



ORDINARY COUNCIL MEETING

MINUTES

**The Ordinary Council Meeting was held in the
Council Chambers, Welcome Road, Karratha,
on Tuesday, 28 April 2026 at 6pm**

A handwritten signature in black ink that reads 'VMiltrup'.

**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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A handwritten signature in black ink that reads "VMiltrup". The signature is written in a cursive, slightly stylized font.

Signed: _____
Virginia Miltrup - Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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ORDINARY COUNCIL MEETING MINUTES

1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Tuesday, 28 May 2026 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 recorded.

2 ABOUT THIS MEETING

Mayor Scott provided the following statement at the beginning of the Ordinary Council Meeting:

PURPOSE - *The Ordinary Council Meeting is a decision-making forum.*

MEETING PROCEDURES - *This meeting is conducted as a public meeting of Council, and the City of Karratha's Standing Orders will apply.*

COUNCILLOR QUESTIONS - *Questions asked by Councillors are to be answered by the CEO or a person nominated by the CEO.*

LIVE STREAMED - *This meeting will be live streamed and a recording of the meeting will be available. Meeting recordings are copyright material and cannot be used without written permission of the CEO.*

3 RECORD OF ATTENDANCE / APOLOGIES

Councillors:	Cr Daniel Scott [Mayor] Cr Jodie Swaffer [Deputy Mayor] Cr Gillian Furlong Cr Brenton Johannsen (via Teams at 6:04pm) Cr Sarah Roots Cr Tony Simpson (via Teams) Cr Daiva Gillam Cr Martin Byrne Cr Geoff Harris	
Staff:	Virginia Miltrup Angela McDonald Chloe Morris Lee Reddell Amol Virkar Michael Bunting Henry Eaton Jasmine Bray Pieta Bloxsom	Chief Executive Officer A/Director Community Experience Director Corporate Services Director Development Services A/Director Strategic Projects & Business A/Director Infrastructure Services Manager Governance Manager Governance Minute Secretary
Apologies:	Simon Kot Emma Landers	Director Strategic Projects & Business Director Community Experience
Absent:	Nil	
Leave of Absence:	Nil	
Members of Public:	Nil	
Members of Media:	Nil	

4 PUBLIC QUESTION TIME

Mayor Scott provided the following introduction to Public Question Time.

Public questions at this meeting must relate to an item on the agenda.

You are required to provide your name, address and question in writing on arrival and the Mayor will invite you to ask your question.

Questions are to be directed to the Presiding Member and shall be asked politely, in good faith, and are not to be framed in such a way as to reflect adversely or be defamatory to particular Elected Members or City employees.

Verbal questions are limited to two minutes per person, with a limit of two verbal questions per person and may be responded to at the meeting or taken on notice.

There were no public questions.

Cr Johannsen joined the meeting at 6:04pm.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

There were no deputations.

6 REQUEST FOR LEAVE OF ABSENCE

Cr Simpson requested a Leave of Absence for the 25 May 2026 Ordinary Council meeting.

COUNCIL RESOLUTION

Res No. : **OCM260428-01**
MOVED : **Cr Gillam**
SECONDED : **Cr Furlong**

That Council approve leave of absence for Cr Simpson for the 25 May 2026 Ordinary Council meeting.

CARRIED 9/0

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

AGAINST : Nil

7 DECLARATIONS OF INTEREST

Mayor Scott invited Councillors to declare Financial, Impartiality and Proximity Interests relevant to this meeting.

There were no Declarations of Interest.

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

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-02
 MOVED : Cr Gillam
 SECONDED : Cr Roots

That the Minutes of the Ordinary Meeting of Council held on Monday, 23 March 2026, be confirmed as a true and correct record of proceedings.

CARRIED 9/0

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

AGAINST : Nil

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – March 2026	Location
03/03/2026	Council Workshop	Karratha
03/03/2026	Weekly Meeting with Deputy Mayor, CEO and Manager of Communications	Karratha
03/03/2026	Triple M Radio Interview	Karratha
04/03/2026	Karratha Men’s Shed Monthly Meeting (attended with CEO and Director of Community Experience)	Karratha
09/03/2026	Regional Capitals Australia Conference (attended with CEO and Manager of Advocacy and Stakeholder Relations)	Canberra
–		
11/03/2026		
09/03/2026	Regional Capitals Australia WA, attended annual conference with the CEO	Albany
–		
11/03/2026		
14/03/2026	Function with the Ambassador of Finland to Australia, in celebration of Albany’s 200 th Anniversary	Albany
16/03/2026	Weekly meeting with Deputy Mayor, CEO and Manager of Communications	Karratha
16/03/2026	March Public Briefing	Karratha
19/03/2026	Councillors Workshop and Professional Development	Perth
–		
21/03/2026		
23/03/2026	March Ordinary Council Meeting	Karratha
23/03/2026	Weekly Meeting with Deputy Mayor, CEO and Manager of Communications	Karratha
23/03/2026	Triple M Radio Interview	Karratha
24/03/2026	Australian Mining Cities Alliance Conference and board meeting	Broken Hill
–		
28/03/2026		
30/03/2026	Triple M Radio Interview	Karratha
31/03/2026	Soil turning at future Bunnings Site	Karratha
31/03/2026	Australian Mining Cities Alliance Media Interview	Karratha

10 CORPORATE & COMMERCIAL REPORTS

10.1 STATEMENTS FOR PERIOD ENDED 28 FEBRUARY 2026

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Corporate Accountant
Date of Report:	19 March 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Statement of Financial Activity 28 February 2026 2. Statement of Financial Position 28 February 2026 3. Variance Commentary – Statement of Financial Activity – 28 February 2026 4. Net Current Funding Position – 28 February 2026

PURPOSE

To provide a summary of Council’s financial position for the period ending 28 February 2026.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-03**
MOVED : **Cr Swaffer**
SECONDED : **Cr Gillam**

That Council RECEIVE the Financial Statements for the financial period ending 28 February 2026 as shown in Attachments 1 to 4.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

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

DISCUSSION

The attached Monthly financial reports as at 28 February 2026, 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 February 2026 are subject to audit and adjustment.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 28 February 2026:

2025/26	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	197,245,877	203,493,325	162,915,276	166,483,291	3,568,015	2.2%	↑
Expenditure	(169,913,966)	(177,573,676)	(112,298,081)	(108,853,424)	3,444,657	3.1%	↑
Investing Activities							
Inflows	1,023,264	1,023,264	327,570	1,245,295	917,725	280.2%	↑
Outflows	(97,160,056)	(148,797,013)	(87,810,909)	(44,223,539)	43,587,370	49.6%	↑
Financing Activities							
Inflows	79,174,533	134,802,499	60,723,347	22,302,842	(38,420,505)	-63.3%	↓
Outflows	(51,908,756)	(52,763,435)	(12,549,303)	(19,555,909)	(7,006,606)	-55.8%	↓
Non-Cash Items	30,160,089	30,160,089	20,495,102	24,518,495	4,023,393	19.6%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	11,385,875	11,385,875	11,385,875	9,109,164	(2,276,711)	-20.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2025/26	6,860	1,730,928	43,188,877	51,026,215	7,837,338		

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

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

FINANCIAL MANAGEMENT UPDATE
Local Government Financial Ratios

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

Period Ended 28 February 2026	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	4.90
The Current Ratio identifies a local government’s liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	1.58	1.62	0.63
The ASR measures how effectively a local government’s assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	42.5%	18.7%	47.9%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	1.21	0.88	1.11
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an ‘advanced’ capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	7.8	7.1	8.5
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				

Movements

The Debt Service Cover Ratio has changed due to the Westpac Loan increasing the repayments on loans. As the loan increases, this ratio is expected to continue to decrease further. The target is >2.

The Asset Sustainability Ratio is lower than expected due to delays in capital renewal projects, so actual spend is less than anticipated.

Statement of Financial Position

	February 2026	January 2026	% Change	Comments
Current				
Assets	205,240,644	212,324,692	-3.34%	Decrease in Cash & Cash Equivalents
Liabilities	20,416,059	23,745,087	-14.02%	Decrease in Trade & Other Payable and Long Term Borrowings.
Non-Current				
Assets	792,250,865	796,954,929	-0.59%	Increase in Property Plant & Equipment and Decrease in Infrastructure due to reallocation
Liabilities	6,631,208	6,631,208	0.00%	No Movement
Net Assets	970,444,242	978,903,325		

Debtors' Schedule

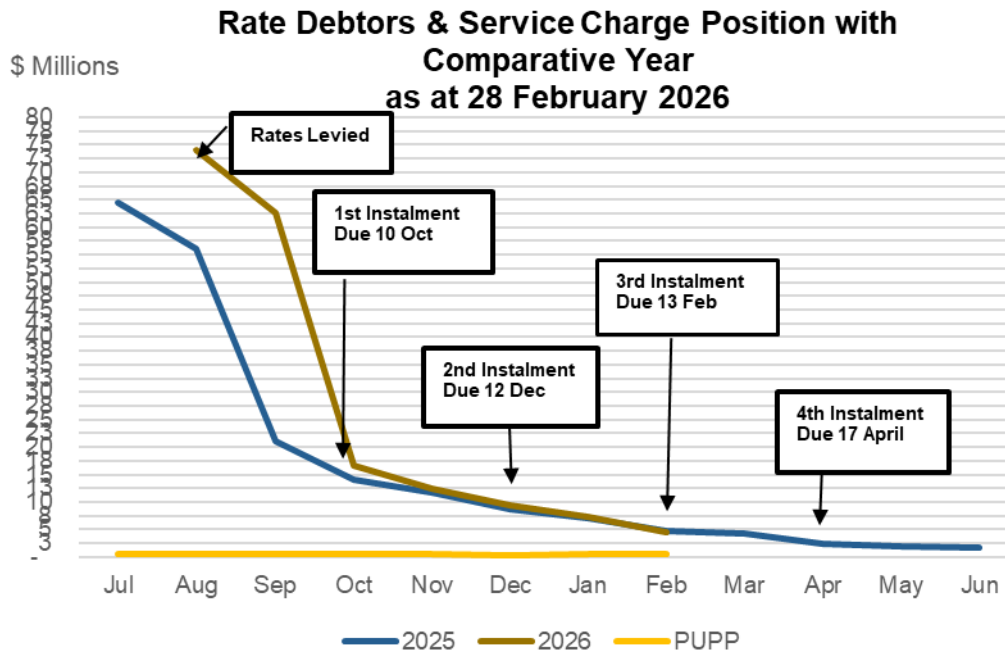
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of February 2026. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$14.4m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	February 2026	January 2026	Change %	% of Current Total
Sundry Debtors				
Current	5,159,209	5,112,703	1%	100.5%
> 40 Days	66,729	922,490	-93%	1.3%
> 60 Days	4,539	43,677	-90%	0.1%
> 90 Days	-95,729	-94,168	2%	-1.9%
Total	5,134,748	5,984,702	-14%	100%
Rates Debtors				
Total	4,437,232	7,285,111	-39%	100%
PUPP Debtors				
Total	490,824	490,589	0%	100%

A total of \$70.7m in Rates (including ESL and waste service charges) has been paid by the end of February 2026, representing a collection rate of 94.1% to date (higher collection rate compared to 92.8% on 28 February 2025).



There was no material change in February to the PUPP Debtors' balance. PUPP payments have now been received on 99.76% of properties and of those paid, 99.54% have paid in full, with 0.22% (\$490,824) still outstanding. Review of these is currently underway of their debt collection status.

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

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
K373	Guadalupe Del Carmen Kocsis	49.91	-	9,586.08	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Affidavit of attempted service received from AMPAC 09/10/25. Debt collection continuing.
H026	Housing Authority	-	1,298.00	3,768.15	Replacement Mobile Garbage Bins for Department of Housing. Reminder email sent 19/09/25 and account reconciliation being carried out.
G240	12-6 Shakespeare Street	-	-	10,018.78	Service Worker Accommodation rent and other expenses outstanding - Issue has been to court and write off item in the April OCM.
P169	Pilbara Iron Company (Services) Pty Ltd	8,710.00	-	-	\$2,720 relates to Venue Hire at REAP December 2025 and \$5,780 is Facility Hire in Wickham for the period Jan to April 2026.

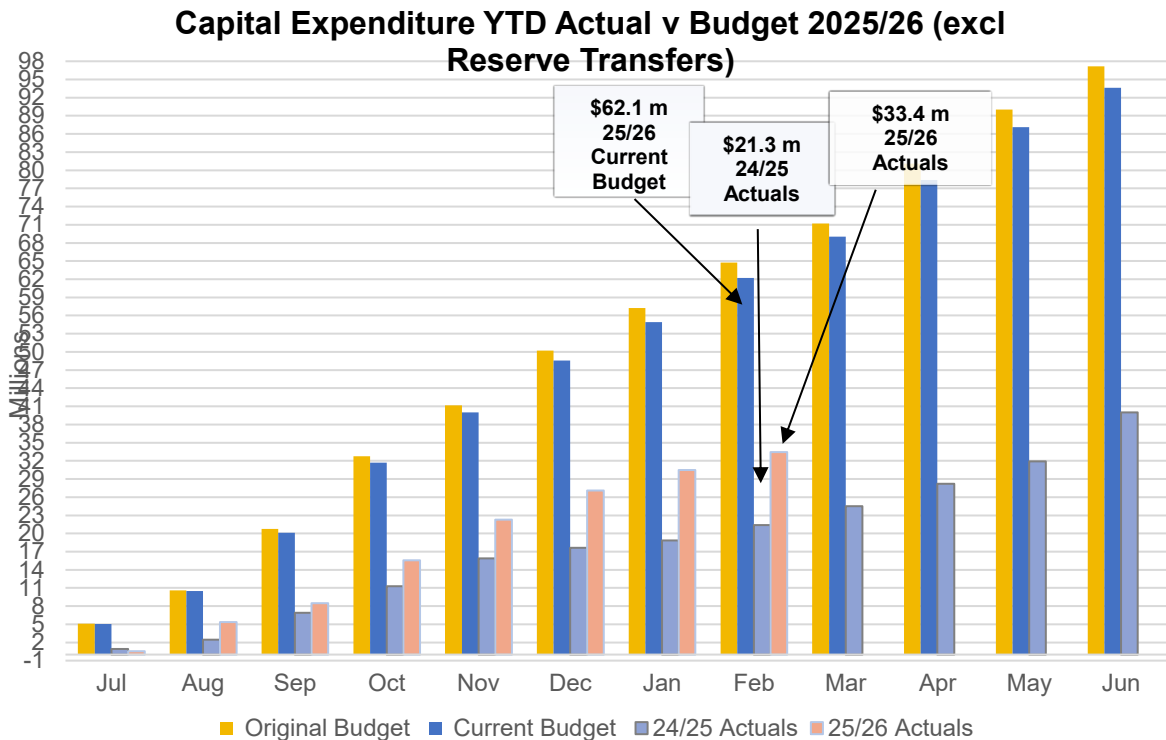
Capital Expenditure

Council’s current 2025/26 Capital Expenditure budget is \$93.6 million which includes significant projects such as: Hancock Way Housing Development, Nickol Shared Footpath, Karratha Airport Water Mains pipe replacement, 7 Mile tip cell construction, KRMO multi-use hardcourts & lighting (Stage 4), 10 year footpath plan, roads reseal program, kerb renewals and completion of the Roebourne streetscape master plan.

The City spent \$33.4m on its capital program to the end of February 2026, \$28.7m (46.2%) less than the YTD budget.

The following table shows the capital budget performance by asset class:

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Current Budget	% of Annual Budget
	28 February 2026			30-June-26		
Infra Misc Structures	9,003,885	4,091,045	-54.6%	17,902,475	13,883,706	29.5%
Parks & Open Spaces	7,475,272	2,226,568	-70.2%	12,874,139	13,124,139	17.0%
Buildings	26,436,489	15,965,939	-39.6%	39,426,174	39,426,174	40.5%
Equipment	2,224,528	835,526	-62.4%	2,549,528	2,549,528	32.8%
Furn & Equip	507,291	359,488	-29.1%	899,291	899,291	40.0%
Plant	1,245,963	953,764	-23.5%	3,853,563	3,853,563	24.8%
Inv Property	281,000	71,366	-74.6%	333,000	333,000	21.4%
Infra Roads	6,644,300	4,608,466	-30.6%	7,743,610	7,743,610	59.5%
Infra Footpaths	3,103,658	598,836	-80.7%	5,307,958	5,748,658	10.4%
Infra Aerodromes	5,269,923	3,726,487	-29.3%	6,270,318	6,069,923	61.4%
Totals	62,192,310	33,437,485	-46.2%	97,160,056	93,631,592	35.7%



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

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

STATUTORY IMPLICATIONS

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

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$100,000 or 10% whichever is greater. As this report is composed at a nature level, variance commentary considers the most significant items that comprise the variance.

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Providing strong financial management and transparency.

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

10.2 LIST OF PAYMENTS – 1 FEBRUARY 2026 TO 28 FEBRUARY 2026

File No: FM.19
Responsible Executive Officer: Director Corporate Services
Reporting Author: Senior Creditors Officer
Date of Report: 17 March 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): 1. List of Payments – February 2026
 2. Purchase Cards Report – February 2026
 3. Fleet Fuel Card Report – January 2026

PURPOSE

To advise Council of payments made for the period from 1 February 2026 to 28 February 2026.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-04
MOVED : Cr Gillam
SECONDED : Cr Furlong

That Council RECEIVE the list of payments totalling \$19,321,669.27 as detailed in Attachments 1, 2 and 3.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

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

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

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

DISCUSSION

Payments for the period 1 February 2026 to 28 February 2026 (including credit card transactions – February 2026) totalled \$19,321,669.27 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 1055 to 1079 and
- EFT Payments 095259 to 096183 (Inclusive): \$15,395,054.61;
3. Cheque Voucher: 078753 - \$225.00;
4. Cancelled Payments: nil;
5. Direct Debits: 95259, 95535; 95799; 096183 : \$10,744.42;
6. Credit Card Payments (February 2026): \$44,778.93;
7. Payroll Payments: \$3,870,866.31

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

- Acero Construction Pty Ltd – Baynton Apartments PC05 - \$784,923
- Karratha Development – Bulgarra Apartment Claim 5 - \$3,317,730
- CBRE (GWSLA) Pty Ltd – Ops Centre Refurbishment - \$284,334
- WA Land Authority – Mulataga Development Agreement PC01- \$3,111,000
- Dampier Plumbing – Airport Water Mains Upgrade PC05 – \$292,633
- Dept Fire & Emergency Services – ESL Qtr3 Contribution - \$761,433
- Green Frog Systems – Solar Pedestrian Lights - \$447,754
- MSS Security – Airport Security Services, Jan 2026 - \$288,369
- Norwest Sand & Gravel – Wickham Carpark Upgrade – PC05 - \$371,047
- Timik Development – Bulgarra House Construction Claim 9 - \$286,179

Consistent with CG-11 Regional Price Preference Policy, the below table shows the local supplier percentages of invoices paid for the period. Statutory suppliers include insurances, utilities, ATO and bond administrator. Non-local suppliers are large this month due to project payments for the housing developments, skewing the local spend result.

KPI Report – Local Spend

Date Range 01/02/2026 to 28/02/2026

	Number of Invoices	%	\$ Value	%
Local Supplier	1,097	67.76%	4,704,088	30.53%
Non-Local Suppliers	403	24.89%	9,332,506	60.58%
Statutory Supplier	119	7.35%	1,369,430	8.89%
Total	1,619	100%	15,406,024	100%

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Payments and credit card payments for the period 1 February 2026 to 28 February 2026 totalled \$19,321,669.27. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

Is payment 12690 to AMPAC Debt Recovery relating to debt recovery costs for rates, applied to a specific period or to the full financial year of rates.

CITY RESPONSE:

Yes. The payment relates to a full year of debt recovery fees, and legislation provides the ability for Council to recover debt collection costs from ratepayers.

COUNCILLOR QUESTION:

Payment 14144 to the Western Australian Land Authority, can an update on the anticipated timing for the release of land be provided?

CITY RESPONSE:

The payment represents the first payment required under the Mulataga Development Agreement and was payable at the time Development WA proceeded to tender. The tender process has now been completed, with the award expected to be made at the Development WA Board meeting on 29 April 2026. Following this, approximately one month has been allocated for contract negotiations with the preferred tenderer. Works are anticipated to commence on site in June 2026, with completion of the project expected in the first quarter of 2027. Lots are anticipated to be available for purchase following completion of the works and the issue of titles, expected at the end of Q1 2027.

COUNCILLOR QUESTION:

What amount of rates was recovered in relation to the debt recovery costs, and specifically what portion of those costs related to recovered rates?

CITY RESPONSE:

Approximately \$4.8 million in rates had been recovered through debt recovery actions, including amounts subject to ongoing payment arrangements for ratepayers experiencing financial hardship.

COUNCILLOR QUESTION:

What is the level of staff labour involved in the debt recovery process, including the number of hours required?

CITY RESPONSE:

Debt recovery is primarily a process-based approach rather than one measured by staff labour hours. Fees apply at each stage of the debt collection process in accordance with Council's Debt Collection Policy. Council undertakes debt recovery internally up to the letter of demand stage. Once all internal options are exhausted, the matter is outsourced, as further recovery requires access to court processes and legal functions that Council cannot perform internally. The service is provided through a competitively tendered arrangement.

COUNCILLOR QUESTION:

Is the current Debt Recovery Policy appropriate, is communication with ratepayers during the debt recovery process adequate and reasonable, and what support mechanisms are available to assist families experiencing financial hardship in meeting their payment obligations?

CITY RESPONSE:

The City undertakes debt recovery internally by contacting ratepayers with the contact details that we have on record in the form of letters, phone and email contact. If the ratepayers are contacted, they are offered the option to apply for a payment arrangement or if the ratepayer is suffering extreme financial hardship they can apply for interest to be written off by satisfying the criteria. If the rates team have exhausted contact options with no response, the matter is referred to Ampac to initially send a letter of demand. If the ratepayer contacts this City after this letter from Ampac, the ratepayer is offered the same payment arrangements/financial hardship options as discussed above.

COUNCILLOR QUESTION:

Are any further communications scheduled to encourage ratepayers to transition to e-Rates, noting recent sustainability-focused messaging promoting online delivery of rates notices.

CITY RESPONSE:

Communications encouraging uptake of e-Rates are ongoing and form part of Council's broader annual rates and budget communications. e-Rates are a key focus due to significant postage costs, with messaging included across multiple communication channels, including email footers. Council is also undertaking additional communications relating to concessions for seniors, rebates, and differential rates as part of the same process, recognising the broader benefits of electronic delivery over time.

COUNCILLOR QUESTION:

Payment 10220, titled *Building a State of Creativity*, noting that it is the first of three payments, what is the nature and scope of the project?

CITY RESPONSE:

Form has been engaged to develop the City's Arts and Culture Strategy. To date, Form has completed a desktop review, internal engagement and interviews, with community engagement scheduled to commence in May.

COUNCILLOR QUESTION:

Payment 15550 to Karratha Development, relating to a further milestone payment, can Council request the provision of project milestones and payments to improve transparency on the status of the project?

CITY RESPONSE:

The project is significant and the City understands that Councillors wish to remain closely informed on its progress. The City has committed to providing regular status reports, and a reporting schedule will be established following discussions with the Director of Corporate.

10.3 INVESTMENTS FOR PERIOD ENDED 28 FEBRUARY 2026

File No: FM.19
Responsible Executive Officer: Director Corporate Services
Reporting Author: Management Accountant
Date of Report: 26 March 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

To provide a summary of Council’s investment position for the period ending 28 February 2026.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-05**
MOVED : **Cr Furlong**
SECONDED : **Cr Harris**

That Council RECEIVE the Investment Report for the financial period ending 28 February 2026.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

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

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

DISCUSSION

Details of the investments are included in the report

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

- Schedule of Other Investments
- Aging of Outstanding Lessees Balances
- Schedule of Loan Agreement

Table 1. Cash Allocations of City Funds

Institution	Accounts	Principal Investment \$	Balance 28 February 2026 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		135,554.03	3.70	At Call		Reserve at Call
WBC	Reserve Term Deposit	5,000,000	5,067,425	4.28	4 months	Mar-26	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,172,504	4.24	7 months	May-26	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,052,197	4.33	5 months	Apr-26	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,058,771	4.36	3 months	Apr-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,030,800	4.57	7 months	Aug-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,331,641	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,579,682	4.35	12 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,323,419	4.34	12 months	Oct-26	Reserve TD
WBC	Reserve Term Deposit	9,000,000	9,141,473	4.25	8 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	2,000,000	2,025,387	4.33	5 months	Apr-26	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,148,429	4.47	8 months	Jul-26	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,055,711	4.74	8 months	Sep-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,025,496	4.70	7 months	Aug-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,072,025	4.14	8 months	Jun-26	Muni TD
WBC	Municipal (Transactional)		46,483,987	3.45	At Call		Muni at Call
N/A	Cash on Hand		7,929				
TOTAL		134,000,000	182,712,430				
The balance of all Term Deposits includes interest accrued to 28 February 2026							

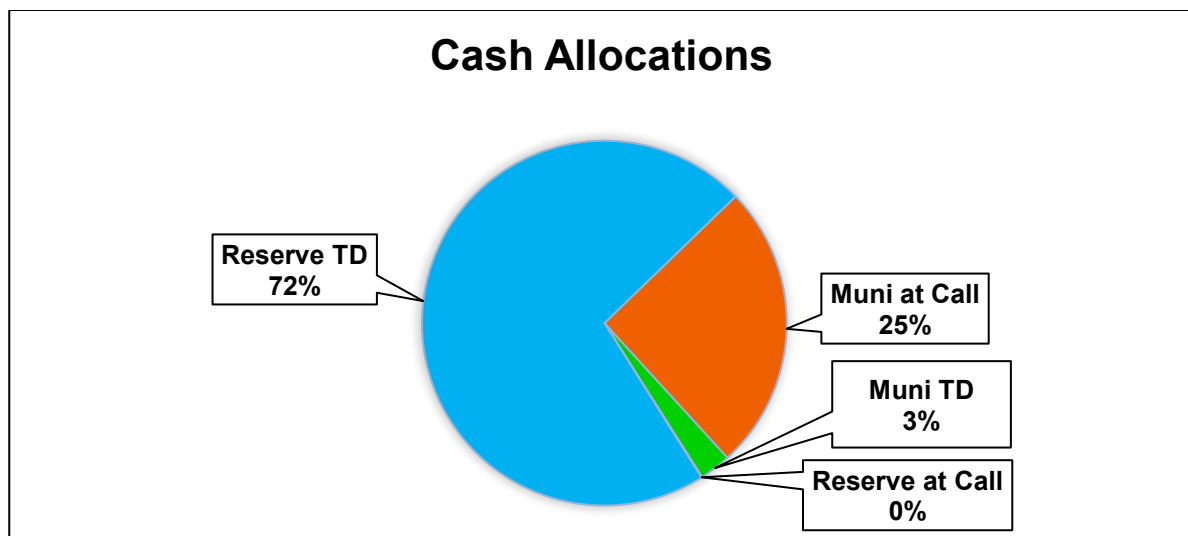
On average, the City is earning 4.14% across Municipal Term Deposits and 4.41% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) increased during the month of February, increasing to 385 basis points. Municipal Funds held in the Westpac transaction account are earning 3.70% interest (up from 3.45 in January).

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.

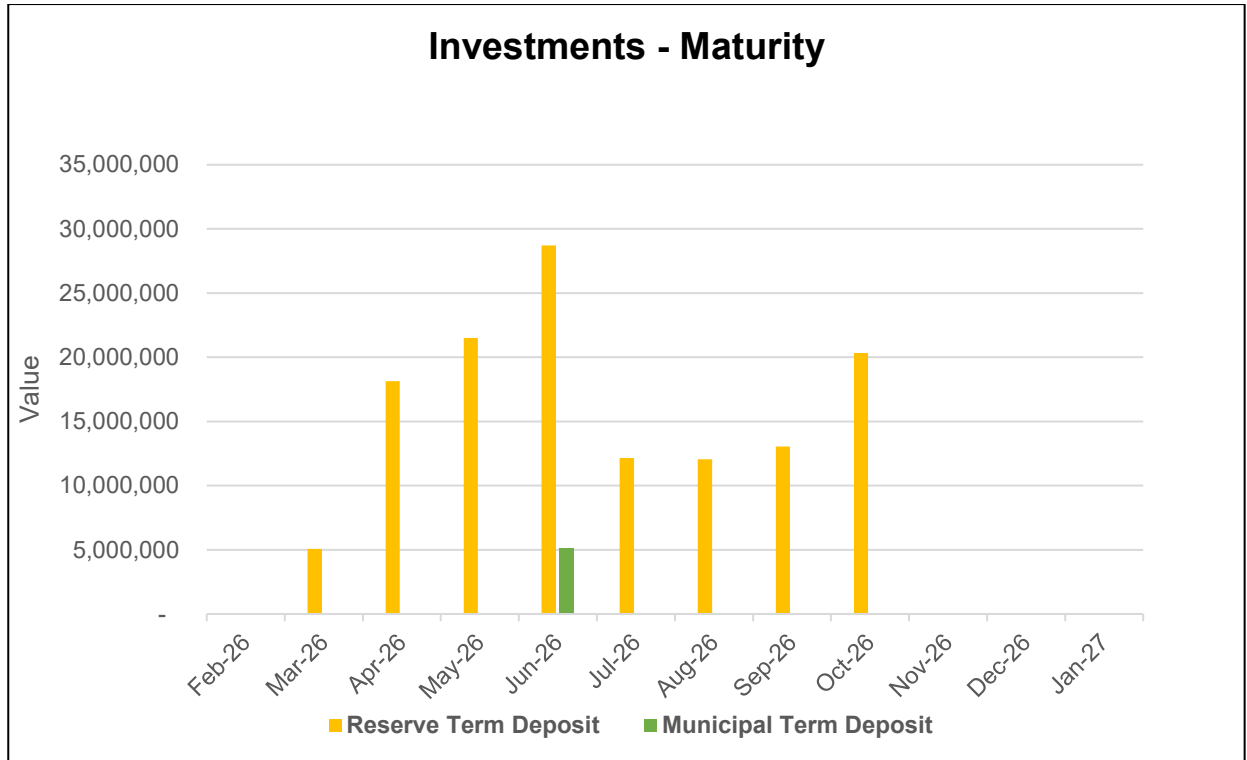
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 75% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

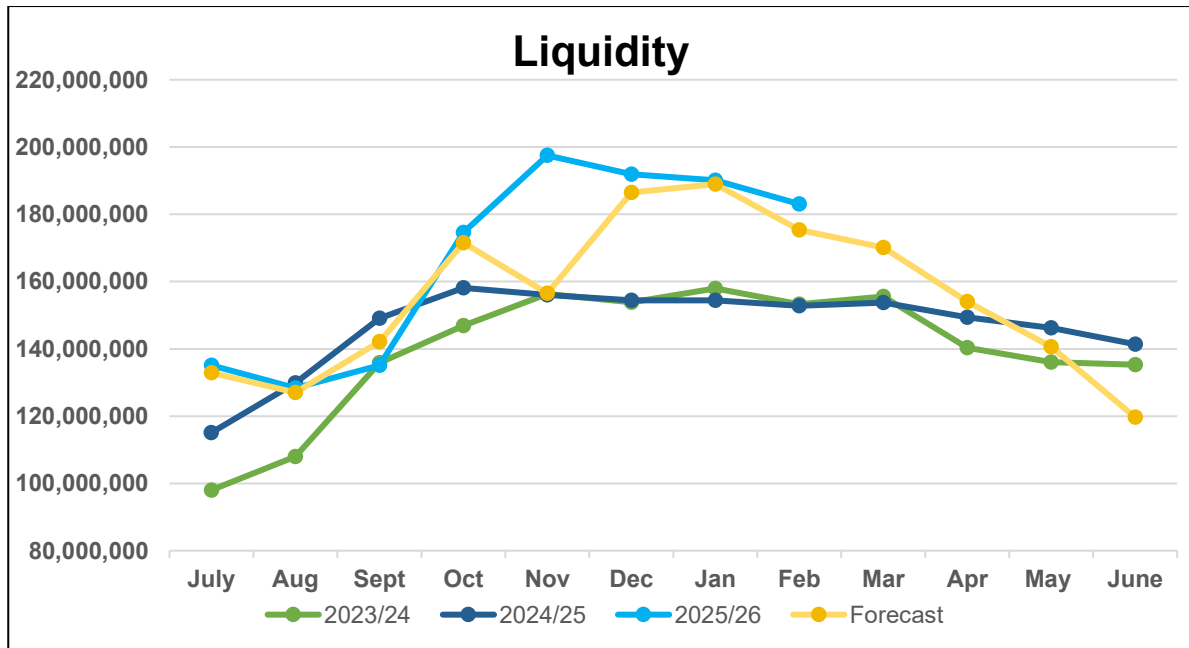
In accordance with the City’s Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 33% of Cash and Financial Investments will mature in the next 3 months, 43% maturing in the next 4-6 months and 25% maturing in the next 7-12 months.



Graph 2. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

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



Graph 3. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

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

Table 2. Aspen Medical – Hangar Lease Performance

	Month 28 Feb 2026 \$	Year-to-Date 28 Feb 2026 \$	Life-to-Date 28 Feb 2026 \$
Total Income Received	34,414	292,413	3,002,218
Total Expenditure Paid	(142)	(3,885)	(153,463)
Net Income	34,271	288,528	2,848,755
Annualised ROI	13.7%	16.4%	57.8%

Ground and Hangar Lease – Babcock Offshore

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

Table 3. Babcock Offshore – Ground & Hangar Lease Performance

	Month 28 Feb 2026 \$	Year-to-Date 28 Feb 2026 \$	Life-to-Date 28 Feb 2026 \$
Total Income Received	52,090	432,098	3,702,952
Total Expenditure Paid	-	-	(18,554)
Net Income	52,090	432,098	3,684,398
Annualised ROI	14.7%	17.5%	54.9%

The Quarter HQ

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

Table 4. The Quarter HQ Performance

	Month 28 Feb 2026 \$	Year to Date 28 Feb 2026 \$	Life to Date 28 Feb 2026 \$
Total Income Received	348,972	2,920,152	30,654,008
Total Expenditure Paid	(138,756)	(1,223,596)	(14,295,280)
Net Income	210,216	1,696,556	16,358,728
Annualised ROI	12.6%	12.7%	9.5%

Ageing of Outstanding Lessees Balances

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 28 February 2026.

Table 5. Aged Debtors of The Quarter

Suite ID	Lessee	Total Amount Outstanding (\$)	Commentary
3	T0000699 - Pilbara Weddings & Events	10,544.34	AMPAC have been engaged to assist with debt recovery.
9	T0000716 – Onyx Group WA Pty Ltd	5,945.38	Debtor in liquidation proceedings. Waiting for liquidators outcome.

Scope Property Group Loan Agreement

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

Table 6. Scope Property Group Loan Agreement Schedule

	Month 28 Feb 2026 \$	Year to Date 28 Feb 2026 \$	Life to Date 28 Feb 2026 \$
Funded Amount	-	-	3,800,000
Interest Charges paid	12,667	88,678	591,754
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 1 of 4.41%, there is an opportunity cost for the year to date of \$14,880 and a life to date cost of \$23,568 for the current month of February 2026, the opportunity cost is \$1,195. This is reflective of current market rates and represents the community benefit to Dampier and the broader community.

Bulgarra Apartments Development

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

Off-site fabrication of the prototype module commenced in Vietnam in February 2026. On site clearing commenced at two of the three sites in March 2026. The project is on track for completion by December 2026.

Table 7. Karratha Development Pty Ltd Loan Agreement Schedule

	Month 28 Feb 2026 \$	Year to Date 28 Feb 2026 \$	Life to Date 28 Feb 2026 \$
Developer drawdown	3,137,731	10,494,658	10,494,658
Developer Interest Accrued	26,529	82,485	82,485
Developer Remaining Loan Drawdown	(45,505,342)	(45,505,342)	(45,505,342)

Table 8. Westpac Loan Facility Agreement

	Month 28 Feb 2026 \$	Year to Date 28 Feb 2026 \$	Life to Date 28 Feb 2026 \$
WBC Loan Drawdowns	-	7,356,927	7,356,927
Bank Interest & Charges	66,454	260,888	260,888
Remaining Loan Amount	(48,643,073)	(48,643,073)	(48,643,073)

Baynton Housing Project

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

Module fabrication is progressing well off-site in Perth. All 17 townhouses are at various stages of completion with two modules already delivered and installed on site in Karratha. Fabrication of apartment modules is planned to commence in April/May 2026. Project is on track for completion in March 2027.

Table 9. Acero Construction Pty Ltd Payment Schedule

	Month 28 Feb 2026 \$	Year to Date 28 Feb 2026 \$	Life to Date 28 Feb 2026 \$
Contract Paid Amount	791,907	10,585,842	10,585,842
Infrastructure Reserve (funding)	(791,907)	(10,585,842)	(10,585,842)
Remaining Contract Amount	15,650,850	15,650,850	15,650,850

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Administration has developed effective controls to ensure funds are invested in accordance with City’s Investment Policy. This report enhances transparency and accountability for the City’s Investments.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Administration utilises controls to reduce financial risk, however if an unforeseen event occurs then there may be reputational risks associated.
Compliance	Low	Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to conduct the Officer’s recommendation.

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

COUNCILLOR QUESTION:

What are Council’s plans for the hangars? Will hangars be subject to a similar business review process as other airport revenue-generating assets?

CITY RESPONSE:

Hangar leases, including the Aspen Medical lease, are approaching renewal. The demand for hangar infrastructure remains high, with a low likelihood of vacancy in the current market with the need for Hangars typically tied to offshore transport or medical need contracts. The Aspen lease is valid until 1 November 2028 with a market rent review on 1 November 2026. Lease negotiations for an extension will commence in early 2028 noting that the Aspen Medical services contract expires on 31 September 2029.

COUNCILLOR QUESTION:

What is the current interest rate being paid on the Westpac loan for the Bulgarra Apartments?

CITY RESPONSE:

Current interest rate on the Westpac facility for Bulgarra Apartments is 4.16%.

10.4 PROPOSED 2026/27 FEES AND CHARGES ADVERTISING

File No: FM.1
Responsible Executive Officer: Director Corporate Services
Reporting Author: Chief Financial Officer
Date of Report: 24 March 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): 2026/27 Draft Schedule of Fees and Charges

PURPOSE

For Council to consider the 2026/27 Draft Schedule of Fees and Charges and advertise inviting submission.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-06
MOVED : Cr Harris
SECONDED : Cr Roots

That Council ENDORSE the 2026/27 Draft Schedule of Fees and Charges as detailed in Attachment 1 for advertising and invite submissions.

CARRIED 9/0

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

BACKGROUND

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996*, local governments are required to review their fees and charges regularly, and not less than once in every financial year. This report presents the proposed Schedule of Fees and Charges for the 2026/27 financial year, effective from 1 July 2026.

Each year, the City undertakes this review in consultation with City officers, the executive leadership team, and Council, ensuring that statutory requirements, operational needs, and community expectations are appropriately considered

DISCUSSION

Development of the 2026/27 Budget is well advanced. At this stage, operating expenditure is expected to increase primarily due to the following factors:

- insurance premiums projected to rise by approximately 8%.
- business as usual materials and contract costs increasing by approximately 7%
- increased service levels and additional support to facilitate economic development within the city.
- increases in staffing levels and employment costs, including Industrial Agreement (IA) outcomes.

For the 2026/27 financial year, the City's revenue will continue to be a balanced mix of sources, including rates, fees and charges, grants, contributions, and investment income. While the City's investment portfolio provides an important supplementary revenue stream that helps reduce reliance on increases in rates and fees & charges revenue. As operating costs have continued to rise, this has increased pressure on the City's financial position and resulted in a greater dependence on reserves to maintain service levels.

Officers have undertaken a detailed assessment of the Fees and Charges Schedule and identified recommended changes for Council's consideration. The annual review process incorporates a range of statutory and operational considerations, including service delivery costs, prevailing market conditions, and community needs. These factors collectively inform the recommendations presented to Council.

The following provides an overview of amendments to the 2026/27 draft schedule of Fees and Charges:

Significant Fees and Charges proposed to remain the same

- Airport
 - Short-term and long-term parking fees
- Corporate
 - Administration fees relating to rates and debtors
 - Penalty interest rates for:
 - Overdue rates
 - Rates instalments
 - Overdue sundry debtors
- Community Facilities
 - Indoor play centre fees
 - General public fees for Karratha Golf Course
 - Leisureplex gym and fitness class memberships
 - Leisureplex aquatic entry fees
 - Movie ticket charges
- Karratha Visitor Centre
 - Meeting room hire fees

Proposed Fees and Charges to be deleted

Description	Value	Comment
Hire (per hour) - Commercial	\$72.45	Removed from Pavilion Hire - Roebourne (Old Roebourne Library) as space is no longer leased
Hire (per hour) - Community group/clubs	\$36.23	Removed from Pavilion Hire - Roebourne (Old Roebourne Library) as space is no longer leased
Membership - Strength & Conditioning Room only (1 week)	\$57.96	Removed as now under Gymnasium fee
Strength & Conditioning Room (per entry) - Casual	\$25.88	Removed as now under Gymnasium fee
Strength & Conditioning Room (per entry) - Casual off Peak*	\$12.94	Removed as now under Gymnasium fee
Strength & Conditioning Room (per entry) - Casual concession	\$12.94	Removed as now under Gymnasium fee

Description	Value	Comment
Strength & Conditioning Room - 10 entry pass	\$232.88	Removed as now under Gymnasium fee
Photocopying - A4 B&W	\$0.41	Service no longer provided under corporate and governance
Photocopying - A4 Colour	\$0.83	Service no longer provided under corporate and governance
Photocopying - A3 B&W	\$0.62	Service no longer provided under corporate and governance
Photocopying - A3 Colour	\$1.24	Service no longer provided under corporate and governance
Pest Control Officer time (every hour thereafter or part thereof) Plus - Tick and Flea Spray - \$55 incl. GST Plus - Ants* - \$110 incl. GST Plus - Cockroaches - \$55 incl. GST Plus - Rodents - \$55 incl. GST * not applicable for Termite or Singapore Ants.	\$153.70	Full service no longer provided and simplified in similar fee
Application for Kennel Licence	\$101.43	Consolidated into a new fee
Kennel Licence (per year)	\$153.80	Consolidated into a new fee
Application Fee - Miniature Horse, Pig etc.	\$101.43	Deemed not relevant due to legislation, current practice, or internal advice
Bulka Bags. Minimum charge 1 tonne. Baled Bulka bags are not accepted.	\$1,055.70	No longer accepting Bulka bags as DWER has advised that it is not accepted to store bales on site this way.

New Fees and Charges Proposed

Description	Amount
Dampier Foreshore Kiosk Hire - Kiosk Hire (Per Hour) - Commercial	\$30.00
Dampier Foreshore Kiosk Hire - Kiosk Hire (Per Hour) - Community Group/Clubs	\$15.00
Pam Buchanan Family Centre - Full Kitchen Hire (Community Group) Per Hour	\$29.00
Pam Buchanan Family Centre - Full Kitchen Hire (Community Group) Per Week	\$290.00
Audio visual - Data Projector (Pavilion Use only) Per Day *Only Available with Pavilion Hire	\$50.00
Audio visual - Data Projector (Pavilion Use only) Per Hour *Only Available with Pavilion Hire	\$7.50
Audio visual - Bluetooth Speaker & Microphone (Per Day) *Only Available with Pavilion, Court, or Oval Hire	\$50.00

Description	Amount
Audio visual - Bluetooth Speaker & Microphone (Per Hour) *Only Available with Pavilion, Court, or Oval Hire	\$7.50
Oval & Lighting - Leisureplex - Lights only - Cricket Practice, 2 Nets (Per Hour)	\$6.00
Oval & Lighting - KRMO - Lights only - Cricket Practice, 3 Nets (Per Hour)	\$12.00
Oval & Lighting - KRMO - Lights only - Community Area (Per Hour)	\$12.00
Health & Fitness- Gymnasium (Per Entry) - Therapist Casual (PT) Casual	\$26.00
Health & Fitness- Gymnasium (Per Entry) - Therapist Casual (PT) Casual, off Peak	\$10.00
Aquatics - Learn to Swim Pool (Per Hour) - Commercial Plus Applicable Pool Entry Fee	\$62.00
Aquatics - Learn to Swim Pool (Per Hour) - Community Group Plus Applicable Pool Entry Fee	\$31.00
Aquatics - Full 50M Pool (Per Hour) 8X 50M - Commercial - Exclusive Use Plus Applicable Pool Entry Fee	\$436.00
Sports Hall & Programs - Beach Volleyball Court Hire (Per Hour)	\$21.00
Sports Hall & Programs - KLP Grandstand - Grandstand Usage Is Charged At The indoor Court Hire Rate for Court 3 (Per Hour) - Commercial	\$137.00
Sports Hall & Programs - KLP Grandstand - Set Up & Pack Down - Commercial	\$100.00
Sports Hall & Programs - KLP Grandstand - Grandstand Usage is Charged at the indoor Court Hire Rate for Court 3 (Per Hour) + Set Up & Pack Down - Community Group/Clubs	\$69.00
Sports Hall & Programs - KLP Grandstand - Set Up & Pack Down - Community Group/Clubs	\$50.00
Sports Hall & Programs - Tablecloth Hire - Delivery Fee	\$50.00
Sports Hall & Programs - Tablecloth Hire (per tablecloth) - Wash & Dry (Each)	\$5.00
Sports Hall & Programs - Event Support – Staffing (Per Hour, Per Staff Member)	\$45.00
Sports Hall & Programs - Event Support – Setup / Pack Down (Per Hour)	\$50.00
Sports Hall & Programs - Event Support – Cleaning (Post-Event)	\$100.00
Youth Services - Hire of the Drop in Area Which Includes Access to the Kitchen Facilities and Access to the Projector - Commercial	\$100.00
Youth Services - Hire of the Drop in Area Which Includes Access to the Kitchen Facilities and Access to the Projector - Community	\$100.00
Oval/Reserve Hire Fee -Cricket Practice Net Hire	\$15.00

Description	Amount
Cattery Establishment: Application or Renewal	\$200.00
Cat Breeder Licence: Application or Renewal	\$100.00
Dog Breeder License: Application or Renewal	\$100.00
Kennel Establishment: Application or Renewal	Fee as Per Legislation
Return of Seized Noise Equipment	\$250

Reduction of Fees and Charges

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
Casual Visit (Per Child, Per Session, Up to 90 Min)	No longer offering third child free discount, fee decreased.	\$5.80	\$5.00	-13.79%
Casual Visit (Per Child, Per Session, 90 - 180 Min.)	No longer offering third child free discount, fee decreased.	\$9.00	\$8.00	-11.11%
Admission Youth Event (Up to Maximum of \$100 Per Event)	Fee reduced to \$100	\$107.00	\$100.00	-6.54%
Casual - Child (5-17 Yrs.)	Fee rounded down	\$5.20	\$5.00	-3.85%
Casual - Concession (Card Holders only)	Fee rounded down	\$5.20	\$5.00	-3.85%
Freedom of Information (FOI) - Transcribing from tape or another device	State Fees	\$35.00	\$30.00	-14.29%
Undertaking Mosquito Control of Unkempt Private Swimming Pools etc. (Per hour, or part thereof plus cost of chemicals at cost)	Decision to reduce existing fee	\$185.00	\$165.00	-10.81%
Section 40 Liquor Licence	Statutory fee, the city is unable to charge more.	\$78.00	\$73.00	-6.41%
Security Screening Costs (Per Departing Passenger)	Minor reduction	\$15.66	\$15.36	-1.90%

Increases in Fees and Charges

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
Overflow Camping Site (Per Night, Per Site)	Support improved amenity level	\$16.50	\$20.00	21.21%

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
Development Approval information Request	Current fees do not reflect the time and resources required to source this information.	\$45.00	\$47.00	4.4%
Provision of Requested Development Approvals Via Email (Per Approval)	The current fees do not reflect the time and resources required to source this information.	\$18.00	\$25.00	38.89%
Surrender of Animal for assessment to Rehome or Euthanise	Increased to align with other local governments	\$53.70	\$100.00	86.22%
Property Inspection - Declared Dangerous Dog	To reflect the time and resources required and realignment with similar fees	\$122.80	\$175.00	42.51%
Application Fee to Keep More Than Two Dogs	To reflect the time and resources required and realignment with similar fees	\$167.20	\$175.00	4.67%
Dog Impound/Release Fee	To reflect the time and resources required and realignment with similar fees	\$127.00	\$140.00	10.24%
Animal Impound/Release Fee	To reflect the time and resources required and realignment with similar fees	\$127.00	\$140.00	10.24%
After Hours Animal Impound/Release Fee	To reflect the time and resources required and realignment with similar fees	\$170.25	\$180.00	5.73%
Permit to Use Verge (A, E&N LI 3.3) (Per Week or Part Thereof)	To reflect the time and resources required and realignment with similar fees	\$98.00	\$120.00	22.45%
Trolley Impound/Release Fee	Increased to reflect resources requirement	\$127.00	\$250.00	96.85%
Sign Impound/Release Fee	To reflect the time and resources required and realignment with similar fees	\$127.00	\$140.00	10.24%

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
Goods Removal Fee (Per Hour). (Staff)	To reflect the time and resources required and realignment with similar fees	\$224.90	\$240.00	10.24%
Off Road Vehicle Impound / Release Fee	To reflect the time and resources required and realignment with similar fees	\$127.00	\$140.00	10.24%
Premium Exhibition Stall Fees – Per M2 (Minimum 100M2)	Increase to align with market price	\$13.50	\$14.50	7.41%
Exhibition Stall Fees – Per M2 (Minimum 100M2)	Increase to align with market price	\$11.50	\$12.50	8.70%
Food Vendor Fees Per M Frontage (Stall Sizes 3, 6, 12 or 18M)	Increase to align with market price	\$222.00	\$235.00	5.86%
Community Groups Non-Powered Stall Fees Per M Frontage (Stall Sizes 3, 6, 12 or 18M)	Increase to align with market price	\$41.50	\$43	3.61%
Carnival Operator Fees Per M Frontage	Increase to align with market price	\$40.25	\$45	11.81%
Cossack Art Award Entry Fee	Increase to align with market price	\$54	\$56	3.70%
24 Hour Access (Add-on) to Membership	Rounded to \$105	\$100	\$105	5.00%
Cossack Art Awards Children’s Art Awards Entry Fee	Increase to align with market price	\$25	\$26	4.00%
Registration Plates as Per Department of Transport Fee	State Fee, the city is unable to change	\$200	\$225	12.50%
Waste Disposal Permit (Per Permit)	Cost adjusted to cover resourcing costs associated with permit preparation and process administration.	\$24.80	\$85.84	246.13%

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 Significant Decision Making, this matter is assessed as having moderate significance, noting its potential impact on the community’s access to City provided facilities and services.

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:

- a) The cost to the local government of providing the service or goods;
- b) The importance of the service or goods to the community; and
- c) 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

Community submissions will be invited through both statewide and local public notices, providing the community with an opportunity to comment on the proposed Fees and Charges. Airline and Waste carriers are also advised as part of the consultation process.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Overall, the Fees and Charges revenue yield is projected to increase by 3.6%, which aligns with CPI assumptions for the 2026/27 financial year.

The 2026/27 Draft Schedule of Fees and Charges has been developed using a CPI-based indexation approach, informed by benchmarking against other local governments and a review of the City’s associated service delivery costs. Consideration has also been given to minimising impacts on the community, particularly in relation to access to community facilities.

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Council is reliant on Fees and Charges revenue to maintain the cash flow necessary for the efficient and effective delivery of services at required service levels and within planned project timeframes.
Service Interruption	N/A	Nil

Category	Risk level	Comments
Environment	N/A	Nil
Reputation	Moderate	Council must ensure that any increases to Fees and Charges are supported by sound economic justification to maintain community confidence and protect the City's reputation.
Compliance	Moderate	Fees and charges are established under legislation to ensure the City recovers the costs of providing goods and services to the community. Compliance with these legislative requirements promotes fairness, transparency, and equity across all users of City services.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Fees and charges are reviewed every year as part of the annual budget process.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposed Schedule of Fees and Charges for the 2026/27 financial year has been developed through a comprehensive annual review process. In preparing the schedule, officers have carefully balanced the need to recover the increasing costs of service delivery with the importance of maintaining affordability and access for the community.

A range of factors has been considered, including statutory obligations, service delivery costs, prevailing market conditions, and community needs. Where possible, fees and charges have been appropriately indexed and benchmarked to support the City's financial sustainability, while ensuring that any increases do not place a burden on the community. The proposed Schedule reflects a responsible and measured approach to pricing City services and supports the continued delivery of services at the expected standard.

COUNCILLOR QUESTION:

Why are some fee increases exceeding inflation?

CITY RESPONSE:

The predominant increases exceeding CPI are generally due to rounding. Those charges that have increased by more CPI and not due to rounding are due to cost recovery, fees not being increased in several years, increase to align with statutory fee, aligning to market price or in the case of shopping trolleys trying to incentivise the shopping centres to retrieve their own assets.

COUNCILLOR QUESTION:

Noting the increase to the overflow campsite nightly fee, should the increase proceed given current cost-of-living pressures, reduced tourist numbers travelling north, and the short-stay nature of the overflow campsite?

CITY RESPONSE:

Based on last year's occupancy levels, the proposed increase is forecast to generate approximately \$20,000 in additional revenue. This revenue was intended to fund improved site amenities, potentially the provision of a toilet and shower block if an alternate solution cannot be confirmed (eg: use of amenities in the Millars Well pavilion building). These amenities would enable the facility to accommodate non self-contained visitors, including backpackers and tent campers.

Noting recent developments impacting fuel prices and overall travel costs, there is an expectation of reduced visitor volumes in the upcoming season. To help mitigate this, visitor messaging will encourage longer stays, allowing visitors to maximise holiday value while reducing fuel consumption per visit. The overflow campgrounds currently have a maximum stay of five nights, with an average stay of 2.25 nights recorded last year, indicating capacity for extended stays.

Council could elect not to increase the nightly fee for the 26/27 season in recognition of rising travel and cost-of-living pressures. Potential for an increase could be reviewed again in 27/28.

COUNCILLOR QUESTION:

The trolley impound release fee, noting the 96.85% increase, can Council have clarification on the resourcing requirements contributing to the increase?

CITY RESPONSE:

The City has increased the trolley impound fee to incentivise the shopping centres to retrieve their own assets and not necessarily due to resourcing requirements. It does take staff away from their core functions if they are required to collect trolleys with the appropriate fleet and labour requirements.

COUNCILLOR QUESTION:

Can you inform Council how many times the trolley impound fee was imposed in 2025?

CITY RESPONSE:

Nil. When the City becomes aware of dumped trolleys the retailer is contacted directly to advise location. The major retailers (Coles and Woolworths) have online "report a trolley" tools that anyone can use and engage their own contractors who collect trolleys on a regular basis.

COUNCILLOR QUESTION:

What is the payment on page 33 of the agenda, under the heading "Casual"?

CITY RESPONSE:

This fee relates to Creche services.

COUNCILLOR QUESTION:

Where is the recently endorsed aquatic centre access fee relief for seniors listed on the agenda?

CITY RESPONSE:

This is captured as no charge under Aquatics and Roebourne Aquatic Centre.

COUNCILLOR QUESTION:

The “recreation storage units” listed under halls, community centres and aquatics, are the fees for these units applied consistently across the City or vary based on the quality or standard of the unit?

CITY RESPONSE:

The fees for recreation storage units across halls, community centres and facilities are applied consistently across the City. There is no significant variance in cost based on the quality or standard of individual units.

Charges are determined based on the floor space (square metres) of the storage unit rather than the volume (cubic metres). This approach ensures a standardised, and transparent fee structure that can be applied uniformly across different facilities, regardless of minor differences in unit configuration or condition.

COUNCILLOR QUESTION:

Has the City considered different rates for the storage around the City based on condition?

CITY RESPONSE:

A consistent fee structure is applied across all facilities to ensure equity, particularly given the variance of storage units and locations across the City.

Applying different rates based on condition would create complexity and potential inequity between user groups, as newer and older facilities coexist across different locations. Instead, fees are set based on the floor space (square metres) of each unit rather than condition or volume, providing a fair, transparent, and consistent approach for all users.

COUNCILLOR QUESTION:

In reference to the Dampier Foreshore kiosk hire, is the hourly charge listed retained in full by the Dampier Community Association, as the entity responsible for hiring out the facility?

CITY RESPONSE:

Yes. There is a Memorandum of Understanding in place with the Dampier Community Association, which manages the Dampier Foreshore kiosk. The hourly fee listed is set and charged by the Association as part of its management of the facility.

COUNCILLOR QUESTION:

The owner-occupier local discount, is the 20% discount on aquatic facility memberships and multi-pass purchases at the Leisureplex, Wickham and RAC, are we able to improve on the 20% discount?

CITY RESPONSE:

The current owner-occupier local discount of 20% for aquatic facility memberships and multi-pass purchases is applied consistently across the Leisureplex, Wickham Pool and Roebourne Aquatic Centre. The discount is currently an administrative burden for staff and the customer and requires a review. The City plans to review memberships, including the owner-occupier local discount, as part of a broader membership review to be undertaken within the 2026 calendar year.

COUNCILLOR QUESTION:

Has the City undertaken any community feedback or engagement in relation to the owner-occupier local discount?

CITY RESPONSE:

No formal engagement with community relating to these discounts has been undertaken at this stage.

10.5 ADVERTISING OF 2026/27 DIFFERENTIAL RATES

File No: FM.1
Responsible Executive Officer: Director Corporate Services
Reporting Author: Chief Financial Officer
Date of Report: 14 April 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): 1. Objects and Reasons for Differential Rates 2026/27

PURPOSE

For Council to endorse the proposed differential rates model for the 2026/27 financial year, to enable public advertising, invite community submissions, and satisfy statutory requirements prior to final adoption. As part of this process Council is required to review the objects and reasons for each differential rates category.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-07
MOVED : Cr Gillam
SECONDED : Cr Simpson

That Council:

1. **ENDORSE** the proposed Objects and Reasons for Differential Rates 2026/27; and
2. **ADVERTISE** and **INVITE** submissions regarding the following proposed differential rates in 2026/27:

GRV/UV	Differential Rates Categories	Proposed Rate in \$	Multiplier Lowest Rate in \$	Minimum Rate
GRV	Residential	0.058027	Lowest GRV	\$1,750
GRV	Commercial/Industrial	0.094754	1.63x	\$1,750
GRV	Airport/Strategic Industry	0.116053	2x	\$1,750
GRV	Transient Workforce Accommodation/Workforce Accommodation	0.232106	4x	\$1,750
UV	Pastoral	0.137837	Lowest UV	\$367

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

A key component of the budget setting is the establishment of the rates in the dollar (RID). Council has adopted differential rating whereby different rates in the dollar are set for different rating categories. For 2025/26 rate revenue was derived from the following differential rating categories:

- Residential properties 33%
- Commercial/Industrial properties 14%
- Airport/Strategic Industry (GRV) properties 2%
- Transient Workforce Accommodation 14%
- Strategic Industry (UV) 34%
- Pastoral/Mining/Other Categories (UV) 3%

Properties on Unimproved Values (UV) have their values reviewed annually and GRV properties are normally revalued every 3 years. The GRV revaluation was performed by Landgate in August 2024 and in effect from 1 July 2025.

The graph below shows historical rate increases and impact on rates yield, with the proposed 2026/27 yield increase of 4.5% reflected based on current valuations in addition to growth in rateable properties.

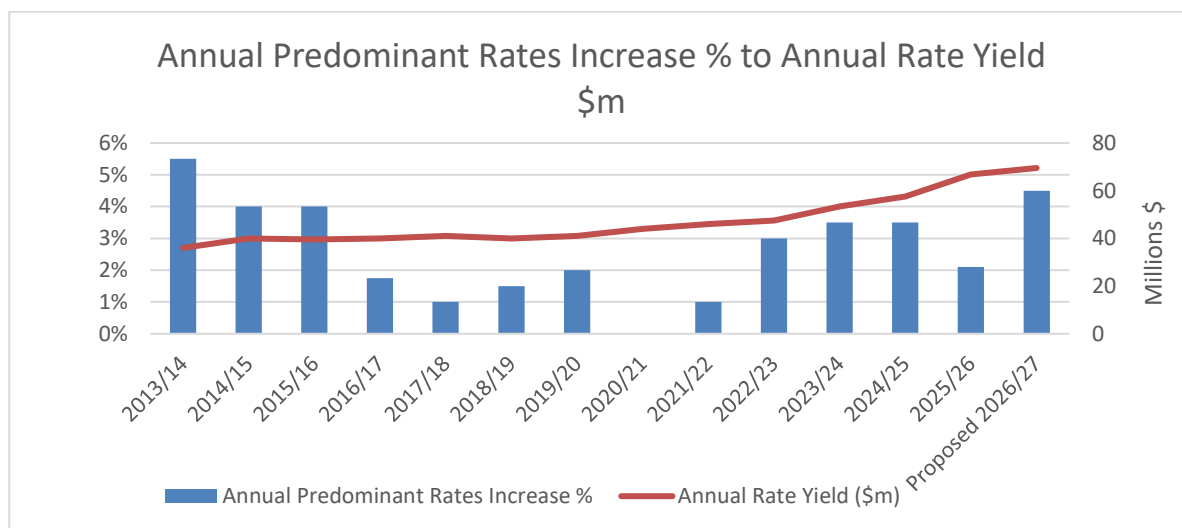


Chart 1: Annual Rate Yield to Rates Increases

DISCUSSION

Development of the 2026/27 Annual Budget is well advanced. At this stage, operating expenditure is expected to increase primarily due to the following factors:

- Insurance premiums projected to rise by approximately 8%;
- Business as usual materials and contract costs assumed increase by 3.5%;
- Increased service levels and additional project development in line with the Council plan;
- Increases in staffing levels and employment costs to deliver outcomes aligned to service levels and the Council plan.

Collectively, these increasing costs mean increases to revenue streams are necessary so the City can continue providing current services in a financially sustainable way.

For the 2026/27 financial year, the City’s revenue will continue to be a balanced mix of sources, including rates, fees and charges, grants, contributions, reserves, and investment income. While the City’s investment portfolio provides an important supplementary revenue stream that helps reduce reliance on rates, growth in rates and fees & charges revenue has remained below CPI in recent years. As operating costs have continued to rise, this has increased pressure on the City’s financial position and resulted in a greater dependence on reserves to maintain service levels.

Council’s Long Term Financial Plan (2026–2036) has a rate yield assumption increase of 4.1% for 2026/27. The Australian CPI was 3.7% in February 2026 (Perth 4.9%), which is an important consideration as rising inflation and uncertainty increases the City’s operating costs. Based on the economic outlook, several scenarios were developed for the proposed differential rates to be informing pieces for the Executive team and Council for 2026/27. The preferred model amongst these stakeholders is as below:

Proposal: 4% increase GRV and 6% increase UV

Table 1: Proposal differential Rates 2026/27

Rate Type	Rate Category	Rate in \$	Minimum Payment
GRV	Residential	0.058027	\$1750
GRV	Commercial/Industrial	0.094754	\$1750
GRV	Airport/Strategic Industry	0.116053	\$1750
GRV	Transient Workers Accommodation	0.232106	\$1750
UV	Strategic Industry	0.232403	\$367
UV	Mining/Other	0.153963	\$367
UV	Pastoral	0.137837	\$367

Based on current rating information, the proposed differential rates model would raise \$69.5 million in rates in the 2026/27 financial year, comparative to \$66.5 million of rates levied in 2025/26.

Consistent with the previous year, the yield derived from the State Government lease amendment will be quarantined into the Strategic Reserve, subject to any potential objections received from the affected ratepayer.

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 addition to giving public notice and inviting submissions regarding the proposed differential rates, Section 6.33 of the *Local Government Act 1995* provides that subject to consideration of public submissions, Council will make an application to the Minister seeking approval to impose a differential rate exceeding twice the lowest rate. Based on the proposed differential rates model, this is applicable for the GRV Transient Workers Accommodation/Workforce Accommodation (TWA/WA) differential rate.

Table 2: Relativity of Differential Rate more than twice the lowest rate

	2025/26		2026/27	
	Relativity to Lowest rate-in-the-\$	Relativity to Residential rate-in-the-\$	Relativity to Lowest rate-in-the-\$	Relativity to Residential rate-in-the-\$
GRV TWA/Workers Accommodation	4.02x	4.02x	4.00x	4.00x

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between Councillors and the Executive Management Team via budget workshops and briefing sessions.

COMMUNITY CONSULTATION

Community consultation is a mandatory component of the differential rating process and is designed to ensure transparency, procedural fairness, and informed decision making. The proposed differential rates together with the objects and reasons for each rate must be advertised for a minimum of 21 days, no earlier than 1 May 2026.

This period of advertising allows ratepayers to consider the proposed rates and make any submissions for Council’s consideration prior to seeking Ministerial approval to impose a differential general rate which is more than twice the lowest differential rate. The advertising process does not prevent Council from amending the differential rates before Budget adoption.

POLICY IMPLICATIONS

In accordance with the Department of Local Government Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency. The following indicates how these values are satisfied by the proposed differential rates:

Objectivity:

- The land on which differential general rates is proposed has been rated according to zoning and land use.
- One differential general rate category has been proposed which is more than twice the lowest differential – being the Transient Workforce Accommodation/Workforce Accommodation.

Fairness and Equity:

Council has reviewed its expenditure and considered efficiency measures as part of its budget deliberations.

The City has implemented a range of efficiency measures to manage expenditure and improve financial sustainability, including:

Operational

- continued review of positions and remuneration through service level reviews
- reduction of manual workflows through automation
- continued use of local suppliers through strategic procurement
- rating strategy to balance the burden across sectors
- long term financial planning
- strategic reserve management
- growing the rate base through promotion of land development
- optimising the Enterprise Resource Planning system; and

- ongoing investment in other investments to generate alternative revenue streams and reduce reliance on rates.

Capital

- asset rationalisation
- strategic capital/infrastructure planning aligned to long term financial planning
- preventative maintenance programs for long-term cost reduction
- leasing vs owning analysis for plant and equipment

-
The purpose of imposing differential rates and the reasons for each rate will be publicly available after 1 May 2026. These objects and reasons clearly explain both why each differential general rate is proposed to be imposed and why it is proposed to be set at the particular level.

As there are fewer than 30 ratepayers within the Transient Workforce Accommodation/Workforce Accommodation and UV Pastoral differential rating categories, each affected ratepayer will be individually notified in writing of the Department's Rating Policy, Council's objects and reasons, the proposed differential general rate applying to their property, and the previous year's differential general rate for comparison.

The closing date for submissions will be at least 21 days after this information is provided. All submissions received will be presented to Council for consideration at a subsequent meeting, and the minutes of that meeting, including Council's responses to submissions, will be provided to the Department and the Minister.

Consistency:

All properties with the same land use characteristics have been rated consistently, except for vacant land, which has been rated based on zoning. Consideration has also been given to rates proposed in neighbouring or comparable local government districts; however, the Town of Port Hedland and the Shire of Ashburton have yet to propose a differential rates model for the 2026/27 financial year.

While the City of Karratha derives a higher proportion of revenue from Transient Workforce Accommodation (TWA) properties compared to surrounding local governments, this is offset by a comparatively lower Unimproved Value (UV) mining rate.

Transparency and Administrative Efficiency:

A document prepared clearly outlining the proposed differential rates will be advertised through a range of channels including but not limited to:

- City of Karratha website
- City of Karratha What We Make It page
- Local and national newspapers
- social media platforms
- notice boards at various facilities
- media release

Advertising will commence from the 1st of May 2026 and will invite submissions on the proposed differential rates and specify the closing date of 27th May 2026. Following the closure date, all submissions received will be presented to council for consideration prior to any resolution to make an application to the Minister for approval of the proposed differential rates.

FINANCIAL IMPLICATIONS

The proposed differential rates for the 2026/27 financial year have been developed to address rising operating expenditure while maintaining the City’s overall financial sustainability.

Table 3 provides a comparison of the proposed rates yield compared to 2025/26 using current year valuations.

Table 3: Comparison of Proposed Rate Yield

Rate Type	Differential Rates Categories	Current Year Valuations			
		2025/26 Full Year Rate Yield \$	2025/26 Full Year Rate Yield %	2026/27 Proposed Rate Yield \$	2026/27 Proposed Rate Yield %
GRV	Residential	\$21,735,531	32.6%	\$22,515,300	32.3%
GRV	Commercial/Industrial	\$9,615,101	14.4%	\$9,973,122	14.3%
GRV	Airport/Strategic Industry	\$1,403,832	2.1%	\$1,459,781	2.1%
GRV	Transient Workforce Accommodation/Workforce Accommodation	\$8,987,943	13.5%	\$9,347,454	13.4%
UV	Pastoral	\$245,504	0.4%	\$260,234	0.4%
UV	Mining/Other	\$1,658,628	2.5%	\$1,754,687	2.5%
UV	Strategic Industry	\$22,890,959	34.4%	\$24,264,187	34.8%
	TOTAL	\$66,537,498	100.0%	\$69,574,765	100.0%

Consistent with the previous financial year, any yield derived from the State Government lease amendment will be quarantined to the Strategic Reserve, subject to any potential objections received from affected ratepayers.

The proposed differential rates are intended to progressively reduce reliance on reserves, support the delivery of the City’s capital works program, and ensure the continued provision of services to the community while balancing affordability for ratepayers.

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	High	Failure to obtain Ministerial approval for the proposed differential rates model may result in an increase in the rates required from other properties or a significant shortfall in rates revenue.
Service Interruption	High	Any budget shortfall or delays in adoption of the rates and annual budget has the potential to impact operations and services.

Category	Risk level	Comments
Environment	N/A	Nil
Reputation	Moderate	Failure to obtain Ministerial approval for the proposed differential rates model may require Council to increase rates on other differential rating categories to make up any shortfall which would not be well received by other ratepayers.
Compliance	High	Council will be in breach of the <i>Local Government Act 1995</i> if it adopts any differential rates higher than 2x the lowest rate without having followed the prescribed process, including public consultation and Ministerial approval.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Based on the City's rating strategy, the City applies annually for Ministerial Approval to impose differential rating for the GRV Transient Workers Accommodation/Workers Accommodation category.

For each financial year from 2012/13 to 2014/15, the City adopted a differential rates model that incorporated a combined Commercial/Industrial differential rating category.

For the 2015/16 financial year the City was required to modify the application, to reduce the differential rate levied on properties in the Transient Workforce Accommodation/Workforce Accommodation differential rating category from \$0.232179 to \$0.216481 to obtain Ministerial Approval.

For the 2016/17 financial year the City was required to provide a concession to a number of properties in the Transient Workforce Accommodation/Workforce Accommodation differential rating category to limit their increase in rates payable to 20%. These concessions were offset by Ministerial Approval being granted for the higher rate in the dollar of \$0.321484 rather than the initially proposed rate of \$0.293013.

Council regularly reviews the proportion of the rate income generated under categories to ensure that all property owners make an equitable contribution to rates, and to minimise the impact that rates have on residential, industrial, and commercial ratepayers.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The proposed differential rates model for public advertising supports the revenue requirements of the 2026/27 Budget and provides capacity to maintain service delivery in a financially sustainable manner. The proposed increase in rates in the dollar is broadly aligned with inflation and the City's Long Term Financial Plan assumptions, while contributing to a reduction in reliance on reserves and supporting the delivery of the City's capital works program.

COUNCILLOR QUESTION:

Why is the officer recommendation suggesting a 5% increase when a 4% increase was indicated as sufficient to balance the budget?

CITY RESPONSE:

The balanced budget outcome is achieved through a combination of proposed rate increases - 4% for Gross Rental Value (GRV) categories and 6% for Unimproved Value (UV) categories - which together equate to an overall 4.6% increase in rate yield. The reference to "5" on page 38 relates to the proposed rate in the dollar for residential GRV properties, not a 5% increase.

COUNCILLOR QUESTION:

When advertising the proposal and inviting community submissions, can the City ensure that communications are clear, precise, and easy for the community to understand?

CITY RESPONSE:

Yes, the City understands that the information needs to be explained concisely for ratepayers, so they understand any impacts. The rates team work closely with the communications team to ensure the information is presented in a clear, and easy to understand way that explains the implications of the proposed rate adjustment.

COUNCILLOR QUESTION:

What impact does the establishment of additional FIFO accommodation have on the City's rates revenue?

CITY RESPONSE:

There were no additional Transient Worker Accommodation facilities in the last 12 months, however if the question is referring to organisations with FIFO workforce, Woodside and Perdaman constructed an additional 39 houses with an increase to rates yield of \$48,530 prorated for the 2025/26 financial year.

The City considers known and approved developments when preparing its income assumptions for each budget.

COUNCILLOR QUESTION:

How many new residential houses were constructed in the last financial year and what impact this has had on the City's rate yield?

CITY RESPONSE:

In the 2025/26 year to date the City has had a total of 132 Residential interim rates adjustments with an overall rateable yield increase of \$247,368 prorated.

10.6 APPOINTMENTS TO THE AUDIT RISK AND IMPROVEMENT COMMITTEE

File No: FM.1
Responsible Executive Officer: Director Corporate Services
Reporting Author: Manager Governance
Date of Report: 30 March 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

For Council to formalise appointments to the Audit Risk and Improvement Committee (ARIC) by 1 July 2026 following legislative reforms to the *Local Government Act 1995* (the Act).

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-08**
MOVED : **Cr Roots**
SECONDED : **Cr Gillam**

That Council:

1. **NOTE** the appointments of Mayor Scott, Cr Swaffer, Cr Harris and Cr Simpson as members of the Audit, Risk and Improvement Committee, as determined by Council resolution OCM251027-06 on 27 October 2025;
2. **APPOINT** Mr Phillip Draber and Mr David Price as independent members to the Audit Risk and Improvement Committee;
3. **APPOINT** Mr Phillip Draber as the independent Presiding Member of the Audit Risk and Improvement Committee for a term expiring 16 October 2027;
4. **APPOINT** Mr David Price as independent Deputy Presiding Member of the Audit Risk and Improvement Committee for a term expiring 16 October 2027;
5. **APPOINT** Mr Steven Harding as an independent Deputy of the Presiding Member of the Audit Risk and Improvement Committee with a term expiring 16 October 2027.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

Recent reforms to the *Local Government Act 1995* as of 1 January 2026 have an impact upon the operations of the City’s Audit Risk and Improvement Committee. These changes include:

- Change of committee name to the Audit Risk and Improvement Committee
- Need for independent membership on the committee
- Expansion to the terms of reference of the ARIC.

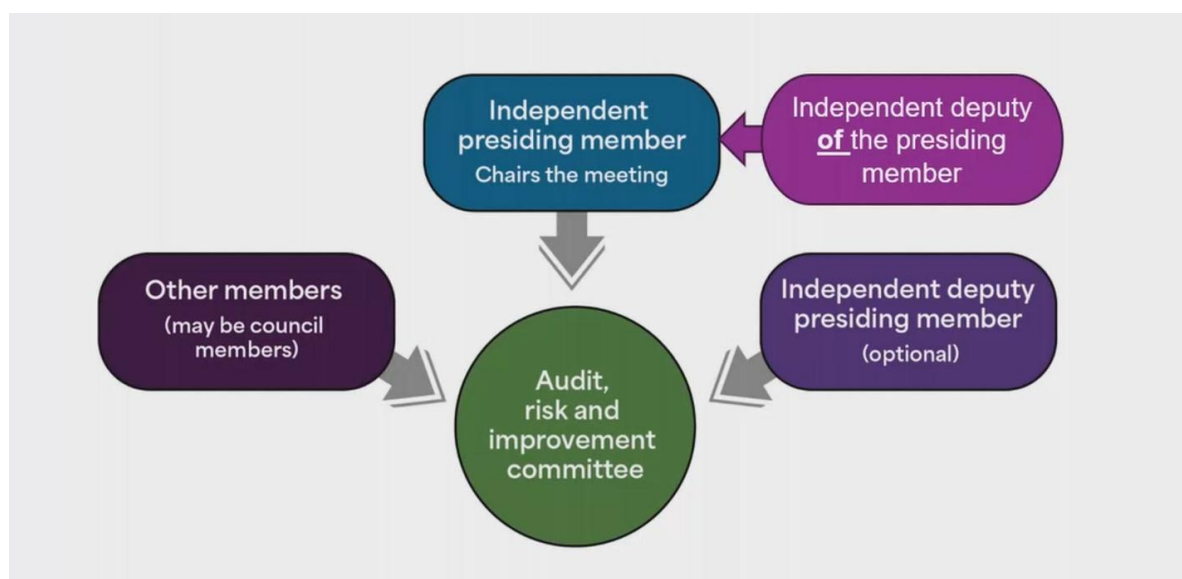
These changes need to be in place by 1 July 2026.

DISCUSSION

The City has actioned many of the reforms in anticipation of a legislated date. One item that needs to be further progressed is the appointment of independent persons to ARIC. New reforms require two mandatory independent appointments and an optional independent appointment.

The independent member appointments are:

- Presiding Member (mandatory)
- Deputy of the Presiding Member (mandatory), and
- Deputy Presiding Member (optional).



The Presiding Member and Deputy Presiding Member are members of the ARIC and are to attend each ARIC meeting, whereas the Deputy of the Presiding Member attends in the event that the Presiding Member cannot attend an ARIC meeting. All independent members are entitled to a meeting fee and reimbursement of expenses when they attend ARIC meetings. Meeting fees set by the Salaries and Allowances Tribunal is within the range of \$105 - \$1,215 per meeting. The City has set aside \$450/meeting.

The introduction of the three independent members was to provide specialist advice and support to local governments and offer some relief to those local governments that had financial constraints by limiting the number of independent members having to attend ARIC meetings to a minimum of one - that being the Presiding Member.

In the event that the Presiding Member cannot attend, the Deputy of the Presiding Member is to be invited to attend. The Committee also have the option under section 5.14 of the Act to appoint a member in the event that the Presiding Member or the Deputy of the Presiding Member are not available. The reality with the City of Karratha is that the meeting day and time maybe rescheduled to a mutually agreed time for all members and hence less reliance on the need for the Deputy of the Presiding Member to be in attendance.

Reforms have not addressed any variations to the 50% rule of members being on site for meetings.

On 27 February 2025, Council appointed Mr P Draber as Independent Presiding Member and Mr D Price as Deputy Presiding Member. Under the reforms, the appointment of a Deputy Presiding Member is optional; however, where appointed, the role is intended to provide independent support when required.

It is important to note that if Council wishes for Mr Price to attend all ARIC meetings in a standing capacity, he cannot also act in the role of Deputy of the Presiding Member.

The City has sought clarification of this matter from both the Department of Local Government and WA Local Government Association – both confirming the above arrangements.

To address this gap, the CEO has approached the Shire of East Pilbara. Mr Steven Harding, CEO of the Shire of East Pilbara, has indicated his willingness to fulfil the role of Deputy of the Presiding Member on an as-needed basis. In turn, the City's CEO has offered to reciprocate this arrangement with the Shire of East Pilbara.

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 meeting statutory requirements and enabling Council's to perform its role.

STATUTORY IMPLICATIONS

Section 7.1A and 7.1B of the *Local Government Act 1995* prescribe the need to have a mandatory independent presiding member and independent deputy of the presiding member in addition to other independent appointments that are optional in nature.

COUNCILLOR/OFFICER CONSULTATION

Discussions have occurred with Executive Leadership Team and Councillors at a workshop planned for 13 April 2026.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this arrangement. The 2025/26 and 2026/27 Budgets provide for only two appointments attending ARIC meetings. The appointment of a third independent member, to be engaged only in circumstances where the Presiding Member is unavailable, will not result in additional costs, as meeting fees would be payable to the Deputy in lieu of the Presiding Member for that meeting.

Cost per independent person is approximately \$7,000 per annum.

	Rate	Mtgs per annum	Annual Costs
Meeting Attendance	\$450	x4	1,800
Travel Disbursements	\$100	x2	200
Airfares	\$2,000	x2	4,000
Accommodation and Meals	\$500	x2	1,000
			\$ 7,000
Overall Budget for 2x Independent Persons			\$14,000

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	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Moderate	The City is required to comply with legislation published within the Local Government Act. Failure to comply will be a blemish on the City's annual compliance obligations.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The Council has previously appointed representatives of Council in October 2025 and independent members in February 2025. This report intends to lock these appointments away until October 2027 when new local government elections will be conducted.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Finalising these appointments to the new position of Deputy of the Presiding Member as per the legislative reforms noted in section 7.1A and 7.1B of the Act will ensure that the City is meeting its compliance obligations as they relate to the Audit Risk and Improvement Committee by 1 July 2026.

10.7 Q2 KEY PERFORMANCE MEASURES 2025/26

File No:

Responsible Executive Officer: Director Corporate and Commercial

Reporting Author: Manager Business Performance

Date of Report: 31 March 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Q2 KPI Report 2025-26

PURPOSE

For Council to consider the reporting of key performance measures of City activities and their alignment to the Council Plan 2025-2035 for the second quarter period 1 October 2025 – 31 December 2025.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-09**
MOVED : **Cr Swaffer**
SECONDED : **Cr Furlong**

That Council RECEIVE the Key Performance Measures Report for the period ending 31 December 2025.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

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

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

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

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

DISCUSSION

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

A distribution of measures as of 31 March 2026 are in Table 1 below.

Table 1 Distribution of Measures for 2025/26 Period

Goal	2025/26			
	Services	Projects Actions	KPIs	
			Endorsed	To be developed
1. We respect Aboriginal people’s cultural authority and connection to Ngurra (Country)	1	3	2	-
2. Our community is welcoming, connected, vibrant, healthy and safe	11	31	31	4
3. Everyone is included	6	5	3	5
4. Our places and spaces are functional, attractive and reflect our unique identity	10	19	29	-
5. We respect and care for the natural environment	4	4	9	-
6. The local economy is diverse and thriving, with opportunities for all	5	7	9	2
7. Our civic leaders are innovative, listening and balanced in meeting community needs	7	5	10	-
Enabling Services	13	7	32	-
Total	57	81	125	11

Analysis of Q2 Quarterly Reporting

The Integrated Planning and Reporting Framework adopted by local governments across WA requires quarterly reporting to track performance. The Q2 reporting dashboard uses the status categories On Track, Within Tolerance, Attention Required and Waiting for Update.

For this reporting period, 58 measures were due for reporting, a further 78 measures were not due for this period.

Overall, 47 of the 58 measures due in Q2 (81%) were either On Track or Within Tolerance. Eleven measures require attention and one was awaiting an updated result at the time of reporting.

Further detail on the Organisational KPIs can be found within Attachment 1.

Q2 Measures Requiring Attention

Table 2 summarises the main Q2 areas requiring attention through Q3 and Q4.

Table 2 Q2 Areas Requiring Attention

Focus area	Status snapshot	Q2 monitoring note
Goal 1 – Aboriginal Engagement and Partnerships	Attention Required: 2	Deliver Reconciliation Action Plan and implement actions and the relationship-building KPI with Aboriginal leaders both remain attention required. Commentary notes the RAP is under development with engagement underway with native title PBC, while the relationship-building measure is not yet defined.
Goal 2 – Community events and facility utilisation	Attention Required: 4	Attention required measures relate to events and activations in towns other than Karratha, free events and activations, and utilisation rates at the Karratha Indoor Play Centre and Wickham Recreation Precinct. Commentary notes event totals currently reflect ACE activity only and may increase once library activity is included, while promotions and local activations are being used to lift facility attendance.
Goal 3 – Youth	Attention Required: 1	1 Youth Advisory Group meeting held over the 6month KPI period.
Enabling Services – Corporate communications and asset information	Attention Required:4	Enabling Services recorded four attention required measures overall. Named issues include media release coverage at 68% against an 80% target and 70% minimum tolerance, and revaluation audits of buildings, parks and open spaces, with commentary noting parks revaluation has not yet commenced.

Detailed KPI status information remains available in the attached Q2 KPI Report 2025-26.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The services in the Council Plan 2025-2035 are reflected in the 2025-2026 adopted Budget.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

This Q2 report confirms that 47 of the 58 measures due for reporting were On Track or Within Tolerance, with reporting prepared against the KPI set previously amended by Council and no further KPI changes proposed.

Ongoing management attention is required for 11 measures that are below minimum tolerance, particularly within Goal 2, Goal 1 and Enabling Services.

COUNCILLOR QUESTION:

What proportion of creditor payments were made to local businesses for the reporting period, and would that percentage change materially if the large Development WA payments were excluded to provide a clearer indication of local spend?

CITY RESPONSE:

The local component will change considerably if the housing developments and statutory suppliers do not form part of the calculation. Technically, the housing developments are structured more towards investments/loans and statutory fees are imposed amounts that are unavoidable.

By modelling this out it demonstrates an accurate base between local and non-local making the total base more appropriate to the information sought. This would look like the below table for the Q2 period:

	Number of Invoices	%	\$ Value	%
Local Supplier	2938	75%	17,618,236	69.6
Non local Suppliers	975	25%	7,709,747	30.4
Total	3,913	100%	25,327,983	100%

10.8 THE QUARTER HQ – CORE OPTIONS ANALYSIS OUTCOME

File No: CP.974
Responsible Executive Officer: Director, Corporate Services
Reporting Author: Commercial and Residential Property Coordinator
Date of Report: 4 April 2024
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Core Options Analysis – The Quarter HQ

PURPOSE

For Council to consider the outcomes of the Core Options Analysis for The Quarter HQ and seek Council endorsement to retain the asset under City ownership.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-10**
MOVED : **Cr Gillam**
SECONDED : **Cr Harris**

That Council:

1. **RECEIVE** the Core Options Analysis for The Quarter HQ (Attachment 1);
2. **APPROVE** the retention of The Quarter HQ under City of Karratha ownership; and
3. **REQUEST** the CEO to bring a further report to Council regarding the preferred management model and any associated resourcing requirements by March 2027.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

On 25 August 2025 Council approved for the development of a business plan to divest The Quarter HQ investment property.

The City of Karratha engaged a consultant to undertake an independent options analysis to assess the future of The Quarter HQ, including consideration of divestment or retention.

The Quarter HQ was acquired in 2017 as part of the City’s strategy to diversify revenue streams and reduce reliance on rate income. Since acquisition, the asset has demonstrated strong performance, including high occupancy, income returns and capital appreciation.

The purpose of the analysis was to assess the financial and strategic implications of retaining or divesting the asset to inform Council decision-making.

DISCUSSION

Attachment 1 – Core Options Analysis presents a comprehensive evaluation of the strategic and financial implications associated with both the divestment and retention of The Quarter HQ. The analysis takes into account the City’s long-term objectives, current financial position, and operational requirements.

The analysis confirms that The Quarter HQ has achieved its original strategic intent, with the objective of generating a long-term income stream for the City largely achieved to date. The asset was acquired to diversify revenue and reduce reliance on rate income and continues to support these objectives through strong occupancy and consistent returns.

Option 1 – Divest

Under a divestment scenario, the City would divest the asset at market value and reinvest the proceeds into alternative investments, such as term deposits. This approach reduces exposure to commercial property risks, including vacancy, leasing volatility and capital expenditure requirements, while also improving liquidity. However, divestment would result in the loss of an ongoing income stream and remove the City’s ability to benefit from future capital growth or utilise the asset to support broader strategic objectives.

By comparison, the modelling indicates that reinvestment into a term deposit would result in significantly lower overall returns, with indicative returns of approximately 3.4% per annum over a 10-year period, reflecting a more conservative investment approach with reduced long-term financial outcomes.

Option 2 – Retain

Under a retention scenario, the City would continue to own The Quarter HQ as a revenue-generating asset, with day-to-day management currently undertaken by a third-party managing agent, supported by the City. This approach maintains alignment with the City’s strategic objectives of diversifying income sources and reducing reliance on rating income over the longer term. Retention provides ongoing income generation and capital growth potential, while also preserving the City’s ability to utilise the asset to support broader strategic outcomes.

The analysis highlights that retention enables the City to maintain control over a scarce, strategic, revenue-producing asset in a market with few high-quality commercial alternatives. Indicative returns under this scenario are estimated at approximately 9–10% per annum over a 10-year period, representing a materially stronger long-term financial outcome compared to divestment.

Overall, the analysis demonstrates that while divestment provides a lower-risk, one-off financial outcome, retention offers stronger long-term financial and strategic value to the City.

A summary of the comparative financial outcomes under each scenario is provided below:

Metric	Option 1 – Divest (Term Deposit)	Option 2 – Retain (The Quarter HQ)
Indicative Annual Return	~3.4% p.a.	~9–10% p.a.
Internal Rate of Return (IRR)	~3.5%	~9.7%
Net Present Value (NPV)	~\$38.4 million	~\$60.2 million

Total Returns (10 years)	~\$14.2 million	~\$85.8 million
Capital Value at End of Period	~\$42.0 million	~\$53.9 million
Overall Financial Outcome	Lower return, lower risk	Higher return, higher value

LEVEL OF SIGNIFICANCE

In accordance with council policy CG8 Significant Decision Making, this matter is considered to be of high significance due to the financial value of the asset, its contribution to the City’s long-term financial sustainability, and its strategic importance in supporting economic development and future workforce accommodation requirements.

STATUTORY IMPLICATIONS

This asset is part of a major land transaction that generates investment income. Provisions relating to major land transactions are covered under section 3.59 of the *Local Government Act 1995*.

COUNCILLOR/OFFICER CONSULTATION

The consultant presented their Options Analysis and detailed modelling of The Quarter HQ to councillors and ELT at a strategic planning workshop on Friday 20 March 2026. Internal consultation has taken place with Executive, Projects, Finance and the Property Team over the months January to March 2026.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

CF03 Investment Policy specifically property investment opportunities.

FINANCIAL IMPLICATIONS

Retention of The Quarter HQ will provide the City with an ongoing income stream and long-term capital growth potential. The Core Options Analysis indicates that retention of the asset is expected to generate indicative returns of approximately 9–10% per annum over a 10-year period, compared to approximately 3.4% per annum if the asset were divested and proceeds invested in term deposits.

Ongoing financial commitments associated with retention include operating and maintenance costs, lifecycle capital expenditure and asset management resourcing. While operating costs are generally recoverable through tenant outgoings, there is a risk that not all costs may be fully recoverable, which may impact net returns.

Retention also supports the City’s long-term financial sustainability by maintaining a revenue-generating asset and reducing reliance on rate income. Overall, retention represents a stronger long-term financial outcome for the City, noting the increased exposure to commercial property risks compared to the lower-risk divestment option.

Any additional options analysis will be subject to a separate business case and budget consideration.

STRATEGIC IMPLICATIONS

Retention of The Quarter HQ supports the City’s strategic objective to diversify revenue streams and reduce reliance on rate income, as outlined in the Long-Term Financial Plan. The asset provides a strategic opportunity to support economic development and activation within the Karratha CBD, while maintaining control over a key commercial asset.

This item is relevant to the Council’s approved Council Plan 2020-2030 Goal 6 that focuses on the local economy that is diverse and thriving with opportunities for all. A key project/action is to establish management frameworks for The Quarter HQ.

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	Exposure to commercial property market conditions, including vacancy risk, operating cost increases and potential capital expenditure, however, these risks are mitigated by strong tenancy profile and ongoing asset management
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Potential perception risk associated with the City retaining a commercial investment asset, however, this is offset by demonstrated financial returns and alignment with long-term financial sustainability objectives.
Compliance	N/A	Nil

IMPACT ON CAPACITY

Retention of The Quarter HQ will necessitate the continued management of the facility through an external property management arrangement, supported by internal resources for asset management, sanitation, leasing, and operational oversight.

Any proposed change to the management model would be subject to a separate service review and formal consideration by Council.

A transition from third-party management to an internally managed model would not be achievable within existing resourcing levels and would require additional capacity to ensure effective asset performance and service delivery.

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Core Options Analysis demonstrates that retention of The Quarter HQ provides superior long-term financial returns compared to divestment, while maintaining control of a strategic, revenue-generating asset. Retention aligns with the City’s objectives to diversify revenue streams and reduce reliance on rate income. While retention introduces ongoing operational and resourcing considerations, these are considered manageable and can be addressed through appropriate asset management and future planning. On balance, retention represents the most favourable outcome for the City when considering financial performance.

COUNCILLOR QUESTION:

Can a timeframe in Recommendation 3 and clarification on when the related report is expected to be presented back to Council, be provided?

CITY RESPONSE:

The recommendation has been updated to return the report to Council in March 2027.

11 COMMUNITY EXPERIENCE REPORTS

11.1 DRAFT - EARLY YEARS STRATEGY 2026 - 2031

File No:	CS.150
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Coordinator
Date of Report:	16 January 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Draft Early Years Strategy 2026 – 2031 2. Draft Early Years Strategy 2026 – 2031 Implementation Plan

PURPOSE

For Council to consider the Draft Early Years Strategy 2026-2031 to be advertised for community feedback.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-11
MOVED : Cr Roots
SECONDED : Cr Furlong

That Council:

1. **AGREE** to advertise the Early Years Strategy 2026 – 2031 for public feedback for a minimum 2-week period; and
2. **REQUEST** the Chief Executive Officer to present back to Council a summary of feedback received following the advertising period, along with the final Early Years Strategy 2026 – 2031, for consideration.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

The City of Karratha (City) recognises that investing in services and infrastructure that supports early years development, lays the foundation for positive lifelong health, learning and wellbeing.

The City was awarded a grant through the Department of Communities' Local Government Australian Early Years Development Census Grants Program for the development of an Early Years Strategy (EYS). The purpose of the EYS is to provide a framework to coordinate efforts within the City, build partnerships and use data to create programs and projects that meet local needs, ensuring equitable access and support for all children in the City of Karratha.

In February 2025, the City engaged Business Momentum to prepare the EYS according to the following methodology as outlined in table 1.

Table 1: EYS Development methodology

Stage	Description	Timing	Status
1	Contextual review and review of all relevant existing strategies, plans, policies, and known community information.	April 2025	Complete
2	Map early years sector to identify existing resources and gaps.		Complete
3	Community and stakeholder consultation to gather insights from children, care givers, and early years stakeholders, including peak bodies and Government Agencies.		Complete
4	Develop recommendations and actions to meet identified needs and gaps in early years development as well as preparation of an implementation plan.		Complete
5	Preparation of a Draft EYS and presented for Council consideration	February 2026	This report
6	Public advertising of Draft EYS: the draft document will be shared with the community for public feedback prior to Council endorsement of the strategy	March 2026	Pending
7	Final EYS will be presented to Council for consideration to endorse	March 2026	Pending

DISCUSSION

The draft EYS 2026 – 2031 (Attachment 1) is the result of research, review and engagement with the City of Karratha community and sets a five-year strategy for early years projects and programming in the City. The draft EYS 2026 – 2031 has been developed through engagement with children, carers and the early years sector, and informed by strategic context:

- Australia’s Early Years Strategy 2024 – 2034
- Closing the Gap Targets
- WA First 1,000 Days Framework
- City of Karratha Council Plan 2025 – 2035
- Cumulative Impact Model 2025
- WACOSS Thriving Pilbara Communities Outcomes Framework

In considering the research findings and community feedback insights, five themes have been identified that inform the objectives and actions the City will propose to commit to deliver. These actions are outlined in the attached Draft Implementation Plan (Attachment 2).

Those themes are:

- Activities, programs & events
- Places & spaces
- Access to services
- Connected community
- Strategic advocacy

The draft EYS 2026 – 2031 is ready to be advertised for public comment. The Administration recommends the document be made available for a period of 2 weeks.

A summary of feedback received during the public comment period will be presented to Council at its May 2026 Ordinary Council Meeting and any necessary revisions to the draft EYS 2026 – 2031 will be incorporated.

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

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with Council via two workshops during the development of the Draft EYS 2026 – 2031 - the first following community engagement and the second to gather Council's feedback on the emerging themes.

Various Officers were consulted during the development of the strategy, and on the Draft EYS 2026 – 2031 and implementation plan document review.

COMMUNITY CONSULTATION

Community engagement activities were conducted between March and May 2025 to inform the development of the Draft EYS 2026 – 2031. This included:

- 51 Service Provider Survey and network conversations
- 40 respondents the parent/caregiver survey
- 36 respondents the 'Child's Voice' survey
- 4 Caregiver and provider workshops
- 4 engagement pop up stalls
- 16 pop in location visits

If Council supports the officer's recommendation the draft Strategy will be advertised for feedback via the City's What we Make It page and a workshop will be held in partnership with Karratha and Surrounds Early Years Network (KASEYN) with stakeholders who contributed to the development of the plan.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications associated with advertising the draft EYS for public feedback. Consideration of the financial implications of implementing the EYS will be considered as part of the final adoption of the document.

STRATEGIC IMPLICATIONS

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

Goal: 3 Everyone is included
 Objective: 3.2 Provide, directly and through others, for the needs of young families and enabling the best start in life in the early years

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	Low	The service interruption risk is low as a result of the Officer’s recommendation as the scope of work is captured within the current staff resourcing.
Environment	N/A	Nil
Reputation	Low	Lack of community awareness and engagement with Council’s EYS development process.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

It is common practice for Council to approve advertising draft strategies for public comment.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The City has developed an Early Years Strategy to respond to community needs and aspirations for early years development within the City. It has been developed following thorough community engagement and informed by relevant National, State and sector strategies and frameworks.

The developed plan is in draft format and is ready for public comment.

COUNCILLOR QUESTION:

Are the budget figures outlined in the draft strategy representing annual funding allocations or funding for the full duration of the strategy?

CITY RESPONSE:

The budget allocations depend on the nature of each action. Ongoing actions are funded through annual budget allocations, while one-off projects are funded for the duration of that specific program. If it is an ongoing action, the total is the annual allocation. This will be made clearer in the final draft following community feedback.

11.2 CALL FOR TENDER – LEISURE CENTRE MANAGEMENT SYSTEM (LCMS)

File No: RC.108
Responsible Executive Officer: Director Community Experience
Reporting Author: Manager Community Facilities
Date of Report: 30 March 2024
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): 1. Nil

PURPOSE

For Council to consider inviting tenders for the supply, implementation, and support of a cloud-based Leisure Centre Management System (LCMS).

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-12**
MOVED : **Cr Swaffer**
SECONDED : **Cr Harris**

That Council AGREE to invite Tenders for the provision of a Leisure Centre Management System for a period of five (5) years with two (2) one (1) year extension options exercisable at the sole discretion of the City, in accordance with the scope and requirements outlined in this report.

CARRIED 9/0

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

BACKGROUND

The City of Karratha operates multiple leisure and aquatic facilities that provide essential community services, including memberships, program delivery, facility bookings, and customer engagement activities. These operations are currently supported by legacy and fragmented systems that have evolved over time and no longer meet operational, integration, and customer service requirements.

The City’s existing Leisure Centre Management System, Links Modular Solutions, has entered its managed end-of-life phase and is scheduled for retirement on 30 June 2027. As the system progresses through this phase, vendor support and future enhancements are expected to become more limited, highlighting the need to plan for a transition to a contemporary solution.

In addition, the current environment presents challenges such as limited system integration, reliance on some manual processes, constrained online service capabilities, and fragmented data impacting reporting and insights.

To support continued service delivery and respond to evolving customer expectations, the City is seeking to transition to a modern, cloud-based Leisure Centre Management System aligned with its broader ICT and service delivery objectives.

DISCUSSION

The proposed procurement of a cloud-based Leisure Centre Management System (LCMS) represents a strategic investment in modernising the City's service delivery platform.

The Request for Tender (RFT) will seek submissions from suitably qualified vendors for the provision of a comprehensive service contract, including but not limited to:

- Supply and configuration of a cloud-based software solution (SaaS)
- System implementation and configuration across all facilities
- Data migration from existing systems, including validation and testing
- Establishment of testing environments (UAT) and system verification
- Development of documentation, including user guides and system manuals
- Provision of software licensing and subscriptions
- Integration with required systems (e.g. payments, access control)
- Delivery of staff training and change management support
- Ongoing technical support, maintenance, and helpdesk services
- Post go-live hypercare support and transition to business-as-usual operations

This approach ensures the City procures not only a software solution, but a fully supported, end-to-end service that minimises implementation risk and supports long-term operational sustainability.

A contract term of five (5) years with + one (1) + one (1) options is proposed. This term provides:

- Sufficient time to implement, stabilise, and optimise the system
- Cost certainty and value for money over the lifecycle of the solution
- Alignment with typical SaaS delivery models and vendor support arrangements
- Flexibility through extension options to respond to future operational needs and technological advancements

Undertaking a public tender process will ensure compliance with procurement requirements, support probity, and enable the City to evaluate vendors based on capability, experience, and overall value

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of moderate significance due to its financial, operational, and service delivery impacts.

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of the Local Government Act 1995 and associated Regulations are applicable to the tender process

COUNCILLOR/OFFICER CONSULTATION

This matter has been considered by the Administration's ICT Steering Committee and has included consultation with relevant internal stakeholders, including REAP and KVTC operational teams.

Engagement with these groups has informed the scope, requirements, and implementation considerations for the proposed LCMS, ensuring alignment with operational needs and service delivery objectives across the City.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

In accordance with Council CG-12 Purchasing Policy, Administration proposes that Tenders are assessed against the following weighted qualitative criteria;

Selection Criteria	Weighting
Sustainability	5%
Methodology	10%
Relevant Experience	15%
Capacity to deliver	25%
Price	45%

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including implementation and ongoing subscription costs are \$40,000 per annum over a five (5) year period (\$200,000 total), in addition to a one-off implementation cost of \$20,000, resulting in a total estimated project cost of \$220,000. This expenditure has been identified and included as part of the proposed 2026/27 financial year budget and forward estimate

STRATEGIC IMPLICATIONS

This project aligns with the Council Plan 2025–2035:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Minimal direct health impact from system implementation. Managed through maintaining safe operations and ensuring no disruption to facility access.
Financial	Moderate	Costs may vary based on tender outcomes and lifecycle costs. Managed through competitive tender process, alignment budget.

Category	Risk level	Comments
Service Interruption	Moderate	Potential disruption during system transition and go-live. Managed through phased rollout, testing, and post-go-live hypercare support.
Environment	Low	Limited environmental impact from system implementation. Managed through digital solution reducing paper usage and supporting efficient operations.
Reputation	Moderate	System failure or poor user experience may impact customer satisfaction. Managed through vendor selection, system testing, and ongoing support arrangements.
Compliance	Low	Non-compliance with procurement or data requirements. Managed through adherence to Local Government Act, procurement policies, and governance processes.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

This procurement will be undertaken in accordance with Council Policy CG-12 – Purchasing, which governs the City’s procurement processes and requirements for public tendering. Council has previously resolved to invite tenders for the delivery of services and operational requirements where specialised capability or system solutions are required. For example, at its June 2019 meeting, Council agreed to call tenders for the provision of Litter Collection Services in Point Samson, Wickham and Roebourne, including labour resourcing requirements for the efficient operation of the Wickham Waste Transfer Station.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers recommend Council invite tenders for the provision of an LCMS solution.

COUNCILLOR QUESTION:

How long has the current management system been in place?

CITY RESPONSE:

Initiated in July 2013.

COUNCILLOR QUESTION:

Is sufficient weighting given in the tender evaluation process to a supplier’s capacity to deliver, particularly for major and critical systems?

CITY RESPONSE:

Yes. The tender evaluation framework has been developed to ensure sufficient weighting is given to a supplier’s capacity to deliver. Capacity to deliver forms a key component of the evaluation criteria to ensure the selected supplier can effectively deliver and support a critical, organisation-wide system.

COUNCILLOR QUESTION:

Can clarification be provided on the differences between the current system and the proposed cloud-based software solution?

CITY RESPONSE:

The proposed Request for Tender (RFT) seeks a cloud-based leisure management system, which will modernise service delivery and replace the existing on-premise solution. Key differences between the current system and the proposed cloud-based solution include improved system reliability and security, automatic updates, enhanced reporting capability, greater scalability, and improved customer self-service functionality such as online bookings, memberships and payments. The cloud-based solution will also reduce reliance on ageing infrastructure and manual workarounds currently required to maintain the existing system.

COUNCILLOR QUESTION:

Will this link into the City's systems across the organisation?

CITY RESPONSE

The RFT will include a requirement for the new system to integrate with the City's core systems across the organisation, including finance, customer request management and reporting platforms. System integration will form part of the evaluation to ensure the selected solution aligns with the City's broader digital and operational requirements.

COUNCILLOR QUESTION:

Will the system be accessible online for users?

CITY RESPONSE:

Online access, system integration, and user self-service functionality form part of the system requirements and will be included in the solution.

12 DEVELOPMENT SERVICES REPORTS

12.1 CITIC PROPOSED REALIGNMENT OF FORTESCUE RIVER ROAD, ROAD RESERVE

File No:	LM24037
Responsible Executive Officer:	Director Development Services
Reporting Author:	Senior Lands Officer
Date of Report:	10 February 2026
Applicant/Proponent:	CITIC Pacific Mining Management Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Road Maintenance Agreement (WITHDRAWN) 2. Map - FRR Road Reserve Realignment 3. Newspaper Public Notice 4. Letter - FRR Realignment – Indemnity

PURPOSE

For Council to consider a request from CITIC Pacific Mining Management Pty Ltd to realign a section of the Fortescue River Road to facilitate an expansion to their mining operations.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No.	:	OCM260428-13
MOVED	:	Cr Gillam
SECONDED	:	Cr Harris

That Council:

1. **REQUESTS** the Minister for Lands, pursuant to section 56 of the *Land Administration Act 1997*, dedicate as road the land shown in Attachment 2 to align the Fortescue River Road road reserve with the constructed road.
2. **NOTES** as per the executed Road Maintenance Agreement, the City of Karratha will not be liable for any costs involved with the undertaking, including surveying or Deposited Plan preparation of the new road reserve.
3. **INDEMNIFIES** the Minister for Lands with regards to the above actions associated with the Fortescue River Road road reserve realignment and **AUTHORISES** the Chief Executive Officer to sign a letter to be sent to the Department of Planning, Lands and Heritage, confirming that: "The City of Karratha agrees that it will indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands (Indemnified Parties) and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the *Native Title Act 1993 (Cth)* which may be imposed on, or incurred by the Indemnified Parties relating to or arising directly or indirectly from the realignment and dedication

of Fortescue River Road, road reserve under section 56 of the *Land Administration Act 1997*”.

4. **NOTES** CITIC Pacific Mining Management Pty Ltd agrees that it will indemnify and keep indemnified the City of Karratha, the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands (the Indemnified Parties), and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the *Native Title Act 1993* (Cth) which may be imposed on, or incurred by, the Indemnified Parties relating to or arising directly or indirectly from the realignment and dedication of Fortescue River Road under section 56 of the *Land Administration Act 1997* as per the letter shown in Attachment 4.
5. **REQUESTS** the Minister for Lands, pursuant to Section 58 of the *Land Administration Act 1997* close the superseded sections of Fortescue River Road, road reserve identified for closure as shown in Attachment 2.

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

CITIC Pacific Mining Management Pty Ltd (CITIC) operates the Sino Iron Project at Mardie, Cape Preston, near the Fortescue River. Fortescue River Road (FRR) is a public road that provides access from the North-West Coastal Highway to the mouth of the Fortescue River. The Sino Iron Project footprint intersects the alignment of FRR.

In 2009, the City and CITIC entered into a Road Maintenance Agreement (RMA), which sets out requirements for the maintenance, upgrade and realignment of FRR to support the development of the Sino Iron Project, while ensuring uninterrupted public access to the Fortescue River mouth. The RMA also requires that superseded sections of road reserve be formally closed and that any realigned sections be dedicated as public road (within a road reserve).

As mining operations have developed and expanded, FRR has required multiple realignments to accommodate mining activities:

- Stage 1 (~2010): The original pre-mining alignment was shifted northward to avoid interference with the mining pit, the North-East Waste Dump (NEWD) and the mining camp.
- Stage 2 (~2020): A further realignment was undertaken to facilitate construction of a new staging pond.

In January 2020, Council Resolution No. 154509 resolved to support the 2020 realignment of FRR and the realignment of the associated road reserve to the constructed road alignment.

In February 2020, Council Resolution No. 154526 resolved to indemnify the State in relation to the dedication of several road reserves within the City, including FRR. This indemnity was requested by DPLH and was not included in the earlier January resolution.

Notwithstanding these resolutions, the formal statutory process to realign the FRR road reserve was not completed at that time. As a result, the legal road reserve remains in its original pre-mining alignment, traversing the active mining area. This has created ongoing issues relating to land tenure alignment, legal access, liability and maintenance responsibilities.

Following State approval of the 2023 Mine Continuation Proposals under the *Iron Ore Processing (Mineralogy Pty Ltd) Agreement Act 2002*, CITIC is progressing the North-East Waste Dump Extension (NEWDX). The approved NEWDX footprint intersects the existing FRR alignment, necessitating a third realignment (Stage 3). Figure 1 provides an illustrated outline of the stages within CITIC's operations. Detailed design for the realignment has been prepared by CITIC's consultants and is being reviewed by the City's Engineering team.

It should be noted that this report only seeks to address the statutory road reserve realignment and that any considerations regarding the design and construction of the realignment will be reviewed by the City's Engineering team.

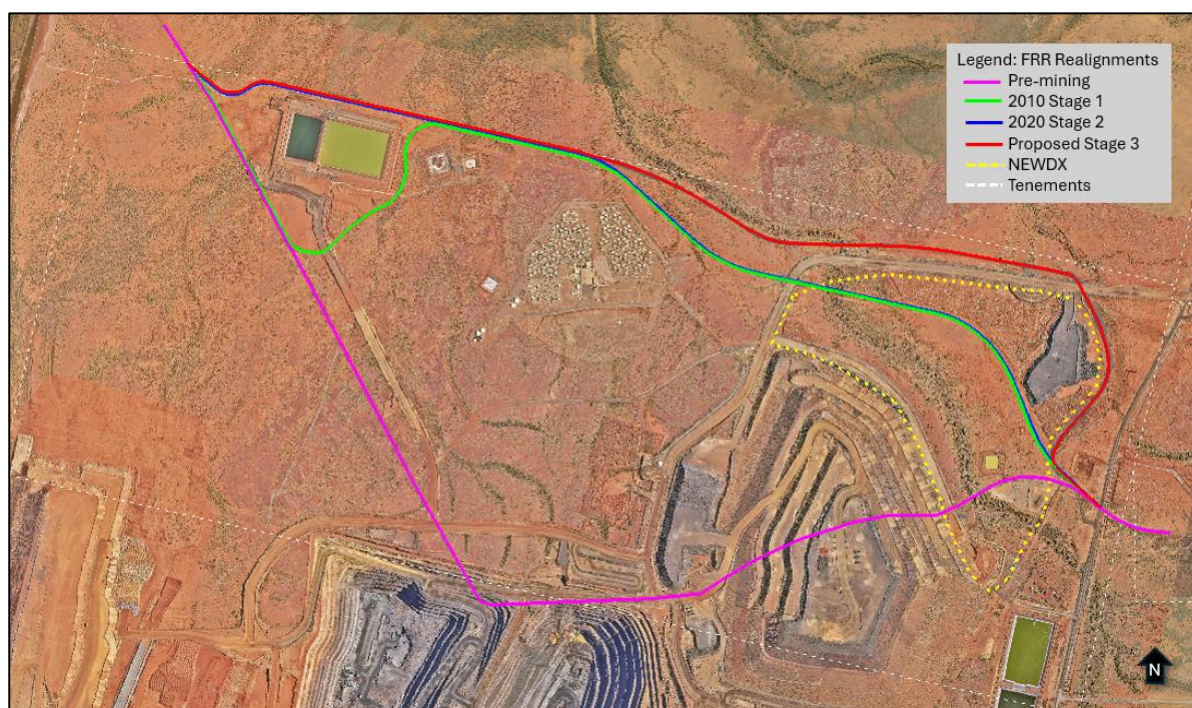


Figure 1 past realignments and proposed NEWDX area.

DISCUSSION

To facilitate the Stage 3 realignment, the associated road reserve must also be realigned. Aligning the legal road reserve with the constructed road mitigates tenure conflicts with adjoining land and mining tenements, clarifies liability and maintenance responsibilities, and protects provision for future upgrades. The proposed realignment will ensure safe and continuous public access to the Fortescue River while enabling CITIC's approved activities to proceed.

Attachment 2 provides an illustration showing:

- The current constructed road alignment (dark blue line).
- The current road reserve alignment (light blue shading).
- The proposed road reserve alignment (green hashing).
- The redundant portion of road reserve to be closed (red hashing).

To formalise the proposed new alignment, land will need to be dedicated as road and the redundant section of the existing road reserve will need to be closed. This requires a formal statutory process under Part 5 of the *Land Administration Act 1997*.

To ensure the proposed road reserve realignment does not adversely impact pastoral leaseholders, native title holders, interested parties or the public, the proposal was advertised in accordance with section 58 of the *Land Administration Act 1997*. The proposed realignment was advertised in the Pilbara News newspaper (Attachment 3) and on the City's Public Notice webpage on 18 February 2026, with submissions closing on 25 March 2026. No submissions were received.

CITIC will continue to maintain FRR in accordance with the current RMA and will ensure ongoing public access to the river mouth. CITIC has provided an undertaking to fund all costs associated with the road reserve realignment, including surveying, design, construction and ongoing maintenance of the new alignment.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 56 of the *Land Administration Act 1997* enables a local government to request the Minister for Lands to dedicate land as road. If the Minister grants the request, the local government is required to indemnify the Minister against claims for compensation and costs reasonably incurred by the Minister in considering and granting the request. Accordingly, the City will be required to provide an indemnity to the State in connection with the dedication request. CITIC's indemnity (Attachment 4), together with the existing RMA arrangements, are intended to mitigate the City's exposure to those liabilities.

Regulation 8 of the *Land Administration Regulations 1998* prescribes the information that must accompany a request for dedication, including copies of any submissions received and the local government's comments on those submissions.

Section 58 of the *Land Administration Act 1997* enables a local government to request the Minister to permanently close a road.

Regulation 9 of the *Land Administration Regulations 1998* requires the proposed road closure to be advertised for a period of 35 days and for any submissions received to be considered by the local government prior to passing a resolution to request closure. The statutory advertising requirements have been satisfied and no submissions were received.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the City's Strategic Planning Team, Engineering Services Team and CITIC regarding this matter.

COMMUNITY CONSULTATION

In accordance with section 58 of the *Land Administration Act 1997* and regulation 9 of the *Land Administration Regulations 1998*, prior to passing a resolution to request the permanent closure of a road, a local government is required to advertise the proposal in a newspaper and on the local government's website, inviting submissions for a period of 35 days.

The public notice was published in the Pilbara News newspaper (Attachment 3) and on the City's website on 18 February 2026, with submissions closing on 25 March 2026. No submissions were received.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

CITIC Pacific have agreed to cover all costs associated with the proposed road realignment.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	All costs associated with realignment will be absorbed by CITIC Pacific.
Service Interruption	N/A	No service interruption associated with the statutory realignment of the road reserve.
Environment	N/A	This item only deals with the legal tenure (road reserve).
Reputation	Low	The item may receive some interest from the public, however, as the road will be realigned and public access maintained, there should be no risk to reputation.
Compliance	Low	The constructed road is currently located outside the legal road reserve, which presents a risk from a land tenure, legal access and liability perspective. Realignment of the road reserve, as proposed in this report, will resolve this risk.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

- Res No : 154509 (20 January 2020) – Resolved to support the previous realignment of Fortescue River Road.
- Res No : 154526 (17 February 2020) – Resolved to indemnify the state regarding the dedication of several road reserves within the City.
- The existing RMA to maintain, upgrade and realign FRR signed by Shire of Roebourne (City of Karratha) and Sino Iron Pty Ltd (CITIC) in June 2009.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Fortescue River Road is an existing public road that provides access from the North-West Coastal Highway to the mouth of the Fortescue River. To maintain continuity of public access while accommodating the approved expansion of CITIC's mining operations, it is proposed to realign the road reserve to reflect the constructed road and enable Stage 3 works.

The existing RMA establishes CITIC's obligations to upgrade and maintain FRR to the City's standards and to fund all costs associated with the realignment.

The recommended resolution supports the statutory processes required to dedicate the new alignment and close the redundant road reserve, with appropriate indemnities in place to manage the City's exposure.

13 INFRASTRUCTURE SERVICES REPORTS

13.1 SUPPLY OF STAFF UNIFORMS – REQUEST TO CALL TENDER

File No:	RFT0000059
Responsible Executive Officer:	Acting Director Infrastructure Services
Reporting Author:	Manager Infrastructure Operations
Date of Report:	19 March 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for the Supply of Staff Uniforms.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No.	:	OCM260428-14
MOVED	:	Cr Swaffer
SECONDED	:	Cr Roots

That Council **AGREE** to invite Tenders for the Supply of Staff Uniforms for a period of two (2) years, with two (2) one (1) year extension options, exercisable at the sole discretion of the City of Karratha (City) and in accordance with the scope of works as outlined in this report.

CARRIED 9/0

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

BACKGROUND

Following a review of uniform purchases in the previous financial year, it was identified that establishing preferred suppliers for indoor and outdoor uniforms would improve efficiency and consistency. This approach aligns with the OP-HR-08 Uniform Policy, which sets out standards, entitlements, and processes for providing uniforms to City staff. The proposed contract will operate in accordance with the current policy and allow for future updates.

The proposed service contract responds to the high volume of ad hoc purchases and the administrative burden of sourcing multiple quotations. Current procurement practices require obtaining quotes from various suppliers based on set specifications. While pricing is generally stable, stock availability and delivery timeframes vary, creating delays and uncertainty in meeting staff requirements. Where items are not readily available in the required sizes or specifications, this process becomes inefficient and further impacts timely supply.

Establishing a contracted supply arrangement is expected to improve reliability, service levels, and operational efficiency, consistent with outcomes achieved through other existing service contracts.

Uniform stock is held at the Operations Centre and managed by the Fleet & Depot team. Given the variable and unpredictable nature of demand, maintaining access to a range of sizes and stock levels is necessary to ensure timely provision. This also reduces travel requirements for staff located outside the depot. In line with the OP-HR-08 Uniform Policy, staff are entitled to a new uniform allocation every twelve months, subject to fair wear and tear, in addition to their initial issue upon commencement.

It is recommended that Council consider establishing a contract for a period of two (2) years, with two (2) one (1) year extension options.

DISCUSSION

The City has experienced significant growth in staff numbers, with over 600 full-time, part-time, fixed-term and casual employees providing services to the community. To ensure all staff can access the uniforms they require, it is essential to maintain a range of sizes on hand. Procurement for sizing can be challenging, with delivery delays sometimes occurring as a result. A contracted supplier, with requirements clearly defined by the City, will ensure stock availability or timely manufacturing to meet uniform supply requirements.

The OP-HR-08 Uniform Policy is currently under review by Administration. The proposed service contract will include provisions to accommodate updates to the policy and evolving uniform requirements.

Currently, Administration spends approximately \$75,000 per year on uniforms throughout the organisation. As the range of uniform options expand to accommodate operational needs, sun protection, wet weather gear, and safety requirements, annual expenses are expected to rise to about \$100,000. Establishing a contract for two (2) years, with the option for two (2) one-year extensions, will enhance efficiency, support demand, ensure consistent pricing from suppliers, and maintain compliance with quality standards and delivery timelines.

The proposed scope is for the supply of staff uniforms, both indoor and outdoor based on a schedule of rates and is for the provision, but not limited to:

Package 1 - Outdoor uniforms

- Hi-Vis Jackets
- Taped Work Pants
- Long Sleeve Shirts
- Hi-Vis Long Sleeve Shirts
- Ad hoc Outdoor hi-vis uniforms as required for safety purposes.

Package 2 - Indoor uniforms

- Cardigans and pullovers
- Dresses
- Lined skirts
- Pants
- Shirts
- Polos
- Ad hoc indoor uniforms as required for corporate purposes.

It is recommended that the Supply of Staff Uniforms is divided into 2 supply packages, Indoor and Outdoor uniforms. This allows for suppliers to tender for packages of works where they offer value for money, compliance with the scope of works, efficient delivery of uniforms and specialisation in the types of uniforms required.

As uniform requirements continue to evolve to meet the needs of existing staff, the addition of a service contract will support the Fleet & Depot team to manage uniform ordering and supply more efficiently.

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 cultural & wellbeing issues.

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of *the Local Government Act and associated Regulations* are applicable to the tender process.

COUNCILLOR/OFFICER CONSULTATION

Officer consultation is required to ensure alignment with the OP-HR-08 Uniform Policy and that corporate uniforms are fit for purpose.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

In accordance with Council Policy, Administration proposes the following tender selection criteria:

Criteria	Weighting
Relevant Experience	10%
Quality	10%
Capacity to Deliver	10%
Sustainability	10%
Price	60%

The above weighted evaluation criteria are proposed, noting that the contract does not include labour for works. It is specific to supply only.

FINANCIAL IMPLICATIONS

The City currently spends approximately \$75,000 per annum for staff uniforms across the organisation. With increased staff numbers, the total estimated cost of goods proposed under this tender, including extension options and CPI increases is, \$400,000 (ex GST) over the proposed four (4) year period.

Expenditure for providing corporate staff uniforms through this tender is expected to align with the Council's annual 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	Low	Uniforms must comply with specified SPF and UV ratings to safeguard staff skin from exposure in challenging outdoor environments.
Financial	Low	Financial impact remains low as costs are anticipated to align with budget forecasts.
Service Interruption	Low	Uniform procurement delays result in staff commencing their duties without the complete required attire.
Environment	N/A	Nil
Reputation	Low	Without uniforms, staff may seem inconsistent and harder for customers or the community to recognise, which could harm the City's reputation.
Compliance	Low	Contracted rates for uniforms ensure compliance with procurement guidelines and policies.

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

Administration recommend that Council invite tenders for the supply of staff uniforms. Establishing a supplier contract will result in a more efficient procurement process, improve supply consistency, ensure compliance with quality standards, and streamline purchasing in accordance with the City’s policy. Additionally, centralised supply management will support warranty compliance.

COUNCILLOR QUESTION:

Are the staff numbers listed in this report, correct?

CITY RESPONSE:

The staff numbers referenced in the report represent total headcount, not Full Time Equivalent (FTE). The uniform staff numbers quoted therefore include all employees, including casual and seasonal staff. Due to normal turnover and seasonal workforce spikes in operational areas, uniform requirements are higher than the City’s FTE position and fluctuate throughout the year.

COUNCILLOR QUESTION:

When developing the procurement and tender process, can consideration be given to structuring the tender in a way that supports and enables local suppliers to compete?

CITY RESPONSE:

The tender will include evaluation criteria that consider suppliers’ ability to meet local service requirements, including maintaining stock levels, responsiveness to reactive orders, and price. Local suppliers will also be supported through the City’s Regional Price Preference Policy.

The City's current uniform procurement is undertaken on an ad hoc basis through quotations with local suppliers. These suppliers will have the opportunity to submit tenders for the proposed contract.

COUNCILLOR QUESTION:

Why is a supplier's capacity to deliver weighted at only 10% in the tender evaluation criteria?

CITY RESPONSE:

The weighting applied to a supplier's capacity to deliver is consistent with the City's Procurement Policy for goods and product-based contracts, which requires a minimum weighting of 60% for price. The remaining weighting is distributed across other criteria to ensure a balanced assessment, including capacity to deliver and sustainability. The sustainability weighting has been increased from the minimum 5% to 10%, which allows for greater consideration of buy local criteria, in support of local businesses.

As this is a supply contract rather than a services contract, a lower weighting on capacity to deliver is appropriate, with greater emphasis placed on price and overall value. The assessment will also apply the City's Regional Price Preference Policy.

COUNCILLOR QUESTION:

Can additional detail be provided on the procurement practices previously used by the City for sourcing uniforms locally?

CITY RESPONSE:

Currently administration sources uniforms through local suppliers, using repetitive quotation methods. The purpose of moving to this type of contract is to create a more administratively efficient process for both administration and the supplier, it will also allow suppliers to plan longer term to meet our needs over several years.

COUNCILLOR QUESTION:

Can sustainability weighting within tender evaluation criteria incorporate considerations such as supply logistics and pricing, including the cost of materials and local sourcing, and whether this could help better support local suppliers?

CITY RESPONSE:

Yes, in accordance with the Purchasing Policy, a key element of the Sustainability criteria is the consideration of Buy Local. As per the policy the key elements considered here are;

- consider purchasing practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents.
- ensure that procurement plans address local business capability and local content; and
- ensure that requests for quotation and tenders are designed to incorporate the capabilities of local businesses.

COUNCILLOR QUESTION:

Have the evaluation questions relating to the tender criteria already been developed at this stage of the process?

CITY RESPONSE:

No, the request for tender is in a very early-stage draft form, pending the outcome of this agenda item.

COUNCILLOR QUESTION:

How much does the City spend, per year, on uniforms?

CITY RESPONSE:

The City spends approximately \$75,000 per annum on uniforms. The City has a wide range of uniform requirements across the organisation, reflecting the diverse nature of its operations, from industrial and high-visibility workwear to recreation, administration, and frontline customer service roles.

13.2 SUPPLY AND LAYING OF CONCRETE AND KERBING SERVICES – REQUEST TO CALL TENDER

File No: RFT0000076
Responsible Executive Officer: Director Infrastructure Services
Reporting Author: Manager Infrastructure Operations
Date of Report: 27 March 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

For Council to consider calling tenders for the provision of The Supply and Laying of Concrete & Kerbing Services

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-15**
MOVED : **Cr Roots**
SECONDED : **Cr Harris**

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

CARRIED 9/0

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

AGAINST : Nil

BACKGROUND

The City maintains over 100 km of footpath and provides a shared network to enable the efficient and safe movement of pedestrians and cyclists across the townships of Karratha, Roebourne, Wickham, Dampier, and Point Samson. Council has adopted the 10-Year Footpath Strategy and Footpath Renewal Program, which are delivered annually through capital works packages.

The City has traditionally tendered "Supply and Laying of Concrete & Kerbing" Contracts. Delivering works under this contract has, on occasions, been successful; however, various issues have arisen in the past causing delays to construction and asset renewal works, including the termination of previous service contracts.

In September 2025, Council issued an 18-month contract to deliver nine separable portions of work, plus a provisional program where designs and approvals were still needed before final contract approval. The 18-month contract and works program had a \$7.5 million cap to align with the budget for delayed works in 2024/25 and the planned program for 2025/26.

DISCUSSION

The City has an existing 10-year Footpath program and a proposed revision to this Footpath strategy due to be endorsed at the June OCM for comment and public advertising, with the intent for adoption by Council at the August OCM. The City also maintains a renewal program for footpath and kerbing supported by the Long-Term Financial Plan (LTFP).

The City has had significant success with the current Footpath Construction contract, however, due to the administrative requirements of tendering for works once the budget is endorsed, this places time constraints on delivery each financial year. Reconsidering a service contract of three (3) years with two (2) one (1) year extension options will allow the City to coordinate works in a timely manner, reduce administrative requirements of yearly tendering and allow for a contractor to resource accordingly with labour and staff longer term to ensure capacity, commitment, standards and safety is achieved year-on-year.

The current contract has helped the City clear its backlog of 10-year footpath and renewal projects. After discussions with local suppliers about pricing, contract conditions and general operational needs, switching to a multi-year service contract is seen as a better approach. This will help maintain program delivery, lower the risk of delays, reduce reactive maintenance as assets age, and support continued safety and compliance for the community.

If Council endorse tendering a contract, and to have flexibility in the nature of the works that may be engaged, the scope of the works proposed in the request for tender would comprise of:

- Installation of new concrete footpaths.
- Repair and replacement of existing footpaths.
- Installation of new crossovers.
- Repair and replacement of existing crossovers.
- Installation of new concrete extruded kerbing.
- Repair and replacement of existing concrete extruded kerbing.
- All earthworks associated with the removal / installation of footpaths, kerbing, and
- Crossovers.
- Installation of concrete culverts for drainage purposes.
- All earthworks associated with the installation of culverts including removal, asset protection, service location, craneage, transport and supply.
- Options for stencilled concrete finish.
- Options for exposed aggregate finish.
- Options for the installation of bollards and handrails associated with concrete works.
- Installation and repairs to parks mowing kerbs.
- Disposal of all removed concrete.
- Remedial back fill works.
- Supply and install compacted gravel.
- Potholing services.
- Service locating.
- Compaction testing services or subcontracted.
- Concrete pumping services or subcontracted.
- Other concrete works as required for footpath, kerbing, road and drainage usage.
- Ability to subcontract construction and materials as required for the supply of these services.

All works would be constructed in accordance with the City’s standards and specifications. Works will be aligned with current new, renewal and streetscape enhancement programs to extend the assets life and minimise disruption to users through coordinated delivery of footpath, kerbing and pavement works (asphalt/seal).

Officers have considered an in-house option; however, the City has limited staff capacity with the necessary concreting experience and is unable to complete the large scope of works without impacting on current programs. Additionally, the City does not have the specialised machinery and equipment required to undertake the works and would need to procure these. The City undertakes minor repairs and installations and will continue to complete these services in-house.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of the *Local Government Act and associated Regulations* are applicable to the tender process.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

In accordance with Council Policy, Officers propose Tenders are assessed against the following weighted qualitative criteria.

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

FINANCIAL IMPLICATIONS

The updated Footpath Strategy will be presented at the July OCM, for review and approval to advertise publicly, and then again at the August OCM for adoption. This strategy covers the next three years of the program, detailing all planned footpaths for construction, developed with input from Administration, consultants, and ongoing community feedback.

According to the Council's current LTFP, the indicative budget for the New Footpath Program, Footpath Renewals, and Kerb Renewals is \$19.63 million across the 2026/27 to 2031/32 financial years.

It is anticipated that expenditure associated with the delivery of works under this tender will be in accordance with Council's approved budget allocations.

STRATEGIC IMPLICATIONS

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

Goal: 4 Our Places and spaces are functional, attractive and reflect our unique identity

Objectives: 4.1 Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes

Priority Focus Area: Public transport solutions between and within communities

Goal: 4 Our Places and spaces are functional, attractive ad reflect our unique identity

Objectives: 4.2 Provide a complete network of well-maintained infrastructure assets (e.g. roads, drainage, footpaths, and lighting)

Priority Focus Area: Public transport solutions between and within communities

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the September 2025 OCM, Council resolved to award a tender RFT0000040 Construction and Delivery of Footpath Program for an 18-month period and a limit of \$7.5M of works.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers recommend that Council invite tenders for the supply and laying of concrete and kerbing services. A multi-year service contract will support the continued implementation of the 10-Year Footpath Strategy, footpath and kerb renewal programs, other concrete works, including culverts, and allow the City to align streetscape programs with road pavement works. This will ensure a contractor is able to resource staff, leadership and machinery accordingly and spread their investment across a multi-year service contract. This will allow the City to meet its infrastructure delivery programs while ensuring quality and value for money.

13.3 EARLY ACQUISITION OF LONG LEADTIME FLEET AND PLANT ITEMS

File No:	PP/1/6
Responsible Executive Officer:	Director Infrastructure Services
Reporting Author:	Fleet & Depot Coordinator
Date of Report:	25 March 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider endorsing the placement of early orders for the long lead-time fleet and plant items proposed in the 2026/2027 Budget.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No.	:	OCM260428-16
MOVED	:	Cr Gillam
SECONDED	:	Cr Furlong

That Council:

- 1. AGREE to invite Tenders for the supply of a Waste Compactor and retain the existing;**
- 2. ENDORSE the early order of the fleet and plant items listed in this report, and**
- 3. APPROVE by Absolute Majority an allocation of \$1,740,000 to fund the early order of fleet and plant items that will be delivered as part of the 2026/2027 Budget.**

CARRIED BY ABSOLUTE MAJORITY 9/0

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

AGAINST : Nil

BACKGROUND

The City of Karratha's (City) fleet and plant replacement process ensures assets are renewed at optimal intervals to maintain operational efficiency and cost-effectiveness. The 2026/2027 Fleet and Plant Replacement Program has been assessed against these principles, considering condition, utilisation, maintenance costs, and replacement value.

The draft 2026/2027 Fleet and Plant Replacement Program has been reviewed by the City’s Executive Leadership Team for inclusion in the draft 2026/2027 Budget. As part of the process Administration have identified significant supply chain delays in delivering specific plant and fleet items, largely attributed to long lead times. Potential supply chain delays pose potential risks, including increased maintenance costs, an inability to recruit for specific roles, extended vehicle hire costs and operational disruptions in maintaining items scheduled for replacement.

To mitigate these risks, Administration propose early procurement of key long lead-time assets, ensuring their availability within the 2026/2027 financial year. This approach aligns with best-practice asset management, minimises potential service interruptions, and prevents cost escalations due to supply shortages.

Subject to Council approval, procurement will be conducted in accordance with Council policies through WALGA’s Preferred Supplier Panel and the State Government CUA PLC00617 Panel, ensuring compliance, competitive pricing, and value for money.

As no provision has been made within the 2025/2026 Budget for these items, Council approval is required to authorise early procurement and associated expenditure ahead of the 2026/2027 Budget.

DISCUSSION

The proposed 2026/2027 Fleet and Plant Replacement Program has been reviewed and endorsed by the City’s Executive team and will be presented for Council consideration as part of the 2026/27 annual budget adoption process.

The following items have been identified as high priority based on consideration of operational criticality or extended supplier lead times:

Description	Anticipated Lead-Time
Waste Compactor	6-12 months
Skid steer with slashing deck	6-10 months
Kubota M135GXS Tractor	10-12 months
P1117 - Toyota Prado GXL Station Wagon	12 months
P1109 - Toyota Prado GXL Station Wagon	12 months
P2100 - Toyota Prado GXL Station Wagon	12 months

Lead time estimates are based on recent supplier advice (early 2026) and remain subject to ongoing supply chain constraints.

The key risks associated with not securing these assets within the 2026/2027 financial year include rising maintenance costs, operational downtime, reduced efficiency, extended vehicle hire costs and service delivery impacts. By placing orders early, the City can lock in costs, reduce operational risks, and ensure fleet availability in line with the proposed 2026/2027 budgeted replacement schedule. This will also assist with optimising resale value of existing fleet and plant.

Retention of Existing Waste Compactor

Whilst all replaced fleet and plant are typically sold to reduce the whole of life cost, Administration propose retaining the existing waste compactor as a backup asset to support ongoing landfill operations. The unit had been scheduled for disposal under the 2026/27 Fleet Replacement Program at an estimated value of \$80k following delivery of the new compactor; however, its retention will provide operational redundancy.

Continuous compaction is essential to maximise airspace, maintain operational efficiency, and ensure environmental compliance. The availability of a secondary compactor will reduce operational risk and help avoid costly disruptions, including:

1. Rapid consumption of available airspace
2. Reduced compaction density
3. Increased operational costs per metre of airspace
4. Potential environmental and regulatory compliance risks
5. Accelerated cell development and associated capital expenditure

Retaining the existing compactor will reduce exposure to operational downtime risks, minimise reliance on costly plant hire and freight, and alleviate operational pressures on the Fleet team during equipment outages. Retention is also recommended whilst the City embark on delivering the two new cells to ensure that existing airspace is not compromised that could create capacity issues prior to the new cells being complete. If supported Officers would review the retention of the compactor in 12 months' time. The annual operating cost to retain the compactor is estimated at \$45,000 per annum to maintain and operate

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 environmental issues & Council's ability to perform its role.

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of the *Local Government Act* and associated *Regulations* are applicable to the procurement process.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the Fleet & Depot Coordinator, Manager Waste, Manager Asset Maintenance and Director Infrastructure Services.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

CG12 Purchasing and TE07 Fleet & Plant Policies are applicable to this matter.

FINANCIAL IMPLICATIONS

A total allocation of \$1.759M has been included in the 2026/2027 Draft Budget in accordance with the 10 year Fleet & Plant Replacement Program. Budget allocations are shown in the below table.

Description	2026/2027 Budget
Waste Compactor	\$1,200,000
Skid steer with slashing deck	\$150,000
Kubota M135GXS Tractor	\$150,000
P1117 - Toyota Prado GXL Station Wagon	\$80,000
P1109 - Toyota Prado GXL Station Wagon	\$80,000
P2100 - Toyota Prado GXL Station Wagon	\$80,000
Total	\$1,740,000

Procurement of the Waste Compactor is proposed to be funded through the Waste Management Reserve. Retention of the existing Waste Compactor is expected to cost 45,000 per annum.

STRATEGIC IMPLICATIONS

This item is relevant to the Council’s approved Council Plan 2025-2035 as an enabling service.

Plant & Fleet: Maintain the City’s light fleet and heavy plant and plans and implements the City’s fleet and plant replacement program.

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	Procurement is within draft budget allocations and in accordance with the 10-year Fleet and Plant Replacement Program.
Service Interruption	Moderate	Retaining the existing plant items beyond optimum replacement timeframe is likely to increase operating costs (e.g. repairs & maintenance, fuel consumption, tyre wear & tear), potential for critical breakdowns, associated downtime and extended vehicle hire periods.
Environment	Low	Nil
Reputation	N/A	Nil
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has previously approved the early acquisition of long lead time plant and equipment in accordance with the 10-year Plant Replacement Program, most recently at its Ordinary Meeting of April 2025.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

Early procurement of long lead-time fleet and plant items is a proactive measure to ensure continuity of service, reduce operational risk, and address ongoing supply chain constraints. Aligning with the proposed 2026/2027 Budget, this approach will help secure required assets within necessary timeframes while minimising potential cost increases and service disruptions.

COUNCILLOR QUESTION:

Why are specific brands referenced for certain fleet and plant items, such as the waste compactor, skid steer and other equipment, and not specified in other areas?

CITY RESPONSE:

Some items are specified to align with other elements of our existing plant and fleet, this is to ensure consistent maintenance requirements as well as any spare parts needed within the fleet store.

COUNCILLOR QUESTION:

Are the Toyota Prado vehicles intended for personal use? Can alternative options, such as hybrid vehicles, be considered?

CITY RESPONSE:

The vehicles are provided for operational purposes. Some roles include salary packaging arrangements that permit limited private use in accordance with policy.

Vehicle selection is based on operational requirements and existing servicing arrangements. Alternative options, including hybrid vehicles, can be considered where they meet these requirements. The Toyota Prado is classified as a mild-hybrid vehicle.

COUNCILLOR QUESTION:

Is there a large wait time on these vehicles, will a different model be considered?

CITY RESPONSE:

The lead time of vehicles will be considered as part of the evaluation process from bidders.

13.4 QUANTITY SURVEYING SERVICES – TENDER OUTCOME

File No:	RFT0000066
Responsible Executive Officer:	Acting Director Infrastructure Services
Reporting Author:	Project Manager
Date of Report:	8 April 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential - RFT0000066 Evaluation Report

PURPOSE

For Council to consider the tender for the Quantity Surveying Services Tender, Number RFT0000066.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No.	:	OCM260428-17
MOVED	:	Cr Harris
SECONDED	:	Cr Swaffer

That Council:

- 1. ACCEPT the tender submitted by Rawlinsons (WA) ABN 22 195 872 957 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT 000066 – Quantity Surveying Services; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Rawlinsons (WA), SUBJECT to any variations of a minor nature.**

CARRIED 9/0

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

BACKGROUND

The City of Karratha (City) is seeking to engage a suitably qualified and experienced Quantity Surveyor (Consultant) to provide professional quantity surveying and cost management services across its capital works program.

Following adoption of the Community Infrastructure Plan 2025–2035, the City is progressing a significant and diverse pipeline of infrastructure projects. Delivery of this program requires consistent cost planning, disciplined cost control, and reliable financial information to support planning, procurement, and delivery decisions.

The Consultant will provide independent and objective cost advice across the project lifecycle, from early planning through to delivery. This will support improved cost certainty, strengthen value-for-money outcomes, and ensure cost inputs are transparent and defensible.

Services will be delivered on an “as required” basis across multiple concurrent projects of varying scale and complexity. The engagement of an independent Quantity Surveyor will enhance the City’s capability to manage project costs, undertake detailed cost analysis, and support informed decision-making across the capital program.

The scope of services for which the Consultant may be engaged include:

- Early Planning & Feasibility information – Order of cost, High Level Estimates, Cost Plans
- Concept / Schematic Design Costings
- Design Development Costings
- Pre-Tender / Procurement Readiness – Pre-Tender Estimate and Bill of Quantities
- Tender Evaluation / Negotiation Support
- Delivery Phase Cost Control – Forecasting and change valuation
- Close-out / Final Account / Benchmarking – Final cost reporting
- Whole-of-Life Cost Management – as required across all stages of a project.

Tenders were invited under the CEO’s delegation and advertised on 6 February 2026, closing at 2:00pm on 11 March 2026. Following evaluation of the submitted pricing over the proposed contract term, it was determined that the total contract value is likely to exceed the CEO’s financial delegation. Accordingly, Council approval is required to award the tender.

Ten (10) tenders were received by the closing date from:

- Altus Group Services
- Donald Cant Watts Corke
- Quantum Insights Advisory Pty Ltd
- Quantum Phases Consortium
- Rawlinsons (WA)
- Ralph & Beatie Bosworth Pty Ltd
- Rider Levett Bucknall WA Pty Ltd
- CDI Experts Pty Ltd
- Slattery Australia Pty Ltd
- Bregovic Consulting Pty Ltd

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

- Project Manager City Projects and Engineering
- Acting Director Infrastructure Services
- Senior Asset Accounting Officer

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	15%
Methodology	15%
Capacity to Deliver	15%
Key Personnel Skills and Experience	10%
Sustainability	5%
Price	40%

The Regional Price Preference Policy was not applied to any tenderers.

Following a detailed assessment process, one tender was assessed as offering the most advantageous outcome to the City, based on their extensive experience, industry knowledge, resources and understanding of the local market conditions.

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

The A/Director Infrastructure Services and the Chief Executive Officer have endorsed the recommendation.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

In preparation of the tender package, City Officer undertook consultation across multiple City Directorates to ensure alignment with the operational and strategic requirements for the service contract.

COMMUNITY CONSULTATION

No community consultation was required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Professional consultants’ fees form part of the budget for all projects. The Consultants fees associated with facilitating this services contract are budgeted into individual projects, with the Consultant providing independent assessment without additional financial implications for the City.

Quotes will be sought from the Consultant for the specific services required for each project, with the extent of services required dependent on the size and complexity of individual projects. Based on previous data for similar services the total contract value has been determined as a percentage (between 0.5 -1.0%) of the estimated total value of works within the CIP.

STRATEGIC IMPLICATIONS

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

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

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	Costings accounted for individual project budgets
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Services contract with internal controls to manage use in line with legislative requirements.

IMPACT ON CAPACITY

Minor impacts to capacity. City Projects and Engineering will maintain parent control of services contract, with minimal impact on capacity once initial project setup is complete.

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer provides the most advantageous outcome for the City due to their level of experience, positive references, their knowledge of local market conditions and prior experience working in conjunction with State and Local governments.

14 STRATEGIC PROJECTS AND BUSINESS REPORTS

14.1 WICKHAM TRANSFER STATION OPERATION – REQUEST TO CALL TENDERS

File No:	WM.6
Responsible Executive Officer:	Director Strategic Projects & Business
Reporting Author:	Manager Waste
Date of Report:	19 March 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling tenders for the operation and management of the Wickham Transfer Station.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No.	:	OCM260428-18
MOVED	:	Cr Swaffer
SECONDED	:	Cr Simpson

That Council **AGREE** to invite Tenders for the operation of the Wickham Transfer Station for a period of five (5) years with three (3) x one (1) year extension options, exercisable at the sole discretion of the City and in accordance with the scope of works as outlined in this report.

CARRIED 9/0

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

The City of Karratha (City) owns and operates the Wickham Transfer Station, which provides an essential waste disposal service to the Eastern Corridor towns of Wickham, Roebourne and Point Samson. The facility accepts residential and approved commercial waste and operates in accordance with the Wickham Transfer Station Operating Management Plan and relevant environmental licence conditions.

Prior to 2019, the transfer station was operated internally by City staff. Following a service delivery review, the City transitioned to a contracted service model in November 2019, engaging a contractor to undertake the day-to-day operations of the facility. Under this arrangement, the contractor provides suitably trained personnel to ensure the safe, compliant and efficient management of waste receipt and service delivery.

Under the existing arrangement, operation of the transfer station is included within a broader Eastern Corridor contract that also encompasses litter collection and sanitation services across Wickham, Point Samson and Roebourne. Following a recent organisational restructure and review of service provision, Administration recommend that the Wickham Transfer Station should be procured as a standalone contract. This would enable other sanitation and litter contracts to also be reviewed across all towns, simplifying the contract management approach.

The current contract commenced on 1 November 2019, with Brida Pty Ltd engaged as the contractor under a five (5) year contract with two (2) one-year extension options available at the discretion of the City. This contract is approaching the end of its term, and a new procurement process is required to ensure continuity of service and the ongoing safe and compliant operation of the facility.

DISCUSSION

The Wickham Transfer Station is a key waste management facility servicing the Eastern Corridor community, providing residents and approved commercial operators with access to appropriate waste disposal services.

The facility operates seven (7) days per week from 7:00am to 4:30pm, excluding Good Friday, Christmas Day and New Year's Day. Staff are required onsite from 6:30am to 4:45pm each operational day to ensure the facility is opened, operated and secured in a safe manner.

Under the proposed contract, the successful contractor will be required to provide suitably trained personnel to undertake the day-to-day operation of the facility. This includes ensuring the facility is appropriately staffed during all operating hours, maintaining a minimum of two (2) Site Attendant Operators onsite at all times, managing the receipt and inspection of incoming waste, directing users to designated disposal areas, and maintaining safe traffic movements throughout the site.

The contractor will also be responsible for providing customer service, undertaking cash handling and daily reporting, maintaining the facility in a clean and orderly condition, and performing minor maintenance and operational tasks as required.

The proposed contract arrangement will ensure the facility continues to operate in accordance with the Wickham Transfer Station Operating Management Plan, DWER environmental license conditions and relevant safety requirements.

The contract is proposed for an initial term of five (5) years, with three (3) one (1) year extension options available at the discretion of the City.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of the *Local Government Act 1995* and associated Regulations are applicable to the tender process.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

In accordance with Council CG-12 Purchasing Policy, Administration propose Tenders are assessed against the following weighted qualitative criteria;

Selection Criteria	Weighting
Sustainability	5%
Methodology	10%
Relevant Experience	15%
Capacity to deliver	25%
Price	45%

For this tender, specific reference within each criteria will focus on experience, capacity and the ability to deliver the services required of this contract from a local base.

FINANCIAL IMPLICATIONS

The total estimated cost of the service proposed under this tender including extension options and CPI increase is \$6.174M (excluding GST) over the proposed (8) year period.

It is anticipated that expenditure associated with delivering these services under this tender will be in accordance with City’s budget allocation.

All costs associated with the operation of the Wickham Transfer Station are funded through the City’s Waste Management Reserve.

STRATEGIC IMPLICATIONS

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

Goal: 5 We respect & care for our natural environment
 Objective: 5.1 Provide waste management and resource recovery services

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Operational procedures and WHS requirements apply to contractors.
Financial	Low	Financial impact is expected to remain minimal, with costs projected to align with budget allocation.
Service Interruption	Low	The service level is expected to be maintained without disruption.
Environment	Low	Facility operations must comply with licence conditions. The City undertake routine compliance inspections of the facility with the contractor and completes all reporting to DWER
Reputation	Low	Contractor performance standards will be managed by the City to mitigate reputational risk.

Category	Risk level	Comments
Compliance	Low	Contractors are required to comply with WHS, environmental, and industrial relations legislation, as well as contractual service standards. These requirements will be managed through contract conditions and performance monitoring

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At its June 2019 meeting, Council agreed to call tenders for the provision of Litter Collection Services in Point Samson, Wickham and Roebourne including labour resourcing requirements for the efficient operation of the Wickham Waste Transfer Station.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Wickham Transfer Station is a key waste management facility servicing the Eastern Corridor community and requires ongoing operational support to ensure safe, compliant and efficient delivery service.

With the current contract approaching the end of its term, a new procurement process is required to ensure continuity of service and alignment with the City's revised organisational structure. Calling tenders for a standalone contract will enable the City to engage a suitably qualified contractor to undertake the day-to-day operation of the facility in accordance with the Facility Operations Management Plan, DWER environmental license conditions and relevant safety requirements.

Administration recommend that Council proceed with issuing a Request for Tender for the operation and management of the Wickham Transfer Station.

15 CHIEF EXECUTIVE OFFICER REPORTS

15.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for April 2026.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : **OCM260428-19**
MOVED : **Cr Swaffer**
SECONDED : **Cr Roots**

That Council note the following information items:

- 15.1.1 Community Experience Update – February 2026**
- 15.1.2 Concession on Fees for City Facilities Report – February 2026**
- 15.1.3 Disability Access and Inclusion Plan (DAIP) Update**
- 15.1.4 Development Services Update**
- 15.1.5 Record of Tender Outcome Under Delegation**
- 15.1.6 Tender Outcome Under Delegation – Andover Park Street Parking**
- 15.1.7 Tender Outcome Under Delegation – Rosemary Road Foot Bridge**
- 15.1.8 April Public Briefing Notes and Table of Report Changes**

CARRIED 9/0

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

AGAINST : Nil

15.1.1 INFORMATION REPORT - COMMUNITY EXPERIENCE – FEBRUARY 2026

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	25 March 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

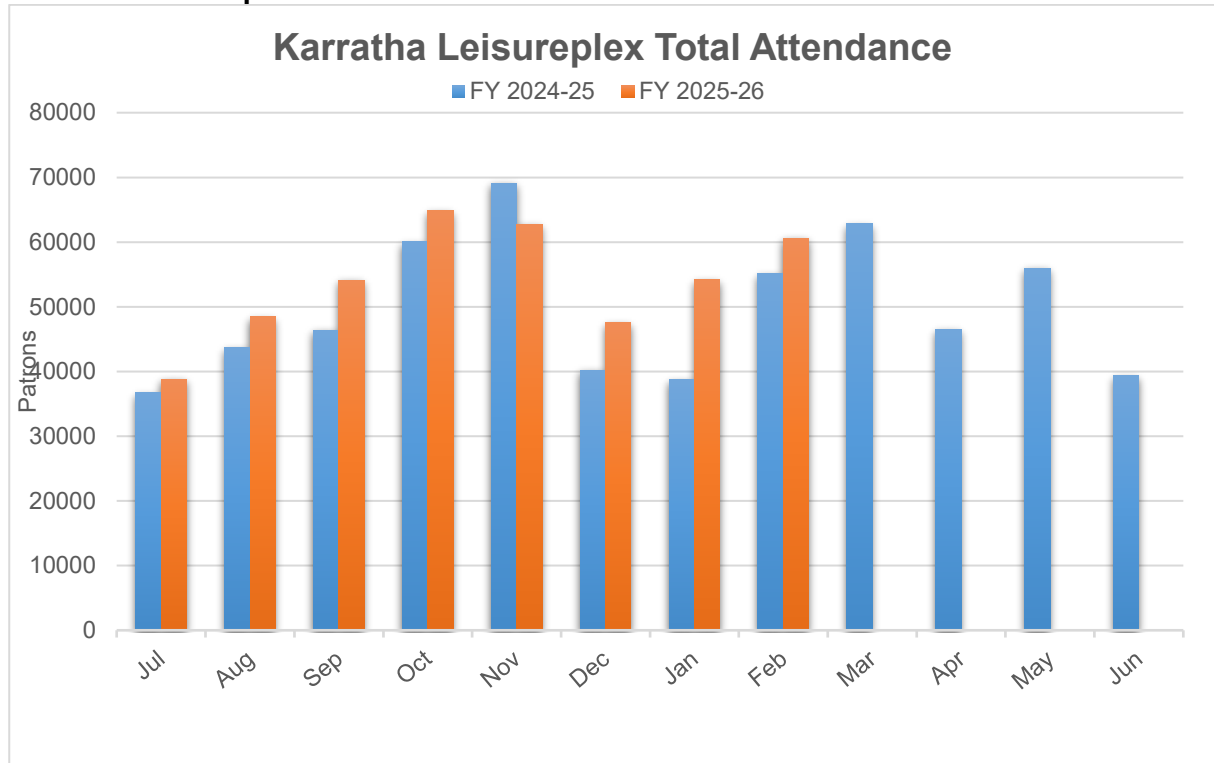
PURPOSE

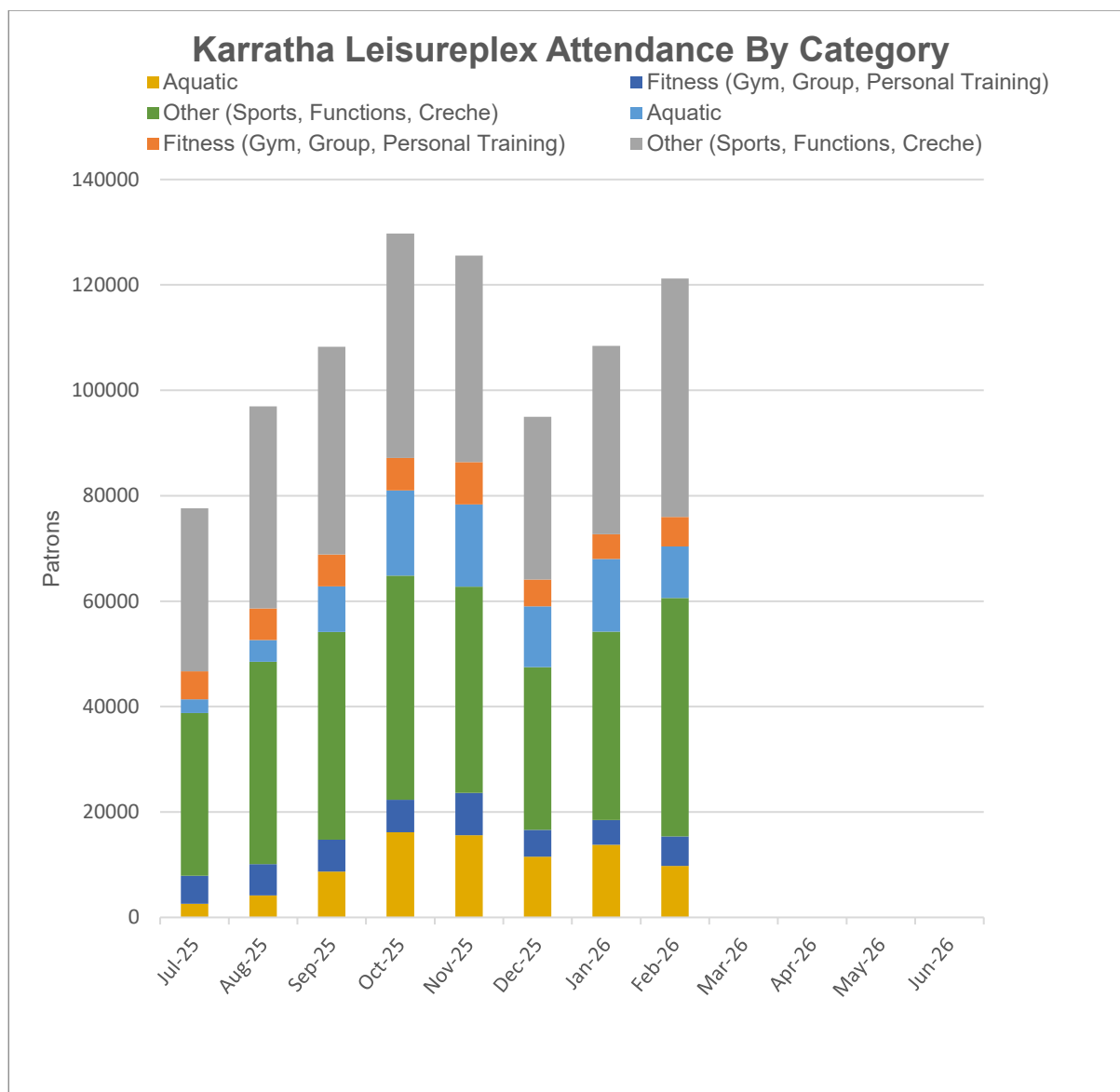
To provide Council with an update on Community Experience services and programs for February 2026.

Attendance & Utilisation Summary

Facility Attendance	February 2025	February 2026	Year on Year %
The Youth Shed	511	495	- 3%
The Base	668	690	+ 3%
Total Library	6,792	8,482	+ 25%
Karratha Leisureplex	55,120	60,602	+ 10%
Wickham Recreation Precinct	3,818	3,823	0 %
Roebourne Aquatic Centre	832	392	- 53%
Indoor Play Centre	2,222	1,840	- 17%
Red Earth Arts Precinct	2,016	1,554	- 23%
Arts Development & Events	0	48	+ 48%
Community Programs	January 2026	February 2026	Month on Month %
Security Subsidy Scheme	18	25	+ 39%
Meet the Street Parties	0	1	+ 100%

Karratha Leisureplex



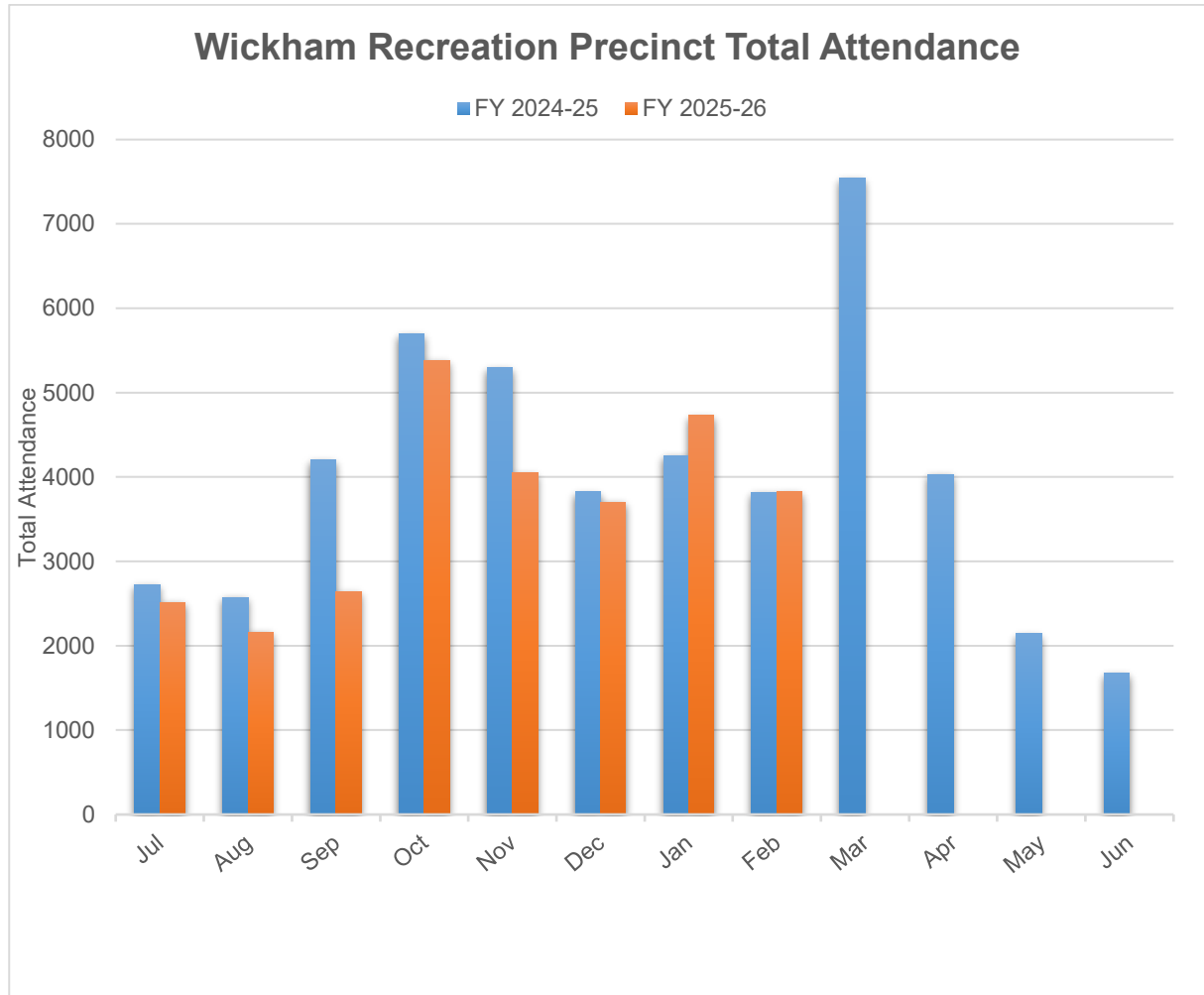


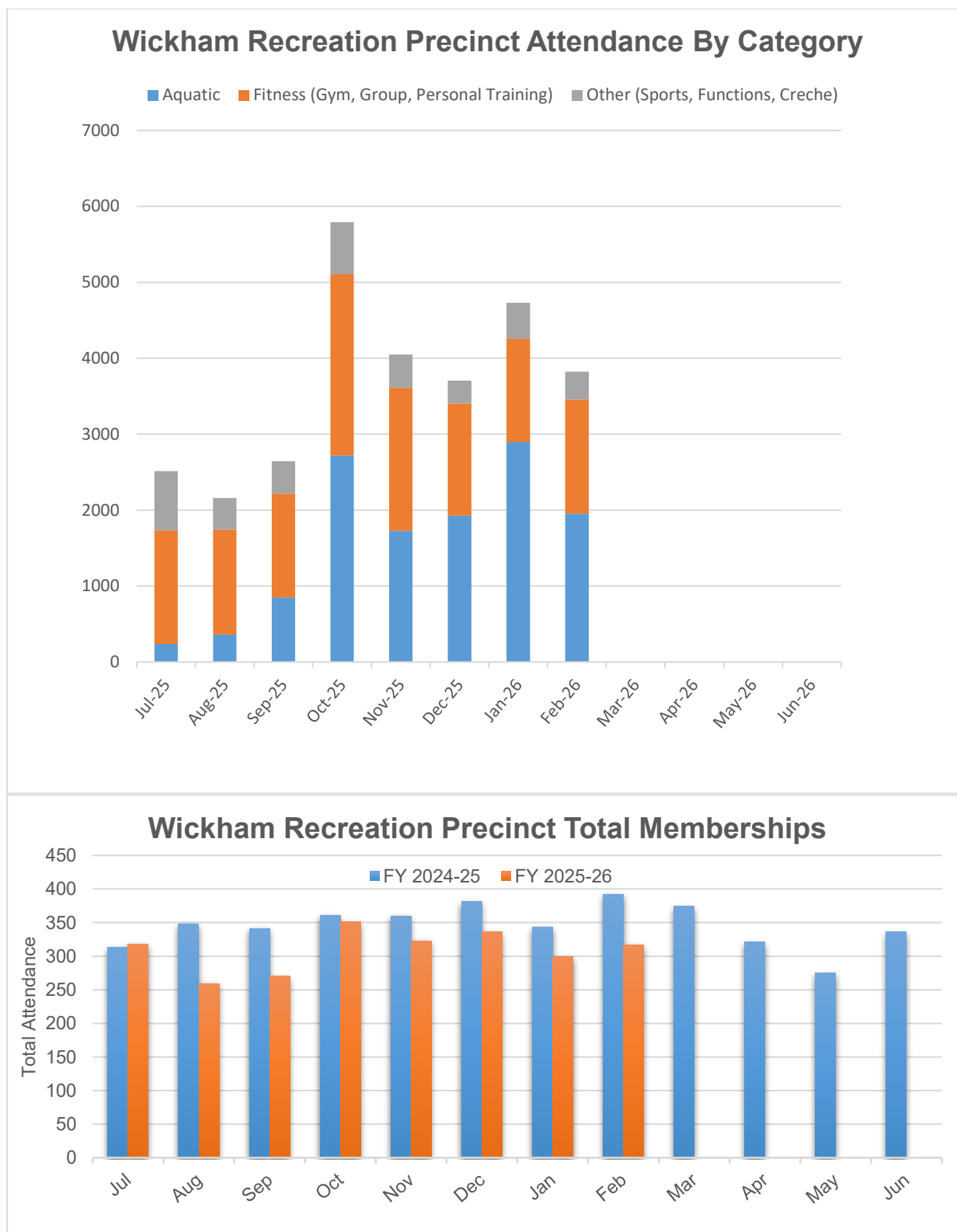
February 2026 delivered strong overall visitation for Karratha Leisureplex despite several operational disruptions. Aquatic visits totalled 9,750, slightly lower than 11,098 in February 2025 (–12%), largely due to Cyclone Mitchell, which resulted in a three-day aquatic closure early in the month. The facility also hosted the Country Pennants event, attracting approximately 400 attendees across the weekend with exclusive use of the aquatic area.

Fitness visits reached 5,637, compared with 6,316 in February 2025 (–11%). Activity continued to recover following the Christmas period, with gym attendance improving and personal training stabilising as staff returned from leave. Group fitness participation remained steady, although the Strength & Conditioning Room (SCR) was offline for 20 days due to the painting program and equipment upgrades. The new layout and equipment have since received very positive community feedback. Reformer Pilates remained a strong performer with 270 bookings during the month.

“Other” visits increased significantly from 37,706 to 45,215 (+20%), reflecting strong court usage, programs and facility activity following the return-to-school period. Overall visitation increased from 55,120 to 60,602 (+10%), While membership decreased slightly from 2,279 in January 2026 to 2,237 in February 2026 (–2%).

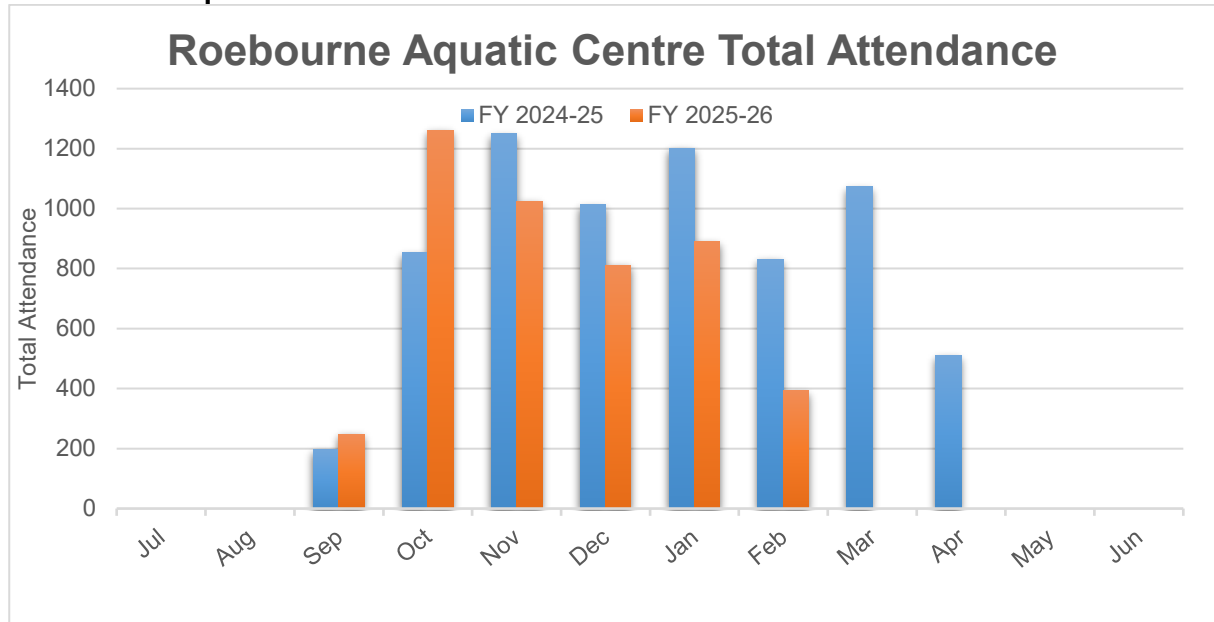
Wickham Recreation Precinct





Total attendance is up slightly for the same period in 2025, aquatics figures saw a significant drop after Free Swim January. Play program increases falls in line with the increase in group fitness attendance. Memberships increased from the previous month but were down for the same period last year. This will remain a focus for the fitness and aquatics team. In term programming numbers continue to be consistent with 0-5 programming proving to be a challenge.

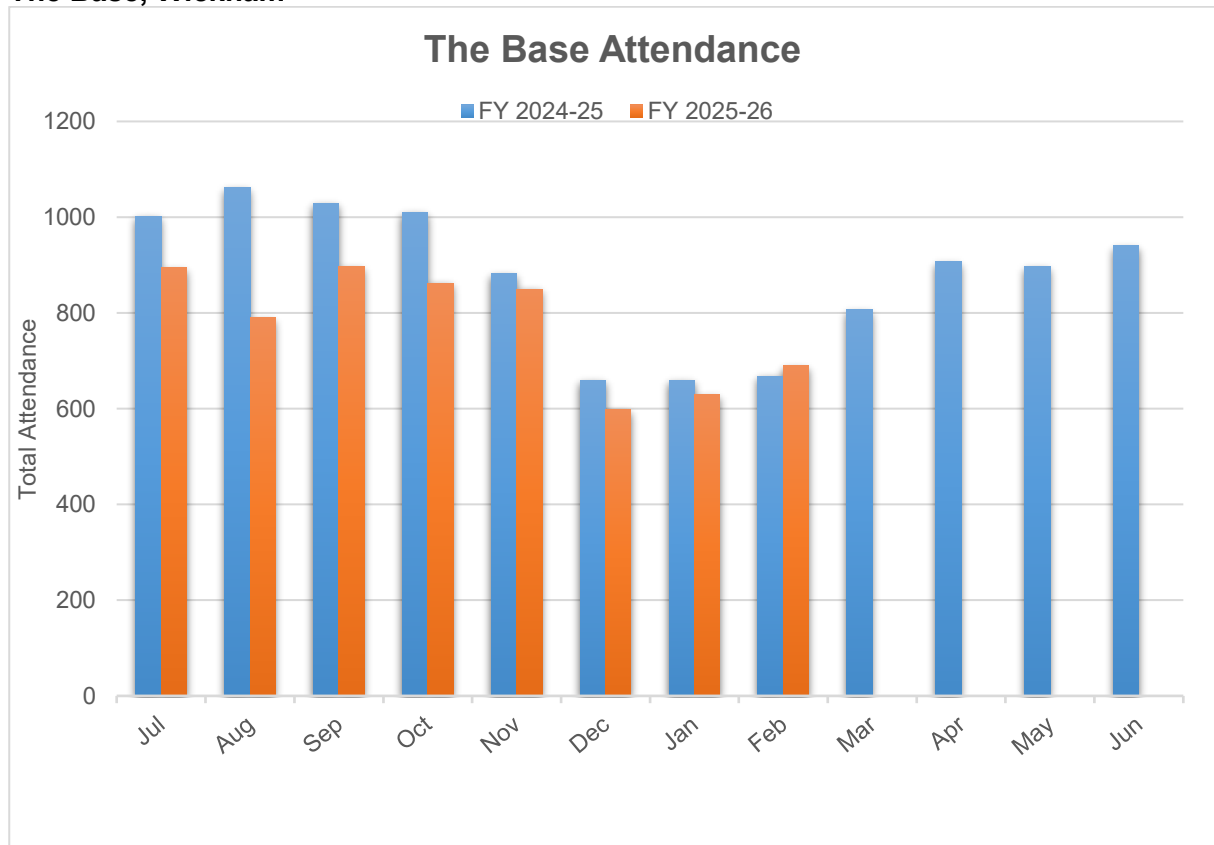
Roebourne Aquatic Centre



Attendance is down compared to January 2026 and also February 2025. There were 4 days of closures due to Cyclone Mitchell and staffing availability. Swimming lessons were also held in February 2025 which lifted numbers previously. Yaandina remained closed for February impacting attendance due to pool based programming not available.

Youth Services

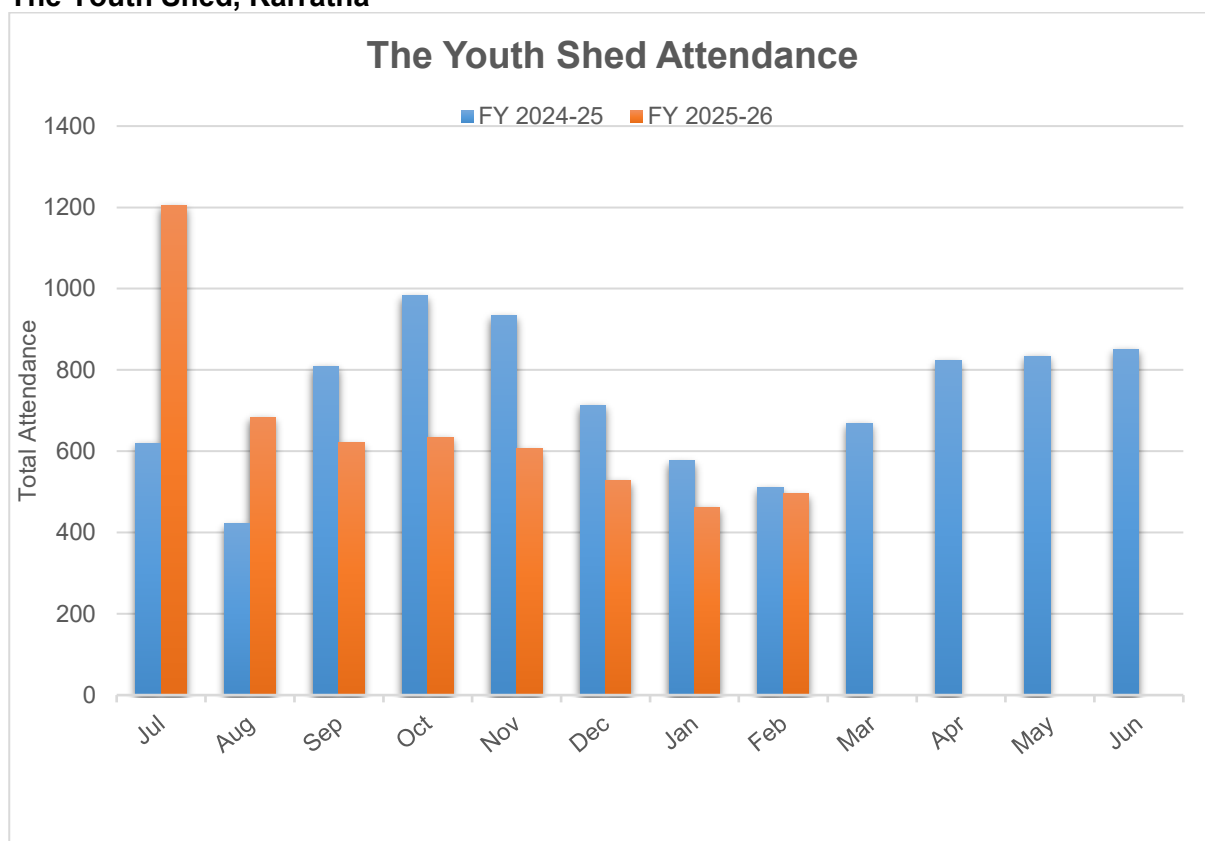
The Base, Wickham



This month recorded strong engagement, with 690 young people attending the space - a continued increase reflects the sustained efforts to build trust. High participation in recreational and wellbeing activities, particularly late - night basketball and outdoor games attracted 52 young people on the courts.

While the service was briefly disrupted due to the Cyclone, the air - conditioning damage has affected comfort levels within the centre. Despite this staff remained committed to programming and made efforts to minimise disruption to engagement. The attendance numbers demonstrate the value young people place on the service and the positive role it plays in the community. Overall the team remains focused on engagement, participation, supporting youth well-being and advocate for improvements to ensure the centre remains safe for all who attend.

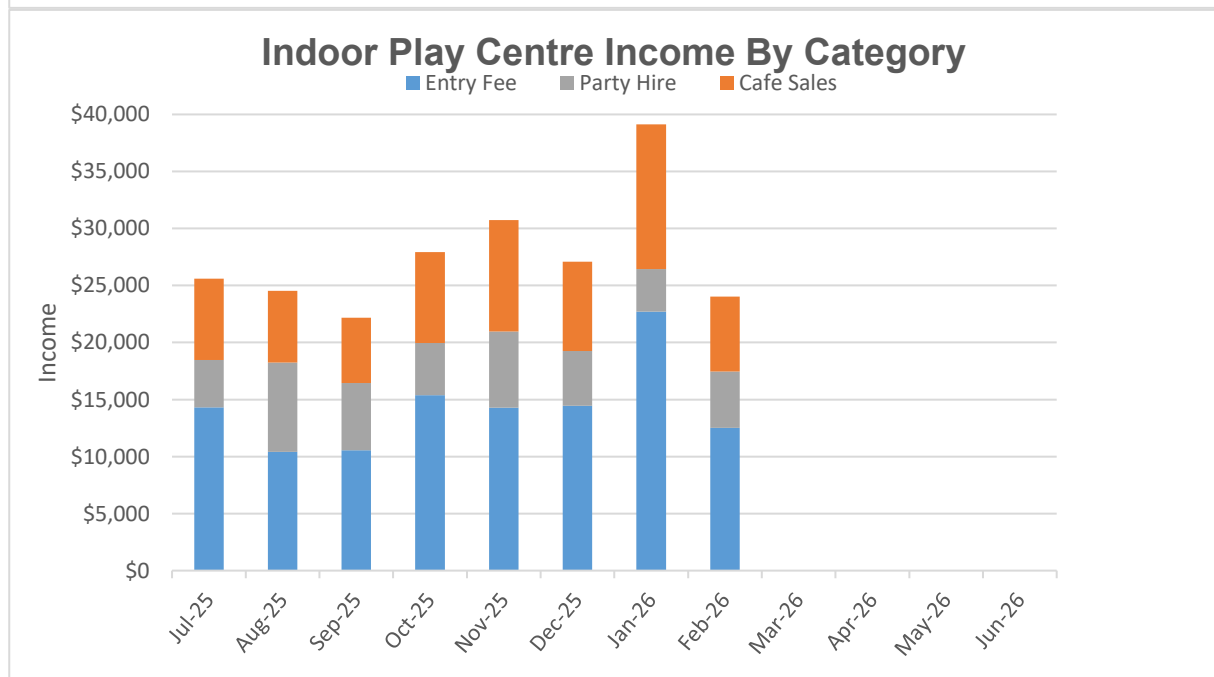
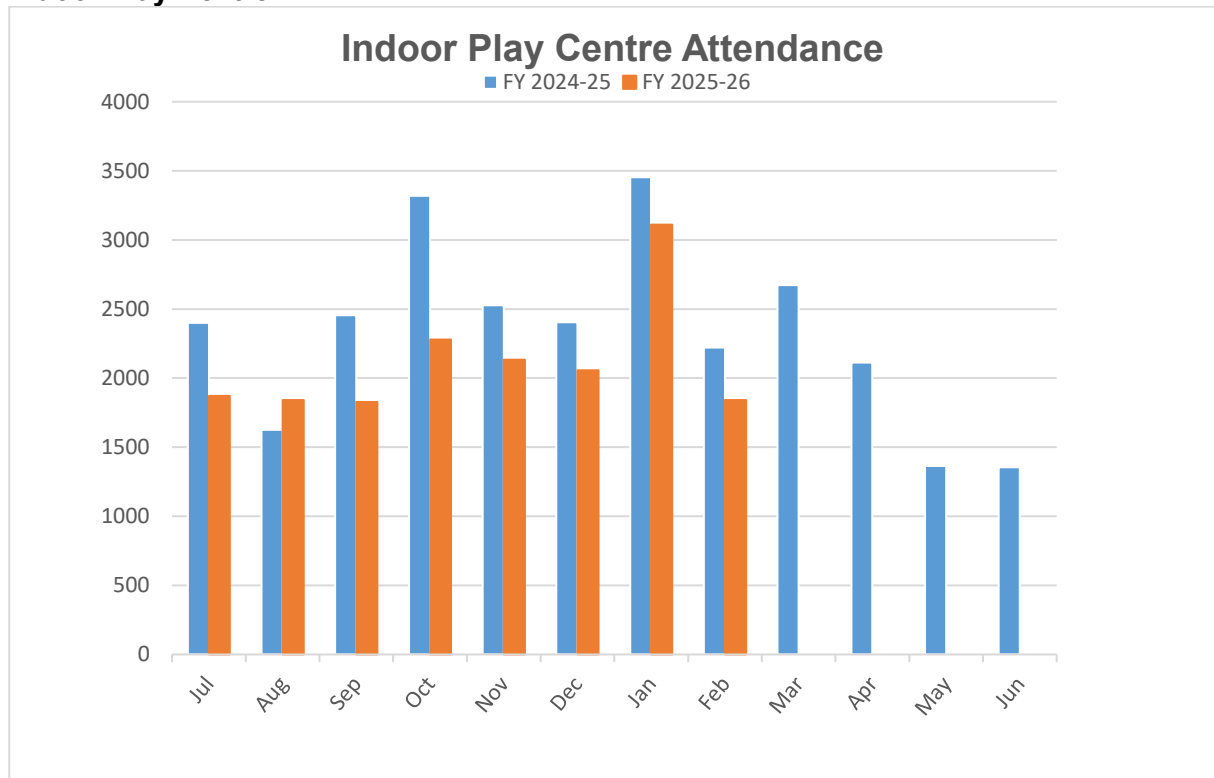
The Youth Shed, Karratha

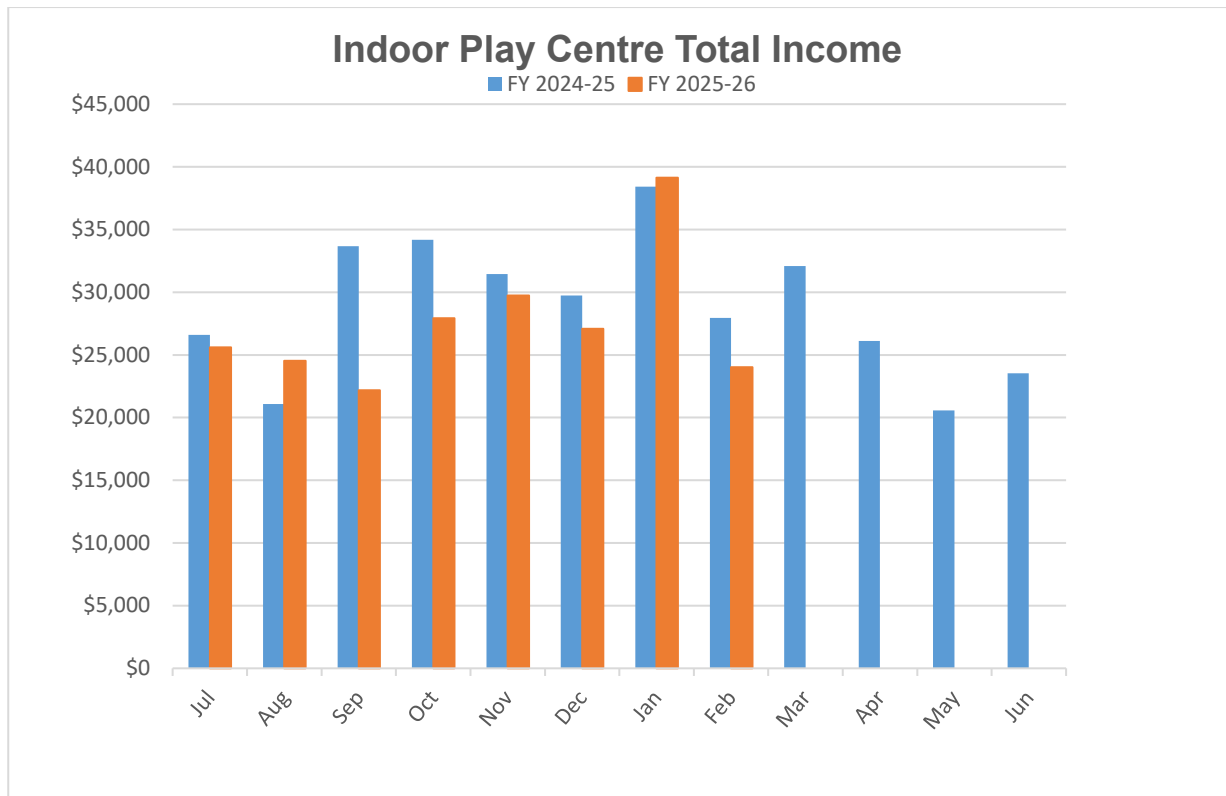


The Youth Shed recorded 495 attendances for the month, reflecting a 3.13% decrease (16 fewer young people) compared with February 2025. This decline is largely explained by significant cyclone related disruptions, including two days of closure at the start of the month and a full week of closure due to air-conditioning damage. Even after reopening, many young people reported that the centre was uncomfortably hot, which directly contributed to a noticeable drop in regular attendance over a three-week period. Despite these challenges, staff strengthened partnerships with local organisations, resulting in three group visit sessions that helped boost numbers and increase awareness of the facility and its programs.

Programming efforts also paid off, with the launch of the Girls' Wellness Workshop, which attracted 67 participants across just two of the seven scheduled sessions, transforming one of the centre's quietest days into its busiest. Although the month included more than a week of closures and heat-related attendance impacts, the Youth Shed still came close to matching last year's figures—and would likely have exceeded them under normal operating conditions.

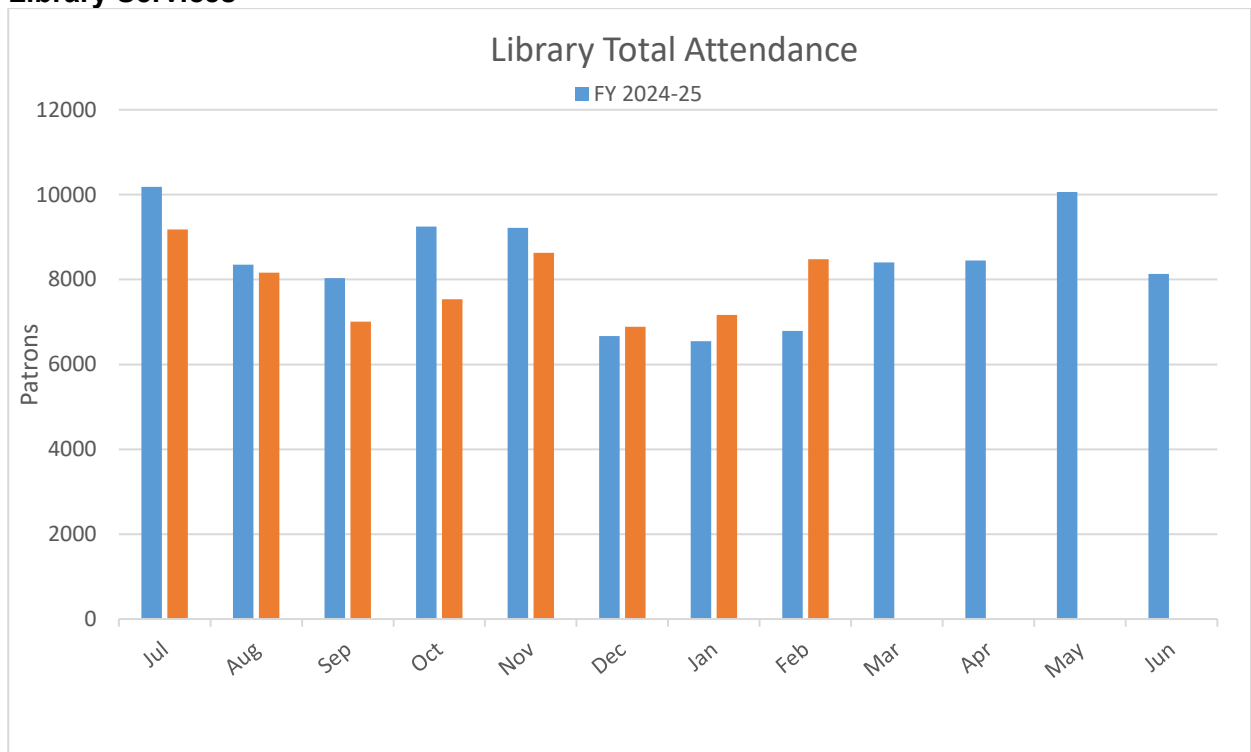
Indoor Play Centre

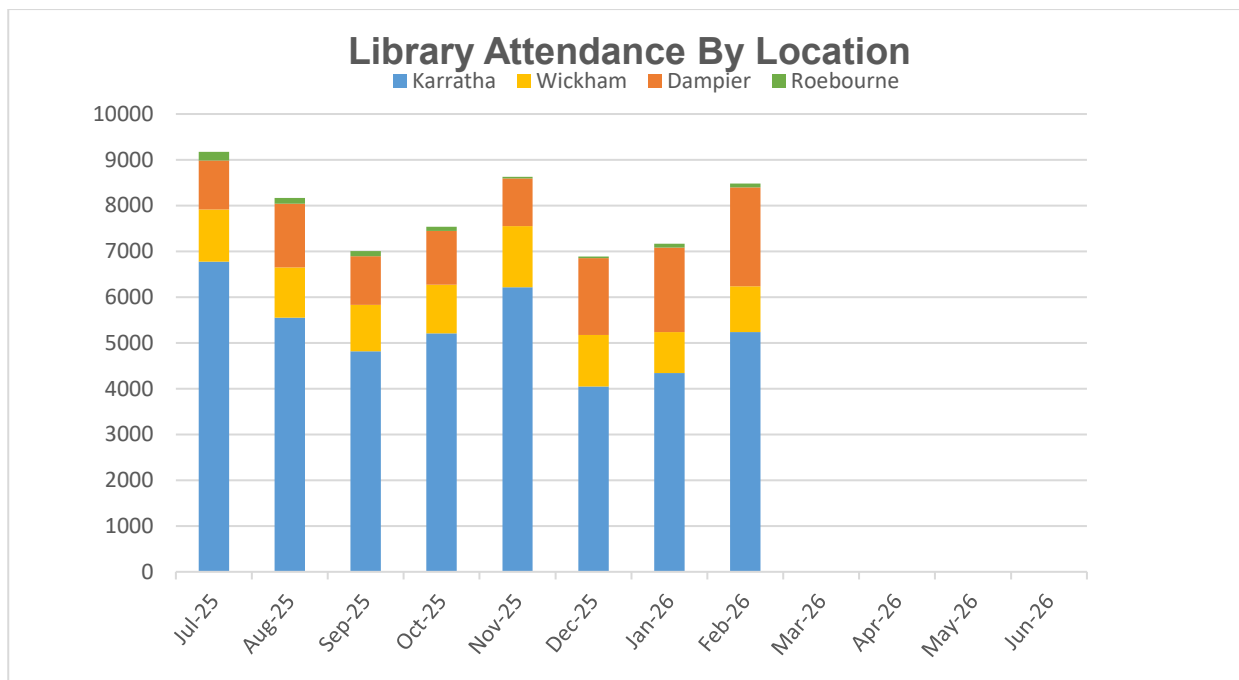




Attendance dropped due to school term beginning. The sales were affected by this drop in numbers but there have been an increase in bookings this month.

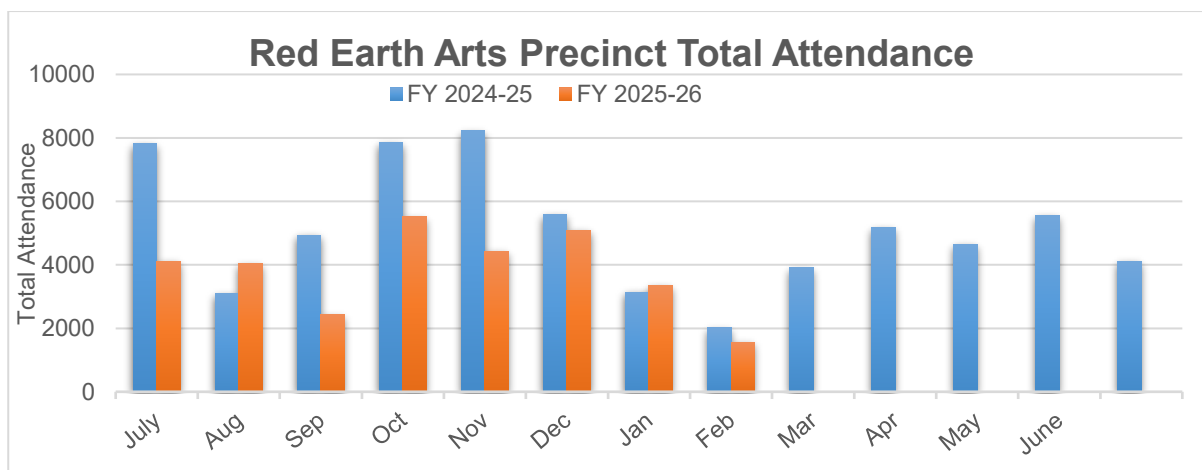
Library Services

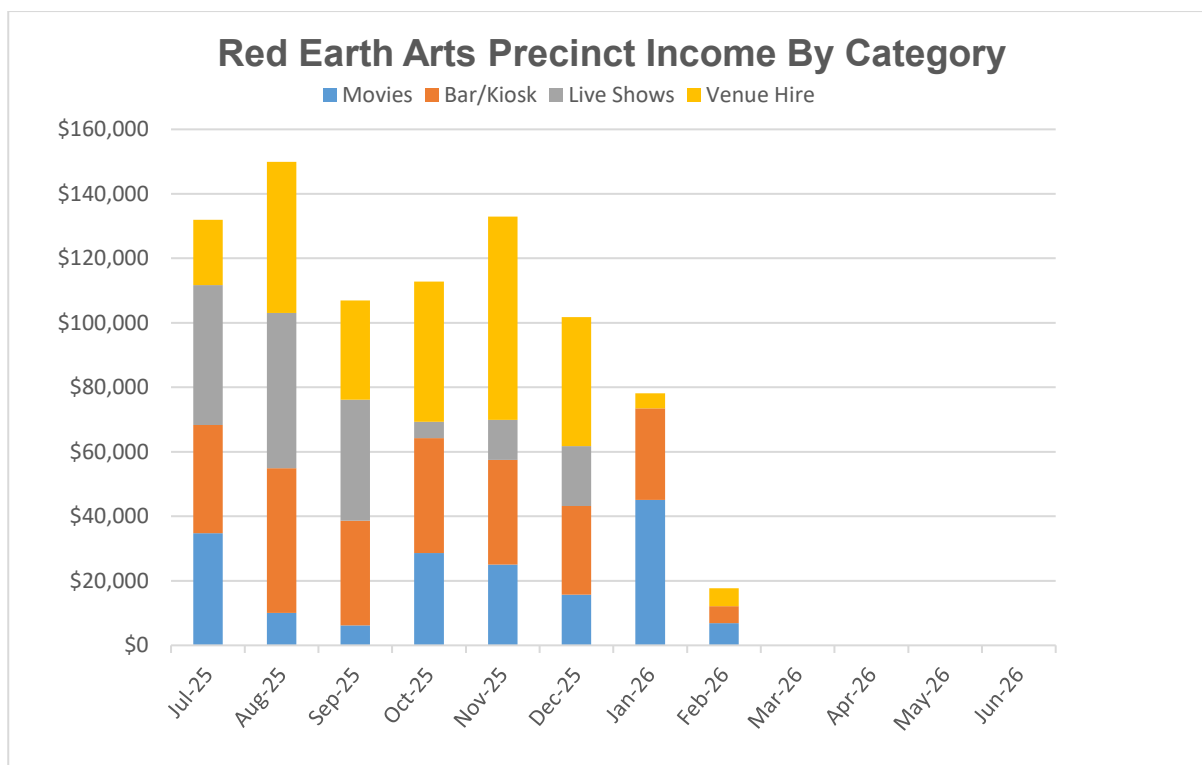




12,989 Total memberships (59 new members signed up in February).	2,568 Physical items (17 down from last month and 1,242 eResources borrowed (203 down from last month).
1186 Individual computer log ins by members and guests (excludes Wi-Fi) (527 up from last month).	792 Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning (36 down from last month).
893 Program participants at 70 programs (including Libraries After Dark, Memoir Writing Workshop, Story Time, Rhyme Time and Family Funday).	47 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons.

Red Earth Arts Precinct





Events and Programming:

February saw a reduced schedule due to planned venue maintenance, with only the studio rooms available for hire and theatre available to movies on weekends. The planned maintenance work included sanding and repainting the stage.

Cinema Operations:

Cinema screenings continued throughout February however attendance was significantly lower than the same period in 2025 due to:

- Limited major blockbuster releases. In 2025, high-performing films included: Lion King, Moana, and Sonic, complemented by the Bridget Jones special event/movie, which drove stronger patronage.
- No comparable blockbuster films or special events were available in February 2026, contributing to lower attendance.

Temporary venue closure (7 - 8 February) due to Tropical Cyclone Mitchell.

Movies Scheduled: 24 | Cancelled: 5 (Cyclone) | Sessions Delivered: 19

Total Attendance: 460 patrons | Average per Delivered Session: 24

February 2025 Attendance: 2,016 | Decrease: 1,556 patrons (77%)

Top Performing Films:

- Scream 7 – 147 patrons
- Avatar – 83 patrons
- Return to Silent Hill – 36 patrons

Bar and Kiosk Revenue:

- 2026: \$5,310.00
- February 2025 Revenue: \$17,524.00
- Variance: \$12,214.00 (69.7% decrease)

Community Programs and Venue Hire:

Studio space utilisation remained steady, supporting a range of recurring and one-off community activities. Community engagement through studio programming continued despite reduced theatre operations.

Recurring Weekly Bookings:

- Pilbara Community Legal Service – English classes
- Dance classes
- Tai Chi
- Drawing classes

One-Off Events:

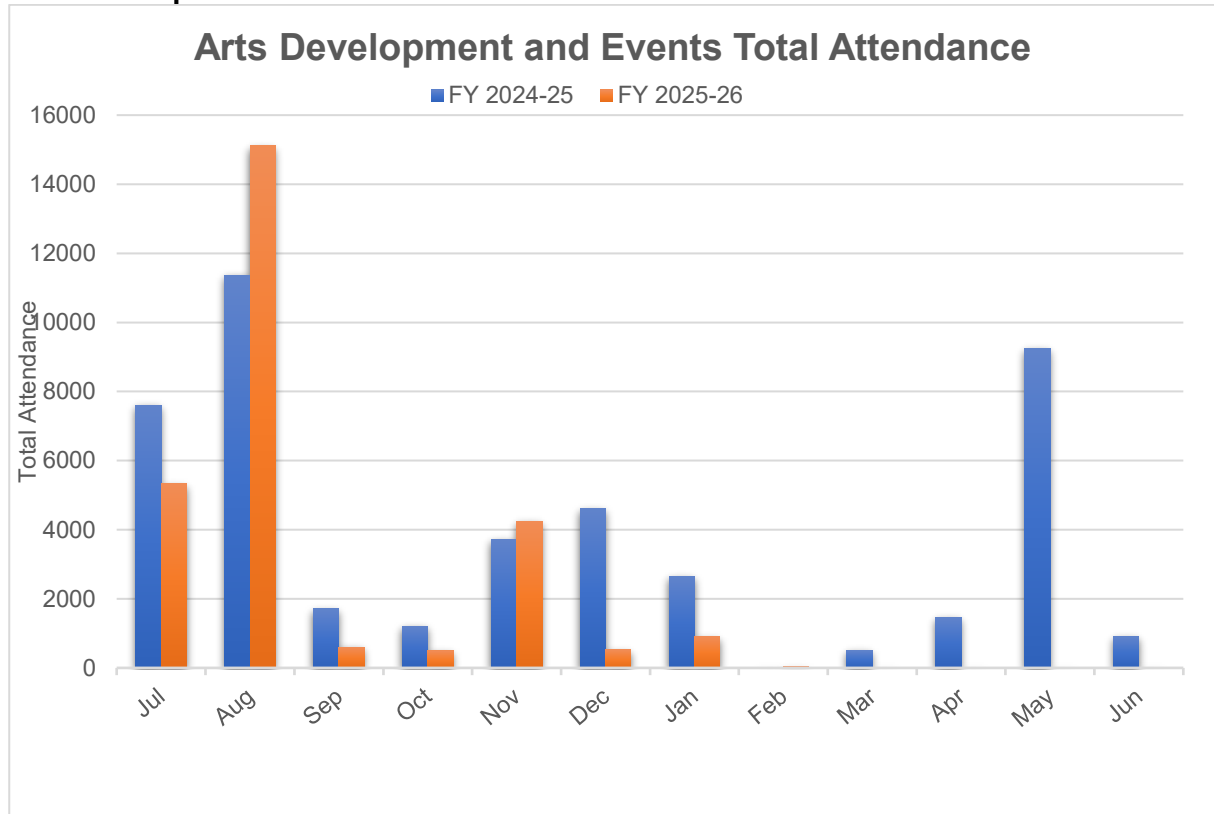
- Pilbara for a Purpose – Mini Expo & Presentations (80 attendees)
- ACE Photography Workshop with Junction Co (20 attendees)
- Karratha & Districts Chamber of Commerce and Industry – Business Builder Workshop (30 attendees)
- Swimming Western Australia – Meet & Greet (30 attendees)

Upcoming Programming:

The theatre returns to full programming in March with Bluey's Big Play, scheduled 11 – 15 March 2026. This nationally touring production is anticipated to:

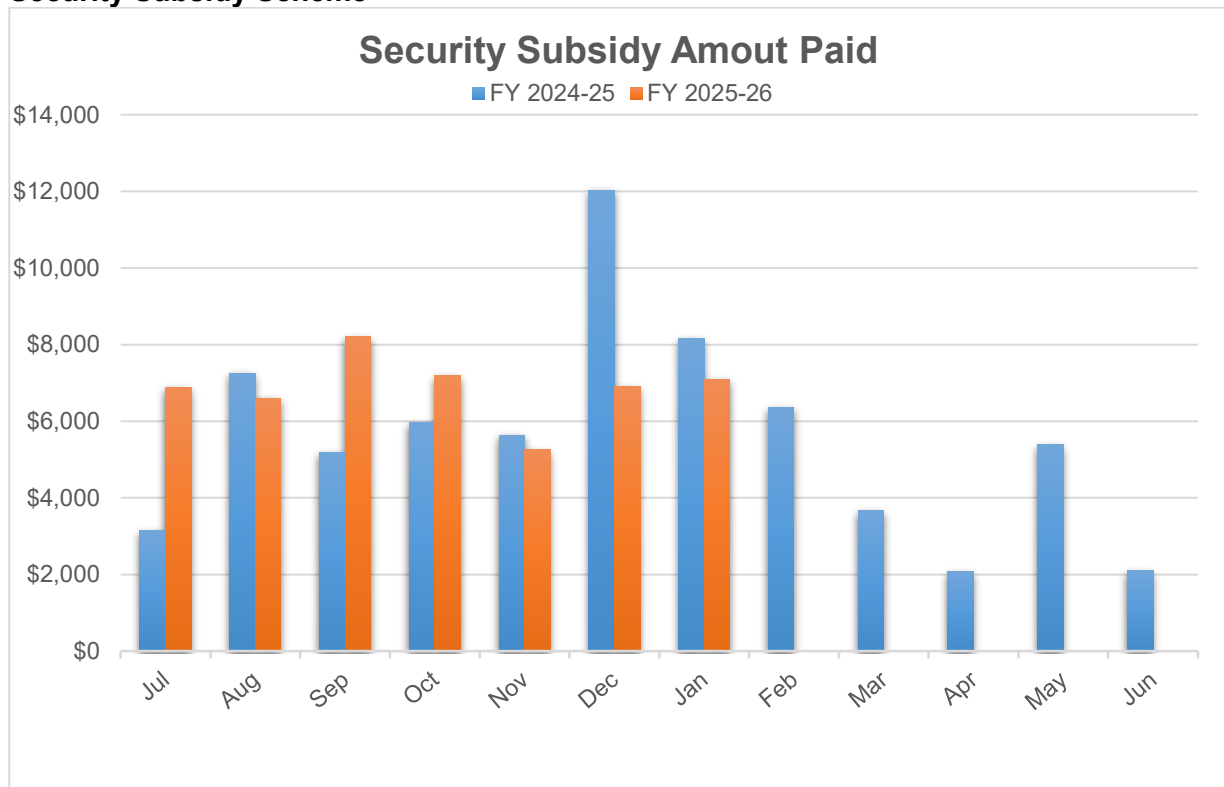
- Significantly increase theatre attendance
- Drive Kiosk revenue
- Re-engage family audiences following the quieter February period
- Strong ticket demand is anticipated due to the production's established national popularity.

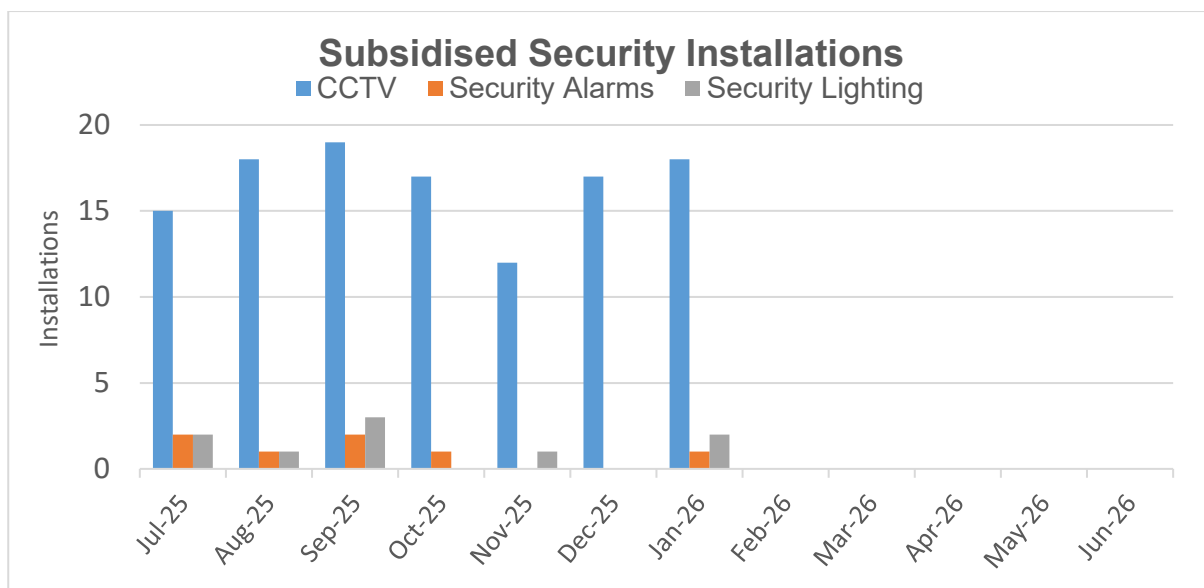
Arts Development & Events



In February we hosted two arts development activities – performances and workshops – in the library and studio room at REAP. Given the hot weather during this month, all activities were held indoors for the comfort and safety of participants.

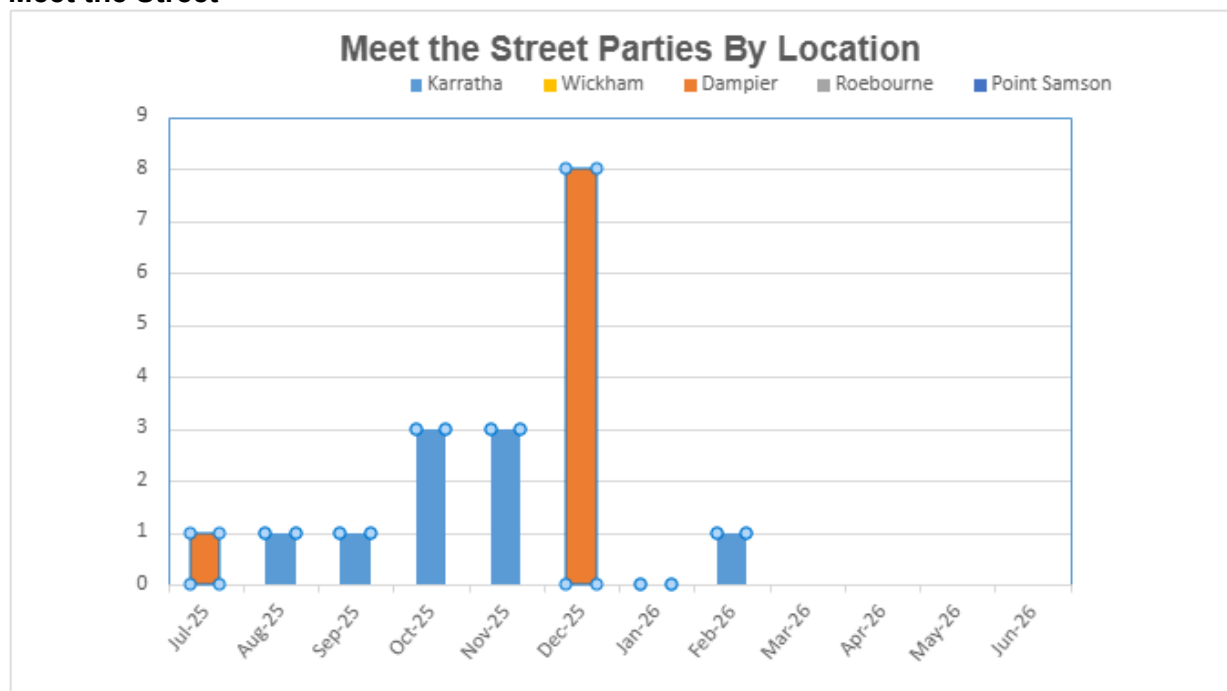
Security Subsidy Scheme





25 Security Subsidy applications were received and eligible for reimbursement.

Meet the Street



1 Meet the Street parties hosted in February 2026.

Small Community Grants – February 2026

Town	Who	What	Awarded ex GST
Karratha	Karratha Swimming Club	2 Technical Officials to support the delivery of the North West Open Competition and provide training and mentoring to local officials	\$5,000.00
Karratha	Karratha United Sporting Club	Karratha Soccer Coaching Capacity Program (Football West C-Class Course)	\$5,000.00

COUNCILLOR QUESTION:

Is the increase in library visitation in February, compared with February last year, attributable to the introduction of Sunday opening hours?

CITY RESPONSE:

The increase in February visitation cannot be solely attributed to the introduction of Sunday opening hours at Karratha and Wickham Libraries.

Karratha Library's additional hours have been most successful on Sundays, while evening usage was initially low but is steadily increasing. Wickham Library has seen little to no uptake of its additional hours and, despite the trial, recorded a 4.39% decrease in visitation in February 2026 compared with February 2025.

The most significant increase in visitation occurred at Dampier Library (146.7%), which did not introduce extended hours but delivered well-attended programs, including the new Home School Family Funday program and a special Rhyme Time. Dampier Library was also the only library with an increase in physical lending. Karratha (9.04%) and Roebourne (22.7%) also recorded increases in visitation. Karratha Library's increase is influenced by event programming including author talks and workshops, as well as increasing computer use and demand for tech support.

15.1.2 INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES – FEBRUARY 2026

File No: CR.38
Responsible Executive Officer: Director Community Experience
Reporting Author: EA Community Experience
Date of Report: 25 March 2026
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 February 2026.

Organisation	Reason	Authorised Officer	Amount (excl. GST)
City of Karratha	Fee for 2 x family passes to Bluey’s Big Play as prizes for a colouring in competition to promote the show.	Director Community Experience	\$439.20
City of Karratha	Fee for the Easter Guessing Game Giveaway campaign for 4 x children’s movie tickets.	Director Community Experience	\$43.64
City of Karratha	Fee for 2 x single one month Group Fitness memberships to be used as incentives for the group fitness challenge running in March.	Director Community Experience	\$290.00
Helen Hall, Karratha	Fee for the Quarter Grassed Area to host an event for the fairer regional capped air fares.	Manager Arts, Culture and Events	\$58.00

15.1.3 INFORMATION REPORT - DISABILITY ACCESS AND INCLUSION PLAN (DAIP) UPDATE

File No:	CS.62
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	20 March 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	DAIP Implementation Plan - Update Q1-Q2 2025-2026

PURPOSE

To update Council on progress of the City of Karratha's Disability Access and Inclusion Plan activities for the period July to December 2025.

BACKGROUND

At the June 2024 Ordinary Council Meeting, Council endorsed the City of Karratha's Disability Access and Inclusion Plan 2024 – 2029 (DAIP). The DAIP identifies the City's intended outcomes to improve access and inclusion for people of all abilities and outlines key actions for implementation to reduce and eliminate barriers within the city and to advocate for equity of access for all.

DISCUSSION

In the six months to December 2025, several notable achievements have been made, including:

- Supporting the Pilbara Disability Network to run an event for the International Day of People with Disability at Red Earth Arts Precinct, including a stand at the event promoting the City's all-terrain wheelchair.
- The introduction of online Inclusion Training for all City of Karratha permanent staff. Three modules, including Core Inclusion, Neurodiversity, and Disability Awareness, have been completed by staff across December 2025 – March 2026.
- Members of the Pilbara Disability Network providing feedback to the City on the proposed location and key considerations for a Changing Places facility.

The attached progress report outlines all activities undertaken during this period.

CONCLUSION

The City of Karratha is required to have a DAIP in accordance with legislative requirements of the Disability Services Act 1993 (amended 2014). This report outlines the progress made on the City's Disability Access and Inclusion Plan in Q1-Q2 FY 2025-2026. Regular and ongoing review of our actions ensures we remain on track to deliver the initiatives identified in the Plan, continue to meet our statutory obligations, and strengthen accessibility and inclusion outcomes for our community.

15.1.4 INFORMATION REPORT - DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	A./Manager Strategic Planning
Date of Report:	27 March 2026
Disclosure of Interest:	Nil
Attachment(s)	List of Current Decisions Subject of SAT Review, RDAP Applications & Wardens Court Matters

PURPOSE

To provide information relating to current State Administrative Tribunal (SAT) Reviews, development applications to be determined by the Regional Development Assessment Panel (RDAP) and mining tenement objections before the Wardens Court.

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, decisions made under planning legislation within the City that are being challenged in SAT and matters that the City has objected to that are before the Wardens Court.

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

As of 26 March 2026

APPLICATION (City &/or RDAP Ref)	PROPERTY/ TENEMENT	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	DATE CLOSED / COMPLETED
SAT				
Nil				
RDAP				
Nil				
WARDENS COURT MATTERS				
Objection 629765	Prospecting License P 47/1986 Gap Ridge	6 August 2021	<ul style="list-style-type: none"> ▪ Mention Hearing on 6 Feb 2026 ▪ Awaiting Warden Recommendation on Mining Tenement 	
Objection 628628	General Purpose Lease G 47/1274 Gap Ridge Potential Purposes: <ul style="list-style-type: none"> ▪ Crushing/Screening/Wash plant facility for mine product; ▪ Hardstand area for storage of plant and equipment. ▪ Roads - Internal; ▪ Site accommodation for administration, services support and mining and processing activities; ▪ Stockpiles for topsoil storage for future rehabilitations purposes, mine product and borrow material; ▪ Transportation and loading facility for mine product; ▪ Vehicle layover and maintenance area; ▪ Waste material stockpile; 	21 July 2021	<ul style="list-style-type: none"> ▪ Trial Hearing date set for 28 April 2026 	
Interlocutory Application 754090	General Purpose Lease G 47/1274 Gap Ridge	12 March 2026	<ul style="list-style-type: none"> ▪ Mention Hearing set for 17 April 2026 	
Objection 697845	Miscellaneous License L 47/1153 Roebourne Potential Purposes: <ul style="list-style-type: none"> ▪ A road 	20 February 2024	<ul style="list-style-type: none"> ▪ City Staff working with the Applicant to formalise Road Maintenance Agreement to address City's concerns 	

<p>Objection 697846</p>	<p>Miscellaneous License L 47/1154 Roebourne</p> <p>Potential Purposes:</p> <ul style="list-style-type: none"> ▪ A road 	<p>20 February 2024</p>	<ul style="list-style-type: none"> ▪ City Staff working with the Applicant to formalise Road Maintenance Agreement to address City's concerns 	
<p>Objection 745470</p>	<p>Mining Lease M 47/1667 Point Samson</p>	<p>30 October 2025</p>	<ul style="list-style-type: none"> ▪ Mention Hearing set for 1 May 2026 	

15.1.5 INFORMATION REPORT - RECORD OF TENDER OUTCOME UNDER DELEGATION

File No: CM.638
Responsible Executive Officer: Chief Executive Officer
Date of Report: 31 March 2026
Disclosure of Interest: Nil
Attachment(s) Nil

PURPOSE

To inform Council of the outcome of tenders that have been determined under delegation since the last Ordinary Council Meeting.

BACKGROUND

Under Delegation 1.1 ‘Tenders & Expressions of Interest’, the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$1,000,000 and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

Alternatively, under section 5.42 of the *Local Government Act 1995*, Council may specifically delegate to the CEO the authority to award a particular tender up to a specific value limit.

Policy CG-12 ‘Purchasing Policy’ requires that on each occasion a tender is determined under delegated authority a report is to be provided to Council at its next ordinary meeting that provides the information as detailed below:

Tender No:	RFT0000062	Project Budget:	\$270,000 (exl GST)
Tender Title:	Minister for Works Cleaning – Level 2, The Quarter HQ		
State-wide Advertising Commenced:	11/02/2026	Tender Closing Date/ Time:	27/02/2026
Scope of Works:	The primary scope of work is the provision of cleaning and sanitisation services to the Minister for Works occupied premises located on Level 2, The Quarter Building, 20 Sharpe Avenue, Karratha. The Contractor is required to provide a high quality of cleaning service (including replenishing consumables) in all areas commensurate with the standards expected from a premium facility.		
Selection Criteria:	Relevant Experience	15%	
	Methodology	10%	
	Capacity to Deliver	20%	
	Sustainability	5%	
	Price	50%	
Submissions Received:	<ol style="list-style-type: none"> 1. Biparn Enterprise 2. Damel 3. Karratha Cleaning 4. Lal Chand T/A Northwest Sparkle Services 5. Pilbara Cleaning 6. Sparkle By Mia 7. Teski 8. Unicorn Cleaning and Gardening Services Pty Ltd 		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	31/03/2026
Tender Awarded to:	Karratha Cleaning		

Contract Value:	\$188,400.00 (excluding GST) plus consumables as per the schedule of rates – The City of Karratha will pay all monthly cleaning and consumables invoices and will recover these costs in full from the Minister for Works in accordance with their executed Lease Agreement.		
Contract Term:	1 Year	Contract Options:	2 x 1 Year

15.1.6 RECORD OF TENDER OUTCOME UNDER DELEGATION – ANDOVER PARK STREET PARKING

File No: CM.112
Responsible Executive Officer: Chief Executive Officer
Date of Report: 4 March 2026
Disclosure of Interest: Nil
Attachment(s) Nil

PURPOSE

To inform Council of the outcome of tenders that have been determined under delegation since the last Ordinary Council Meeting.

BACKGROUND

Under Delegation 1.1 ‘Tenders & Expressions of Interest’, the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$1,000,000 and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

Alternatively, under section 5.42 of the *Local Government Act 1995*, Council may specifically delegate to the CEO the authority to award a particular tender up to a specific value limit.

Policy CG-12 ‘Purchasing Policy’ requires that on each occasion a tender is determined under delegated authority a report is to be provided to Council at its next ordinary meeting that provides the information as detailed below:

Tender No:	RFT0000050	Project Budget:	\$1,200,000 excluding GST
Tender Title:	Andover Park Street Parking		
State-wide Advertising Commenced:	17/12/2025	Tender Closing Date/ Time:	2pm AWST 22/01/2026
Scope of Works:	Construction of retaining wall, twenty (20) standard parking bays, one (1) universal access parking bay, new footpaths, kerbing, pram ramps and associated works at Andover Park, Roebourne.		
Selection Criteria:	Relevant Experience	15%	
	Methodology	20%	
	Capacity to Deliver	15%	
	Sustainability	5%	
	Price	45%	
Submissions Received:	CORPS Earthmoving Pty Ltd Hicks Civil and Mining Pty Ltd NWMC Mining & Civil Pty Ltd		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	3/03/2026
Tender Awarded to:	NWMC Mining & Civil Pty Ltd		
Contract Value:	\$584,164.00 (excluding GST)		
Contract Term:	3 Months	Contract Options:	Nil

15.1.7 RECORD OF TENDER UNDER DELEGATION – ROSEMARY ROAD FOOT BRIDGE

File No:	CM.112
Responsible Executive Officer:	A/ Director Infrastructure Services
Date of Report:	27 March 2026
Disclosure of Interest:	Nil
Attachment(s)	Nil

PURPOSE

To inform Council of the outcome of tenders that have been determined under delegation since the last Ordinary Council Meeting.

BACKGROUND

Under Delegation 1.1 'Tenders & Expressions of Interest', the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$1,000,000 and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

Alternatively, under section 5.42 of the *Local Government Act 1995*, Council may specifically delegate to the CEO the authority to award a particular tender up to a specific value limit.

Policy CG-12 'Purchasing Policy' requires that on each occasion a tender is determined under delegated authority a report is to be provided to Council at its next ordinary meeting that provides the information as detailed below:

Tender No:	RFT0000063	Project Budget:	\$250,000 ex GST
Tender Title:	Rosemary Road Pedestrian Bridge Refurbishment		
State-wide Advertising Commenced:	20/01/2026	Tender Closing Date/ Time:	10/02/2026
Scope of Works:	The City of Karratha (Principal) is requesting submissions from a suitably competent and experienced Contractor to deliver remediation works to Rosemary Road Pedestrian Bridge, located west of St Luke's College.		
Selection Criteria:	Relevant Experience	20%	
	Methodology	20%	
	Capacity to Deliver	10%	
	Key Personnel Skills and Experience	5%	
	Sustainability	5%	
	Price	40%	
Submissions Received:	DURATEC LIMITED NWMC Mining and Civil Pty Ltd PCM Group Pty Ltd Redhill Civil Pty Ltd Winyama Contracting Group		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	20/03/2026
Tender Awarded to:	Duratec Limited		
Contract Value:	\$227,115 ex GST		
Contract Term:	2 Months		

15.1.8 APRIL 2026 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES

File No:	CM.191
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Council Secretariat
Date of Report:	20 April 2026
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To record meeting proceedings of the Public Briefing session held on Monday 20 April 2026 and outline areas of the April 2026 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 6:00pm on Monday 20 April 2026.

Record of Attendance**Councillors:**

Cr Daniel Scott [Mayor]
 Cr Jodie Swaffer [Deputy Mayor]
 Cr Gillian Furlong (Via Teams)
 Cr Brenton Johannsen
 Cr Martin Byrne
 Cr Sarah Roots
 Cr Tony Simpson
 Cr Daiva Gillam
 Cr Geoff Harris

Staff:

Virginia Miltrup	Chief Executive Officer
Emma Landers	Director Community Experience
Christine Palmer	A/Director Corporate Services
Lee Reddell	Director Development Services
Simon Kot	Director Strategic Projects & Business
Michael Bunting	A/ Director Infrastructure Services
Henry Eaton	Manager Governance
Pieta Bloxsom	Minute Secretary

Apologies:

Chloe Morris

Director Corporate Services

Absent:**Leave of Absence:****Members of Public:**

Members of Media:**Public Question Time:**

There were no Public Questions.

Petitions/Deputations/Presentations

There were no Petitions/Deputations/Presentations.

Declarations of Interest

There were no declarations of interest.

10 CORPORATE & COMMERCIAL REPORTS**10.1 Statements for Period Ended 28 February 2026**

No questions were asked

10.2 List of Payments - 1 February 2026 to 28 February 2026

Questions arising from briefing

10.3 Investments for Period Ended 28 February 2026

Questions arising from briefing

10.4 Proposed 2026/27 Fees and Charges Advertising

Questions arising from briefing

10.5 Advertising of 2026/27 Differential Rates

Questions arising from briefing

10.6 Appointments to the Audit Risk and Improvement Committee

No questions were asked

10.7 Q2 Key Performance Measures 2025/26

Questions arising from briefing

10.8 The Quarter HQ - Core Options Analysis Outcome

Questions arising from briefing

11 COMMUNITY EXPERIENCE REPORTS**11.1 DRAFT - Early Years Strategy 2026 – 2031**

Questions arising from briefing

11.2 Call for Tender - Leisure Centre Management System (LCMS)

Questions arising from briefing

12 DEVELOPMENT SERVICES REPORTS**12.1 CITIC Proposed Realignment of Fortescue River Road, Road Reserve**

No questions were asked

Cr Simpson left Chambers at 7:17pm

Cr Simpson returned to chambers at 7:18pm

13 INFRASTRUCTURE SERVICES REPORTS**13.1 Supply of Staff Uniforms - Request to Call Tender**

Questions arising from briefing

13.2 Supply and Laying of Concrete and Kerbing Services - Request to Call Tender

No questions were asked

13.3 Early Acquisition of Long Lead Time Fleet and Plant Items

Questions arising from briefing

13.4 Quantity Surveying Services - Tender Outcome

No questions were asked

14 STRATEGIC PROJECTS AND BUSINESS REPORTS

14.1 Wickham Transfer Station Operation - Request to Call Tenders

No questions were asked

15 CHIEF EXECUTIVE OFFICER REPORTS

15.1 Items for Information Only

Questions arising from briefing

15.1.2 Information Report - Concession on Fees for City Facilities - February 2026

No questions were asked

15.1.3 Information Report - Disability Access and Inclusion Plan (DAIP) Update

No questions were asked

15.1.4 Information Report - Development Services Update

No questions were asked

15.1.5 Information Report - Record of Tender Outcome Under Delegation

No questions were asked

15.1.6 Record of Tender Outcome Under Delegation - Andover Park Street Parking

No questions were asked

15.1.7 Record of Tender Under Delegation - Rosemary Road Foot Bridge

No questions were asked

Move to go into camera - 7:35PM

Cr. Johannsen

Cr. Swaffer

In accordance with Section 5.23 of the *Local Government Act 1995*, that Council move in camera to discuss the following items:

19.1 – DEBTORS WRITE-OFF REPORT FOR 12-6 SHAKESPEARE STREET

19.1 is confidential under section 5.23(4)(b) of the *Local Government Act 1995* as its public disclosure would reveal information about the business and its processes as it relates to a contract submission.

CARRIED 9/0

19.1 – DEBTORS WRITE-OFF REPORT FOR 12-6 SHAKESPEARE STREET

Questions arising from briefing

Council move out of camera at 7:40pm.

Cr. Swaffer

Cr. Harris

Closure

The meeting closed at 7:41pm.

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There were no motions of which previous notice has been given.

17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

There were no questions by members of which due notice has been given.

18 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There was no urgent business.

19 MATTERS BEHIND CLOSED DOORS

Cr Simpson and Cr Johannsen declared that they were able to maintain confidentiality in their remote locations in accordance with regulation 14CA (5) and (6) of the *Local Government (Administration) Regulations 1996*.

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-21
 MOVED : Cr Swaffer
 SECONDED : Cr Roots

In accordance with Section 5.23 of the *Local Government Act 1995*, that Council move in camera at 6:37PM to discuss the following items:

19.1 DEBTORS WRITE-OFF REPORT FOR 12-6 SHAKESPEARE STREET

19.1 is confidential under section 5.23(4)(b) of the *Local Government Act 1995* as its public disclosure would reveal information about the business and its processes as it relates to a contract submission.

Also included is the following:

ATTACHMENT 1 TO ITEM 12.1 – ROAD MAINTENANCE AGREEMENT (WITHDRAWN)

ATTACHMENT 1 TO ITEM 13.4 – QUANTITY SURVEYING SERVICES – EVALUATION REPORT

13.4 is confidential under section 5.23(4)(d) of the *Local Government Act 1995* as its public disclosure would reveal information about the business and its processes as it relates to a contract submission.

ATTACHMENT 1 TO ITEM 19.1 – COURT ORDER FOR 12-6 SHAKESPEARE STREET

19.1 is confidential under section 5.23(4)(b) of the *Local Government Act 1995* as its public disclosure would reveal information about the business and its processes as it relates to a contract submission.

CARRIED 9/0

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

AGAINST : Nil

19.1 CONFIDENTIAL ITEM - DEBTORS WRITE-OFF REPORT FOR 12-6 SHAKESPEARE STREET

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

Res No. : OCM260428-22
 MOVED : Cr Gillian
 SECONDED : Cr Swaffer

That Council RESOLVES to write off \$10,018.78 of the outstanding debt associated with Debtor (G240), who previously leased service worker accommodation at Unit 12/6 Shakespeare Street.

CARRIED 9/0

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

AGAINST : Nil

COUNCIL RESOLUTION

Res No. : OCM260428-23
 MOVED : Cr Swaffer
 SECONDED : Cr Furlong

That Council move out of camera at 6:38PM.

CARRIED 9/0

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

AGAINST : Nil

20 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 6:39PM.

The next Ordinary Council Meeting is to be held on Monday, 25 May 2026 at 6pm at Council Chambers - Welcome Road, Karratha.