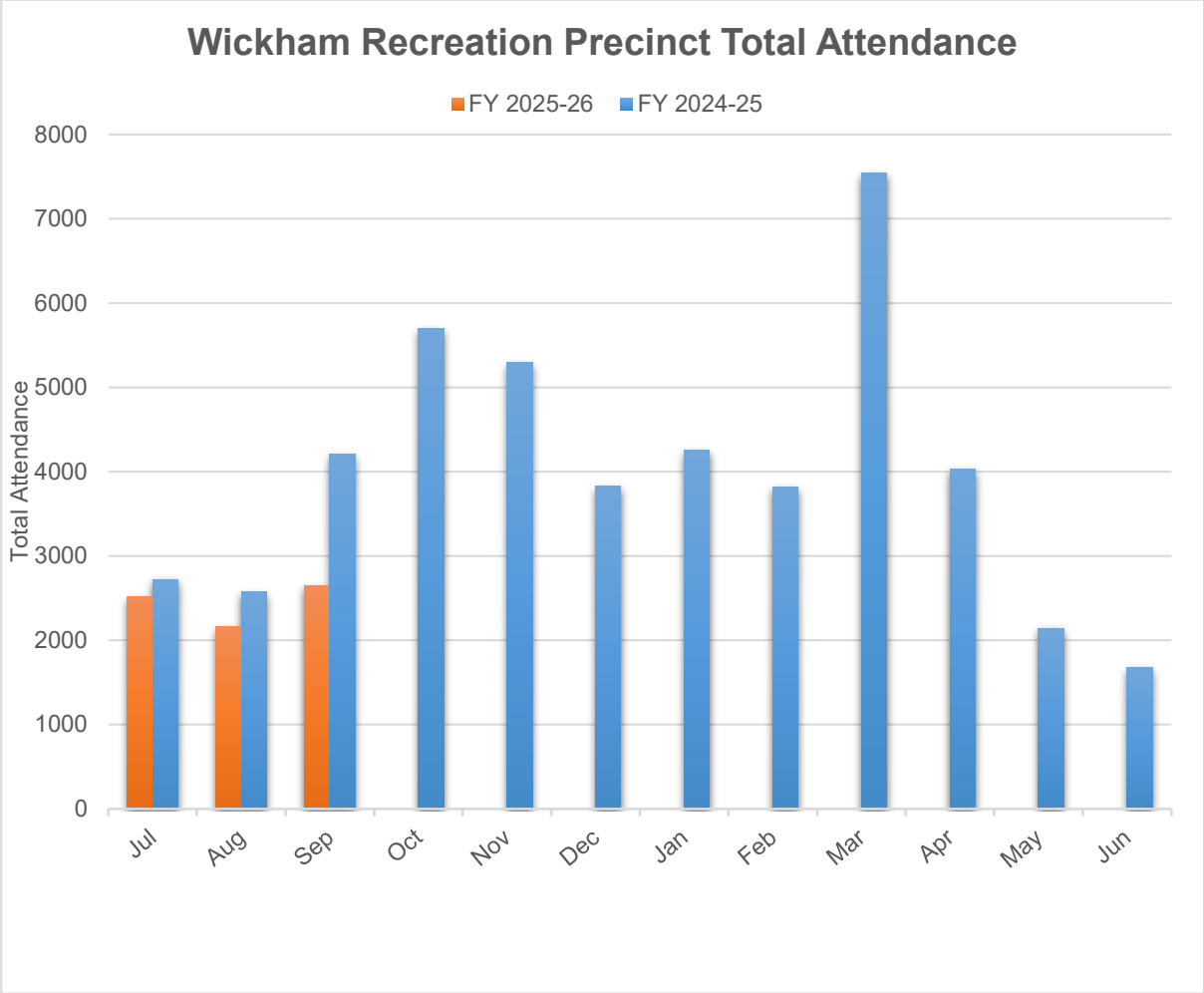
Facility Attendance	September 2024	September 2025	Year on Year %
The Youth Shed	809	621	- 23%
The Base	1,029	896	- 13%
Total Library	8,033	7,004	- 13%
Karratha Leisureplex	46,352	54,127	+ 17%
Wickham Recreation Precinct	4,204	2,643	- 37%
Roebourne Aquatic Centre	196	247	+ 26%
Indoor Play Centre	2,455	1,828	- 26%
Community Programs	August 2025	September 2025	Month on Month %
Security Subsidy Scheme	18	19	+ 6%
Meet the Street Parties	1	1	0%

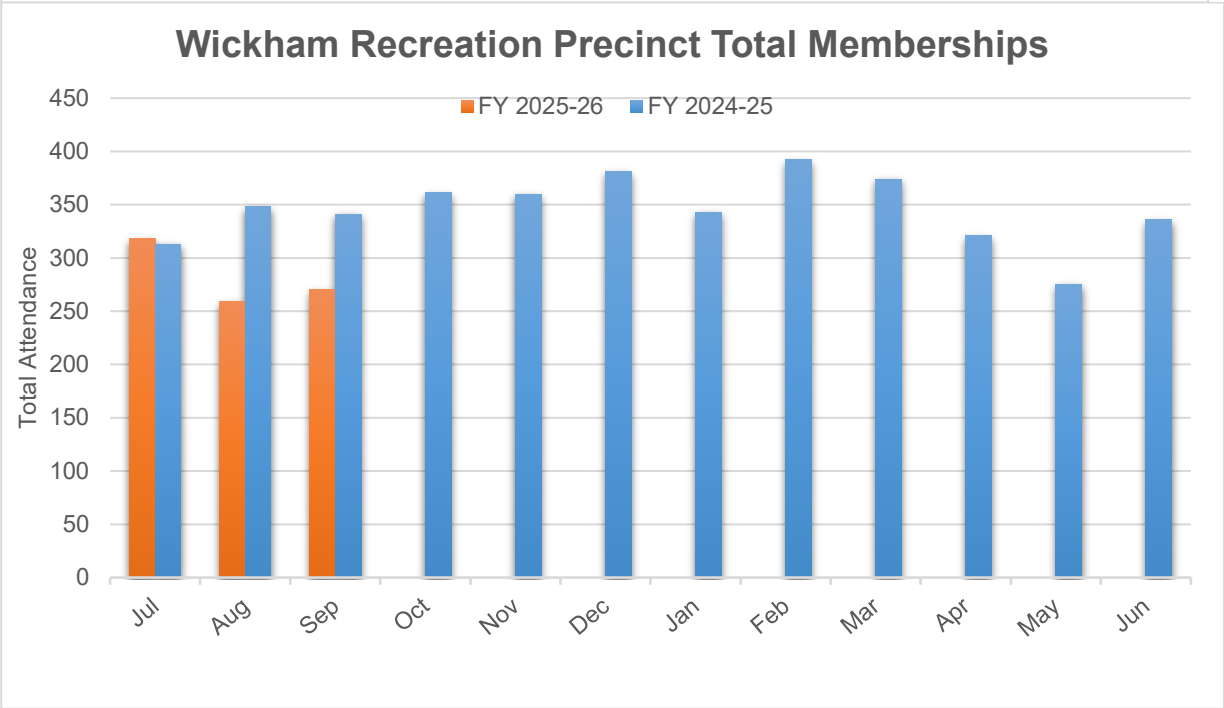
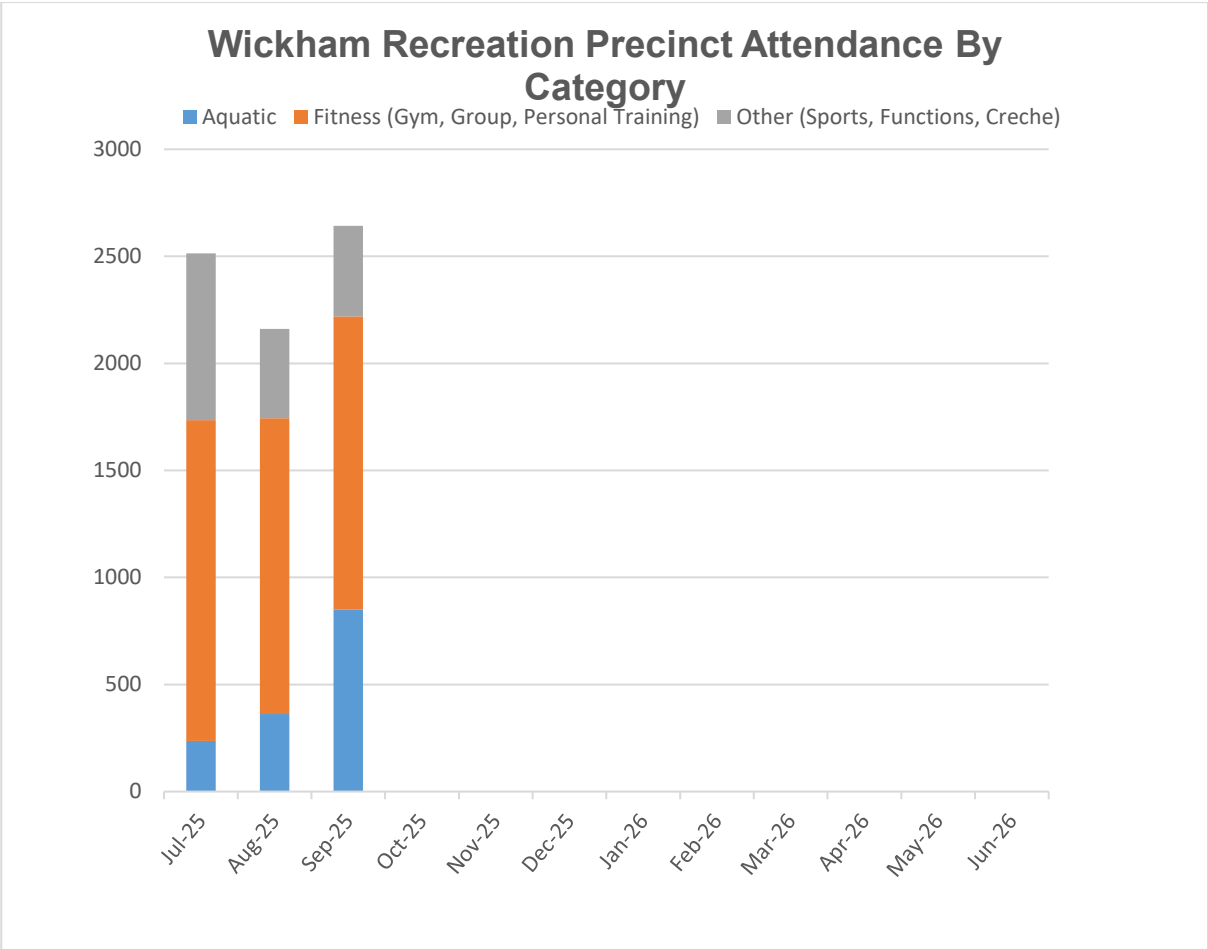
Karratha Leisureplex



Results continue to show a strong increase in fitness memberships. This growth positively influenced overall visitation and uptake of other services such as the creche. Despite lower aquatic attendance during September (28%), the sustained engagement across other areas suggests a potential record high in overall attendance once warmer weather returns.

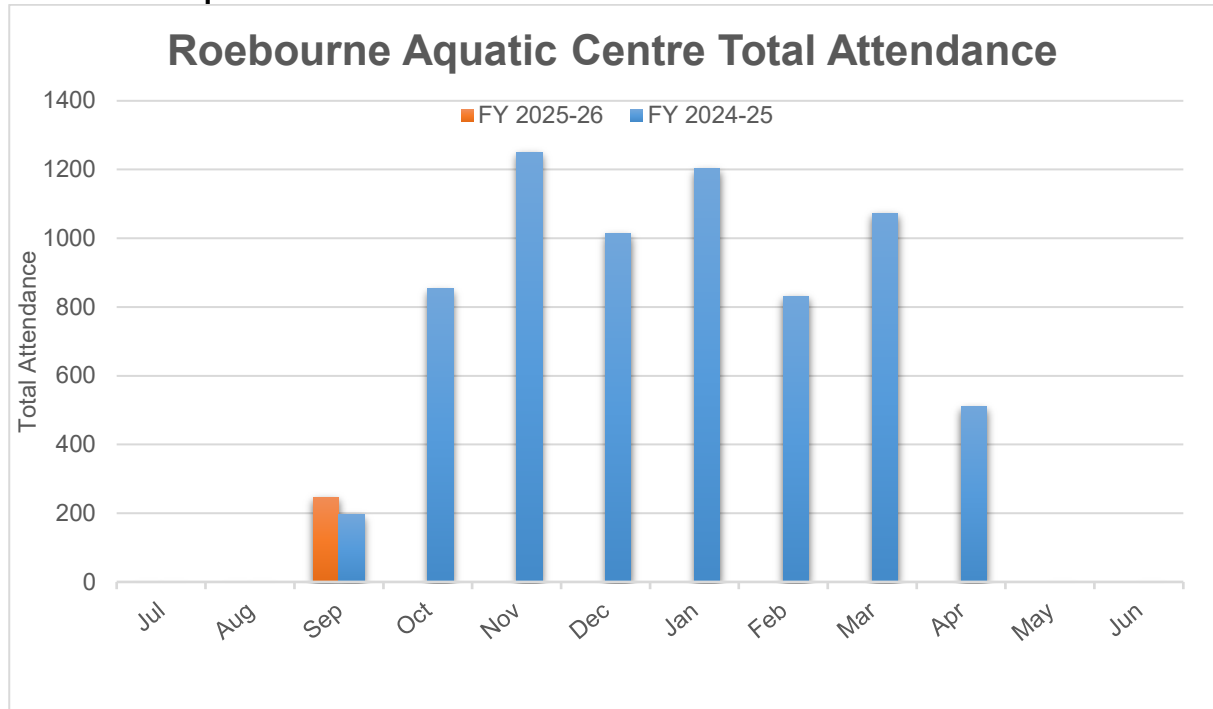
Wickham Recreation Precinct





September 2025 - Attendance is down overall by 37%, this is a disappointing result and is continuing to be a reflection of the changes to the population base in Wickham. Historically this is an ongoing trend with the transience of the mining industry and the town is expecting an influx of new families next term. Fitness have adjusted some of their offerings to suit the current demographic and with the pool summer hours commencing 27 September and coinciding with the start of school holidays aquatics numbers should increase significantly. Swim club is also due to restart in October and this will see an increase in memberships.

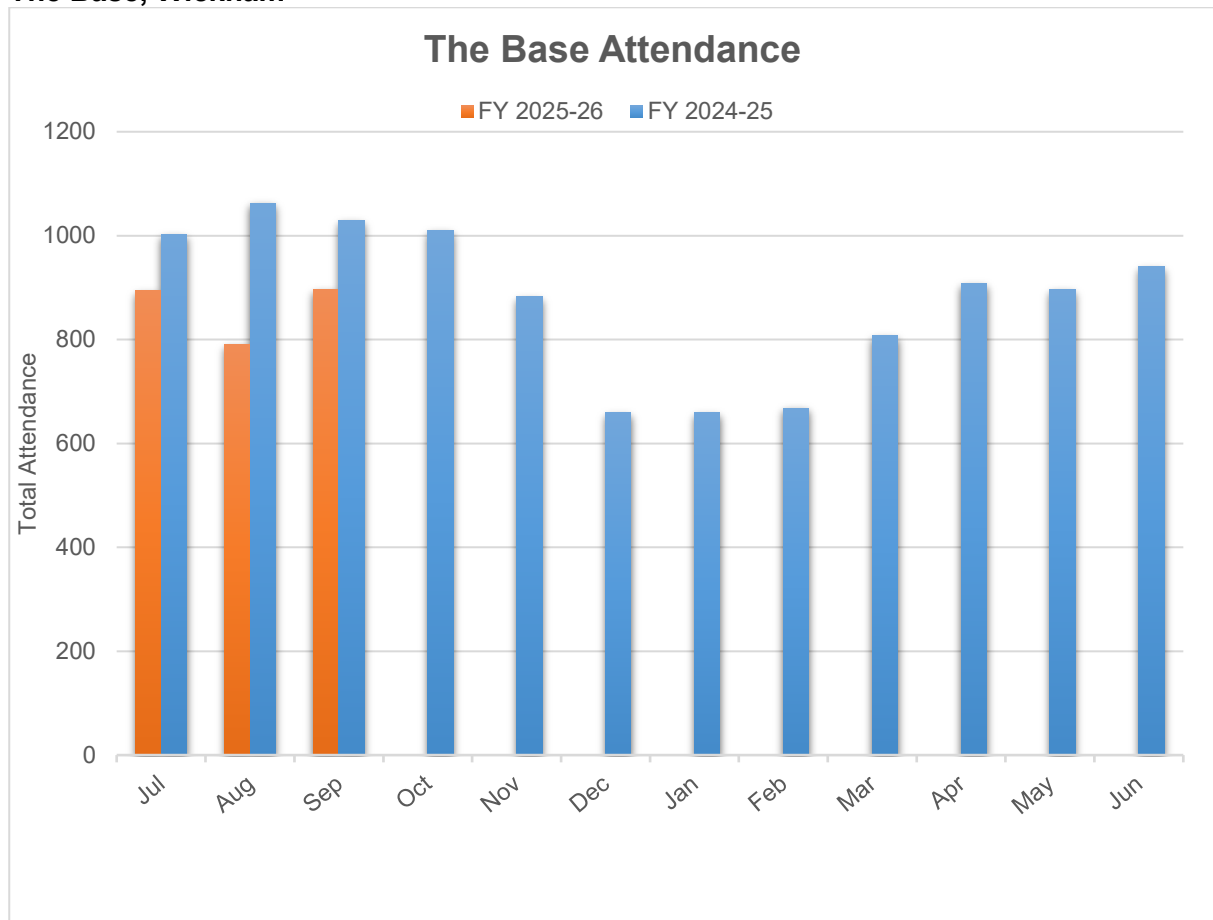
Roebourne Aquatic Centre



The pool was only open for 4 days in September, no relevance in statistics.

Youth Services

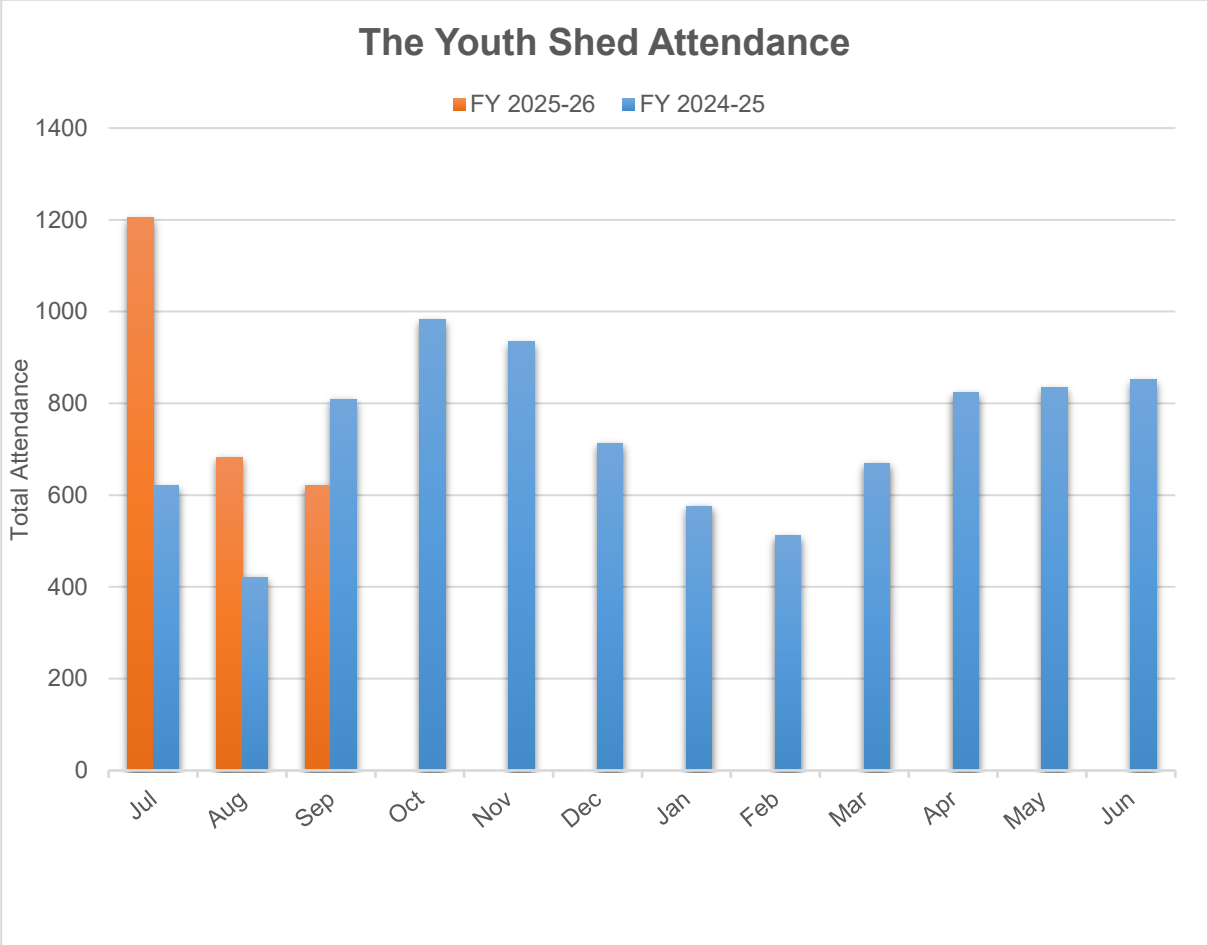
The Base, Wickham



The Base continues to provide sustained services, with a slight increase in attendance from last month - 891 youth visit and 85 pool passes. September showcased strength with our collaborations with Headspace to support health and wellbeing, Swans and Yaandina on a Motivation Mural and connections with Pilbara Heart Horses and Volunteer WA.

Term 3 - School Holidays kicked off strong with Get Amongst It dance workshop drawing 27 youth people and activities such as Red Dirt Reptiles, Beat Boxing, Step Up - gym competition with Wickham Rec and Wickham Emergency Services, Taster Day alongside Swans and the Eastern Corridor. Other fun activities like candle making, tie- dye, sports, baking and movie marathons were included in the schedule.

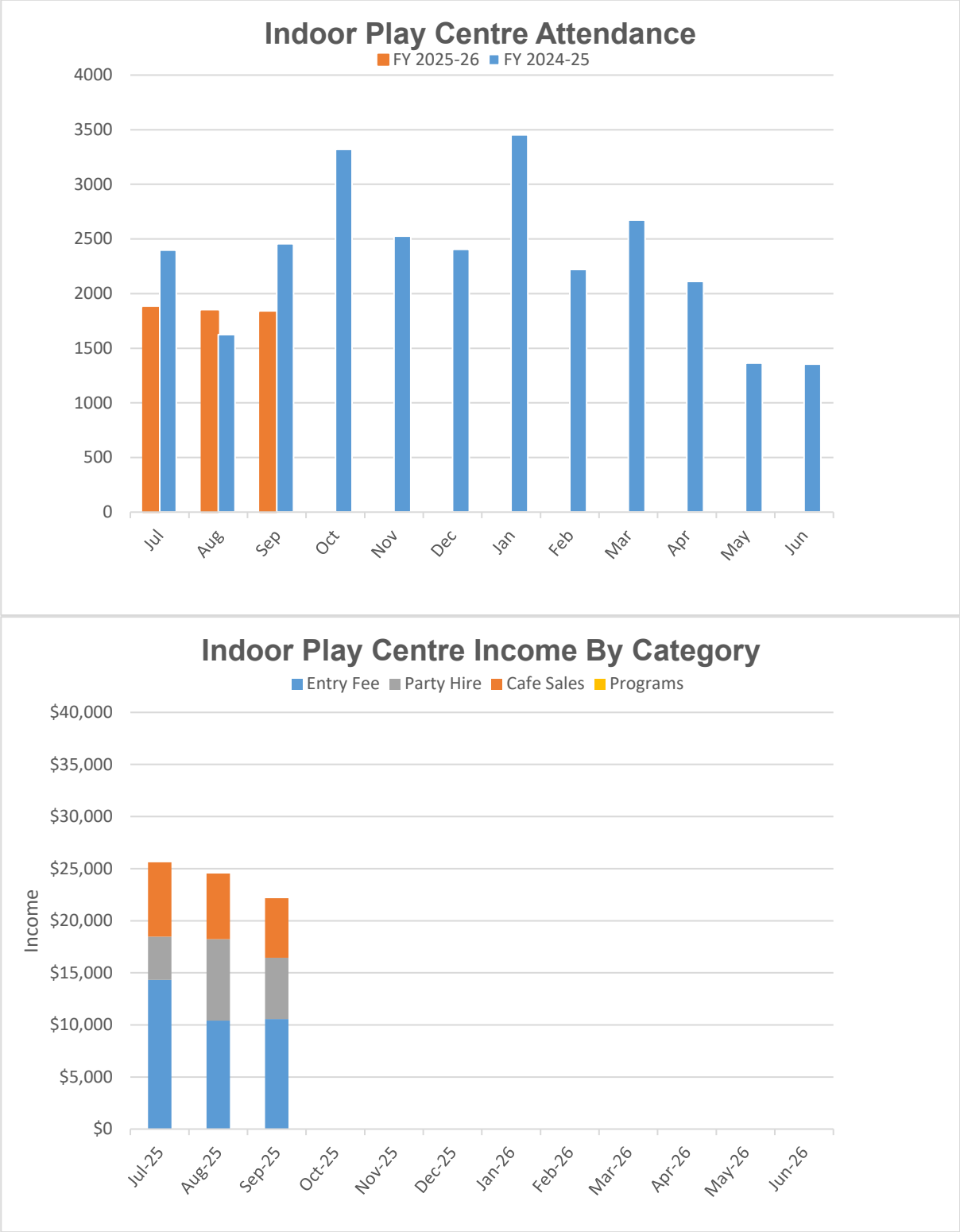
The Youth Shed, Karratha

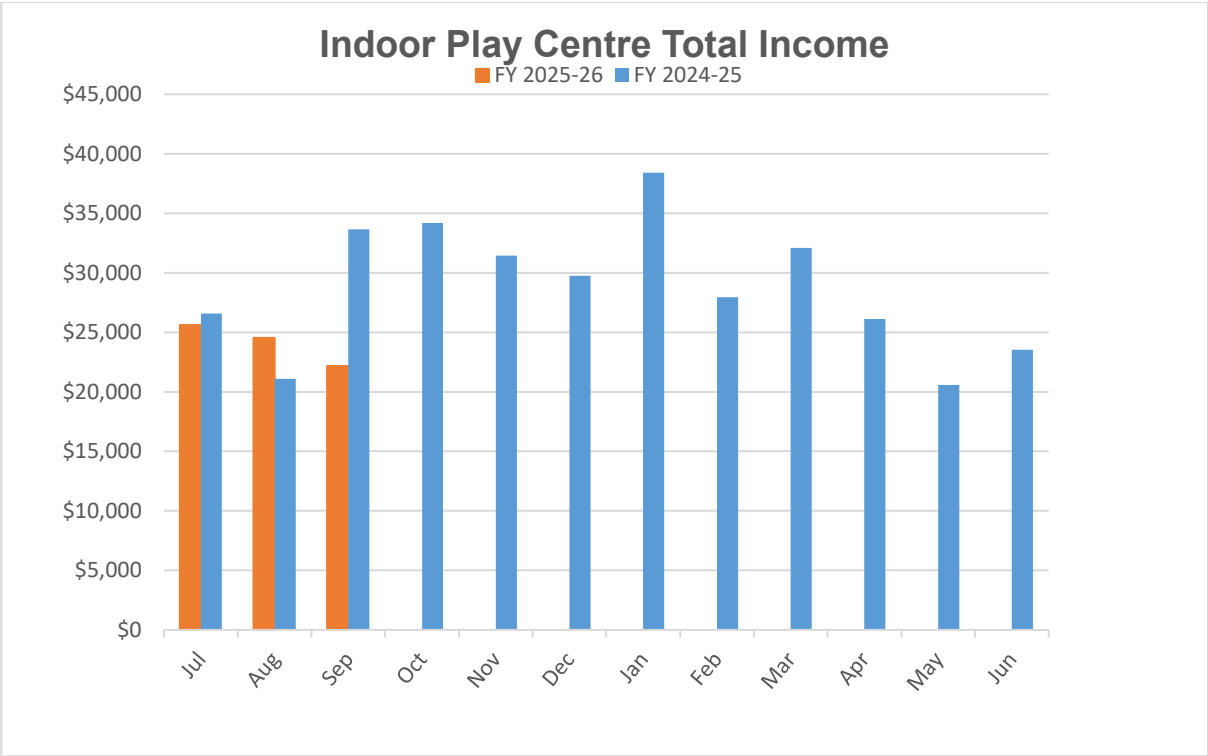


September marked a transitional period at The Youth Shed, with a total attendance of 621 young people. The return to school started off slowly, but staff have remained dedicated to engaging groups and maintaining strong connections with participants. Throughout the month, 23 programs were delivered by facilitators, covering a diverse mix of health and wellbeing, sports, life skills, and fun recreational activities. These sessions continued to provide meaningful opportunities for growth, learning, and social connection.

A standout highlight for September was our R U OK? Day celebration, featuring a special visit from Pilbara Heart Horses, which brought joy and emotional support to many. Another exciting moment was our collaborative Dungeons & Dragons event with Headspace, which sparked creativity and camaraderie among participants. As we move further into the school term, our team remains focused on outreach and engagement, ensuring The Youth Shed continues to be a vibrant and welcoming space for all.

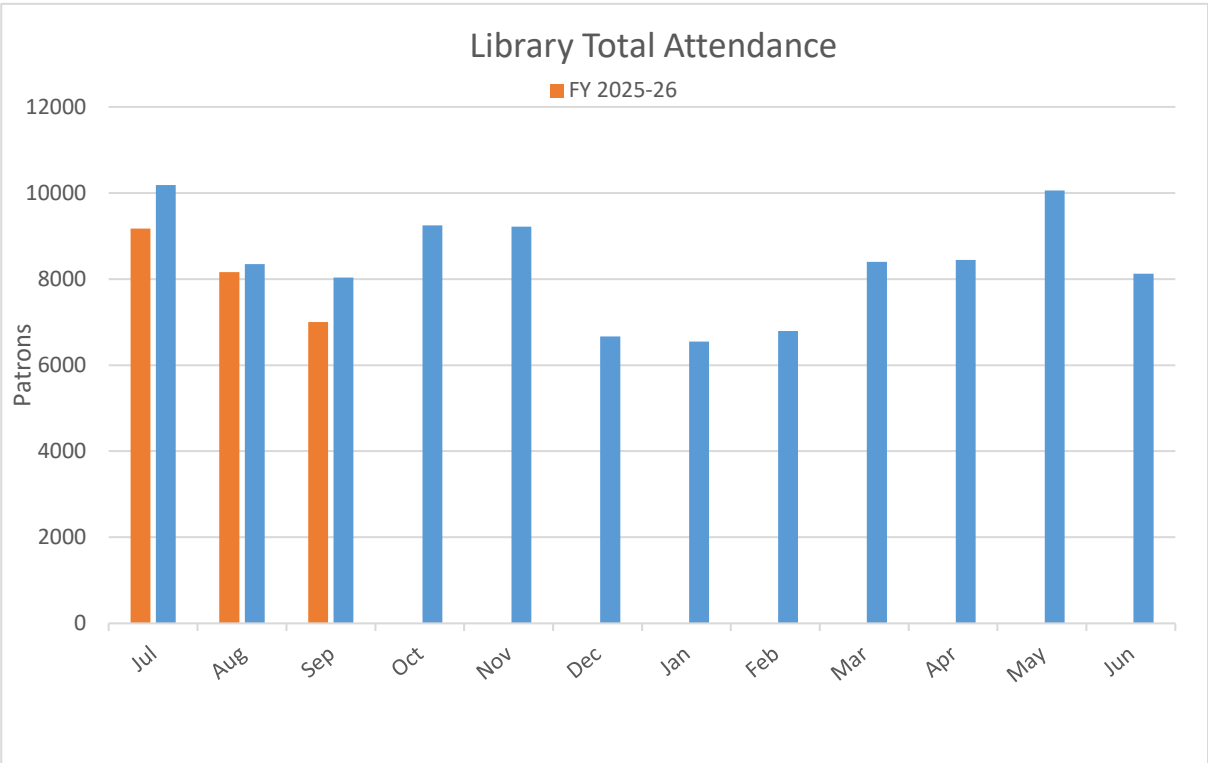
Indoor Play Centre

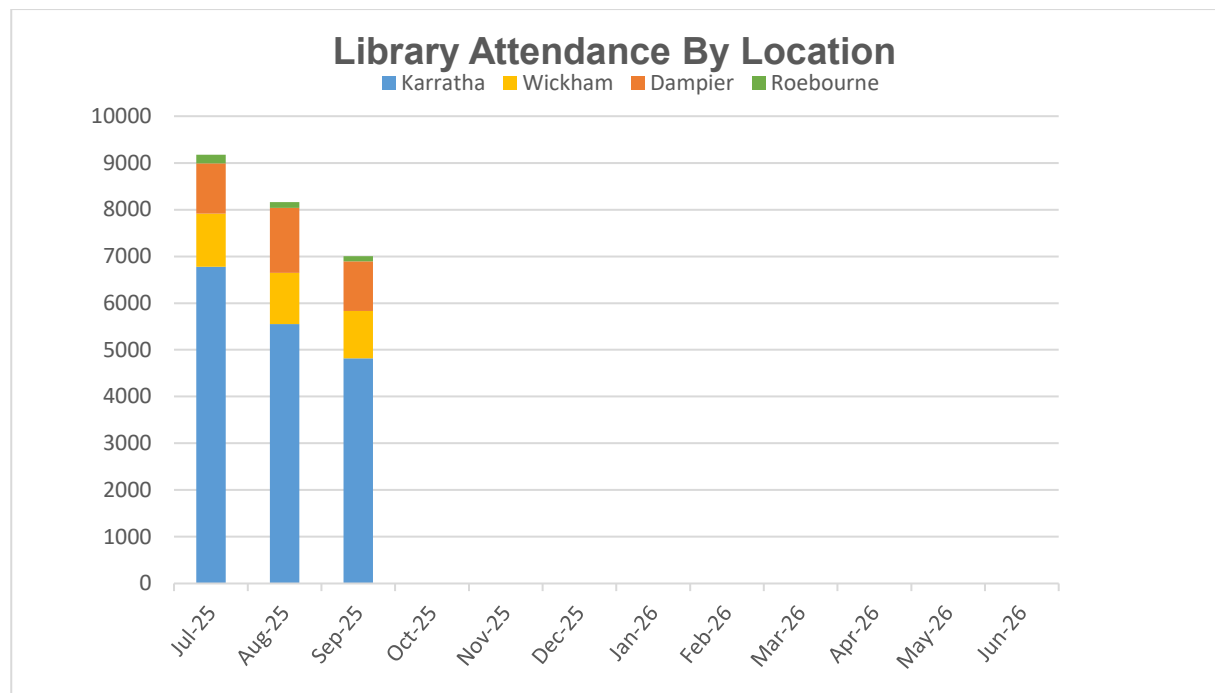




Attendance is down 25% on last September. This is due to the continuation of mild seasonal temperatures allowing residents to enjoy our outdoor parks and playgrounds before the weather turns warmer.

Library Services





12,678 Total memberships (160 new members signed up in September).

2,828 Physical items (up 176 from last month) and **1,129** eResources borrowed (same as last month).

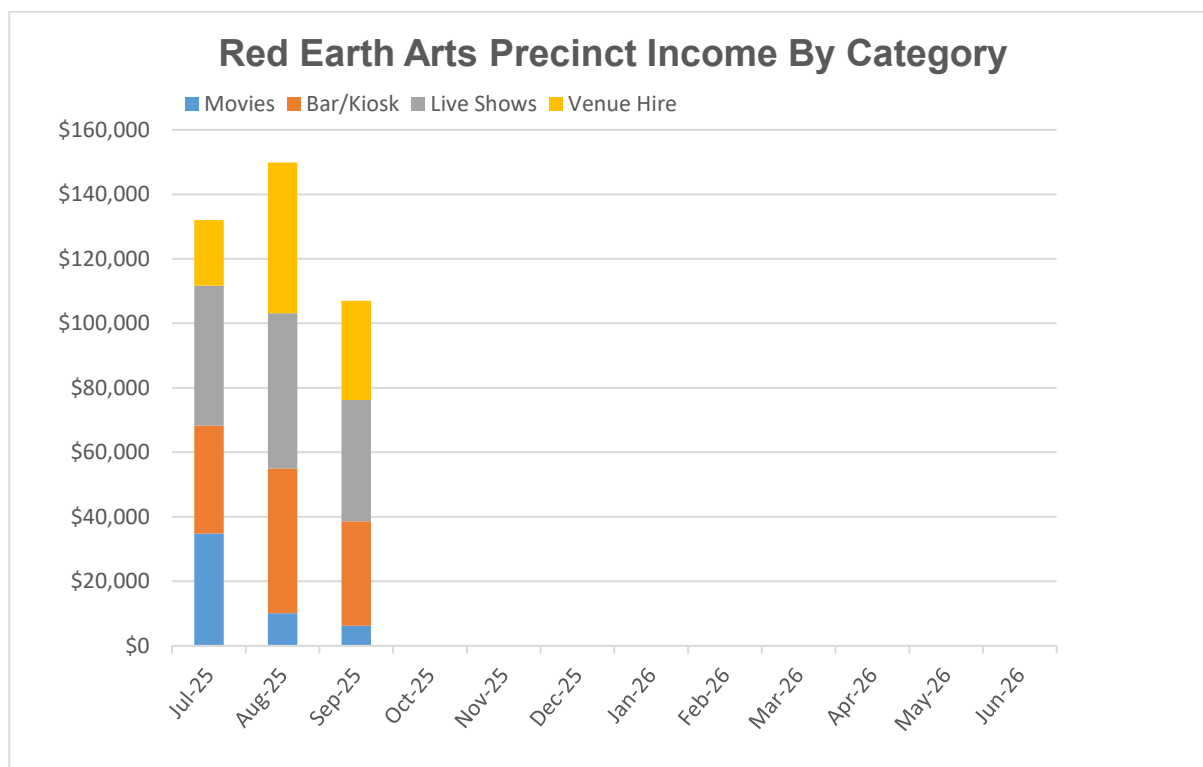
762 Individual computer log ins by members and guests (excludes Wi-Fi). (Up 17 from last month).

923 Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning).

933 Program participants at **56** programs (including regular term programs and special programs including Seniors Air Bee n Bee and Libraries After Dark (uup 175 from last month)).

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

Red Earth Arts Precinct



Events and Programming:

The month kicked off with a lively dance competition featuring talented performers from across the Pilbara, showcasing over 240 routines across two energetic days. The ACE team also delivered two outstanding live shows — the children's production *Dreams of a Lonely Planet* and George Orwell's *1984*, both receiving rave reviews from audiences. The Shelf was buzzing with activity, hosting a range of events including the KDCCI Sundowner, SES Anniversary Dinner, Bechtel Sundowner, Oceans Interest, a new local church group gathering, and the Kats Football Presentation Night, which wrapped up the month on a high. The Chamber of Minerals and Energy of WA also introduced an inspiring new initiative — the Girls' Forum, designed to engage local school students in STEM projects. This exciting program is set to become a regular feature on next year's calendar.

Cinema:

Cinema attendance in September 2025, ticketing income declined 74% compared to September 2024. This was largely due to the release schedule with not many new releases available for us until October to screen for the school holidays. The best performers for the month were *Elio* and *Toy Story 30yr anniversary* screening with both offering the cheap movie special and tickets at \$12. A total of 19 movie sessions were screened in September, with an average attendance of 23 patrons per session.

Key Performances:

- Weapons 2 session with 67 patrons
- Kangaroo 2 sessions with 42 patrons with good ticket numbers for the October screenings
- Freakier Friday 3 sessions with 73 patrons

Bar and Kiosk Revenue:

Bar and kiosk sales were on par with 2024 with a few strong venues hires that contributed to the monthly total. Bechtel Sundowner and SES dinner, KDCCI and the Karratha Kate Presentation night all on the shelf that generated \$21,050 in bar sales.

Live Shows:

- Total ticket sales: \$37,931 with REAP income \$10,184 with venue hire and inside fees
- September featured 3 live performances with venue hire and ACE Programming
- Venue Hire – Starlight Dance Festival a two-day dance competition for dance schools from Broome, Newman, Port Hedland.
- ACE – Dreams of a Lonely Planet with two sessions one for the education program and the other for a public session
- ACE – George Orwell 1984

Venue Hire:

A total of 55 venue hires were recorded in September with a total of 20 Dance bookings, 12 corporate bookings and 23 community hires. Venue hire income increased by 23 % compared to the same month in 2024, which featured higher-value bookings such as Karratha Kats Presentation and the shelf premium bookings

Key Events:

- | | |
|------------------------------------|-----|
| • Betchel Sundowner | 200 |
| • SES 40 Anniversary dinner | 90 |
| • KDCCI sundowner | 120 |
| • Karratha Kats Presentation night | 180 |

Patronage:

Total patronage decreased by 50% compared to September 2025, driven by the cinemas numbers and live shows from 2024

- | | |
|-------------------|--------------|
| • September 2024: | 4931 patrons |
| • September 2025: | 2433 patrons |

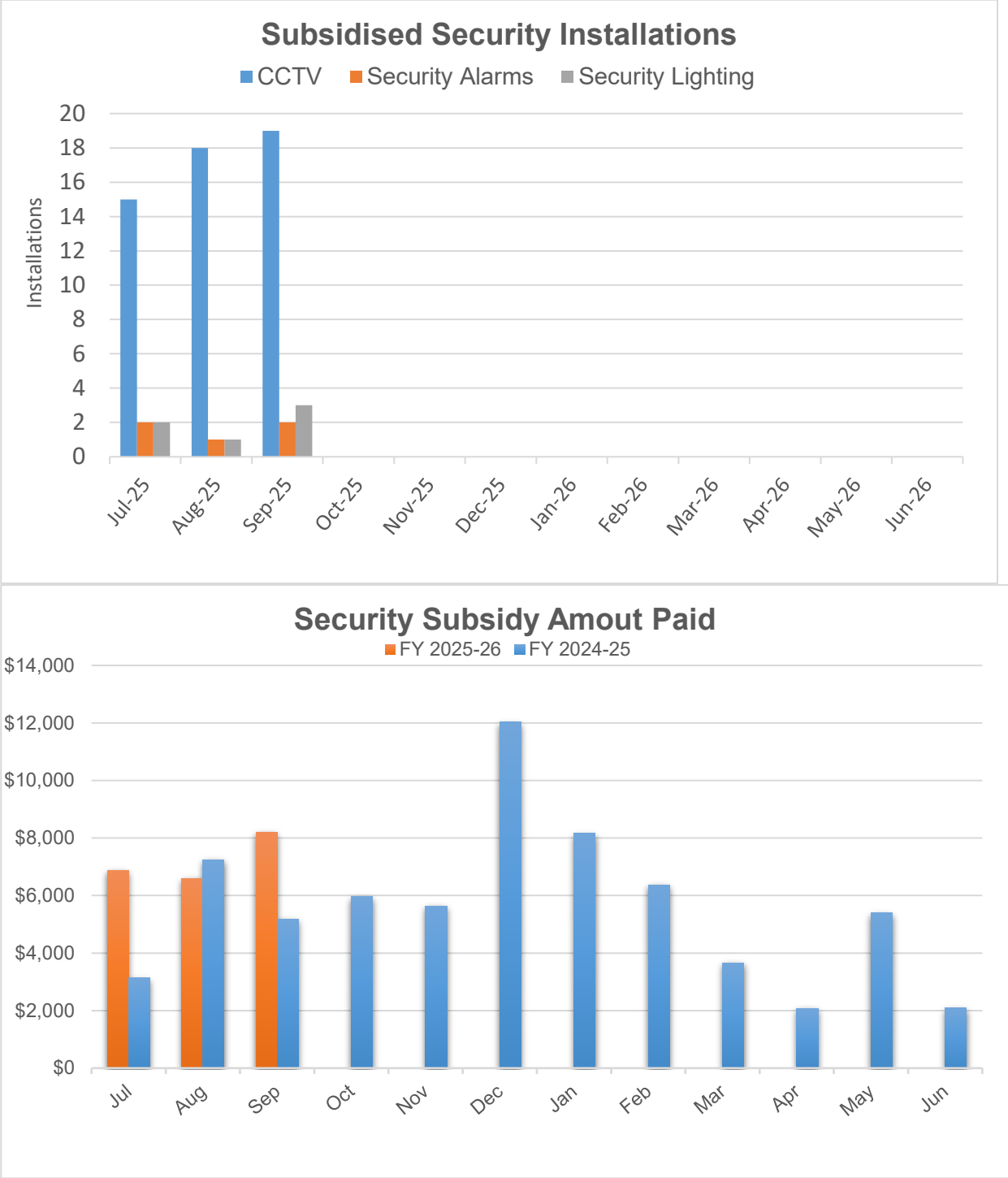
Total Revenue:

In September 2025, REAP generated total revenue of \$107,246; a 31% decrease compared to September 2024. The stronger results in the previous year were primarily driven by higher attendance for blockbuster films and the inclusion of the Karratha Ballet live shows, which did not take place this year, and a sold out show of Arj Barker.

Arts Development & Events

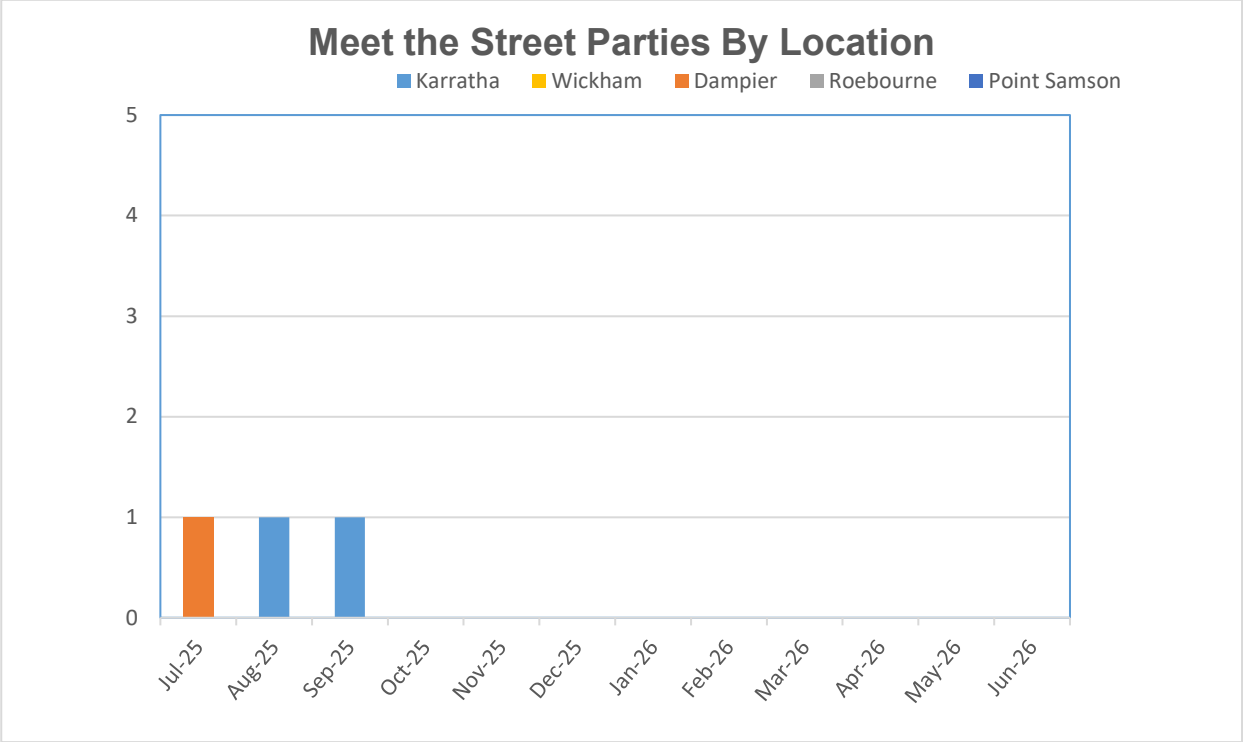
In September, we delivered "Dreams of a Lonely Planet" theatre Show to Wickham, REAP, in addition to the George Orwell theatre show and the Out of Cossack Winners Art Exhibition.

Security Subsidy Scheme



19 Security Subsidy applications were received and eligible for reimbursement.

Meet the Street



Meet the Street party hosted this month.

13.1.2 CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 30 October 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 September 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
City of Karratha	To waive fees for the Cossack Art Award Entries charged \$50 entry instead of \$52 entry fee.	Director Community Experience	\$170.91

13.1.3 DEVELOPMENT SERVICES UPDATE – SEPTEMBER 2025

File No: DB.32

Responsible Executive Officer: Director Development Services

Reporting Author: Manager Planning Services

Date of Report: 23 October 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 24 October 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 – RFT0000048 MINOR WORKS – RETICULATION SERVICES

File No: RFT0000048

Responsible Executive Officer: Chief Executive Officer

Date of Report: 15 October 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:	RFT0000048	Project Budget:	\$2.5m
Tender Title:	Minor Works – Reticulation Services		
State-wide Advertising Commenced:	2/09/2025	Tender Closing Date/ Time:	23/09/2025
Scope of Works:	The proposed scope of works includes: • Regular testing and checking of reticulation systems • General reactive maintenance of sprinklers, fittings, controllers and pumps • Construction and installation of new reticulation systems and associated works • Recording of upgrades and new systems onto as-con drawings preparation and submission of service/activity reports • Attendance for urgent and emergency works needed to general reticulation infrastructure as required, this can include afterhours work, weekends and public holidays		
Selection Criteria:	Relevant Experience	20%	
	Methodology	15%	
	Capacity to Deliver	15%	
	Sustainability	5%	
	Price	45%	
Submissions Received:	Turf Guru		
Tender Awarded:	☐ Yes ☒ No	Date of Decision:	31/10/2025
Reason:	The CEO rejected the tender. The submission under this tender was not shortlisted to the price assessment stage.		

13.1.5 NOVEMBER 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:	17 November 2025
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To record meeting proceedings of the Public Briefing session held on Monday 17 November 2025 and outline areas of the November 2025 Ordinary Council Meeting agenda with additional information following the meeting.

BACKGROUND

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

MEETING PROCEEDINGS**Official Opening**

Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today. The meeting was officially opened by Mayor Scott at 6pm on Monday 17 November 2025.

Record of Attendance

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

Apologies:

Absent: Cr Martin Byrne

Leave of Absence:

Members of Public: 0

Members of Media: 0

Public Question Time:

There were no Public Questions.

Petitions/Deputations/Presentations

Declarations of Interest

Agenda Items with Additional Information

9 CORPORATE & COMMERCIAL REPORTS

9.1 STATEMENTS FOR PERIOD ENDED 30 SEPTEMBER 2025

Questions arising from briefing session.

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

Questions arising from briefing session.

9.3 INVESTMENTS FOR PERIOD ENDED 30 SEPTEMBER 2025

Questions arising from briefing session.

10 COMMUNITY EXPERIENCE REPORTS

10.1 POINT SAMSON ENTRY STATEMENT FINAL CONCEPT DESIGN

Presentation provided by the Manager Community Planning regarding the Point Samson Entry Statement Final Concept Design.

Questions arising from briefing session.

11 DEVELOPMENT SERVICES REPORTS

11.1 NEW LOCAL PLANNING POLICY DP26

There were no questions.

11.2 DRAFT ECONOMIC DEVELOPMENT AND TOURISM STRATEGY 2025 - 2035

Presentation provided by the Manager City Growth regarding the Economic Development and Tourism Strategy.

Questions arising from briefing session.

11.3 LOT 7078 SHARPE AVENUE – HOTEL DEVELOPMENT REQUEST FOR PROPOSALS

Presentation provided by the Manager City Growth regarding the Hotel RFD.

Questions arising from briefing session.

11.4 RESERVED ROAD NAME REGISTER

Questions arising from briefing session.

12 PROJECTS & INFRASTRUCTURE REPORTS

12.1 PLAYGROUND REVITALISATION – BROLGA PARK AND LEISUREPLEX – TENDER OUTCOME

Presentation provided by the Manager Asset Maintenance regarding the Playground Revitalisation Project.

Questions arising from briefing session.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 ITEMS FOR INFORMATION ONLY

13.1.1 COMMUNITY EXPERIENCE UPDATE SEPTEMBER 2025

There were no questions.

13.1.2 CONCESSION ON FEES FOR CITY FACILITIES

There were no questions.

13.1.3 DEVELOPMENT SERVICES UPDATE – SEPTEMBER 2025

There were no questions.

13.1.4 RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000048 MINOR WORKS – RETICULATION SERVICES

There were no questions.

13.1.5 CONFIDENTIAL DEVELOPMENT COMPLIANCE ITEM

There were no questions.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18 MATTERS BEHIND CLOSED DOORS

17.1 CONFIDENTIAL ITEM – DEVELOPMENT COMPLIANCE UPDATE

The Mayor moved in to camera at 6:58pm.

The Mayor moved out of camera at 7pm.

ATTACHMENT TO ITEM 12.1 PLAYGROUND REVITALISATION - BROLGA PARK & LEISUREPLEX PARK EVALUATION REPORT

Closure

The meeting closed at 7:01pm.

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

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

17.1 CONFIDENTIAL ITEM – DEVELOPMENT COMPLIANCE UPDATE

Also included is the following:

ATTACHMENT TO ITEM 12.1 PLAYGROUND REVITALISATION - BROLGA PARK & LEISUREPLEX PARK EVALUATION REPORT

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 6:25pm.

The next meeting is to be held on Monday, 15 December 2025 at 6pm at Council Chambers
- Welcome Road, Karratha.