



## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 30 June 2025 at 6pm**

  
\_\_\_\_\_  
**VIRGINIA MILTRUP**  
**CHIEF EXECUTIVE OFFICER**



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Signed:                     *VMiltrup*                      
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

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday, 30 June 2025 was declared open at 6:00pm. Mayor Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

Mayor Scott notified all attendees that the meeting is being live streamed and a recorded.

## 2 RECORD OF ATTENDANCE / APOLOGIES

<b>Councillors:</b>	Cr Daniel Scott [Mayor]	
	Cr Daiva Gillam [Deputy Mayor]	
	Cr Gillian Furlong	
	Cr Brenton Johannsen (via Teams)	
	Cr Kelly Nunn	
	Cr Sarah Roots	
	Cr Tony Simpson	
	Cr Jodie Swaffer	
<b>Staff:</b>	Cr Joanne Waterstrom Muller	
	Virginia Miltrup	Chief Executive Officer
	Emma Landers	Director Community Experience
	Warren van Wyk	Director Corporate & Commercial (via Teams)
	Lee Reddell	Director Development Services (via Teams)
	Simon Kot	Director Projects & Infrastructure
	Henry Eaton	Manager Governance & Organisational Strategy
	Kate Jones	Minute Secretary

**Apologies:**

**Absent:**

**Leave of Absence:**

**Members of Public:** 10

**Members of Media:**

### 3 PUBLIC QUESTION TIME

There were no questions.

### 4 PETITIONS/DEPUTATIONS/PRESENTATIONS

RFF & KAW Engineering provided a deputation to Council at the public briefing in relation to item 11.4 Proposed Scheme Amendment no. 64 to City of Karratha Local Planning Scheme no. 8 – Lot 1 Dampier road, Gap Ridge for Final Adoption.

Key points of the deputation:

- KAW Engineering acquired the property in early 2025 to support the growth and diversification of their operations.
- With 43 years of industry experience, KAW is focused on expanding its capabilities and presence in the Pilbara region.
- Currently, the business operates across five separate properties in the light industrial area, with space being a significant constraint.
- The new lot offers a 14-fold increase in space, allowing for greater operational efficiency and consolidation.
- A key component of KAW's business is the supply of offshore infrastructure.
- As part of their strategy to vertically integrate operations, KAW will continue to assess the feasibility of a galvanising plant on the new site in the longer term. There is currently no galvanising plant between Perth and Darwin.

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**COUNCILLOR QUESTION:**

Have you spoken to the minister?

**RFF RESPONSE:**

The Minister for Pilbara has been contacted.

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**COUNCILLOR QUESTION:**

If you were manufacturing here and transporting to Perth for galvanising, does that present a strong business case for local manufacture?

**RFF RESPONSE:**

Maximising local manufacturing is an aspiration for KAW.

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**COUNCILLOR QUESTION:**

Could you explain the associated noise and smells associated with the proposed plant? Would the processing operations be 24 hour?

**RFF RESPONSE:**

KAW have visited state of the art best-practice facilities in Germany & Austria and would intend to implement this technology, which captures and recycles emissions. The plan for KAW general operations would typically be 8-to-10-hour, 6 day per week operation.

## **5 REQUESTS FOR LEAVE OF ABSENCE**

No requests for leave of absence.

## **6 DECLARATIONS OF INTEREST**

Cr Furlong declared an interest in the following item:

- Impartiality interest in 9.12 Supported Accommodation Scheme Policy as Cr Furlong is a casual employee of PKUC who is invested in the supported accommodation scheme policy.

Cr Waterstrom-Muller declared an interest in the following item:

- Impartiality interest in 9.12 Supported Accommodation Scheme Policy as Cr Waterstrom-Muller is an employee of PKUC, who is interested in the supported accommodation scheme policy.

Cr Scott declared an interest in the following item:

- Financial interest in 11.1 Housing Development Expression Of Interest – Baynton Development – Consideration Of Public Submissions And Final Investment Decision as Cr Scott's business partner is involved in construction of the project.

Simon Kot, Director Projects and Infrastructure declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

Lee Reddell, Director Development Services declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

Emma Landers, Director Community Experience declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

Virginia Miltrup, Chief Executive Officer declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.



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

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### **COUNCIL RESOLUTION**

**Res No** : OCM250630-01  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Swaffer

**That the Minutes of the Ordinary Meeting of Council held on Monday, 26 May 2025, be confirmed as a true and correct record of proceedings.**

**CARRIED 9/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller  
**AGAINST** : Nil

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

<b>Date</b>	<b>Mayor Meetings – May 2025</b>	<b>Location</b>
06/05/2025	Premier Meeting	Karratha
06/05/2025	Rio Tinto Leadership Connect Panel	Karratha
13/05/2025	Minister Sanderson Meeting	Karratha
13/05/2025	Scope Property Group Meeting	Karratha
23/05/2025	WALGA Mayors and Presidents Forum	Perth
26/05/2025	Kevin Michel MLS Meeting	Karratha
28/05/2025	Clontarf Foundation Northwest Employment Forum	Karratha
29/05/2025	St Luke's Site Tour	Karratha

## 9 CORPORATE & COMMERCIAL REPORTS

### 9.1 STATEMENTS FOR PERIOD ENDED 30 APRIL 2025

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	26 May 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Statement of Financial Activity 30 April 2025</li> <li>2. Statement of Financial Position 30 April 2025</li> <li>3. Variance Commentary SFA by Nature 30 April 2025</li> <li>4. Net Current Funding Position 30 April 2025</li> </ol>

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#### PURPOSE

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

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : OCM250630-02  
**MOVED** : Cr Simpson  
**SECONDED** : Cr Gillam

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

**CARRIED 9/0**

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FOR	:	Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller
AGAINST	:	Nil

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#### BACKGROUND

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

#### DISCUSSION

The attached Monthly financial reports for April 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 April 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 April 2025:

2024/25	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
<b>Operating Activities</b>							
Revenue (incl. Rates)	139,971,171	162,145,240	142,437,689	139,519,171	(2,918,518)	-2.0%	↓
Expenditure	(130,098,130)	(132,284,868)	(108,283,202)	(107,301,787)	981,415	0.9%	↑
<b>Investing Activities</b>							
Inflows	6,328,243	2,952,327	2,082,941	2,342,911	259,970	12.5%	↑
Outflows	(52,180,508)	(49,811,891)	(35,484,535)	(28,631,005)	6,827,737	19.3%	↑
<b>Financing Activities</b>							
Inflows	24,777,999	30,210,662	0	1,095,907	1,095,907	0.0%	↑
Outflows	(18,588,938)	(42,218,874)	(8,046,776)	(3,912,942)	4,133,834	51.4%	↑
<b>Non-Cash Items</b>	29,791,441	29,038,871	24,679,249	25,746,708	1,067,459	4.3%	↑
Unrestricted Surplus BFWD 1 July	9,490	9,490	9,490	9,490	0	0.0%	
<b>Surplus/(Deficit) 2024/25</b>	<b>10,768</b>	<b>40,957</b>	<b>17,394,856</b>	<b>28,868,452</b>	<b>11,473,596</b>	<b>66.0%</b>	<b>↑</b>

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

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

## **FINANCIAL MANAGEMENT UPDATE**

### **Local Government Financial Ratios**

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

<b>Period Ended 30 April 2025</b>	<b>Target Ratio</b>	<b>YTD Budget Ratio</b>	<b>Original Annual Budget Ratio</b>	<b>YTD Actual Ratio</b>
<b>Current Ratio</b>	> 1	N/A	N/A	15.3
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
<b>Asset Sustainability Ratio (ASR)</b>	> 0.90	0.85	1.64	0.85
The ASR measures how effectively a local government's assets are being replaced or renewed. -Upgrades, expansions, and new works are not considered for the ASR.				
<b>Operating Surplus Ratio (OSR)</b>	> 15%	30.9%	8.0%	25.8%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
<b>Own Source Revenue Coverage Ratio (OSRC)</b>	> 0.90	1.24	0.95	1.18
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.				
<b>Debt Service Cover Ratio (DSCR)</b>	> 2	52.2	48.5	51.6
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**

	April 2025	March 2025	% Change	Comments
<b>Current</b>				
<b>Assets</b>	161,403,679	168,366,157	-4.14%	Decrease in Trade & Other Receivables
<b>Liabilities</b>	8,723,321	11,279,715	-22.66%	Decrease in Trade and Other Payables.
<b>Non-Current</b>				
<b>Assets</b>	761,192,435	759,952,704	0.16%	Increase in Infrastructure
<b>Liabilities</b>	6,451,877	6,451,877	0.00%	No Movement
<b>Net Assets</b>	907,420,916	910,587,269		

**Debtors Schedule**

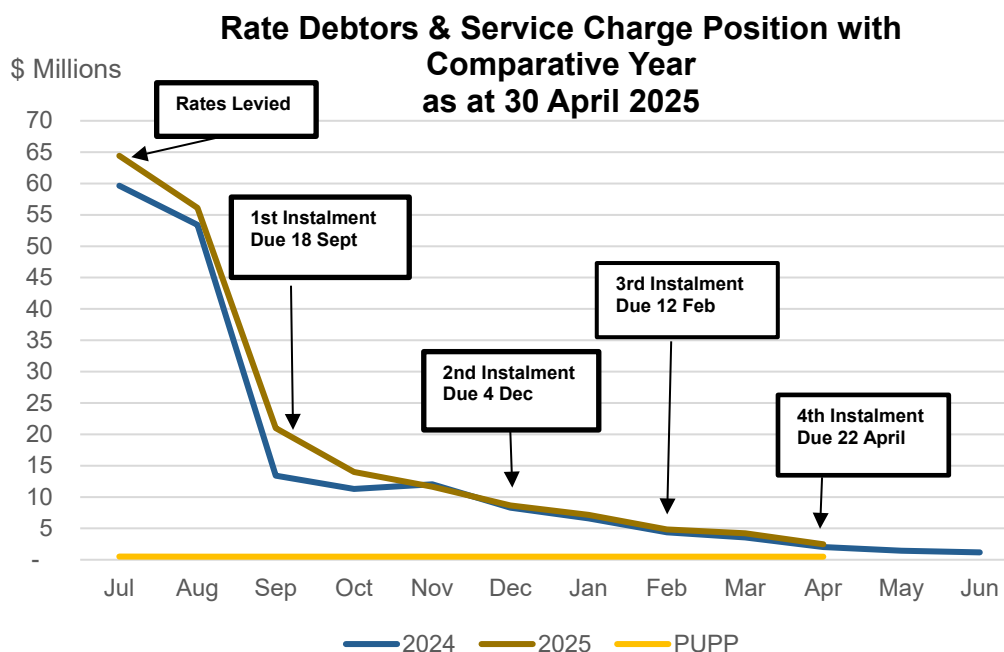
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of April 2025. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$4.5m, reflecting the loans receivable, accrued revenue and GST receivable.

**Debtors Schedule**

	April 2025	March 2025	Change %	% of Current Total
<b>Sundry Debtors</b>				
<b>Current</b>	7,025,630	6,403,241	10%	95%
<b>&gt; 40 Days</b>	365,496	712,048	-49%	4.9%
<b>&gt; 60 Days</b>	5,867	1,033,037	-99%	0.1%
<b>&gt; 90 Days</b>	1,067	671,813	-100%	0.0%
<b>Total</b>	<b>7,398,059</b>	<b>8,820,140</b>	<b>-16%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>2,466,828</b>	<b>4,222,364</b>	<b>-42%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>486,919</b>	<b>490,997</b>	<b>-0.8%</b>	<b>100%</b>

A total of \$64.5m of Rates (including ESL and waste charges) has been paid by the end of April 2025, representing a collection rate of 96.3% to date (comparative collection rate 96.8% for 30 April 2024).



There was no material change in April in the Pilbara Underground Power Project (PUPP) Debtors' balance. PUPP payments have now been received on 99.68% of properties and of those paid, 99.46% have paid in full, with 0.22% (\$486,919) 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	Over 90 Days (Incl Interest)	Commentary
C529	Corps Earthmoving PL	321,661.66	-	Waste Disposal February 2025. Initial debt was for \$428,882.21. Approved payment plan with completion date of 30 June 2025.
D166	Delta PL T/As Delta Group	5,899.01	-	Waste Disposal February 2025. Account credit is currently suspended. Payment expected for 30 May 2025.
K373	Guadalupe Del Carmen Kocsis	-	9,143.37	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Debt Recovery continuing.
L136	If Foundation	-	5,208.49	Facility Hire Fees between Oct 2022 and Mar 2023. Contact has been made with Debtor. Final Demand Issued 16 May 2025.

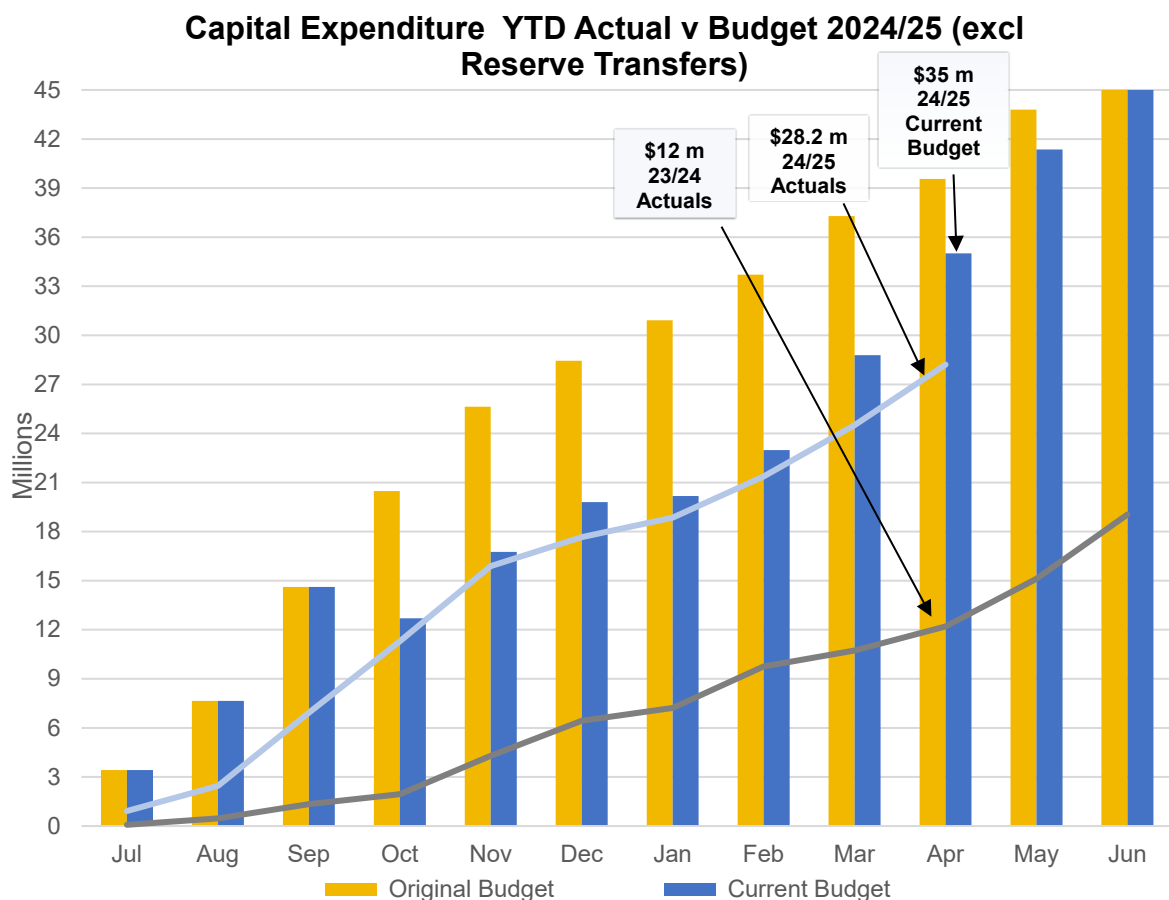
### Capital Expenditure

Council's current 2024/25 Capital Expenditure budget is \$49.8 million which includes significant projects such as: Hillview/Balmoral Upgrade, KLP Light Replacement, IKevin Richards Memorial Oval Lighting and Pole Upgrade, Coolawanyah & Dewitt Road Intersection Reconstruction and Roebourne Streetscape Master Plan – Stage 1.

The City spent \$28.2 m on its capital program to the end of April 2025, it is \$6.8 m (19.4%) less than the YTD budget (up from 15% in March 2025).

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 April-25			30-June-25		
Land	0	190	0%	0	0	0%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	5,842,662	4,558,768	-22.0%	12,026,371	8,320,975	54.8%
Equipment	964,365	271,579	-71.8%	1,710,427	1,737,445	15.6%
Furn & Equip	1,653,960	854,754	-48.3%	1,145,000	1,828,210	46.8%
Plant	1,222,584	1,424,229	16.5%	1,468,365	2,079,411	68.5%
Inv Property	104,974	171,946	63.8%	0	104,974	163.8%
Infrastructure	21,729,359	18,384,756	-15.40%	32,454,924	29,596,926	62.1%
Work in Progress	3,496,598	2,541,699	-27.3%	3,354,140	6,122,669	41.5%
<b>Totals</b>	<b>35,014,502</b>	<b>28,207,921</b>	<b>-19.4%</b>	<b>52,159,227</b>	<b>49,790,610</b>	<b>56.7%</b>





**Financial Statements**

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

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

**LEVEL OF SIGNIFICANCE**

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

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

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

**STATUTORY IMPLICATIONS**

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

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

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and

the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Our Programs/Services: 4. c.1.1 Management Accounting Services

Our Projects/Actions: 4. c.1.1.19.1 Conduct monthly and annual financial reviews and reporting.

### **RISK MANAGEMENT CONSIDERATIONS**

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

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

### **IMPACT ON CAPACITY**

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

### **RELEVANT PRECEDENTS**

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

### **VOTING REQUIREMENTS**

Simple Majority.

### **CONCLUSION**

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

**9.2 LIST OF PAYMENTS – 1 APRIL 2025 TO 30 APRIL 2025**

**File No:** FM.19

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Senior Creditors Officer

**Date of Report:** 30 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):**

1. List of Payments – April 2025
2. Purchase Cards Report – April 2025
3. Fleet Fuel Card Report – February & March 2025

**PURPOSE**

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

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-03  
**MOVED** : Cr Swaffer  
**SECONDED** : Cr Furlong

That Council **RECEIVE** the list of payments totalling \$12,815,047.62 as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPay Payments 771 to 794 and  
EFT Payments 88613 to 89198 (Inclusive): \$9,230,501.66;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: 88929 & 89088: \$2,142.00;
6. Credit Card Payments (April 2025): \$38,711.46;
7. Payroll Payments: \$3,543,692.50

**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

**BACKGROUND**

Council has delegated authority to the Chief Executive Officer (Delegation 1.6) the power 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 April 2025 to 30 April 2025 (including credit card transactions – April 2025) totalled \$12,815,047.62 which includes a sample of large payments as follows:

- Ausolar Pty Ltd – Wickam Recreation Precinct Oval Light Upgrade Deposit - \$204,032
- MSS Security Services – Airport Security, Feb 2025 - \$245,120
- The Artisan Co WA P/L – Roebourne Streetscape Works - \$374,688
- Corps Earthmoving – Dewitt Intersection Upgrade - \$356,311
- Dampier Plumbing – Airport Fire/Water Upgrade Claims - \$547,211
- DFES – Emergency Services Levy Contributions Quarter 3 - \$652,209
- Insight Enterprises – Annual Microsoft Licences - \$553,781

Consistent with CG-11 Regional Price Preference Policy, 52% of the total value of external payments reported for the period were made locally. This result is slightly higher than the prior month. In April 2025, 72% of the total number of invoices paid were for local suppliers, the same as 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 Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Our Program: 4.c.1.4 Accounts Receivable and Accounts Payable

**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 April 2025 to 30 April 2025 totalled \$12,815,047.62. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

**COUNCILLOR QUESTION:**

Regarding payment 10255 on page 26 to Mega Vision Australia Pty Ltd for \$137,330.50, is the 50% deposit for us hiring their trailer stage or us purchasing a mobile trailer stage?

**CITY RESPONSE:**

The payment is for the purchase of the mobile stage.

**COUNCILLOR QUESTION:**

Regarding payment 11577 on page 40 to Technology One Limited for \$504,843.38, what is this payment for?

**CITY RESPONSE:**

Technology One is our primary enterprise resource planning software, this is the annual licence fee.

**COUNCILLOR QUESTION:**

In purchase cards report, EA for Community Experience, what is the \$75.00 payment to Nude Lucy?

**CITY RESPONSE:**

The \$75 payment was a gift voucher purchased for a staff member as a farewell gift, consistent with policy.

**9.3 INVESTMENTS FOR PERIOD ENDED 30 APRIL 2025**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Management Accountant
<b>Date of Report:</b>	30 May 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

**PURPOSE**

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

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **OCM250630-04**  
**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Roots**

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

**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
**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).

The City also seeks to support Council's strategic goals through investment in property in accordance with the City's Investment Policy – Property (CF04).

**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 10.1a. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 30 April 2025 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		99,277	1.85	At Call		Reserve at Call
WBC	Reserve Term Deposit	10,000,000	10,496,085	5.31	12 months	May-25	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,924,055	5.27	12 months	Jun-25	Reserve TD
WBC	Reserve Term Deposit	8,000,000	8,341,006	5.44	12 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,123,923	5.14	12 months	Nov-25	Reserve TD
NAB	Reserve Term Deposit	13,000,000	13,251,652	5.12	7 months	Jul-25	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,204,745	5.07	10 months	Oct-25	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,060,395	5.01	10 months	Nov-25	Reserve TD
WBC	Reserve Term Deposit	18,000,000	18,174,600	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,166,627	4.85	11 months	Jan-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,008,745	4.56	3 months	Jul-25	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	5,000,000	5,088,899	5.07	10 months	Oct-25	Muni TD
WBC	Municipal Term Deposit	7,000,000	7,058,357	4.83	3 months	May-25	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,045,830	4.92	3 months	May-25	Muni TD
WBC	Municipal (Transactional)		12,316,668	3.95	At Call		Muni at Call
N/A	Cash on Hand		8,505				
<b>TOTAL</b>		<b>134,000,000</b>	<b>149,369,369</b>				
The balance of all Term Deposits includes interest accrued to 30 April 2025							



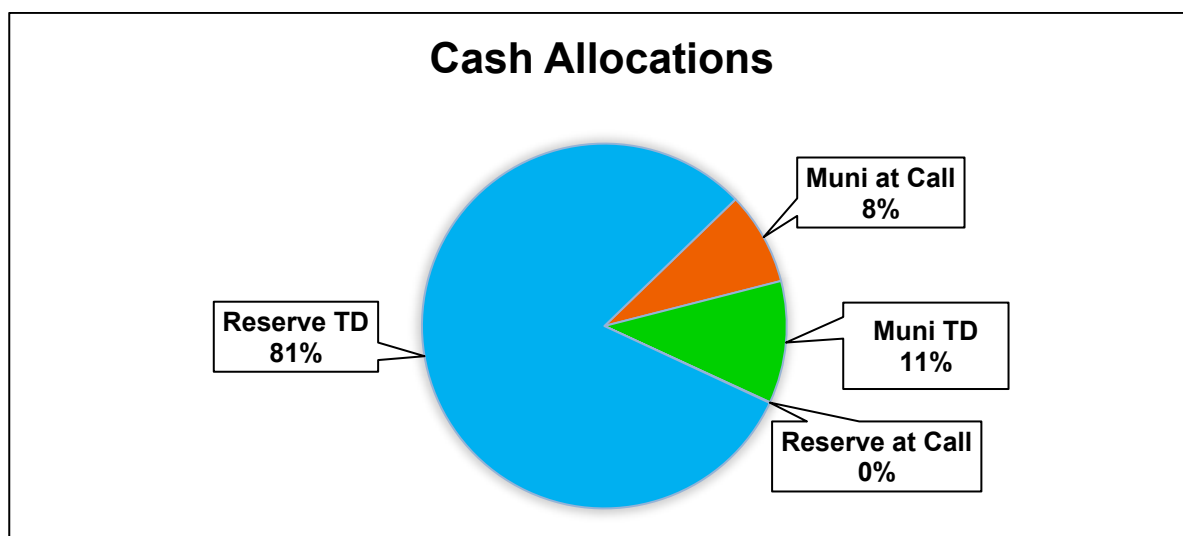
On average, the City is earning 4.94% across Municipal Term Deposits and 5.06% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) was maintained at 410 basis points during the month of April. Municipal Funds held in the Westpac transaction account are earning 3.95% interest.

### 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.

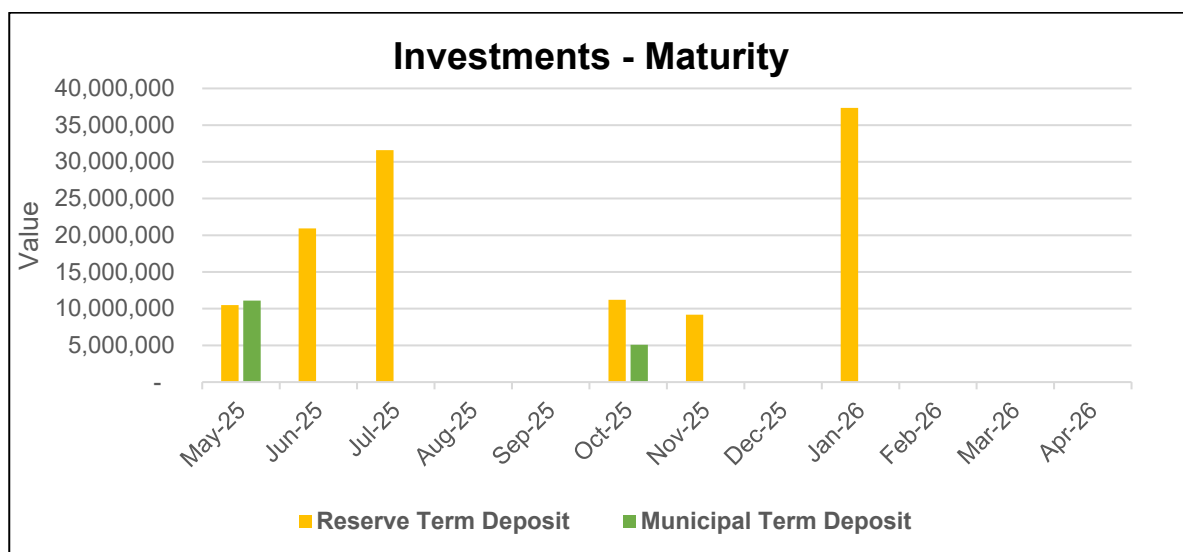
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 92% of our Cash and Financial Investments are invested in Term Deposits.



Graph 10.1a. 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. 54% of Cash and Financial Investments will mature in the next 3 months, 12% maturing in the next 4-6 months and 34% maturing in the next 7-12 months.

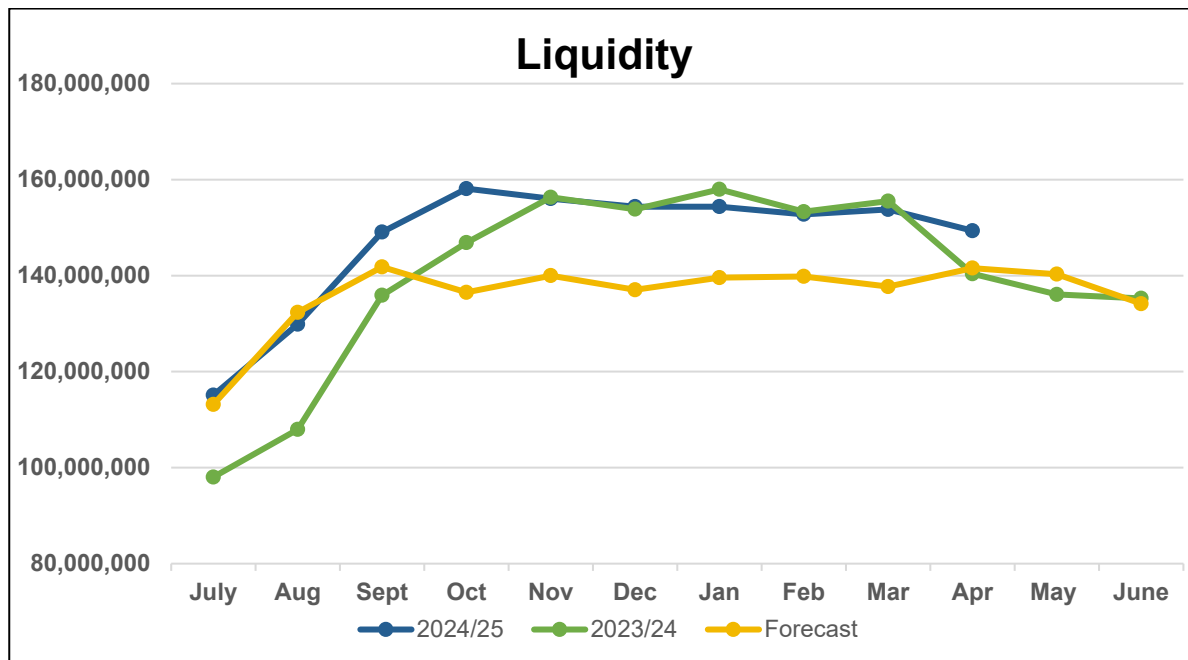


Graph 10.1b. Schedule of Maturity of Cash and Financial Investments

### Schedule of Liquidity

Financial Services reviews funds to ensure there is sufficient liquidity to meet the operational cash flow requirements.

The liquidity graph for 2024/25 demonstrates an increase compared to April forecasts.



Graph 10.1c. 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 10.1b. Aspen Medical – Hangar Lease Performance

	Month 30 April 2025 \$	Year-to-Date 30 April 2025 \$	Life-to-Date 30 April 2025 \$
Total Income Received	33,250	355,193	2,643,305
Total Expenditure Paid	(1,111)	(7,661)	(135,519)
<b>Net Income</b>	<b>33,120</b>	<b>347,532</b>	<b>2,507,786</b>
<b>Annualised ROI</b>	<b>13.2%</b>	<b>13.8%</b>	<b>45.9%</b>

#### Ground and Hangar Lease – Babcock Offshore

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

annually by 4%. The initial investment incurred was \$4,243,867, with the performance of the hangar and ground lease shown in the table below.

Table 10.1c. Babcock Offshore – Ground &amp; Hangar Lease Performance

	<b>Month 30 April 2025 \$</b>	<b>Year-to-Date 30 April 2025 \$</b>	<b>Life-to-Date 30 April 2025 \$</b>
Total Income Received	49,847	517,251	3,171,160
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>49,847</b>	<b>517,251</b>	<b>3,153,549</b>
<b>Annualised ROI</b>	<b>14.1%</b>	<b>14.6%</b>	<b>41.5%</b>

#### *The Quarter HQ*

As part of Council's investment strategy, reserve funds were used to purchase a commercial property 'The Quarter HQ' in June 2017 for \$20,000,000. The following table provides a summary of all income and expenditure for The Quarter for the current financial year.

Table 10.1f. The Quarter HQ Performance

	<b>Month 30 April 2025 \$</b>	<b>Year to Date 30 April 2025 \$</b>	<b>Life to Date 30 April 2025 \$</b>
Total Income Received	341,461	3,333,262	26,958,988
Total Expenditure Paid	(351,285)	(1,457,556)	(12,773,752)
<b>Net Income</b>	<b>(9,824)</b>	<b>1,875,706</b>	<b>14,185,235</b>
<b>Annualised ROI</b>	<b>-0.6%</b>	<b>11.3%</b>	<b>9.1%</b>

Expenditure for The Quarter in April 2025 was above average due to the timing of invoices. This has resulted in a small net loss for the month, however Year to Date performance still has an overall net income of \$1,875,706.

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

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

<b>Suite ID</b>	<b>Lessee</b>	<b>Total Amount Outstanding (\$)</b>	<b>Commentary</b>
3	T0000699 - Pilbara Weddings & Events	11,144.34	No payment received from tenant. Tenant has advised they are unable to meet existing repayments so an updated payment plan will be prepared.
9	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Email received from the liquidators advising the liquidation is still ongoing and there are insufficient funds to enable a dividend to creditors. Official update to creditors to be provided.

Table 10.1e. Aged Debtors of The Quarter

#### **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 10.1f. Scope Property Group Loan Agreement Schedule

	<b>Month 30 April 2025 \$</b>	<b>Year to Date 30 April 2025 \$</b>	<b>Life to Date 30 April 2025 \$</b>
Funded Amount	-	-	3,800,000
Interest Charges	(12,667)	(126,667)	(465,086)
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 10.1a of 5.06%, there is an opportunity cost for the year to date of \$38,136 and a life to date cost of \$2,808. For the current month of April 2025, the opportunity cost is \$3,310. 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, CF04, & 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 Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.c.1.1	Management Accounting Services
Projects/Actions:	4.c.1.1.19.1	Conduct monthly and annual financial reviews and reporting

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Administration has developed effective controls to ensure funds are invested in accordance with City's Investment Policy. This report enhances transparency and accountability for the City's Investments.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

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

**COUNCILLOR QUESTION:**

Regarding Scope property, is there a payment schedule for that loan? Where are they up to in that repayment schedule?

**CITY RESPONSE:**

The \$3.8 million loan is not due for repayment until the 10 year due date. At this time, and until the due date, they are only paying interest. The schedule of loan repayments has been shared with Councillors. This is consistent with the terms of their agreement with the City.

#### 9.4 COUNCIL PLAN 2025 - 2035

<b>File No:</b>	CM.8
<b>Responsible Executive Officer:</b>	Director Corporate and Commercial
<b>Reporting Author:</b>	Manager Governance & Organisational Strategy
<b>Date of Report:</b>	19 May 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Council Plan 2025 – 2035</li> <li>2. Summary of Public Feedback SCP 2025-2035</li> <li>3. Full Verbatim Public Feedback SCP 2025-2035</li> <li>4. Briefing Presentation</li> </ol>

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#### PURPOSE

For Council to consider the adoption of the City of Karratha's Council Plan 2025 – 2035.

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : OCM250630-05  
**MOVED** : Cr Waterstrom Muller  
**SECONDED** : Cr Furlong

**That Council ADOPT the City of Karratha's Council Plan 2025 – 2035 that incorporates the Strategic Community Plan and the Corporate Business Plan.**

**CARRIED 9/0**

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FOR	:	Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller
AGAINST	:	Nil

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#### BACKGROUND

The *Local Government Act 1995* (the "Act") requires each Council to have a plan for the future. The City's current plan for the future has been in the form of the Strategic Community Plan 2020 – 2030 (SCP) and the Corporate Business Plan 2020 – 2025 (CBP).

At the highest level, the SCP is to capture the community's vision and short to long term aspirations of what the Council should be providing over a ten year period. It identifies the goals and priority focus areas for Council.

At the second tier is the CBP that identifies the Council's priorities in delivering on the SCP through projects and actions for the next four-year period within available resources. This is guided by agreed objectives, priority focus areas, service levels and success measures.

The City has developed a framework to incorporate the two documents into a singular refreshed Council Plan to reflect impending reforms to the Act (Attachment 1).

#### DISCUSSION

Part A: Strategic Community Plan

The City's current SCP was adopted by Council in 2020, with a statutory major review required to be completed in the financial year 2024-25.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has an Integrated Planning and Reporting Framework (IPRF) and Guidelines that states a "major review" of the SCP involves comprehensive community engagement and a reassessment of long-term priorities to ensure the plan remains aligned with current trends and community needs<sup>1</sup>.

To meet this requirement, the City delivered the major review project through a three-phase methodology (Table 1).

*Table 1 SCP Major Review methodology and timeline*

Phase	Dates	Details
Phase 1: Desktop Analysis and Gap Assessment <b>COMPLETE</b>	December 2023 – March 2024	This phase assessed the relevance and effectiveness of the current SCP through a desktop review and consultation with administration staff, with findings presented to Council in June 2024.
Phase 2: Community Visioning <b>COMPLETE</b>	March 2024 – September 2024	Extensive community engagement was undertaken under the new <i>What We Make It</i> engagement brand. Methods included workshops, online platforms, direct outreach, pop-up stalls, and focus groups, yielding 945 contributions. The activities were place-based and targeted specific community segments, with findings presented to Council in November 2024.
Phase 3: Drafting the new SCP <b>COMPLETE</b>	October 2024 – March 2025	This phase built on community feedback and findings from earlier stages, as well as input from multiple strategic planning workshops with Council and the Administration, to develop the draft SCP 2025–2035.

As part of Phase 3, the draft SCP 2025–2035 was updated to include:

- Guiding commitments for implementation.
- A renewed vision and seven strategic goals.
- Objectives and priority focus areas for each goal.
- Measurable indicators and targets for tracking progress.
- Improved alignment with other IPR Framework documents.
- An updated, more accessible layout.

The Draft SCP was advertised for public comment in April 2025 for a period of 4 weeks following Council endorsement at the March 2025 Ordinary Council Meeting (OCM).

Public feedback was collected via an online survey on the City's *What We Make It* (WWMI) engagement platform, with additional opportunity to submit comments in writing or via email. Additionally, seven pop-up stalls were held across the city, showcasing the draft SCP and offering opportunities for in-person verbal or written feedback.

In total, there were:

- 5 submissions via WWMI
- 7 verbal submissions at a pop-up stall or in person engagement opportunity

<sup>1</sup> [https://www.dlgsc.wa.gov.au/docs/default-source/local-government/integrated-planning-and-reporting/integrated-planning-and-reporting-framework-and-guidelines-september-2016.pdf?sfvrsn=4f3cff8\\_2](https://www.dlgsc.wa.gov.au/docs/default-source/local-government/integrated-planning-and-reporting/integrated-planning-and-reporting-framework-and-guidelines-september-2016.pdf?sfvrsn=4f3cff8_2)

- 2 written submissions

A summary of the feedback and the Administration's response, including how it has been incorporated into the SCP component of the final Council Plan 2025 - 2035, is provided in Attachment 2. Full verbatim public feedback has also been provided as Attachment 3.

Notably, from this feedback, the vision for the City of Karratha has been refined to: *'Australia's most liveable regional city. The place we are proud to call home'*.

The key goals and priorities for the City of Karratha, remain as proposed in the draft SCP 2025-2035 (Figure 1).

**Figure 1 SCP goals and priorities**

1					
We respect Aboriginal peoples' Cultural Authority and connection to Ngurra (Country)					
<ul style="list-style-type: none"> <li>▪ Recognition of Aboriginal leadership at the civic level (or similar)</li> <li>▪ Genuine and meaningful engagement with the Aboriginal community</li> <li>▪ Reconciliation and truth telling</li> </ul>			<ul style="list-style-type: none"> <li>▪ Support for on Ngurra (Country) activities</li> <li>▪ Support for Aboriginal peoples' self-determination, prosperity and wellbeing</li> <li>▪ Culture, art and heritage recognition and celebration, led by Traditional Owners and Aboriginal people</li> </ul>		
2	3	4	5	6	7
<b>Our community is welcoming, connected, vibrant, healthy, and safe</b>	<b>Everyone is included</b>	<b>Our places and spaces are functional, attractive and reflect our unique identity</b>	<b>We respect and care for the natural environment</b>	<b>The local economy is diverse and thriving, with opportunities for all</b>	<b>Our civic leaders are innovative, listening and balanced in meeting community needs</b>
<ul style="list-style-type: none"> <li>▪ Community infrastructure</li> <li>▪ Water play and indoor leisure and recreation</li> <li>▪ Opportunities to make new connections, especially for newcomers</li> <li>▪ Access to health services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lifestyle Village and aged care facilities</li> <li>▪ Disability Access and Inclusion</li> <li>▪ Celebration of our diverse community, and combatting discrimination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Planting, public art, shade, seating, water stations, signage, public toilets</li> <li>▪ Public transport solutions within and between towns</li> <li>▪ Land use planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Waste management and resource recovery</li> <li>▪ Foreshore protection and enhancement</li> <li>▪ Environmental Sustainability, including decarbonisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Affordable and diverse housing</li> <li>▪ Higher education, training and innovation</li> <li>▪ Tourism development</li> <li>▪ Small to medium business support and diversification</li> <li>▪ Aboriginal economic participation</li> <li>▪ Interstate and international connections</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proactive community engagement with all segments of the community</li> <li>▪ Industry and government advocacy and partnerships</li> <li>▪ Equalise townscape standards across the towns</li> </ul>

## Part B: Corporate Business Plan

The CBP identifies the services required in response to the goals determined from the SCP. It considers current and emerging trends, operational issues and improvement strategies. The CBP further informs the necessary resourcing required through people, funding and assets to achieve the goals, objectives and priorities outlined within the SCP. The four year CBP drives the focus and priorities in the annual budget.

Following community engagement workshops and the draft presentation of the SCP, projects and actions have then been identified as part of the IPRF for the next four year period. The CBP will then be reviewed on an annual basis.

The Corporate Business Plan 2025-2029 identifies:

- 51 services to be provided by the City and Council's role in each service to address the priority focus areas of each goal;
- Informing strategies or plans that provide guidance towards the implementation of Council services and programs over the next four year period;
- Success measures to achieve each goal using measurable and transparent indicators; and
- Projects and actions necessary to address each goal.



### LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of high strategic significance in meeting community aspirations and outcomes and providing the necessary direction to enable Council to perform its role.

### STATUTORY IMPLICATIONS

Part 5 Division 6 of the *Local Government Act 1995*, section 5.56 identifies the need for each Council to have a plan for the future.

Part 5 Division 3 of the *Local Government (Administration) Regulations 1996*, regulations 19BA, 19C and 19DA indicates the requirements for the SCP and the CBP.

Reforms to the Act outlined in Tranche 1 to publish a Council Plan have yet to be developed through regulations and a commencement date has yet to be confirmed.

### COUNCILLOR/OFFICER CONSULTATION

Consultation between Administration and Council on the draft SCP 2025–2035 involved two workshops to develop and refine the vision and goal statements, and general updates at Council workshops on project progress. The Administration has also been consulted on the draft SCP 2025–2035, having reviewed the final draft document, contributed to the development of the goals, priorities, objectives and measurement framework, and participated in Council project-related workshops.

Consultation has taken place with councillors on the SCP and CBP at a workshop on 9 June 2025. Executive and managers have contributed towards the details contained within the CBP.

### COMMUNITY CONSULTATION

Community engagement and communication activities in accordance with the IAP<sup>2</sup> public participation spectrum process to inform, consult, involve, collaborate and empower, seeking feedback on the draft SCP as follows:

What	How	When	Description	Outcome
Communications	Facebook Posts	1,2,11,15,and 21 April '25	Announcing draft SCP is out for public comment	Inform – provide public with information & Consult – obtain public feedback.
	Media Release	1 April '25		
	What We Make It update live	1 April '25		
	Facility posters	1 April '25 – 25 April '25		
Community Engagement	Email to WWMI member database	1 April '25 – 25 April '25		
Community Engagement	Pop Up Stalls	Sunday, 6-Apr: Dampier Beach Side Market, 9 AM - 12 PM  Thursday, 10-Apr: Roebourne Engagement Activity at Community Hub, 9 AM - 2 PM  Friday, 11-Apr: Karratha Youth Week Concert and Markets, 5 PM - 7 PM	Face to face opportunities for community members to provide feedback at events throughout the City	

What	How	When	Description	Outcome
		<p>Tuesday, 15-Apr: Karratha Senior Tai Chi Activities, 12 PM - 1 PM</p> <p>Wednesday, 16-Apr: Roebourne Engagement Activity at Community Hub, 10 AM - 1 PM</p> <p>Thursday, 17-Apr: Wickham Youth Week Event, 1 PM - 3 PM</p> <p>Sunday, 27-Apr: Point Samson Maker's Market, 10 AM - 12 PM</p>		
Community Engagement	Feedback stations	<p>From 1 April to 27 April, available at:</p> <ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Karratha Library/REAP</li> <li>• Dampier Library</li> <li>• Wickham Library</li> <li>• Roebourne Community Hub</li> <li>• NBAC/ Post Office</li> </ul>	Hardcopies of the plan and paper feedback forms available	
Mayor Update	Radio Interview – Triple M	2 April '25	Project update & announcing SCP is out for public comment	
Communications	Electronic screen flyers at City Facilities	1 April '25 – 25 April '25	Announcing draft SCP is out for public comment	

As the CBP is an internal document, no community consultation is required.

The Council Plan will need to be published on the Council's website following its adoption to meet statutory requirements.

### POLICY IMPLICATIONS

There are no policy implications.

### FINANCIAL IMPLICATIONS

Delivery of the Council Plan will be accounted for in the 2025/26 Annual Budget and in the Long Term Financial Plan.

### STRATEGIC IMPLICATIONS

Following Council's adoption of the Council Plan, this document will replace the Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025 and sets the strategic direction for the next 5-10 years.

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.a.2.1	Integrated Strategic Planning
Projects/Actions:	4.a.2.1.19.1	Develop, maintain, monitor and report on the Strategic Community Plan, Corporate

Business Plan, Operational Plan, informing strategic documents and key performance measures.

### RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	The Strategic Community Plan and Corporate Business Plan will support the development of Long Term Financial Plans and annual budgets.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	The review meets our statutory obligations under section 5.56 of the <i>Local Government Act 1995</i> and Regulations 19C, 19DA and 19D of the <i>Local Government (Administration) Regulations 1996</i> .

### IMPACT ON CAPACITY

Consideration has been given to resourcing to deliver the commitments in the Corporate Business Plan. These will be subject to regular review through the Workforce Plan.

### RELEVANT PRECEDENTS

The City last undertook a major review of the Strategic Community Plan and Corporate Business Plan in August 2020. A minor review of the Corporate Business Plan was last undertaken in June 2024.

### VOTING REQUIREMENTS

Absolute Majority.

### CONCLUSION

The Council Plan is a combination of the SCP and the CBP that identify and guide the City's plan for the future. Through extensive community engagement, the Council Plan is a reflection today of the community's aspirations for the next 10 years. The delivery of services and programs is captured in the CBP that also identifies over the next four years the projects and actions of the City.

### COUNCILLOR QUESTION:

Can objectives be included as a summary page within the Council Plan?

### CITY RESPONSE:

Useful material such a 1 page information can be produced separate to the Council Plan.

## 9.5 COUNCILLOR SUPERANNUATION

**File No:** PE.48

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Manager Governance & Organisational Strategy

**Date of Report:** 12 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Nil

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### PURPOSE

For Council to consider reform measures to the *Local Government Act 1995* (the Act) as it relates to the introduction of superannuation to Council Members.

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : OCM250630-06  
**MOVED** : Cr Simpson  
**SECONDED** : Cr Gillam

**That Council:**

1. **By Absolute Majority OFFER the option to Council Members to receive superannuation payments from 1 July 2025 subject to completion of a superannuation application; and**
2. **NOTE that Superannuation payments will be compulsory as from 19 October 2025.**

**CARRIED 8/1**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
**AGAINST** : Cr Johannsen

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### BACKGROUND

On 1 February 2025, new provisions were introduced as part of ongoing reforms to the Act to streamline the process of local governments to pay superannuation to Council Members.

From 19 October 2025, it will be compulsory for all class 1 local governments (namely the City of Karratha) to pay superannuation to Council Members. The introduction of superannuation as part of these reform measures is to encourage greater diversity and to attract and retain Council Members.

### DISCUSSION

The Administration have been liaising with WA Local Government Association, Moore Australia (tax consultants), the Australian Tax Office and Technology One on the implementation of the superannuation contribution payments. While Council Members are not considered employees under the *Commonwealth Superannuation Guarantee*

(Administration) Act 1992, they are to be treated in the same manner as employees of the local government for the purposes of calculating superannuation contribution payments.

As from 19 October 2025 (date of the ordinary elections), it will be compulsory for local governments identified as a class 1 or class 2 local government to offer superannuation payments to Council Members. Council Members have the choice to opt in or opt out at any time in receiving superannuation contribution payments.

Superannuation payments will be generated once the individual Council Members complete an application form with their nominated superannuation fund provider. The local government cannot select a default fund on behalf of the Council Members. Superannuation payments will not be backdated.

Superannuation payments from 1 July 2025 will be calculated at the rate of 12% on the Council Members sitting fees and annual allowance for the Mayor and Deputy Mayor. Reimbursement of Councillor expenses is excluded from calculations.

Council may choose to introduce superannuation payments to Council Members prior to the compulsory date of 19 October 2025 by an absolute majority resolution.

As with any tax advice, it is recommended that Council Members should seek their own independent professional financial advice.

An attached WALGA Superannuation FAQ Sheet has been attached for reference.

#### **LEVEL OF SIGNIFICANCE**

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

#### **STATUTORY IMPLICATIONS**

Section 5.99B-E of the *Local Government Act 1995* addresses superannuation for Council Members.

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

Consultation has taken place between the Chief Financial Officer, Manager People and Culture and Manager Governance and Organisational Strategy regarding the implementation of this system for Council Members.

#### **COMMUNITY CONSULTATION**

No community consultation is required.

#### **POLICY IMPLICATIONS**

There are no policy implications.

#### **FINANCIAL IMPLICATIONS**

The financial impact in introducing superannuation payments to Council Members from the compulsory date of 19 October 2025 is estimated to be no more than \$39,352. In the event that Council chooses to introduce the scheme as of 1 July 2025, the 2025/26 annual cost is estimated to be \$56,801 and is included in the 2025/26 Budget.

#### **STRATEGIC IMPLICATIONS**

There are no strategic implications.

#### **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	Minor impact on the Council budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Low risk as it will be mandated as from October 2025 as business as usual. Non compliance will result in action being taken by the Department of Local Government.

**IMPACT ON CAPACITY**

There is minimal impact on capacity in initially setting up systems to administer the scheme.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Absolute Majority – if adoption of Superannuation for Council Members prior to 19 October 2025, otherwise simple majority if it were to take effect as of 19 October 2025.

**CONCLUSION**

The provision of superannuation to Council Members is mandated through reforms to legislation and will be compulsory from 19 October 2025. Superannuation payments will be another means towards attracting people to nominate for Council.

**COUNCILLOR QUESTION:**

Do superannuation payments start from the application date?

**CITY RESPONSE:**

Yes. Back payments cannot be made. Payments commence from the application date.

**9.6 ANNUAL DELEGATIONS REGISTER REVIEW 2024/25**

<b>File No:</b>	GV.10
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Governance Coordinator – Procurement & Compliance
<b>Date of Report:</b>	16 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Delegations Register (amended)

**PURPOSE**

For Council to consider the annual review of the Delegations Register.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

Res No : OCM250630-07  
 MOVED : Cr Waterstrom Muller  
 SECONDED : Cr Roots

**That Council APPROVE the amended Delegations Register as attached to this report.**

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
 Cr Swaffer, Cr Waterstrom Muller  
 AGAINST : Nil

**BACKGROUND**

The *Local Government Act 1995* requires local government to keep a register of delegations and review the register once every financial year.

The Delegations Register provides an organisational record of any position, person or body appointed to exercise a power, discharge a duty or make a decision on behalf of Council or the Chief Executive Officer. Delegations and authorisations enable City officers to perform local government functions in an efficient and timely manner.

This review focussed on essential updates only with a major review of the Delegations Register to occur in the 2025-2026 review period. The last major review of the Delegations Register was completed and adopted by Council in 2017.

**DISCUSSION**

Officers have conducted the annual statutory review of the Delegations Register and a summary of proposed changes is outlined in the table below:

Item Reference	Proposed Amendment	Rationale
Introduction – Execution of Documents Pg. 9	Broaden the application of the clause to incorporate all officers.	Provides clarity regarding execution of documents associated with delegated authority.

Item Reference	Proposed Amendment	Rationale
Delegation 1.1 Tenders & Expressions of Interest Pg. 10-11	Increase threshold to accept tenders from \$500,000 to \$1,000,000.	Aligns the tender approval threshold with the existing \$1,000,000 tender-exempt threshold, ensuring consistency and streamlining operational decision-making for greater efficiency.
	Amend condition associated with the authority to invite tenders for ongoing service contracts from one year to three years.	Increases operational efficiency whilst still ensuring the decision to invite tenders for significant ongoing service contracts comes before Council.
Delegation 1.2 Panel of Pre-Qualified Suppliers Pg. 13	Increase authority to accept panel applications from \$500,000 to \$1,000,000.	Aligns the panel application approval threshold with the existing \$1,000,000 tender-exempt threshold, ensuring consistency and streamlining operational decision-making for greater efficiency.
Delegation 1.4 Appointment of Permanent, Temporary & Casual Employees Pg. 18-19	Delegate to Manager People & Culture, Manager Community Programs and Manager Community Facilities the ability to appoint casual employees.	This will expedite the recruitment process for casual employees to ensure that service expectations are maintained at the City's facilities.
Delegation 1.10 Concessions on Fees Pg. 26-27	Increase Manager Airport limit from \$25 to \$100	Operational efficiency and to align with other manager limits.
Delegation 1.13 Power to Require Certain Things to Be Done	Removed Senior Planner and Planner.	Positions no longer exist.
NEW 1.21 Obstruction of Footpaths and Thoroughfares Pg. 40-41	New delegation to Manager Asset Maintenance, Principal Engineer Coordinator, Senior Civil Engineer and Operations Coordinator.	Seven new delegations are proposed to identify positions who are authorised to perform certain functions under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .  These delegations are consistent with WALGA's model delegations and support the application of Council's TE06 Crossover Policy by officers.  This policy aims to ensure that vehicle crossovers and rear access ways are constructed in accordance with the City's specifications and the requirements of the <i>Local Government Act 1995</i> .
NEW 1.22 Gate Across a Public Thoroughfare Pg. 42-43	New delegation to Manager Asset Maintenance, Principal Engineer Coordinator and Senior Civil Engineer.	
NEW 1.23 Dangerous Excavation in or Near Public Thoroughfares Pg. 44-45	New delegation to Manager Asset Maintenance, Principal Engineer Coordinator, Senior Civil Engineer, Operations Coordinator and Parks & Gardens Coordinator.	
NEW 1.24 Crossing - Construction, Repair and Removal Pg. 46-47	New delegation to Manager Asset Maintenance, Principal Engineer	



Item Reference	Proposed Amendment	Rationale
	Coordinator and Senior Civil Engineer.	
NEW 1.25 Private Works on, Over or Under Public Places Pg. 48-49	New delegation to Manager Asset Maintenance, Principal Engineer Coordinator and Senior Civil Engineer.	
NEW 1.26 Works Required for Supply of Gas or Water Pg. 50	New delegation to Manager Asset Maintenance, Principal Engineer Coordinator and Senior Civil Engineer.	
NEW 1.27 Wind Erosion and Sand Drifts Pg. 51	New delegation to Manager Asset Maintenance, Principal Engineer and Coordinator.	
Authorisation 14.1 Certification of Local Government Authority	Removed Senior Planner and Planner.	Positions no longer exist.
Delegation 18.1 Certificate of Local Government Approval Pg. 92	Replace Senior Planner and Planner with Statutory Planning Coordinator and Senior Statutory Planner.	To reflect the reallocation of responsibilities due to a restructure in the planning team.
Delegation 20.1 Powers of Entry Pg. 94	Replace Senior Planner and Planner with Senior Statutory Planner, Senior Strategic Planner, Senior Lands Officer and Lands Officer	
Delegation 20.2 Development Application Approvals Pg. 95	Replace Senior Planner and Planner with Senior Statutory Planner, Senior Strategic Planner and Senior Lands Officer	To reflect the reallocation of responsibilities due to a restructure in the planning team.
	Minor updates to conditions.	Language updated to align with legislation and the Local Planning Scheme.
Delegation 20.5 Service of Infringement Notices Pg. 100	Replace Senior Planner and Planner with Senior Statutory Planner.	To reflect the reallocation of responsibilities due to a restructure in the planning team.
B1 Authorisation of Expenditure Pg. 106-108	Increase the \$100,000 threshold to \$150,000. Adjust some position purchasing authority limits.	To align purchasing authority limits with functional responsibility and portfolio size of officers.
C1 Notice of Outcome for Tenders, Expressions of Interest and Panel Applications Pg. 110	Authorise managers to provide written notification of an unsuccessful outcome via Acting Through provisions.	Operational efficiency.

Item Reference	Proposed Amendment	Rationale
Appendix D – Delegations / Authorisations by Role Pg 112 - 127	Amended to reflect changes above.	Document accuracy.

### LEVEL OF SIGNIFICANCE

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

### STATUTORY IMPLICATIONS

Section 5.46(2) of the *Local Government Act 1995* requires delegations made under Division 5 be reviewed by the delegator at least once every financial year.

Delegations made by Council must be by absolute majority and in accordance with section 5.42 of the *Local Government Act 1995*. The CEO may delegate to any employee the exercise of any of the CEO's powers or discharge of duties, in accordance with section 5.44 of the *Local Government Act 1995*.

### COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between officers and Governance. Subject to acceptance by Council of the Delegations Register review, affected officers will be informed of any changes.

### COMMUNITY CONSULTATION

No community consultation is required.

### 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 Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.a.2.2	Council Support
Projects/Actions:	4.a.2.2.20.1	Undertake annual review of Delegated Authority Register to ensure appropriate, inclusive and efficient decision making.

### 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	High	Delegations streamline decision-making, reduce administrative delays and benefit the community and other stakeholders by ensuring prompt action on daily operations.
Environment	N/A	Nil

Category	Risk level	Comments
Reputation	Moderate	Decision-making delays could make the City seem inefficient and unresponsive, which can erode public trust and damage the City's reputation.
Compliance	Moderate	<p>The Delegations Register ensures transparency and accountability of decision-making by providing a detailed record of the roles with delegations and/or authorisations under the <i>Local Government Act 1995</i> and other applicable legislation.</p> <p>It is a statutory requirement for delegations to be reviewed at least once every financial year.</p>

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The Delegations Register is required to be reviewed annually and was last reviewed and accepted by Council on 28 June 2024.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

The Delegations Register has been reviewed to ensure it is current, meets the City's operational requirements and is compliant with statutory requirements.

**9.7 KEY PERFORMANCE MEASURES Q3 2024/25**

**File No:** CM.89

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Manager Governance & Organisational Strategy

**Date of Report:** 15 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Briefing Presentation

**PURPOSE**

To provide Council with an update on performance against the 2024/2025 Operational Plan for Quarter 3 (January 2025 – March 2025).

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-08  
**MOVED** : Cr Roots  
**SECONDED** : Cr Furlong

**That Council RECEIVE the Quarter 3 Performance Report for 2024/2025.**

**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
**AGAINST** : Nil

**BACKGROUND**

There are four strategic themes in the Strategic Community Plan 2020-2030, which are delivered through 148 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 284 ongoing projects and actions which are measured throughout the year by 98 performance measures as per the below table.

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

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

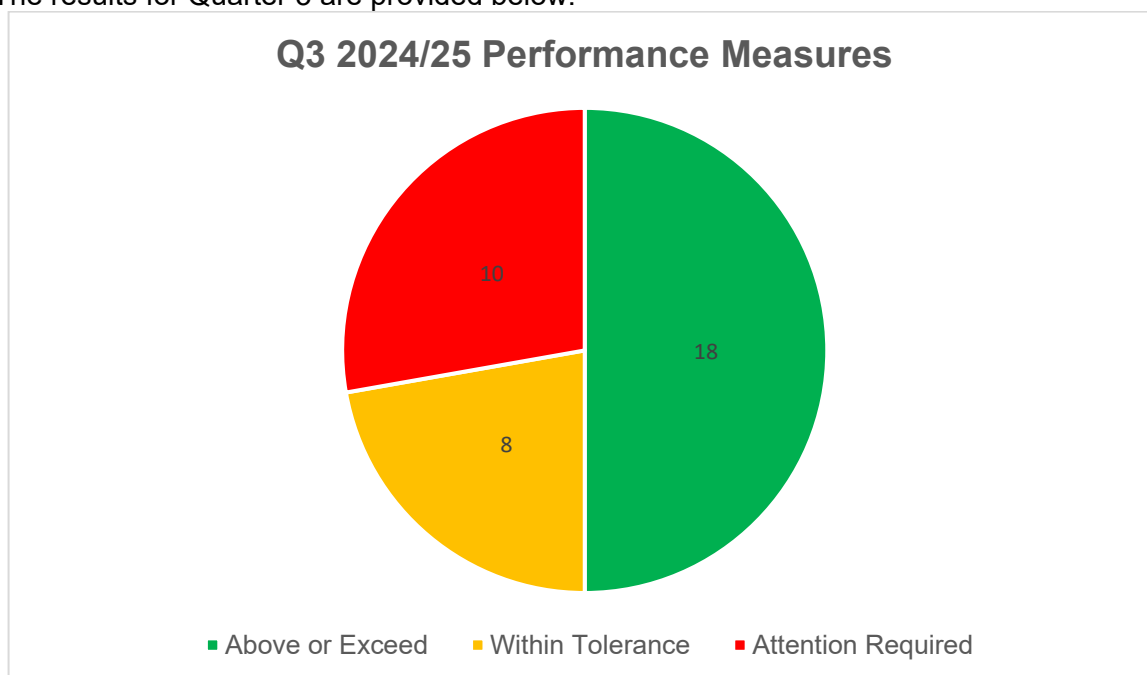
A snapshot of the overall performance during Quarter 3 is included in this report. It uses a traffic light system to represent the following benchmarks.

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

### DISCUSSION

Out of a total of 98 performance measures established for the year, 36 are measured this quarter.

The results for Quarter 3 are provided below:



### 2024/2025 Q3 Performance by Theme

Strategic Theme	On Target	Within Tolerance	Attention Required
Our Community	3	3	3
Our Economy	5	2	1
Our Natural & Built Environment	1	1	0
Our Leadership	9	2	6
<b>TOTAL</b>	<b>18</b>	<b>8</b>	<b>10</b>

### “On or Above Target” Q3 Outcomes

In this quarter 18 (50%) performance measures are on target or exceed the target as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct Aquatic Centre and	#	166,651	170,920	167,191	Actual attendance increased by 3.3% above the target at the Karratha Leisureplex. Higher attendance could be attributed to

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
Roebourne Aquatic Centre					extended finals series to conclude the basketball season, swimming carnivals and warmer weather promoting patrons to utilise indoor facilities. Wickham Recreation Precinct missed target by 2.9%, primarily due to a major contracting company experiencing slowdown in operations as a result of adverse weather conditions, this led to a decline of people in town and reduction in facility visits. Roebourne Aquatic Centre had a 9% increase on target with attendances to the swimming pool.
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population.	%	45	50.2	50	276 new memberships were secured this quarter across library sites.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	#	50,000	108,550	44,842	Engagement was significantly higher this quarter, driven primarily by TC Zelia. Other higher than average performing activity included communication around a confirmed case of MVE in the Pilbara.
2.a.2.1.d Maintain the value of Take Your Business Online Grants that are approved by the City	\$	25,000	36,950	N/A	Total spent this financial year is \$84,671.
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVC)	#	1,500	1,687	1,577	Target achieved for out of season visitations. A slight improvement on the same time last year.
2.b.1.2.a Percentage of dollar spend paid to local businesses	%	50	53.4	70	The percentage of invoices paid to local suppliers was 71.96%

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
					which continues to demonstrate the City's commitment to supporting local businesses.
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	Ha	300	335.0	378.7	No additional structure plans approved and no additional lots created within structure plan areas this quarter.
2.c.2.3.a Maximise full occupancy of The Quarter HQ for office, retail or commercial purposes	%	85	91.6	NA	Currently four tenancies remain vacant with discussions underway for a ground floor site.
3.a.2.2.b Identify the number of projects implemented from the Environmental Sustainability Strategy	#	3	6	0	Six projects complete include implementing a utility management team to report on energy consumption and efficiency actions; implement an energy management team to progress the adoption of renewable energy technology; conducted baseline carbon accounting for facilities and services; implemented utility monitoring software to track water usage and conservation; attained Gold Waterwise Council status; and Wickham Aquatic Centre and Roebourne Aquatic Centre progressed towards Waterwise Aquatic Centre status.
4.a.1.1.a Percentage of media releases picked up by the local media	%	80	88	80	16 of 18 media releases this quarter were picked up, generating coverage on key topics including the Cossack Art Awards, City housing proposals, and the Red Earth Arts Festival. The two not picked up included

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
					one of three closely timed Cossack releases and an update on the City's participation in advocacy delegations with the Australian Mining Cities Alliance and Regional Capitals Australia.
4.a.2.3.b Reduce number of lost time injuries	#	9.7	6.0	3.0	Focus on immediate post injury intervention reduced recordable lost time injuries.
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	%	95	100	100	All incoming correspondence is processed within 24 hours of receipt.
4.b.2.2.a Minimise unscheduled down time for all public interfacing websites	%	98	99.9	100	No known unscheduled down time for all public interfacing websites.
4.b.2.2.b Minimise unscheduled down time for all public interfacing email systems	%	98	99.9	100	No known unscheduled down time for all public interfacing email systems.
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	%	98	99.9	100	No known unscheduled down time for all public interfacing telephone systems.
4.b.3.1.a Number of indigenous staff employed	#	24	33	25	An additional 3 staff employed since the last quarter. The City has 16 full time, 2 part time and 15 casuals engaged in community experience, projects and infrastructure and development services.
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	%	90	91	69.2	3698 Payments made during the reporting period. Average Days to pay 16.8
4.e.1.1.d Assess all building applications	%	100	100	100	All Building Permits issued with statutory timeframes.



Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
within the statutory timeframes					

### “Within Tolerance” Q3 Outcomes

In this quarter 8 (22%) performance measures are within tolerance as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	#	8,775	8,348	8,775	A 5% decrease from target attendance. The 2 cyclone shutdowns for TC Sean and TC Zelia impacted on attendance numbers. The period also included booked parties that were cancelled during this time impacting on numbers.
1.d.1.1.d Number of REAP visitations	#	9,500	9,047	9,679	We are slightly below our target due to a decrease in movie sales. We are currently in discussions with the communications team to address this issue.
1.d.1.6.a Inspect 33 public health premises per month.	#	99	90	97	Unexpected staff leave during March affected KPI.
2.a.2.1.e Maintain the value of Major Events Sponsorship and Attraction Grants that are approved by the City	\$	53,000	45,000	N/A	One MESAP Application Approved - 'Our Town' for \$45,000 in this reporting period.
2.c.1.1.c Area of undeveloped industrial lots available for sale	Ha	70	64.1	63.5	Reduction in lots available due to additional lots in Gap Ridge Industrial Estate that are being developed. However, the coming stage of subdivision in Gap Ridge Industrial Estate will add lots over coming reporting periods.
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	kgs	5,000	4,400	7,300	Collection frequency decreased due to a change in the contracted minimum volumes required prior to collection.

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	%	10	11.5	8.4	88 processes overdue with 38% falling due in the last 30 days. Corporate Services has 40 overdue processes primarily in Governance, Customer Service and Financial Services. Efforts are underway in reducing the number overdue as some are a result of the roll out of new software and support documentation for the organisation.
4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations & Sponsorship)	%	85	78.2	73.7	Sundry debtors were valued at \$15.3M. Overdue invoices are actively followed up by the Finance Officer - Accounts Receivable.

#### “Attention Required” Q3 Outcomes

In this quarter 10 (28%) performance measures require attention as provided below. Comments are consolidated under the end of financial year outcomes.

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
1.c.1.3.d Number of visits recorded at City Libraries	#	27,500	21,738	25,401	Door count was lower than target this quarter. Program attendance was down compared to Q2 2023/24 in January. Physical and eResource lending has increased compared to Q2 2023/24.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	#	2,000	1,741	1,792	Program attendance was lower than anticipated primarily due to a reformat of January School Holiday program. The program is now drop in and participation wasn't captured. 180 patrons attended special Harmony Week events this quarter.
1.c.1.3.g Maintain or improve the number of attendances to Adult	#	150	103	144	Attendance to the Adult programs was down as limited programs were

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
programs and events at the City Libraries					offered. This quarter included Star Gazing Saturday and Make & Mingle.
2.a.2.2.d Value of tour bookings made by the KTVC	\$	12,500	795	NA	Tour operators shut down over the summer (Dec-Feb), no tours operate in the region until March.
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	#	15	24.2	12.2	Permanent Employees 383. Unplanned Leave hrs accounted for 9,283.66.
4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	%	60	36	44	4,131 calls received and 36% resolved by the customer service team. Customers locating initial information on the website before calling and are speaking directly with teams.
4.e.1.1.e Assess all planning applications within the statutory timeframes	%	100	82.0	100	36 out of 44 development applications were determined within statutory timeframes. Consultant was engaged during Q3 to keep things moving. Statutory Planning is now back to staffing full capacity.
4.e.1.1.f Incoming organisational correspondence to be acknowledged within agreed time frames	%	90	74.6	75.4	Total Incoming Records this quarter was 4,111. Total Overdue Records for this quarter was 1,011. Overdue records have increased this quarter. Guidance has been included in this month's overdue report on how teams can reduce their overdue records.
4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	%	95	88	76	Total Requests = 1,224. Closed Requests = 1,076. Outstanding/Ongoing = 148. Average number of days to close = 0.6 days compared to 10.83 days

Measure	UoM	Q3 Target	Q3 Actual	Q3 Last Year	Comments
					last quarter. Closer scrutiny and follow up now being instigated.

### LEVEL OF SIGNIFICANCE

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

### STATUTORY IMPLICATIONS

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

### COUNCILLOR/OFFICER CONSULTATION

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

### COMMUNITY CONSULTATION

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

### POLICY IMPLICATIONS

There are no policy implications.

### FINANCIAL IMPLICATIONS

Projects detailed in the Operational Plan have been included in Council's budget.

### STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.a.2.1	Integrated Strategic Planning
Projects/Actions:	4.a.2.1.19.1	Develop, Maintain, Monitor and Report on the Strategic Community Plan, Corporate Business Plan, Operational Plan, informing strategic documents and Key Performance Measures.

### RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Projects are reported monthly to management and tracked accordingly. Significant variations are reported to Council through budget reviews.
Service Interruption	N/A	Nil
Environment	N/A	Nil

Category	Risk level	Comments
Reputation	Moderate	Council's reputation may be impacted if the City fails to deliver on commitments in the Strategic Community Plan and Corporate Business Plan.
Compliance	Low	Legislation requires that there is a system for monitoring performance of the City's activities through pre-determined measures to identify alignment to the Strategic Community Plan and the Corporate Business Plan.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The Quarter 3 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 72% of the 36 performance measures were achieved or within tolerance in Quarter 3 in the 2024/2025 reporting period.

**COUNCILLOR QUESTION:**

Regarding 2.b.1.2.a Percentage of dollar spend paid to local businesses, can you explain why the officer's comment does not reflect the actual figure listed?

**CITY RESPONSE:**

71% of the invoices received for the period accounted for 53% of the spend to local suppliers.

**COUNCILLOR QUESTION:**

Can the KTVC target be adjusted for the off season?

**CITY RESPONSE:**

Yes the quarterly reporting didn't account appropriately for the offseason trade. In previous reporting periods the KPI was an annual measure. Tourism operators were not operational and with TC Zelia impacting the NW Coastline this had an impact on advanced bookings and trade.

**COUNCILLOR QUESTION:**

Should we use AI to improve phone call response rates and times?

**CITY RESPONSE:**

We are currently undertaking a project named Customer at the Centre, which aims to enhance the customer experience. We will certainly review the available products to ensure they meet our objectives.

**COUNCILLOR QUESTION:**

Could we obtain some reviews on other local governments that are utilizing AI in customer service?

**CITY RESPONSE:**

The Customer at the Centre project will undertake a review of the City's customer service, and benchmark against other local governments and best practise standards. An objective of the project is to move toward an omnichannel approach to customer experience that could include the use of AI in several different ways.

**9.8 REVIEW OF FINANCE POLICIES**

<b>File No:</b>	CM.124
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Manager Governance & Organisational Strategy
<b>Date of Report:</b>	30 May 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. CF03 – Investment Policy (tracked)</li> <li>2. CF03 – Investment Policy (clean)</li> <li>3. CF03 – Investment Policy (current)</li> <li>4. CF10 – Rating Policy (tracked)</li> <li>5. CF10 – Rating Policy (clean)</li> <li>6. CF10 – Rating Policy (current)</li> <li>7. CF11 – Rating Exemption policy (tracked)</li> <li>8. CF11 – Rating Exemption Policy (clean)</li> <li>9. CF11 – Rating Exemption Policy (current)</li> <li>10. CF14 – Reserve Funding Policy (tracked)</li> <li>11. CF14 – Reserve Funding Policy (clean)</li> <li>12. CF14 – Reserve Funding Policy (current)</li> <li>13. CF04 – Investment Policy – Property (current)</li> <li>14. CF05 – Financial Hardship (Rate Relief) Policy (current)</li> <li>15. CF19 – Covid 19 Financial Hardship Policy (current)</li> <li>16. Briefing Presentation</li> </ol>

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**PURPOSE**

For Council to consider the adoption of the following reviewed policies:

- CF03 – Investment Policy
- CF10 – Rating Policy
- CF11 – Rating Exemption Policy
- CF14 – Reserve Funding Policy

And repeal the following policies;

- CF04 – Investment Policy - Property
- CF05 – Financial Hardship (Rate Relief) Policy
- CF19 – Covid-19 Financial Hardship Policy

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **OCM250630-09**  
**MOVED** : **Cr Swaffer**  
**SECONDED** : **Cr Roots**

**That Council:**

**1. ADOPT the amended Council Policies:**

- a. CF03 – Investment Policy,
- b. CF10 – Rating Policy,
- c. CF11 – Rating Exemption Policy, and
- d. CF14 – Reserve Funding Policy.

**2. REPEAL the following Council Policies:**

- a. CF04 – Investment Policy - Property,
- b. CF05 – Financial Hardship (Rate Relief) Policy, and
- c. CF19 – Covid-19 Financial Hardship Policy.

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller

AGAINST : Nil

**BACKGROUND**

Several policies presented for consideration have been in place for years and require periodic review and updates to maintain their relevance and effectiveness. Policies have been consolidated where necessary.

The following policies have been identified as no longer necessary and are to be repealed:

- CF04– Investment Policy - Property,
- CF05 – Financial Hardship (Rate Relief) Policy, and
- CF19 – Covid-19 Financial Hardship Policy.

**DISCUSSION**

The following policies have undergone updates as part of a regular review process with amendments captured individually for each policy in the below tables:

- CF03 – Investment Policy,
- CF10 – Rating Policy,
- CF11 – Rating Exemption Policy, and
- CF14 – Reserve Funding Policy

CF04 has been consolidated with CF03 and therefore is no longer necessary as its own individual policy. CF05 Financial Hardship (Rate Relief) Policy has been consolidated with CF10 – Rating Policy. CF19 Covid-19 Financial Hardship Policy is proposed to be repealed as the required period has expired.

**CF03 – Investment Policy:**

Item reference	Proposed amendment	Rationale
Purpose	Added “To generate additional revenue as an alternate source of income to Council to realise one-off or perpetual financial returns.”	An obvious but unspecified outcome in the former policy.
Definitions	Added definitions for “Authorised deposit taking institution”, “Credit rating”, “Long term” and “Short term”	These are terms expanded in the policy to provide clarity on its meaning.



Item reference	Proposed amendment	Rationale
1.1 Legislative Requirements	Former details replaced with legislative references.	Easier to manage as the policy will align with legislative changes.
1.2 Delegation of authority to invest	Authority delegated to the CEO.	Aligns with the delegation register.
1.3.3 Credit/ Diversification Risk	Table added based on Standard and Poors Short Term and Long Term Issuer Credit Ratings.	Table is intended to provide clarity around investing in short term and long term credit rating funds.
1.3.5 Property Investments	New section added.	Criteria added when considering investing in property.
2.1 Risk Management	New section added.	Criteria added as to establishing a business case, presentation to Council and Ministerial approval (where required).
2.2 Proceeds from Property Investments	New section added.	Balance of funds from disposal of property to be placed in the Infrastructure Reserve. Investment returns from The Quarter and Airport were previously being put into the Municipal Fund to reduce the burden on the Council budget and rates.
2.3 Funding of property Investments	New section added.	Funding to be addressed in the business plan for any land transactions and/or property transaction (where required).
2.4 Changes in Portfolio Size or Composition	Section amended.	Downgrading of City investments to be monitored.
2.5 Investment Reporting	Section amended.	Monthly financial activity statement to detail impacts on investments and returns on investment.

**CF10- Rating Policy:**

Item reference	Proposed amendment	Rationale
Purpose	Purpose redefined to "enable flexibility and choice, appropriate for the needs of the community in the payment of rates and charges established by the City."	To provide greater clarity as to the intent of the policy.
Definitions	Added definitions for "Differential Rates".	This is a term expanded in the policy to provide clarity on its meaning.
Policy Statement	Added "The City of Karratha also recognises that individual financial circumstances differ across the	Acknowledgement of a flexible and adaptive local government.

Item reference	Proposed amendment	Rationale
	community and that as a government agency, it has a responsibility to meet the community's differing expectations."  Removed text that was unnecessary.	
General	Minor administrative corrections made throughout the document.	Improved readability.

**CF11- Rating Exemption Policy:**

Item reference	Proposed amendment	Rationale
Definitions	Added definition for "Not For Profit (NFP) Community Group"	This is a term expanded in the policy to provide clarity on its meaning.
Concession/Waiver on Rates	Definition of NFP removed and placed in the "Definitions" section of the policy.	Administrative amendment.
General	Minor administrative corrections made throughout the document.	Improved readability.

**CF14 – Reserve Funding Policy** has not undergone any significant changes, changes to this primarily were to reflect new terminology.

Item reference	Proposed amendment	Rationale
Criteria for Reserve establishment	Removed: "Specific Projects that are receiving proceeds from a service charge."	Simplification of the substantive purpose.
General	Minor amendments and reference material updated.	Improved readability.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

Section 2.7(2) (b) of the *Local Government Act 1995* provides that the Council is to determine the local government's policies.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant officers as required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

Policies CF03, CF10, CF11, and CF14 are proposed to be updated and applied in accordance with Council's decision.

Policies CF04, CF05, and CF19 are proposed to be repealed effective from the date resolved by Council.

**FINANCIAL IMPLICATIONS**

There are no direct financial impacts in the implementation of these policies. Policies that are implemented in future decision making will have some financial imposts to the extent to which that policy is used.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services: 4.e.1.2 Organisational Risk Management  
 Projects/Actions: 4.e.1.2.20.2 Review and maintain a contemporary set of Council Policies

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Implementing and adjusting finance policies carry financial implications, as well as influencing the City's operations. It's important that the policies remain contemporary and flexible.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Policies endeavour to provide guidance, transparency and fairness to decisions carried out by the Council and City employees. Compliance with policies maintains the City's reputation with all stakeholders.
Compliance	Moderate	Under s.2.7 of the Act, Council is required to determine and implement its policies. A number of policies are also required to be implemented under state legislation.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council adopted a previous version of CF03 – Investment Policy in October 2020.

Council adopted previous versions of CF10- Rating Policy, CF11- Rating Exemption Policy, and CF14- Reserve Funding Policy in July 2019.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Updating of Council's financial policy documents is a necessary activity to ensure that policies are consistent with current practices and remain contemporary with industry or organisational standards. The reviews ensure that they remain effective and continue to align with the community's goals and values.

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**COUNCILLOR QUESTION:**

Are cash-free rates something that will be implemented?

**CITY RESPONSE:**

There have been no changes to the payment of rates. Cash is still received at the Administration office.

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**COUNCILLOR QUESTION:**

Regarding the rate exemption policy, we previously discussed the growing number of organizations that are exempt from rates. Could you please provide an update on any progress in this area?

**CITY RESPONSE:**

WALGA is advocating for this issue, and we have discussed it with them several times. We can propose a way to advance it further if Council requests.

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**COUNCILLOR QUESTION:**

Regarding changes to Investment Policy, Item reference 2.2 Proceeds from property investments, can I get clarification on why balance of funds from disposal of property are moving to investment reserve rather than municipal funds?

**CITY RESPONSE:**

Proceeds on the disposal of property from investments will go to Infrastructure Reserve. Income from these assets goes to Municipal Fund.

## 9.9 WORK HEALTH AND SAFETY POLICY

**File No:** CM.124

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Manager Governance & Organisational Strategy

**Date of Report:** 26 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):**

1. CH06 – Work Health and Safety Policy (tracked)
2. CH06 – Work Health and Safety Policy (clean)
3. CH06 – Work Health and Safety Policy (original)

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### PURPOSE

For Council to consider the adoption of the following reviewed policy

- CH06 – Work Health and Safety Policy.

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : OCM250630-10  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Simpson

**That Council ADOPT the amended CH06 – Work Health and Safety Policy.**

**CARRIED 9/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

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### BACKGROUND

The Work Health and Safety Policy is presented for consideration and has been in place since 2022 and required review to maintain its relevance and effectiveness.

### DISCUSSION

Policy CH06 – Work Health and Safety Policy has undergone updates as part of regular review processes.

The policy has been included as attachments.

The **CH06 – Work Health and Safety Policy** identifies no significant amendments, with changes primarily proposed to reflect new terminology. Amendments ensure compliance with evolving workplace health and safety regulations, incorporating best practices to mitigate risks to employees and the public.

Item reference	Proposed amendment	Rationale
General	Minor administrative corrections made.	Improved readability.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG08 Significant Decision-Making Policy, this matter is considered to be of moderate significance in terms of Council's ability to perform its role.

**STATUTORY IMPLICATIONS**

Section 2.7(2) (b) of the *Local Government Act 1995* provides that the Council is to determine the local government's policies.

**OFFICER CONSULTATION**

Consultation has taken place between each individual team (i.e. Governance, WHS, and Development Services). Cross collaboration amongst managers and the Executive Leadership Team has also been carried out to ensure all aspects have been considered.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

Policy CH06 is proposed to be updated and applied in accordance with Council's decision.

**FINANCIAL IMPLICATIONS**

There are no direct financial impacts in the implementation of this policy. When this policy is implemented in future decision making, it may have some financial imposts to the extent to which that policy is used.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services: 4.e.1.2 Organisational Risk Management  
 Projects/Actions: 4.e.1.2.20.2 Review and maintain a contemporary set of Council Policies

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Implementing the Work Health and Safety Policy will assist in managing risks to employees, contractors and visitors to City sites.
Financial	Moderate	Implementing policies carry financial implications, as well as influencing the City's operations. It's important that the policies remain contemporary and flexible.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Policies endeavour to provide guidance, transparency and fairness to decisions carried out by the Council and City employees. Compliance with policies maintains the City's reputation with all stakeholders.
Compliance	Moderate	Under s.2.7 of the Act, Council is required to determine and implement its policies. A number of

Category	Risk level	Comments
		policies are also required to be implemented under state legislation.

**IMPACT ON CAPACITY**

Implementing the officer's recommendation will be met with the City's existing operational resources.

**RELEVANT PRECEDENTS**

Council adopted a previous version of CH06 Work Health and Safety Policy in October 2022.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The Work Health and Safety Policy has been reviewed to ensure compliance with all legislative requirements and to remain contemporary with current industry or organisational standards. The proposed amendments are minor in nature, improve readability and are recommended for support.

## 9.10 SUBMISSIONS FOR ADVERTISED DIFFERENTIAL RATES AND MINISTERIAL APPROVAL 2025/26

**File No:** FM.1  
**Responsible Executive Officer:** Director Corporate & Commercial Services  
**Reporting Author:** Chief Financial Officer  
**Date of Report:** 16 June 2025  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):**

1. Submissions received from Ratepayers
2. What We Make It fact sheet
3. Letter from Mayor to Landgate

### PURPOSE

For Council to consider submissions and initiate the process for seeking Ministerial Approval regarding the 2025/26 differential rate model.

### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : OCM250630-11  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Roots

That Council:

Having considered submissions regarding the advertised 2025/26 differential rates model:

1. **ACKNOWLEDGE** that submissions received regarding the proposed differential rates model 2025/26 have been considered; and
2. **SEEK** Ministerial approval for the Transient Workforce Accommodation/Workforce Accommodation differential rate being greater than two times the lowest rate in the dollar as follows:

Differential Rates Categories 2025/26	Minimum Payment	Rate-in-the Dollar	Multiplier	Basis
<b>Gross Rental Value (GRV)</b>				
Transient Workforce Accommodation/ Workforce Accommodation	\$1,750	0.223179	4.00x	Remodel rate yield based on amendments to GRV valuations
Residential	\$1,750	0.055795	Lowest GRV	Lowest GRV rate in the dollar for purposes of seeking approval



**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller

AGAINST : Nil

**BACKGROUND**

As part of the budget process, Councillors have reviewed the projected changes in Operating Income and Expenditure, along with proposed capital works, projects and new initiatives.

The City will experience cost increases for 2025/26, in particular insurance (8%), employment costs (4%), along with increasing costs of materials and contracts for the delivery of City services and facilities. Despite these cost increases and recent annual CPI indices (Perth all groups) of 2.9% (December 2024) and 2.4% YoY (March 2025), prudent financial management and strong financial returns from City commercial operations and investments has allowed Council to consider the adoption of a 2.1% predominant rate yield increase across all categories.

At the previous Ordinary Council Meeting on 26 May 2025, Council resolved to advertise and invite submissions regarding the proposed differential rates for the 2025/26 financial year.

Differential Rates Categories 2025/26	Rate in the Dollar	Multiplier	Minimum Payment
<b>Gross Rental Value (GRV)</b>			
Residential	0.055795	1.00	\$1,750
Commercial/Industrial	0.091110	1.63	\$1,750
Airport/Strategic Industry	0.111589	2.00	\$1,750
Transient Workforce Accommodation/ Workforce Accommodation	0.223179	4.00	\$1,750
<b>Unimproved Value (UV)</b>			
Pastoral	0.130035	1.00	\$367
Mining/Other	0.145248	1.12	\$367
Strategic Industry	0.219248	1.69	\$367

**DISCUSSION**

As part of the 2025/26 budget process, Council need to consider submissions received as part of the rating equity process.

**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 financial sustainability and ability to perform its role in delivering services to the Community.

**STATUTORY IMPLICATIONS**

Sections 6.33 and 6.36 of the Local Government Act 1995 (the Act) make provision for the application and communication of differential rates. Section 6.33(3) provides that Ministerial approval is required to impose a differential rate which is more than twice the lowest differential rate.

Section 6.76 of the Act provides that if the local government imposes a differential general rate, a person may object to the rate record on the ground that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other

characteristics substituted. An objection is to be made within 42 days of the service of a rate notice and is to be considered promptly and either disallowed or allowed, wholly or in part.

### **COUNCILLOR/OFFICER CONSULTATION**

Several workshops/briefings have been held with Councillors and Officers to assist Council's consideration of the budget and rate setting requirements for the 2025/26 financial year.

### **COMMUNITY CONSULTATION**

Significant community consultation has occurred regarding the City's proposed 2025/26 rates. This has included:

- Statutory Advertising: A Notice of Intention to Impose Differential Rates was published in the West Australian on 28 May 2025 and additionally the Pilbara News on 4 June 2025. This notice was published on the Council's website, the "What We Make It" portal, social media, and included on noticeboards at the City's Administration Office and libraries.
- Categories with less than 30 properties: Council officers wrote to all ratepayers in the Transient Workforce Accommodation/Workforce Accommodation and Pastoral differential rating categories to advise them of the proposed differential rates model and invite submissions as these categories each contain less than 30 properties.
- At the close of submissions on 19 June 2025 16 submissions were received in total with the detail in Attachment 1.

A summary of key issues raised within the submissions received and a response from Council Officers is contained within the following table:

<b>SUBMISSION</b> <b>Category: Residential</b>	
<b>Key Issues</b>	<b>Officer's Comments</b>
Concern about increases from 5% to 20%	Yes, some properties in Baynton are seeing increases of 5% or more. However, this is due to it being a revaluation year, where updated property values are set by the WA Government's Landgate. Rates are made up of two key components: Your property's valuation, set by Landgate and the rate in the dollar, which is set by Council. To help reduce pressure on households, the City is proposing to lower the Rate in the Dollar to 0.055795 for residential properties down from last year's 0.076119. So, while some properties may see an increase due to higher valuations, others may see a decrease/minimal change due to lower/on par valuations.
Complaint about the methodology of the rating system and that the City of Karratha should be discussing this with Landgate. Why do residents who own and reside in property pay rates based on what you rent your property for.	<p>We understand your concerns, however, it's important to note that the City of Karratha does not determine Gross Rental Values (GRVs). These valuations are independently assessed by State Government agency Landgate. For more information on how GRVs are determined and what they mean, please visit Landgate's official page: <a href="https://www.landgate.wa.gov.au/valuations/valuations-for-rates-and-taxes/gross-rental-value/?accordion=accordion8461fe377f9a4ba9bbdc87e2d1ded3b0">https://www.landgate.wa.gov.au/valuations/valuations-for-rates-and-taxes/gross-rental-value/?accordion=accordion8461fe377f9a4ba9bbdc87e2d1ded3b0</a></p> <p>If you still have questions or concerns about your GRV, we encourage you to contact Landgate directly: <a href="https://www.landgate.wa.gov.au/about-us/contact-us/">https://www.landgate.wa.gov.au/about-us/contact-us/</a></p> <p>*Submission taken on board and letter has been sent from the Mayor to the Valuer General at Landgate.</p>

Rate increases in general and cost of living.	We understand that rate increases are always a concern for the community, so we'd like to clarify a few key points. This year, the City is proposing to lower the residential Rate in the Dollar to 0.055795, down from last year's 0.076119. While we don't control the property valuations, as they are set independently by Landgate, we do our best to manage how much is charged by adjusting the Rate in the Dollar accordingly to reduce the impact on ratepayers. As you mentioned, the City is also working to absorb rising costs through alternative income streams such as property investments and grant funding, rather than shifting the full burden onto ratepayers.
Comment that there is \$150m in term deposits that Council is making more money than it needs	The rates model proposed by Council sees the City absorb any residential rates increase this year rather than passing this on to ratepayers. The City's long-term deposits include a range of reserves that are required by legislation for long term asset renewal, including assets such as the Karratha Airport, Red Earth Arts Precinct and Karratha Leisureplex. Council's Infrastructure Reserve for example is for significant capital projects. The City has almost \$1 billion in assets under management that it must maintain. New and upgraded capital works worth more than \$100 million are planned for the next four years, including sporting facilities, community facilities and roads. Meanwhile, capital renewal works of more than \$50 million are planned over the next four years, with significant capital works also required for the airport and waste facilities.
Satisfied that the overall increase has been kept to an affordable increase based on an increase by 44% to GRV.	No response provided as through the What We Make It website where author is not provided. Fact sheet provided on the site.
Totally fair to increase rates based on investor/owner occupied. Please bring a small relief this year.	No response provided as submission was through the What We Make It website where author is not provided. Fact sheet provided on the site.
Landlord rates for owner occupier property and unoccupied property as property is uninhabitable.	No response provided as submission was through the What We Make It website where author is not provided. Fact sheet provided on the site.

**SUBMISSIONS****Category: Commercial/Industrial**

<b>Key Issues</b>	<b>Officer's Comments</b>
Concern that operating costs for businesses are increasing, competition issues,	No response provided as submission was through the What We Make It website. Fact sheet provided on the site.

local businesses contribute more than just a service.	
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### POLICY IMPLICATIONS

CF-10 Rating Equity Policy.

Each year Council considers the proportion of rate income coming from each category in order to ensure that all property owners make an equitable contribution to rates and to minimise the impact that rates have on residential, industrial, commercial and other ratepayers.

### FINANCIAL IMPLICATIONS

Based on current valuation information, the proposed differential rates model would raise \$66.3 million in rates in the 2025/26 financial year representing an additional \$1.4 million revenue from the 2025/26 baseline after new valuations were processed for both GRV and UV categories.

### STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.c.3.1	Property Rating Services
Projects/Actions:	4.c.3.1.20.1	Update Rating Strategy and assumptions

### RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Council is reliant on levying rates sufficient to maintain cash flows for the efficient and effective delivery of services at required service levels and project timeframes.
Service Interruption	Low	Delays in the rates approval process may have short term impacts on service levels and the commencement of capital initiatives.
Environment	N/A	Nil
Reputation	High	Council has to ensure prudent economic decision making consistent with the Strategic Community Plan to balance the impact on ratepayers through the maximisation of alternative funding sources
Compliance	Moderate	The rating process is a legislated process under the <i>Local Government Act 1995</i> and associated Regulations.

### IMPACT ON CAPACITY

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

### RELEVANT PRECEDENTS

Annually the City applies for Ministerial Approval to impose differential rating for the GRV Transient Workers Accommodation/Workforce Accommodation category.

### VOTING REQUIREMENTS

Simple Majority.

**CONCLUSION**

The proposed 2025/26 differential rates model was advertised including an overall 2.1% increase in rating yield after processing of GRV and UV valuations. Following consideration of the submissions received, Ministerial approval must now be sought for categories with a rate in the dollar greater than two times the lowest rate, being Transient Workforce Accommodation/Workforce Accommodation differential rating category.

**9.11 ADOPTION OF FEES AND CHARGES 2025-26**

**File No:** FM.1

**Responsible Executive Officer:** Director Corporate Services

**Reporting Author:** Chief Financial Officer

**Date of Report:** 30 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** 1. 2025/26 Draft Schedule of Fees and Charges  
2. Briefing Presentation

**PURPOSE**

For Council to consider adoption of the 2025/26 Fees and Charges Schedule.

**OFFICER'S RECOMMENDATION**

**MOVED :** Cr Swaffer  
**SECONDED :** Cr Simpson

That Council **ADOPT** the Fees and Charges for the financial year 2025/26 detailed in Attachment 1, applicable from 1 July 2025.

**PROPOSED AMENDMENT**

**MOVED :** Cr Swaffer  
**SECONDED :** Cr Johannsen

That Council **ADOPT** the Fees and Charges detailed in Attachment 1, with the following amendment:

**Remove fees and charges relating to casual use by an individual of the tennis courts:**

Description	24/25 Total Fee	25/26 Total Fee	GST	25/26 Total Fee
<b>Tennis Courts</b>				
Per court (per hour) – informal casual use - individual	\$17.00	No fee	n/a	No fee

**LOST 1/8**

**FOR :** Cr Johannsen  
**AGAINST :** Cr Scott, Cr Gillam, Cr Furlong, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**COUNCIL RESOLUTION**

**Res No :** OCM250630-12  
**MOVED :** Cr Roots

**SECONDED : Cr Waterstrom Muller**

**That Council suspend standing orders at 6:40pm to allow for open discussion of the three proposed amendments to 9.11 Adoption of Fees and Charges.**

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller  
AGAINST : Nil

### **COUNCIL RESOLUTION**

**Res No : OCM250630-13**  
**MOVED : Cr Simpson**  
**SECONDED : Cr Furlong**

**That Council resume standing orders at 6:47pm.**

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller  
AGAINST : Nil

### **PROPOSED AMENDMENT**

**MOVED : Cr Roots**  
**SECONDED : Cr Johannsen**

**That Council ADOPT the Fees and Charges detailed in Attachment 1, with the following amendment:**

**Remove fees and charges relating to Recreation storage sheds used by junior sports clubs**

Description	24/25 Total Fee	25/26 Total Fee	GST	25/26 Total Fee
<b>Recreation storage sheds</b>				
Storage unit (per year, per sqm.) – Junior Sports Club	\$45.00	No fee	n/a	No fee

**LOST 1/8**

FOR : Cr Johannsen  
AGAINST : Cr Scott, Cr Gillam, Cr Furlong, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

### **PROPOSED AMENDMENT**

**MOVED : Cr Johannsen**  
**SECONDED : Cr Furlong**

**That Council ADOPT the Fees and Charges detailed in Attachment 1, with the following amendment:**

**Remove fees and charges relating to oval hire by Junior Sports Clubs**

Description	24/25 Total Fee	25/26 Total Fee	GST	25/26 Total Fee
<b>Oval/Reserve Hire Fees</b>				
Hire (per day) – Junior Sports Club – Non seasonal only	\$140.00	No fee	n/a	No fee
Hire (per hour) – Junior Sports Club – non seasonal only	\$14.00	No fee	n/a	No fee
Junior Seasonal Team charges	\$0.50	No fee	n/a	No fee

**LOST 1/8**

FOR : Cr Johannsen  
 AGAINST : Cr Scott, Cr Gillam, Cr Furlong, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

#### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **OCM250630-14**  
**MOVED** : **Cr Swaffer**  
**SECONDED** : **Cr Simpson**

**That Council ADOPT the Fees and Charges for the financial year 2025/26 detailed in Attachment 1, applicable from 1 July 2025.**

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
 AGAINST : Nil

#### **BACKGROUND**

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996*, a local government is to undertake a review of its fees and charges regularly, and not less than once in every financial year. This report provides the Council with a proposed Schedule of Fees and Charges to apply for the next financial year commencing on 1 July 2025.

Each year, the City sets its fees and charges after consultation with City staff, the Executive Leadership Team and Council input.

#### **DISCUSSION**

Officers have reviewed each section of the fees and charges schedule and have made proposed recommendations for change. As part of the annual review of the fees and charges, officers consider matters including statutory and local factors, which may include the cost to provide a service, market conditions and needs of the community. These inform the recommendations made to Council.



The following provides an overview of noteworthy changes to the 2025/26 Draft Schedule of Fees and Charges:

Significant Fees and Charges proposed to remain the same

Airport Car Parking Fees

General Tip Disposal Domestic (still no charge)

Ticket Charges Movies

Personal Training across facilities

Roebourne Sports Stadium, Pool admissions and functions

Wickham Recreation Precinct

Proposed Fees and Charges to be deleted

Description	Number	Reasoning
Weighbridge Public use (Waste)	1 x fee	Unable to obtain DoT certification
Rubber products (Waste)	1 x fee	Added rubber products to tyre fee
Mulch/soil conditioner (Waste)	5 x fee	Compost trial ended
Waste oil and water mixture (Waste)	1 x fee	No longer accepted at Landfill
Copy of agenda/minutes (Governance)	2 x fees	Removed as available online
Kiosk Hire Dampier (Facilities)	3 x fees	Managed by DCA now
REAP audiovisual charges (REAP)	9 x fees	Removed as no longer available
Community Hall and Kiosk (Facilities)	7 x fees	Removed as now included in hall hire

New Fees and Charges Proposed

Description	Amount
Off-loading fee using City of Karratha watercart for dust suppression (per hour) - Minimum charge one hour - Advance application required	\$315.55
45-minute Personal Training session – 5 visit pass (KLP)	\$294.50
45-minute Personal Training session - 10 visit pass (KLP)	\$558.00
45-minute Personal Training session - kick start pack (KLP)	\$140.00
Membership subscription- Per Year Single Membership (KLP)	\$210.00
Membership subscription - Per Year Family Membership (KLP)	\$245.00
Audio console – Allen & Heath QU-PAC (REAP)	\$125.00
Audio console – Allen & Heath QU16 (REAP)	\$160.00
Outdoor equipment hire fee REAP (excluding shelf hires)	\$360.00
Microphone fees REAP (7 x various)	\$16.00 - \$33.00
Mobile folding stage REAP (transtage)	\$75.00

Reduction of Fees and Charges

Description	Reasoning	Amount	Percentage
Aqua Run hire (per hour) (Roebourne)	Reduced to match KLP	\$8.00 ↓	7.41% ↓
KLP Gym 3D Body Scan	Return to original add-on price	\$2.00 ↓	6.25% ↓
Lane Hire 25m (per hour) (Community) (KLP)	Adjusted down, should be 50% of Commercial for Community Groups	\$7.00 ↓	31.82% ↓

Description	Reasoning	Amount	Percentage
Lane Hire 50m (per hour) (Community) (KLP)	Adjusted down, should be 50% of Commercial for Community Groups	\$9.00 ↓	33.33% ↓
Floor protection (indoor courts)	Reduced to align with actual cost of install	\$35.00 ↓	25.93% ↓
Other recreation and leisure program fees	Changed to per hour not session (unit measure adjustment)	\$30.00 ↓	54.55% ↓

#### Increases in Fees and Charges

Description	Reasoning	Amount	Percentage
Refund of duplicate payment	Was \$15 now \$17.50 – cost recovery (timely to process)	\$2.50 ↑	16.67% ↑
Lane Hire 25m per hour (KLP)	Was \$27 now \$30 per hour	\$3.00 ↑	11.11% ↑
Lane Hire per hour 50m (KLP)	Was \$32 now \$36 per hour	\$4.00 ↑	12.5% ↑
General public – 9 holes Adult	Was \$32 now \$35 (Verified with Golf club)	\$3.00 ↑	9.38% ↑
General public – 9 holes Children U18	Was \$16 now \$17.50 (Verified with Golf club)	\$1.50 ↑	9.38% ↑
Other recreation and leisure program fees	Was \$9 now \$10	\$1.00 ↑	11.11% ↑

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of moderate significance in terms of economic issues that affect the community's access to facilities provided by the City.

#### **STATUTORY IMPLICATIONS**

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996*, a local government is to undertake a review of its fees and charges regularly, and not less than once in every financial year.

Section 6.16 of the Act states that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.17 of the Act further states that in determining the amount of a fee or charge for goods and services, a local government is to take into consideration the following factors:

- The cost to the local government of providing the service or goods;
- The importance of the service or goods to the community; and
- The price at which the service or goods could be provided by an alternative provider.

This may include increases beyond normal indexation in particular cases, in line with section 6.17 of the Act.

Section 6.18 of the Act clarifies that, if the amount of any fee or charge is determined under another written law, then a local government may not charge a fee that is inconsistent with that law.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with both Council and Executive staff through workshops and consultation sessions.

**COMMUNITY CONSULTATION**

Public Notice advertising the 2025/26 Draft schedule of Fees and Charges commenced on 8 May 2025 and ended on 29 May 2025.

Public Notice was issued on the City of Karratha website, the Pilbara News, The West and in all the City of Karratha Libraries and facilities over this period.

No submissions were received during the period.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Overall, the fees and charges revenue yield is proposed to increase by 3% for 2025-26 which aligns with CPI assumptions and offset by a hold on increases for select fees and charges. Increases to Lease income for 2025/26 also contribute toward this increase in revenue yield from property investments.

The 2025-26 Draft Schedule of Fees and Charges has been generally guided by a CPI increase process including benchmarking against other local governments and a review of associated service costs. Impact to the community is also considered when setting fees for access to community facilities regardless of total service costs.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.c.1.1	Management Accounting Services
Projects/Actions:	4.c.1.1.19.1	Conduct monthly and annual financial reviews and reporting

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Council is reliant on Fees and Charges revenue to maintain cash flows for the efficient and effective delivery of services at required service levels and project timeframes.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council must ensure justifiable economic decisions are made to increases of Fees and Charges to warrant a positive community reaction for the City's reputation.
Compliance	Moderate	Fees and Charges are legislated to ensure Council provides goods or services in a costly manner to

Category	Risk level	Comments
		the community. Compliance with this legislation ensures fairness and equity to the community.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Each year the Council review the fees and charges as part of the budgeting process.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

It is important that, where possible, controllable fees and charges are appropriately indexed and benchmarked, to assist in offsetting the increasing costs of providing associated services and to ensure the City continues to price services appropriately. Several factors have been utilised including community needs to ensure any increases do not impact on the cost of living any more than general economic conditions.

**COUNCILLOR QUESTION:**

Annual microchipping fee, should this be one-off?

**CITY RESPONSE:**

Yes it should be one-off, the attachment has been amended.

**COUNCILLOR QUESTION:**

Could someone provide an explanation regarding the fee for obtaining a permit to use the verge?

**CITY RESPONSE:**

This fee relates to applications under the "Animals, Environment and Nuisance Local Law" for storing building materials on the verge. It is recommended that the title for this fee be updated to read: "Permit to use verge (A,E&N LL 3.3)" for clarity.

**COUNCILLOR QUESTION:**

What is the bond on verge fee?

**CITY RESPONSE:**

The bond fee is in case they damage assets in the verge.

**COUNCILLOR QUESTION:**

Approval to occupy a caravan, when is this applicable and how is it enforced?

**CITY RESPONSE:**

This fee relates to approvals issued under the Caravans and Campgrounds Act to occupy a caravan. This is not common but we will consider on occasion. We do not actively seek out non-compliance on this matter but will respond to complaints.

**COUNCILLOR QUESTION:**

Why do emergency services have to pay a stallholder fee at FeNaCING?

**CITY RESPONSE:**

Council can propose an amendment to the fees listed if desired, however typically community organisations apply for a fee waiver which in most cases has been supported.

For FeNaLiNG 2025 the City has received 7 requests to date from community and emergency service organisations requesting a fee waiver, totalling \$3,500, that are currently being processed.

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**COUNCILLOR QUESTION:**

Can you explain what a funeral masonry licence is?

**CITY RESPONSE:**

The licence is for a funeral mason to undertake any monumental works at a City cemetery site. The monuments (granite/bronze headstones, gravestones, memorial plaques, etc) need to be constructed and engineered to meet Australian Standards and ensure safety of people attending the cemeteries. There is a fee associated with the issuing of a licence.

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**COUNCILLOR QUESTION:**

Karratha Golf Club (KGC) currently has a casual membership, why is that is not listed here?

**CITY RESPONSE:**

Memberships are to the Karratha Country Club (KCC), not the City. Through a memorandum of understanding, the KCC pays the City a fee to access the greens, and it is this fee that is provided included in the schedule of fees and charges..

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**COUNCILLOR QUESTION:**

Is there an opportunity to offer family memberships at Karratha Leisureplex as well as Wickham?

**CITY RESPONSE:**

Over time, the concept of a family has evolved to reflect a broader range of household structures. Recognising this shift, many organisations and service providers are reviewing how memberships are defined and delivered.

While some facilities, such as the Wickham Recreation Precinct, currently offer family passes, the City is exploring alternative pricing models to better align with the diverse needs of our community. This approach ensures that our services remain fair, accessible, and inclusive for all household types.

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**COUNCILLOR QUESTION:**

There was commentary this week regarding proposed changes to this item, what are the proposed changes?

**CITY RESPONSE:**

Cr Johansen has proposed an amendment to the fees and charges which is currently being reviewed by administration. This amendment will be distributed in the next day or two ahead of the OCM.

**9.12 SUPPORTED ACCOMMODATION SCHEME POLICY**

**File No:** CM.599

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Manager Governance & Organisational Strategy

**Date of Report:** 9 June 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):**

1. Supported Accommodation Scheme Policy
2. Supported Accommodation Scheme Draft Procedure

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**PURPOSE**

For Council to consider the introduction of a Supported Accommodation Scheme Policy.

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**OFFICER'S RECOMMENDATION**

**MOVED :** Cr Swaffer  
**SECONDED :** Cr Furlong

That Council:

1. **ADOPT** the draft Supported Accommodation Scheme Policy; and
2. **NOTE** the procedure for the Supported Accommodation Scheme Policy.

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**COUNCIL RESOLUTION**

**Res No :** OCM250630-15  
**MOVED :** Cr Roots  
**SECONDED :** Cr Swaffer

That Council suspend standing orders at 7:00pm to allow open discussion of item 9.12 Supported Accommodation Scheme Policy.

**CARRIED 9/0**

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**FOR :** Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
**AGAINST :** Nil

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**COUNCIL RESOLUTION**

**Res No :** OCM250630-16  
**MOVED :** Cr Roots  
**SECONDED :** Cr Swaffer

That Council resume standing orders at 7:14pm.

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**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller  
AGAINST : Nil

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**PROPOSED AMENDMENT / COUNCIL RESOLUTION**

**Res No : OCM250630-17**  
**MOVED : Cr Swaffer**  
**SECONDED : Cr Simpson**

**Addition of:**

3. **Request the CEO to conduct stakeholder engagement and report back to Council in 6 months time, detailing the outcomes of engagement and progress on performance of the policy.**

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**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller  
AGAINST : Nil

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**AMENDED RESOLUTION**

**Res No : OCM250630-18**  
**MOVED : Cr Swaffer**  
**SECONDED : Cr Furlong**

**That Council:**

1. **ADOPT the draft Supported Accommodation Scheme Policy;**
2. **NOTE the procedure for the Supported Accommodation Scheme Policy; and**
3. **REQUEST the CEO to conduct stakeholder engagement and report back to Council in 6 months, detailing the outcomes of engagement and progress on performance of the policy.**

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**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller  
AGAINST : Nil

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**BACKGROUND**

The City has housing stock that is provisioned for employee housing and it also has property that is accessible for service worker accommodation. Additional employee housing development is being programmed by the Council in the coming budget that will result in the release of private dwellings back to the open market.

The Medical Services Housing Scheme will be concluding on 30 June 2025. This scheme was introduced in 2008 and offered grants to doctors and health professionals for affordable housing. This initiative enabled health services to meet the community's health care needs and workplace demands.

The City has also received enquiries from other community service providers such as the Pilbara Kimberley University Centres for affordable housing options to support students seeking short term placements.

## DISCUSSION

The City has a portfolio of residential properties for tenancies with employees, service worker accommodation and some private rental arrangements. The City has provided housing to the private market when its housing stock was surplus to needs for short term rental arrangements. Prior to 2021 the City also provided housing for doctors under the Medical Services Housing Scheme program.

The current City Employee Housing Portfolio comprises of:

Type	Tenant	Units
Residential	Employees	61 dwellings
	Transit housing	2 dwellings
	Private tenancies	9 dwellings (6 at Shakespeare)
External private rentals	Employees	8 dwellings

Service Worker Accommodation sites in the City:

Site	Owner	Units
Shakespeare Units, Karratha	City Owned	30 (2 bedroom dwellings)
Warrambie Estate, Karratha	Development WA	100 (1, 2 and 3 bedroom dwellings)
Various locations	Rio Tinto	5 (2 and 3 bedroom dwellings)
Various locations	Woodside	16 (2 and 4 bedroom dwellings)
The Quarter Residential, Karratha	Development WA	46 (1 bedroom dwellings)

In addition to the above, six units at Warriar Street Bulgarra have just become available and now form part of the City's Housing Pool.

Affordable housing has been an ongoing concern and limitation for business growth and community prosperity. Low income earners (generating up to \$35k) are eligible for social housing and high income earners (generating upwards of \$100k) are more likely to access the open market, whereas the middle income earners have very limited options to affordable housing. The current service worker accommodation model considers gross income for a single tenant of up to \$90,000 per annum and a couple of up to \$130,000 per annum.

Focus on the service industry groups eligible for service worker accommodation has been:

- Retail trade
- Accommodation and Food Services
- Health Care and Social Assistance
- Education and Training

Whilst there has been no adjustment to income modelling for the service worker program, the joint venture partners (City of Karratha, Rio Tinto and Woodside) have agreed to retain the existing thresholds to not discriminate against the middle income earners who are trying to enter the program at the lower income scale. This approach is comparable to the Development WA model for Warrambie and The Quarter Residential dwellings.



With the conclusion to the Medical Services Housing Scheme and a review into the demand for Health Services and housing support, it is opportune to consider whether Council diversify its reach for housing support to areas of allied health.

Similar demands are also being received from education providers and the ability to support adult students undertaking studies at a Australian Qualifications Framework (AQF) Level 4 or above.

Eligibility criteria has been drafted for housing for allied health services and for student short term placements. This criteria will be incorporated into affordable housing programs that are released in the future and may extend to other service areas in need of accommodation assistance.

Eligibility criteria for programs implemented by the City will be detailed in individual programs and shall consider:

- (a) Income thresholds
- (b) Priority community services
- (c) Non-government and not for profit small to medium size businesses
- (d) Annual compliance checks
- (e) Allocation of housing in the name of the employer or employee
- (f) Employees must be working a minimum of 30 hours per week.

Tenancies will be managed under the *Residential Tenancies Act 1987*.

Rent and lease terms will be specific to each program. All tenants will enter into a REIWA Residential Tenancies Agreement, will be responsible for all utilities and contents insurance. Rents will be reviewed annually to ensure fairness and alignment with market and income conditions. Consideration will be given to the purpose of the program being undertaken and rent affordability in Karratha with a comparable market rent in Perth.

Following the adoption of this policy, the City will engage with stakeholders in the implementation of the policy. This may lead to the update of the procedures in line with what is envisaged by the policy. This policy will enable the City to meet the broader need across the three (categories) more specifically for the Warrier Street units that are now available.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of moderate significance in terms of social and economic sustainability issues impacting our community's ability to afford housing for their employees.

#### **STATUTORY IMPLICATIONS**

Tenancies will operate under the *Residential Tenancies Act 1987*.

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

Consultation between Officers has taken place in the preparation of this report. Councillors were informed at a Councillor workshop on 16 June 2025.

#### **COMMUNITY CONSULTATION**

No community consultation is required.

#### **POLICY IMPLICATIONS**

There are no policy implications.

#### **FINANCIAL IMPLICATIONS**

Implementation of the policy will have an impact on the Council Budget for 2025/26. Income currently recognises affordable housing for service worker tenancies.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services: 2.a.1.1 Small and Medium Enterprise Support

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The City has low stock numbers for housing allocated to service worker accommodation programs. An additional small number of units will be immaterial to existing budget forecasts.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	By making provision for affordable housing to members of the public and those businesses that are in need of housing for their employees will be seen as a positive initiative by the City to alleviate business stress and improves the liveability in the community.
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

Implementation of the policy over and above the existing service worker joint venture program will have an insignificant impact on the Housing team's ability to manage the City's property portfolio. Warriar Street has recently become available and this site has only 6 dwellings to add to the existing portfolio. A further 6 dwellings in Hancock Way will be allocated to employee housing by 2026.

**RELEVANT PRECEDENTS**

The City introduces and reviews policies regularly. The joint venture partnership arrangement with Rio Tinto and Woodside did not instigate the development of a policy however the agreement illustrates a community need for affordable housing for middle to low income earners and its importance to the fabric of the community in the essential services these employees are active in.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The Supported Accommodation Scheme Policy recognises the lack of affordable accommodation in Karratha and provides a commitment to support small to medium businesses in providing employee housing to low and middle income earners. The inclusion of allied health services and student accommodation into this policy indicates the Council's desire to retain health care workers and support the educational providers who offer tertiary qualifications so Karratha remains Australia's most liveable regional City.

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**COUNCILLOR QUESTION:**

Are the eligibility criteria appropriate for allied health services? Is there a provision for small to medium sized businesses regardless of whether they are for profit?

**CITY RESPONSE:**

A procedure will be distributed to Council in the coming days which details eligibility criteria for allied health services, aligned to the City's demand/supply research with EY. Drafting currently excludes whether they are for profit or not for profit businesses.

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**COUNCILLOR QUESTION:**

Do we need to include an example of allied health services?

**CITY RESPONSE:**

What is in the report is not currently in line with the procedure.

The policy will not preclude any allied health service, however those services in higher demand will be weighted higher.

Service demands and availability will be measured through the Health Services Review currently being undertaken by EY and then reviewed on an annual basis.

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**COUNCILLOR QUESTION:**

Has this policy been shown to the organisations impacted by the closure of the MSHS scheme?

**CITY RESPONSE:**

The policy has not been shared with the organisations affected by the closure of the MSHS scheme. The City prioritised a timely response to emerging housing needs – particularly arising with the availability of six villas on Warriar Street – over broader consultation. The policy aims to expand eligibility for supported accommodation from service workers to include allied health professionals and students. Council's endorsement of the policy, and Administration's intended direction, is needed before engaging with impacted organisations or implementing the changes.

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**COUNCILLOR QUESTION:**

Why has the couple threshold not increased?

**CITY RESPONSE:**

The upper thresholds for single and couple households were considered at a recent Service Worker joint venture partnership meeting where it was agreed to retain the existing limits. These amounts also align with other DevWA supported housing schemes in Karratha.

The City has an existing SWA waitlist. Currently we have excess demand. It should be noted that increasing the thresholds would increase waitlists, but not increase the level of supply.

The policy itself does not include specific figures. Individual programs operating under the Supported Accommodation Scheme Policy can have differing eligibility criteria and income thresholds to suit the objectives of the program. By allowing the CEO to manage this at a procedural level the City can adapt to changing market dynamics.

## 10 COMMUNITY EXPERIENCE REPORTS

### 10.1 24HR LIBRARY SERVICES PILOT

**File No:** CS.101

**Responsible Executive Officer:** Director Community Experience

**Reporting Author:** Community Operations Coordinator

**Date of Report:** 23 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Briefing Presentation

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#### PURPOSE

For Council to consider the community request of a trial of 24-hour access to one or more library branches.

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#### ALTERNATE RECOMMENDATION / COUNCIL RESOLUTION

**Item No.** 10.1  
**Description:** 24/7 Library Services Pilot  
**Recommended by:** Cr Nunn

**Res No** : **OCM250630-19**  
**MOVED** : **Cr Nunn**  
**SECONDED** : **Cr Waterstrom Muller**

**That Council:**

- 1. ACKNOWLEDGE the motion carried at the March 2025 Annual Electors Meeting requesting that Council considers a pilot trial of opening one or more library facilities 24/7; and**
- 2. REQUEST the Chief Executive Officer to investigate an extension of hours at the Karratha and Wickham Libraries during weekday evenings and over the weekend with a report for Council's consideration to be presented to the October Council meeting.**

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**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

#### REASON FOR ALTERNATE

Preference is to extend hours of the Karratha Library, rather than make it available 24/7 but would like an investigation undertaken by the Administration first, to determine suitable hours during weekday evenings and during the weekend.

Including Wickham Library will allow for consideration of high school students and members of the community to be able to access the library after work and school. Wickham high school students do not return to Wickham until 3:30pm or 4pm, and the library currently closes at 4pm.

### **OFFICER COMMENT**

The Administration supports this recommendation.

A trial period may provide greater insight on utilisation at different hours throughout the day and week, however existing data on current operations is well developed and can assist to inform appropriate extended hours for the Karratha and Wickham Libraries.

To undertake an investigation without conducting a trial, the process would include:

- o Review of historical usage data (e.g. peak times, entry/exit patterns, and current unmet demand).
- o Benchmarking against extended-hours models in comparable regional and metro libraries.
- o Engagement, including staff, REAP operations, community members, and risk/safety teams.
- o Assessment of staffing models required to support evening/weekend extensions
- o Cost analysis for extended hours, including staffing, utilities, cleaning, and security.
- o Infrastructure readiness review, including lighting, air-conditioning timers, public Wi-Fi, and accessibility.
- o Risk assessment regarding WHS, lone worker scenarios, and incident response requirements.
- o Identification of policy and procedural amendments needed to support revised opening hours.
- o Training / on-boarding considerations

The investigation can be completed utilising existing FTE.

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### **OFFICER'S RECOMMENDATION**

**That Council:**

1. **ACKNOWLEDGE** the motion carried at the March 2025 Annual Electors Meeting requesting that Council considers a pilot trial of opening one or more library facilities 24/7;
2. **ENDORSE** a six-month 24/7 access pilot at Wickham Library, based on its relative feasibility, moderate infrastructure requirements and lower estimated cost compared to other options; and
3. **APPROVE** by **ABSOLUTE MAJORITY** a budget allocation of \$65,000 in the 2025/26 budget as an initial amount to progress the 6-month 24/7 access pilot at Wickham Library.

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### **BACKGROUND**

At the March 2025 Annual Electors Meeting, a motion was passed requesting the City explore a pilot for 24/7 library access. The proposal referenced successful models such as Forestville Library (NSW), which implemented secure, unstaffed access with positive community feedback.

## DISCUSSION

The concept aligns with growing community expectations for flexible service delivery.

Benchmarking with other councils shows a range of models—from full 24/7 access to limited after-hours study spaces and self-service kiosks, each option presenting unique operational, financial and compliance considerations.

### Benchmarking Summary:

- **Forestville Library (NSW)** transitioned to 24/7 access for inducted members aged 16+, using secure entry systems and CCTV. The facility is a suburban library with a single-level layout and an open-plan configuration that includes study desks, lounges and basic public technology. A 3-month trial led to high usage (21% of visits outside staffed hours) and strong community support.
- **Albany Library (WA)** offers a 24/7 study space for school and tertiary students via security-tag access. The offering is a small, enclosed room within the main library, equipped with two public computers, desks, printing access and free Wi-Fi. The space is restricted to eligible students and remains separate from the general library collection and services.
- **Yarra Libraries (VIC)** has implemented extended access programs across multiple larger, full-service branches. These facilities include designated areas with extended unstaffed hours, separate from areas that operate during standard staffed hours. While not 24/7, they offer significantly extended access outside traditional opening times. Members undergo a safety induction before gaining access to areas including Wi-Fi, computers, collections and study spaces during unstaffed hours.

### Scope of Options Under Investigation

To deliver a successful 24/7 unmanned library access model, several core components must be in place. Must-have requirements include:

- a secure and reliable access control system (e.g. swipe or pin),
- sufficient CCTV coverage and lighting for safety
- IT infrastructure system that supports self-service technologies such as self-loan stations, printing kiosks, WiFi and public computers.
- clear emergency procedures, appropriate duress alarms and protocols for monitoring and incident response.

The pre-assessment of each option, began with a review of existing infrastructure, followed by site inspections to evaluate physical layout, security and technology. Discussions were held with City Officers to identify gaps and confirm compliance with risk and operational standards.

A pre-assessment checklist was used to assess each site's readiness against core requirements including:

- Existing CCTV coverage (internal and external)
- Entry point configuration/ability to restrict zones
- After-hours lighting adequacy
- Wi-Fi and public PC access
- Availability of self-loan/self-return and suitable furniture
- Existing security measures (such as security gates)

- Restrictions or challenges with co-located facilities

#### Option 1: Karratha Library 24/7

Ruled out due to existing liquor licence restrictions, locked amenity access and shared infrastructure with the Red Earth Arts Precinct, which presents significant risks.

#### Option 2: Karratha Library (Staffed 24/7)

A fully staffed 24/7 library operation requires a minimum of two staff on-site at all times to maintain service continuity, comply with liquor licensing requirements, ensure patron safety and align with workplace health and safety obligations, such as emergency response and access to toilet amenities.

Based on current staffing levels and applicable industrial agreements, the estimated annual cost of delivering a fully staffed 24/7 service is approximately and \$863,000, in addition to the existing operating budget, inclusive of allowances, loadings and superannuation, in addition of existing budget. Additional staffing would be required to provide appropriate shift coverage and accommodate leave.

While this approach is operationally viable, the significant and ongoing financial commitment makes it a less sustainable model compared to alternative options.

Services available to patrons:

- In-Library access to full-collection, including Local History items in archive
- Loans, renewals, returns and reservations via both the staff desk and self-service equipment
- Member and visitor access WiFi and public PCs
- Access to printing, copying and scanning. EFTPOS payments via printing kiosk and cash payments via staff desk
- Access to staff for support, technical queries and other enquiries
- Access to study spaces and furniture and equipment (e.g. toys) for recreation

#### Option 3: Dampier Library 24/7

The Dampier Library currently lacks CCTV and would require installation of both internal and external systems, with an estimated cost of \$70,000. Additionally, access control on three doors is required, estimated at \$60,000. External lighting is considered sufficient. Two security gates would also be needed for the emergency exit door, estimated at \$50,000, plus ongoing software costs. Safety equipment such as duress alarms and a defibrillator would need to be factored in.

Additional considerations, include the potential need for a new electronic access system (estimated at \$30,000) and infrastructure modifications to manage safe toilet access after-hours. Modifications would be required to the fire alarm system, which automatically unlocks all doors during activation—potentially enabling movement into restricted areas. Risks such as tailgating or shared credentials may also require attention in the design of any unstaffed access model.

Further investigation is underway to determine whether these upgrades would trigger building compliance requirements, including possible changes to fire protection systems. These factors will influence the final cost and overall feasibility.

Services available to patrons:

- In-Library access to collection on library floor
- Loans and renewals via self-service equipment
- Returns only via external returns chute (no internal self-service return equipment)
- Member only access WiFi and public PCs
- Access to printing, copying and scanning, however no existing option to take payments without staff
- Access to study spaces and furniture

#### Option 4: Wickham Library 24/7

No upgrades are required to the existing CCTV infrastructure. Access control would be needed on two doors, estimated at \$40,000 and additional security gates on the emergency exit door are estimated at \$25,000, plus ongoing software costs. Safety equipment such as duress alarms, a defibrillator and fire safety compliance would also need to be considered. External lighting is considered sufficient.

Operational feedback has identified several site-specific factors. The library shares a foyer with the Wickham Community Hub Multipurpose Room (MP1) and an Early Learning Centre, both of which access the building through separate entry points. During after-hours programs in MP1, the foyer door remains unlocked, which could enable public access to the library unless internal doors are securely managed. This would require the library entry to remain locked and accessible only via authorised fob or swipe card access.

As is the case with other unstaffed options, potential behavioural risks, including the possibility of patrons sharing access credentials or admitting others into the facility, safety of patrons and access to toilet amenities—would need further investigation and mitigation.

Further assessment is needed to determine whether the proposed upgrades would trigger additional building compliance requirements, such as modifications to fire protection systems.

Services available to patrons:

- In-Library access to collection on library floor
- Loans, renewals and returns via both the staff desk and self-service equipment
- Member only access WiFi and public PCs
- Access to printing, copying and scanning, however no existing option to take payments without staff
- Access to study spaces and furniture

#### Option 5: KLP Office Suites (Study Space)

Ruled out as the area involves shared access with existing tenants, creating security and privacy risks. Installing CCTV in tenanted zones raises compliance and the space is not designed for independent public access.

#### Option 6: Alternative Options

These options involve installing Anytime Library self-service units from FE Technologies, enabling patrons to borrow, return and collect reserved items outside of staffed hours. These



systems are typically installed in external, publicly accessible locations and operate similarly to secure parcel lockers or vending machines for library items.

Two models are available:

1. External Locker System – A secure, weatherproof bank of lockers used for collecting holds, returning items and renewing loans. Operated via a touchscreen console and accessed using a library card and PIN.  
Cost: \$24,539 (ex GST) + \$1,957 annual maintenance
2. Full Any Time Library Unit – A standalone, self-service kiosk stocked with a curated selection of books and media. Patrons can browse available titles on-screen, borrow and return items and collect reservations using their library card.  
Cost: \$106,861 (ex GST) + \$9,051 annual maintenance

Due to Karratha Library's unsuitability as a 24/7 option, this option will also be considered as a project for the 26/27 budget in the Red Earth Arts Precinct undercroft.

### LEVEL OF SIGNIFICANCE

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

### STATUTORY IMPLICATIONS

There are no statutory implications to implementing a 24-hour, 7-day service.

### COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place across a number of internal departments to scope operational, safety, infrastructure and communication requirements.

### COMMUNITY CONSULTATION

No community consultation is required.

### POLICY IMPLICATIONS

No existing policy implications.

### FINANCIAL IMPLICATIONS

A formal scoping process is required to confirm the full financial implications of implementing a 24/7 library access model. Preliminary assessments indicate that even a limited trial would require thoughtful planning, targeted infrastructure upgrades and coordinated cross-team support. Should Council choose to proceed, a dedicated budget is required to support the delivery of the pilot and ensure all operational and safety considerations are appropriately addressed.

Option	Comments	Approx. costs
<b>Karratha Library</b>	Not viable due to liquor licence restrictions, restricted amenity access, security, building modifications. No costings required.	N/A
<b>Karratha Library (Staffed 24/7)</b>	Estimated staffing cost of \$863,412.39 annually based on Level 3.1 rates. Additional costs expected for handover time, supervision and leave coverage.	\$870,000
<b>Dampier Library 24/7</b>	CCTV installation (\$70,000), access control on 3 doors (\$60,000), access system (\$30,000), two additional security gates (\$50,000) plus potential	\$210,000

Option	Comments	Approx. costs
	costs for toilet access infrastructure, fire system compliance, ongoing software costs and safety equipment (e.g. duress alarms and defibrillator).	
<b>Wickham Library 24/7</b>	Access control on two doors (\$40,000) and additional security gates (\$25,000) plus potential costs for fire system compliance, ongoing software costs and safety equipment (e.g. duress alarms and defibrillator). No CCTV upgrades required. Risks include shared foyer access, toilet access outside secure zone and youth behaviour. Additional scoping required.	\$65,000
<b>KLP Office Suites (Study Space)</b>	Ruled out. Shared tenancy area presents unresolved security and privacy risks. CCTV installation not appropriate. No further costings to be progressed.	N/A
<b>Alternative Options</b>	External Locker System – allows for item holds, returns and renewals.	\$27,000
	Full AnyTime Library Unit – self-service kiosk for borrowing, returning and reservations.	\$115,000

### STRATEGIC IMPLICATIONS

There are no strategic implications.

### RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	No staff onsite increases risk in medical or emergency events. AEDs, duress alarms, inductions and sign-in/out tracking to support emergency response.
Financial	Low to Moderate	Options involve high costs – either through infrastructure or ongoing staffing. Full cost modelling required before implementation.
Service Interruption	Low	Access and safety rely on tech systems. Failure of access control, alarms or CCTV may disrupt operations.
Environment	N/A	Nil
Reputation	Low	Misuse, safety breaches or unclear access rules could damage trust.
Compliance	Moderate	Liquor licensing, shared amenities and fire system. All sites require WHS, building and access compliance review.

### IMPACT ON CAPACITY

The proposal will impact internal capacity across a number of City of Karratha departments. City Officer support will be required to scope infrastructure needs, update policies, manage risk, consult the community and oversee implementation.

### RELEVANT PRECEDENTS

The City has not trialled 24/7 library access before, however the Karratha Leisureplex and Wickham Recreation gyms operate under a similar model with induction-based entry, swipe

card access, CCTV and duress alarms. This provides a local reference for managing unstaffed public access.

### **VOTING REQUIREMENTS**

Simple Majority.

### **CONCLUSION**

The proposed 24/7 library access model responds directly to community interest in flexible and accessible library services. After evaluating a range of options, Option 4: Wickham Library 24/7 presents the most feasible and cost-effective location for this trial, due to its existing infrastructure, manageable upgrade requirements and layout simplicity compared to other sites.

While some risks have been identified, particularly around shared access areas, patron behaviour and after-hours amenities, these can be effectively managed through infrastructure upgrades, user agreements, induction protocols and clear operational procedures. The trial aligns with evolving service delivery expectations and leverages existing experience from similar local 24/7 access models at the gym facilities.

Proceeding with a detailed project scope and implementation plan for the Wickham Library pilot will enable Council to test the viability, uptake and community benefit of extended access. A trial period will also offer a valuable opportunity to gather data, assess community response and refine the model for future use.

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### **COUNCILLOR QUESTION:**

Is the intent that the front doors at Wickham will remain open and a FOB is used to enter the library door?

### **CITY RESPONSE:**

It is intended that both internal and external doors would be accessed with a FOB.

---

### **COUNCILLOR QUESTION:**

Can we get an update on revenue for print, copy and scan services and whether we can make them free?

### **CITY RESPONSE:**

The revenue received this financial year up to 25 June, is \$27,000, with expenses of the \$9,000 to provide the service.

Over 30% of printing is 10 pages or more.

There are other services in Karratha that offer printing for a fee. This would need to be considered as part of any decision to make printing, copy and scanning free of charge.

Administration would suggest that printing is not free, as this could result in the service being misused.

---

### **COUNCILLOR QUESTION:**

If access cards are being put on the doors, can installing a FOB MP1 be considered as well?

### **CITY RESPONSE:**

Yes, this can be considered if the pilot trial goes ahead.

---

### **COUNCILLOR QUESTION:**

Was the intent of the motion to have access to space or books?

**CITY RESPONSE:**

The motion did not specify, so we have looked into both options and included the results in this report. We would collect this type of information during the trial to inform any future decisions relating to continued 24/7 access to libraries.

---

**COUNCILLOR QUESTION:**

Given the cost and access restrictions to hosting the trial at the REAP library, is it the officer's opinion that a trial costing \$65k is a sound financial decision, given the patron numbers in Wickham?

**CITY RESPONSE:**

In relation to all options looked at, Wickham has the lowest financial implication. Additionally, the costs associated with conducting the trial in Wickham are for infrastructure/building improvements so it would not be a sunk cost if Council decide not to progress 24/7 opening hours after the pilot trial.

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**COUNCILLOR QUESTION:**

What would be the estimated hourly cost of staff required to operate the library during potential extended hours, specifically on Saturdays or Sundays?

**CITY RESPONSE:**

Hourly rate per person including superannuation and allowances is \$61.03. After 8pm, it is \$81.68.

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**COUNCILLOR QUESTION:**

Is there a possibility for the Karratha Library to be open during times when the Red Earth Arts Precinct (REAP) is already operating, such as during cinema screenings or other events, particularly outside standard library hours?

**CITY RESPONSE:**

Yes, this would be possible.

---

**COUNCILLOR QUESTION:**

Given that REAP would already be open and meet its liquor license requirements during these events, could the library be opened during those same times, possibly using a swipe card access system if security is a concern?

**CITY RESPONSE:**

Yes.

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**COUNCILLOR QUESTION:**

Can we consider extended hours, rather than jumping straight to 24 hours?

**CITY RESPONSE:**

Yes. This proposal has been in response to a specific request in the Annual Electors' Meeting motion for Council consideration. As the resolution did not specify whether it referred to study areas, books, or other resources we have outlined several possible approaches to addressing the motion. Ultimately, Council can provide direction on whether there are particular aspects you would like us to explore further from a service delivery perspective.

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**COUNCILLOR QUESTION:**

There are extended hours on certain days at Dampier and Karratha already, do we have information on the number of people accessing the libraries during the existing extended hours?

**CITY RESPONSE:**

Yes, we can access data on the number of people accessing the libraries at any particular time of the day.

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**COUNCILLOR QUESTION:**

Can there be further investigation into how other 24-hour libraries are managing staff costs?

**CITY RESPONSE:**

Industrial agreements vary from organisation to organisation so would not necessarily be comparable. Any changes to Industrial Agreements are negotiated and not a quick process.

Example 24-hour libraries in the eastern states were all unmanned.

---

**COUNCILLOR QUESTION:**

Can an alternate recommendation be made? In what time frame is this required? Should we consider delaying this decision to enable alternate recommendations to be discussed?

**CITY RESPONSE:**

The CEO recommends Council close out this recommendation, and if Council wants to extend facility access it can provide an alternate recommendation requesting the Administration undertake these investigations and bring a report back to Council.

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**COUNCILLOR QUESTION:**

Can we compare our population to the population from the example 24-hour libraries.

**CITY RESPONSE:**

Based on 2021 census data:

Karratha – 17,013

Forestville, NSW – 8,659

Albany, WA – 38,763

Yarra, Vic – 90,114

**10.2 ADVERTISING OF PROPOSED AMENDED POLICY – COMMUNITY FACILITIES HIRE AND USE CHARGES POLICY (CS-04)**

<b>File No:</b>	CS.148
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Manager Community Facilities
<b>Date of Report:</b>	28 April 2025
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Proposed Community Facilities Venue Hire Policy (CS-04) – Tracked Version</li><li>2. Proposed Community Facilities Venue Hire Policy (CS-04) – Clean Version</li><li>3. Community Facilities and Use Charges Policy (CS-04) - Original Version</li></ol>

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**PURPOSE**

For Council to consider for the purposes of community and stakeholder consultation, the proposed amendments to the Community Facilities and Use Charges Policy (CS-04).

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-20  
**MOVED** : Cr Waterstrom Muller  
**SECONDED** : Cr Nunn

**That Council:**

1. **ACKNOWLEDGE** the motion carried at the March 2025 Annual Electors Meeting requesting that Council approve a waiver of hire fees for eligible Not-for-Profits, sole traders and small businesses for the use of Council facilities, when running events for community benefit, based on council drafting a policy that identifies appropriate eligibility; and
2. **APPROVE**, for the purposes of community and stakeholder consultation, the proposed draft amendments to the Community Facilities and Use Charges Policy (CS-04).

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**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
**AGAINST** : Nil

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**BACKGROUND**

At the March 2025 Annual Electors Meeting, a motion was carried requesting that Council approve the waiving of facility hire fees for eligible not-for-profit organisations, sole traders, and small businesses hosting community events that deliver social, cultural, or economic

benefits to residents. The motion highlighted that many small events currently struggle to break even due to venue hire costs, often resulting in events being scaled back, delayed, or cancelled altogether. Removing this financial barrier is seen as a way to foster a more vibrant and engaged community by encouraging a greater number of community activities.

To support this initiative, it was further proposed that Council implement a simple and accessible application process to ensure small organisations and sole traders can easily apply for the fee waiver without facing excessive administrative requirements. Additionally, it was requested that the City actively promote the fee waiver initiative through its communication channels to raise awareness and maximise community participation in local events.

## DISCUSSION

Council's Community Facilities and Use Charges Policy (CS-04) currently provides for fee waivers, with eligibility limited to community groups. While the Policy is scheduled for review in July 2026, officers have brought the review forward to align with and address the motion carried at the March 2025 Annual Electors Meeting. This earlier review will allow Council to consider expanding eligibility criteria to include not-for-profit organisations, sole traders, and small businesses hosting community-benefit events, as well as to streamline the application process in line with the intent of the motion.

The table below provides a summary of the changes being proposed for the amended Community Facilities and Use Charges Policy:

Review Change	Rationale
New Format	The Policy has been updated to the new City policy format
Policy Name Change from Community Facilities and Use Charges to Community Facilities Venue Hire Policy	To provide greater clarity and better reflect the policy's purpose and accurately describes the focus on the hiring of community facilities, making it easier for the public and applicants to understand and locate the relevant information.
Grammatical and Readability Improvements	Minor grammatical edits have been made throughout the Policy to improve clarity, consistency, and ease of reading. These changes ensure the document is more accessible to a wider audience, reducing ambiguity and making the Policy easier to understand and apply.
Heading under Philosophy Community Group Donations/fee waiver changed to Donations and Fee Waivers	The original heading focused on only community groups being eligible for donations or fee waivers. The revised heading removes this restriction, aligning with the proposed changes to expand eligibility to include not-for-profit organisations, sole traders, and small businesses hosting community-benefit events. It also improves clarity by separating the two concepts, <i>donations</i> and <i>fee waivers</i> , making it easier for users to understand the types of support available.
Definitions	Edited for clarity and inclusion of new definitions.
Policy Principles included	Policy Principles added to provide a clear framework outlining the key values and intentions guiding the policy. Included sub-headings, <i>Equity and Fairness</i> , <i>User-Pays Framework</i> , <i>Risk Management</i> , <i>Transparency and Accountability</i> , and <i>Fee Waivers for Community Benefit</i> , under this section to help understand the major themes and objectives and make the policy accessible, transparent,

	and easier to navigate, particularly for applicants and decision-makers.
Heading Application of Fee Waivers and Charges included	Included to clearly explain how fee waivers and charges including bonds are applied under the policy. This section provides practical guidance for both the applicants and officers, ensuring greater transparency, consistency, and fairness in the administration of waivers and charges across all eligible groups and events.

The proposed changes to the policy serves as the foundation for a community consultation process, ensuring that the policy revisions are aligned with the needs and concerns of all stakeholders involved or as communicated via the Annual Electors Motion.

### **LEVEL OF SIGNIFICANCE**

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

### **STATUTORY IMPLICATIONS**

Section 2.7(2) (b) of the Local Government Act 1995 provides that the Council is to determine the local government's policies.

### **COUNCILLOR/OFFICER CONSULTATION**

The proposed amendments have been reviewed by the executive and management teams. Further opportunity for feedback from Councillors and Officers will occur as part of the proposed policy advertising period.

### **COMMUNITY CONSULTATION**

The proposed amended policy will be available for community feedback for a period of 30 days via the City's engagement platform What We Make It and advertised through the City's social media platforms and to existing venue hirers.

Feedback and comments received on the proposed amendments will inform the further policy changes for Council's consideration.

### **POLICY IMPLICATIONS**

The existing policy remains in place until Council considers final amendments which is anticipated for September 2025.

### **FINANCIAL IMPLICATIONS**

Policies refer to fees and charges that are implemented as per the City's Fees and Charges annual budget process.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	4.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.20.2	Review and maintain a contemporary set of Council Policies

### **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	Council policies must be current, relevant to legislation and in line with community expectations.
Compliance	Low	Council should ensure policies are compliant with appropriate legislation.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Policies are reviewed as required and are approved by Council.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The proposed amendments aim to broaden the eligibility for fee waivers, incorporating not-for-profit organisations, sole traders, and small businesses hosting community-benefit events. The review also addresses the need for a simplified application process and the promotion of this initiative to maximise community participation. The proposed changes to the policy include updates to the format, name, and content, to ensure clarity, transparency, and accessibility. These revisions are included to reflect the Council's commitment to fostering a more inclusive and engaged community by removing financial barriers for community-driven events. The consultation process will allow for stakeholder input, ensuring that the final policy reflects a balance between community needs and Administration's application of the motion from the March 2025 Annual Electors Meeting.

**COUNCILLOR QUESTION:**

Relating to REAP hire, why do participants have to be under the age of 18 to qualify for a discount?

**CITY RESPONSE:**

This is the eligible criteria currently in place and previously supported by Council. It can be reviewed to be more inclusive of other groups during the public feedback period and prior to Council adopting the final version.

## 11 DEVELOPMENT SERVICES REPORTS

Cr Scott left the meeting at 7:25pm and Deputy Mayor Gillam assumed the position of chair.

### 11.1 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BAYNTON DEVELOPMENT – CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION

<b>File No:</b>	CM.599
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Housing Financial Analyst
<b>Date of Report:</b>	5 June 2025
<b>Applicant/Proponent:</b>	Acero Construction Pty Ltd
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Advertised Business Plan</li><li>2. Public Submissions</li><li>3. Business Plan Review</li><li>4. CONFIDENTIAL Corporate Credit Reporting</li><li>5. CONFIDENTIAL Contractor References</li><li>6. CONFIDENTIAL Building Inspection Report</li><li>7. Baynton Development Investment Decision Fact Sheet</li><li>8. Briefing Presentation</li></ol>

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#### PURPOSE

For Council to consider public submissions received regarding the draft Business Plan to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing and determine whether to proceed with acquiring the development.

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : OCM250630-21  
**MOVED** : Cr Simpson  
**SECONDED** : Cr Waterstrom Muller

**That Council by Absolute Majority:**

1. **RECEIVE** the 15 public submissions and the Administration's responses regarding the draft Business Plan to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing;
2. **NOTE** the due diligence that has been undertaken to minimise risk, including:
  - Independent Business Plan Review
  - Corporate Credit Reporting
  - Contractor References
  - Building Inspection Report

3. **AGREE to undertake a Major Land Transaction to acquire the proposed development at Lot 481 Bajamalu Drive, Baynton for the purpose of housing;**
4. **APPROVE a budget allocation of \$26,236,692 for the transaction in the 2025/26 Annual Budget to be funded by transfer from the Infrastructure Reserve; and**
5. **AUTHORISE the Chief Executive Officer to execute a Contract for Sale of Land by Offer and Acceptance and Development Agreement to facilitate the Major Land Transaction.**

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**CARRIED 7/1**

FOR : Cr Gillam, Cr Furlong, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom  
Muller

AGAINST : Cr Johannsen

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### **BACKGROUND**

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

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

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

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

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

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

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

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

At the February 2025 Ordinary meeting, Council resolved to adopt the business plan for one of the five shortlisted proposals, the Baynton Development by Acero Construction, and advertise the business plan for public feedback prior to making an investment decision.

## DISCUSSION

The Business Plan was made available on Council's 'What We Make It' website from 27 February 2025, with Statewide public notice provided on 5 March 2025. The Business Plan was also promoted through the City's social media channels. Public submissions were open until 5:00pm on 16 April 2025, being 6 weeks after Statewide public notice in accordance with s3.59 of the *Local Government Act 1995*. 15 submissions were received with 10 broadly in favour of the proposal and 5 opposed.

The submissions in favour primarily emphasised the need for additional housing, commended the City for taking a proactive approach, made suggestions for ways to best utilise the development and provided advice on some matters that the respondents felt were not addressed sufficiently in the Business Plan.

The submissions opposed all shared the common theme that respondents believed the City should not be directly or financially involved in housing development.

A copy of all submissions and proposed responses is attached for reference (**Attachment 2**) with a summary of the key comments and issues raised contained within the Community Consultation section below.

## Due Diligence

In order to provide assurance around the project feasibility, contractor's experience, reliability and capability to deliver the project, Officers have undertaken a number of due diligence activities.

### Independent Business Plan Review

Officers engaged APP Consulting to provide a review of the business plan for compliance, project feasibility, financial projections and risk analysis. The review concluded that:

- The business plan complies with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*;
- Key information is provided within the Business Plan to fully understand the nature of the transaction, the options available, outcomes to the City and support the recommendations made;
- The risks identified constitute a sound overview of the key risks (noting that risk management is considered a dynamic function that will need to be managed should the project proceed);
- That rents adopted in the project modelling are below current market and therefore the financial results are not considered overly optimistic from this perspective;
- Cashflows and associated sensitivity analysis for all options are considered robust; and
- A terminal value should be included in the Net Present Value (NPV) and Internal Rate of Return (IRR) calculation to reflect the asset maintaining a value at the end of the cashflow period. It is expected that by including a terminal value a moderate increase of returns will result.

A copy of the review findings is attached for reference (**Attachment 3**).

#### Corporate Credit Reporting

Officers have engaged Illion Risk Services to provide comprehensive credit reporting on both the proponent company Acero Construction Pty Ltd as well as individual reporting on all Directors.

The reporting rated Acero Construction Pty Ltd as minimal risk of default and below average risk of late payment to suppliers in the next 12 months.

The reporting also confirmed there were no previous bankruptcies, administrations/ liquidations or disqualifications from company Directorships for either of the Directors of the company.

A copy of the relevant corporate credit and background reporting is attached for reference (**Attachment 4**).

#### Contractor References

Officers have sought and obtained trade references from a number of previous clients of Acero Construction.

The referees have highlighted that in their experience Acero Construction provide quality workmanship, adhere to project timelines and budgets, are willing to accommodate scope changes, deal promptly with any issues that arise and maintain regular and professional contact with their clients.

All referees indicated that they would be willing to engage Acero construction again in future, with some referees indicating that they already had other projects underway.

A copy of all trade references obtained are attached to this report (**Attachment 5**).

#### Building Inspection Report

Officers had the opportunity to inspect two current developments being undertaken by the proponent in South Hedland, both of which were individual single level detached houses that were at or near practical completion. The inspection took place on 5 May 2025.

To assist with the inspection, Barron Building Surveying was engaged as a licensed Building Inspector.

The inspection found the development to comply with both the building plans and all relevant Australian codes and standards and demonstrated the builders understanding of standard building practices. The inspection also highlighted a number of areas for improvement and suggested strategies and actions to mitigate these areas of concern. Overall the building inspection report suggests that proceeding with this builder is reasonable, provided that the suggested strategies and actions for improvements are implemented.

In addition to the formal building inspection, officers found the aesthetic of the development to be of good quality and aligned to the surrounding area.

A copy of the building inspection report is attached for reference. (**Attachment 6**)

#### **Final Costing**

The initial price for the proposal was provided by the Proponent in response to the City's EOI in May 2024. Since that time the cost to deliver the project has increased due to availability and cost of materials and labour.

The proponent has submitted a revised cost proposal of \$24,987,326 (inc GST). This represents a 6.7% increase on the original cost of \$23,416,589 (inc GST) submitted in response to the City's EOI. This is considered to be a reasonable increase in the current construction environment. By comparison, the cost for the City's proposed Walgu Apartments development increased by 122% in 4 years.

In addition, consultation and professional advice during the due diligence process has confirmed that the City is unable to claim Input Tax Credits on the development cost, as residential housing is not eligible to be Input Taxed. This means that the GST component of the construction cost cannot be claimed back and must be included in the project cost. Financial modelling in the business plan was based on the GST exclusive cost.

The proposed budget allocation also includes a 5% construction contingency (\$1,249,366) in addition to the cost proposal from the proponent. This is common for construction projects and is prudent to cover potential cost changes for preferences in fixtures, fittings and finishes, design changes requested by the City, and any external costs for project quality assurance and oversight engaged by the City.

Financial projections for the development based on the revised cost proposal (inclusive of GST and contingency) are detailed in the Financial Implications section.

### **Funding**

Officers have engaged in several discussions with the WA Premier, Minister for Housing and Department of Treasury seeking a State Government capital contribution towards the project. While all parties have expressed a high regard for the City's proactive approach to addressing the housing shortage, no commitment of funds has been forthcoming.

The City has been directed to a number of current and upcoming State Government housing programs and encouraged to avail of these programs, however none are of the required scale or fit within the timeline to be utilised for this project.

While officers will continue to explore innovative ways that the City can participate in State Government housing programs to increase housing supply in our region, the recommendation is that the proposal be funded from the City's Infrastructure Reserve.

If a commitment to a funding contribution from the State Government is received prior to construction, the transfer from Infrastructure Reserve required to complete the project would be reduced.

### **Utilisation**

Funding the project from the City's Infrastructure Reserve, rather than from a State Government capital contribution, means the City is not restricted in the potential usage of the completed dwellings (i.e. there is no mandated affordable housing component).

The WA Department of Communities Government Regional Officer Housing (GROH) Program has expressed interest in leasing a significant portion of the development to increase their available supply of housing for State Government employees and their families. It is proposed to continue negotiations with GROH to secure long term leases of up to 10 years with rent at market rates, underpinning the returns on the development to ratepayers.

The remaining dwellings not leased by GROH would primarily consist of 1x1 apartments and it is proposed that, where not required for Staff housing, a qualified residential property manager be engaged to facilitate private leasing of these dwellings. The private investor

market across the City is primarily detached houses so it is considered that supplying 1x1 apartments to the rental market does not significantly compete with private investors.

### Summary

Overall public sentiment towards the development has been positive, and in particular there has been feedback urging the City to continue to find ways to increase housing supply and address the current critical housing shortage.

Various third parties have been engaged to provide assurance around the developer and the proposal, with several identified risks able to be mitigated. While all investment carries risk, this proposal has the potential to also provide significant benefit to the City.

In addressing the current critical housing shortage across the City, this proposal provides a strong dwelling yield on the site and a positive return to ratepayers.

### LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-08 Significant Decision Making Policy, this matter is considered to be of high significance in terms of economic issues as the cost of a proposal is estimated at more than 5% of the total rates of the Council as shown in the annual corporate plan or Strategic Plan for the financial year.

### STATUTORY IMPLICATIONS

This project is considered a Major Land Transaction under the *Local Government Act 1995*. Section 3.59 (3)(b) & (c) of the Act states:

Before it —

- (b) enters into a major land transaction; or*
- (c) enters into a land transaction that is preparatory to entry into a major land transaction,*
- a local government is to prepare a business plan.*

The Act also states in 3.59 (4) that the local government is to

- (a) give Statewide public notice stating that —*
    - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*
    - (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
    - (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (b) make a copy of the business plan available for public inspection in accordance with the notice.*
- (5) After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*

*\* Absolute majority required.*

### COUNCILLOR/OFFICER CONSULTATION

Council has made resolutions at four separate meetings regarding the progress of the broader Housing Development EOI and in particular the proposed Baynton residential development (March 2024, June 2024, October 2024 and February 2025).

Councillors have additionally been briefed regarding the ongoing development of the EOI proposals at regular briefings.

### COMMUNITY CONSULTATION

Significant community consultation has occurred regarding the Business Plan and proposed Major Land Transaction. This has included:

- Statutory Advertising: Public Notice of the Business Plan was advertised State-wide in *The West Australian* newspaper and locally in the *Pilbara News* newspaper on Wednesday 5 March 2025.
- Public notice was provided on Council's 'What We Make It' website with an attached copy of the Business Plan and a Frequently Asked Questions document providing further information
- A copy of the public notice, along with a copy of the Business Plan, were available for public viewing at the Council Administration Office and at all libraries within the City.
- Social media posts regarding the public notice and business plan were also made on 27 February and 7 March 2025 with commenters encouraged to make an official submission via the appropriate channel.

A total of 15 submissions were received regarding the Business Plan and proposed transaction. 10 submissions (67%) were broadly in favour of the proposed transaction while 5 submissions (33%) were broadly against. It is noted that four submissions received were from City of Karratha staff commenting in their personal capacity.

A summary of relevant comments and key issues raised in the submissions is provided below. A full copy of submissions and proposed responses can be found at **Attachment 2**.

Comment/Key Issues	Officer's Comments
<b>IN FAVOUR</b>	
My advice is 'just get on with it'. We do not have time to fluff around given the trades and supply chain issues. I would suggest the community has already given the City of Karratha the implicit mandate to fix the accommodation issue asap. Slow action is exacerbating the issue and not adding to liveability.	<p>The <i>Local Government act 1995</i> requires that for any Major Land Transaction, the City prepare and advertise a business plan for public consultation for a minimum period of 6 weeks.</p> <p>Officers have continued to work on due diligence on the project during this period with the intention of seeking a final investment decision from Council and commencement of construction as soon as possible.</p>
The Baynton Residential Development makes financial sense and sets a valuable precedent: that local governments can and should take the lead in addressing regional challenges.	<p>Through the City's community engagement, the local resident and business community have highlighted housing as one of the two most significant issues impacting liveability and the ability to do business, alongside cost of living.</p> <p>To achieve the City's vision to become Australia's most liveable regional City, the City has taken a</p>



	<p>proactive approach to addressing the housing shortfall.</p> <p>This development is also forecast to derive a net return to the City, providing funds for future investment into housing or community facilities and services.</p>
What opportunities will there be for local businesses in construction, maintenance, and property management as part of the project?	<p>While the development is modular, the proponent has indicated a commitment to using local resources where possible for works such as civil, electrical, plumbing and landscaping.</p> <p>As the owner of the development, the City will utilise local trades for ongoing property maintenance and works.</p>
I suggest the Capital cost needs to be the \$23.4 (inc GST) not ex GST, you cannot claim GST on residential housing.	In undertaking due diligence for the proposed investment, the City has obtained tax advice that confirms this point. The projected returns outlined in this report reflect the GST inclusive cost of the development.
The business plan shows you the general problem when building in Karratha, that its is extremely difficult to make a reasonable return on investment.	<p>As part of the Housing Development Expression of Interest, the City has sought innovative ways to maximise yield and minimise cost through aggregating demand and economies of scale.</p> <p>This project provides a strong dwelling yield for the site at a cost-per-dwelling lower than what is typically available for single detached houses in the current market.</p>
Please make this housing project happen and prioritize healthcare workers (especially doctors) who choose to stay and work in Karratha long-term if you want to attract and keep them serving the community.	The City has engaged with GROH and WACHS to gauge interest in utilising the development for housing of State Government employees, including medical professionals.
Other risks should also be addressed prior to a final investment decision. For example, review of the builder financial capability, and project track-record should be completed.	As part of the City's due diligence before making a final investment decision, independent corporate credit checks were obtained to verify the builders financial capability, and trade references from previous clients to verify their project track-record.
The Business Plan uses a 5.22% discount rate, equivalent to the City's return from term deposits. Based on the Business Plan and the level of uncertainty in the project, it has a materially different risk profile to that of a term deposit. We would recommend the projects risk adjusted return evaluation based on the information provided should be between 10-15%. This is a similar rate we have applied in evaluating other similar projects.	Unlike commercial entities, the City is not making this investment decision based solely on financial return and does not have a benchmark investment hurdle rate for assessing potential investments. In this instance, the discount rate used is based on the City's cost of capital.

<p>An inspection of the proponents project by City officers as a mitigation regarding construction capability is not adequate. The City should:</p> <ul style="list-style-type: none"> <li>a. Engage building surveyors and structural engineers to review the quality and condition of the recent project</li> <li>b. Engage with property management agents managing previously constructed assets to understand maintenance performance</li> <li>c. Seek references from other clients</li> </ul>	<p>As part of the City's due diligence before making a final investment decision, an independent building inspection report (Attachment 6) was obtained from a qualified building surveyor to verify the quality and condition of a recently completed project. Trade references from previous clients including a State Government agency were also obtained (Attachment 5).</p>
<b>OPPOSED</b>	
<p>Council should not be involved in housing developments</p>	<p>While housing is not typically a Local Government responsibility, the critical housing shortage across the City is having a significant impact on the community.</p> <p>Through the City's community engagement, the local resident and business community have highlighted housing as one of the two most significant issues impacting liveability and the ability to do business, alongside cost of living.</p> <p>To achieve the City's vision to become Australia's most liveable regional City, the City has taken a proactive approach to addressing the housing shortfall.</p> <p>This proposal has clear linkages to the City of Karratha's approved Strategic Community Plan 2020-2030 and the City has been working proactively to assist with solving this issue alongside regularly advocating with State and Federal Governments, industry groups, real estate agents and other key stakeholders.</p> <p>This development is also forecast to derive a net return to the City, providing funds for future investment into housing or community facilities and services.</p>
<p>What do rate payers gain out of this investment?</p>	<p>The City is forecasting a positive net return from this development, allowing for future investment into housing or community facilities and services to benefit ratepayers and residents.</p>
<p>Why aren't Rio Tinto and Woodside paying for the proposed development?</p>	<p>The City is proposing to invest in this development to increase housing supply in the community as part of the Housing Development Expression of Interest.</p>

	Neither Rio Tinto nor Woodside are parties to the development or to the City's housing Development EOI. Both companies own significant residential property in the City and continue to operate their own housing portfolios independent of the City.
Will these houses be genuinely affordable to low-income workers?	It was intended that the properties be leased as affordable housing in line with the Housing Australia Future Fund guidelines at 25% below market value if the project was funded by a State Government capital contribution.
Council should be investing in new community facilities and services rather than housing	<p>The City has recently released its draft Strategic Community Plan and draft Community Infrastructure Plan for public feedback. In addition to this there are significant community facilities and services included in the City's Long Term Financial Plan.</p> <p>None of the proposed investment in community facilities and services is compromised by undertaking this proposed housing development.</p> <p>As the project provides a positive investment return, it may provide for additional investment in community facilities and services in future.</p>
Council shouldn't be using ratepayer funds to pay for staff housing	<p>Staff housing is considered a cost of doing business in the region and the City already incurs staff housing costs as part of its annual operating expenditure.</p> <p>The City will continue to manage its staff housing portfolio as needed to adapt to a changing staff demographic. The proposed development may or may not form part of that portfolio.</p>
If no State Government contribution is received, using reserves without a guaranteed return could impact funding for other community and business support initiatives.	The City currently has healthy cash reserves. None of the planned facilities or services in the City's Long Term Financial Plan are compromised by the implementation of this development.
If this is a good investment, why aren't private developers undertaking it?	<p>While this proposal provides a positive net return, it is also build-to-rent project where the return is derived over a number of years of working the asset.</p> <p>Private developers are typically preferring to invest in build-to-sell projects to derive their returns over a shorter timeframe, and in projects with higher returns in other locations throughout Australia or in some instances overseas.</p>
This development alone will not be sufficient to fully address the region's housing crisis	This is correct, however it is likely that no individual project can resolve the full shortage in housing availability.

	In undertaking this project, in addition to providing some additional housing supply, the City is seeking to take a leadership role in tackling the housing crisis and stimulate the residential building industry in the region.
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### POLICY IMPLICATIONS

Council Policy *CF-04 Investment Policy: Property* provides guidance on if and when Council will invest in Property. The adopted policy includes the following statements that are relevant to this matter:

*When making decisions to invest in Property related investments one or more of the following criteria needs to be satisfied:*

*vi. Council may invest in property to achieve key strategic goals of the Council that will deliver a broad-based benefit to the community without financial return being the key driver.*

The proposed investment is consistent with the policy provision as it provides broad-based social and economic benefits to the community by addressing the City's current critical housing shortage. Improving housing supply and affordability is a key strategic outcome required to achieve Council's vision to become Australia's most liveable regional city.

In addition to addressing the current critical housing shortage, the proposed investment also provides a positive financial return to the City.

### FINANCIAL IMPLICATIONS

#### Initial Capital Investment

The cost of the Major Land Transaction is \$26.2m (inc GST and contingency). Officers continue to lobby the WA State Government to make a capital contribution to the project with the more likely outcome a partial rather than full contribution. No commitment has been received to date, meaning the transaction is currently proposed to be fully funded from the City's Infrastructure Reserve. The current balance of the Infrastructure Reserve is \$45.4m.

This transaction is not currently included in the City's Draft 2025/26 Annual Budget or the Long-Term Financial Plan (LTFP). If Council resolves to proceed with the development, a corresponding budget allocation will be incorporated into the 2025/26 Annual Budget, either prior to its adoption or as part of the statutory budget review process.

While the Infrastructure Reserve can accommodate the full cost of the development in the short term, it is important to note that the LTFP includes a number of significant capital works projects aimed at delivering additional community infrastructure and facilities. If this development is funded from the Infrastructure Reserve, the unplanned expenditure will result in the reserve reaching a negative balance of approximately -\$17 million in the 2027/28 financial year, coinciding with around \$42 million in planned capital expenditure during that year.

To ensure the City can continue to deliver its planned community infrastructure alongside the Baynton residential development, officers have identified a range of potential actions that could be implemented prior to 2027/28. These options, while not exhaustive, are summarised in the table below and outline their potential financial impacts.

Funding Source	Potential Impact
WA Government capital contribution to Baynton development	\$10m
Capital Grants to deliver Community Infrastructure	~\$5m

<b>Funding Source</b>	<b>Potential Impact</b>
Strata and sale of Baynton Development townhouses	~\$10.6m
Strata and sale of Baynton Development apartments	~\$9.2m
Additional debt funding	~\$17m

Officers will continue to actively pursue opportunities for additional revenue or capital funding ahead of the depletion of the current Infrastructure Reserve balance. However, it is important to highlight that, given Council's strong financial position – including its current status as effectively debt-free – there is sufficient borrowing capacity to deliver both the proposed Baynton and Bulgarra Apartments housing developments while still fully funding the capital works program outlined in the LTFP.

### **Operating Cash Flows**

While the financial models for the project have been updated with the revised project cost, to maintain a level of conservatism the revenue assumptions remain as per the Business Plan. Projections are based on an average starting rental of \$900 per dwelling which the Business Plan review found to be below market.

The total forecast return over the first 20 years of operation is:

<b>Net Cash Flows</b>	<b>Net Present Value (NPV) (inc. residual asset value)</b>	<b>Internal Rate of Return (IRR)</b>
\$9,297,716	(\$301,988)	5.00%

#### Net Cash Flows

The projected net cash flows of the development over the initial 20-year term are \$9,297,716 consisting of net operating cash flows of \$35,534,408 offset by the initial construction cost of \$26,236,692.

#### Net Present Value (NPV)

NPV for the proposal has been calculated based on a discount rate of 5.10% - the current average term deposit rate for the City's Reserve investments – and represents the hurdle rate for Council above which an investment is considered positive.

The development is forecast to derive an NPV of (\$301,988) over the initial 20-year period consisting of discounted net cash flows of \$21,083,767 and a discounted residual asset value of \$4,850,927 offset by the initial construction cost of \$26,236,692.

In simple terms, this means that the City is forecast to be \$301,988 worse off over the 20-year period from this proposal as opposed to term deposit investments at the discount rate.

#### Internal Rate of Return (IRR)

The development is projected to derive an IRR of 5.36% over the initial 20-year term – above the City's current average term deposit rate of 5.10% for the City's Reserve investments.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	2.a.1.1	Small and medium enterprise support
	2.c.2.3	Treasury and investment management
Projects/Actions:	2.a.1.1.20.2	Advocate for partnerships to increase housing and land supply

## 2.c.2.3.19.1

## Generate returns from property investment

**RISK MANAGEMENT CONSIDERATIONS**

A risk analysis for the proposal has been undertaken and was detailed in the Business Plan

The analysis was undertaken using a risk matrix approach. A total of nine (9) potential risks were identified with four (4) risks initially being rated as moderate risk and five (5) risks initially being rated as high risk. No extreme risks were identified.

Mitigation strategies for all risks were also identified. No risks will remain rated as high after the implementation of the mitigation strategies, all risks are reduced to low or moderate ratings.

A summary of the risks identified is as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	<ol style="list-style-type: none"> <li>1. Development costs exceed budget – mitigated by fixed price contract</li> <li>2. Development does not generate forecast returns – to be mitigated by seeking pre-commitment to enter into long terms leases</li> <li>3. Developer defaults during construction – mitigated by credit and trade risk assessments undertaken during due diligence</li> <li>4. City borrowing capacity limited – mitigated by not borrowing to fund this project</li> <li>5. Investment in this project means that other community projects cannot proceed – mitigated by maintaining sufficient reserve balances and debt capacity during the LTFP term to deliver all planned community facilities and services</li> <li>6. Developer's capacity to execute a project of this size - mitigated by credit and trade risk assessments undertaken during due diligence</li> <li>7. Failure to meet delivery timeline – mitigated by pre-engaged production and trade capacity to deliver the project. The consequence of this risk is also considered to be low as the fixed price contract means the developer is liable for any cost overruns where the City does not cause the delay</li> </ol>
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	<ol style="list-style-type: none"> <li>8. Council is perceived to be misusing ratepayers funds – mitigated by funding the development from the Infrastructure Reserve which does not contain any rates from residential, commercial or industrial properties, and by the project delivering a positive return</li> <li>9. Council should not be involved in housing – mitigated by various information published by the City outlining the depth of the housing crisis, lack of action by other parties (i.e. State Government, private developers)</li> </ol>

Category	Risk level	Comments
		and the benefits of the City facilitating additional housing supply
Compliance	N/A	Nil

### IMPACT ON CAPACITY

The City currently has two positions funded by a Federal Government grant dedicated to the Housing Action Plan. The proposed transaction will be implemented by these two positions.

Construction project management and ongoing operation of the completed development will be integrated within the City's existing teams and will not impact the capacity to deliver planned facilities and services.

### RELEVANT PRECEDENTS

There are several relevant precedents related to this matter. Council has accepted and considered public feedback on several previous Business Plans in relation to proposed Major Land Transactions and Major Trading Undertakings. These are detailed in the table below.

OCM	Proposal	Outcome
April 2013	To acquire sites allocated to the City under the Residential Infill Program (Bulgarra Lazy Lands)	Proposal proceeded and transaction was completed in July 2013
January 2017	To acquire the site at 8 Coringer Ave, Gap Ridge for the purpose of developing the Karratha Homemaker Centre	Proposal proceeded to feasibility study but was discontinued thereafter
March 2017	To purchase The Quarter HQ	Proposal proceeded and the transaction was completed in June 2017
May 2018	To acquire the land for The Quarter Hotel, lease the land to the developer and make a fitout contribution to the construction of the hotel	Council resolved to proceed with the proposal however the developer was unable to achieve financial close and the development did not proceed
March 2021	To acquire the land at Lots 7020 and 7018 Sharpe Ave and develop the Walgu Apartments project	Architectural design and revised feasibility study have been completed however development has not proceeded due to significant cost increases

In addition, the City has recently progressed a series of initiatives aimed at increasing accommodation, housing and land supply, including:

- Construction of nine houses on Lazy Lands in Nickol;
- Design and construction of two houses in Jingarri Estate;
- Shakespeare Precinct Scheme Amendment to rezone land for residential development; and
- Construction of twenty lot subdivision in Hancock Way, Bulgarra and subsequent construction of six dwellings.

### VOTING REQUIREMENTS

Absolute Majority.

**CONCLUSION**

The proposal has garnered positive public sentiment, reflecting strong community support and confidence in our vision. The positive reception underscores the proposal's potential to make a meaningful impact and reinforces our commitment to addressing the current critical housing shortage.

Extensive due diligence activities have been conducted to ensure the feasibility and robustness of the proposal. Comprehensive market analysis, risk assessments, and stakeholder consultations have been integral to this process. These efforts have provided a solid foundation for informed decision-making and have highlighted the proposal's alignment with our long-term strategic goals.

This proposal provides a strong dwelling yield across the subject site with 37 townhouses and apartments. Strong rental interest supports the financial modelling demonstrating that the project is forecast to provide a positive financial return to the City.

The development of medium-density residential property on undeveloped lands within the City is consistent with Council's approved Strategic Community Plan. The increase in available housing supply can provide significant public benefit in addressing the current critical housing shortage.

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**COUNCILLOR QUESTION:**

Should the recommendation include a provision for contributions from the state government?

**CITY RESPONSE:**

The Officer recommendation is to proceed, irrespective of external funding. Any potential funding by the State Government remains speculative. Minister Carey has been complementary of this proposal and the State's Treasurer, Minister Saffioti, was interested to look at what the State government can do to support this development, however there is no formal commitment yet. Council should make this decision based on the information currently available. Waiting for a commitment from the State government is not recommended, as delaying the decision will result in outdated financial information.

If the State Government offers financial support, it can be incorporated into the project. Options might include selling part or all of the project to the State or offering long-term leases to the State for their employees.

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**COUNCILLOR QUESTION:**

This question is directed to the CEO. Do you feel like this project would impact in any way positive or negative on our ability to work with state government to solve the housing crisis?

**CITY RESPONSE:**

The State Government sees Karratha and Port Hedland, and the Pilbara generally, as having a significant housing issue that is particularly acute when compared to metro and other regions. areas. I don't feel that this decision will impact on our ability to work with state government to address housing issues.

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**COUNCILLOR QUESTION:**

Does the City believe that these housing development proposals genuinely meet the community's brief for more affordable housing?

**CITY RESPONSE:**

Yes. Providing any housing will support affordable housing. The EOI the City ran last year was not specific to affordable housing. The City has a 0.5% rental vacancy rate, any



housing we contribute will support supply and ultimately make more stock available for affordable housing.

**11.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BULGARRA  
APARTMENTS – CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL  
INVESTMENT DECISION**

This item has been deferred to the next Council meeting.

Cr Scott returned to the room at 7:32pm.

### **11.3 MULATAGA LAND DEVELOPMENT CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION**

**File No:** LP.372

**Responsible Executive Officer:** Director Development Services

**Reporting Author:** Housing Financial Analyst

**Date of Report:** 20 June 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):**

1. Advertised Business Plan
2. Public Submissions
3. Briefing Presentation

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#### **PURPOSE**

For Council to consider public submissions received regarding the draft Business Plan for the Mulataga Land Development and determine whether to proceed with the development.

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#### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-22  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Roots

**That Council by Absolute Majority:**

1. **RECEIVE** the 32 public submissions and administration's response regarding the draft Business Plan for the Mulataga Land Development;
2. **AGREE** to undertake a Major Land Transaction to construct titled lots on part of Lot 501 Maitland Road, Mulataga for the purpose of housing;
3. **APPROVE** a budget allocation of \$22,111,000 for the transaction in the 2025/26 Annual Budget to be funded by grant funds from the Australian Government's Housing Support Program – Community Enabling Infrastructure Stream; and
4. **AUTHORISE** the Chief Executive Officer to execute a Development and Project Management Agreement with DevelopmentWA to facilitate the Major Land Transaction.

**CARRIED 9/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

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## BACKGROUND

In 2012, the Mulataga Development Plan (the Plan) was lodged with the then Shire of Roebourne by LandCorp (now DevelopmentWA), Mirvac, and Roberts Day. The Plan was prepared to provide the statutory framework for the future subdivision and development of a 171ha parcel of land. Finalising the Plan was a key recommendation of the Karratha City of the North Plan to facilitate future growth.

Mulataga's development site comprises approximately 171.5 ha of land across the following parcels:

Lot Number	Area
Lot 501 Maitland Rd	44.67 ha
Lot 502 Maitland Rd	82.42 ha
Lot 4638 Bayview Rd	36.43 ha
Lot 4661 Bayview Rd	4.87 ha
Lot 4654 (Bayview Rd/Road Reserve)	3.18 ha

Lot 501 is owned in freehold by DevelopmentWA with the remaining lots owned by the State Government.

The Plan was prepared to accommodate up to 2,000 dwellings comprising a mix of low density (R20 single dwellings) and high density (up to R100 four storey apartments), a 'coastal activity' node, associated foreshore reserve, commercial development, primary school, and recreation and conservation areas.

The Plan proposed subdivision design focused on maximising dwelling yield at a time of high demand. The preparation of the Structure Plan was guided by early and ongoing engagement with the Ngarluma Traditional Owners and Murujuga Aboriginal Corporation since inception.

The coastal node forms an integral part of planning for the wider City, providing the basis for Mulataga to contribute towards liveability for the City and the transformational vision to turn Karratha into the predominant City of the north-west.

Stage 1 subdivision was approved by the Western Australian Planning Commission (WAPC) in September 2013 ahead of the plan being finalised. Bulk earthworks were completed for the first 60 residential lots. As demand for housing eased, Mirvac withdrew as a partner in the development.

The land development stalled as the housing market softened, with adequate supply of residential lots on the market, including 90 lots in LandCorp's Madigan Estate development with additional development ready lots in Baynton and Tambrey. Low demand, with LandCorp's commitment to ongoing development works in Madigan Estate and high development costs for Mulataga resulted in the development being placed on hold in October 2014.

Primarily, the cessation of construction of enabling infrastructure in Mulataga between 2014 and the present was a result of:

- High development costs;
- Low demand for land/new builds; and
- Sufficient stock of vacant land available on market.

A new Structure Plan for Mulataga was endorsed by the WAPC in June 2020 and a new subdivision plan for Stage 1 (Lot 501) was lodged with WAPC in October 2024.

After consultation with DevelopmentWA, the City submitted an application for the Australian Government's Housing Support Program Community Enabling Infrastructure Stream (HSP-CEI) in August 2024. The application sought funding to assist with the delivery of development ready residential lots to market in Mulataga, including:

- Acquisition of part of Lot 501 Maitland Road Mulataga (13ha);
- Completion of detailed design;
- Procurement and management of construction works (earthworks, sewer, water, drainage, power, communications, landscaping, roadworks etc); and
- Payment of headworks and statutory authority fees and charges.

The City was successful in securing \$22,111,000 of HSP-CEI funding to assist in delivery of residential lots in Stage 1 of the Mulataga subdivision.

The City's success in securing funding through the HSP-CEI program mitigates the high cost of bringing new lots to market. By overcoming financial constraints through this Commonwealth grant, the City is taking a more active role in facilitating residential land supply by unlocking the initial stage of the Mulataga subdivision - boosting both land and housing affordability.

Combined with diminishing supply of vacant land and improved building methodologies (reducing construction costs), the market conditions are favourable for delivery of a new pipeline of development ready lots in Mulataga.

## **DISCUSSION**

The City proposes to engage DevelopmentWA through appropriate agreements to deliver the Project. In addition to the Federal funding, DevelopmentWA will contribute funds to maximize lot yield and improve public amenities within the development. This funding will be recouped through the sale of residential lots over a 10-year period.

Since the announcement of HSP-CEI Funding in January 2025, the City and DevelopmentWA have been working towards a delivery model for the project. This includes agreement on a set of Key Terms that will form the framework of the proposed Development & Project Management Agreement.

Subject to the terms and conditions relevant to the Federal funding:

### **The City will be responsible for:**

- Managing and administering the funding.
- Maintaining accurate and up-to-date accounts and records in accordance with Australian Accounting Standards and providing them to the Department.
- Preparing and submitting financial statements and progress reports to the Department.
- Engaging DevelopmentWA to plan and deliver the Project.
- Drawing down on the funding and paying DevelopmentWA all agreed Project Expenses in accordance with tax invoices issued by DevelopmentWA, which may be issued and paid in advance of incurring any expenditure.

### **DevelopmentWA will be responsible for:**

- Obtaining all necessary approvals for the Project.
- Identifying the optimal Project configuration to meet market expectations.
- Executing the Project in accordance with all approvals and the Subdivision Approval to create and potentially sell the Lots within the specified timeframe.
- Notifying the City of any material changes or delays in the Project.

- Engaging necessary contractors and consultants.
- Managing the day-to-day operations of the Project.
- Providing the City with status reports, estimated timelines, budgeting, cashflow projections, and other relevant information.
- Maintaining accounts and records in accordance with Australian Accounting Standards for financial management and the receipt and application of proceeds from the sale of Lots.

**The City and DevelopmentWA will:**

- Establish and document a reimbursement mechanism for Project Expenses based on DevelopmentWA's cost recovery model, once the terms and conditions of the Commonwealth Grant are received.

The net proceeds from the sale of Lots, will be applied toward repayment of DevelopmentWA's contribution to the project. The project proposal seeks to deliver sufficient income from lot sales to fully repay DevelopmentWA's contribution to the project over time, but does not anticipate delivering enough lots to generate surplus proceeds. Future subdivision stages of Mulataga will be undertaken by DevelopmentWA subject to demand, and in the normal course of its activities. The City is not expected to be a party to future land development at Mulataga.

**Other Considerations**

Department of Communities

The State Government's Social Housing Mix Policy, published in October 2021, mandates that DevelopmentWA residential projects include social housing. For developments with more than 30 dwellings, such as new land developments where most dwellings are expected to be detached homes (e.g., greenfield developments), the policy requires a ratio of at least one in seven (1:7) social housing dwellings. Therefore, if the minimum of 130 lots are developed, 18 lots must be allocated for social housing.

Murujuga Aboriginal Corporation

The Murujuga Aboriginal Corporation (MAC), representing the Traditional Owner groups, was established in 2006 as the body corporate for the Burrup and Maitland Industrial Estates Agreement (BMIEA). MAC oversees the implementation of the BMIEA, under which the Western Australian Government acquired native title rights and interests to secure the Burrup and Maitland industrial land in exchange for various benefits.

The Mulataga subdivision is subject to the BMIEA, which requires, under clause 6.6, the transfer of lots to MAC with an aggregate value exceeding 5% of the value of the developed lots. If the minimum of 130 lots are developed, MAC will be entitled to 7 lots. Alternatively, MAC may elect to receive cash in lieu of these lots.

Public Open Space

A local park, covering approximately 4,680m<sup>2</sup>, will be developed as part of the project. Designed in accordance with the overarching landscape strategy, this park will cater to both active and passive recreation, featuring planned facilities such as lighting, a passive recreation/kick-about area, a drink fountain, rubbish bins, bike racks, a beach shower, art opportunities, and an active recreation/playground.

Indicative Project Timeline

Execute Development & Project Management Agreement	Jul 2025
Detailed Design	Mid to Late 2025
Procurement/Contract Award	Mid to Late 2025

Construction Commencement	Late 2025
First Lots Marketed for Sale	Early to Mid 2026
Practical Completion	Mid to Late 2026

### Public Consultation

The Business Plan was made available on Council's 'What We Make It' website from 30 April 2025, with Statewide public notice also provided on 30 April 2025. The Business Plan was also promoted through the City's social media channels. Public submissions were open until 5:00pm on 12 June 2025, being 6 weeks after Statewide public notice in accordance with s3.59 of the *Local Government Act 1995*. A total of 32 submissions were received in relation to the proposed development. Of these, eight were broadly in favour, 19 expressed opposition, and five sought further information or addressed unrelated matters.

A recurring theme across both supportive and opposing submissions was the strong preference for larger lot sizes, with suggestions ranging from 800m<sup>2</sup> to 5ha. Many respondents cited lifestyle considerations such as the need for space to build sheds, park boats and caravans, provide children with backyard play areas, and even pursue a semi-rural lifestyle with hobby farming and homegrown food production.

Submissions in support of the proposal also highlighted the urgent need for additional residential land to meet growing demand while some noted that allocations for social and Traditional Owner housing would only be effective if they resulted in actual dwellings being constructed to support vulnerable community members.

Opposing submissions, while primarily focused on concerns about lot sizing, also raised broader issues. These included potential negative impacts on property values due to increased supply, affordability challenges linked to high construction costs, environmental concerns such as flood risk and insurance implications, and objections to the use of public funds for the project.

A copy of all submissions and proposed responses is attached for reference (**Attachment 2**) while a summary of the key comments and issues raised is contained within the Community Consultation section below.

### 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 social and economic issues.

### STATUTORY IMPLICATIONS

This project is considered a Major Land Transaction under the *Local Government Act 1995*. Section 3.59 (3)(b) & (c) of the Act states:

Before it —

- (b) enters into a major land transaction; or*
- (c) enters into a land transaction that is preparatory to entry into a major land transaction,*
- a local government is to prepare a business plan.*

The Act also states in 3.59 (4) that the local government is to

- (c) give Statewide public notice stating that —*
  - (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*

- (ii) *a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
  - (iii) *submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (d) *make a copy of the business plan available for public inspection in accordance with the notice.*
- (5) *After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*

*\* Absolute majority required.*

### **COUNCILLOR/OFFICER CONSULTATION**

Council was briefed during a Councillor Workshop on 3 February 2025 in relation to the City's success in securing grant funding, and commencement of discussions with DevelopmentWA to investigate options for delivery of the project.

A formal report on the matter was considered at the March 2025 Ordinary Council Meeting where Council resolved to endorse the DevelopmentWA Key Term Sheet and agreed to prepare and advertise a Business Plan in relation to the proposed transaction.

### **COMMUNITY CONSULTATION**

Significant community consultation has occurred regarding the Business Plan and proposed Major Land Transaction. This has included:

- Statutory Advertising: Public Notice of the Business Plan was advertised State-wide in *The West Australian* newspaper and locally in the *Pilbara News* newspaper on Wednesday 30 April 2025.
- Public notice was provided on Council's 'What We Make It' website with an attached copy of the Business Plan and a Frequently Asked Questions document providing further information
- A copy of the public notice, along with a copy of the Business Plan, were available for public viewing at the Council Administration Office and at all libraries within the City.
- Social media posts regarding the public notice and business plan were also made on 1 May, 2 May, 12 May, 21 May and 6 June 2025 with commenters encouraged to make an official submission via the appropriate channel.

A total of 32 submissions were received regarding the Business Plan and proposed transaction. Eight submissions (25%) were broadly in favour of the proposed transaction while 19 submissions (59%) were broadly opposed. Five submissions (16%) either sought further information or raised unrelated matters.

A summary of relevant comments and key issues raised in the submissions is provided below. A full copy of submissions and proposed responses can be found at **Attachment 2**.

<b>Comment/Key Issues</b>	<b>Officer's Comments</b>
<b>Requests for Larger Residential Lots (800–1000 sqm)</b> Many residents expressed a desire for larger residential blocks, typically	The proposed development will feature a diverse range of lot sizes to accommodate varying market preferences. While the majority of lots will range between 550m <sup>2</sup>



Comment/Key Issues	Officer's Comments
<p>between 800 and 1000 sqm, to better suit the Pilbara lifestyle. These submissions often referenced the need for space to:</p> <ul style="list-style-type: none"> <li>• Park boats, caravans, and trailers</li> <li>• Build sheds or workshops</li> <li>• Provide backyard space for children</li> <li>• Entertain outdoors and enjoy a more spacious living environment</li> </ul>	<p>and 700m<sup>2</sup>, several larger lots exceeding 800m<sup>2</sup> will also be available.</p> <p>For context, the average lot size in the neighbouring suburb of Bulgarra is approximately 700–800m<sup>2</sup>, reflecting the area's established character. In contrast, many newer subdivisions across Western Australia typically offer smaller lots, often ranging from 300m<sup>2</sup> to 500m<sup>2</sup>.</p>
<p><b>Requests for Lifestyle Lots (1–5 Hectares)</b></p> <p>A smaller but passionate group of submissions advocated for lifestyle blocks ranging from 1 to 5 hectares. These were seen as a way to:</p> <ul style="list-style-type: none"> <li>• Support rural or semi-rural living</li> <li>• Allow for hobby farming, gardening, and tree planting</li> <li>• Provide privacy and space for long-term residents</li> <li>• Shift Karratha's image from a transient FIFO town to a lifestyle destination</li> </ul>	<p>The proposed lot yield for the development site was a key factor in securing \$22.1 million in federal funding, which has made the delivery of this subdivision possible. Without this financial support, the project would not be viable.</p> <p>While the City is partnering with DevelopmentWA to deliver the project using Commonwealth funding, it is important to note that land development is not typically a core function of local government. The City is not undertaking this initiative to create a premium product for a select few. Rather, the focus is on addressing the critical housing shortage currently affecting the community.</p> <p>That said, the development will offer a diverse range of lot sizes to meet varying market needs. While the majority of lots will range between 550 sqm and 700 sqm, a number of larger lots exceeding 800 sqm will also be available.</p> <p>For context, the average lot size in the neighbouring suburb of Bulgarra is approximately 700–800 sqm, reflecting its established residential character. In contrast, many newer subdivisions across Western Australia typically feature smaller lots, often ranging from 300 sqm to 500 sqm.</p> <p>Should private developers express interest in acquiring Crown land to deliver rural or lifestyle lots, the City will actively support them through the appropriate planning and approvals processes.</p>
<p><b>Social Housing Must Be Delivered, Not Just Allocated</b></p> <p>Several submissions stressed that simply allocating lots for social housing is not</p>	<p>Responsibility for the development of social housing rests with the Department of Communities. The City continues to work in close partnership with the Department to</p>

Comment/Key Issues	Officer's Comments
<p>sufficient. It is critical that these lots are developed into completed homes that are available to those in need. The concern reflects a broader frustration with underutilised housing stock and the urgency of addressing the region's housing crisis. Respondents emphasised that vulnerable community members will only benefit if the housing is actually built and made accessible.</p>	<p>advocate for and encourage the timely activation of their vacant land holdings across Karratha, including those designated for social housing. Advancing these sites into completed homes remains a shared priority, aimed at supporting vulnerable members of our community and addressing the broader housing challenges we face.</p>
<p><b>Potential Negative Impacts on Property Values</b></p> <p>Several submissions express concern that increasing housing supply through the subdivision could lead to a decline in property values. Residents cite past experiences where housing oversupply following construction booms led to significant drops in home values, leaving homeowners financially vulnerable. There is a fear that company-owned housing will dominate the market, remain vacant after projects end, and further depress local property prices.</p>	<p>The City's Cumulative Impact Model (CIM) forecasts changes in both temporary and permanent residential populations by accounting for approved and proposed major industrial developments.</p> <p>Current modelling indicates a shortfall of approximately 900 permanent residential dwellings, which could increase to around 2,000 over the next five years.</p> <p>This projected gap reflects the anticipated housing demand driven by operational workforces, supporting industries, their families, and additional service workers associated with major developments such as Woodside's Pluto Train 2, Perdaman's Urea Plant, BCI Minerals' Mardie Salt Project, and the Pilbara Hydrogen Hub.</p> <p>It is also important to note that, while some Council decisions may have indirect effects on housing prices, these outcomes are not a primary consideration in the decision-making process. Council's core focus remains on enhancing liveability for residents by investing in improved services, amenities, facilities, and community experiences. As part of this commitment, the City actively advocates for and supports increased housing supply to meet growing demand, driven by a steadily increasing population.</p>
<p><b>Affordability Challenges Linked to High Construction Costs</b></p> <p>Multiple submissions highlight that while land may be made available, the cost of building in Karratha remains prohibitively high. Quotes exceeding \$1 million for basic construction were mentioned, making home ownership unattainable for many residents. Concerns were raised about the lack of</p>	<p>While the City does not have direct control over rising construction costs, we remain committed to advocating for a broader range of housing solutions in Karratha, including innovative approaches such as modular construction. We also believe that maintaining a consistent and forward-looking pipeline of housing development can support the building industry by</p>

Comment/Key Issues	Officer's Comments
local builders and trades, and the risk that lots will remain undeveloped due to these financial barriers.	enabling greater economies of scale and providing more certainty in the procurement of materials and coordination of skilled trades. This, in turn, may help to moderate costs and improve housing supply outcomes for the community.
<b>Environmental Concerns: Flood Risk and Insurance Implications</b> Submissions noted that parts of Bulgarra and the proposed development area are historically flood-prone. Residents worry that this will lead to increased insurance premiums and reduced insurability, placing financial strain on homeowners. There is also concern about erosion, mosquito prevalence, and the suitability of the land for residential development.	The Mulataga Structure Plan was initially published in 2014 and subsequently updated in 2020. In 2025, the subdivision plans for Stages 1 and 2 received approval. Each of these planning documents underwent thorough assessment processes, including detailed consideration of flood risk and environmental factors, to meet the requirements for state planning approvals. These evaluations were essential to ensure the development aligns with regulatory standards and sustainable planning principles.
<b>Objections to the Use of Public Funds</b> Some residents object to the use of council rates and public funding for the development, arguing that the City should prioritise ratepayer interests and community services over speculative housing projects. There is frustration that surplus funds from lot sales are not being used to reduce rates or directly benefit existing residents.	For clarity, this project is not being funded by the local government. The City's financial involvement is limited to administering the Commonwealth grant by transferring the allocated funding to the project manager, DevelopmentWA. This ensures transparency and reflects the City's role as a conduit for the federal support provided.

## POLICY IMPLICATIONS

Council Policy *CF-04 Investment Policy: Property* provides guidance on if and when Council will invest in Property. The adopted policy includes the following statements that are relevant to this matter:

### Type of Investments

*When making decisions to invest in Property related investments one or more of the following criteria needs to be satisfied:*

- vi. Council may invest in property to achieve key strategic goals of the Council that will deliver a broad-based benefit to the community without financial return being the key driver.*

### 2.2 Approval

*Property investment/development opportunities will be presented to Council for consideration.*

The proposed investment is consistent with the policy provision as it provides broad-based social and economic benefits to the community by addressing the City's current critical housing shortage. Improving housing supply and affordability is a key strategic outcome required to achieve Council's vision to become Australia's most liveable regional city.

## FINANCIAL IMPLICATIONS

The City's financial contribution to the project, totalling \$22,111,000, is fully funded through the Housing Support Program – Critical Enabling Infrastructure (HSP-CEI) grant. Both the receipt of these grant funds and the corresponding payments to DevelopmentWA are incorporated into the draft 2025/26 Annual Budget.

In addition, the City's HSP-CEI funding application included a proposed in-kind contribution valued at \$1,000,000. This contribution may consist of officer time dedicated to grant administration and project oversight, as well as the potential waiver of subdivision-related fees. As these contributions are drawn from existing staff roles and resources, they are not expected to have a separate financial impact on the 2025/26 Annual Budget.

### STRATEGIC IMPLICATIONS

This item is relevant with the City's approved [Strategic Community Plan 2020-2030](#) and the [Corporate Business Plan 2020-2025](#). In particular, the [Operational Plan 2024-2025](#) provides for this activity:

Programs/Services:	2.a.1.1	Small and Medium Enterprise support
	2.c.1.2	Land Development and Management
Projects/Actions:	2.a.1.1.20.2	Advocate for partnerships to increase housing and land supply
	2.c.1.2.22.10	Advocate for release of subdivision stages in new residential estates (ie Mulataga)

### RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The City will receive HSP-CEI grant funds and will manage payments to DevelopmentWA on terms to be agreed. These terms will align with the HSP-CEI acquittal requirements. No additional financial contribution will be required from the City.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	<p>The project is being delivered by DevelopmentWA in its established capacity as the State Government's land development authority. The City's role is limited to that of a funding partner, with no contribution from ratepayer funds—our financial involvement is fully covered by the HSP – CEI grant.</p> <p>Given that the City is not the lead proponent and is operating well within the traditional scope of local government responsibilities, the reputational risk associated with this project is considered minimal.</p> <p>However, as the project is fully grant-funded, there remains a performance risk tied to the delivery of outcomes within the defined funding parameters. In particular, escalating construction costs could result in fewer lots being delivered than originally anticipated. This may impact perceptions of the project's success and, by extension, the City's reputation and future eligibility for similar funding</p>

Category	Risk level	Comments
		opportunities. As such, effective oversight and proactive cost management will be critical to ensuring the project meets its objectives and maintains stakeholder confidence.
Compliance	Low	The preparation and advertising of the business plan will ensure compliance with statutory requirements.

### IMPACT ON CAPACITY

As the proposal primarily involves the City providing funding with DevelopmentWA undertaking all design, procurement and construction management, it is expected that there will be minimal impact on capacity.

The City currently has two positions funded by a Federal Government grant dedicated to the Housing Action Plan. Management of the City's grant funding acquittal and funding contribution to the project will be supported by these positions.

### RELEVANT PRECEDENTS

There are several relevant precedents related to this matter. Council has accepted and considered public feedback on several previous Business Plans in relation to proposed Major Land Transactions and Major Trading Undertakings. These are detailed in the table below.

OCM	Proposal	Outcome
April 2013	To acquire sites allocated to the City under the Residential Infill Program (Bulgarra Lazy Lands)	Proposal proceeded and transaction was completed in July 2013
January 2017	To acquire the site at 8 Coringer Ave, Gap Ridge for the purpose of developing the Karratha Homemaker Centre	Proposal proceeded to feasibility study but was discontinued thereafter
March 2017	To purchase The Quarter HQ	Proposal proceeded and the transaction was completed in June 2017
May 2018	To acquire the land for The Quarter Hotel, lease the land to the developer and make a fitout contribution to the construction of the hotel	Council resolved to proceed with the proposal however the developer was unable to achieve financial close and the development did not proceed
March 2021	To acquire the land at Lots 7020 and 7018 Sharpe Ave and develop the Walgu Apartments project	Architectural design and revised feasibility study have been completed however development has not proceeded due to significant cost increases

In addition, the City has recently progressed a series of initiatives aimed at increasing accommodation, housing and land supply, including:

- Construction of nine houses on Lazy Lands in Nickol;
- Design and construction of two houses in Jingarri Estate;
- Shakespeare Precinct Scheme Amendment to rezone land for residential development; and
- Construction of twenty lot subdivision in Hancock Way, Bulgarra and subsequent construction of six dwellings.
- Housing Development Expression of Interest Process to attract and incentivise new housing proposals on undeveloped, development-ready, city-owned, residential lands.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

The Mulataga Land Development represents a strategic and timely initiative to address the City's critical housing shortage by unlocking a significant supply of development-ready residential lots. Enabled by a \$22.1 million grant from the Commonwealth Government's Housing Support Program – Community Enabling Infrastructure Stream, the project will be delivered in partnership with DevelopmentWA, ensuring expert oversight and minimising financial and reputational risk to the City.

The development aligns with the objectives of the National Housing Accord and the City's Strategic Community Plan by facilitating well-located, affordable housing that supports population growth and economic development. The City's role as a funding partner—without the use of ratepayer funds—ensures compliance with statutory obligations while remaining within the traditional scope of local government responsibilities.

Following a comprehensive public consultation process and careful consideration of submissions received, the project is positioned to proceed in a manner that balances community needs, funding requirements, and long-term strategic goals. Council's endorsement of the Major Land Transaction will enable the commencement of a transformative development that contributes meaningfully to the City's vision of becoming Australia's most liveable regional city.

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**COUNCILLOR QUESTION:**

Are the lot sizes going to be reviewed?

**CITY RESPONSE:**

DevWA have noted that block sizes require review and will consider removing small lots based on public feedback.

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**COUNCILLOR QUESTION:**

Is the City planning to extend the dual-lane road further into Bulgarra, or at the very least install turning lanes at the current streets, especially at Warriar St due to sports traffic?

**CITY RESPONSE:**

The number of vehicles per hour per day does not currently warrant consideration to duplication of Maitland Road. As part of the Stage 1 Mulataga Subdivision a Traffic Impact Assessment has been submitted and is under review. Further in the next financial year, the City will undertake a road safety audit along Maitland Road to consider any more immediate safety improvements including to intersections such as Warriar St.

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**COUNCILLOR QUESTION:**

To address the public submission related to flooding, could we have some more information on the flood risk in Mulataga?

**CITY RESPONSE:**

Stage 1 of Mulataga is quite high and no flooding issues are expected. It is also noted that any subdivision is required to achieve adequate drainage to the satisfaction of the City and the WAPC.

**11.4 PROPOSED SCHEME AMENDMENT NO. 64 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – LOT 1 DAMPIER ROAD, GAP RIDGE FOR FINAL ADOPTION**

<b>File No:</b>	AMD64
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Manager Planning Services
<b>Date of Report:</b>	5 June 2025
<b>Applicant/Proponent:</b>	RFF Pty Ltd
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Location Plan</li><li>2. Existing and Proposed Zoning</li><li>3. Proposed Scheme Amendment No. 64 Report</li><li>4. Schedule of Submissions</li><li>5. Layout shown on approved plans for 'Storage Facility/Depot/Laydown Area'</li><li>6. Concept subdivision plan for Gap Ridge North</li><li>7. Briefing Presentation</li></ol>

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**PURPOSE**

For Council to consider a request to proceed with Scheme Amendment 64 to rezone Lot 1 Dampier Road, Gap Ridge from "Rural" to "Industrial Development" (Attachment 3).

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-23  
**MOVED** : Cr Waterstrom Muller  
**SECONDED** : Cr Swaffer

**That Council:**

1. **NOTE** the submissions received in respect to Scheme Amendment No. 64 to the City of Karratha Local Planning Scheme No. 8, in accordance with Regulation 41(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and endorses the responses contained in Attachment 4;
2. **RESOLVE TO SUPPORT** Scheme Amendment No. 64 to the City of Karratha Local Planning Scheme No. 8, which proposes to rezone Lot 1 Dampier Road, Gap Ridge from "Rural" to "Industrial Development", in accordance with Regulation 41(3)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to modifications as follows:
  - a) Insert a new Development Area under Appendix 5 – Structure Plan Areas as follows:

Development Area	Description of Land	Base Zoning	Structure Plan Special Conditions
DA 58	Lot 1 Dampier Road, Gap Ridge North	Industrial Development	Subdivision and development shall have due regard to the requirements for a Structure Plan(s) approved by the Western Australian Planning Commission and/or other supporting technical investigations being progressed to demonstrate that the proposal is consistent with the orderly and proper planning of the broader Gap Ridge North Development Investigation Area, to the satisfaction of the local government.

b) Associated mapping changes.

3. **CLASSIFY** Scheme Amendment No. 64 as a Complex Amendment pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, on the grounds that the proposal is not consistent with the Western Australian Planning Commission-endorsed City of Karratha Local Planning Strategy.
4. **APPROVE** by Absolute Majority a budget allocation of \$250,000 in the 2025/26 budget to progress a Technical Feasibility Study for the broader Gap Ridge North Development Investigation Area, including Lot 1 and Lot 500 Dampier Road.
5. **REQUESTS** the Chief Executive Officer to:
  - a) Prepare a Technical Feasibility Study to inform a District Structure Plan for the broader Gap Ridge North Development Investigation Area, inclusive of Lot 1 and Lot 500 Dampier Road, in consultation with Development WA, Department Planning Lands and Heritage (DPLH), Department of Fire and Emergency Services (DFES), infrastructure servicing agencies, and affected stakeholders.
  - b) Continue with ongoing collaborations with Development WA, DPLH, DFES, service providers, and affected landowners to ensure coordinated planning and infrastructure delivery to service the subject site and broader precinct.
  - c) Commence the Technical Feasibility Study within Q1 of 2025/26 and form a Stakeholder Reference Group (including representatives of owners of Lot 1 and 500) to regularly meet and report progress to ensure a coordinated planning outcome is achieved.

**CARRIED 9/0**

FOR : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller

AGAINST : Nil



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**BACKGROUND**

On 9 December 2024, Council resolved to adopt a Scheme Amendment to rezone Lot 1 Dampier Road from “Rural” to “Industrial Development” for public advertising. This was a modification to the applicant’s original proposal to rezone the land to “Industry”.

Council decided on the “Industrial Development” zone, through a request for an Alternative Recommendation, to enable structure planning prior to subdivision or development. This approach supports coordinated planning, servicing, and infrastructure delivery in alignment with the broader Gap Ridge North Development Investigation Area 9 (DIA 9) identified in the City’s Local Planning Strategy (2021).

The Council resolution reads:

*That Council:*

1. *Pursuant to Part 5, Division 1, Regulations 34 and 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES to CLASSIFY proposed Scheme Amendment No. 64 as a ‘Complex’ Amendment because the proposal is not consistent with the Commission endorsed City of Karratha Local Planning Strategy;*
2. *Pursuant to Section 75 of the Planning and Development Act 2005 and Regulation 37 of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES to PROCEED TO MODIFY proposed Scheme Amendment No. 64 of the City of Karratha Local Planning Scheme No. 8 by seeking to rezone Lot 1 Dampier Road, Gap Ridge from ‘Rural’ to ‘Industrial Development’ rather than ‘Industry’;*
3. *Pursuant to Section 83A of the Planning and Development Act 2005 and Regulation 37 of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES to SEEK APPROVAL to advertise the modified proposed amendment;*
4. *Pursuant to Section 81 of the Planning and Development Act 2005, and subject to approval to advertise the modified proposed amendment being granted, AUTHORISE the City to forward the proposed modified Scheme Amendment No. 64 to the Environmental Protection Authority.*
5. *Pursuant to Section 3.18 of the Local Government Act 1995, RESOLVES to OFFER to work with Development WA to progress investigation and planning for Development Investigation Area 9 – Gap Ridge North, including Lot 1 and Lot 500 Dampier Road, Gap Ridge.*

Since the resolution of Council, the modified Scheme Amendment was:

- Referred to the Environmental Protection Authority (EPA), with the EPA deciding not to assess the Scheme Amendment on 13 January 2025.
- Referred to the Western Australian Planning Commission (WAPC) for approval to advertise, with the WAPC granting approval to advertise on 4 February 2025.
- The Scheme Amendment was advertised from 12 February 2025 until 14 April 2025.
- Referred to Development WA to convey Council’s offer to help progress investigation and planning for Gap Ridge North.

The Council now needs to consider the options for progressing the rezoning of Lot 1.

The Subject Land

Lot 1 Dampier Road is a 15.6ha freehold lot zoned “Rural,” located approximately 7.5km west of the Karratha CBD and 2.5km south of the airport. The site is setback over 400m from Dampier Road, with access via a 10m-wide battleaxe leg. It is designated “Rural” in the WAPC-endorsed Local Planning Strategy (2021).

Originally part of a 37.5ha Crown land parcel approved in 1993 for aquaculture and fish pellet production, the land was subdivided in 2014 into Lots 1 and 500. Lot 1 received conditional freehold title, restricting the use of the land to aquaculture. That restriction has since been removed from the title. Lot 500 remains Crown leasehold. Each lot has adjoining 10m-wide access leg to Dampier Road.

In September 2024, the City approved a five-year, time-limited “Storage Facility/Depot/Lay Down Area” over Lot 1. The time-limit was imposed to allow its future consideration as part of broader planning for Gap Ridge North DIA 9. Under that approval, access is proposed via a licence agreement between the lessee of Lot 500 and the previous Lot 1 owner granting access to the constructed battleaxe leg for Lot 500 .

Following a change in ownership in December 2024, the City sought the new owner’s intentions. They have advised:

- The site is intended to accommodate a relocated fabrication engineering business and, potentially, a galvanising plant.
- Existing industrial estates could not provide a suitably sized or zoned lot.
- Surplus land will continue to be leased for laydown and storage in the short-to-medium term.
- There is no intention to subdivide; the full lot is required to support future business growth.

#### Surrounding Locality

Lot 1 is located on the eastern side of Dampier Road between Jingarri Estate and Karratha Airport, in a predominantly undeveloped area zoned “Rural.” It sits at least 1.5km from the nearest residential areas, originally chosen for aquaculture due to its separation from sensitive land uses.

Adjoining Lot 500 is used by Karratha Environmental Crushing for laydown, storage, and material crushing, supported by an Additional Use for “Industry Noxious – Crushing of Building Materials” added in 2020. Like Lot 1, it has a five-year time-limited approval to allow for its inclusion in broader industrial planning under the Gap Ridge North DIA 9.

While Lots 1 and 500 are currently excluded from DIA 9, mainly due to tenure, existing uses, and proximity to Seven Mile Creek, they are adjacent to it, share similar characteristics, and are already approved for commercial activity. They could reasonably be incorporated in future planning for DIA 9.

Directly west across Dampier Road lies the fully serviced and planned Gap Ridge Industrial Estate, which includes precincts for Light, General, and Noxious Industry, with coordinated roads, drainage and design guidelines. In contrast, nearby unplanned industrial activity has resulted in lower infrastructure and amenity standards.

As of 1 June 2025, only 2 of the 7 available Gap Ridge industrial lots reported to Council in December 2024 remain unsold. Development WA advises that the next stage of Gap Ridge (May 2026) is expected to deliver 19 lots, with 15 more in later stages, providing a projected supply of 36 industrial lots.

## DISCUSSION

This section of the report reviews the proposed Scheme Amendment firstly from a technical perspective, and then secondly within a strategic planning context. A way forward is then recommended through which both the Scheme Amendment and the broader strategic planning framework can progress simultaneously. In that respect, it is considered important that work on the strategic planning context be progressed as a priority because it will take considerable time to undertake this work.

### Technical Consideration for Progressing the Scheme Amendment

#### *Layout*

While a layout plan is not strictly required for a Scheme Amendment, proponents must still demonstrate the feasibility of future intensification of land use, particularly if an Industrial Development zone is being considered. The provided Lot Layout Plan reflects the current approved temporary use but does not contemplate future permanent industrial development. Most technical studies submitted in support of the amendment only relate to the laydown use and do not fully assess future development intensification scenarios.

Although the "Industrial Development" zone allows the City to require a structure plan, it does not prevent development applications for intensive industrial uses from being submitted and considered without a structure plan in place. The technical basis to support that level of intensification, however, is not provided in the current submission.

#### *Traffic and Vehicle Movement*

The submitted Traffic Impact Statement (TIS) estimates approximately 840 vehicle movements per day, with 84 at peak hours. The current access is via a 10m-wide constructed battleaxe leg, over Lot 500 via the licence agreement referred to above. The 10m-wide battleaxe leg for Lot 1 is not constructed. This access arrangement may accommodate the current laydown use but does not support future industrial intensification.

The TIS utilised existing industrial uses in proximity of the site to forecast estimated demand and lacks specific detail about expected future vehicle types. RAV-10 vehicles are likely however no sealed 20m-wide public road access is proposed or demonstrated. The current access arrangement across Lot 500 is temporary, non-transferable, and not secured through legal tenure such as an easement approved by the Minister for Lands. There is no confirmation of lawful, long-term access that supports future development.

While Western Australian Planning Commission (WAPC) Traffic Impact Assessment Guidelines assess developments with less than 100 trips per hour as moderate impact and thus don't require a further performance assessment, the TIS also does not assess whether the existing battleaxe leg can be upgraded to meet compliance standards for intensified industrial use contemplated by the Industrial Development zone. In its current state, access to Lot 1 presents unresolved planning risks.

#### *Bushfire Management*

The Department of Fire and Emergency Services (DFES) provided comment on the Bushfire Management Plan (BMP) submitted in support of the Scheme Amendment, assessing it against the requirements of *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP 3.7) and its associated Guidelines.

The site's access leg is over 400m long and 10m wide, exceeding the thresholds without providing compliant vehicle turnaround or dual access routes.

The BMP identifies an emergency exit across Unallocated Crown Land (UCL), but no legal instrument secures this route. Under the *Land Administration Act 1995*, access over UCL requires formal tenure, which has not been obtained. There is no confirmed or legally maintained emergency egress.

The absence of confirmed access arrangements and reliance on unmaintained tracks introduces significant risk for emergency response and evacuation. Compliance with SPP 3.7 cannot currently be demonstrated.

### *Stormwater Management*

The Stormwater Management Plan accompanying the amendment addresses only the current laydown approval. It does not account for intensified industrial use or permanent structures. The need for significant fill to address drainage issues is identified but unresolved. Without precinct-wide coordination, internal stormwater management may consume a large portion of the developable area, reducing efficiency and capacity. The technical report does not demonstrate that stormwater can be effectively managed for future development scenarios.

### *Utilities and Services*

The servicing report supports the laydown use and does not address future infrastructure upgrades. No provision is made for deep sewer, water, or power infrastructure needed for permanent industrial development.

Development WA has noted the importance of deep sewer for industrial expansion. Water Corporation has no objection but expects any future development to fund required upgrades. The current servicing proposal does not reflect these expectations.

The proposed amendment does not provide technical justification or servicing solutions sufficient to support industrial intensification. Existing infrastructure is inadequate, and no evidence is presented to confirm future servicing can be feasibly or affordably delivered.

### Strategic Planning Considerations

#### *Industrial Land Supply*

As context to consideration of this Scheme Amendment, it is important to consider the issue that is driving the need for action and how that issue could be addressed.

The Western Australian economy is a major driver of Australian international trade, dominated by the resources and services sector. Iron ore and petroleum are the top two WA exports, and in the top three exports for Australia. Karratha is an important service centre for the resources sector in WA. Industrial land supply is essential to enabling growth and development.

Development WA has estimated that there is approximately seven years supply of industrial land in the Gap Ridge Industrial Estate. It takes time to plan for the release of additional land for industrial development. It is therefore timely to work towards making more land available.

The Gap Ridge North DIA 9, with the potential to include Lot 1 and Lot 500, would provide for approximately 355ha of future industrial land supply. Given the importance of industry to this region and its impact on the broader national economy, it is important that broader strategic planning for industry in this area be prioritised.

### *Planning Assessment and Context*

Scheme Amendments are typically supported where land has been identified in a Local Planning Strategy or Structure Plan as suitable for alternative land uses. This proposal seeks to rezone Lot 1 Dampier Road from “Rural” to “Industrial Development” outside of such a framework, which constitutes a “spot rezoning.” These are generally discouraged unless the site is unique and the change would not undermine broader planning objectives.

Rezoning to “Industrial Development” would allow the City to require structure planning prior to subdivision or more intensive development. In the absence of a Structure Plan, however, applications may be assessed under generic “Industry” zone provisions, which may not reflect site-specific constraints.

The current proposal does not include sufficient technical detail to support immediate intensification, particularly in relation to traffic and access, bushfire management, stormwater and servicing.

These limitations mean the site is not currently capable of supporting intensive industrial development.

### *Requirement for Strategic Planning*

Although the technical gaps outlined in this report appear to preclude support for rezoning that would facilitate immediate development of permanent industrial uses, the long-term potential of Lot 1 is acknowledged. Planning should occur within the broader context of Gap Ridge North DIA 9 for Lot 1 and adjoining Lot 500.

The City considers that coordinated strategic planning is required to:

- Ensure access, servicing, and drainage are addressed collectively.
- Avoid ad hoc development and protect the integrity of future infrastructure networks.
- Align with regional land use planning and staging of industrial land supply.

District Structure Plans (DSPs) are the appropriate mechanism to guide the future development of large strategic development areas and understand how parcels of land fit within broader infrastructure and servicing requirements. DSPs detail and coordinate zoning, subdivision, and infrastructure at a large scale and are typically prepared before rezoning or more intensive development approval occurs.

Lot 1, as the only freehold title in the area, should be considered for early inclusion in a future DSP planning process. Without this, its development risks being inconsistent with future stages of Gap Ridge North DIA 9. For this reason, it is recommended that preparation of the strategic investigations to inform a DSP for DIA 9 commence as a priority, and that Lot 1 and Lot 500 Dampier Road be included in the DSP consideration process.

### *Technical Feasibility Investigations*

The Administration considers the first step in planning for the future development of Gap Ridge North DIA 9 would be the preparation of a Technical Feasibility Study. This study would consider the feasibility of developing this area for future industrial development and would involve the analysis of key infrastructure requirements, consultation with key stakeholders and the identification of service needs and constraints.

The benefits of preparing the Technical Feasibility Study would be:

- Provide further information on the development potential and constraints for Lot 1, Lot 500, and the broader Gap Ridge North DIA 9.
- Define infrastructure and servicing requirements.
- Identify stakeholder interests and guide engagement.
- Inform DSP preparation and subsequent Scheme Amendments.

It is estimated that the Technical Feasibility Study, if appropriately resourced, would take approximately 6 months to complete and cost in the order of \$250,000. The subsequent resourcing and scope for the preparation of a DSP and Scheme Amendment for Gap Ridge North DIA 9 would be detailed as part of the Technical Feasibility Study and require partnering and additional funding in collaboration with Development WA.

The Administration has contacted Development WA to consider a partnered approach to the strategic investigations and DSP. Development WA has confirmed that its Demand Analysis indicates that there is enough Industrial land being released in the existing Gap Ridge to cater for the next seven years. If preparation of strategic investigations and a DSP is prioritised, then this should be a sufficient timeframe to facilitate de-constraining investigations and an endorsed DSP for Gap Ridge North DIA 9.

#### *Future Development Considerations (including Aboriginal Heritage)*

The current time-limited approval for a “Storage Facility/Depot/Lay Down Area” allows for temporary, low-impact use without permanent buildings. This remains appropriate in the interim, but the site’s development potential and how it sits within broader infrastructure requirements must be assessed through further technical and strategic planning investigations.

Although the amendment seeks to rezone the land to “Industrial Development,” this does not imply that more intensive industrial activity is currently supported. Any future subdivision or development will require a Development Application (DA) and be assessed on its merits, be informed by the outcomes of the Technical Feasibility Study which will form part of the future planning for the DSP for Gap Ridge North DIA 9.

Ngarluma Aboriginal Corporation (NAC) engagement will be required to progress the DSP. Capacity constraints may delay this process, particularly where Aboriginal heritage assessments are involved. However, other technical studies, such as the Technical Feasibility Study, traffic, servicing, bushfire, and drainage, can proceed in parallel.

If Aboriginal heritage becomes a hold point, the City may consider staging the DSP, allowing the planning for Lot 1 to proceed where appropriate. This ensures:

- Development Timing: Further development on Lot 1 will not proceed until investigations confirm suitability;
- Planning Certainty: Inclusion of Lot 1 in the DSP supports alignment with infrastructure and access planning;
- Risk Mitigation: A staged DSP process allows flexibility while respecting statutory heritage obligations.

#### *Recommended Path Forward*

While several unresolved issues have been highlighted in this report and remain, including Aboriginal heritage, infrastructure, access, bushfire compliance and servicing, these issues can be addressed through the future planning process. Supporting the scheme amendment at this stage, subject to progress of a Technical Feasibility Study, enables long-term planning

to commence without pre-empting or compromising future DA assessments. Any proposal for intensification will still need to demonstrate compliance with the planning framework and reflect the outcomes of ongoing strategic investigations through the Technical Feasibility Study.

### Options

#### *1. Support the Scheme Amendment subject to conditions and the progression of strategic investigations (Recommended)*

This option reflects the Officer's recommendation. It acknowledges that while Lot 1 is not yet ready for intensification of industrial land uses, it may be appropriate to rezone the land to "Industrial Development" subject to clear limitations and parallel strategic investigations. This would include:

- The City committing to initiate and fund a Technical Feasibility Study and scoping of a DSP for the broader Gap Ridge North DIA 9, including Lot 1 and Lot 500 Dampier Road and listing for consideration in the 2025/26 budget.
- Acknowledgement that the rezoning does not itself enable or imply support for development or subdivision until strategic planning progresses and supporting technical investigations are progressed, to the City's satisfaction.
- Any future DA will still be required to demonstrate compliance with planning and servicing standards at that stage, including access, bushfire mitigation, drainage and utility infrastructure.
- Ongoing collaboration with Development WA, DPLH, DFES, utility providers and landowners to coordinate planning across the wider precinct.

This approach allows the amendment to proceed while ensuring future development is managed within a coordinated strategic framework. It supports the landowner's intentions without undermining the integrity of strategic planning for a key industrial area.

#### *2. Proceed with the amendment without modification or strategic coordination (Not Recommended)*

This option would involve supporting the amendment as submitted, without linking it to the progression of the Technical Feasibility Study or broader strategic investigations. This path carries significant risks which include but are not limited to:

- The amendment would allow the landowner to apply for industrial uses under the "Industrial Development" zone prior to any strategic investigations or structure plan being progressed or endorsed. Notwithstanding, the Industrial Development zone may require the preparation of a structure plan but this wouldn't be appropriately framed in the context of the Gap Ridge North DIA 9.
- It may remove a key lever the City has to ensure infrastructure, servicing, access, and land use coordination occurs, to a sufficient level of detail, at a precinct scale.
- Outstanding issues raised by Development WA, DFES and internal technical review, including reliance on temporary access arrangements, unsealed roads, emergency vehicle access, and unresolved drainage, servicing and bushfire planning, may be left to be resolved through the DA process without strategic guidance or orderly coordination at a precinct scale.
- There would be no statutory mechanism to manage development staging or hold off on certain levels of intensification until the necessary infrastructure is planned, coordinated and delivered.

While this option may appear to streamline development, it exposes the City and precinct to long-term planning and infrastructure challenges and may prejudice the orderly development of Gap Ridge North DIA 9. This approach is not recommended.

### *3. Do not support the Scheme Amendment (Not Recommended)*

The Council may choose not to support the amendment at this time. This would retain the current “Rural” zoning and require the landowner to wait until the City completes broader investigations and strategic planning for the Gap Ridge North DIA 9. Reasons for this position would include:

- The land is not identified for industrial purposes in the City’s Local Planning Strategy and is located outside the designated DIA 9.
- The applicant has not suitably demonstrated the site’s ability for industrial intensification without broader structure planning.
- Key issues relating to access arrangements, servicing, stormwater management, and bushfire risk have not been adequately addressed and are unlikely to be resolved in isolation.
- The proposal risks setting an ad-hoc precedent for future rezoning proposals, undermining the integrity of the strategic framework. Notwithstanding, each proposal needs to be considered on its merits.

This option is the most risk-averse but would likely delay economic opportunities and does not reflect the City’s intent to support industrial expansion through a coordinated strategic planning process. Given the City’s commitment to progress strategic planning, the risks of conditional support can be mitigated and managed appropriately. Therefore, this option is not recommended.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8: Significant Decision Making, the matter of Scheme Amendment No. 64 is assessed as moderate in significance. While the proposal does not immediately alter the City’s ability to perform its operational functions or trigger significant environmental consequences, the strategic implications for land supply, industrial growth, infrastructure planning, and future land use in Gap Ridge North are considerable.

The amendment involves rezoning a 15.6ha parcel of land to “Industrial Development”, which could catalyse industrial investment and development in a key location, pending the completion of supporting technical investigations. It also sets a precedent for land outside of an identified Development Investigation Area and outside the current Local Planning Strategy designation.

There’s also a requirement for the City to allocate significant funding and resources to the strategic investigations. Therefore, this matter holds moderate strategic and reputational significance due to its potential to influence future industrial planning frameworks, development patterns across the City and resourcing requirements.

### **STATUTORY IMPLICATIONS**

In accordance with Regulation 41(3) of the Regulations, Council can:

- Resolve to support the proposed amendment without modification;
- Resolve to support the proposed amendment subject to modification; or
- Resolve to not support the proposed amendment.

Under Regulation 34 of the Regulations, the proposed Scheme Amendment is considered a *complex amendment* as it is inconsistent with the Local Planning Strategy.



In accordance with Regulation 44 of the Regulations and Section 87 of the *Planning and Development Act 2005*, the City is required to submit a copy of the proposed Scheme Amendment No. 64, including any proposed modifications, to the Department of Planning, Lands and Heritage and the Minister for Planning for Ministerial endorsement. The Minister may resolve to:

- Refuse to proceed with the proposed amendment to the local planning scheme;
- Proceed with a modified amendment to the local planning scheme; or
- Proceed with the proposed amendment to the local planning scheme.

Given the City's position to support the amendment conditionally, the statutory pathway relies on demonstrating to the Minister that the rezoning itself does not imply approval for development or subdivision, and that development is contingent on the outcomes of further strategic planning, particularly the Technical Feasibility Study.

To ensure this statutory intent is maintained, Scheme text provisions or planning controls (if applicable) may be recommended by the City, the WAPC or Minister as part of a modified approval, to ensure that subdivision or development cannot proceed without sufficient precinct level detail and strategic investigations.

Furthermore, the classification of the amendment as 'complex' will trigger WAPC assessment of the strategic merit of the rezoning in the absence of alignment with the Local Planning Strategy, placing greater emphasis on the City's commitment to undertake strategic investigations across the broader Gap Ridge North area.

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

Internal consultation has occurred across relevant departments, including Development Services, Infrastructure, and Executive Management, to ensure alignment with operational capacity and budget planning for the 2025/26 financial year.

#### **COMMUNITY CONSULTATION**

Part 5, Division 1 and Section 84 of the *Planning and Development Act 2005* and Regulations 38 and 76A of the Regulations, require the local government to publicly advertise a scheme amendment. The Scheme Amendment was advertised for 60 days, between 12 February 2025 and 14 April 2025. The Scheme Amendment was advertised via the Pilbara News, noticed on the City's website, a sign on the subject site and a letter to adjoining landowners. The Scheme Amendment was also referred to several State Government agencies.

The City received comments from Water Corporation, Department of Fire and Emergency Services and Development WA. These have been included in the Schedule of Submissions in **Attachment 4**.

#### **POLICY IMPLICATIONS**

While there are no direct policy implications arising from the support of Scheme Amendment No. 64, the proposal must be considered in the context of the City's adopted Local Planning Strategy and Council Policy CG-8 Significant Decision Making. The broader planning approach recommended, including the preparation of Technical Feasibility Study for the Gap Ridge North Development Investigation Area, aligns with the City's policy position to ensure development is coordinated, evidence-based, and strategically integrated.

The DSP process may inform future policy development and planning decisions for industrial land use in this locality.

### FINANCIAL IMPLICATIONS

A fee payable by the proponent associated with this Scheme Amendment has been estimated at \$7,500. This is inclusive of advertising costs associated with the consultation requirements and Government Gazettal.

It is estimated that the Technical Feasibility Study, if appropriately resourced, would take approx. 6 months to complete and cost in the order of \$250,000. The subsequent resourcing and scope for the preparation of a DSP and Scheme Amendment for Gap Ridge North DIA 9 would be detailed as part of the Technical Feasibility Study and require partnering and additional funding in collaboration with Development WA.

### STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services: 2.a.2.3 Strategic Planning Services

### RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	The recommended approach involves the City resourcing and funding the preparation of a Technical Feasibility Study and District Structure Plan. This commitment requires budget allocation and coordination with external stakeholders.
Service Interruption	N/A	Nil
Environment	Low	Environmental risks are expected to be addressed through technical investigations and integrated planning as part of the DSP process.
Reputation	Moderate	The City seeks to uphold its reputation as a planning authority that facilitates sustainable economic development. Supporting the Scheme Amendment subject to the progress of strategic planning allows the City to respond to development interest while maintaining a coordinated and orderly approach to land use.
Compliance	Moderate	Proceeding in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, including through the classification of the amendment as 'complex', ensures the City meets its statutory obligations. However, future subdivision and development must still demonstrate compliance with State and local planning frameworks.

### IMPACT ON CAPACITY

The recommended approach involves the City committing to fund and resource a Technical Feasibility Study for the broader Gap Ridge North DIA 9, including Lot 1 and Lot 500 Dampier Road. This work will require allocation of staff time and budget in the 2025/26 financial year. The project would be managed and prioritised within the City's strategic planning program.

The complexity of the investigations would also require coordination with external consultants and State Government agencies.

The City has a number of significant strategic planning projects underway or about to commence, including:

- Review of the Coastal Hazard Risk Management and Adaptation Plan;
- Development of a Karratha City Centre Precinct Structure Plan;
- Dampier Drainage Project;
- Omnibus Scheme Amendment No. 60;
- Land supply and demand analysis for City projects.

Should Council resolve to allocate funding for a Technical Feasibility Study, a Project Plan and RFQ would be prepared for this work. Resourcing for this project would be considered in the context of other priority strategic planning projects. Resourcing, priorities and schedules would be adjusted to ensure these projects are delivered. Changes to any of these inputs and processes may cause delays to projects such as review of Scheme provisions relating to Workforce Accommodation and Tourism land uses, further Scheme Amendments as well as review and amendments to the City's Heritage List.

### **RELEVANT PRECEDENTS**

Scheme Amendment No. 52 added an Additional Use to the 'Rural' zoning of adjoining Lot 500 to allow for the crushing of building materials. That proposal was site-specific and supported based on its limited scope, existing use, and temporary timeframe. In contrast, Scheme Amendment No. 64 involves rezoning Lot 1 to a broader "Industrial Development" zone, which would ordinarily allow for more intensive land uses, subject to structure planning. The current recommendation applies a more strategic and coordinated approach, acknowledging that site-specific amendments should be integrated with broader planning initiatives at a precinct scale where possible.

### **VOTING REQUIREMENTS**

Simple Majority.

No Absolute Majority is required as the report recommends only listing the allocation of funding in the future 2025/26 Annual Budget. Consideration of the funding allocation in the 2025/26 Annual Budget will be the subject of a separate decision on the 2025/26 Annual Budget.

### **CONCLUSION**

Scheme Amendment No. 64 proposes the rezoning of Lot 1 Dampier Road, Gap Ridge from "Rural" to "Industrial Development". While the land is not identified for industrial use in the City's WAPC-endorsed Local Planning Strategy, the amendment presents an opportunity to progress strategic planning for the broader Gap Ridge North area, provided it is clearly understood that the rezoning does not in itself enable or support immediate industrial intensification.

The supporting documentation predominantly references the currently approved temporary use for a "Storage Facility/Depot/Lay Down Area" and does not demonstrate that the site can accommodate more intensive industrial development in isolation. Key matters such as stormwater management, traffic access, bushfire compliance, and servicing infrastructure require further investigation and resolution. However, these are best addressed through the preparation of a Technical Feasibility Study and future DSP for the broader DIA 9, which may include Lot 1 and Lot 500 Dampier Road.

It is recommended that Council support Scheme Amendment No. 64 subject to conditions that defer any intensification of use until such time as strategic planning investigations have progressed to the City's satisfaction.

The City and Development WA will collaboratively undertake the necessary investigations, ensuring that Lot 1 and Lot 500 are appropriately integrated into the long-term vision for industrial growth in Gap Ridge North.

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**COUNCILLOR QUESTION:**

RFF referenced some minor amendments. Are they going to get presented by Administration or does Council need to put them forward as an amendment?

**CITY RESPONSE:**

City officers and RFF had discussions this morning and some potential changes to the wording of the scheme provisions were raised, but this would be subject to further discussion. Should any minor changes be agreed, officers would propose minor amendments to Council prior to the decision next week.

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**COUNCILLOR QUESTION:**

Is a galvanising plant an approved use in an industrial development zone?

**CITY RESPONSE:**

No use is considered an "approved" use in the Industrial Development zone. A Development Application (DA) must be submitted for any proposal on the land that is not covered by the existing storage approval. This proposal solely seeks to facilitate the rezoning of the site, contingent upon the further information obtained through a technical feasibility study.

It is essential to note that any scheme amendment requires approval from the Minister for Planning. Although the Council can make recommendations to the Minister, it does not hold the final decision-making authority regarding the Amendment.

If the amendment proceeds, we will continue with the technical feasibility study. Officers assert that the necessary structure planning is worthwhile, given our desire to enhance the industrial capacity of Karratha. Therefore, it is recommended that the Council contribute financially to this work, although it is anticipated that a DA will not be submitted until the technical feasibility for the structure planning is completed.

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**COUNCILLOR QUESTION:**

What is the deadline for finalising all these details so that KAW Engineering can proceed?

**CITY RESPONSE:**

The technical feasibility study is expected to take 6 months. This does not affect the Minister for Planning's decision on the proposed Scheme Amendment.

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**COUNCILLOR QUESTION:**

Looking at the map provided, I am concerned about noise and other impacts on residential areas, especially as residential areas continue to expand towards the proposed industrial area. Has DevelopmentWA provided any information on extension of Madigan or Nickol West?

**CITY RESPONSE:**

The areas indicated on the map are identified as potential investigation sites as part of the local planning strategy; currently, they are not zoned for residential expansion. They may be investigated in the future for residential development, but they are not scheduled for review in the short or medium term. Mulataga is expected to provide up to 1200 lots, and therefore,

expansion into the investigation areas is not anticipated soon. Additionally, these areas may be deemed unsuitable for residential expansion due to conflicting land uses nearby.

## 12 PROJECTS & INFRASTRUCTURE REPORTS

### 12.1 MINOR WORKS - FIRE PROTECTION SYSTEMS AND EQUIPMENT – TENDER OUTCOME

**File No:** RFT0000031

**Responsible Executive Officer:** Director Projects & Infrastructure

**Reporting Author:** Manager Asset Maintenance

**Date of Report:** 27 May 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Confidential – Tender Evaluation Report

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#### PURPOSE

For Council to consider the tender for the Fire Protection Systems and Equipment Tender, Number RFT0000031.

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#### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**MOVED** : Cr Roots  
**SECONDED** : Cr Simpson  
**Res No** : OCM250630-24

**That Council:**

- 1. ACCEPT the tender submitted by Chubb Fire Security Pty Ltd ABN 47 000 067 541 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000031 - Fire Protection Systems and Equipment; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Chubb Fire Security Pty Ltd, SUBJECT to any variations of a minor nature.**

**CARRIED 9/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

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#### BACKGROUND

The City of Karratha (City) has historically tendered for the Fire Protection Systems and Equipment Services as contractors can provide the specialised knowledge, skills and equipment necessary for effective service delivery. This external support has been essential in meeting the operational requirements of the City's buildings and facilities, which have expanded considerably in recent years. All services are required to be delivered in accordance with relevant Australian Standards to ensure ongoing compliance, safety, and reliability.

The proposed scope of works includes but is not limited to:

- Routine inspection, testing and preventive maintenance of Fire Protection Systems and Equipment as per Australian Standards AS1851-2012.
- Attendance for temporary isolations or disconnections as requested by the Principal's Representative.
- Other minor works not specifically identified but necessary for the effective completion of the specified tasks and procedures; and
- In addition to routine servicing, the Contractor may be required to undertake maintenance/repair work in response to breakdowns, callouts or as result of an inspection during a routine service visit, or upon request from an authorised Principal Representative.
- Records and Reports of completion are to be supplied to Building Maintenance as documentary evidence of compliance with Australian Standards and are intended to support Building Maintenance to satisfy regulatory obligations.
- New, renewal, or additions to Fire Protection Systems and Equipment.
- Where possible routine works for Fire Protection Systems and Equipment should be coordinated as an efficiency measure and to minimise disruption to Council facilities.

At the March 2025 Ordinary Meeting, Council agreed to invite tenders for Minor Works - Fire Protections Systems and Equipment.

Tenders were advertised on 15 April 2025 and closed 13 May 2025.

Two tenders were received by the closing date from:

- Chubb Fire & Security Pty Ltd
- Wormald Australia Pty Ltd

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

- Manager Asset Maintenance
- Acting Building Maintenance Coordinator
- Building Maintenance Planner

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	15%
Methodology	15%
Capacity to Deliver	15%
Sustainability	5%
Price	50%

The Regional Price Preference Policy was applied to two (2) local tenderers.

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

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

## DISCUSSION

Chubb Fire & Security Pty Ltd has demonstrated the capacity and experience required to deliver all aspects of the contract scope. The company has a well-established understanding

of the City's processes and requirements, including planned maintenance, reactive works and capital upgrades. Chubb maintains a local team of four staff supported by FIFO personnel, ensuring consistent, reliable and responsive service delivery across all City facilities.

#### **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**

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

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

No Councillor or Officer consultation is required.

#### **COMMUNITY CONSULTATION**

No community consultation is required.

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

The original estimated contract value presented to Council at its meeting on 31 March 2025 was \$2M (excl GST) over a five-year period. However, following a detailed review by City Officers of anticipated capital upgrades and ongoing maintenance requirements, the total estimated cost of delivering the service under this tender has been revised to \$4M (excl GST) over five (5) years. Annual CPI increases will also be applied throughout the contract period. The Draft 2025/26 Budget includes the following works that would be delivered under this contract;

- \$280K - Airport Fire Panel Upgrades (Capital)
- \$215K - Quarter Fire Panel Upgrades (Capital)
- \$100K - Leisureplex Fire Panel Upgrades (Capital)
- \$55K - Inspections and Testing (Operating)
- \$150K - Planned Maintenance across multiple facilities (Operating)

This revised budget reflects capital replacement works across a number of large facilities and is necessary to ensure the City's buildings and infrastructure remain compliant with relevant Australian Standards, Building Codes, and fire protection legislation.

#### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	1.a.1.5	Building Maintenance Services
Projects/Actions:	1.a.1.5.19.1	Deliver buildings and structures maintenance program

#### **RISK MANAGEMENT CONSIDERATIONS**

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



Category	Risk level	Comments
Health	Moderate	Inadequate routine maintenance may result in ineffective fire protection systems, potentially placing building occupants at risk
Financial	Low	Expenditure will be monitored against approved budget allocations to ensure financial oversight and control.
Service Interruption	Low	Delays in routine maintenance or inadequate response to system faults may cause service interruptions at City facilities.
Environment	N/A	Nil
Reputation	Moderate	Failure to maintain fire protection systems to the required standard could result in negative community feedback or complaints regarding facility safety.
Compliance	High	Failure to undertake required maintenance and capital renewals could lead to non-compliance with Australian Standards, Building Codes and Regulations, potentially resulting in building closures.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

At the March 2025 OCM, Council resolved to Call Tenders for Minor Works – Fire Protection Systems and Equipment.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The Evaluation Panel believes that the recommended tenderer, Chubb Fire Security Pty Ltd possess the required knowledge, expertise, and capacity to deliver the contract works in accordance with the City's standards and expectations. As the incumbent contractor, Chubb's familiarity with the City's facilities, existing fire protection systems and operational challenges provides a significant advantage in ensuring continuity of service and effective contract delivery.

**12.2 KARRATHA AIRPORT RUNWAY REJUVENATION – TENDER OUTCOME**

**File No:** RFT0000039

**Responsible Executive Officer:** Director Projects and Infrastructure

**Reporting Author:** Manager Airport Services

**Date of Report:** 3 June 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Confidential – Tender Evaluation Report

**PURPOSE**

For Council to consider the tender for Karratha Airport Runway Rejuvenation Tender, RFT0000039.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-25  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Waterstrom Muller

**That Council:**

1. **ACCEPT** the tender submitted by Fulton Hogan Industries Pty Ltd ABN 54 000 538 689 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000039;
2. **AUTHORISE** the Chief Executive Officer to execute a contract with Fulton Hogan Industries Pty Ltd Pty, subject to any variations of a minor nature; and
3. **APPROVE** by Absolute Majority an increased allocation of \$200,755 to the 2025/26 Budget to be funded from the Airport Reserve to deliver the works as follows;

Airport Runway Rejuvenation	Account Details	FY25/26
Draft Budget	4100-88000-6392-8005	\$1,300,000
Increased Budget		\$200,755
<b>Total Funds</b>		<b>\$1,500,755</b>

**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

**BACKGROUND**

Karratha Airport (KTA) operates as a certified regulated airport, governed by operational safety standards set by the Civil Aviation Safety Authority (CASA). The safe operation of

aircraft at certified aerodromes is governed by stringent regulatory requirements outlined in the Manual of Standards (MOS) Part 139, as well as International Civil Aviation Organization (ICAO) under Annex 14.

These regulatory frameworks require aerodrome operators to maintain runway pavements within defined thresholds relating to friction, surface condition, and structural integrity.

Rejuvenation treatments are identified as a best-practice maintenance activity, essential to mitigating surface oxidation, restoring skid resistance, reducing Foreign Object Debris (FOD) risk, and extending the life of existing asphalt surfaces. Non-compliance may compromise aerodrome certification, impacting both operational continuity and aviation safety. The scope of the project is.

**Primary Works:**

- Design and Construct Surface treatment for the 45m x 2280m high-strength runway pavement, including turn pads and protection of Airfield Ground Lighting (AGL).
- Use of a proprietary Polymer Modified Emulsion (PME) or Penetrative Asphalt Preservation (PAP) product with established performance records at Australian airports to enhance durability and resistance to the environmental conditions in Karratha with an arid tropical climate.
- Application to be undertaken exclusively during Night Shifts ensuring minimal disruption to airport operations. The runway must be Returned to Service (RTS) each morning, ensuring compliance with operational schedules
- Reapplication of line markings at the end of each Night Shift in preparation for RTS. A comprehensive line marking application should also be conducted at the completion of the entire surface treatment works (i.e. 2 coat application in total).

**Supplementary Works:**

- Surface cleaning and pre-treatment Rubber Removal using approved mechanical methods to ensure optimal bonding of the surface treatment as required by the Contractor's Design.
- Pre and post runway Friction Testing, and texture depth testing where required.

**Optional Works at the Principal's Discretion:**

- Subject to budget, Design and Construct Surface treatments to shoulders and stopways. This is to consider the cost benefit of completing these necessary works now as opposed in future years taking advantage mobilisation costs.

Tenders were advertised on 23 April 2025 and closed 14 May 2025.

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

- Airport Consultancy Group Pty Ltd
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd

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

- Manager Airport
- Airport Operations and Assets
- Airport Operations Compliance and Technical Officer
- Consultant – Earl Hill Consulting

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

The criteria and associated weightings were:

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

A Regional Price Preference was not applied to this tender.

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

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

## DISCUSSION

To ensure the continued safe operation of aircraft, regulatory frameworks established by the CASA impose stringent requirements on runway surface conditions, friction coefficients, and pavement integrity. CASA's Manual of Standards (MOS) Part 139, alongside ICAO Annex 14, outlines minimum standards for runway maintenance, including the requirement for periodic rejuvenation treatments. These treatments are essential for mitigating surface oxidation, restoring skid resistance, and extending the lifespan of pavement assets. The alternative would be runway resurfacing or overlay which is expensive and time consuming.

The runway rejuvenation project included surface cleaning, rubber removal, asphalt rejuvenation, friction testing, and line marking, all conducted during night-time shifts to minimize disruption. The tender also included some optional works to the runway shoulders and stopways. These works were identified as optional because the surfaces in question are not primary load-bearing areas and this classification also allows for greater flexibility in project decision-making, particularly in scenarios where budget constraints could have limited the scope of works that can be undertaken without compromising the critical runway surface treatment.

This recommendation is aimed at mitigating Foreign Object Debris (FOD) risks and preventing further environmental degradation in these peripheral areas. Undertaking these works now is considered beneficial, as it proactively addresses visible signs of surface ageing and environmental exposure, helping to preserve pavement integrity and defer the need for a full resurfacing. A subsequent treatment cycle anticipated between 2030 and 2035, subject to future condition assessments can then be more targeted, focusing on areas most affected by operational wear, particularly the central 20–30 metres of the runway, turning pads, and taxiway intersections.

In alignment with regulatory obligations, the proposed runway rejuvenation project, initiated under Tender RFT0000039, serves as both a proactive asset management measure and a compliance-driven priority. The works are specifically designed to mitigate surface wear and environmental deterioration, ensuring runway performance remains within CASA and ICAO safety thresholds. This project is essential to maintaining KTA's aerodrome certification and operational readiness, reinforcing its role as a critical piece of regional infrastructure.

## 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 economic and functional ability for the Council to maintain the airports operational capability.

**STATUTORY IMPLICATIONS**

In terms of the Civil Aviation Regulations 1988 (CAR) and Civil Aviation Safety Regulations 1998 (CASR), Karratha Airport is a certified Aerodrome. Under CASA's Manual of Standards (MOS) Part 139, the City of Karratha as owner/operator of Karratha Airport, is required to maintain a current Aerodrome Certificate issued by CASA and maintain an Aerodrome Manual which includes approved operating procedures. The Aerodrome Manual is required to include FOD prevention program, including routine inspections, removal of debris, maintaining runway shoulders and surrounding areas to reduce FOD generation from loose aggregates.

Tenders were called in accordance with Section 3.57 of the Local Government Act 1995 and Part 4, Division 2 – Tenders for providing goods or services of the Local Government (Functions and General) Regulations 1996.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The proposal is in accordance with Council's CG 12 Purchasing Policy and CG11 – Regional Price Preference is applicable to this matter.

**FINANCIAL IMPLICATIONS**

Council has allocated \$1.3M in the 2025/26 financial year for the Runway Rejuvenation Project. The preferred tenderer's submission for the primary works, inclusive of consultant fees, is within the approved budget allocation, however the inclusion of the optional additional surface treatments—covering the runway shoulders and stopways adds further expense. Should the Officers recommendation be supported the total proposed project cost is \$1,500,755 resulting in the overall project exceeding the allocated budget by \$200,755.

Should Council support the inclusion of the optional works, it is proposed that the full project cost of \$1,500,755 be funded from the Airport Reserve, allowing for the complete scope of work to be delivered without compromising future maintenance cycles or certification compliance.

The Airport Reserve has an estimated closing balance at 30 June 2026 of \$11,604,206. This balance will be further informed once the 2024/25 closing balance is finalised based on deliver of works scheduled at the Airport in this time.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2024-2025 provided for this activity:

Programs/Services:	1.a.1.4	Airport Facility Management.
Projects/Actions:	1.a.1.4.23.3	Complete Runway Rejuvenation and life extension works.

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Works will be conducted at night with a Work Safety Officer present to ensure compliance.
Financial	Low	Additional funding from the Airport Reserve is proposed to cover the shortfall in the original budget.
Service Interruption	High	A runway that is not maintained or damaged with excessive FOD could impact aircraft operations at the airport leading to a loss in certification.
Environment	Low	Environmental impacts are low and will be managed through standard environmental controls and procedures.
Reputation	High	Closure of the runway due to damage or excessive FOD will have a high reputational risk for the City.
Compliance	Low	A compliant tender process has been conducted to procure a contractor to deliver these critical runway works at Karratha Airport.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The City currently engages contractors to provide runway works, and airside maintenance services for routine maintenance or individual projects.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

Karratha Airport's obligations under CASA MOS Part 139 are extensive, encompassing infrastructure maintenance, operational procedures, safety management, and regulatory reporting. Consistent adherence to these standards is essential to maintain the airport's certification and ensure the safe operation of all aircraft movements. The proposed runway rejuvenation project directly supports compliance with CASA MOS Part 139 by proactively addressing pavement ageing and surface deterioration, aligning with both regulatory requirements and industry best practices.

## **13 CHIEF EXECUTIVE OFFICER REPORTS**

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

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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#### **PURPOSE**

To advise Council of the information items for June 2025.

#### **VOTING REQUIREMENTS**

Simple Majority.

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#### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-26

**MOVED** : Cr Nunn

**SECONDED** : Cr Simpson

That Council NOTE the following information items:

**13.1.1 Community Experience Update – April 2025**

**13.1.2 Concession on Fees for City Facilities**

**13.1.3 Point Samson Interim Plan Q4 Progress Update**

**13.1.4 Youth Advisory Group Update – March 2025**

**13.1.5 Development Services Update**

**13.1.6 June 2025 Public Briefing Notes and Table of Report Changes**

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**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson,  
Cr Swaffer, Cr Waterstrom Muller

**AGAINST** : Nil

**13.1.1 COMMUNITY EXPERIENCE UPDATE – APRIL 2025**

**File No:** CS.23

**Responsible Executive Officer:** Director Community Experience

**Reporting Author:** EA Community Experience

**Date of Report:** 30 April 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s)** Nil

**PURPOSE**

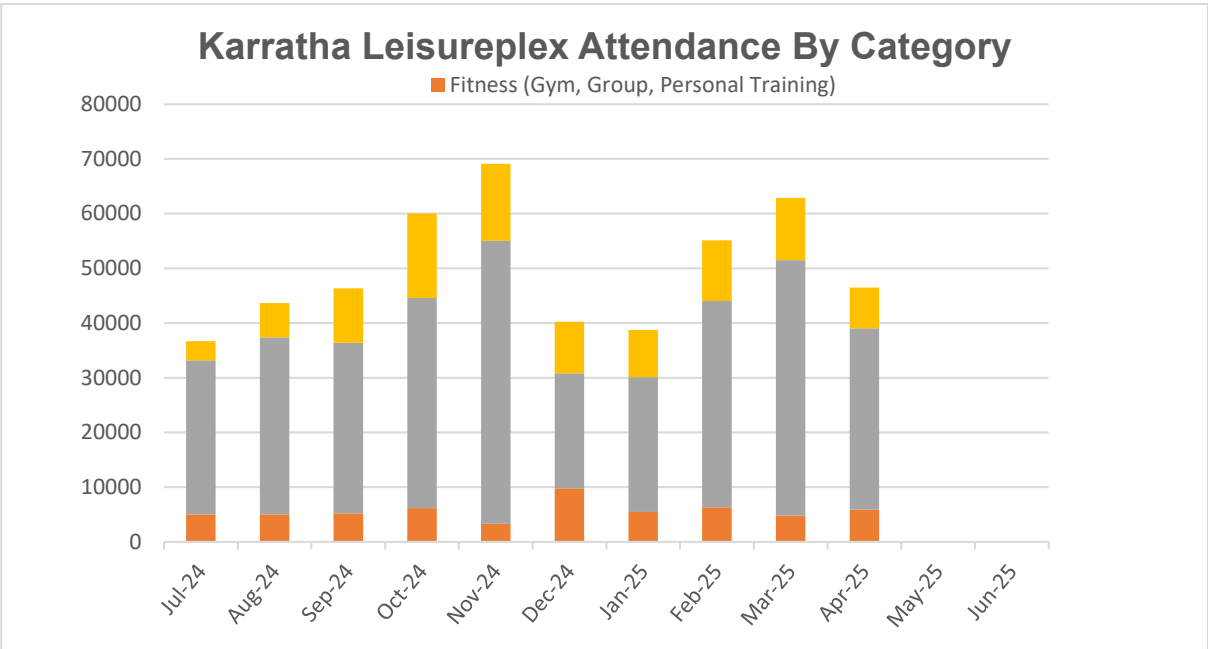
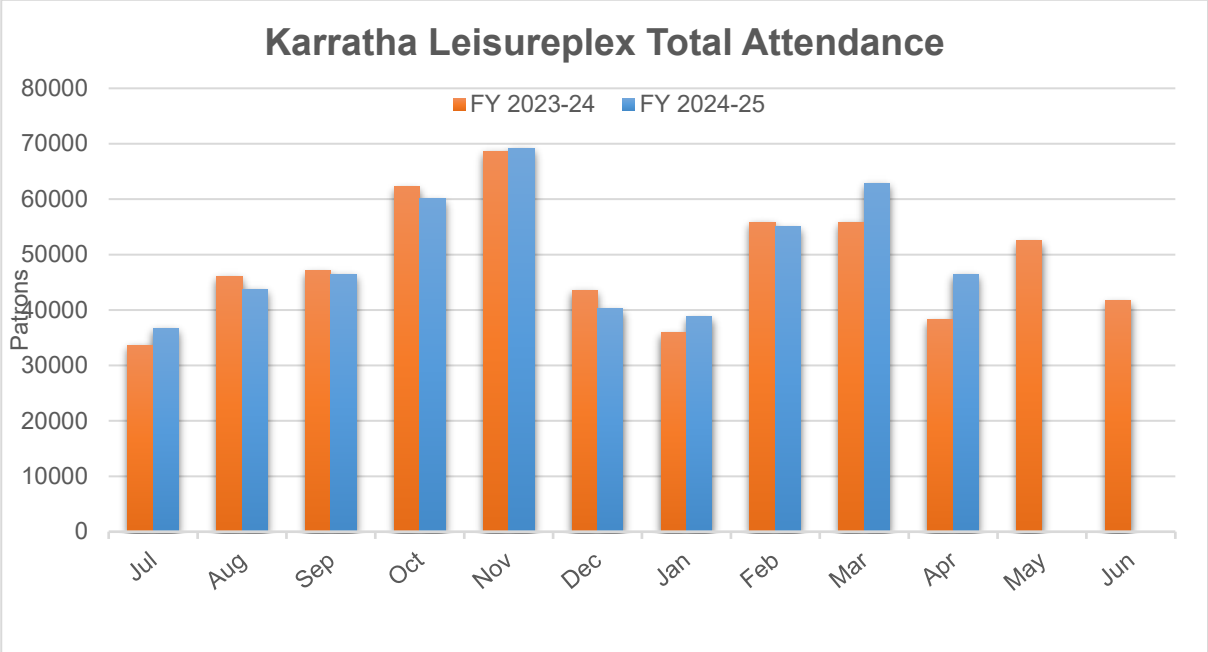
To provide Council with an update on Community Experience services and programs for April 2025.

**Attendance & Utilisation Summary**

<b>Facility Attendance</b>	<b>Apr 2024</b>	<b>Apr 2025</b>	<b>Year on Year %</b>
The Youth Shed	955	823	- 14%
The Base	1,176	907	- 23%
Total Library	10,434	8,447	- 19%
Karratha Leisureplex	38,254	46,476	+ 21%
Wickham Recreation Precinct	3,552	4,030	+ 13%
Roebourne Aquatic Centre	195	510	+ 162%
Red Earth Arts Precinct	3,580	5,172	+ 44%
Arts Development & Events	2,188	1,464	- 33%
Indoor Play Centre	2,594	2,112	- 19%
<b>Community Programs</b>	<b>Mar 2025</b>	<b>Apr 2025</b>	<b>Month on Month %</b>
Security Subsidy Scheme properties	10	8	- 20%
Meet the Street Parties	0	0	0%

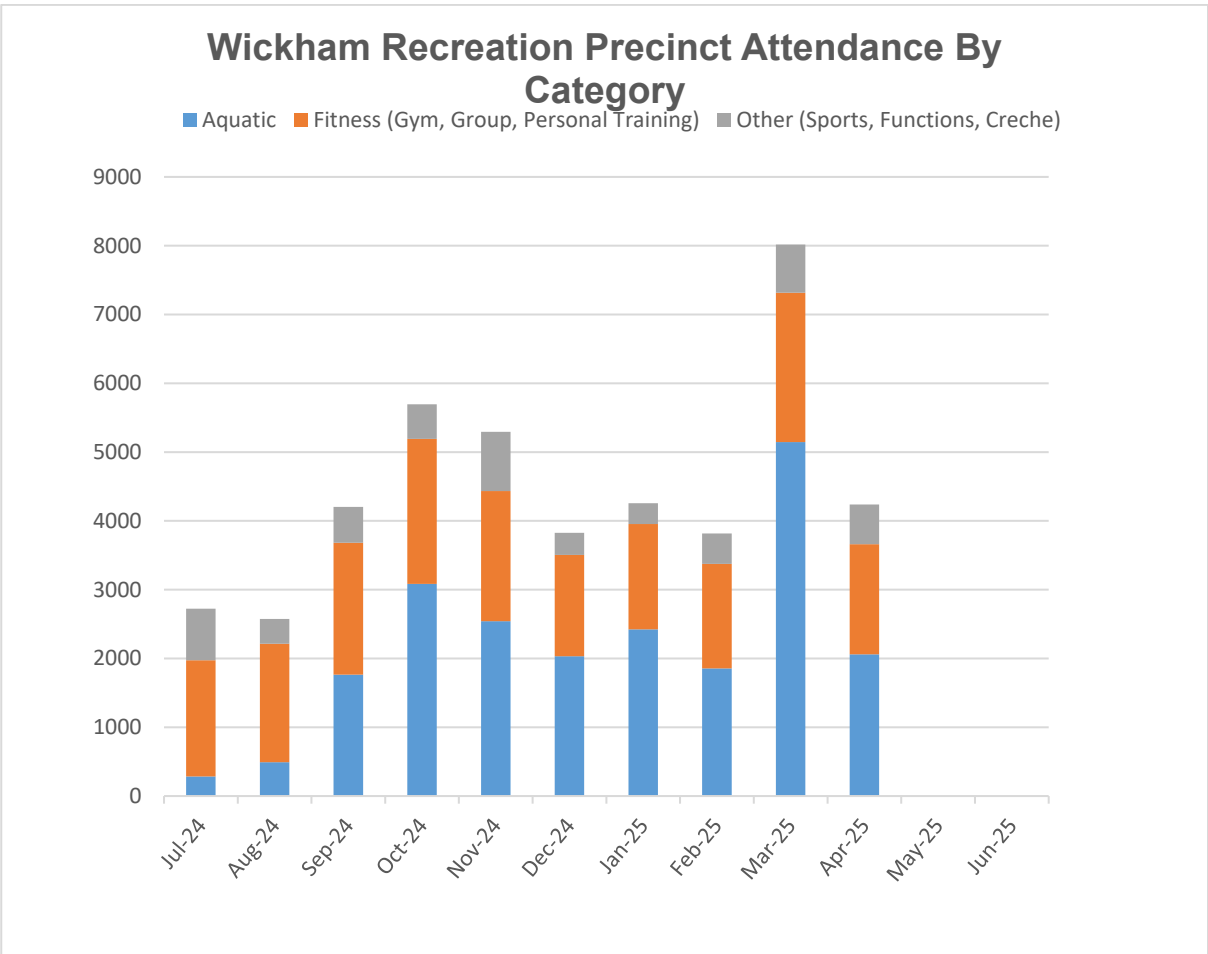
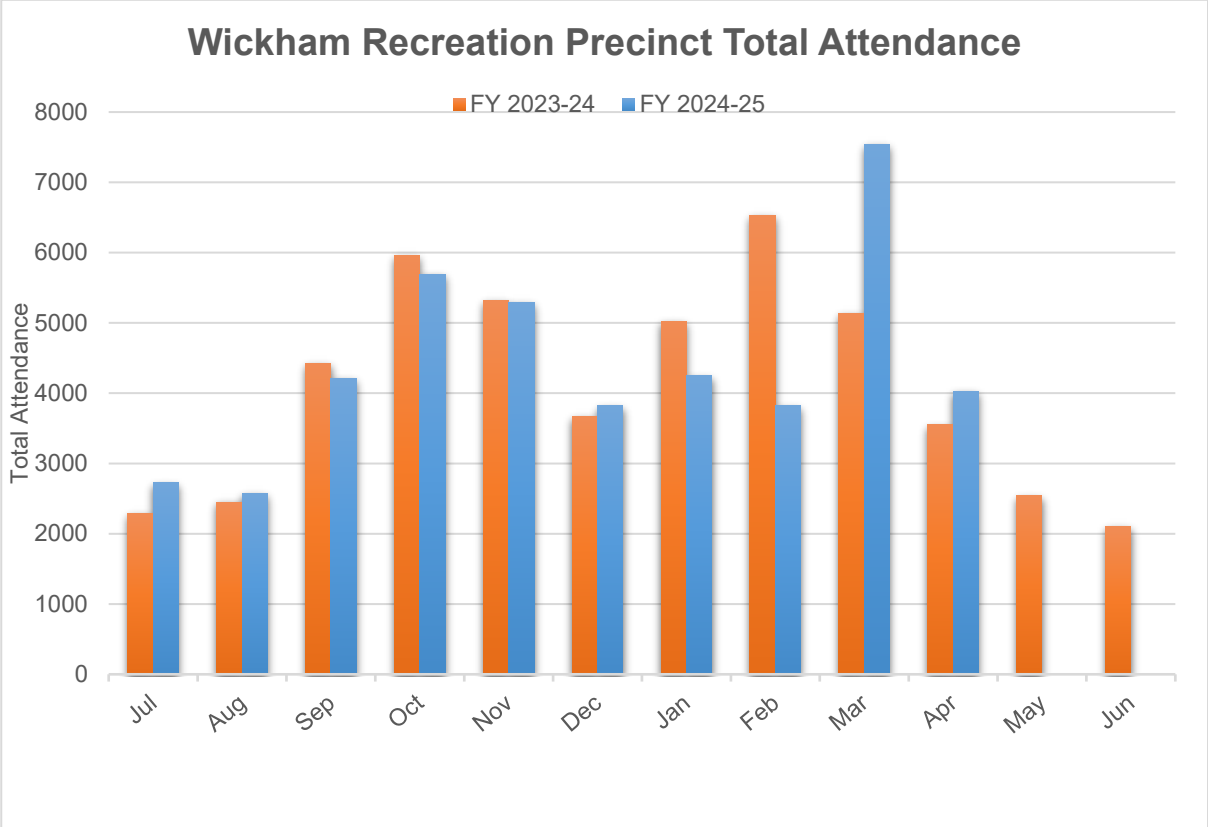


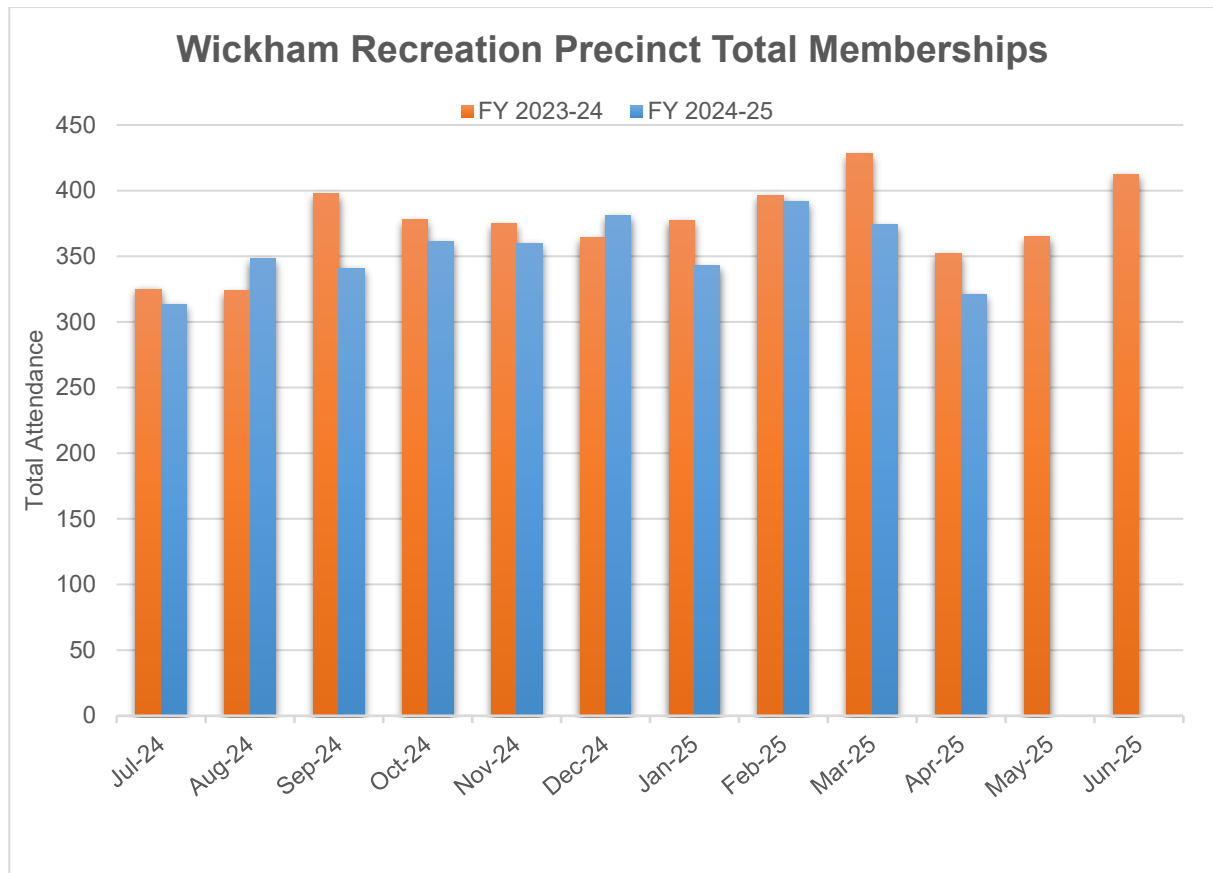
Karratha Leisureplex



Total attendance data shows a 21% increase on the previous year's data. The summer seasons ended with the Easter and Anzac Day public holidays. High numbers of patrons came to Karratha Leisureplex across this period with increases across all areas of the facility. The fitness entries saw the highest rise with a 25% increase with all gym spaces and group fitness classes experiencing high occupancy.

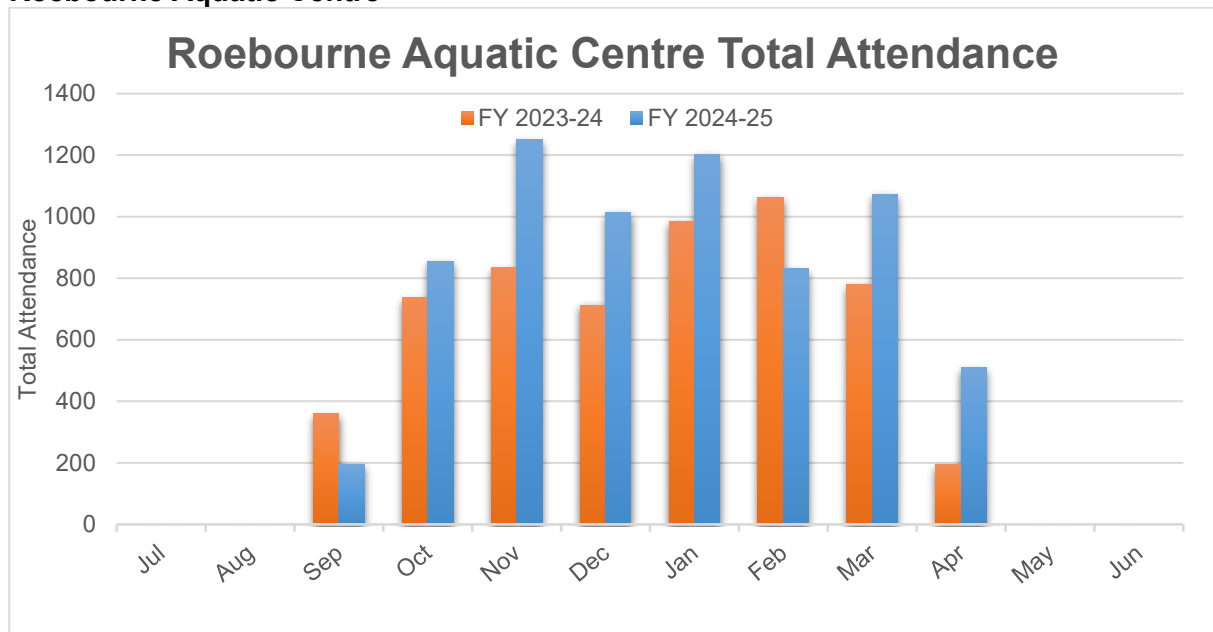
Wickham Recreation Precinct





Total attendance at Wickham Recreation Precinct has increased 13% from April 2024 – the school swimming carnival held at the beginning of April increased aquatic attendance by 60% on last April. School holidays also played a part in the increase with larger numbers of children attending and The Base having activities at Wickham Recreation Precinct. Overall, a slight decrease in memberships on this time last year.

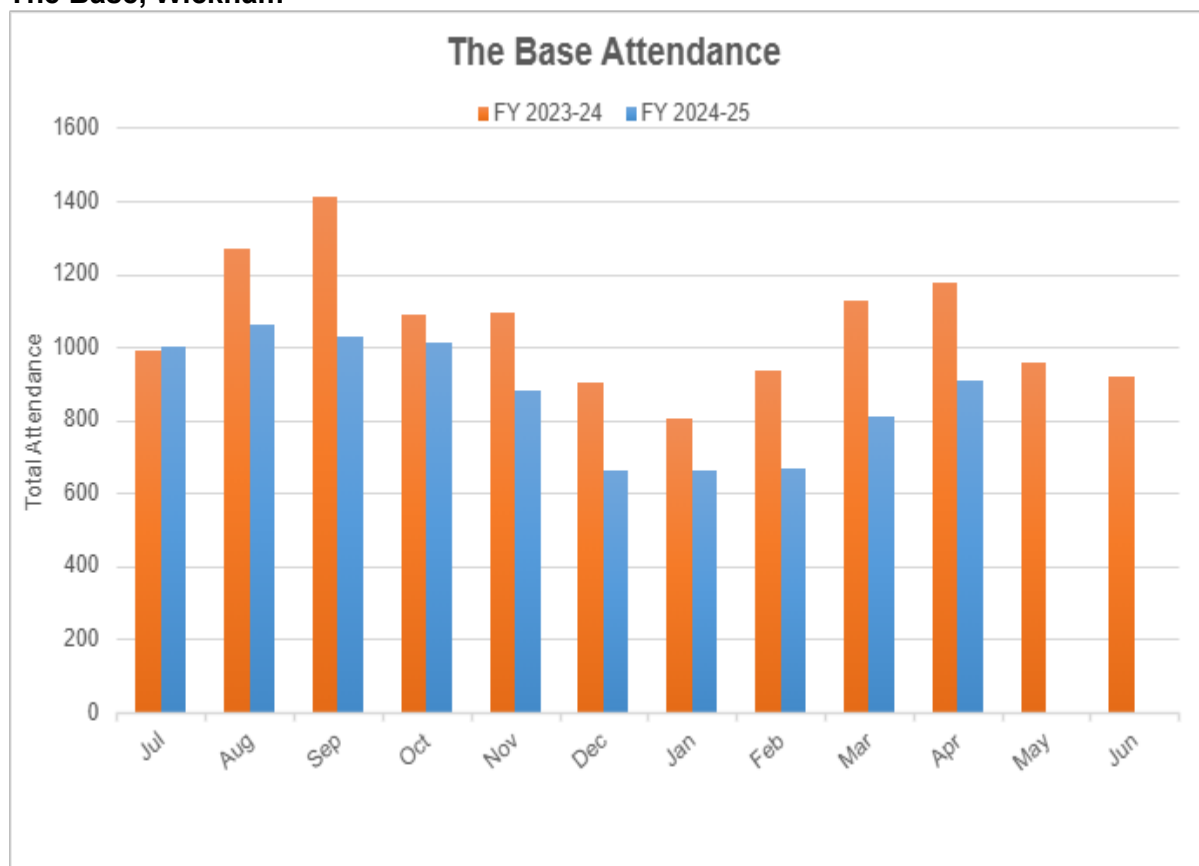
#### Roebourne Aquatic Centre



April 2025 attendance up by 162% for same period previous year. Swim for Fruit and family pass vouchers, along with swimming lessons contributed to increase in entries.

## Youth Services

### The Base, Wickham



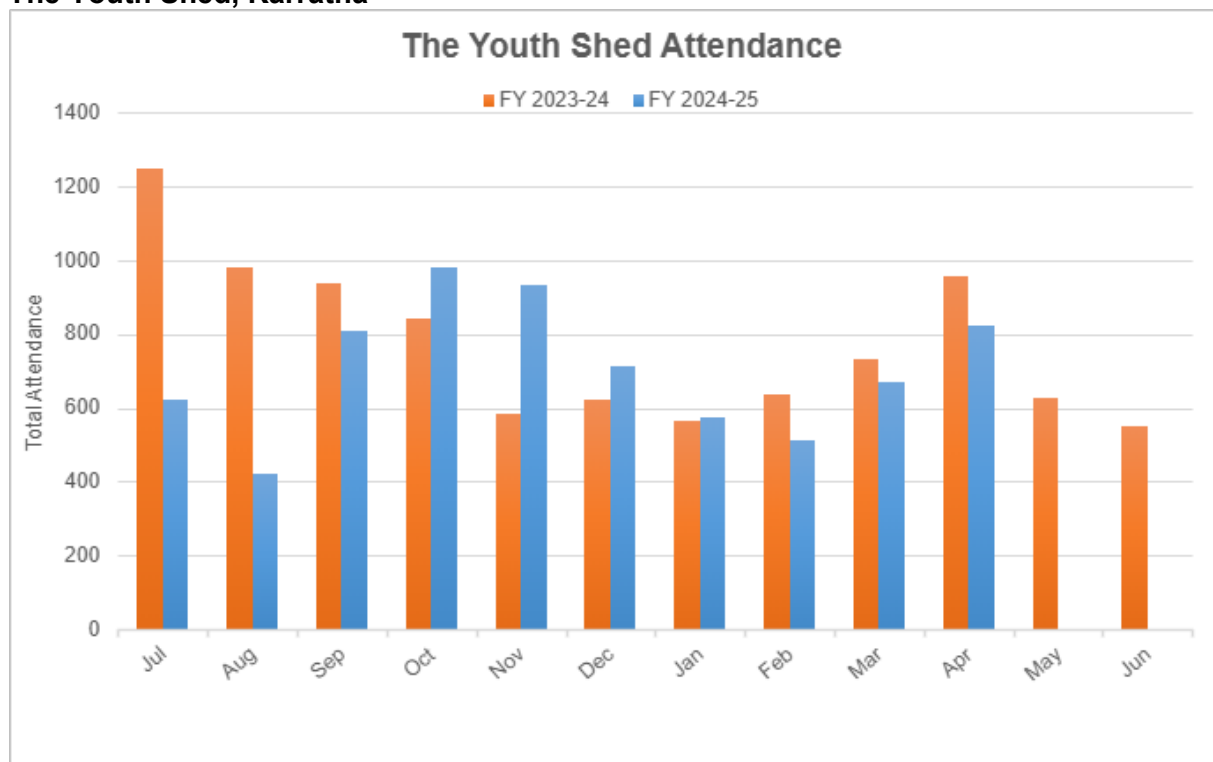
April has seen an increase in over 100 participants from the previous month despite several days of closure due to the Easter public holidays. The combination of Youth Week and school holidays was a very successful time for The Base with high engagement levels through all of our facilitated events. Our slip and slide event and science day were our most successful programs, allowing youth to engage in a new variety of activities. Multisport Day, Gaming Bus, Rock climbing, Black Swan Theatre acting workshop, movie night at Wickham Gardens and a collaborative event with Swans all attained great numbers and enjoyment by the youth.

As the weather cools off and with Wickham Recreation Precinct entering winter hours, many young people are choosing to remain in the Centre with indoor four square and pool competitions being our highest requested programs.

Late Friday nights continue to be successful with our young people increasing their contributions to our Friday meals in both helping the cook and requesting the menu each week. We have also seen an increase in youth accessing the bus services on the way home, with more frequent trips to both Roebourne and Point Samson.

Our valued partnerships with stakeholders and local community groups are the focus for the next month as we look at increasing our collaborative programming.

## The Youth Shed, Karratha



April 2025 was a successful and engaging month for The Youth Shed, highlighted by a vibrant celebration of Youth Week. The Centre delivered a diverse range of programs aligned with the Youth Week theme, resulting in strong community engagement and participation.

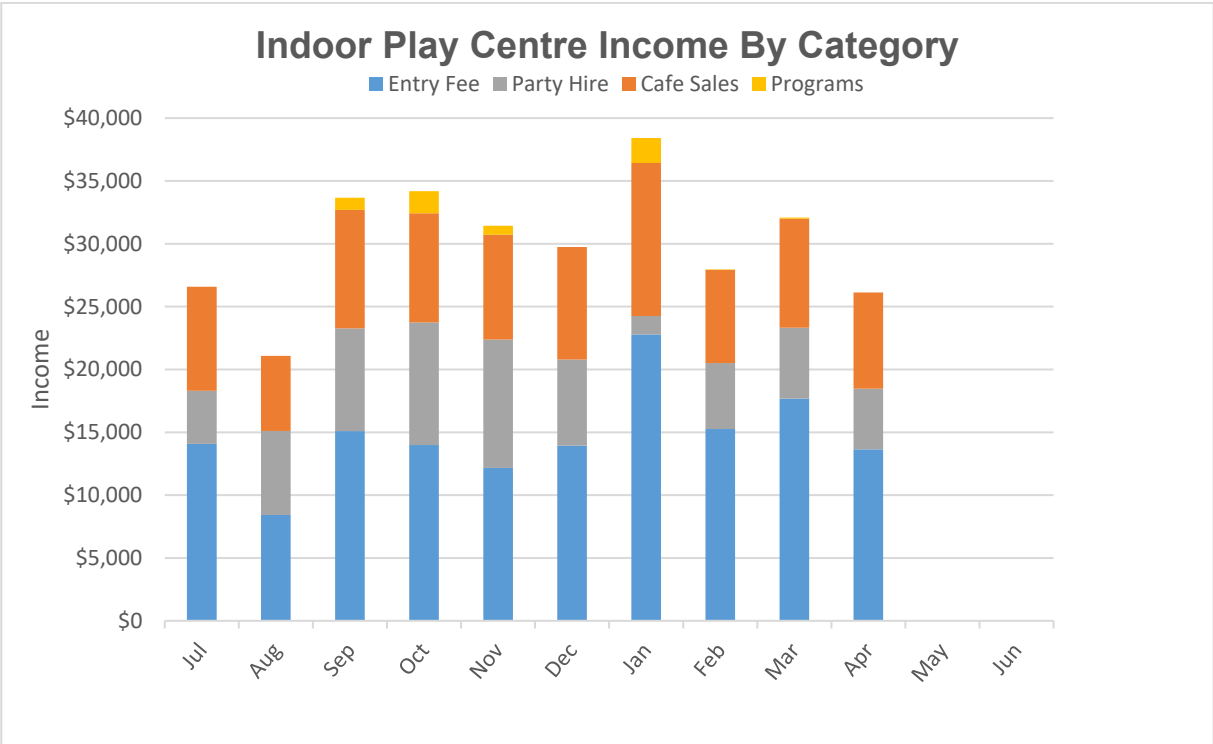
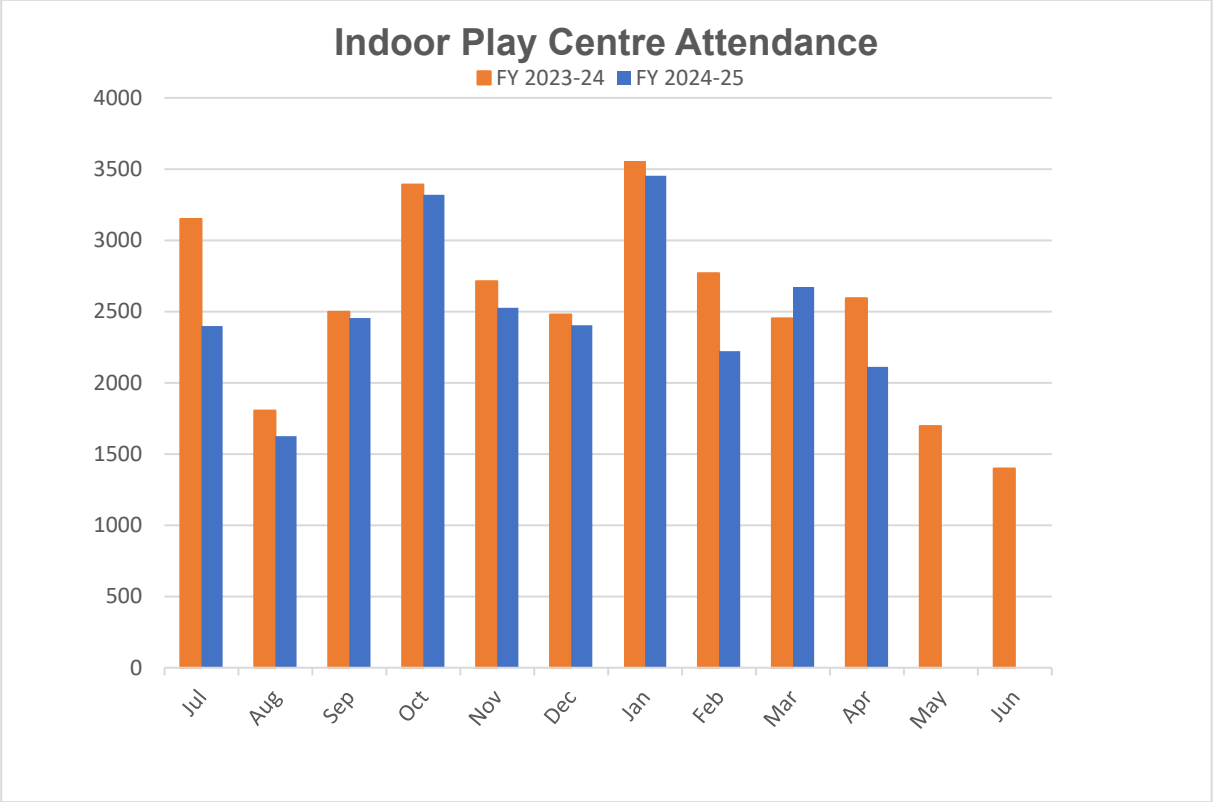
Over the course of the month, The Youth Shed welcomed 823 young people - a 23% increase from March 2025 - reflecting ongoing positive engagement and the impact of effective programming. While this represented a 14% decrease compared to April 2024, the drop was largely due to three closures that did not occur the previous year. Notably, The Youth Shed closed on 11 April to support the major Youth Week opening event at REAP, which successfully attracted over 400 young people. Additional closures included Good Friday, which fell in April this year (as opposed to March in 2024), and ANZAC Day, when the Centre operated under public holiday trading hours rather than its usual 9pm closing time.

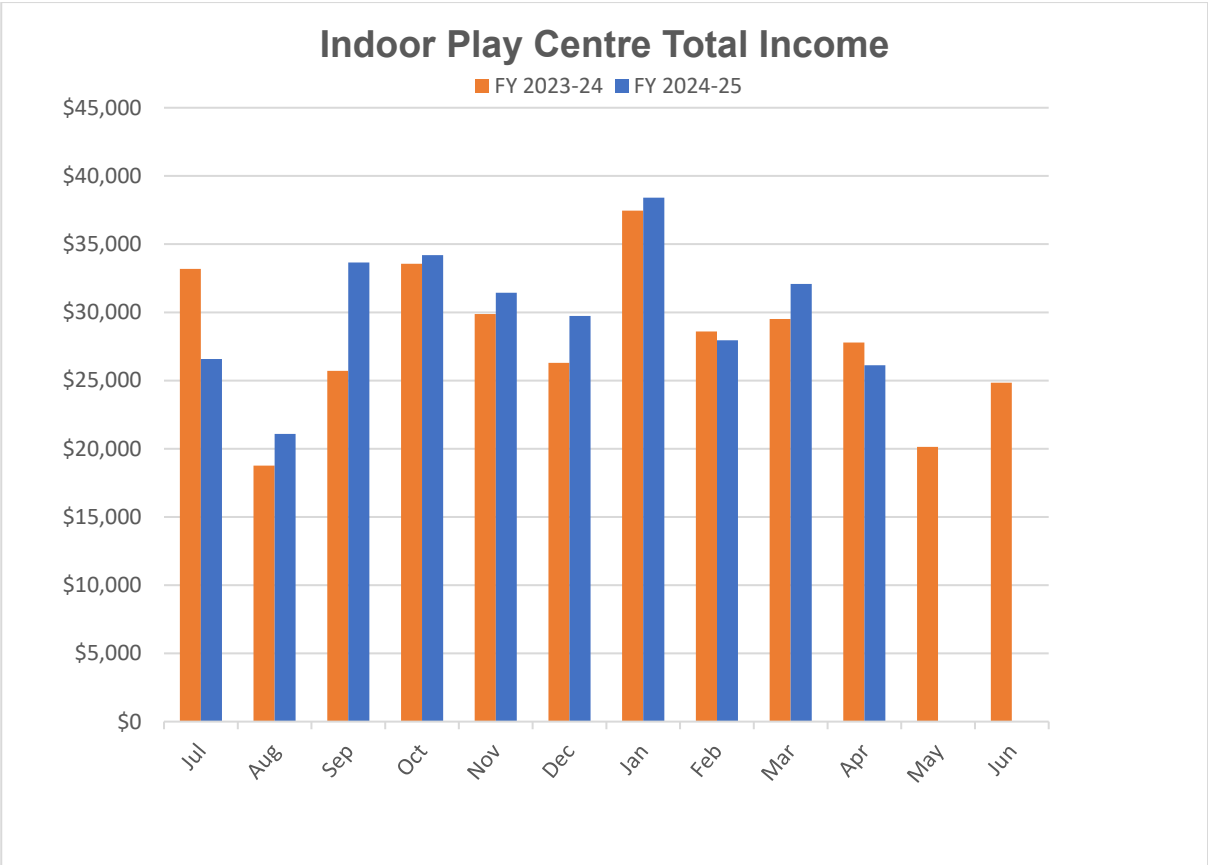
Despite these scheduling changes, several standout programs drove strong engagement. The Glow-in-the-Dark Basketball Tournament and Community Open Day were major highlights, drawing over 200 young people and 60 families, reinforcing community connection and participation. Other well-received activities included Zorb Soccer, screen printing workshops, and the creation of a Youth Week mural at the Centre.

In total, the Youth Shed delivered over 40 programs in April, reaching an overall engagement figure of 2,096 through both on-site activities and outreach initiatives. These outcomes underscore the importance of strategic, youth-focused programming and sustained outreach in fostering high levels of involvement.

April 2025 clearly demonstrated the Youth Shed's role as a dynamic hub for young people, particularly during key events like Youth Week.

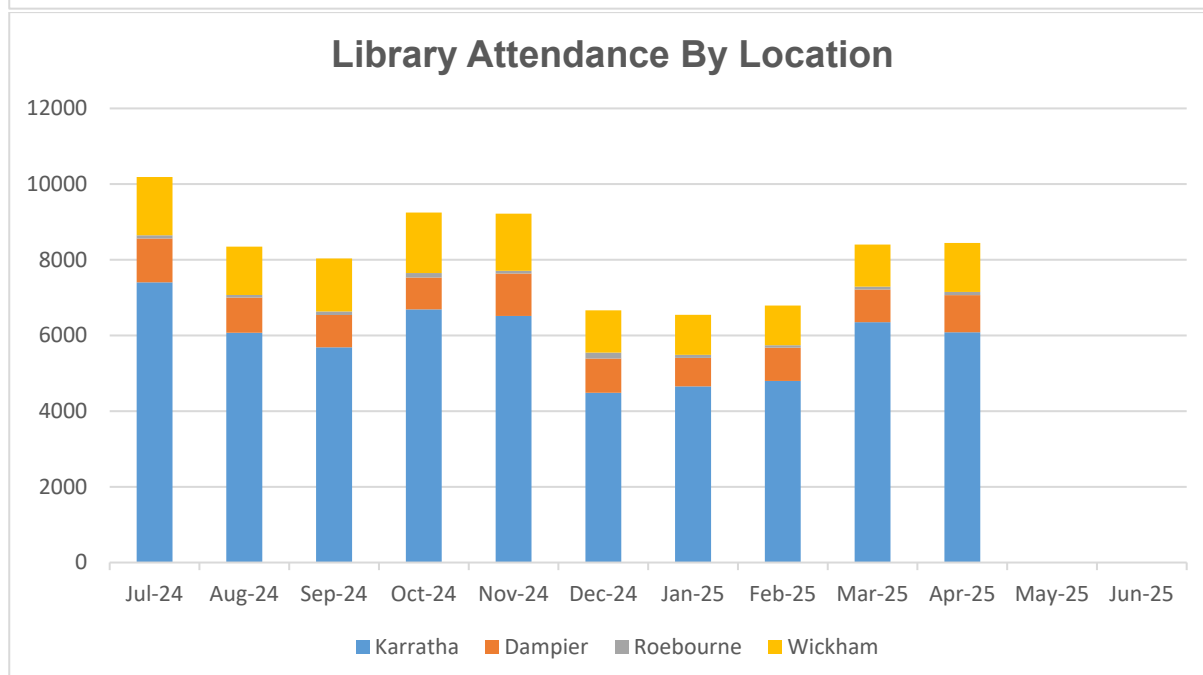
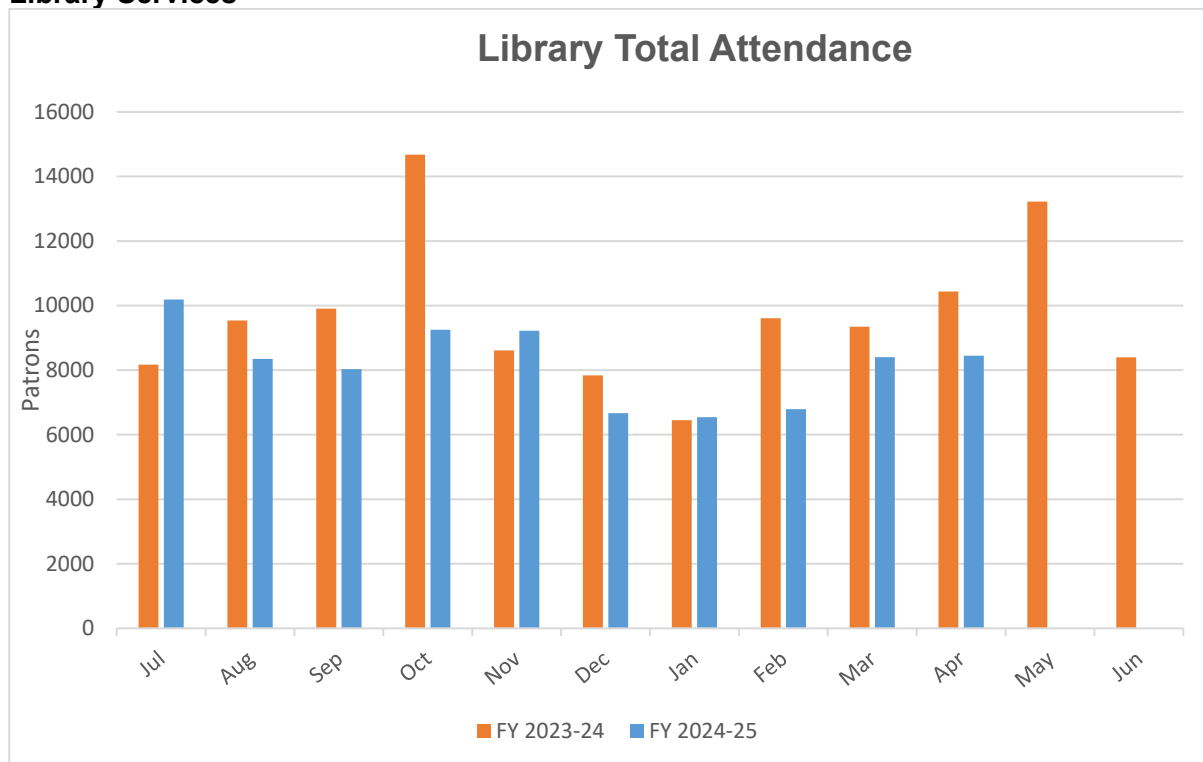
Indoor Play Centre





Decrease in April income and attendance in comparison to the same period in 2024. Patronage generally falls over the Easter holidays as families take the opportunity to travel and spend more time outdoors with the change of seasons. School Holiday/Easter holiday period impacted attendance this year falling in April, whereas holidays in 2024 were in late March.

## Library Services



**12,262** Total memberships (92 new members signed up in April).

**3,483** Physical items (up 442 from last month) and **1,546** eResources borrowed (up 305 from last month).

**830** Individual computer log ins by members and guests (excludes Wi-Fi – up 10 from last month).

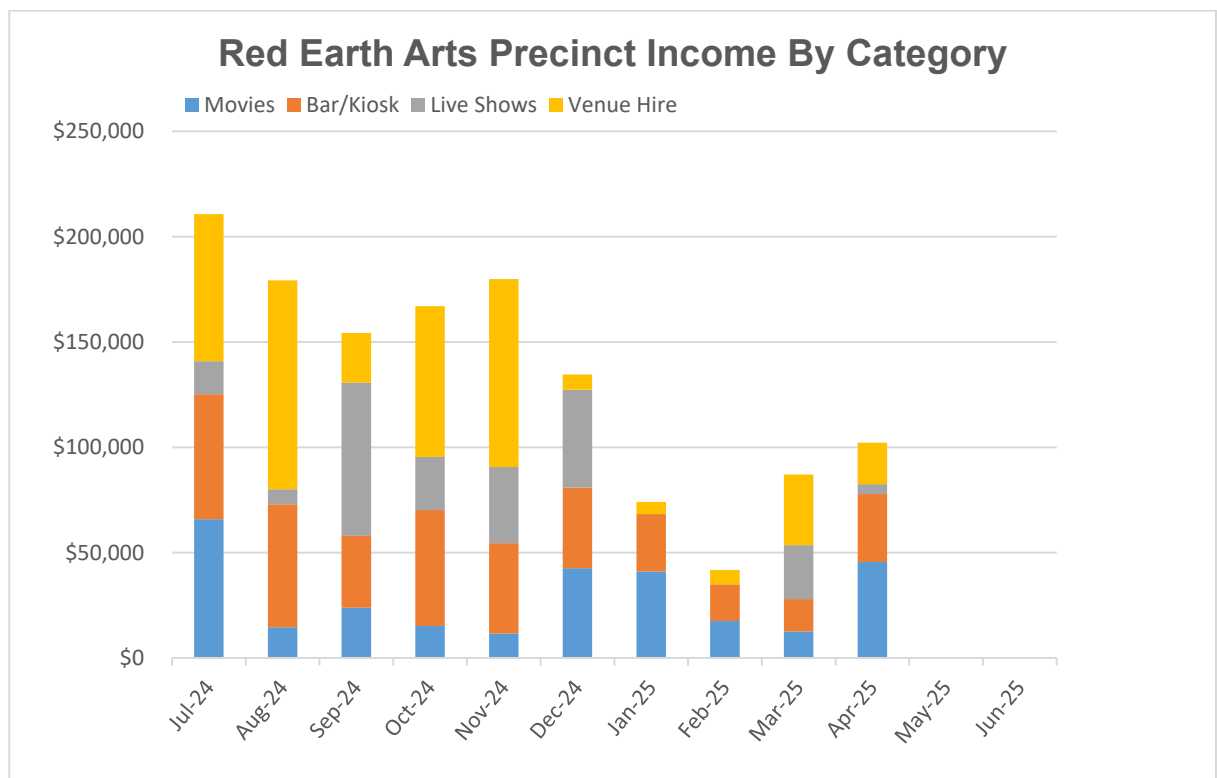
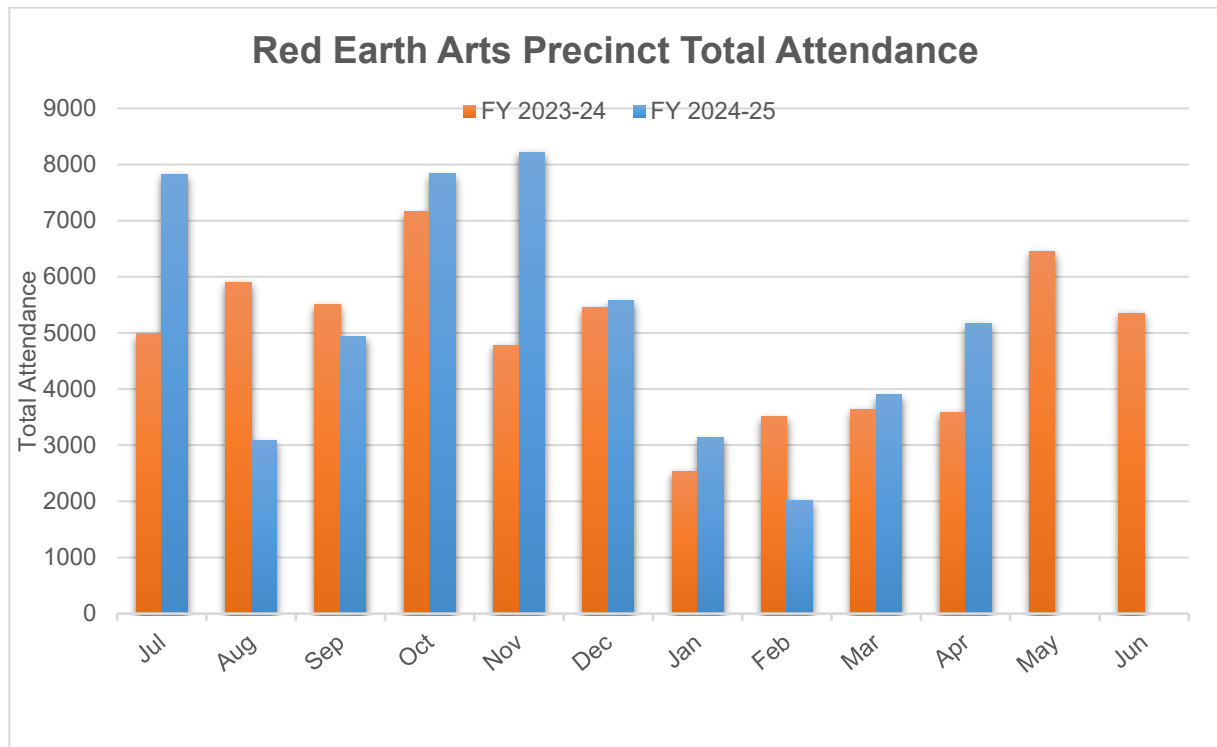
**1,265** Technical enquiries (including assistance with Computers, Wi-Fi, Printing and Scanning – up 21 from last month).

**802** Program participants at **47** programs (including regular term programs, school holiday programs and WA Ballet Story).

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



## Red Earth Arts Precinct



### Events and Programming:

April kicked off with Youth Week and REAP hosted the opening night celebration featuring a Secret Rave. Movie madness made its way to Karratha as The Minecraft Movie premiered to a full house for 4 sessions. We also delivered ceramic workshops with participants creating pieces for the upcoming REAF Art Exhibition.

**Movies:**

Cinema attendance in April 2025 surged by 49% compared to April 2024, largely thanks to a strong movie lineup. The Minecraft Movie nearly broke our long-standing box office record from 2019. We screened 2 sensory sessions for the holiday with Snow White and The Minecraft Movie, with a total of 110 patrons over both sessions.

**Cinema Statistics:**

- Movies screened: 38
- Average attendance: 91 patrons per session.
- Key Performances:
  - The Minecraft Movie – 2,261 patrons - \$30,323 in tickets sales (6 sessions).
  - Dogman - \$3,891 in ticket sales (2 sessions).

**Bar and Kiosk Revenue:**

Bar and kiosk sales saw a slight increase of 15% compared to April 2024, largely due to the popularity of The Minecraft Movie with \$20,127 of this month's sales directly from 6 sessions.

**Live Shows:**

There was only 1 live show in April from the Arts, Culture and Events team programming Hypotheticals with 44 tickets sold for a total of \$1,488 in ticket sales.

**Venue Hires:**

April saw 33 venue hires with only a few corporate bookings and mostly community events with Youth Week and workshops for the REAP festival.

- Community Hires: 28
- Corporate Hires: 5

**Key Events:**

- KDCCI/Woodside After Hours Sundowner – 150 patrons.
- Youth Week Secret Rave – 241 young people.
- Youth Week Art Battle – 50 young people – Theatre Flat Floor.
- Private movie screenings for KSHS – 120 students – 2 sessions.

**Patrons:**

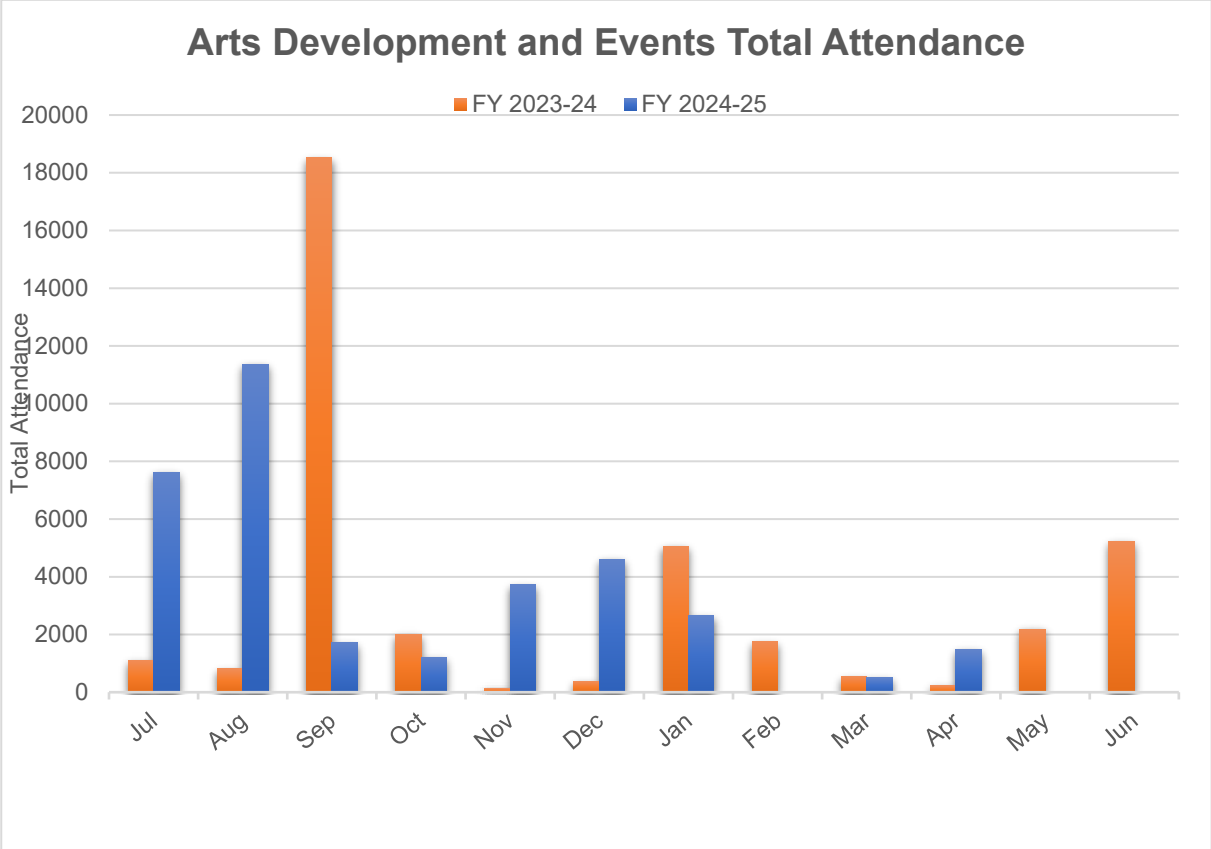
Patronage saw a modest 36% increase compared to April 2024, largely driven by strong cinema attendance.

- April 2024: 3,580 patrons
- April 2025: 5,172 patrons

**Total Revenue:**

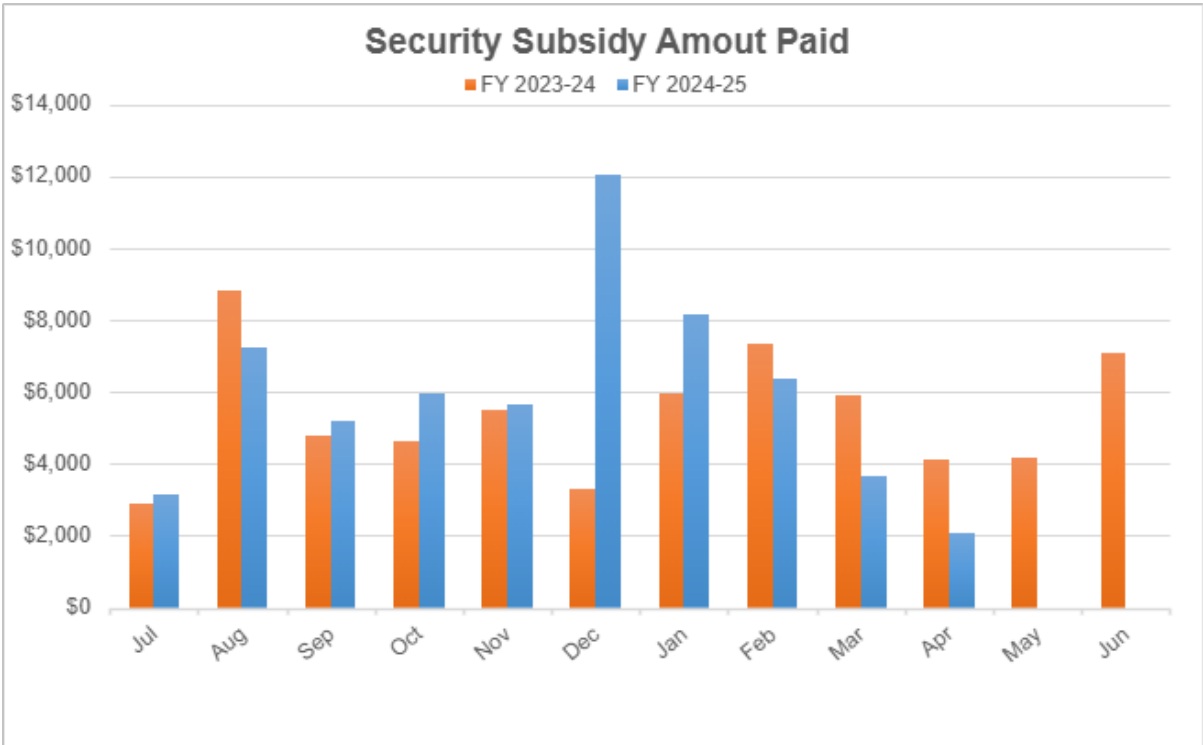
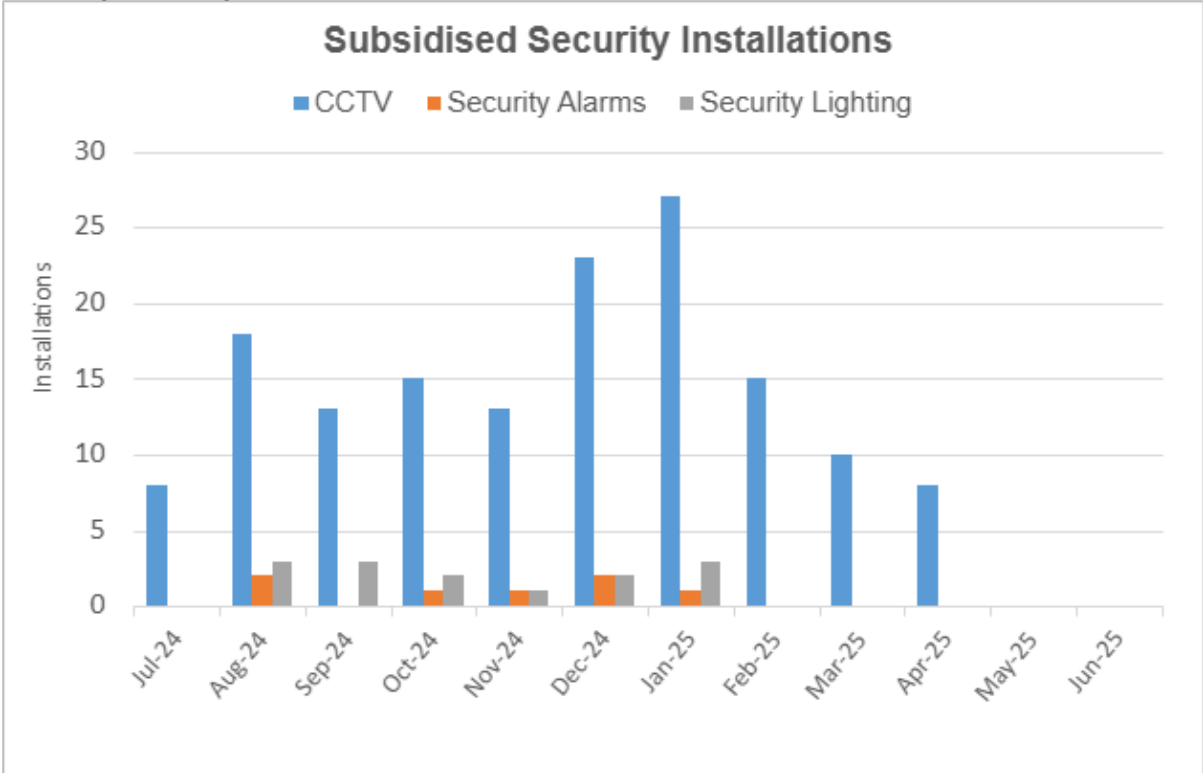
In April 2025, REAP generated \$102,192 in total revenue, marking a 22% increase from the previous year.

Arts Development & Events



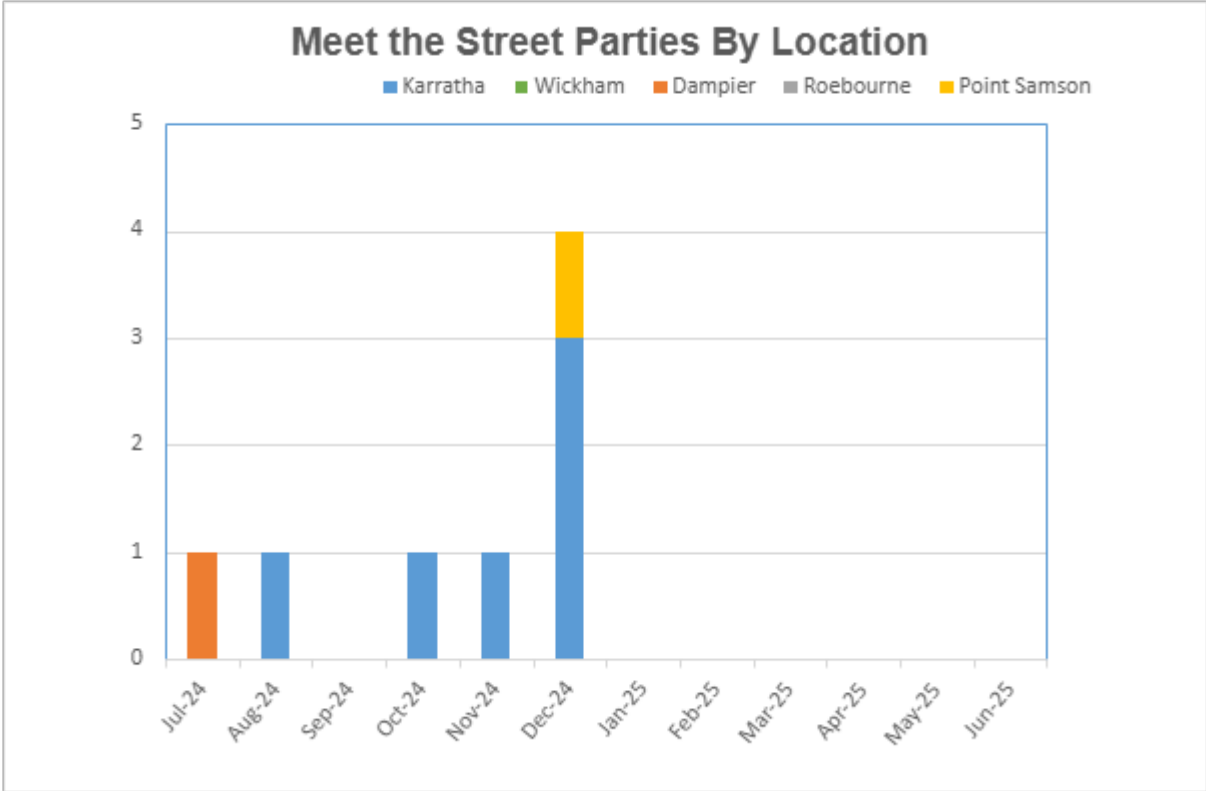
April was one of our quieter months focused on Art Development with Black Swan State Theatre workshops at REAP and the Youth Shed, and WA Ballet story time sessions in the Karratha and Dampier Libraries. We also had ANZAC day services at Whim Creek (150 participants) and Karratha (600 participants).

Security Subsidy Scheme



12 Security Subsidy applications were received, with 8 being eligible for reimbursement.

Meet the Street



0 Meet the Street parties hosted this month.

Small Community Grants

No Small Community Grants awarded since the last Ordinary Council Meeting.

**13.1.2 CONCESSION ON FEES FOR CITY FACILITIES****File No:** CR.38**Responsible Executive Officer:** Director Community Experience**Reporting Author:** EA Community Experience**Date of Report:** 31 May 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 May 2025.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Pilbara Community Legal Service	To waive the venue hire for English in Conversation Group Sessions to be held in Karratha Library READ Room fortnightly.	Director Community Experience	\$1,476.82
Michael Rickards	To waive the venue hire fee at the Tambrey Pavilion for the purpose of holding a wake for Mr Rickard's son.	Director Community Experience	\$276.36
City of Karratha	To waive 1 month full membership to Wickham Recreation Precinct fitness facilities to encourage people to complete the fitness survey.	Director Community Experience	\$52.73
Rio Tinto Day Crew Biggest Morning Tea	To waive a 3 month Wickham Recreation Precinct Gymnasium Membership to the Rio Tinto Day Crew Biggest Morning Tea Hamper.	Director Community Experience	\$181.82
City of Karratha	To waive tickets fees for the upcoming performances of "An Imaginary Life" in Dampier and Cossack for promotional purposes through local radio stations – Triple M Radio, ABC and Ngaarda Media.	Director Community Experience	\$736.36

**13.1.3 POINT SAMSON INTERIM PLAN Q4 PROGRESS UPDATE**

<b>File No:</b>	CR.98
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Planning Manager
<b>Date of Report:</b>	26 May 2025
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Point Samson Interim Plan

**PURPOSE**

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

**BACKGROUND**

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

The Interim Plan identifies projects and opportunities raised by the Point Samson community to be progressed while a broader process is undertaken to develop a place planning approach and a medium to long-term masterplan for the town. The contract for developing a Point Samson Masterplan was awarded on 20 March 2025 and is underway. The attached progress report provides a status update on each action up to May 2025.

Several notable achievements have been made, including:

- **Signage Replacement:** A comprehensive signage audit was completed, leading to maintenance recommendations and ongoing replacements. Notable progress includes the replacement of signs in Centenary Park and the redesign and fabrication of History, Welcome, and Locomotive signs at the Information Bay.
- **Entrance Statement:** Community workshops have shaped the design of a new town entrance sign, with final concepts under review. Plans to improve the town entrance area, including planting and heritage item integration, are aligned with the Entrance Sign theme, with budget allocated for FY25/26.
- **Mobile Visitor Centre Recommendation:** The Visitor Services Review suggests implementing a mobile visitor centre to service Point Samson, which will be considered further as part of the Economic Development and Tourism Strategy.

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

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

No.	Item	Responsible Directorate	Status	Update
1.1	Undertake an audit of signage, including place names, information boards and interpretive	Community Experience	In progress	A signage audit was completed in October 2024. Maintenance recommendations were finalised and signage replacement is

No.	Item	Responsible Directorate	Status	Update
	signs throughout the town and develop a plan to renew.			<p>currently in progress. The signs in Centenary Park were replaced on 10 April 2025. The replacement of Information Bay signs is progressing as follows:</p> <ol style="list-style-type: none"> <li>1. The History sign is being redesigned and once complete a quote for fabrication will be requested.</li> <li>2. The Welcome sign details are under review by the Point Samson Community Association. A quote for fabrication has been received.</li> <li>3. The Locomotive sign is awaiting a quote for refabrication.</li> </ol> <p>Once all three signs are finalised, they will be fabricated and installed on site.</p>
1.2	Develop and install a new town entrance sign with the community.	Community Experience	In progress	<p>A community co-design workshop was held in March 2025, where attendees identified key themes and design aspirations to guide the Entrance Statement concepts. Draft concept designs were then presented at a second community workshop in April 2025, with additional feedback invited through an online survey on the What We Make Engagement Platform. Feedback from both the workshop and online submissions is currently being reviewed and will inform the development of a final draft concept design, which will be shared with the community for a third opportunity to provide input.</p>
1.3	Improve town entrance, including planting, information boards and investigate options regarding heritage items.	Community Experience	In progress	<p>Improvements to the town entrance area will be considered and planned once the Entrance Sign concept plan (item 1.2) is completed. This will ensure the</p>



No.	Item	Responsible Directorate	Status	Update
				improvements align with and complement the proposed theme of the entrance statement. Budget has been allocated for progressing the concept design in FY25/26.
1.4	Undertake a feature survey and constraints study for a footpath from Honeymoon Cove carpark to John's Creek Boat Harbour to inform assessment for inclusion in the City's Footpath Strategy.	Projects and Infrastructure Services	In progress	Feature survey completed and design is progressing. The City has received the 15% design and provided feedback to the consultant for revisions. Construction is budgeted for FY25/26, pending final reviews, design completion, and approvals.
1.5	Install lighting along footpath from Honeymoon Cove Carpark to The Cove Caravan Park.	Community Experience	Complete	10-solar lights have been installed from Honeymoon Cover to The Cove Caravan Park.
1.6	Undertake site assessment and design of a BMX / pump track supported by other amenities (shade, BBQ, water fountain and seating) and consider the relocation and incorporation of the existing half pipe into the design).	Community Experience	Hold	At the meeting with the Point Samson Advisory Group on 27 November 2024, the group confirmed that exploring the incorporation of a skate half-pipe, pump track, and half-court basketball into a youth recreation precinct is supported. The identification and allocation of a suitable site will be addressed within the Point Samson Masterplan. Upon completion of the Masterplan, a more detailed concept plan for the youth recreation precinct will be developed. A consultant has been appointed to lead the Point Samson Masterplan, and a comprehensive consultation, communication, and engagement process is currently being planned.
1.7	Revitalisation of Honeymoon Cove Carpark.	Community Experience	Hold	The project to be considered as part of the Point Samson Masterplan project. A Consultant has been appointed for the Pt Samson Masterplan works and a detailed consultation communication and engagement process is currently being planned.

No.	Item	Responsible Directorate	Status	Update
1.8	Identify appropriate location and consider installation of half basketball court.	Projects and Infrastructure Services	Hold	See item 1.6
1.9	Install water tap in Point Samson Community Park, near BBQ.	Projects and Infrastructure Services	<b>Complete</b>	New tap installation complete.
1.10	Investigate need for installation of a dump point to receive liquid wastes from caravans.	Development Services	<b>Complete</b>	The initiative was investigated as part of the Visitor Services Review project. It is recommended maintaining a paid dump point in Point Samson and a free dump point in Roebourne. It is also recommended no alteration or increase in service level to this arrangement, given other locations, such as Karratha CBD, do not yet have any dump points.
1.11	Partner with the Water Corporation (landowner) to consider installation of a seat with shade on Tank Hill.	Community Experience	<b>Remove</b>	Engagement with Point Samson Community Association representatives in April 2024 representatives indicated this project is not a priority for the community and has been removed.
1.12	Investigate options to replace removed elements from the Point Samson Community Park Playground.	Community Experience	<b>Complete</b>	Completed - the xylophone was replaced with a sand wheel in December 2024.
1.14	Re-establish service levels to general parks and gardens maintenance, increase tree planting and beautify garden beds throughout the town.	Projects and Infrastructure Services	In Progress	The standard of the area has declined due to resourcing challenges faced by the contractor both on-site and in supervisory roles. The Administration have adjusted work schedules in collaboration with the contractor to address these issues and improve standards. Foreshore works have increased, supported by additional internal resourcing to raise quality. Additional tree planting is scheduled with the contractor. Turf works at the Point Samson Viewing Platform are expected to be completed by the end of June, while procurement of native plant species is ongoing.

No.	Item	Responsible Directorate	Status	Update
1.15	Advocate to Main Roads Western Australia (MRWA) for the sealing of Sam's Creek Road intersection.	Projects and Infrastructure Services	In Progress	Design complete and budget submitted for 25-26.
1.16	Partner with the Department of Transport (DOT) to consider installation of a shelter and information signs at Pope's Nose.	Community Experience	In Progress	Initial contact from the Department of Transport (as landowners) confirmed their agreement for the project to proceed. The site is subject to Aboriginal Cultural Heritage (ACH) considerations. At the Point Samson Advisory Group meeting on 27 November 2024, feedback recommended retaining the existing seating on the northeast side, while installing a new dome shelter with seating, solar lighting, and signage on the northwest side after the bridge. A draft design needs to be developed before seeking further approvals from the Department of Transport. This work will continue into FY25/26.
1.17	Renew picnic tables and shelters at key locations within the town.	Projects and Infrastructure Services	In Progress	Picnic shelters and seating are planned for two locations within Point Samson Community Park. Works are scheduled for May but have been delayed due to an issue with a Horizon Power light asset.
1.18	Review dog control and signage at Honeymoon Cove Beach and Front Beach.	Development Services	In Progress	Recruitment of 1-2 additional rangers is ongoing. A dog control signage audit, inclusive of community engagement has commenced. The Objective is to educate and improve signage city-wide. Note, bandwidth may constrain progress here.
1.19	Advocate to Department of Transport (DOT) to improve parking and traffic flows at John's Creek Boat Harbour.	Projects and Infrastructure Services	In Progress	A new DOT Operational Manager is now based at Johns Creek Harbour. Attempts over the past few weeks to establish contact have been made. Further follow-up is planned. The latest correspondence from DOT suggests that the responsibility to apply for funding to undertake works in their car park has been placed

No.	Item	Responsible Directorate	Status	Update
				on the City. Officers are seeking confirmation of whether DOT has identified funding for the Stage 1 line marking. Updates will be provided as more information becomes available.
2.1	Develop an advocacy plan for the following environmental issues: a) Industry Buffer zone and conservation area between Cape Lambert and the town, b) Constricted tidal flow under Pope's Nose bridge, c) Mangrove health, d) Reef health.	Development Services	In Progress	No action to report since last update.
2.3	Investigate inclusion of Sam's Creek Tamarind Historic Tree on the Heritage Register and install information signage.	Community Experience	In Progress	Content is being prepared for the sign, which will be shared with the Point Samson Working Group for feedback. Images and information will also be added to the Library catalogue. Installation of the sign will be contingent upon securing an agreement with the landowner and obtaining all necessary approvals, including those related to Aboriginal Cultural Heritage.
3.1	Investigate demand for and opportunities to provide pop up tourism and business offerings during peak times as part of the review of the City's Destination Management Plan and Economic Development Strategy.	Development Services	In Progress	The Visitor Services Review is largely complete and recommends implementing a mobile visitor centre to address this need. The next step is to scope how the mobile visitor centre would operate, which will form part of the proposed Economic Development and Tourism Strategy, if this project or opportunity is prioritised.
4.1	Establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors (i.e. Representative from Wickham) and City of Karratha officers to identify opportunities to	Community Experience	Ongoing	Fourth quarterly meeting scheduled for 11 June 2025.

No.	Item	Responsible Directorate	Status	Update
	work collaboratively and to provide input into and updates on the delivery of projects and development of future plans for Point Samson.			
4.2	Report quarterly on progress of the Point Samson Plan to Council.	Community Experience	Ongoing	An update on the Point Samson Interim Plan will be taken to the June 2025 Ordinary Council Meeting.

**COUNCILLOR QUESTION:**

With Wickham progressing to design and Point Samson still in macroplanning, could there be cost savings from combining the installations?

**CITY RESPONSE:**

The impact of combining both construction projects would likely be minimal, as the sites are 10-12km apart and would require mobilising to two locations.

### 13.1.4 YOUTH ADVISORY GROUP UPDATE

<b>File No:</b>	CS.8
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Development Officer
<b>Date of Report:</b>	15 May 2025
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

#### PURPOSE

For Council to consider the key discussions, feedback, and outcomes from the Youth Advisory Group meeting held on 8 May 2025.

#### BACKGROUND

The Youth Advisory Group (YAG) creates a mutually respectful partnership with young people in the City and provides a mechanism whereby young people's ideas, skills, perspectives, and contributions are received by Council.

In May 2025, members conducted a debrief of Youth Week, offering valuable insights and feedback. They also provided input on the Wickham South Youth Recreation Area Project and commenced planning their approach for delivering an in-person update to Council.

#### DISCUSSION

Agenda Item	Points of Discussion
Youth Week 2025 Debrief & Feedback	<p>Well done to Chloe Varvell and Amelia Gault for being the Masters of Ceremonies at the launch event. They did an amazing job with many VIPs in attendance including the Minister for Youth.</p> <p>Youth Week feedback:</p> <p>Youth Week was a success overall, with many events well-attended and positively received. Highlights included the Glow Rave, Ultimate Water Fight, Art and Candle-making Workshop, and the Glow in the Dark Basketball. YAG members advised that young people enjoyed the creative and sport-based activities, and opportunities to connect. The mural project was especially valued for its contribution to the Youth Shed space. Suggestions for improvement focused on clearer communication with young people at the event and in the lead up, scheduling improvements, and more youth input in planning of logistics as well as event ideas. There was strong interest in more creative and beach-based activities, and a desire to switch between one large youth-only event and multiple smaller experiences on alternating years.</p>
Wickham South Youth Recreation Area Project	<p>YAG members viewed the design concepts for the project on the <i>What We Make It</i> website and staff took YAG members through the platform to familiarise them.</p> <p>The YAG provided feedback on the concepts, including suggestions to improve safety and usability and also worked collaboratively to redesign</p>

Agenda Item	Points of Discussion
	some elements. All feedback has been submitted to the project team for their consideration as part of the engagement process.
YAG Presenting to Council	<p>Members discussed informing Council about YAG's work and purpose, while also using the opportunity to raise youth-related issues and seek Council support to action, advocate for, or develop ideas. It was also suggested to showcase YAG's journey and achievements over the years.</p> <p>Issues raised for further consideration included:</p> <ul style="list-style-type: none"><li>• Overcrowding at school with a need for a second school or middle school model; a shortage of teachers and need to expand school facilities; curriculum is overloaded and keeps growing without review.</li><li>• Lack of education around LGBTQIA+ issues causing bullying.</li></ul>

### CONCLUSION

The YAG meeting in May focused on capturing constructive feedback from Youth Week 2025 following co-design of programming. Members provided feedback on the Wickham South Youth Recreation Area Project and began planning and capturing insights to be fleshed out further in the next meeting.

**13.1.5 DEVELOPMENT SERVICES UPDATE**

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

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**PURPOSE**

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

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

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



ATTACHMENT 1: LIST OF CURRENT DECISIONS SUBJECT OF STATE ADMINISTRATIVE TRIBUNAL REVIEW & LIST OF CURRENT REGIONAL DEVELOPMENT ASSESSMENT PANEL APPLICATIONS

**As of 3 June 2025**

APPLICATION (City &/or RDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	DATE CLOSED / COMPLETED
<b>SAT</b>				
Nil				
<b>RDAP</b>				
DA25-040  Proposed Showrooms	Lots 8, 9, 10 Madigan Road, Gap Ridge  (Commonly referred to as the Homemaker Centre site)	24/4/25	Currently the submitted information is being assessed. The application is out for public advertising for a period of 28 days ending on 18 June 2025. Due date for City to submit the Responsible Authority Report to the Development Assessment Panel Secretariat is 11 July 2025.	Date of DAP determination meeting to be confirmed by the DAP Secretariat following submission of the RAR.
DA25-036  Proposed refurbishment of the workforce accommodation facility commonly known as Wickham Village and an extension of time (10 years) for operation of the facility	Lot 103 Wickham Drive, Wickham	2/5/25	Currently the submitted information is being assessed. The application is out for public advertising for a period of 28 days ending on 18 June 2025. Due date for City to submit the Responsible Authority Report (RAR) to the Development Assessment Panel Secretariat is 17 July 2025. Rio Tinto's request to bring RAR submission date and date of DAP meeting forward will be considered as part of finalising RAR.	Date of DAP determination meeting to be confirmed by the DAP Secretariat following submission of the RAR.

**13.1.6 JUNE 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:** 23 June 2025

**Disclosure of Interest:** Nil

**Attachment(s):** Nil

**PURPOSE**

To record meeting proceedings of the Public Briefing session held on Monday 23 June 2025 and outline areas of the June 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 6:01pm on Monday 23 June 2025.

**Record of Attendance**

**Councillors:**

- Cr Daniel Scott [Mayor]
- Cr Gillian Furlong
- Cr Kelly Nunn
- Cr Sarah Roots (via Teams)
- Cr Tony Simpson
- Cr Jodie Swaffer (via Teams)
- Cr Jo Waterstrom Muller

**Staff:**

Virginia Miltrup	Chief Executive Officer
Simon Kot	Director Projects and Infrastructure
Emma Landers	Director Community Experience
Warren Van Wyk	Director Corporate & Commercial
Lee Reddell	Director Development Services (via Teams)
Kate Jones	Minute Secretary

**Apologies:**

- Cr Daiva Gillam [Deputy Mayor]
- Cr Brenton Johannsen

**Absent:**

**Leave of Absence:**

**Members of Public:** 5

**Members of Media:**

**Public Question Time:**

There were no Public Questions.

**Petitions/Deputations/Presentations**

- KAW Engineering acquired the property in early 2025 to support the growth and diversification of their operations.
- With 43 years of industry experience, KAW is focused on expanding its capabilities and presence in the Pilbara region.
- Currently, the business operates across five separate properties in the light industrial area, with space being a significant constraint.
- The new lot offers a 14-fold increase in space, allowing for greater operational efficiency and consolidation.
- A key component of KAW's business is the supply of offshore infrastructure.
- As part of their strategy to vertically integrate operations, KAW will continue to assess the feasibility of a galvanising plant on the new site in the longer term. There is currently no galvanising plant between Perth and Darwin.

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**COUNCILLOR QUESTION:**

Have you spoken to the minister?

**RFF RESPONSE:**

The Minister for Pilbara has been contacted.

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**COUNCILLOR QUESTION:**

If you were manufacturing here and transporting to Perth for galvanising, does that present a strong business case for local manufacture?

**RFF RESPONSE:**

Maximising local manufacturing is an aspiration for KAW.

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**COUNCILLOR QUESTION:**

Could you explain the associated noise and smells associated with the proposed plant? Would the processing operations be 24 hour?

**RFF RESPONSE:**

KAW have visited state of the art best-practice facilities in Germany & Austria and would intend to implement this technology, which captures and recycles emissions. The plan for KAW general operations would typically be 8-to-10-hour, 6 day per week operation.

**Declarations of Interest**

Cr Furlong declared an interest in the following item:

- Impartiality interest in 9.12 Supported Accommodation Scheme Policy as Cr Furlong is a casual employee of PKUC who is invested in the supported accommodation scheme policy.

Cr Waterstrom-Muller declared an interest in the following item:

- Impartiality interest in 9.12 Supported Accommodation Scheme Policy as Cr Waterstrom-Muller is an employee of PKUC, who is interested in the supported accommodation scheme policy.

Cr Scott declared an interest in the following item:

- Financial interest in 11.1 Housing Development Expression Of Interest – Baynton Development – Consideration Of Public Submissions And Final Investment Decision as Cr Scott's business partner is involved in construction.

Simon Kot, Director Projects and Infrastructure declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

Lee Reddell, Director Development Services declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

Emma Landers, Director Community Experience declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

Virginia Miltrup, Chief Executive Officer declared an interest in the following item:

- Impartiality interest as they are in a role that is potentially defined as a senior employee.

### **Agenda Items with Additional Information**

#### **9 CORPORATE & COMMERCIAL REPORTS**

##### **9.1 STATEMENTS FOR PERIOD ENDED 30 APRIL 2025**

There were no questions.

##### **9.2 LIST OF PAYMENTS – 1 APRIL 2025 TO 30 APRIL 2025**

Questions arising from briefing session.

##### **9.3 INVESTMENTS FOR PERIOD ENDED 30 APRIL 2025**

Questions arising from briefing session.

##### **9.4 COUNCIL PLAN 2025 - 2035**

Questions arising from briefing session.

Attachment 1 updated to include Information Technology service (pg3).

##### **9.5 COUNCILLOR SUPERANNUATION**

Questions arising from briefing session.

##### **9.6 ANNUAL DELEGATIONS REGISTER REVIEW 2024/25**

There were no questions.

##### **9.7 KEY PERFORMANCE MEASURES Q3 2024/25**

Questions arising from briefing session.

##### **9.8 REVIEW OF FINANCE POLICIES**

Questions arising from briefing session.

##### **9.9 WORK HEALTH AND SAFETY POLICY**

There were no questions.

**9.10 LATE ITEM - SUBMISSIONS FOR ADVERTISED DIFFERENTIAL RATES AND MINISTERIAL APPROVAL 2025/26**

Addition of attachment letter to Valuer General.

**9.11 ADOPTION OF FEES AND CHARGES 2025-26**

Updated attachment.

Questions arising from briefing session.

**9.12 SUPPORTED ACCOMMODATION SCHEME POLICY**

Questions arising from briefing session.

**10 COMMUNITY EXPERIENCE REPORTS****10.1 24HR LIBRARY SERVICES PILOT**

Questions arising from briefing session.

**10.2 ADVERTISING OF PROPOSED AMENDED POLICY – COMMUNITY FACILITIES HIRE AND USE CHARGES POLICY (CS-04)**

Questions arising from briefing session.

**11 DEVELOPMENT SERVICES REPORTS****11.1 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BAYNTON DEVELOPMENT – CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION**

Cr Scott left the room at 8:19pm and Cr Furlong assumed the position of chair.

Questions arising from briefing session.

**11.2 HOUSING DEVELOPMENT EXPRESSION OF INTEREST – BULGARRA APARTMENTS – CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION**

This item has been deferred, as Council has requested an additional piece of work to test the business case.

Cr Scott returned to the room at 8:31pm.

**11.3 MULATAGA LAND DEVELOPMENT CONSIDERATION OF PUBLIC SUBMISSIONS AND FINAL INVESTMENT DECISION**

Questions arising from briefing session.

**11.4 PROPOSED SCHEME AMENDMENT NO. 64 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – LOT 1 DAMPIER ROAD, GAP RIDGE FOR FINAL ADOPTION**

Questions arising from briefing session.

**12 PROJECTS & INFRASTRUCTURE REPORTS****12.1 MINOR WORKS - FIRE PROTECTION SYSTEMS AND EQUIPMENT – TENDER OUTCOME**

There were no questions.

**12.2 KARRATHA AIRPORT RUNWAY REJUVENATION – TENDER OUTCOME**

There were no questions.

**13 CHIEF EXECUTIVE OFFICER REPORTS****13.1 ITEMS FOR INFORMATION ONLY****13.1.1 COMMUNITY EXPERIENCE UPDATE – APRIL 2025**

There were no questions.

### **13.1.2 CONCESSION ON FEES FOR CITY FACILITIES**

There were no questions.

### **13.1.3 POINT SAMSON INTERIM PLAN Q4 PROGRESS UPDATE**

Questions arising from briefing session.

### **13.1.4 YOUTH ADVISORY GROUP UPDATE**

There were no questions.

### **13.1.5 DEVELOPMENT SERVICES UPDATE**

There were no questions.

### **13.1.6 JUNE 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES**

### **13.2 DESIGNATION OF SENIOR EMPLOYEES**

There were no questions.

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

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

There were no questions.

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

### **17 MATTERS BEHIND CLOSED DOORS**

**ATTACHMENT TO ITEM 11.1 CORPORATE CREDIT REPORTING**

**ATTACHMENT TO ITEM 11.1 BUILDING INSPECTION REPORTS**

**ATTACHMENT TO ITEM 11.1 CONTRACTOR REFERENCES**

**ATTACHMENT TO ITEM 12.1 TENDER EVALUATION REPORT**

**ATTACHMENT TO ITEM 12.2 TENDER EVALUATION REPORT**

There were no questions.

### **Closure**

The meeting closed at 8:46pm.

**13.2 DESIGNATION OF SENIOR EMPLOYEES**

**File No:** PE.200

**Responsible Executive Officer:** Chief Executive Officer

**Reporting Author:** Chief Executive Officer

**Date of Report:** 30 June 2025

**Applicant/Proponent:** Nil

**Disclosure of Interest:**

- Impartiality Interest - Simon Kot, Director Projects and Infrastructure
- Impartiality Interest - Lee Reddell, Director Development Services
- Impartiality Interest - Emma Landers, Director Community Experience
- Impartiality Interest – Virginia Miltrup, Chief Executive Officer

**Attachment(s):** Nil

**PURPOSE**

For Council to consider which employees are designated senior employees for the purposes of the *Local Government Act 1995 WA*.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : OCM250630-27  
**MOVED** : Cr Roots  
**SECONDED** : Cr Furlong

**That Council:**

1. **APPROVE** the Chief Executive Officer (CEO) as the only employee designated as a 'Senior Employee' for the purposes of the *Local Government Act 1995 (WA)*; and
2. **NOTE** that the CEO will advise Council of significant changes to key roles.

**CARRIED 9/0**

**FOR** : Cr Scott, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Nunn, Cr Roots, Cr Simpson, Cr Swaffer, Cr Waterstrom Muller  
**AGAINST** : Nil

**BACKGROUND**

The *Local Government Act 1995 (WA)* [Act] provides that the City of Karratha may designate which employees or persons belong to a class of employees known as senior employees.

At present, the designation of 'Senior Employee' has not been explicitly defined at the City of Karratha. It is currently an assumed practice that the CEO and four Director roles reporting to the CEO - Director Development Services, Director Projects and Infrastructure, Director Corporate & Commercial Services, and Director Community Experience - are designated as senior employees.

## DISCUSSION

### Legislative Provisions

There are two key sections in the Act that govern senior employees, being Sections 5.37 and 5.39.

Section 5.37 of the Act allows a local government to designate certain employees or classes of employees as senior employees. The CEO must inform the council of any proposals to employ or dismiss a senior employee, and the council has the authority to accept or reject the CEO's recommendation. If the council rejects the recommendation, it must provide reasons for doing so. Additionally, if a senior employee position becomes vacant, it must be advertised unless it is proposed to be filled by someone in a prescribed class.

Section 5.39 of the Act specifies that the employment of a CEO or senior employee must be governed by a written contract. This section outlines the terms and conditions of such contracts, including the requirement for the contract to specify an expiry date, performance criteria, and any other prescribed matters. It also allows for the contract to be renewable and varied, but it cannot include clauses that override these requirements. Additionally, the section provides exceptions for acting or temporary positions and clarifies that nothing prevents a contract from being terminated.

### Designation of Senior Employee

It is proposed that only the CEO be designated as a senior employee. This aligns with contemporary local government practices.

The main reasons for this change are as follows:

- **Role Clarity** - Section 5.41 of the Act states that the CEO is responsible for 'the employment, management, supervision, direction, and dismissal of employees' subject to the section in relation to senior employees. By limiting the designation of senior employee to the CEO only, there will be a clear differentiation of roles between the CEO and the Council in managing employees. This clarity leads to more efficient decision-making and better governance.
- **Council employs the CEO, the CEO manages the business** – Clear role definition between the CEO and Council supports the CEO's responsibility for managing the local government's administration and operations (as per Section 5.41 of the Act). This enables the CEO to make decisions about employees when managing the business. Ultimately, the Council employs the CEO and if the Council is dissatisfied with these decisions, they then hold the CEO accountable.
- **Senior Employee Appointments** – The recruitment process for senior employees must meet the same legislative requirements as recruiting a CEO, such as needing to advertise the vacancy in a statewide newspaper. This adds additional time and expense to the process.
- **Senior Employee Roles** – The requirement to advertise and recruit for vacancies could apply to existing Director roles that change substantively, regardless of whether those changes meet the needs of the organisation and/or are agreed upon between the CEO and the Director. While the CEO role is clearly designated in the Local Government Act, other roles are designed and defined by the CEO according to the needs of the organisation. In a tight labour market, and being in a regional location, it benefits the CEO to have the flexibility to shape Director roles to suit the skills of individuals, their aspirations, and the needs of the organisation.
- **Senior Employee Contracts** – The requirement to place Directors on fixed-term contracts limits the organisation from offering permanent roles to high performers.



Contract review periods create uncertainty for the Director and encourage staff turnover at the time of contract review. It also discourages Directors from making permanent housing decisions. This creates a constraint for the organisation when seeking to attract and retain high-performing executives.

- **Employment or Dismissal of Senior Employees** – In a Regional City where relationships are close-knit, it can be challenging for some Councillors to remain objective when the CEO makes a recommendation to employ or dismiss a senior employee. In a recent example, the City's legal processes were disrupted when Councillors engaged with a senior employee during the process of a termination of employment.
- **Inconsistency with State Government and Corporate Standards** – The requirement for the CEO to recommend a Director's appointment to the Council is inconsistent with the standard applied to Director Generals (CEOs) of State Government Agencies. There is a clear delineation between the administrative layer and the hiring of public servants without political involvement in those environments. Similarly, in corporate environments, the CEO typically has the right to employ their management team without the Board's influence.

#### Governance and Oversight

The CEO will maintain open and transparent communication with the Council regarding changes to key roles. It is a fundamental aspect of the CEO's responsibilities to keep the Council well-informed about the performance and operational changes within the City. By doing so, the CEO ensures that the Council can fulfill its governance role effectively, while the CEO manages the City's Administration and operations proficiently. This partnership is crucial for the smooth and efficient management of the local government.

#### Impact on existing positions

The City of Karratha is currently advertising the vacant position of Director, Corporate Services. If Council approves this recommendation the CEO may make an appointment to this position without a Council resolution.

There is no change to the terms and conditions of employment of existing senior employees as their existing employment contract will continue to apply.

#### **LEVEL OF SIGNIFICANCE**

Based on the criteria outlined in Council Policy CG8 - Significant Decision Making Policy, this report is considered to be of moderate significance. The designation of senior employees impacts the organisational structure and governance of the City of Karratha, which has implications for the Council's ability to perform its role effectively.

#### **STATUTORY IMPLICATIONS**

The relevant legislation that governs the designation of senior employees are Sections 5.37 and 5.39 of the *Local Government Act 1995* (WA),

**Section 5.37** allows a local government to designate employees or persons belonging to a class of employees as senior employees. It also requires the CEO to inform the council of each proposal to employ or dismiss a senior employee, and the council may accept or reject the CEO's recommendation.

**Section 5.39** specifies that the employment of a CEO or senior employee must be governed by a written contract. It outlines the terms and conditions of such contracts, including the requirement for the contract to specify an expiry date, performance criteria, and any other prescribed matters.

**COUNCILLOR/OFFICER CONSULTATION**

Existing senior employees have been consulted regarding the proposed changes, and their feedback has been taken into consideration. They have expressed support for this proposal.

If Council approves this proposal it will have no impact on the terms and conditions of employment of existing employees which are governed by an existing employment contract.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

The designation of senior employees does not impact or conflict with the ability of the City to meet the outcomes in the Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025.

**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	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	The designation of senior employees impacts the organisational structure and governance.
Compliance	Low	The designation aligns with the Local Government Act 1995 (WA) requirements.

**IMPACT ON CAPACITY**

The Officer's recommendation does not affect capacity or resourcing. It may provide the CEO with increased agility in aligning roles and structures to the skills of individuals, and the needs of the organisation.

**RELEVANT PRECEDENTS**

Relevant precedents include decisions by the City of Kalgoorlie-Boulder, Town of Victoria Park, and the City of Busselton, where they have designated the CEO as the only senior employee.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The designation of senior employees is an important administrative decision. The proposed change supports the CEO's responsibility for managing the local government's administration and operations. The consultation with existing senior employees has confirmed their support for this change, reflecting their commitment to the organisation's

strategic direction. Council will continue to be briefed by the CEO on significant changes to key roles.

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

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

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

## **17 MATTERS BEHIND CLOSED DOORS**

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### **OFFICER'S RECOMMENDATION**

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

**ATTACHMENT TO ITEM 11.1 CORPORATE CREDIT REPORTING**

**ATTACHMENT TO ITEM 11.1 BUILDING INSPECTION REPORTS**

**ATTACHMENT TO ITEM 11.1 CONTRACTOR REFERENCES**

**ATTACHMENT TO ITEM 12.1 TENDER EVALUATION REPORT**

**ATTACHMENT TO ITEM 12.2 TENDER 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 7:55pm.

The next Ordinary Council Meeting is to be held on Monday, 28 July 2025 at 6pm at Council Chambers - Welcome Road, Karratha.

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I, Cr Daniel Scott, Mayor of the City of Karratha, hereby declare on behalf of the Councillors of the City of Karratha that the enclosed Minutes are a true and accurate record of the Ordinary Council Meeting held on Monday, 30 June 2025.

..... Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_