



ANNUAL ELECTORS' MEETING

MINUTES

**NOTICE IS HEREBY GIVEN that an
Annual Electors' Meeting was held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 09 February 2026 at 6:00pm**

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

**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 written over a horizontal line.

Signed: _____
Virginia Miltrup - Chief Executive Officer

Procedures for Electors' Meetings

In accordance with section 5.30 of the *Local Government Act 1995*, the Mayor shall preside at the elector's meetings. Under section 5.34 of the Act, the Deputy Mayor may preside if the Mayor is unavailable.

In accordance with regulation 18 of the *Local Government (Administration) Regulations 1996*, the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the Mayor.

The following procedures have been approved by the Mayor for electors' meetings (both for the Annual General Meeting of Electors and Special Electors Meetings):

Preamble

1. All attendees present are required to sign the attendance register including name and address.
2. All attendees who wish to raise a statement, question, or motion, must write it down on one of the provided sheets.
3. Only electors of the City of Karratha are entitled to speak and vote.
4. The proceedings will be live streamed and recorded on our website to meet legislative requirements. No other audio-visual recordings will be permitted without permission from the Mayor.

Order of Business

5. Order of business shall be:
 - a. Official Opening
 - b. Record of Attendance / Apologies
 - c. Annual Report, Annual Financial Statement and Auditor's Report
 - d. General Business
 - e. Closure
6. During general business, statements, questions or motions may only relate to the matters that affect the local government and will be accepted at the discretion of the Mayor.
7. When addressing the meeting, a person is to:
 - a. Rise and move to the microphone/lectern,
 - b. State their name and suburb, and
 - c. Address the meeting through the Mayor.

Statements

8. The Mayor will call for any statements. Precedence will be given to those statements received in writing in advance of the meeting.
9. Electors wishing to make a statement have a maximum of two minutes in which to make their statement.
10. Electors will be offered another opportunity to make further statements of up to two minutes following all other electors being provided an opportunity to make statements.
11. There will be no adverse reflection on elected members or City employees and should this occur, the statement will be ruled out of order and the elector will be asked to resume their seat.

Questions

12. The Mayor will call for any questions. Precedence will be given to those questions received in advance of the meeting.
13. Electors will be offered an opportunity to ask three questions at a time.
14. Electors will be offered another opportunity to ask further questions following all other electors being provided an opportunity to raise questions.
15. There will be no adverse reflection on elected members or City employees and should this occur, the question will be ruled out of order and the elector will be asked to resume their seat.

Motions from Electors

16. The Mayor will call for any motions from electors. Precedence will be given to those motions submitted in advance of the meeting.
17. The elector who proposed the motion will be asked to read out their motion before the Mayor asks for it to be seconded.
18. Any motions are to be moved and seconded before any discussion is to occur. If there is no seconder then the motion will lapse and not proceed.
19. A mover for a motion has two minutes in which to speak on the motion.
20. The seconder for a motion has two minutes in which to speak on the motion.
21. Debate may ensue.
22. The mover of a motion has the right of reply, for up to two minutes.

Voting

23. All motions are determined by a simple majority vote of electors present.
24. Each elector present at the meeting is entitled to one vote on each matter to be decided but does not have to vote.
25. Voting is to be conducted by a show of hands so that no voter's vote is secret. The number of votes For and Against are recorded in the Minutes.
26. Any other rules or procedures not defined are to be determined by the Mayor, as the person presiding over the meeting.

Questions from Electors in Writing

27. Only City of Karratha electors may submit questions to the City in writing. Written questions may be:
 - a. provided in advance of the meeting where a response can be tabled at the meeting (see 29), where possible, or
 - b. provided at the meeting where a response can be provided at the meeting or taken on notice and published in the next Ordinary Council Meeting (see 31).
28. Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the City of Karratha.
29. The City will accept a maximum of three (3) written questions per City of Karratha elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
30. Written questions lodged with the City of Karratha by 9:00am on the day of the scheduled Annual General Meeting of Electors will be responded to, where possible, at the Annual General Meeting of Electors. These questions, and their responses, will be distributed to elected members and made available to the public in written form at the meeting.

31. The Mayor shall decide to accept or reject any written question and the Mayor's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Mayor will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
32. Written questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council meeting.
33. Questions and any responses will be summarised and included in the minutes of the Annual General Meeting of Electors.

Decisions made at the meeting

34. Decisions made at the Annual Electors Meeting are not binding on the City of Karratha Council. All decisions made at the meeting will be presented to Council at its next ordinary Council meeting as far as practicable for its consideration.
35. Minutes of this meeting will be available on the City's website as soon as practicable after the meeting and before the next Ordinary Council meeting.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	TABLE OF CONTENTS	6
1	OFFICIAL OPENING	7
2	RECORD OF ATTENDANCE / APOLOGIES	7
3	REPORTS.....	8
	3.1 ANNUAL REPORT 2024/25.....	8
4	GENERAL BUSINESS	12
	4.1 STATEMENTS.....	12
	4.2 PUBLIC QUESTIONS	12
	4.3 PUBLIC MOTIONS	12
5	CLOSURE	13

AGENDA

1 OFFICIAL OPENING

The meeting opened at 6:00pm.

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

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

2 RECORD OF ATTENDANCE / APOLOGIES

Councillors:	Cr Daniel Scott [Mayor] Cr Jodie Swaffer [Deputy Mayor] Cr Daiva Gillam Cr Gillian Furlong Cr Brenton Johannsen Cr Tony Simpson Cr Sarah Roots Cr Geoff Harris Cr Martin Byrne	
Staff:	Virginia Miltrup Emma Landers Chloe Morris Lee Reddell Simon Kot Henry Eaton Izabella Donaldson	Chief Executive Officer Director Community Experience Director Corporate Services Director Development Services Director Projects & Infrastructure Manager Governance Minute Secretary
Electors:	4	
Apologies:	Nil	
Absent:	Nil	
Members of Media:	0	

3 REPORTS

3.1 ANNUAL REPORT 2024/25

File No:	IM.5
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Communications Officer
Date of Report:	22 January 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	City of Karratha Annual Report 2024/25

PURPOSE

To consider the Annual Report for the financial year ended 30 June 2025.

OFFICER'S RECOMMENDATION

MOVED: Cr Johannsen
SECONDED: Cr Simpson
RES NO: AEM20260209-01

That Electors ACCEPT the contents of the City of Karratha Annual Report 2024/25 including the audited Annual Financial Report and the Office of the Auditor General's Independent Auditors Report for the year ended 30 June 2025.

CARRIED

BACKGROUND

The Annual Report 2024/25 details the activities and achievements of the organisation over the 2024/25 financial year supported by the Annual Financial Report and the Independent Auditor's Report. Reporting is provided against the City's Strategic Community Plan 2020-2030, Corporate Business Plan 2020-2025 and Operational Plan 2024-2025.

DISCUSSION

Some highlights for 2024/25 period are outlined below:

	Key Achievements
Our Community: Inclusive and Engaged	- The City conducted engagement and developed the Strategic Community Plan that formed the basis of the City Council Plan 2025-2035. - Works commenced on the Roebourne Streetscape Master Plan project including improved planting, seating and gathering spaces and greater connection to existing landmarks within the town of Roebourne. - The Disability Access and Inclusion Plan 2024-2029 was adopted by Council. This five-year plan outlines the City's outcomes to improve access and inclusion for people of all abilities within Karratha and its surrounds.

	Key Achievements
	- The City awarded more than \$547,377 to local community and sporting organisations across the Local Government Area through the City's Community Grants Scheme. - 2025 marked the 33rd Cossack Arts Awards which transformed the town of Cossack. \$89,000 in prize money was awarded across 10 categories. The 2025 Awards saw 7,545 visitors enjoy the gallery, take part in the education program and the Children's Art Day.
Our Economy: Well Managed and Diversified	- The City approved \$102,500 of sponsorship for four events through the Major Event Sponsorship and Attraction Program in 2024/25. - Under the City's Project Dorothy Housing Action Plan, Council committed to \$26 million in investment into housing infrastructure. - The City of Karratha was announced as a finalist in three categories for the Tidy Towns Sustainable Communities awards. - The Karratha Tourism and Visitor Centre had 23,225 visitors, contributing approximately \$3.49 million to the local economy. - The Pilbara Designated Area Migration Agreement skills list was updated in January 2024 to include an additional 69 occupations, bringing the total to 135. This expansion supports local business to address critical workforce shortages by facilitating the recruitment of skilled workers from overseas.
Our Natural and Built Environment: Thriving and Sustainable	- Karratha Airport named the Platinum Waterwise Business of the year. - The Energy Efficiency Pilot Project was implemented, providing community workshops and energy and water audit kits available through every library. - Continued monitoring of the Effluent Reuse Scheme used to irrigate parks, ovals and verge gardens to ensure public safety is not compromised. - About 23 tonnes of residential household hazardous waste was responsibly recycled which includes gas bottles, cleaning chemicals, fuels, flares, fire extinguishers, batteries and aerosol cans. These efforts promote the sustainable use of resources through the responsible management of household hazardous waste. - The Karratha Leisureplex is now registered to receive Large-Scale Generation Certificates (carbon credits) for the solar energy it generates.
Our Leadership: Proactive and Accountable	- Advocacy efforts saw the City being awarded \$22.1 million in funding from the Federal Government's Housing Support Program to help deliver Stage 1 works of the Mulataga Subdivision. - Former City of Karratha Mayor Peter Long was named Honorary Freeman in recognition of his years of service to Council and to Karratha.

	Key Achievements
	- A new WHS Team was formed to provide support for both day-to-day operations and major initiatives. - Over 130 staff participated in R U OK? Day activities. - Through the WHS Framework project, the City commenced the “I Make it Safe” workshops, which gathered 1,319 comments and ideas across all directorates. This initial diagnosis highlighted key opportunities for improvement, shaping the establishment of a clear governance structure.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

The City is required to prepare an annual report for each financial year in accordance with Part 5 Division 5 of the Local Government Act 1995 (the Act). The report is to be accepted by Council no later than 31 December or two months following receipt of the final audit opinion by an absolute majority in accordance with section 5.54 of the Act. Section 5.27 of the Local Government Act 1995 requires that an Elector's Meeting be held within 56 days of the report being accepted by Council. The Annual report 2024/25 was accepted by Council at the 15 December 2025 Ordinary Council Meeting.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Communications and each directorate to provide input into and review the Annual Report 2024/25.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil

Category	Risk level	Comments
Compliance	Moderate	Failure to receive the Annual Report within two months following receipt of the final audit opinion will breach statutory requirements.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The Annual Report, Annual Financial Report and Auditor's Report is considered by Council each year.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Annual Report provides an overview of the achievements of the City in terms of statutory obligations, Strategic Community Plan outcomes and financial management for the 2024/25 financial year. The Annual Financial Report has been prepared in accordance with the Local Government Act 1995 and indicates the City's financial position as at 30 June 2025.

4 GENERAL BUSINESS

4.1 STATEMENTS

Electors were given the opportunity to raise statements related to the remit of the City of Karratha.

There were no statements.

4.2 PUBLIC QUESTIONS

Electors were given the opportunity to ask questions related to the remit of the City of Karratha.

There were no questions.

4.3 PUBLIC MOTIONS

Electors were given the opportunity to raise and vote on motions related to the remit of the City of Karratha.

There were no motions.

5 CLOSURE

There being no further business, the meeting closed at 6:18pm.

The next Ordinary Meeting of Council will be held on 23 February 2026.