



## **ORDINARY COUNCIL MEETING**

# **AGENDA**

**NOTICE IS HEREBY GIVEN that an  
Ordinary Meeting of Council will be held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 25 May 2026 at 6pm**

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

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**VIRGINIA MILTRUP  
CHIEF EXECUTIVE OFFICER**



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

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

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

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

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

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 AGENDA

## 1 OFFICIAL OPENING

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

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

## 2 ABOUT THIS MEETING

Mayor Scott provides 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  
 Cr Sarah Roots  
 Cr Daiva Gillam  
 Cr Martin Byrne  
 Cr Geoff Harris

**Staff:**

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

**Apologies:**

**Absent:**

**Leave of Absence:** Cr Tony Simpson

**Members of Public:**

**Members of Media:**

## **4 PUBLIC QUESTION TIME**

Mayor Scott provides 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.*

## **5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

At the Public Briefing on the 18 May 2026, two Public Deputations were received. Please see below and attached in item 15.1.6.

- Catherine Heale from Point Samson provided a deputation to Council in relation to item 11.1 AWARD OF ROUND 2 LARGE COMMUNITY GRANTS.
- Annabelle Litte from Pegs Creek provided a deputation to Council in relation to item 11.1 AWARD OF ROUND 2 LARGE COMMUNITY GRANTS.

## **6 REQUEST FOR LEAVE OF ABSENCE**

Cr. Gillam requested a Leave of Absence for 25 May 2026 Ordinary Council Meeting.  
Cr. Swaffer requested a Leave of Absence for 29 June 2026 Ordinary Council Meeting.

## **7 DECLARATIONS OF INTEREST**

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

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

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### **OFFICER'S RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on Tuesday, 28 April 2026, be confirmed as a true and correct record of proceedings.**

## 9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

<b>Date</b>	<b>Mayor Meetings – April 2026</b>	<b>Location</b>
01/04/2026	Phone call with new Woodside CEO, Liz Westcott	Karratha
07/04/2026	Triple M Radio Interview	Karratha
07/04/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
08/04/2026	Meeting with Hon Julie Freeman and Shane Love, DFES response to TC Narelle	Online
09/04/2026	ABC Radio Interview, DFES response to TC Narelle	Online
13/04/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
14/04/2026	Meeting with Rio Tinto	Karratha
15/04/2026	North West Defence Alliance Q1 Meeting	Online
20/04/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
21/04/2026	Triple M Radio Interview	Karratha
23/04/2026	WA Local Government Association Pilbara Zone Meeting	Perth
23/04/2026	Advocacy meetings with Senator Whitten and Senator Payman	Perth
25/04/2026	ANZAC Dawn Service	Roebourne
28/04/2026	Triple M Radio Interview	Karratha
28/04/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
29/04/2026	Meeting with Woodside	Karratha
29/04/2026	Travelling with Pilbara Development Commission	
–		
30/04/2026		

## 10 CORPORATE & COMMERCIAL REPORTS

### 10.1 STATEMENTS FOR PERIOD ENDED 31 MARCH 2026

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate Services
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	20 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Statement of Financial Activity 31 March 2026</li><li>2. Statement of Financial Position 31 March 2026</li><li>3. Variance Commentary – Statement of Financial Activity – 31 March 2026</li><li>4. Net Current Funding Position – 31 March 2026</li></ol>

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#### PURPOSE

To provide a summary of Council's financial position for the period ending 31 March 2026.

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#### OFFICER'S RECOMMENDATION

**That Council RECEIVE the Financial Statements for the financial period ending 31 March 2026 as shown in Attachments 1 to 4.**

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#### BACKGROUND

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

#### DISCUSSION

The attached Monthly financial reports as at 31 March 2026, have been prepared in accordance with the *Local Government Act 1995* and the associated *Local Government (Financial Management) Regulations 1996*.

The financial reports presented for March 2026 are subject to audit and adjustment.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 31 March 2026:

2025/26	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
<b>Operating Activities</b>							
Revenue (incl. Rates)	197,245,877	214,046,735	171,566,681	174,696,026	3,129,344	1.8%	↑
Expenditure	(169,913,966)	(173,675,161)	(123,737,092)	(122,719,542)	1,017,550	0.8%	↑
<b>Investing Activities</b>							
Inflows	1,023,264	2,117,452	1,892,670	980,495	(912,175)	-48.2%	↓
Outflows	(97,160,056)	(133,822,957)	(75,122,459)	(38,377,089)	36,745,370	48.9%	↑
<b>Financing Activities</b>							
Inflows	79,174,533	146,845,597	74,882,175	42,907,259	(31,974,916)	-42.7%	↓
Outflows	(51,908,756)	(88,832,490)	(35,650,717)	(45,417,027)	(9,766,311)	-27.4%	↓
<b>Non-Cash Items</b>	30,160,089	22,767,038	23,409,218	27,927,373	4,518,156	19.3%	↑
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%	
<b>Surplus/(Deficit) 2025/26</b>	<b>6,860</b>	<b>832,088</b>	<b>48,626,352</b>	<b>49,106,659</b>	<b>480,308</b>		

\*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 31 March 2026	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b>	> 1	N/A	N/A	4.34
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
<b>Asset Sustainability Ratio (ASR)</b>	> 0.90	0.67	1.62	0.62
The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
<b>Operating Surplus Ratio (OSR)</b>	> 15%	37.5%	18.7%	41.1%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes.				
<b>Own Source Revenue Coverage Ratio (OSRC)</b>	> 0.90	1.04	0.88	1.03
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
<b>Debt Service Cover Ratio (DSCR)</b>	> 2	8.3	7.1	8.8
The DSCR measures a local government's ability to repay its debt using cash. As the City has minimal debt, it exceeds the basic standard of greater than 2.0.				

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. Advanced target is 0.90 which the City is currently exceeding.

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

**Statement of Financial Position**

	March 2026	February 2026	% Change	Comments
<b>Current</b>				
<b>Assets</b>	195,681,095	205,240,644	-4.66%	Decrease in Cash & Cash Equivalents
<b>Liabilities</b>	18,421,468	20,416,059	-9.77%	Decrease in Trade & Other Payable and Long Term Borrowings.
<b>Non-Current</b>				
<b>Assets</b>	793,897,640	792,250,865	0.21%	Increase in Property Plant & Equipment and Decrease in Infrastructure due to reallocation
<b>Liabilities</b>	6,631,208	6,631,208	0.00%	No Movement
<b>Net Assets</b>	964,526,060	970,444,242		

**Debtors Schedule**

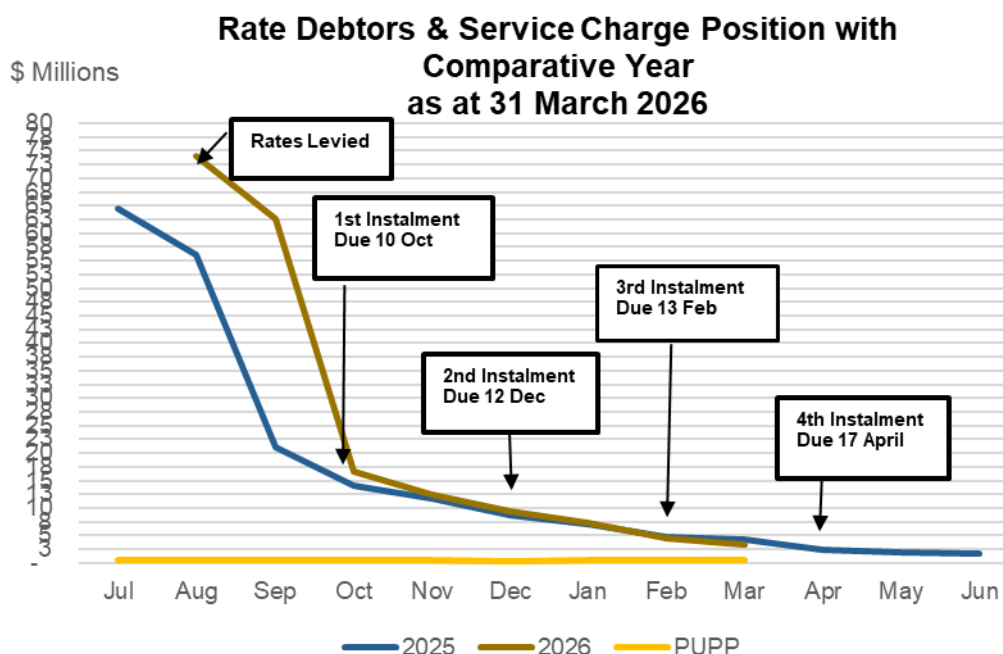
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of March 2026. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$15.3m, reflecting the loans receivable, accrued revenue and GST receivable.

**Debtors Schedule**

	March 2026	February 2026	Change %	% of Current Total
<b>Sundry Debtors</b>				
<b>Current</b>	5,924,537	5,159,209	15%	98.3%
<b>&gt; 40 Days</b>	192,058	66,729	188%	3.2%
<b>&gt; 60 Days</b>	23,934	4,539	427%	0.4%
<b>&gt; 90 Days</b>	-111,402	-95,729	16%	-1.8%
<b>Total</b>	<b>6,029,127</b>	<b>5,134,748</b>	<b>17%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>3,310,490</b>	<b>4,437,232</b>	<b>-25%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>491,085</b>	<b>490,824</b>	<b>0%</b>	<b>100%</b>

A total of \$71.9m in Rates (including ESL and waste charges) has been paid by the end of March 2026, representing a collection rate of 95.6% to date (this represents a higher collection rate compared to 93.7% on 31 March 2025).



There was no material change in March 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% (\$491,085) 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	-	9,635.99	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Debt collection continuing.
H026	Housing Authority	381.45	708.00	5066.15	Relates to replacement bins delivered to Housing Authority houses as requested. Officers are following up with the department on payment.
G240	12/6 Shakespeare (Service Worker Accommodation)	-	-	10,018.78	Write off agenda item in April's OCM.
A006	Qantas Link	134,675.27	-	-	Back charge of landing fees at Karratha Airport for Jul 2025 to Dec 2025 due to an error with billing. Reminder email sent 15/04/26.

### Capital Expenditure

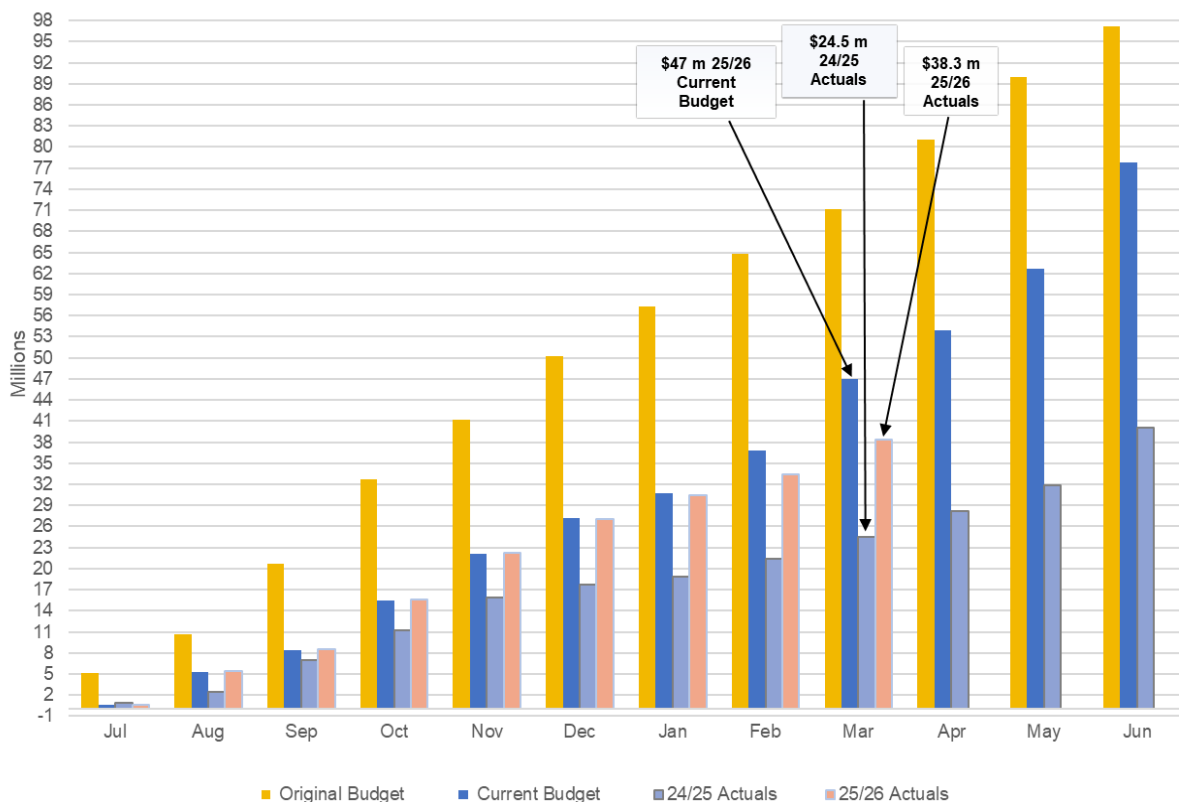
Council's current 2025/26 Capital Expenditure budget is \$77.8 million which includes significant projects such as: Hancock Way Housing Development, Nickol Shared Footpath, Karratha Airport Water Mains pipe replacement, 7 Mile tip cell construction, 10 year footpath plan, roads reseal program, kerb renewals and completion of the Roebourne streetscape master plan.

The City spent \$38.3m on its capital program to the end of March 2026, \$8.6m (18.4%) less than the YTD budget.

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

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Current Budget	% of Annual Budget
	31 March 2026			30-June-26		
Infra Misc Structures	4,517,222	4,144,441	-8.3%	17,902,475	9,144,947	45.3%
Parks & Open Spaces	3,708,679	2,605,912	-29.7%	12,874,139	7,768,886	33.5%
Buildings	23,261,025	18,900,805	-18.7%	39,426,174	33,952,334	55.7%
Equipment	926,214	836,204	-9.7%	2,549,528	1,725,451	48.5%
Furn & Equip	729,935	436,765	-40.2%	899,291	1,124,935	38.8%
Plant	2,307,123	1,136,426	-50.7%	3,853,563	4,232,923	26.8%
Inv Property	110,366	265,066	140.2%	333,000	1,123,514	23.6%
Infra Roads	4,874,448	4,629,085	-5.0%	7,743,610	6,292,907	73.6%
Infra Footpaths	2,130,611	1,555,634	-27.0%	5,307,958	7,614,650	20.4%
Infra Aerodromes	4,434,805	3,840,577	-13.4%	6,270,318	4,785,805	80.2%
<b>Totals</b>	<b>47,000,429</b>	<b>38,350,916</b>	<b>-18.4%</b>	<b>97,160,056</b>	<b>77,766,353</b>	<b>49.3%</b>

Capital Expenditure YTD Actual v Budget 2025/26 (excl Reserve Transfers)



**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 MARCH 2026 TO 31 MARCH 2026**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate Services
<b>Reporting Author:</b>	Senior Creditors Officer
<b>Date of Report:</b>	16 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>List of Payments – March 2026</li> <li>Purchase Cards Report – March 2026</li> </ol>

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**PURPOSE**

To advise Council of payments made for the period from 1 March 2026 to 31 March 2026.

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**OFFICER'S RECOMMENDATION**

**That Council RECEIVE the list of payments totalling \$14,233,481.94 as detailed in Attachments 1 and 2.**

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**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 March 2026 to 31 March 2026 (including credit card transactions – February 2026) totalled \$14,233,481.94 being made up of:

- Trust Payments: nil;
- BPay Payments: 1080 to 1099 and  
EFT Payments 095797 to 096380 (Inclusive): \$10,242,854.76;
- Cheque Voucher: nil;
- Cancelled Payments: nil;
- Direct Debits: 096184, 096378; 096379; 096380: \$3,112.40;
- Credit Card Payments (February 2026): \$40,196.05;
- Payroll Payments: \$3,947,318.73.

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

- Acero Construction Pty Ltd – Baynton Apartments PC06 - \$1,401,085
- Norwest Sand & Gravel – Wickham Carpark Upgrade – PC06 - \$1,061,156
- Timik Development – Bulgarra House Construction Claim 10 - \$841,902
- NWMC Mining & Civil – Cleaverville Rd Footpath - \$655,801
- NWMC Mining & Civil – Queen Street Footpath Construction - \$306,158
- TechnologyOne – Annual SaaS Fees - \$520,199.

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 01/03/2026 to 31/03/2026**

	No of Invoices	%	\$ Value	%
Local Supplier	687	64.21%	5,390,931	52.62%
Non-Local Suppliers	229	21.40%	4,043,682	39.47%
Statutory Supplier	154	14.39%	811,354	7.92%
<b>Total</b>	<b>1,070</b>	<b>100%</b>	<b>10,245,967</b>	<b>100%</b>

**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.

**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 March 2026 to 31 March 2026 totalled \$14,233,481.94. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

**COUNCILLOR QUESTION:**

What is the total expenditure on consultants and consultancy work for the month?

**CITY RESPONSE:**

Council continues to engage consultants where capacity constraints or capability gaps exist. The following payments from March relate to consultant services.

Consultant Name	Total Paid
Talis Consultants Pty Ltd T/a Talis Unit Trust	\$44,945.45
Local Geotechnics (ttf R & R Consultants Trust t/as)	\$36,630.00
a&co Recruitment Partners Pty Ltd	\$36,575.00
BPA Consultants Pty Ltd	\$20,553.50
Mansfield Property Advisory Pty Ltd	\$17,050.00
The Executive Edge	\$14,500.00
The Strategic Directions Group Pty Ltd	\$14,478.75
Mega Vision Australia Pty Ltd	\$14,028.98
Robyn Clark & Associates, Strategic HR Consulting Services	\$11,781.00
Tony Aveling & Associates Pty Ltd t/as Aveling	\$8,939.79
AXYN Solutions Trust	\$8,561.00
Mcleods Lawyers	\$5,228.04
Mills Oakley Lawyers	\$2,739.00
Information Proficiency	\$2,420.00
Setonix Digital	\$1,698.15
RFF Pty Ltd	\$10,809.82
Left Back Consulting Pty Ltd	\$1,078.00
<b>Grand Total</b>	<b>\$252,016.48</b>

**COUNCILLOR QUESTION:**

What is the total monthly expenditure on programs and activities that fall under State Government responsibilities?

**CITY RESPONSE:**

Across March payments, a couple of examples are listed below of activities that either fall under or are imposed by the State Government:

1. Regulation and compliance imposed by the State examples would include Department of LGIRS – Standards Panel Cost at \$53.49.
2. State-run systems funded by local government (elections, fines, licensing) example would include WA Electoral Commission cost of \$88,188.51, Independent Audit Committee members flights and fees \$3,000.

There are also additional operating expenses that have been passed through the City through changes to legislation. Recent examples (no means exhaustive) include:

- Mandatory use of WAEC for elections and Office of the Auditor General for annual audits, rather than more commercially competitive processes;
- Collection of the ESL on behalf of the state;
- Removal of local government ability to charge rates on miscellaneous licences without compensation;
- Dog Amendment Act 2021;
- Cat Amendment (Local Laws) Bill 2026;
- Privacy and Responsible Information Sharing Act 2024;
- Preparing for, then dismantling, changes to the Aboriginal Heritage Act;
- Costs to implement and then manage legislative changes arising from Local Government reforms, new Model Financial Statements, new Town Planning regulations
- [Local government legislation | LGIRS](#)

**10.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2026**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate Services
<b>Reporting Author:</b>	Management Accountant
<b>Date of Report:</b>	22 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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**PURPOSE**

To provide a summary of Council's investment position for the period ending 31 March 2026.

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**OFFICER'S RECOMMENDATION**

**That Council RECEIVE the Investment Report for the financial period ending 31 March 2026.**

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**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 Section 5 of the *Banking Act 1959 (Cth)* 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 that 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 31 March 2026 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		135,555.21	3.95	At Call		Reserve at Call
WBC	Reserve Term Deposit	11,000,000	11,212,116	4.24	7 months	May-26	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,066,907	4.33	5 months	Apr-26	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,103,207	4.36	3 months	Apr-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,054,089	4.57	7 months	Aug-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,368,756	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,649,878	4.35	12 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,397,140	4.34	12 months	Oct-26	Reserve TD
WBC	Reserve Term Deposit	9,000,000	9,173,959	4.25	8 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	2,000,000	2,032,742	4.33	5 months	Apr-26	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,193,986	4.47	8 months	Jul-26	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,108,046	4.74	8 months	Sep-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,049,447	4.70	7 months	Aug-26	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	5,000,000	5,089,606	4.14	8 months	Jun-26	Muni TD
WBC	Municipal (Transactional)		41,056,040	3.95	At Call		Muni at Call
N/A	Cash on Hand		7,929				
<b>TOTAL</b>		<b>129,000,000</b>	<b>172,699,403</b>				
The balance of all Term Deposits includes interest accrued to 31 March 2026							

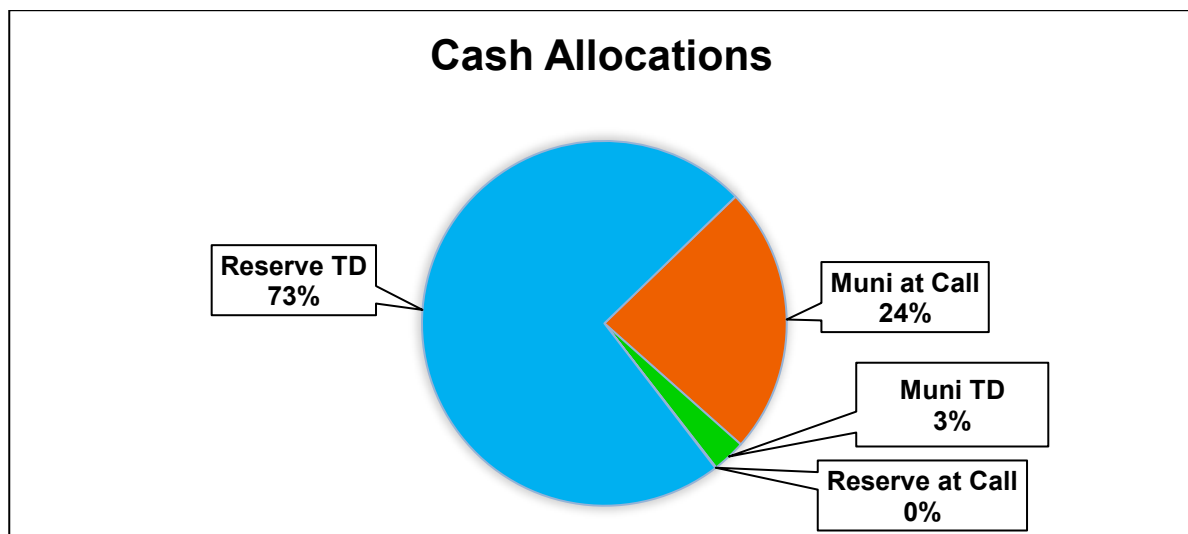
On average, the City is earning 4.14% across Municipal Term Deposits and 4.42% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) increased during the month of March, increasing to 410 basis points. Municipal Funds held in the Westpac transaction account are earning 3.95% interest (up from 3.70 in February).

**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.

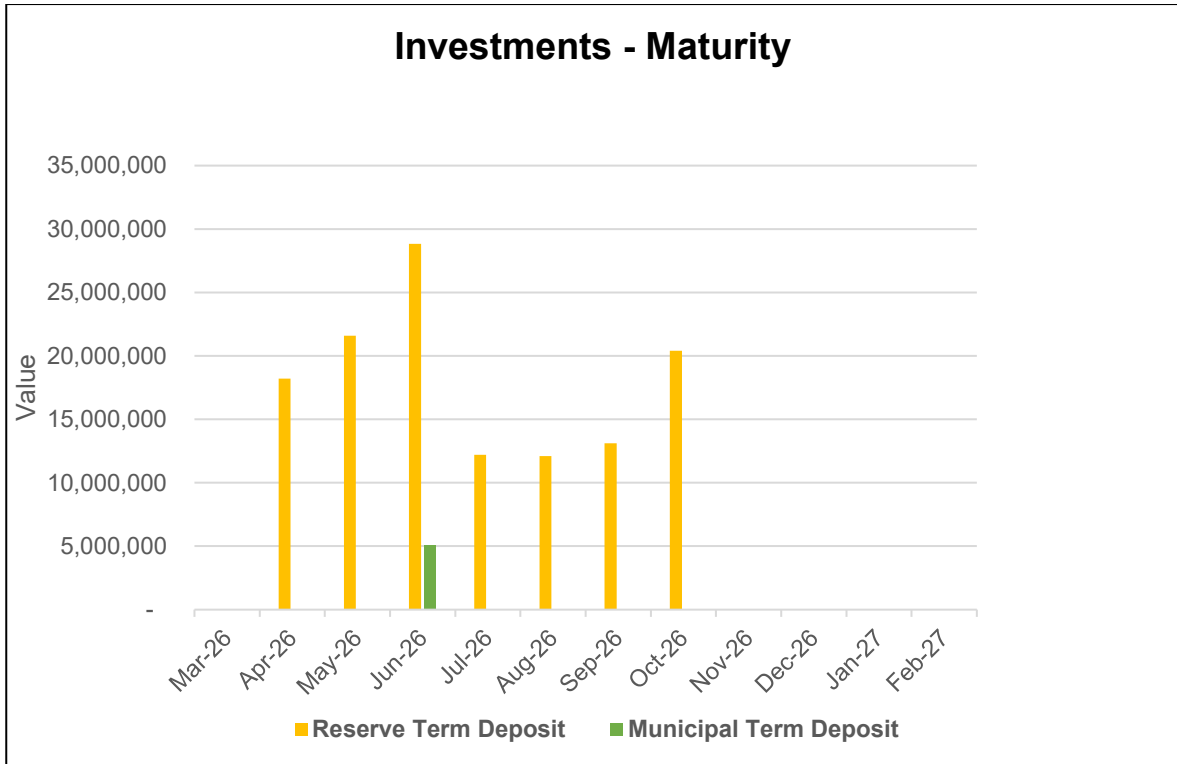
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 76% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. Percentage of Cash Allocations

**Schedule of Maturity of Cash and Financial Investments**

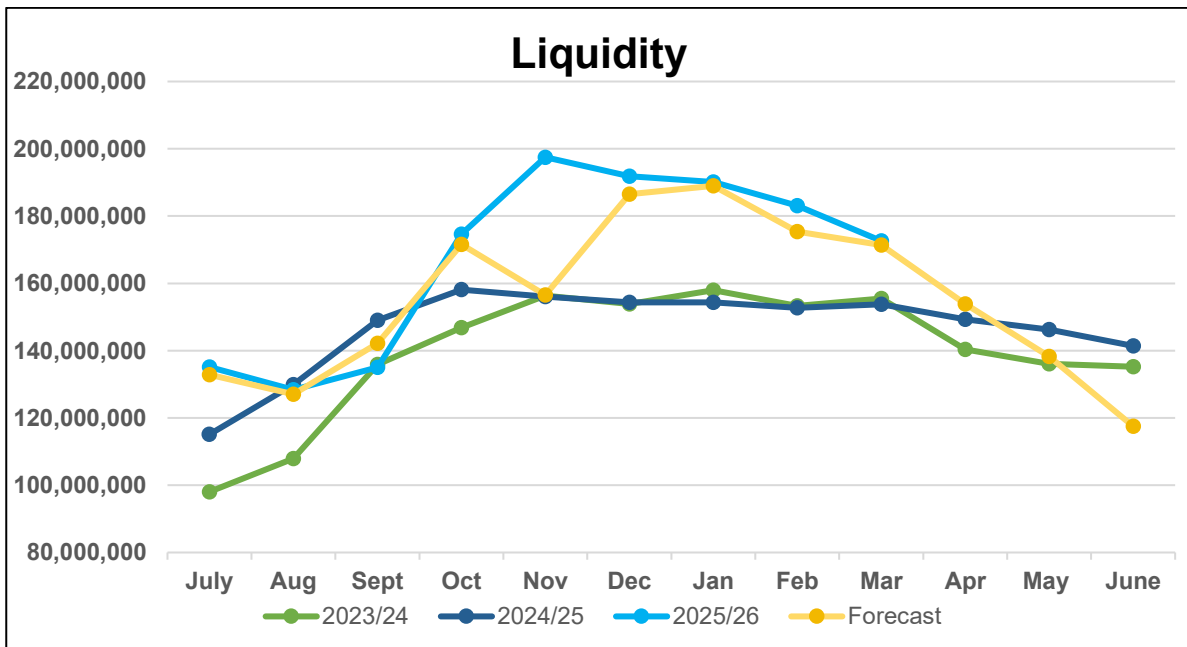
In accordance with the City’s Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 56% of Cash and Financial Investments will mature in the next 3 months, 28% maturing in the next 4-6 months and 16% maturing in the next 7-12 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. 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*

	<b>Month</b> <b>31 Mar 2026</b> \$	<b>Year-to-Date</b> <b>31 Mar 2026</b> \$	<b>Life-to-Date</b> <b>31 Mar 2026</b> \$
Total Income Received	34,414	326,827	3,036,632
Total Expenditure Paid	(2,372)	(6,257)	(155,835)
<b>Net Income</b>	<b>32,042</b>	<b>320,568</b>	<b>2,880,797</b>
<b>Annualised ROI</b>	<b>12.8%</b>	<b>18.2%</b>	<b>55.1%</b>

Ground and Hangar Lease – Babcock Offshore

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

*Table 3. Babcock Offshore – Ground & Hangar Lease Performance*

	<b>Month</b> <b>31 Mar 2026</b> \$	<b>Year-to-Date</b> <b>31 Mar 2026</b> \$	<b>Life-to-Date</b> <b>31 Mar 2026</b> \$
Total Income Received	52,090	484,188	3,755,042
Total Expenditure Paid	-	-	(18,554)
<b>Net Income</b>	<b>52,090</b>	<b>484,188</b>	<b>3,736,488</b>
<b>Annualised ROI</b>	<b>14.7%</b>	<b>19.6%</b>	<b>52.8%</b>

The Quarter HQ

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

*Table 4. The Quarter HQ Performance*

	<b>Month 31 Mar 2026 \$</b>	<b>Year to Date 31 Mar 2026 \$</b>	<b>Life to Date 31 Mar 2026 \$</b>
Total Income Received	370,721	3,290,873	31,024,729
Total Expenditure Paid	(150,058)	(1,373,655)	(14,445,340)
<b>Net Income</b>	<b>220,663</b>	<b>1,917,218</b>	<b>16,579,389</b>
<b>Annualised ROI</b>	<b>13.2%</b>	<b>12.8%</b>	<b>9.5%</b>

**Ageing of Outstanding Lessees Balances**

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 31 March 2026.

*Table 5. Aged Debtors of The Quarter*

<b>Suite ID</b>	<b>Lessee</b>	<b>Total Amount Outstanding (\$)</b>	<b>Commentary</b>
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 for a 10-year period, with the total principal required to be repaid in 2030. This loan is to be funded utilising Reserve funds and borrowings from WATC (if required) and is to be for a maximum initial term of ten years. To date, no borrowings from WATC have been required.

*Table 6. Scope Property Group Loan Agreement Schedule*

	<b>Month 31 Mar 2026 \$</b>	<b>Year to Date 31 Mar 2026 \$</b>	<b>Life to Date 31 Mar 2026 \$</b>
Funded Amount	-	-	3,800,000
Interest Charges	12,667	101,345	604,421
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 1 of 4.42%, there is an opportunity cost for the year to date of \$16,236 and a life to date cost of \$26,235 for the current month of March 2026, the opportunity cost is \$1,323. 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 17 October 2025. A loan was obtained from Westpac for \$56.0M, with a 3 year loan term on interest only payment arrangements. Karratha Development will be required to make principal and interest repayments upon construction completion over a 20 year period.

Off-site fabrication of the prototype module commenced in Vietnam in February 2026 and is due for completion April 2026. On site clearing commenced at two of the three sites in March 2026 with project completion set for December 2026.

Table 7. Karratha Development Pty Ltd Loan Agreement Schedule

	Month 31 Mar 2026 \$	Year to Date 31 Mar 2026 \$	Life to Date 31 Mar 2026 \$
Developer drawdown	-	10,494,658	10,494,658
Developer Interest Accrued	35,933	118,418	118,418
<b>Developer Remaining Loan Drawdown</b>	<b>(45,505,342)</b>	<b>(45,505,342)</b>	<b>(45,505,342)</b>

Table 8. Westpac Loan Facility Agreement

	Month 31 Mar 2026 \$	Year to Date 31 Mar 2026 \$	Life to Date 31 Mar 2026 \$
WBC Loan Drawdowns	-	7,356,927	7,356,927
Bank Interest & Charges	74,413	335,301	335,302
<b>Remaining Loan Amount</b>	<b>(48,643,073)</b>	<b>(48,643,073)</b>	<b>(48,643,073)</b>

### 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 20 October 2025. This project is to be funded entirely from Councils Infrastructure reserve funds for an amount of \$26.2M.

Module fabrication is progressing well off-site in Perth. All 17 townhouses are at various stages of completion with six 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

	<b>Month 31 Mar 2026 \$</b>	<b>Year to Date 31 Mar 2026 \$</b>	<b>Life to Date 31 Mar 2026 \$</b>
Contract Paid Amount	1,603,054	12,188,896	12,188,896
Infrastructure Reserve (funding)	(1,603,054)	(12,188,896)	(12,188,896)
<b>Remaining Contract Amount</b>	<b>14,047,796</b>	<b>14,047,796</b>	<b>14,047,796</b>

**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.

**STATUTORY IMPLICATIONS**

In accordance with section 6.14 of the *Local Government Act* 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 Section 5 of the *Banking Act 1959 (Cth)* 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 and CF12. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

- Goal: 7 Our civic leaders are innovative, listening and balanced in meeting community needs.
- Objective: 7.5 Provide strong financial management and transparency

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

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

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**COUNCILLOR QUESTION:**

Can it be confirmed whether the most recent interest rate change occurred within the current 90-day review period for the borrowing?

**CITY RESPONSE:**

The current interest rate already reflects both the previous increase and the anticipated recent rise, as these were factored into the rate during the last review period.

**10.4 ADOPTION OF FEES AND CHARGES 2026-27**

<b>File No:</b>	FM.1
<b>Responsible Executive Officer:</b>	Director Corporate Services
<b>Reporting Author:</b>	Chief Financial Officer
<b>Date of Report:</b>	21 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. 2026/27 Draft Schedule of Fees and Charges

**PURPOSE**

For Council to consider adoption of the 2026/27 Fees and Charges Schedule.

**OFFICER'S RECOMMENDATION**

**That Council ADOPT the Fees and Charges detailed in Attachment 1.**

**BACKGROUND**

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

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

The following provides an overview of noteworthy changes to the 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
  - 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
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

<b>Description</b>	<b>Value</b>	<b>Comment</b>
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

<b>Description</b>	<b>Amount</b>
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
Audio visual - Bluetooth Speaker & Microphone (Per Hour) *Only Available with Pavilion, Court, or Oval Hire	\$7.50
Oval & Lighting - Leisureplex - Lights only - Cricket Practice Nets (Per Hour)	\$6.00
Oval & Lighting - KRMO - Lights only - Cricket Practice 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

Description	Amount
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
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	\$200.00
Return of Seized Noise Equipment	\$250.00

Reduction of Fees and Charges

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
Casual Visit (Per Child, Per Session, Up to 90 Min)	Creche no longer offers third child free discount, fee decreased.	\$5.80	\$5.00	-13.79%
Casual Visit (Per Child, Per Session, 90 - 180 Min.)	Creche no longer offers 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%

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
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%
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%

<b>Description</b>	<b>Reasoning</b>	<b>26FY Value</b>	<b>27FY Value</b>	<b>Percentage 27FY</b>
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	Increase in collection costs and incentivise supermarkets to manage their own trolleys	\$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%
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%

Description	Reasoning	26FY Value	27FY Value	Percentage 27FY
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**

Public Notice advertising the 2026/27 Draft schedule of Fees and Charges commenced on 30 April 2026 and ended on 14 May 2026.

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

No submissions were received during the period.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Overall, the Fees and Charges revenue yield is 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
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**

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

**VOTING REQUIREMENTS**

Absolute 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.

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**COUNCILLOR QUESTION:**

Is there concern that increasing the animal surrender fee may discourage people from using the service and lead to animals being abandoned?

**CITY RESPONSE:**

The increased animal surrender fee is intended to discourage reliance on the City to deal with animals when an owner decides they no longer want them, however a waiver of fees can be considered in cases of hardship.

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**COUNCILLOR QUESTION:**

Can it be clarified that the proposed fee increase relates to a waste disposal permit, not a water disposal permit, as reported by the ABC Pilbara?

**CITY RESPONSE:**

The proposed fee increase relates to a waste disposal permit, not a water disposal permit as reported in the local media.

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**COUNCILLOR QUESTION:**

Can the City consider reinstating photocopying and printing services, given limited access to these services locally, particularly for not-for-profit groups?

**CITY RESPONSE:**

This service still continues to be provided at all City Libraries.

**COUNCILLOR QUESTION:**

To what extent can the trolley impound and release fee be increased without negatively impacting local supermarkets?

**CITY RESPONSE:**

The fee increase is intended as a deterrent, set at approximately a quarter of the trolley replacement cost to encourage supermarkets to manage trolley collection.

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**COUNCILLOR QUESTION:**

Does the fee cover the cost of trolley collection by City staff, and do supermarkets typically retrieve impounded trolleys or leave them uncollected?

**CITY RESPONSE:**

It is unclear whether the revised fee would fully cover costs, this would likely depend on the scale of any impounding program. Rangers typically liaise directly with supermarkets, noting that both of the major supermarkets have their own vehicles and regular collection program. This is supported by community reporting websites, where individuals can identify trolley locations for collection by the relevant retailer. Physical barriers around the shopping centre to prevent trolleys leaving the site have been considered but are not feasible due to site design and cost

## 10.5 REVIEW OF COUNCIL POLICIES

<b>File No:</b>	CM.124
<b>Responsible Executive Officer:</b>	Director Corporate Services
<b>Reporting Author:</b>	Manager Governance
<b>Date of Report:</b>	30 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. CS15 – Disability Access and Inclusion Policy</li> <li>2. NEW – Grants and Sponsorship Policy</li> <li>3. NEW – Privacy Policy</li> </ol>

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### PURPOSE

For Council to consider a number of Council policies that are presented for adoption or seeking community consultation.

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### OFFICER'S RECOMMENDATION

That Council:

1. **ENDORSE** the following draft revised policies to be advertised for public comment:
  - a. **CS15 Disability Access and Inclusion Policy**
  - b. **Grants and Sponsorship Policy.**
2. **ADOPT** the NEW Privacy Policy.

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### BACKGROUND

Council policies provide high-level strategic guidance to support informed decision-making, promote consistency, and ensure that operational activities align with the Council's strategic objectives, vision, and legislative obligations. Policies establish a clear framework within which the administration operates, promote equitable and transparent decision-making, and assist in managing organisational risk by defining the parameters for appropriate actions by staff.

Under section 2.7 of the *Local Government Act 1995*, which outlines the role of Council, subsection (2)(b) provides that the Council is responsible for determining the local government's policies.

Three policies are presented for Council's consideration as part of the administration's broader Policy Review Program, with further detail provided in the Discussion section below.

### DISCUSSION

#### CS-15 Disability Access and Inclusion Policy

This policy has been in place since 2007 and has recently been updated as part of the City's regular review process. The document has undergone a minor rewrite to ensure stronger alignment with the City's Council Plan 2025–2035 and the Disability Access and Inclusion Plan 2024–2029, and to support its continued relevance and effectiveness in promoting a more accessible and inclusive City of Karratha.

The policy was last reviewed by Council in January 2021, with reviews scheduled every five years.

It is proposed for this policy to go out to the community for feedback prior to formal adoption.

#### NEW - Grant and Sponsorship Policy

A new policy that establishes the principles of a framework towards the provision of grants and sponsorship offered by the City to external parties through approved funding programs. The policy commits ongoing support through equitable funding programs to deliver initiatives that improve liveability, participation and prosperity across the region.

The new policy is proposed to replace the following policies, providing a simplified reference point for all grants and sponsorship applications for the community:

- CS06 Community Grants and Contributions Scheme
- DE01 Take Your Business Online Grant Scheme
- DE02 Business Development Support Grant Scheme
- DE03 Major Events Sponsorship and Attraction Program
- DE04 Economic Development Grant Scheme

It is proposed for this policy to go out to the community for feedback prior to formal adoption.

#### NEW - Privacy Policy

This policy has been established as a result of the introduced *Privacy and Responsible Information Sharing Act 2024* and explains how the City will handle personal information, i.e. collect, use, store and discloses personal information. The policy will ensure transparency, inform users about data practices and ensure compliance with privacy legislation.

The policy extends to collection of personal data by third parties on behalf of the City or shared with third parties. The policy does also limit the disclosure of sensitive personal information or offer the option to deidentify personal information. Where there is a data breach, appropriate actions will be undertaken to respond to a breach.

This policy is to be reviewed every five years.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision Making, this matter is considered to be of moderate significance in terms of Council's ability to effectively perform its role and for the community to have a clear understanding of the Council's strategic direction.

#### **STATUTORY IMPLICATIONS**

Section 2.7 of the *Local Government Act 1995* identifies that one of the roles of Council is to determine its policies. Once determined, the CEO is responsible under section 5.41 of the Act to establish procedures and system to implement those policies.

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

Consultation has taken place between Officers and Executive Leadership Team over the months of March and April 2026.

#### **COMMUNITY CONSULTATION**

It is proposed that community engagement activities will be undertaken following Council's endorsement of the recommendation in accordance with the iap<sup>2</sup> public participation spectrum process to consult on those community impacting policies.

**POLICY IMPLICATIONS**

The policies identified will be amended once adopted by Council.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

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

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Policies endeavour to provide guidance, transparency and fairness to decisions carried out by the Council and City employees. Compliance with policies maintains the City's reputation with all stakeholders.
Compliance	Moderate	Under s.2.7 of the Act, Council is required to determine and implement its policies. A number of policies are also required to be implemented under State legislation.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Policies are considered regularly when either the policy requires early intervention or when it is due, or overdue, for review.

Council adopted a previous version of CS15 Disability Access and Inclusion Policy in January 2021.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

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

**10.6 ADOPTION OF WORKFORCE PLAN FY2025/26 – FY2029/30**

<b>File No:</b>	CM.8
<b>Responsible Executive Officer:</b>	Director Corporate Services
<b>Reporting Author:</b>	Manager People and Culture
<b>Date of Report:</b>	1 May 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. Workforce Plan FY2025/26 – FY2029/30

**PURPOSE**

To present the City of Karratha Workforce Plan FY2025/26 – FY2029/30 to Council for adoption.

**OFFICER'S RECOMMENDATION**

**That Council:**

- ADOPT the City of Karratha Workforce Plan FY2025/26 – FY2029/30 as a key informing strategy within the Integrated Planning and Reporting Framework; and**
- NOTES that the Workforce Plan will be reviewed by the Administration annually to ensure alignment with organisational priorities, workforce trends, and community needs.**

**BACKGROUND**

The Workforce Plan FY2025/26 – FY2029/30 has been developed to support delivery of the City's strategic objectives by ensuring the organisation has the right people, with the right skills, in the right roles, at the right time.

The Plan forms a key component of the City's Integrated Planning and Reporting Framework (IPRF), aligning with the Council Plan, Corporate Business Plan, Long Term Financial Plan, and Asset Management Plans.

At the time of preparing the Plan, the City employed approximately 355 full-time equivalent employees to deliver a wide range of essential services to a growing community.

In response to population growth, increasing service demands, and a competitive labour market, a contemporary strategic workforce plan is required to ensure long-term organisational effectiveness, capability, and service excellence over the next five years.

**DISCUSSION****Overview of the Workforce Plan**

The Workforce Plan FY2025/26 – FY2029/30 provides a structured, evidence-based approach to workforce planning. It assesses the City's current workforce profile, identifies emerging risks and opportunities, and outlines strategic actions to address future workforce needs.

The Plan has been developed through a comprehensive process including workforce data analysis, environmental scanning, and internal consultation across directorates.

It aligns directly with the City’s vision of becoming “*Australia’s most liveable regional city – the place we are proud to call home*” and ensures workforce capability supports delivery of the Council Plan.

### Key Workforce Challenges

The Plan identifies several key challenges impacting the City’s workforce:

- **Attraction and retention pressures**, driven by regional location, housing affordability, and competition from the resources sector
- **Skills shortages**, particularly in specialised and technical roles
- **A younger workforce profile**, requiring structured career pathways and leadership development
- **High workforce mobility and turnover**, impacting continuity and institutional knowledge
- **Increasing demand for digital capability and innovation**

These challenges reflect broader trends across the local government sector in Western Australia.

### Strategic Workforce Priorities

To address these challenges, the Workforce Plan is structured around four key priority areas:

#### Empowering a Thriving Culture

- Focus on culture, inclusion, leadership capability, and wellbeing
- Strengthening engagement and retention

#### Empowering Service Excellence

- Improving systems, processes, and workforce planning maturity
- Aligning roles and structures to strategic priorities

#### Empowering Our Talent Story

- Developing a clear Employee Value Proposition (EVP)
- Enhancing attraction, retention, and diversity outcomes

#### Empowering Innovation and Agility

- Building digital capability and adaptability
- Embedding change management and continuous improvement

These priorities provide a clear roadmap for workforce investment and organisational development over the next five years.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 (Significant Decision-Making), this matter is considered to be of high strategic significance in meeting workforce objectives and delivering the Council Plan.

### **STATUTORY IMPLICATIONS**

The Workforce Plan aligns with the *Local Government Act 1995* and supports compliance with the IPRF requirements.

### **OFFICER CONSULTATION**

Internal consultation with staff and leadership occurred throughout the development of the Workforce Plan.

### **COMMUNITY CONSULTATION**

No community consultation is required.

### **POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The Workforce Plan will be implemented within existing and future budget allocations through the Corporate Business Plan and annual budget process.

Investment in workforce initiatives (e.g., capability development, systems, and programs) will be prioritised to ensure value for money and alignment with strategic outcomes.

**STRATEGIC IMPLICATIONS**

The Workforce Plan FY2025/26 – FY2029/30 directly supports the delivery of the City of Karratha Council Plan by ensuring the organisation has the workforce capability, capacity, and culture required to achieve its strategic goals.

The Plan supports all seven Council Plan objectives and provides targeted workforce strategies to enable their delivery.

**RISK MANAGEMENT CONSIDERATIONS**

Category	Risk level	Comments
Health	N/A	Supports staff wellbeing through effective workforce planning and supportive work practices.
Financial	Low	Supports the fulfilment of the Council Plan objectives, and will be managed through the annual budget process
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Supports a positive organisational reputation by enhancing staff attraction, retention, and engagement, and reinforcing the City as an employer of choice within the sector.
Compliance	Low	The review meets our statutory obligations under section 5.56 of the <i>Local Government Act 1995</i> and Regulations 19C, 19DA and 19D of the <i>Local Government (Administration) Regulations 1996</i> .

**IMPACT ON CAPACITY**

The Workforce Plan can be delivered within existing capacity.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Adoption of the Workforce Plan FY2025/26 - FY2029/30 will strengthen the City’s ability to attract, develop and retain a capable workforce, supporting improved service delivery outcomes for the community. By aligning workforce capability with strategic priorities, the Plan enhances organisational resilience, adaptability and continuity of services, while fostering a positive and inclusive workplace culture.

**COUNCILLOR QUESTION:**

Can the leadership structure be updated to reflect recent changes?

**CITY RESPONSE:**

Yes, this will be updated.

# 11 COMMUNITY EXPERIENCE REPORTS

## 11.1 AWARD OF ROUND 2 LARGE COMMUNITY GRANTS

**File No:** GS.76

**Responsible Executive Officer:** Director Community Experience

**Reporting Author:** Manager Engagement & Partnerships

**Date of Report:** 13 April 2026

**Applicant/Proponent:** Local Community Organisations

**Disclosure of Interest:** Nil

**Attachment(s):** 1. Summary and assessment of Grant Applications

### PURPOSE

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

### OFFICER’S RECOMMENDATION

That Council:

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

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>RECOMMENDED</b>				
Dampier Sharks Football Club	Dampier Sharks Football Club - Upgrades	\$15,089.20	\$15,000.00	\$10,089.20
Nickol Bay Speedway	Nickol Bay Speedway 2026 FeNaCING Event	\$33,975.25	\$10,395.10	\$10,395.10
North Pilbara Football League	North Pilbara Football League - HUDL Package	\$34,100.00	\$19,250.00	\$12,400.00
Pilbara Disability Network	International Day of People With Disability 2026	\$55,000.00	\$50,000.00	\$17,666.00
Pilbara Mesquite Management Committee Inc	Pull out a Weed - Plant a Seed	\$99,867.78	\$36,139.78	\$25,682.80
Reef Sisters	Reef Sisters Ocean Safety, Skills and Community Initiative	\$30,102.00	\$9,660.00	\$9,660.00

Royal Life Saving Society WA	Karratha Swimming and Water Safety Project: Multicultural and Disability Inclusion	\$85,414.00	\$50,000.00	\$48,000.00
<b>SUBTOTAL</b>		<b>\$353,548.23</b>	<b>\$190,444.88</b>	<b>\$133,893.10</b>

**2. DECLINE the following applicants to receive funding under the Large Community Grant Scheme:**

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>NOT RECOMMENDED</b>				
Dampier Squash Club	Dampier Squash Club Air Conditioning Upgrade	\$61,060.76	\$50,000.00	\$0
Dampier Primary School P&C	Dampier Primary School Playground	\$50,000.00	\$50,000.00	\$0
Karratha SES	Resus	\$14,500.00	\$12,000.00	\$0
Karratha RSL	Facility upgrades	\$14,824.00	\$14,824.00	\$0
One Tree Community Services - Gurlu Gurlu Maya	Allied Health Support for Roebourne	\$54,334.16	\$46,124.16	\$0
Pilbara Health Network	Community Health Infrastructure – Karratha GP Superclinic Façade Repaint	\$426,105.23	\$50,000.00	\$0
Wickham Equestrian Centre	Stage 1 Upgrade – Existing structure works and new paddocks	\$30,288.56	\$22,837.19	\$0
<b>SUBTOTAL</b>		<b>\$651,112.71</b>	<b>\$245,785.35</b>	<b>\$0</b>

**BACKGROUND**

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

This report presents funding proposals received under Round 2 the Large Community Grants category. Proposals have been assessed in accordance with the guidelines using the five criteria below:

1. *Strategic Alignment* – how well does the project align with and provide outcomes related to the City of Karratha’s Strategic Community Plan and stated vision of being “Australia’s most liveable regional City”?
2. *Income/Other Funding* – Will the project be able to generate income from other sources so as not to be 100% reliant on City of Karratha funding?

3. *Project Viability/Feasibility* – Is the project underpinned by a well-planned approach that will ensure the project can be delivered as intended, with minimal risks and with sound management? Has the proposal adequately demonstrated a community need/demand is being fulfilled?
4. *Community Benefit* – How many community members will be beneficiaries of the project? Is the project inclusive and open to a broad range of community groups/members? If the project is targeting a specific part of the community, has this been demonstrated in the proposal?
5. *Capacity for Delivery* – Can the project be delivered by the applicant? How much of the project is proposed to be outsourced? Will this project help build capacity by way of developing new skills or providing volunteering opportunities?

Council had pre-committed large community grants from previous financial years totalling \$175,938, a three-year Memorandum of Understanding (MOU) with Dampier Community Association for \$101,500 ex GST, which expires in June 2028. Additionally, a total of \$195,615.00 has been committed to the successful grants of Round 1. **DISCUSSION**

Summary of current round:

- Total applications received: 14
- Total Project Value \$1,004,660.94
- Total Requested \$436,230.23

The detailed assessment has been conducted by an assessment panel and is summarised below. More detailed commentary on the rationale to support or decline applications can be found in **Attachment 1**. Where part funding has been recommended, Officers have engaged with the applicant to check if the project will still be able to be delivered or staged to match funding available:

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>RECOMMENDED</b>				
Dampier Sharks Football Club	Dampier Sharks Football Club - Upgrades	\$15,089.20	\$15,000.00	\$10,089.20
Nickol Bay Speedway	Nickol Bay Speedway 2026 FeNaCING Event	\$33,975.25	\$10,395.10	\$10,395.10
North Pilbara Football League	North Pilbara Football League - HUDL Package	\$34,100.00	\$19,250.00	\$12,400
Pilbara Disability Network	International Day of People With Disability 2026	\$55,000.00	\$50,000.00	\$17,666.00
Pilbara Mesquite Management Committee Inc	Pull out a Weed - Plant a Seed	\$99,867.78	\$36,139.78	\$25,682.80
Reef Sisters	Reef Sisters Ocean Safety, Skills and Community Initiative	\$30,102.00	\$9,660.00	\$9,660.00

Royal Life Saving Society WA	Karratha Swimming and Water Safety Project: Multicultural and Disability Inclusion	\$85,414.00	\$50,000.00	\$48,000.00
<b>SUBTOTAL</b>		<b>\$353,548.23</b>	<b>\$190,444.88</b>	<b>\$133,893.10</b>

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>NOT RECOMMENDED</b>				
Dampier Squash Club	Dampier Squash Club Air Conditioning Upgrade	\$61,060.76	\$50,000.00	\$0
Dampier Primary School P&C	Dampier Primary School Playground	\$50,000.00	\$50,000.00	\$0
Karratha SES	Resus	\$14,500.00	\$12,000.00	\$0
Karratha RSL	Facility upgrades	\$14,824.00	\$14,824.00	\$0
One Tree Community Services - Gurlu Gurlu Maya	Allied Health Support for Roebourne	\$54,334.16	\$46,124.16	\$0
Pilbara Health Network	Community Health Infrastructure – Karratha GP Super Clinic Façade Repaint	\$426,105.23	\$50,000.00	\$0
Wickham Equestrian Centre	Stage 1 Upgrade – Existing structure works and new paddocks	\$30,288.56	\$22,837.19	\$0
<b>SUBTOTAL</b>		<b>\$651,112.71</b>	<b>\$245,785.35</b>	<b>\$0</b>

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

**LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision-Making, this matter is considered to be of moderate significance in terms of social, cultural and wellbeing issues due to the Community Grants and Contributions Scheme providing significant financial assistance to the associated organisations.

**STATUTORY IMPLICATIONS**

Section 3.18 of the *Local Government Act 1995*.

**COUNCILLOR/OFFICER CONSULTATION**

Proposals submitted as part of the Large Community Grant Scheme are considered through an internal assessment process by Officers before recommendations are made to Council on whether to support the applications.

**COMMUNITY CONSULTATION**

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

**POLICY IMPLICATIONS**

Policy CS06 Community Grants and Contributions Scheme applies.

**FINANCIAL IMPLICATIONS**

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

<b>Total Budget (25/26 FY)</b>	<b>\$ 600,000</b>
Committed in 24/25	\$175,938
Committed to MOUs	\$ 101,500
Committed in Round 1	\$ 195,615
Recommended (this report)	\$ 133,893
<b>Total Remaining</b>	<b>(\$ 6,946)</b>

The projected overspend will be offset through a budget transfer from the Small Community Grants Program, which is currently forecasting an underspend.

**STRATEGIC IMPLICATIONS**

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

- Goal: 3 Everyone is included
- Objective: 3.3 Create opportunities for young people to engage in pro-social activities, civic life and leadership development
- 3.5 Promote safety, equal opportunity and appreciation of all diverse groups in the community
- Priority Focus Area: Improve Disability Access and Inclusion

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Recommended funding is within the 25/26 budget. Should Council resolve to support the full amount of funding there will be projected overspend of \$6,946 in the large grants pool which will be offset by a budget transfer.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Should Council resolve not to support specific community projects, there may be a negative response from organisations.
Compliance	N/A	Officers have applied Policy CS06 – Community Grants and Contributions Scheme during the assessment and subsequent recommendations.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Various community organisations have submitted funding proposals for the Large Community Grant Scheme under Policy CS06 – Community Grants and Contributions Scheme. Officers have recommended an amount of \$133,893.10 be awarded from this round.

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**COUNCILLOR QUESTION:**

Is the grant assessment process undertaken by a panel, and does it include any external members in addition to City staff?

**CITY RESPONSE:**

The grant applications are assessed by an internal panel comprising representatives from various teams, with no external members involved.

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**COUNCILLOR QUESTION:**

Has the City been in contact with every applicant for the Large Community Grants and have they received a response from the applicant who had not initially acknowledged contact from Administration?

**CITY RESPONSE:**

The City has been in contact with all applicants to formally advise them of the Officers' recommendations being put forward to Council as part of the Large Community Grants process.

The City has now received a response from One Tree Community Services – Gurlu Gurly Maya, the applicant who had not initially acknowledged contact from Administration. The Applicant has advised that they wish to withdraw their application, as WA Country Health Service Population Health has commenced a regular service at the applicant's facility, removing the need for the proposed grant-funded activity.

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**COUNCILLOR QUESTION:**

Can it be confirmed whether the budget position is a deficit or a surplus of \$6,946?

**CITY RESPONSE:**

The Large Community Grant is in deficit of \$6,946 however this budget overrun can be managed by reallocating funds from another undersubscribed grant program, allowing the overall budget to be balanced within existing resources.

**COUNCILLOR QUESTION:**

Is there an opportunity to increase funding in this round using undersubscribed grant funds?

**CITY RESPONSE:**

Officers do not recommend reallocating funds from undersubscribed Small Community Grants allocation, beyond what has been recommended. This ensures continued availability of funds for small grant applications that may be received before the end of the financial year.

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**COUNCILLOR QUESTION:**

What is the full-time equivalent (FTE) staff resource required to deliver the program, including all associated work?

**CITY RESPONSE:**

Across the full lifecycle of the Large Community Grants program, including application support, assessment, internal moderation, Council reporting, grant agreements, monitoring, and acquittal, the total staff effort is estimated at approximately 0.4 FTE over the year. This work is distributed across multiple roles within the Community Development and Administration teams as part of their existing responsibilities.

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**COUNCILLOR QUESTION:**

Can it be clarified why the Dampier Squash Club was not recommended for funding, given its status as a not-for-profit operating within a facility that will soon become a City asset?

**CITY RESPONSE:**

This City does not fund capital improvements to assets owned by private entities; however, it is acknowledged this is not explicit in the policy and grant guidelines and Officers will reassess the application on this basis. The City's capital improvement funding of privately owned assets will be clarified in the new policy and guidelines currently being developed.

It is acknowledged the situation creates challenges for community groups due to the anticipated transfer of the asset to the City. The City will continue discussions with both the applicant and the owner ahead of the Dampier Land Transfer, along with all other sporting and community groups with upgrade requests pending determination on when the transfer is to occur.

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**COUNCILLOR QUESTION:**

Has a precedent already been set for funding improvements to assets not owned by the City, such as the Baynton West playground?

**CITY RESPONSE:**

This grant was given towards accessibility-based playground equipment rather than capital improvements to a building.

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**COUNCILLOR QUESTION:**

Can the reasoning for not supporting the Dampier playground be explained, particularly in comparison to the approval of the Baynton West playground?

**CITY RESPONSE:**

The Baynton West playground was funded given its focus on disability access and inclusion.

The applications for this grants process are considered on their individual merits within the relevant funding program and guidelines at the time.

**COUNCILLOR QUESTION:**

Why is the City funding upgrades to some Rio Tinto owned assets but not others (eg drainage culvert and cricket nets at Dampier)?

**CITY RESPONSE:**

Rio Tinto is paying for the drainage and the City is covering for the cost of the sporting and movable equipment.

## 11.2 PROPOSED ADOPTION OF REVISED COUNCIL POLICY CS24 COMMUNITY AND STAKEHOLDER ENGAGEMENT

<b>File No:</b>	CM.606
<b>Responsible Executive Officer:</b>	Director of Community Experience
<b>Reporting Author:</b>	Community Engagement Specialist
<b>Date of Report:</b>	17 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Draft Community and Stakeholder Engagement Policy CS24 – Marked Up Version</li> <li>2. Final Draft Community and Stakeholder Engagement Policy CS24 – Clean Version</li> <li>3. Final Draft City of Karratha Engagement Guidelines</li> <li>4. Verbatim Public Feedback: Draft Policy CS24 and Draft Engagement Guidelines</li> </ol>

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### PURPOSE

For Council to consider the draft revised Community and Stakeholder Engagement Policy CS24 (Currently titled 'Community Engagement Policy') and Engagement Guidelines in response to community feedback.

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### OFFICER'S RECOMMENDATION

That Council:

1. **ADOPT** the amended Community and Stakeholder Engagement Policy CS24 as detailed in Attachment 1; and
2. **NOTE** the Engagement Guidelines as detailed in Attachment 2.

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### BACKGROUND

In response to Council's aspiration to be *Australia's Most liveable regional city. The place we are proud to call home*, Officers have developed a City of Karratha Engagement Framework informed by research, and community and stakeholder consultation. The Framework:

- incorporates best practice, addresses legislative reforms, and meets community and stakeholder expectations,
- supports a consistent organisation-led engagement approach across the organisation, and
- provides the foundation required to strengthen evidence-based decision-making and the engagement culture and practice.

### Framework Components:

The Engagement Framework includes four components.

Two components are public facing:

1. **Community and Stakeholder Engagement Policy CS24** – stating Council’s commitment to six engagement principles.
2. **Engagement Guidelines** – detailing how and when the City will engage and what community and stakeholders can expect.

These two components were endorsed to be advertised for public comment at the Ordinary Council Meeting 23 February 2026.

The remaining framework components are operational in nature:

3. **Engagement Toolkit** – including processes and procedures, tools and templates to support administration plan, deliver, and evaluate engagement activities.
4. **Engagement Framework Implementation Plan 2026-2030** – detailing 34 discreet actions administration will undertake to operationalise Council’s commitment to the engagement principles articulated in policy CS24.

Extensive research and consultation have informed the development of the Engagement Framework and a summary report is available via the City’s What We Make It website.

**DISCUSSION**

Throughout March 2026, community and stakeholders were given the opportunity to review the Draft Community and Stakeholder Engagement Policy CS24 (Currently titled ‘Community Engagement Policy’) and Draft Engagement Guidelines. Feedback was received via online and paper-based surveys and a community review workshop.

Overall, the feedback largely validated the two draft documents.

Verbatim comments and Administration’s response to each comment is detailed in *Attachment 3*.

Officers recommend four amendments to the advertised Draft Policy CS24 in response to feedback received. *Attachment 1 Final Draft Community and Stakeholder Engagement Policy CS24 (marked up)* incorporates the following recommendations:

Feedback Received	Policy Section	Recommended Amendments
<p>The stakeholder list in the guidelines is broader and covers more stakeholders. The policy needs to match this. Local business, not for profit (are) not mentioned as stakeholders in the definition.</p>	<p>Definitions</p> <ul style="list-style-type: none"> <li>• Stakeholders</li> </ul>	<p>1. Add the bolded text to this definition so identified stakeholders appear in both the Policy CS24 and complementing Engagement Guidelines. The term ‘could’ communicates the list is not exhaustive.</p> <p><i>This could include:</i></p> <ul style="list-style-type: none"> <li>• <b>Traditional Owners</b></li> <li>• <b>Businesses and Not-For-Profit Organisations</b></li> <li>• <b>Tourists and Visitors</b></li> <li>• <b>Legal and Regulatory Bodies</b></li> <li>• <b>City of Karratha staff</b></li> </ul>

Feedback Received	Policy Section	Recommended Amendments
<p>The season change-over for local sporting groups is a very busy time so participation in engagement opportunities are likely to be low e.g. month before start of winter season (March) and start of summer season (Sept).</p>	<p>Principle 1. Responsiveness</p> <p>Periods When Engagement May Be Avoided</p>	<p>2. The Draft Policy CS24 did not adequately capture periods where participation in Engagement activities may be limited due to Community and Stakeholder involvement in activities or events that are not related to specific cultural or religious events.</p> <p>Add the following text to Principle 1:</p> <ul style="list-style-type: none"> <li>• <b>Periods impacting any targeted segment’s participation such as school holidays, sporting season-changeover, sector/industry events, emergency events, or any other specific period, as advised by Community and Stakeholders or Engagement Officers.</b></li> </ul>
<p>Regular updates would be helpful across all programs the City has committed to, via email and electronic communication or even postal service for some.</p>	<p>Principle 2. Inclusivity and Equity</p>	<p>3. Add the bolded text to Principle 2 to ensure comprehension this principle also applies to communication activities:</p> <p><i>The City is committed to undertaking Engagement <b>and communication</b> that is accessible and inclusive of all Community members, regardless of background, ability, or circumstance.</i></p>
<p>Believe you need to build in incentives for community to participate in engagement.</p>	<p>Principle 2. Inclusivity and Equity</p>	<p>4. There is a precedence of Council incentivising Community and Stakeholders to support participation in Engagement activities. Examples include:</p> <ul style="list-style-type: none"> <li>• Annual Community Survey prize draw to eligible survey participants</li> <li>• Strategic Community Plan Major Review Buy Local Voucher prize draws</li> <li>• Strategic Community Plan Major Review merchandise giveaways, refreshments and coffee vouchers available to pop-up stall engagement activity participants.</li> </ul> <p>Add bolded text to Principle 2:</p> <p><b><i>Where appropriate, the City may provide low-value incentives (such as vouchers, prize draws, catering, and merchandise), reimbursements (such as public transport and creche sessions), or sitting fees (to Aboriginal Elders) to reduce barriers to participation and support inclusive engagement, particularly for Community segments and Stakeholders who may face financial, time or access constraints.</i></b></p>

Officers recommend one amendment to the **Draft Engagement Guidelines** in response to feedback received during March 2026. *Attachment 3 Final Draft Engagement Guidelines* incorporate the following recommendation:

Feedback Received	Guidelines Section	Recommended Amendments
<p>Make it clearer that steps 1 to 4 are the responsibility of the City and that steps 5 and 6 is when the community can get involved.</p>	<p>HOW DO WE PLAN AND CONDUCT ENGAGEMENT?</p> <p>Step 1: page 14                      Step 2: page 15                      Step 3: page 16                      Step 4: page 17                      Step 5: page 18                      Step 6: page 20                      Step 7: page 21</p>	<p>1. Include a 'call out' box for each step that details who is responsible for completing the step across City of Karratha Staff and Leadership, Elected Members, and Community and Stakeholders.</p> <p>Add bolded text within a 'call out' box to each Step:</p> <ol style="list-style-type: none"> <li>1. <b>Who Makes this Happen? City of Karratha Staff and Leadership</b></li> <li>2. <b>Who Makes this Happen? City of Karratha Staff in consultation with Community and Stakeholders</b></li> <li>3. <b>Who Makes this Happen? City of Karratha Staff, Leadership and Elected Members</b></li> <li>4. <b>Who Makes this Happen? City of Karratha Staff and Leadership</b></li> <li>5. <b>Who Makes this Happen? City of Karratha Staff, Leadership, Elected Members, Community and Stakeholders</b></li> <li>6. <b>Who Makes this Happen? City of Karratha Staff, Leadership, Elected Members, Community and Stakeholders</b></li> <li>7. <b>Who Makes this Happen? City of Karratha Staff, Leadership, and Elected Members in consultation with Community and Stakeholders</b></li> </ol>

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

The State Government is progressing reforms to the *Local Government Act 1995* to strengthen community engagement and improve transparency in decision making.

The recommended *Community and Stakeholder Engagement Policy CS24* and *Engagement Guidelines* are expected to address the proposed reforms.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with the City’s Leadership Team and Internal Reference Group. Council has been briefed on this project via briefings held in August 2025 and February 2026.

**COMMUNITY CONSULTATION**

Community engagement pursued in accordance with the iap<sup>2</sup> public participation spectrum process to inform, consult and involve community and stakeholders as follows:

Who	How	When	What	Outcome
Community Reference Group	<ul style="list-style-type: none"> <li>1x Workshop at the Quarter</li> </ul>	<ul style="list-style-type: none"> <li>18 March 2026</li> </ul>	<p><b>Consult:</b> Opportunity to provide feedback on the draft documents</p>	<p>Officers considered feedback and have made changes to the draft documents and recommended adoption of the <i>Final Draft Community and Stakeholder Engagement Policy CS24</i> and for Council to note the <i>Final Draft Engagement Guidelines</i></p>
Place-based Residents and Stakeholders	<ul style="list-style-type: none"> <li>1x Engagement Pop-Up at Iremugadu Store Maya</li> <li>3x Feedback Stations at Wickham, Karratha, and Dampier libraries                             <ul style="list-style-type: none"> <li>Feedback tool: paper-based survey</li> <li>Printed copies of draft documents available</li> </ul> </li> <li>Participation                             <ul style="list-style-type: none"> <li>14 contributions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>24 March 2026</li> <li>2 to 30 March 2026</li> </ul>		
Wider Community	<ul style="list-style-type: none"> <li><b>What We Make It Online Platform</b> <ul style="list-style-type: none"> <li>Feedback tools: Online Survey and Workshop Registration</li> <li>Draft documents available to download</li> </ul> </li> <li>Participation                             <ul style="list-style-type: none"> <li>207 visits</li> <li>3 contributions</li> <li>4 followers</li> <li>146 downloads of Guidelines</li> <li>133 downloads of Policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>2 to 30 March 2026</li> </ul>		

**POLICY IMPLICATIONS**

Council Policy CS24 – Community Engagement Policy will be updated in response to community and Council feedback.

**FINANCIAL IMPLICATIONS**

There are no additional financial implications.

**STRATEGIC IMPLICATIONS**

This item contributes to all Goals within Council’s approved Council Plan 2025-2035, and particularly:

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

Priority Focus Areas: Proactive community engagement with all segments of the community.

Services: Community Engagement. Provide opportunities for the community to participate in decision-making, share feedback, and contribute to shaping local policies, projects, programs, and services through methods such as public forums, surveys, workshops, advisory groups, and digital platforms.

**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	Moderate	There may be a reputational risk should Council not be perceived to be committed to community engagement
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council routinely considers revisions to policy.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Extensive research and consultation have informed the development of the City of Karratha Engagement Framework, which comprises four key components.

The Final Draft Community and Stakeholder Engagement Policy CS24 and Engagement Guidelines align with community and stakeholder expectations and the policy is recommended for adoption.

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**COUNCILLOR QUESTION:**

Can the City clarify whether more detailed community feedback responses (e.g. verbatim comments) are available beyond the summary provided in the attachments?

**CITY RESPONSE:**

The verbatim community feedback is included within the report attachments, and additional summary reporting will be provided as part of the closing-the-loop process prior to the Ordinary Council Meeting.

**11.3 ESTABLISHMENT OF A DISABILITY ACCESS AND INCLUSION ADVISORY GROUP**

<b>File No:</b>	CS.62
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Development Officer
<b>Date of Report:</b>	8 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Disability Access and Inclusion Advisory Group – Terms of Reference - Draft

**PURPOSE**

For Council to authorise the establishment of a Disability Access and Inclusion Advisory Group (DAIAG) with membership consisting of residents with lived experience, carers, disability support services, and Councillor representation.

**OFFICER’S RECOMMENDATION**

That Council:

1. **APPROVE** the establishment of a Disability Access and Inclusion Advisory Group;
2. **NOTE** the draft Terms of Reference for the Disability Access and Inclusion Advisory Group; and
3. **APPOINT** the following two Councillors to sit on the Disability Access and Inclusion Advisory Group:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
4. **REQUEST** that all minutes of the Disability Access and Inclusion Advisory Group be tabled at the next meeting of Council following the finalisation of minutes.

**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 was developed following extensive community collaboration as we work toward achieving the aspirational goal of universal inclusion and accessibility. The DAIP identifies the strategies, improvements, and projects to be undertaken over a five-year period to continually improve access and inclusion for all within the City.

Outcome 6 of the DAIP states ‘People living with disability have the same opportunities as other people to participate in any public consultation by the City of Karratha’.

- 6.1. Where possible and appropriate, embed co-design with people who have lived experience to develop and improve access to City services and infrastructure.

- 6.1.2 Establish a Disability Access and Inclusion Advisory Group (DAIAG) with membership consisting of residents with lived experience, carers, disability support services, City staff, and Councillor representation.

### **DISCUSSION**

Establishing a Disability Access and Inclusion Advisory Group is a proactive measure to strengthen the City's commitment to diversity, equity, and inclusion. The DAIAG will provide a dedicated platform for people with lived experience of disability, carers, advocates, and support services to offer strategic advice and guidance to the City on:

- Initiatives detailed in the Disability Access and Inclusion Plan.
- Council strategies, plans, and policies as they relate to disability access and inclusion.
- Disability access and inclusion considerations for infrastructure projects, programs, and events delivered by the City.
- Disability access and inclusion considerations within the boundaries of the City of Karratha.

Membership shall comprise of up to ten (10) community members, with representation from:

- People with lived experience of disability.
- Carers of people living with disability.
- Professionals from the disability support service sector.

Two Councillors will sit on the Advisory Group as observing members, acting as a reference point between the Advisory Group and Council as a whole. Other members include the Director of Community Experience or their delegate, who will act as the Chairperson, and a City Officer who will be responsible for providing administrative support.

#### Terms of Reference (draft)

To ensure clarity of purpose and effective operation, a draft Terms of Reference (Attachment 1) has been created, outlining:

- The purpose and objectives of the Advisory Group.
- Membership composition and selection criteria.
- Responsibilities and limitations.
- Operational procedures and meeting protocols.

Once formed, the Advisory Group's first responsibility will be to review and accept the Terms of Reference. All members will be responsible for understanding their role as outlined in this document. The revised/updated Terms of References will then be presented to Council for final adoption.

#### Expression of Interest Process

Membership of the Advisory Group will be determined through a public Expression of Interest (EOI) process. This process will invite community members to apply to participate.

The EOI will ensure a transparent and inclusive approach to recruitment, enabling the City to select members who bring diverse perspectives and skills. Applications will be assessed against the following criteria to ensure balanced representation and alignment with the group's objectives:

- Lived experience of disability, caring for a person living with disability, or professional experience in the disability support service sector, to ensure a broad and diverse range of perspectives.

- Demonstrated commitment to access and inclusion, supported by appropriate knowledge and experience in matters relating to disability, participation, representation, leadership, safety, and wellbeing.
- Capacity to commit to the Advisory Group and actively contribute for the required duration of the membership term.
- Be available to attend a minimum of four (4) meetings per year.
- Live within the City of Karratha.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Councillors were consulted at the June 2024 Ordinary Council Meeting, when the City’s Disability Access and Inclusion Plan 2024 – 2029 (DAIP) was endorsed. The DAIP includes an action to establish a Disability Access and Inclusion Advisory Group (DAIAG).

**COMMUNITY CONSULTATION**

No community consultation has occurred. If Council authorises the establishment of the DAIAG, the Advisory Group will have an opportunity to review and accept the Terms of Reference at their first meeting.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

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

- |            |     |   |
|------------|-----|---|
| Goal:      | 3   | Everyone is included.   |
| Objective: | 3.1 | Improve accessibility of the City of Karratha’s facilities, places, spaces, event and infrastructure for all abilities. |
|            | 3.5 | Promote safety, equal opportunity, and appreciation of all diverse groups in the community.                             |

**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

Category	Risk level	Comments
Reputation	Moderate	Establishment of a DAIAG is outlined as an action in the Disability Access and Inclusion Plan, which has been endorsed by Council. Failure to deliver this action may damage the City’s reputation and negatively influence community trust.
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

The establishment of a DAIAG will not have a significant impact on the City’s operational capacity. The appointed Council Members, Director of Community Experience, and City Officer will be expected to attend four meetings per year.

**RELEVANT PRECEDENTS**

The establishment of advisory groups and the review of Terms of Reference have previously been considered by Council.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

By formalising the DAIAG, Council demonstrates its commitment to meaningful engagement and continuous improvement in access and inclusion outcomes. The Advisory Group, guided by a clear Terms of Reference, will be a vital mechanism for embedding inclusive practices across all areas of the City’s operations.

**COUNCILLOR QUESTION:**

Will community representatives be volunteers, or will they receive a meeting fee?

**CITY RESPONSE:**

The community representative roles are voluntary positions.

**COUNCILLOR QUESTION:**

How will the proposed advisory group work in conjunction with the existing Pilbara Disability Network?

**CITY RESPONSE:**

The advisory group will operate as a separate body, distinct from the existing Pilbara Disability Network, with a specific role to provide input on City projects. City Officers are involved in both groups.

**COUNCILLOR QUESTION:**

Can it be confirmed whether the group consists of up to 10 members, or 10 members plus two Councillors?

**CITY RESPONSE:**

The group will comprise up to 10 community members, with Councillors participating as observers, supported by relevant City officers and chaired by the Director of Community Experience.

**COUNCILLOR QUESTION:**

At what stage will meeting times for the committee be determined, and will flexibility be considered to accommodate volunteers' availability?

**CITY RESPONSE:**

Meeting times will be determined following member selection, with input sought from participants to identify suitable times, and flexibility provided to accommodate attendance.

## 12 DEVELOPMENT SERVICES REPORTS

### 12.1 BUSINESS DEVELOPMENT SUPPORT GRANT APPLICATION 2026/27

<b>File No:</b>	GS.65
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Economic Development Coordinator
<b>Date of Report:</b>	21 April 2026
<b>Applicant/Proponent:</b>	Karratha and Districts Chamber of Commerce and Industry
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. ‘Competing with the Chains’ Quote and Proposal – Business Foundations</li> <li>2. BDSG Grant Assessment - KDCCI Business Resilience</li> </ol>

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#### PURPOSE

For Council to consider a request from the Karratha and Districts Chamber of Commerce and Industry (KDCCI) for grant funding under Policy DE-02: Business Development Support Grant Scheme (BDSG Policy).

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#### OFFICER’S RECOMMENDATION

That Council **APPROVE** funding of Karratha and Districts Chamber of Commerce and Industry to support the following one-off initiative;

Organisation Name	Project Name	Support	Recommended Amount (excl. GST)
Karratha and Districts Chamber of Commerce and Industry	Competing with Chains – Business Resilience Program	2025/26 Sponsorship	\$23,000

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#### BACKGROUND

The City’s BDSG policy, established in 2016, aims to ensure a competitive, open, and fair process for local organisations to apply for grant funding to support innovative projects that bring economic benefits to Karratha. It also ensures Council’s investment in business services provides efficient value for money to improve local business conditions.

The KDCCI is a not for profit, member-based organisation committed to fostering a thriving business environment by connecting businesses, promoting their interests, advocating for their needs, and providing comprehensive business support. The KDCCI has submitted an application under the BDSG Policy seeking funding to deliver a one-off business support initiative, “Competing with the Chains” Business Resilience Program, which aims to strengthen local business resilience in a changing economic climate.

## DISCUSSION

The economic landscape in Karratha is evolving, presenting new challenges and opportunities for local businesses. In addition to current and impending structural changes in the retail market, such as the commencement of construction of the Gap Ridge Homemaker Centre, broader cost pressures, including increases in fuel prices are contributing to rising operating costs for local businesses. These combined pressures are placing additional strain on small and medium enterprises, requiring them to adapt quickly and strategically. Building resilience and fostering innovation are critical to ensuring long-term sustainability and growth for the City's local businesses.

The KDCCI, in partnership with Business Foundations, has proposed the one-off delivery of a targeted program that aims to equip businesses with practical tools to differentiate, retain customers, and strengthen their capacity to thrive in a changing economic climate.

The programme will be delivered by Business Foundations, with local facilitation and stakeholder support provided by the KDCCI, who will organise and host the initiative on behalf of the City. The KDCCI will not receive any direct financial benefit from this funding allocation, with all funds directed toward programme delivery and associated costs. Business Foundations is an established provider of applied business capability development, specialising in practical, hands-on training that supports enterprises to strengthen their strategic positioning within evolving market conditions.

The programme focuses on assisting participating businesses to refine their value proposition, respond to increasing competitive pressures, and adapt their operating models to enhance resilience and long-term commercial sustainability. It will be delivered through a half-day workshop, two advisory sessions for up to 10 local businesses, and tailored action plans for each participating business.

The programme will be promoted by KDCCI to its members, with participating businesses selected through an application process administered by KDCCI. Applicants will be required to demonstrate how changes in the region's business landscape are expected to impact their operations. It is anticipated that most participants will be businesses affected by the impending opening of the Gap Ridge Homemaker Centre, including those in hardware, garden and leisure goods.

Business Foundations and the KDCCI have an established working relationship, which will enable a coordinated and efficient delivery model, minimise duplication, and ensure strong local engagement and relevance.

The dates outlined in this application, as detailed in **Attachment 1**, are indicative only. Final scheduling will be confirmed in consultation with the KDCCI, Business Foundations and prospective participants to ensure alignment with programme objectives, delivery requirements and participant availability.

The KDCCI funding application has been assessed in accordance with the BDSG guidelines using the criteria below;

1. Strategic Alignment

Aligns with the Councils approved Council Plan 2025 – 2035, specifically to 'support the local small and medium business sector to grow and diversify' (6.3), and 'support increased education and training opportunities (6.4).

2. Demand/Need

This initiative responds to anticipated changes in the local market (the impending Gap Ridge Homemakers Centre) that are expected to increase competitive pressure on existing businesses. These pressures are further compounded by broader increases in operating costs, including fuel, which impact transport, supply chains and day-to-day business operations. As market structures evolve and competition intensifies, locally established enterprises may face challenges in maintaining market share, profitability and operational viability. Proactively supporting business resilience will help protect established local businesses and preserve economic diversity by enabling enterprises to refine their strategic positioning, strengthen their value proposition and adapt their operating models to remain competitive in a more contested environment.

3. Economic Impact

Unlike initiatives that are primarily designed to generate new or immediate economic activity, this initiative focuses on protecting and stabilising the City’s existing business base in the face of increasing market competition. By strengthening business resilience, strategic capability and operational efficiency, the programme aims to reduce the risk of business contraction or closure, sustain local employment and retain expenditure within the local economy. Over the medium to long term, this will support economic stability, preserve business diversity and reinforce the foundations for sustainable growth by safeguarding existing economic value.

4. Value for Money

The initiative leverages KDCCI’s established networks and Business Foundations’ expertise in developing business resilience programs. The program offers strong value for money by delivering a high-impact program including a half day workshop, two x 2 hour advisory sessions for 10 local businesses, and tailored action plans for each business, at a modest cost of \$18,000 excl. GST. A maximum amount of \$5,000 excluding GST will be allocated for travel and disbursements and will be reimbursed on an actual cost basis. Additional benefits may be created through scalable outcomes and mitigating economic risks by supporting SME resilience and job retention. The initiative will be branded and promoted as a City sponsored event. Importantly, the KDCCI is not receiving funding for its own operations and will coordinate the initiative on behalf of the City, ensuring that all funds are applied directly to programme delivery and associated costs.

A full break down of the evaluation is included as **Attachment 2**.

Based on the evaluation of the application against the criteria, it is recommended that the application is supported for funding. If approved by Council, the City will enter into a once off Funding Agreement with the KDCCI in line with the Policy.

Funding Request

Organisation Name	Funding Year		Funding Amount (excl. GST)
KDCCI	2025/26	Programme Delivery	\$18,000
KDCCI	2025/26	Travel and Disbursements	\$5,000
<b>TOTAL</b>			<b>\$23,000</b>

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between relevant internal departments.

**COMMUNITY CONSULTATION**

Community consultation was undertaken as part of the DA approval process for the Gap Ridge Homemaker Centre. One of the recurring themes was concern from existing businesses around their ability to remain competitive in a growing market sector with the entry of large format competitors. The City has worked with KDCCI to respond to this community feedback with the development of the Business Resilience Program.

**POLICY IMPLICATIONS**

Council Policy DE-02 Business Development Support Grant Scheme is relevant to this item.

**FINANCIAL IMPLICATIONS**

Funding of \$25,000 remains available in the 2025/26 annual budget for Economic Development grants to support this application. It is anticipated these funds will be expended in 2025/26; however, workshops may be scheduled in 2026/27, subject to participant availability. If required, the unexpended 2025/26 allocation will be carried forward to 2026/27.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Council Plan 2025 - 2035. In particular, the Corporate Business Plan provided for this activity:

- Goal: 6 The local economy is diverse and thriving, with opportunities for all
- Objectives: 6.3 Support the local small and medium business sector to grow and diversify
- 6.4 Support increased education and training opportunities

This item is also relevant to the Council’s approved Economic Development and Tourism Strategy 2025-2035:

- Pillar: 3 Empower local business
- Objective: 3.1 Business Grants - Support local business, business development support organisations and investors to deliver projects and programs aligned with the City’s economic goals.
- Project: Deliver Economic Development grants - Continuously improve the City’s business grant programs to optimise business support.

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is as follows:

Category	Risk level	Comments
Health	N/A	Nil Health considerations.
Financial	Low	Low financial risk to be managed through the funding agreement and acquittal process.
Service Interruption	N/A	Nil Service interruption.
Environment	N/A	Nil Service interruption.
Reputation	Low	Low reputational risk of Council providing funding to projects that cannot be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk if projects are not acquitted. Risk will be managed through funding agreements and the City will work with the KDCCI to ensure funding is acquitted to a satisfactory standard.

**IMPACT ON CAPACITY**

There is no impact on capacity

**RELEVANT PRECEDENTS**

Council has endorsed previous applications for funding under the BDSG Policy as follows.

Year	Applicant	No of projects Funded	Total Funding Awarded
2023/24	• KDCCI	8	\$130,000
	• KBECI	1	\$20,000
	• Indigenous Emerging Business Forum Aboriginal Corporation	1	\$20,000
2024/25	• KDCCI	9	\$134,875
	• KBECI	1	\$20,000
2025/26	• KDCCI	9	\$140,000
	• KBECI	1	\$20,000
<b>TOTAL</b>		<b>30</b>	<b>\$484,875</b>

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

The KDCCI has requested funding under the BDSG Policy totalling \$23,000 (excl. GST) to support the delivery of a one-off Business Resilience Program. The initiative aims to strengthen the capacity of existing local businesses to adapt to increasing competition from new market entrants associated with the City’s continued economic growth. The funding will be applied directly to programme delivery, with the KDCCI coordinating the initiative on behalf of the City and not receiving any direct financial benefit.

The request has been evaluated against the City’s BDSG Policy and is considered to meet the requirements of this policy. It is recommended that the application be supported for the full amount of funding.

## 13 INFRASTRUCTURE SERVICES REPORTS

### 13.1 REQUEST TO INVITE TENDERS – WINDY RIDGE CULVERT AND CRICKET NETS

<b>File No:</b>	CP.1995
<b>Responsible Executive Officer:</b>	A/Director Infrastructure Services
<b>Reporting Author:</b>	Project Manager
<b>Date of Report:</b>	17 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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#### PURPOSE

For Council to consider inviting tenders for works associated with the replacement of the Windy Ridge Culvert and Cricket Nets.

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#### OFFICER’S RECOMMENDATION

That Council:

- 1. AGREE to invite Tenders for the Windy Ridge Culvert and Cricket Nets replacement in accordance with the scope of works outlined in this report.**
- 2. DELEGATE AUTHORITY to the CEO to AWARD RFT000079 to the preferred tenderer subject to the value of the works up to \$2.5M.**
- 3. APPROVE by Absolute Majority a budget allocation of \$2.5M for the 2026/27 financial year, to be funded from Infrastructure Reserve and RTIO.**

Project Name	Account Number	Proposed 26/27
Windy Ridge culvert and Cricket nets	4000-91178-6392-8502	\$2,500,000
Funding - RTIO	4000-10286-4170-1370	(\$1,661,200)
<b>Net impact to City</b>		<b>\$838,800</b>

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#### BACKGROUND

On the 19 January 2025, Tropical Cyclone Sean formed as it passed north of Dampier, bringing with it an extreme rainfall event, resulting in significant damage to the main drainage culvert at Windy Ridge oval. An inspection following the event identified significant deterioration and ground subsidence.

Temporary repair works were undertaken, and the cricket nets were fenced off due to concerns of the potential failure of the structure. In May 2025, RFQ0000093 – Windy Ridge Culvert Replacement design was released and subsequently awarded, under Director’s delegation, to Colliers International Engineering & Design (WA) Pty Ltd with design works for the replacement culvert now complete.

**DISCUSSION**

The culvert is a Rio Tinto Iron Ore (RTIO) asset. Following discussions with RTIO they have agreed to fund works associated with the culvert replacement, with a request that the City undertake the procurement and project management functions. The funding of the replacement cricket nets will be the responsibility of the City.

The proposed works include:

- Remove and dispose of the existing steel pipe culvert and cricket nets.
- Install reinforced concrete box culvert.
- Reinstate surrounding ground, driveway access, rails, fencing and the like.
- Replace cricket nets (2 bays).
- All works associated with the reinstatement of grass areas.

The culvert is a significant, essential piece of infrastructure with all efforts being made to have the works completed ahead of the 26/27 cyclone season. Additionally, the cricket nets have been out of commission for roughly 15 months, with local teams currently travelling to Karratha for training.

By delegating authority to the CEO to award the tender, Administration can progress contract award ahead of time. This allows for an expediated program with the intent to have the Windy Ridge cricket nets reconstructed midway through the 2026/27 cricket season.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

Should tenders be called they will be done so in accordance with Section 3.57 of the *Local Government Act 1995* and the associated regulations.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

Regional Price Preference Policy CG11 is applicable where a price preference is afforded to local businesses in the evaluation of tenders.

In accordance with Council’s Purchasing Policy CG12 Officers propose Tenders are assessed against the following weighted qualitative criteria;

<b>Criteria</b>	<b>Weighting</b>
Relevant experience	15%
Capacity to deliver	20%
Methodology	20%
Sustainability	5%
Price	40%

**FINANCIAL IMPLICATIONS**

The FY26/27 proposed budget includes an allocation of \$2.5M (excl GST) for the engagement of a contractor to undertake the replacement works.

The project costs consist of two parts with part one to be funded by RTIO and part two funded through the City’s Infrastructure Reserve.

A breakdown of the proposed budget (excl GST) is in the table below:

<b>SCOPE ITEMS</b>	<b>BUDGET</b>
Part 1- replacement of the existing drainage culvert, as designed.	\$1,661,200.00
Part 2 - replacement of the 2 bay cricket practice nets	\$200,000.00
Contingency	\$638,800.00
<b>TOTAL</b>	<b>\$2,500,000.00</b>

The project budget includes significant contingency to account for several risks that cannot be fully identified until works on site commence. This includes determination of any damage to existing wastewater treatment infrastructure, and rise and fall associated with the cost of fuel.

Any unutilised funds from part 1 will be returned to RTIO, unless instructed otherwise by RTIO. Any unutilised funds from part 2 or the contingency allowance will be returned to the Infrastructure Reserve.

**STRATEGIC IMPLICATIONS**

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

Goal	2	Our community is welcoming, connected, vibrant, healthy, and safe
Objectives	2.2	Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities.
Priority focus areas		Community infrastructure

**RISK MANAGEMENT CONSIDERATIONS**

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

<b>Category</b>	<b>Risk level</b>	<b>Comments</b>
Health	N/A	Nil
Financial	Low	Culvert is a RTIO asset, RTIO to provide funding
Service Interruption	Moderate	A failure to address issues with the culvert could result in further collapse, impacting the drainage system to Dampier townsite.
Environment	Low	Potential erosion impacts on adjacent coastline
Reputation	Low	Risk of public perception that works have taken too long to rectify.
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

The Windy Ridge Culvert was significantly damaged during the rain event associated with TC Sean in January 2025. Subsequent investigation determined the need for full replacement of the culvert and the subsequent need to remove and replace the cricket nets. Design works and order of probable cost have been completed under RFQ0000093 and RTIO funding has been confirmed for the culvert replacement.

The works relate to essential infrastructure and are considered a priority ahead of the 26/27 cyclone season. The officer's recommendation to proceed to tender and delegate authority to the CEO for award are considered critical processes to prioritise the project.

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**COUNCILLOR QUESTION:**

Can it be clarified why the City is contributing significantly more funding to the Windy Ridge culvert and cricket nets work than initially expected?

**CITY RESPONSE:**

The City contribution includes the project contingency amounts on top of the cost of the cricket nets, with any unused funds to be returned to the infrastructure reserve.

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**COUNCILLOR QUESTION:**

Is it appropriate to bundle works of different types, such as culvert construction and cricket nets, into a single tender given the differing contractor expertise required?

**CITY RESPONSE:**

The works will be released to market in two separable portions, allowing administration flexibility to consider tendered pricing against the estimate. A comparison between the tender price and estimate will be used to determine if it's awarded as one package or the cricket nets delivered through alternative means.

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**COUNCILLOR QUESTION:**

Can it be confirmed whether the expected cost to the City is approximately \$200,000, with the higher amount included as a contingency?

**CITY RESPONSE:**

This is correct.

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**COUNCILLOR QUESTION:**

Is the contingency amount higher than typically expected?

**CITY RESPONSE:**

The higher contingency reflects uncertainty regarding underground conditions and legacy infrastructure, with limited confidence that existing drawings fully reflect what is on site.

**13.2 REQUEST TO INVITE TENDERS – VEGETATION SLASHING SERVICES**

<b>File No:</b>	RFT0000080
<b>Responsible Executive Officer:</b>	Acting Director Infrastructure Services
<b>Reporting Author:</b>	Manager Parks and Natural Areas
<b>Date of Report:</b>	23 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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**PURPOSE**

For Council to consider inviting tenders for the provision of Vegetation Slashing Services.

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**OFFICER'S RECOMMENDATION**

**That Council AGREE to invite Tenders for the provision of Vegetation Slashing Services for a period of three (3) years with two (2) 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.**

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**BACKGROUND**

The City of Karratha (City) has previously contracted slashing services to manage weeds and grasses on road verges, open areas, drains and creek lines. These works utilise task-specific machinery and personnel and are typically undertaken three (3) times per year. The contracted works are in areas subject to risks associated with continuous road traffic, rough ground conditions and potential machinery damage.

The current contract for these services was awarded under RFT 31-20/21 on 1 November 2021, for a period of three (3) years with two (2) one-year extension options. The City is now in the final extension period, with the contract due to expire on 31 October 2026.

The proposed contract will include fixed-priced 'set services' typically delivered three (3) times per year. These services may be supplemented where required to address increased vegetation growth resulting from seasonal conditions. A schedule of rates for additional works will also enable Administration to undertake vegetation control on City-managed land beyond the set service areas. These additional areas may be required following unseasonal weather conditions promoting weed growth, or to address special events, pest management or fire mitigation. A schedule of rates also allows Administration to implement partial set service treatments in response to seasonal or budget constraints.

**DISCUSSION**

The scope of works will include:

- Litter picking prior to mowing and slashing
- Mowing of drainage channels, road reserves and verge areas
- Brush cutting to fence lines, bollards, footpaths, around built infrastructure
- Mechanical sweeping of debris from roads, pathways and crossovers.
- Clearing of culvert entrances
- Removal of shrubs and trees growing in unwanted locations

- Clearing of plant leaf, stick and fruit debris
- Identification and protection of native species
- Completion and dumped rubbish reporting.

Areas of the City to be mown, brush cut and slashed in the set service are:

- Commercial and residential areas of Karratha
- Gap Ridge
- Karratha Light Industrial Area
- Airport
- Dampier
- Roebourne
- Wickham
- Point Samson.

Other areas that may be treated by applying schedule of rates:

- Nature based campsites
- Undeveloped reserves and lots
- Unkempt verges and public utility areas
- Lineal pathway edges.

The City has legislative and policy responsibilities for:

- Managing fire risks within open areas and to surrounding houses and facilities
- Maintaining City managed property, road verges, medians, roundabouts and footpaths.

The City also manages health and environmental risk associated with:

- Long grass potentially harbouring vermin, pests and snakes
- Reducing dependence on chemical weed control
- Flooding and standing water caused by vegetation growth reducing flow
- Road and airport safety.

The current set service program treats 3,110,698 m<sup>2</sup> with each rotation. It is proposed that three (3) full set services are completed each year, subject to annual weather conditions promoting growth.

Vegetation slashing services addresses the City's *Environmental Sustainability Strategy* Priority 7 for delivering urban greening initiatives of weed management planning and is one of a suite of vegetation management practices. Applying more integrated practices contributes to selective vegetative control and protection of local biodiversity. Regular mowing and slashing also contributes to the amenity of urban areas.

#### **LEVEL OF SIGNIFICANCE**

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

#### **STATUTORY IMPLICATIONS**

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

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

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required for the procurement process. However, the City provides regular updates to the community on its slashing program, along with other vegetation control programs for spraying and firebreak grading.

**POLICY IMPLICATIONS**

Regional Price Preference Policy CG11 is applicable where a price preference is afforded to local businesses in the evaluation of tenders.

In accordance with Council’s Purchasing Policy CG12 Officers propose Tenders are assessed against the following weighted qualitative criteria;

Criteria	Weighting
Relevant experience	15%
Capacity to deliver	15%
Methodology	15%
Sustainability	5%
Price	50%

**FINANCIAL IMPLICATIONS**

The total estimate cost of the vegetation slashing service over the five (5) year contract period is estimated at \$3.6M (ex GST). All costs under this tender will be in accordance with Council’s annual budget allocation.

**STRATEGIC IMPLICATIONS**

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

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

Priority Focus Area: Parks, Gardens and Open Space

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Moderate	Decreases dependence on chemical treatments for weed control. Pest/Snake environments also more controlled.
Financial	Moderate	Ongoing costs to remove vegetation in open areas to meet levels of service and community expectations whilst minimising bush fire risk in areas vested to the City. Increased annual maintenance costs.

Category	Risk level	Comments
Service Interruption	Moderate	Unmanaged vegetation can increase fire hazards, reduce drainage performance, obscure visibility along roads and pathways, encourage pests, impact public amenity, create safety issues, and lead to potential non-compliance with regulatory fire and environmental requirements.
Environment	Moderate	Improved weed/vegetation management will reduce impacts to native flora and fauna.
Reputation	High	Insufficient maintenance of road verges, open areas, drains and creek lines can result in community concerns being reported to the City, primarily due to potential risks such as the presence of snakes and fire hazards.
Compliance	High	The City undertakes slashing activities to meet fire hazard reduction requirements in accordance with directions from emergency authorities.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The City has historically tendered for the provision of vegetation slashing by request for tender, the current contract for these services expires on 31 October 2026.

**VOTING REQUIREMENTS**

Simple Majority.

**CONCLUSION**

Administration propose that Council consider the request to invite tenders for the provision of Vegetation Slashing Services for a term three (3) years with two (2) one (1) year extension options. This approach will enable the City to assess market competitiveness, value for money, and the long-term viability of contractors providing slashing services to the City.

**COUNCILLOR QUESTION:**

Is the City currently recruiting new managers and coordinators within the Parks and Gardens Department?

**CITY RESPONSE:**

Yes.

**COUNCILLOR QUESTION:**

Should consideration be given to delaying the tender assessment until relevant staff are appointed to oversee the project scope?

**CITY RESPONSE:**

The existing staff within the Parks and Gardens team, including the current coordinator who developed the scope, have the experience and knowledge required to accurately release the scope for this tender.

**COUNCILLOR QUESTION:**

How was the area for slashing determined, and has it been reassessed since the previous tender?

**CITY RESPONSE:**

The slashing area for each suburb has been surveyed to confirm sqm and are up to date with current levels of services for areas we are expected to maintain.

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**COUNCILLOR QUESTION:**

Why is slashing and weed management not being considered for delivery by City employees, and what potential cost savings could this provide if it was?

**CITY RESPONSE:**

Prior to the previous contract being awarded, a service review was undertaken to compare inhouse vs contractor delivered. The outcome of the review determined that contracting out was the more advantageous outcome. During this contract tender evaluation, a comparison on the two delivery methods may be undertaken if the price submissions received are above expectation, noting the current contractor is a local service provider who has performed well under this contract previously.

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**COUNCILLOR QUESTION:**

Given additional slashing events this year due to rainfall, is the increase in slashing, beyond the usual schedule, considered exceptional or indicative of a new standard going forward?

**CITY RESPONSE:**

This financial year has required a 4<sup>th</sup> service run due to the timing of rain events, which would be above our standard level of service of three set services a year.

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**COUNCILLOR QUESTION:**

Is this a usual year? Do we usually have four slashings at this time of the year? The tender states three slashings, will this be viable for future years?

**CITY RESPONSE:**

The tender reflects current levels of service, three service runs, with flexibility to undertake additional works over and above, as well as to manage reactive works reported from community. We consider this a viable approach for future years.

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**COUNCILLOR QUESTION:**

What is the preferred method for community members to provide feedback?

**CITY RESPONSE:**

Community feedback and reporting should be submitted through the Report It system. This is the preferred method for logging and addressing issues.

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**COUNCILLOR QUESTION:**

Has the tender evaluation weighting, particularly the balance between price and delivery capability, been considered appropriate for this project?

**CITY RESPONSE:**

The tender evaluation weighting, particularly the higher emphasis on price relative to capability, is considered appropriate for this project due to the comparatively low level of specialist skill and machinery required. Slashing, brush cutting, and mowing of unkempt open areas does not require the same level of specialised equipment or expertise associated with specialist turf management services, and suitable machinery is widely available within the local market. Given the large service areas and the extended delivery timeframe for each service cycle (approximately eight weeks), achieving the most cost-effective rate per square metre was considered a higher priority than weighting specialist capability more heavily. We believe this approach will best suit the local market.

**COUNCILLOR QUESTION:**

Can the City provide current Parks and Gardens staff numbers, and how these compare to staffing levels five and ten years ago?

**CITY RESPONSE:**

The last 10 years has seen significant growth in asset numbers and service level expectations for managing our parks, gardens and natural areas. Below is a short summary of significant changes that have impacted resource levels, with other minor resource adjustments required as new subdivisions have come online and infrastructure begins to age and require additional maintenance/renewal. Current changes, to split Parks and Natural Areas into its own department, are a direct response to the community survey results and the request for improved service levels in key areas relating to Parks and Natural areas.

- 2 FTE – Reuse Scheme ageing asset management
- 4 FTE – IA negotiations reducing workforce from 90hrs to 80hrs p/ fortnight
- 3 FTE – Trainees targeted at growth and inhouse training
- 5 FTE – Planned change to bring Eastern Areas services in-house.
- 3 FTE – Project Officers – increase in asset renewal and maintenance contract management
- 3 FTE – Increase in mowing team to accommodate increase in public open space
- 2 FTE – Reticulation officers for increase in street trees, increase in public open space
- 1 FTE – Playground inspection and playground compliance management
- 3 FTE – Brought spray technicians in-house
- 2 FTE – Horticulture, Environmental technical specialist to manage policies and strategies expected from local government
- 1 FTE – Natural Areas officer
- 6 FTE – Gardening roles associated with the CBD, park numbers and increased landscaped spaces.
- 2 FTE – Service contract management support
- 4 FTE – Additional supervision to ensure increased service delivery and worker safety.

Total Staff Numbers:

- 2015 – 18
- 2020 – 31
- 2026 – 60

**13.3 TENDER OUTCOME – WICKHAM SOUTH YOUTH RECREATION AREA - CONSTRUCTION**

**File No:** RFT0000070  
**Responsible Executive Officer:** Acting Director Infrastructure Services  
**Reporting Author:** Project Manager  
**Date of Report:** 24 April 2026  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Confidential Evaluation & Recommendation Report

**PURPOSE**

For Council to consider the tender for the Wickham South Youth Recreation Area - Construction Tender, Number RFT0000070.

**OFFICER’S RECOMMENDATION**

**That Council:**

1. **ACCEPT** the tender submitted by Emirge Pty Ltd ABN 64 605 778 452 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000070 - Wickham South Youth Recreation Area - Construction;
2. **AUTHORISE** the Chief Executive Officer to execute a contract with Emirge Pty Ltd ABN 64 605 778 452, **SUBJECT** to any variations of a minor nature; and
3. **APPROVE** by Absolute Majority an allocation of \$1.85M to the 2026/27 budget, with \$750K funded by Rio Tinto (RTIO), to cover the cost of the project scope.

Wickham South Youth Recreation Area	Account Number	Proposed 26/27 Budget
<b>Construction Phase</b>	4000-91202-6392-8502	\$1,850,000
<b>RTIO Funding</b>	4000-10286-4170-1370	(\$750,000)
<b>Net impact to the City</b>	Infrastructure Reserve	\$1,150,000

**BACKGROUND**

The Wickham South Park was established as part of the Wickham South subdivision in 2012 and is a key recreational space for the Wickham community, comprising a small oval, shared pathways and a playground.

Through community consultation and strategic planning, Administration has identified the need to expand the park’s functionality to support a broader range of informal recreation activities and improve overall amenity, leading to the engagement of an external design consultant.

Following community consultation and detailed design preparations, the City has progressed to the delivery phase of the Wickham South Youth Recreation Area (WSYRA), which includes the construction of Universal Access Toilet (UAT), and partial funding support from Rio Tinto Iron Ore (RTIO).

At its meeting of 23 February 2026, Council resolved to call tenders for Wickham South Youth Recreation Area and Amenities.

Tenders were advertised on 11 March 2026 and closed 15 April 2026.

Six (6) tenders were received by the closing date from:

- Bennco Group
- Eighth St Pty Ltd T/as Ligna Construction
- Emirge Pty Ltd
- CORPS Earthmoving Pty Ltd
- Pilbara Building Company Pty Ltd
- Yurra Pty Ltd

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

- A/Manager City Projects and Engineering
- Executive Assistant and Projects Officer Strategic Projects and Business
- A/Project Manager City Projects and Engineering

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:

<b>Criteria</b>	<b>Weighting</b>
Relevant Experience	15%
Methodology	15%
Capacity to Deliver	20%
Sustainability	5%
Price	45%

The Regional Price Preference Policy was applied to five (5) local tenderers.

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

The acting 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 moderate significance in terms of social and economic issues.

**STATUTORY IMPLICATIONS**

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

**COUNCILLOR/OFFICER CONSULTATION**

Council was engaged in February 2026, resolving to proceed to tender. Administration consulted across all Departments in preparing the draft tender package.

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

**COMMUNITY CONSULTATION**

Community engagement activities in accordance with the iap<sup>2</sup> public participation spectrum process to inform, consult, involve, collaborate and empower were undertaken by Community Planning to inform the design as follows:

Who	How	When	What	Outcome
<b>Design</b>				
Public open Forum - Consultant Lead	Drop-In Session Wickham	6 May 2025	Printed Concepts and online consultant presentation of concept development	Minimal attendance – preference for Concept Option 1 / 2
Wickham Base Youth Group	Targeted Focus Group Session	14 May 2025	Presentation of printed concepts for voting.	Preference for Concept Option 1
Community members	What We Make It	7 to 21 May 2025	Community Survey	9 responses Preference for Concept Option 1
Wickham Primary School (Year 3-6 Students)	Teachers Review	21 May 2025	Presentation of printed concepts for voting.	Preference for Concept Option 1
Youth Advisory Group (YAG)	Workshop	8 May 2025	Printed Concepts voting	Preference for Concept Option 2 due to the equipment allocation
<b>Construction</b>				
General Public	Social media post, What We Make It and Council website update	Project commencement and at practical completion	Community benefits, key dates, and project overview	To inform - raise awareness, ensure transparency, and minimise confusion
Nearby Residents	Letter drops	Prior to project commencement and at practical completion	Community benefits, key dates, project overview, and impacts	To inform - raise awareness, ensure transparency, minimise confusion, and reduce complaints

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

In August 2025, Administration secured \$750K (ex GST) through the RTIO 2025/26 Community Partnership Agreement Annual Funding Plan.

The financial implications of endorsing the Officer’s recommendation are outlined in the below table:

<b>Wickham South Youth Recreation Area</b>	<b>Account Number</b>	<b>Current 25/26</b>	<b>Proposed 25/26</b>	<b>Proposed 26/27</b>
Design Phase	4000-91202-6392-8501	\$0	\$44,920	\$1,320
Construction Phase	4000-91202-6392-8502	\$116,003	\$84,440	\$1,848,680
<b>Total</b>		<b>\$116,003</b>	<b>\$129,360</b>	<b>\$1,850,000</b>

In 2025/26, the project incurred \$129,360 (ex GST) to finalise the design and facilitate the sewer extension works.

Following the tender process the contract value for construction is \$1.71M (ex GST). This exceeds the original Opinion of Probable Cost (OPC) of \$1.51M, with the increase primarily attributed to current market conditions impacting oil supply and the resulting flow-on effects to material costs, availability, freight, and contractor risk pricing.

Should Council support the Officer’s recommendation, the total project budget to facilitate the delivery of the full project scope is \$1.85M, with \$750K funded by RTIO.

**STRATEGIC IMPLICATIONS**

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

- Goal: 2 Our community is welcoming, connected, vibrant, healthy and safe.
- Objective: 2.2 Provide community centres, spaces and facilities to cater for diverse groups and needs.
- Objective: 2.3 Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities.
- Goal: 4 Our places and spaces are functional, attractive and reflect our unique identity.
- Objective: 4.1 Provide high amenity, well-maintained foreshores, parks, playgrounds, toilet amenities and streetscapes.

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	There is no perceived health risk in endorsing the Officer’s recommendation.
Financial	Low	Financial risk is minimal, with costs controlled through completion of detailed design documentation and a bill of quantities.
Service Interruption	Low	Any impact on services will be mitigated through proactive communication. Clear traffic management and detour signage will be implemented throughout the sewer extension.
Environment	Low	Consultant designs are aligned with responsible environmental practices and are related to approved project development.
Reputation	Moderate	There is a community expectation that this project will progress given the attached industry funding and community consultation.
Compliance	N/A	There is no perceived compliance risk in endorsing the Officer’s recommendation.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Relevant precedents include previous projects to upgrade and improve youth amenity within the City to public infrastructure, such as parks, playgrounds, halfcourt basketball and to ensure shade and public toilets are considered.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

The Evaluation Panel considers that the recommended tenderer has the capacity and capability to deliver the works to the standard expected by the City, represents best value for money, and aligns with the City’s objective to enhance local recreational infrastructure at Wickham South Park.

Should Council support the Officer’s recommendation, the contract is expected to commence June 2026. All works are anticipated to be completed within the proposed timeframes, with staging and coordination of construction activities to minimise disruption to existing park users and maintain access where practicable. Construction has been planned to align with site conditions and ensure efficient delivery of the project.

Successful delivery of the WSYRA and UAT will provide improved recreational opportunities and supporting amenities for the Wickham community and demonstrates the ongoing partnership between the City and Rio Tinto Iron Ore.

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**COUNCILLOR QUESTION:**

What is the dollar contingency amount for this tender report?

**CITY RESPONSE:**

Contingency amount for this project is \$133,000 (ex GST).

**13.4 TENDER OUTCOME – BAYVIEW ROAD CULVERT REPLACEMENT**

<b>File No:</b>	RFT0000071
<b>Responsible Executive Officer:</b>	Acting Director Infrastructure Services
<b>Reporting Author:</b>	Project Manager
<b>Date of Report:</b>	24 April 2026
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. RFT0000071 Confidential Evaluation - Bayview Road Culvert Replacement

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**PURPOSE**

For Council to consider the tender for the Bayview Road Culvert Replacement Tender, Number RFT0000071.

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**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. ACCEPT the tender submitted by CORPS Earthmoving Pty Ltd ABN 90 650 586 511 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000071 – Bayview Road Culvert Replacement; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with CORPS Earthmoving Pty Ltd, SUBJECT to any variations of a minor nature.**
- 3. APPROVE by Absolute Majority an allocation of \$1.15M to fund the Bayview Road Culvert Replacement as part of the 2026/2027 Budget.**

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**BACKGROUND**

The Bayview Road Culvert Replacement Tender was initiated to replace the existing two-barrel culvert located on Bayview Road, east of Pegs Creek Primary School. The culvert forms a critical component of the local drainage network.

An independent engineering assessment confirmed that the asset has reached end-of-life, with structural deterioration such that replacement is required to maintain hydraulic capacity, serviceability, and ongoing network resilience.

Detailed design was undertaken by an external civil engineering consultant during the 2025/26 financial year. In preparation for construction, associated service realignment works were completed in April 2026 to facilitate safe and efficient delivery of the project.

At its meeting of 15 December 2025, Council resolved to call tenders for the Bayview Road Culvert Replacement.

The Tender was advertised on 25 February 2026 and closed 1 April 2026.

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

- Aaro Group Pty Ltd
- Bidi Facility Services Pty Ltd
- Egan Civil Pty Ltd – T/A Castle Civil
- CORPS Earthmoving Pty Ltd
- Gajawari KW Pty Ltd
- JEK Pty Ltd – T/A HAS Earthmoving
- Neo Civil Pty Ltd
- NWMC Mining & Civil Pty Ltd
- PCH Civil Pty Ltd
- Winyama Contracting Group.

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

- A/ Manager Projects & Engineering
- Project Manager
- Project 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:

<b>Criteria</b>	<b>Weighting</b>
Relevant Experience	15%
Methodology	20%
Capacity to Deliver	15%
Sustainability	5%
Price	45%

The Regional Price Preference Policy was applied to five (5) local tenderers.

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

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

**DISCUSSION**

The culvert replacement works on Bayview Road will require a full road closure, which is recognised as the most efficient, cost-effective, and safest construction methodology. The closure will apply to the section of Bayview Road between Catrall Park and west of Hyde Road, with traffic diverted via Dampier Road. Dampier Road has been assessed as capable of accommodating increased traffic volumes associated with the diversion.

It is acknowledged that the road closure will have a direct impact on the local community, particularly in relation to daily travel patterns and access. However, experience from similar projects indicates that when appropriate advance communication is provided, road users adapt to alternative routes, particularly where a clear and reliable detour is established.

Community and stakeholder communication is therefore a critical component of managing this project. City officers will work closely with the preferred tenderer to ensure a comprehensive communication plan is implemented, including early notification, ongoing updates, and clear signage throughout the construction period. This is intended to minimise disruption and support community understanding of the works and diversion arrangements.

The current program submitted by the preferred tenderer indicates a road closure duration of approximately 35 days. City officers will actively engage with the contractor prior to contract execution to review and optimise the construction program with the objective of reducing the overall closure period where practicable. This includes consideration of a seven-day working roster, and assessment of opportunities to expedite key construction activities, including weekend works where appropriate and permissible.

Importantly, the proposed timing of the works has been considered with regard to school holiday periods, key local events and seasonal traffic movements. While the preferred outcome would be to undertake the temporary road closure during school holidays to minimise impacts on residents undertaking school pick-up and drop-off activities, it is likely that the closure will occur later to allow sufficient time for the successful contractor to complete required notifications, traffic management approvals and construction planning. The final road closure dates will be coordinated with the successful contractor.

City officers will therefore focus on negotiating program efficiencies, strengthening communication requirements, and ensuring the shortest practicable closure period is achieved while maintaining safety, constructability, and quality outcomes.

#### **LEVEL OF SIGNIFICANCE**

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

#### **STATUTORY IMPLICATIONS**

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

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

In preparing the Request for Tender documentation, Administration undertook internal consultation across City Directorates to ensure alignment with operational and strategic requirements.

#### **COMMUNITY CONSULTATION**

City Officers have commenced preliminary stakeholder engagement to advise and support planning for upcoming changes, including:

- Public Transport Authority
- Three Sons (Cattrall Park operations)
- Pegs Creek Primary School.

This early engagement is intended to ensure stakeholders are informed in advance and provided sufficient opportunity to plan for any operational impacts or adjustments required.

To effectively communicate the impacts of the road closure and allow sufficient time for stakeholders and the community to make necessary adjustments, the following communications are planned:

<b>When</b>	<b>Who</b>	<b>What</b>	<b>Communication Type</b>
At award	General Public	Advise of upcoming works and inconvenience expected	Facebook post
At award	Surrounding businesses and residents	Advise of upcoming works and inconvenience expected	Letter
One month prior to works commencing	Pegs Creek Primary School	Advise of contractor, dates of closure and impacts	Letter and direct email
One month prior to works commencing	Surrounding businesses and residents	Advise of contractor, dates of closure and impacts	Letter
One month prior to works commencing	General Public	Advise of contractor, dates of closure and impacts	Newspaper advertisement Facebook Post
Two weeks prior to works commencing	Pegs Creek Primary School	Reminder of road closure dates	Letter
Two weeks prior to works commencing	Public Transport Authority	Reminder of road closure dates	Email with Notification of Works
Two weeks prior to works commencing	Surrounding businesses and residents	Reminder of road closure dates	Letter
Two weeks prior to works commencing	General Public	Reminder of road closure dates	Facebook post Variable message boards on Bayview Road
Two weeks prior to works commencing	Emergency services	Advise on road closure dates	Email with Notification of Works

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

This project is funded through the Infrastructure Reserve. An allocation of \$173K, was approved in the 2025/26 financial year to undertake detailed design and service realignment works.

A further \$1.15M (excl. GST) has been proposed in the 2026/27 financial year to deliver the construction phase of the project. The preferred tender submission is within this allocation of budget for the 2026/27 financial year.

The tenderer has also requested a rise and fall provision for fuel and bitumen, reflecting prevailing market volatility at the time of tender submission, including global supply chain pressures. Any adjustment under this clause will be applied in accordance with agreed indexation mechanisms, as confirmed through contract negotiations, and may result in either an increase or decrease to the final contract sum.

City Officers will work collaboratively with the successful tenderer to identify opportunities for program optimisation, sequencing efficiencies, and potential staging adjustments, with the objective of reducing construction duration and minimising disruption to the community. Any agreed efficiencies or adjustments may result in minor variations to the final contract cost.

**STRATEGIC IMPLICATIONS**

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

Goal: 4.1 Our places and spaces are functional, attractive and reflect our unique identity

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

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	Financial risk is considered low, with costs managed through established project controls and delivery within the approved budget framework. Contractual mechanisms and oversight will assist in maintaining cost certainty.
Service Interruption	Moderate	The works will impact Bayview Road, a key local access route. This risk is mitigated through advance community notification, clear and consistent communications, and the implementation of appropriate traffic management measures, including detours and signage. City Officers will also work with the contractor to explore program efficiencies and opportunities to reduce the duration of the road closure where practicable.
Environment	Low	Environmental impact is considered low as the works involve replacement of existing infrastructure on a like-for-like basis within the existing alignment. Standard environmental controls will be implemented during construction.
Reputation	Moderate	There is potential for community concern associated with road closure impacts. This will be mitigated through proactive stakeholder engagement, transparent and timely communication, and delivery of works in accordance with a clearly defined construction program.
Compliance	Low	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

At the April 2024 Ordinary Council Meeting, Council awarded RFT15 23/24 for the replacement of the Cossack Road Culvert, and regularly awards contracts relating to the replacement of ageing infrastructure.

**VOTING REQUIREMENTS**

Absolute Majority.

**CONCLUSION**

The Evaluation Panel considers that the recommended tenderer can deliver the Bayview Road Culvert Replacement project, which addresses a critical drainage asset that has reached the end of its service life. Independent assessment has confirmed that replacement is required to maintain network performance and resilience.

The project has progressed through detailed design and service relocations and is now ready to proceed to construction. Subject to Council approval, the contract will be awarded within the approved budget.

Completion of the works will restore the long-term condition and reliability of the drainage asset and ensure the continued safe operation of Bayview Road. City officers will work with the contractor to manage construction activities, with a focus on efficient delivery and minimising disruption to the community.

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**COUNCILLOR QUESTION:**

What is the anticipated timeframe for the contractor to mobilise and commence works following contract award, given concerns about the timing and potential road closure?

**CITY RESPONSE:**

There are several lead time considerations prior to commencement, including material procurement, internal approval of traffic management plans, and contract finalisation processes. Timing has been planned to avoid FeNaCING, with works anticipated to commence in August. Final timeframes can be negotiated with the preferred bidder post award.

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**COUNCILLOR QUESTION:**

Will the proposed timing of the works fall within or outside scheduled school holiday periods?

**CITY RESPONSE:**

It currently falls outside the school holidays, however is only an estimate until planning with the preferred bidder can commence.

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**COUNCILLOR QUESTION:**

Can the works be rescheduled, for example to January, to minimise disruption to residents and better align with school holiday periods? Traffic is at its worst for the morning school drop off and afternoon school pick up, can it be avoided?

**CITY RESPONSE:**

The project timing is still subject to contract award and subsequent negotiations with the contractor. While efforts will be made to avoid major events and align with suitable timeframes, including school holidays where possible, scheduling constraints such as project duration, contractor availability, cyclone season, and Christmas shutdown periods must also be considered.

**COUNCILLOR QUESTION:**

Can it be clarified how long we have until the culvert works must be completed?

**CITY RESPONSE:**

The culvert is a critical asset and works are required within the next 12 months. The timing is influenced by engineering advice and the urgency of addressing potential impacts from future rainfall events.

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**COUNCILLOR QUESTION:**

Is it possible to implement interim measures to address the risk of culvert failure and delay the works to minimise disruption to residents?

**CITY RESPONSE:**

Interim measures to delay the works are not considered feasible, given the risks associated with potential failure and the need to proceed with the project.

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**COUNCILLOR QUESTION:**

Does the contract include both daytime and night-time operations?

**CITY RESPONSE:**

Night works are not currently included in the contract but may be considered during discussions with the preferred contractor to reduce project duration.

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**COUNCILLOR QUESTION:**

Should emergency services be engaged earlier in the process, rather than two weeks prior, to assist with planning access and contractor coordination?

**CITY RESPONSE:**

Emergency services will be notified well in advance, with the two-week timeframe representing the contractor's formal notification requirement and confirmed that arrangements will be made to support access and coordination.

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**COUNCILLOR QUESTION:**

How will emergency services access be maintained during the works?

**CITY RESPONSE:**

Emergency services access will be maintained through early stakeholder engagement, coordinated planning, and the development of a formal access and communication plan.

---

**COUNCILLOR QUESTION:**

Is there an opportunity for community feedback to be provided as part of this process?

**CITY RESPONSE:**

Yes. The City has commenced engagement with directly impacted stakeholders and will continue community notifications and consultation prior to the road closure. Feedback received will be considered as part of the ongoing traffic management and communication planning for the project.

## **14 STRATEGIC PROJECTS AND BUSINESS REPORTS**

No Strategic Projects and Business Reports for June.

## **15 CHIEF EXECUTIVE OFFICER REPORTS**

### **15.1 ITEMS FOR INFORMATION ONLY**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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#### **PURPOSE**

To advise Council of the information items for May 2026.

#### **VOTING REQUIREMENTS**

Simple Majority.

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#### **OFFICER'S RECOMMENDATION**

That Council note the following information items:

- 15.1.1 Council Update on DAP SAT Wardens Court Matters**
- 15.1.2 Information Report – Point Samson Interim Plan**
- 15.1.3 Record of Tender Outcome under Delegation – Construction Quality Assurance Services – 7 Mile Waste Facility Class III, Cell 3 & 4 Construction**
- 15.1.4 Information Report - Community Experience Service & Programs - March 2026**
- 15.1.5 Information Report - Concession on Fees for City Facilities Report - March 2026**
- 15.1.6 May 2025 Public Briefing Notes and Table of Report Changes**

**15.1.1 COUNCIL UPDATE ON DAP SAT WARDEN COURT MATTERS**

<b>File No:</b>	DB.32
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	A/Manager Strategic Planning
<b>Date of Report:</b>	29 April 2026
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	1. List of Current RDAP Applications, SAT Reviews & Wardens Court Matters

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**PURPOSE**

To provide information to Council and the community on current:

- Development applications that will be determined by the Regional Development Assessment Panel (RDAP) rather than the City;
- Decisions made under planning legislation that are being challenged in the State Administrative Tribunal (SAT); and
- Mining applications that the City has objected to that are before the Wardens Court.

**As of 29 April 2026**

APPLICATION (Ref No.)	PROPERTY/APPLICATION/ TENEMENT	APPLICATION/ REVIEW DATE	STATUS	DATE COMPLETED
<b>SAT REVIEWS</b>				
Nil				
<b>RDAP APPLICATIONS</b>				
Nil				
<b>WARDENS COURT MATTERS</b>				
<b>Objection 628628 &amp; Interlocutory Application 754090</b>	<b>General Purpose Lease G 47/1274</b>  Gap Ridge  <u>Potential Purposes:</u> <ul style="list-style-type: none"> <li>• Crushing/Screening/Wash plant facility for mine product;</li> <li>• Hardstand area for storage of plant and equipment;</li> <li>• Roads - Internal;</li> <li>• Site accommodation for administration, services support and mining and processing activities;</li> <li>• Stockpiles for topsoil storage for future rehabilitations purposes, mine product and borrow material;</li> <li>• Transportation and loading facility for mine product;</li> <li>• Vehicle layover and maintenance area;</li> <li>• Waste material stockpile.</li> </ul>	21 July 2021	<ul style="list-style-type: none"> <li>• The Interlocutory Application was heard on 17 April determined that it would proceed to the Trial Hearing date set for 28 April 2026.</li> <li>• The Trial Hearing occurred on 28 April 2026</li> <li>• The next Mention Hearing set for 31 July 2026, when the Warden will announce their findings, then make a recommendation to the Minister</li> </ul>	Interlocutory Application - 17 April 2026
<b>Objection 629765</b>	<b>Prospecting License P 47/1986</b>  Gap Ridge	6 Aug 2021	<ul style="list-style-type: none"> <li>• The City has been advised that the tenement was dismissed by the Warden on 30 January 2026; however, formal confirmation has</li> </ul>	

			<p>not yet been received</p> <ul style="list-style-type: none"> <li>• The City is seeking written confirmation of the outcome from the Wardens Court</li> <li>• Any outstanding matters related to costs in relation to P 47/1986 have been reserved to be determined with G 47/1274</li> </ul>	
<b>Objection 697845</b>	<p><b>Miscellaneous License L 47/1153</b></p> <p>Roebourne</p> <p><u>Potential Purposes:</u></p> <ul style="list-style-type: none"> <li>• A road</li> </ul>	20 Feb 2024	<ul style="list-style-type: none"> <li>• City working with the Applicant to formalise Road Maintenance Agreement to address City's concerns</li> </ul>	
<b>Objection 697846</b>	<p><b>Miscellaneous License L 47/1154</b></p> <p>Roebourne</p> <p><u>Potential Purposes:</u></p> <ul style="list-style-type: none"> <li>• A road</li> </ul>	20 Feb 2024	<ul style="list-style-type: none"> <li>• City Staff working with the Applicant to formalise Road Maintenance Agreement to address City's concerns</li> </ul>	
<b>Objection 745470</b>	<p><b>Mining Lease M 47/1667</b></p> <p>Point Samson</p> <p><u>Target Commodity:</u></p> <ul style="list-style-type: none"> <li>• Sand</li> </ul>	30 Oct 2025	<ul style="list-style-type: none"> <li>• Mention Hearing on 1 May 2026</li> <li>• An adjournment has been requested from the Wardens Court, to allow City Officers to work with the Applicant to obtain additional information</li> <li>• Requested new Mention Hearing date for 7 August 2026</li> </ul>	

**15.1.2 INFORMATION REPORT - POINT SAMSON INTERIM PLAN**

<b>File No:</b>	CR.98
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Project Officer Community Planning
<b>Date of Report:</b>	20 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. Attachment 1 Point Samson Interim Plan

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**PURPOSE**

To provide Council with information about the status of each action in the Point Samson Interim Plan.

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**BACKGROUND**

The Point Samson Interim Plan was developed to guide the delivery of priority projects and improvements identified through community engagement and Council direction. The plan outlines a range of actions aimed at enhancing public amenities, improving connectivity, supporting tourism, and strengthening the overall liveability of Point Samson.

The Interim Plan includes a combination of short, medium and longer term actions, with delivery led across multiple City directorates and, where relevant, in partnership with external stakeholders such as State Government agencies. Regular quarterly progress updates are provided to Council to ensure transparency, monitor delivery, and identify any challenges or opportunities associated with implementation.

**CONCLUSION**

Overall, progress against the Point Samson Interim Plan is well underway, with a number of actions completed and several key projects progressing through design, engagement and procurement phases. While some items remain on hold or subject to external approvals and land ownership constraints, officers continue to work collaboratively with stakeholders to progress these actions where possible.

Key actions achieved this quarter include:

- Progression of the Honeymoon Cove to John's Creek footpath, with design now complete, approvals secured and construction anticipated prior to June 2026.
- Completion of key community infrastructure upgrades, including installation of lighting along the Honeymoon Cove footpath and new amenities such as the community park water tap.
- Advancement of the Point Samson Enhancement Plan, with multiple projects (youth recreation precinct, Honeymoon Cove carpark revitalisation and half basketball court) now being progressed under a coordinated planning approach.
- Establishment and continuation of the Point Samson Advisory Group, including new membership expressions of interest and scheduling of the next meeting to guide future project direction.

Ongoing community engagement, inter-agency collaboration and resource planning will be critical to the continued delivery of the remaining actions. Quarterly reporting will continue to provide Council with updates on progress, key milestones and any emerging risks or considerations impacting implementation.

**POINT SAMSON INTERIM PLAN – PROGRESS UPDATE – TO APRIL 2026**

No.	Item	Responsible Directorate	Status	Update
1.1	Undertake an audit of signage, including place names, information boards and interpretive signs throughout the town and develop a plan to renew.	Community Experience	Complete	Complete – no further update required.
1.2	Develop and install a new town entrance sign with the community.	Community Experience	In progress	<p>Council endorsed the Final Concept Design on 24 November 2025.</p> <p>The Opinion of Probable Cost (OPC) for fabrication and installation, along with the detailed design, was scheduled for presentation to Council at the March Ordinary Council Meeting; however, it was withdrawn following community feedback requesting further engagement on the concept.</p> <p>The endorsed concept will now be presented to the Point Samson Advisory Group at its first meeting in 2026, scheduled for May 2026. Following this engagement, Officers will determine the preferred approach for progressing the design and report back to Council.</p> <p>At this stage, fabrication and installation of the entrance sign has now been</p>

				rescheduled to the 2026/2027 financial year.
1.3	Improve town entrance, including planting, information boards and investigate options regarding heritage items.	Community Experience	In progress	<p>The City has developed a draft concept design for the Entrance Bay area. A community engagement session will be organised to provide the Point Samson community with an opportunity to review the proposed concept and provide feedback.</p> <p>The engagement will seek input on elements such as native plant selections, the colour and roof form of the shade shelter and roof, and the potential inclusion of additional information on the interpretive signage boards.</p> <p>This engagement session will be held following the Point Samson Advisory Group meeting in May 2026, once greater clarity has been established regarding the direction of the Entrance Statement.</p> <p>Feedback received through the engagement process will be reviewed and incorporated where appropriate.</p> <p>The City will also meet with NAC to confirm whether they are satisfied with the current proposed signage content or whether additional historical or cultural information should be included.</p>

1.4	Undertake a feature survey and constraints study for a footpath from Honeymoon Cove carpark to John's Creek Boat Harbour to inform assessment for inclusion in the City's Footpath Strategy.	Projects and Infrastructure Services	In progress	The footpath design is now 100% complete, with all approvals obtained. The City's preferred footpath construction contractor is currently preparing a quotation, with the works expected to be completed prior to the end of June 2026. The final design will follow the eastern side of the road corridor and will no longer cross the road as originally proposed.
1.5	Install lighting along footpath from Honeymoon Cove Carpark to The Cove Caravan Park.	Community Experience	Complete	Complete – no further update required.
1.6	Undertake site assessment and design of a BMX / pump track supported by other amenities (shade, BBQ, water fountain and seating) and consider the relocation and incorporation of the existing half pipe into the design).	Community Experience	On Hold	<p>The project continues to be progressed as part of the Point Samson Enhancement Plan.</p> <p>As previously identified, the inclusion of a youth recreation precinct incorporating a BMX/pump track, the existing skate half pipe, and a half-court basketball area remains under consideration. Site identification and allocation will be informed through the Enhancement Plan.</p> <p>Following completion of the Enhancement Plan, a more detailed concept design for the youth recreation precinct will be developed. This will include supporting amenities such as shade, BBQ facilities, water fountain, and seating.</p>

1.7	Revitalisation of Honeymoon Cove Carpark.	Community Experience	On Hold	The revitalisation of the Honeymoon Cove carpark is being considered as part of the broader outcomes of the Enhancement Plan.
1.8	Identify appropriate location and consider installation of half basketball court.	Projects and Infrastructure Services	On Hold	The project is being progressed as part of the Point Samson Enhancement Plan.  As previously identified, the inclusion of a half basketball court as part of a broader youth recreation precinct remains under consideration. Site identification and allocation will be informed through the Enhancement Plan, with a more detailed concept to be developed following completion of the Plan.
1.9	Install water tap in Point Samson Community Park, near BBQ.	Projects and Infrastructure Services	Complete	Completed – No further action required.
1.10	Investigate need for installation of a dump point to receive liquid wastes from caravans.	Development Services	Complete	Completed – No further action required.
1.11	Partner with the Water Corporation (landowner) to consider installation of a seat with shade on Tank Hill.	Community Experience	Removed	Engagement with Point Samson Community Association representatives in April 2024 indicated this project is not a priority for the community and will be removed.

1.12	Investigate options to replace removed elements from the Point Samson Community Park Playground.	Community Experience	Complete	Completed – No further action required.
1.13	Review footpath strategy for Point Samson to improve pedestrian access to beaches and other town destinations, such as the tavern, caravan parks and playground	Community Experience	In Progress	A review of the Footpath Strategy is in progress and incorporates a review of all missing footpaths in the towns.
1.14	Re-establish service levels to general parks and gardens maintenance, increase tree planting and beautify garden beds throughout the town.	Projects and Infrastructure Services	In Progress	<p>A review of City services for parks, gardens, streetscapes and natural areas has been completed, and planning is underway for allocating further operational and management resources to support service levels. This includes City personnel, plant and machinery along with increased supervision of contracted services in the Wickham, Roebourne and Point Samson areas.</p> <p>Procurement of additional plant and machinery will be presented for Council’s consideration as part of the 2026/27 budget, and recruitment of parks and natural area maintenance and management staff specific to the Eastern Corridor commenced in early March 2026.</p> <p>It is anticipated that greater investment in resources for operational planning and maintenance specific to the</p>

				City’s eastern areas will provide for greater consistency and quality of park and natural area maintenance.
1.15	Advocate to Main Roads Western Australia (MRWA) for the sealing of Sam’s Creek Road intersection.	Projects and Infrastructure Services	In Progress	Officers have approval from MRWA to widen the intersection and seal the first 50m of the road. A Request for Quotation for works is currently being prepared, with construction intended to be completed prior to the end of June 2026.
1.16	Partner with the Department of Transport (DOT) to consider installation of a shelter and information signs at Pope’s Nose.	Community Experience	In Progress	<p>The meeting with the Ngarluma Aboriginal Corporation (NAC) remains scheduled for April to confirm Aboriginal and Cultural Heritage (ACH) requirements in relation to the proposed works at Pope’s Nose.</p> <p>The City is currently awaiting advice from the Department of Transport and Major Infrastructure regarding lease/licence application requirements, pending confirmation of ACH considerations.</p> <p>Historical content that may inform future interpretive signage at Pope’s Nose and the Point Samson Entry Bay has been received from the City’s Local History team and will be considered as part of the project development.</p>

1.17	Renew picnic tables and shelters at key locations within the town.	Projects and Infrastructure Services	Complete	Complete – no further update required.
1.18	Review dog control and signage at Honeymoon Cove Beach and Front Beach.	Development Services	Complete	Complete – no further update required.  All the signs identified as required by Rangers have been installed at Point Samson.
1.19	Advocate to DOT to improve parking and traffic flows at John’s Creek Boat Harbour.	Projects and Infrastructure Services	In Progress	A final design and opinion of probable cost (OPC) for the works has been completed. DoT, MRWA and the City are currently exploring funding opportunities to support progression of the works. DoT is also required to undertake some preliminary infrastructure works, including plumbing/pipe works infrastructure, prior to works being able to commence on car park upgrades.
1.20	Partner with the DoT to investigate installation of fish cleaning facilities, bike rack, water fountain and shade at John’s Creek Boat Harbour	Community Experience	Remove	The DOT have advised that it does not support additional amenities infrastructure investment at Johns Creek Boat Ramp. No further action is proposed at this time.

2.1	Develop an advocacy plan for the following environmental issues: a) Industry Buffer zone and conservation area between Cape Lambert and the town, b) Constricted tidal flow under Pope’s Nose bridge, c) Mangrove health, d) Reef health.	Development Services	In Progress	A discussion paper has been prepared by the City’s Sustainability Unit for Director’s consideration to guide development of a draft Advocacy Plan. The proposed approach will be presented to Council for workshop discussion.
2.2	Review Point Samson Foreshore Management Plan, following completion of a Coastal Hazard Risk Management and Adaption Plan.	Development Services	Not commenced	No update required. Review will commence in 26/27.
2.3	Investigate inclusion of Sam’s Creek Tamarind Historic Tree on the Heritage Register and install information signage.	Community Experience	Complete	Further investigations have confirmed that the Sam’s Creek Tamarind Historic Tree is not located on City-managed land and there is limited historical documentation available to support inclusion on the Heritage Register.  Parks and Gardens will continue to monitor and water the tree as required; however, no further action is proposed in relation to heritage listing or interpretive signage at this time.

<p>3.1</p>	<p>Investigate demand for and opportunities to provide pop up tourism and business offerings during peak times as part of the review of the City's Destination Management Plan and Economic Development Strategy.</p>	<p>Development Services</p>	<p>In Progress</p>	<p>Following Council endorsement of Economic Development and Tourism Strategy (EDTS), and in alignment with the associated Implementation Plan, a project plan will be developed to progress delivery of a mobile or pop up visitor servicing model, with implementation scheduled to commence in the 2027/28 financial year. This will include identifying suitable vehicle options, potential fit out requirements and reviewing comparable service models implemented by other local governments and tourism organisations. Consultation with the City's Fleet team will help inform vehicle specifications and procurement considerations, while opportunities to secure external grant funding to support delivery of the asset will also be explored.</p>
<p>4.1</p>	<p>Establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors (i.e. Representative from Wickham) and City of Karratha officers to identify opportunities to work collaboratively and to provide input into and updates on the delivery of projects</p>	<p>Community Experience</p>	<p>Ongoing</p>	<p>The last Point Samson Advisory Group Meeting was held on 19 November 2025. An Expression of Interest was issued to the Point Samson Community for new membership, which closed on 5 March 2026. Eight submissions were received. The first meeting of the year is now scheduled for May 2026.</p>

	and development of future plans for Point Samson.			
4.2	Report quarterly on progress of the Point Samson Plan to Council.	Community Experience	Ongoing	A Point Samson Interim Plan update for the period up to April 2026 will be taken to the May 2026 Ordinary Council Meeting.

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**COUNCILLOR QUESTION:**

Has a meeting been scheduled for the Point Samson Advisory Group?

**CITY RESPONSE:**

The next meeting of the Point Samson Advisory Group is 27 May 2026, 6.00pm at the Point Samson Community Hall. Councillor Support has sent calendar invitations to Councillors and new members.

**15.1.3 RECORD OF TENDER OUTCOME UNDER DELEGATION – CONSTRUCTION QUALITY ASSURANCE SERVICES – 7 MILE WASTE FACILITY CLASS III, CELL 3 & 4 CONSTRUCTION**

**File No:** CM.112  
**Responsible Executive Officer:** Chief Executive Officer  
**Date of Report:** 13 April 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:

<b>Tender No:</b>	RFT0000055	<b>Project Budget:</b>	\$5,200,000
<b>Tender Title:</b>	Construction Quality Assurance Services - Seven Mile Waste Facility Class III, Cell 3 & 4 Construction		
<b>State-wide Advertising Commenced:</b>	28/01/2026	<b>Tender Closing Date/ Time:</b>	18/02/2026
<b>Scope of Works:</b>	Independent Construction Quality Assurance (CQA) services for the construction of Landfill Cells 3 and 4 at the Seven Mile Waste Facility. The services include verification of testing and quality control processes, monitoring compliance with design specifications and construction standards, supervision of critical works and hold points, and preparation of documentation required for regulatory approvals.		
<b>Selection Criteria:</b>	Relevant Experience	30%	
	Methodology	15%	
	Capacity to Deliver	10%	
	Sustainability	5%	
	Price	40%	
<b>Submissions Received:</b>	1. GreenTec Pty Ltd 2. Newton Fisher Group 3. Talis Consultants Pty Ltd 4. Terra Firma Laboratories (WA)		
<b>Tender Awarded:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Decision:</b>	10/03/2026

<b>Tender Awarded to:</b>	Talis Consultants Pty Ltd		
<b>Contract Value:</b>	\$98,526.00		
<b>Contract Term:</b>	Five (5) months	<b>Contract Options:</b>	N/A

**15.1.4 INFORMATION REPORT - COMMUNITY EXPERIENCE SERVICE & PROGRAMS  
– MARCH 2026**

**File No:** CS.23  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** EA Community Experience  
**Date of Report:** 30 April 2026  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

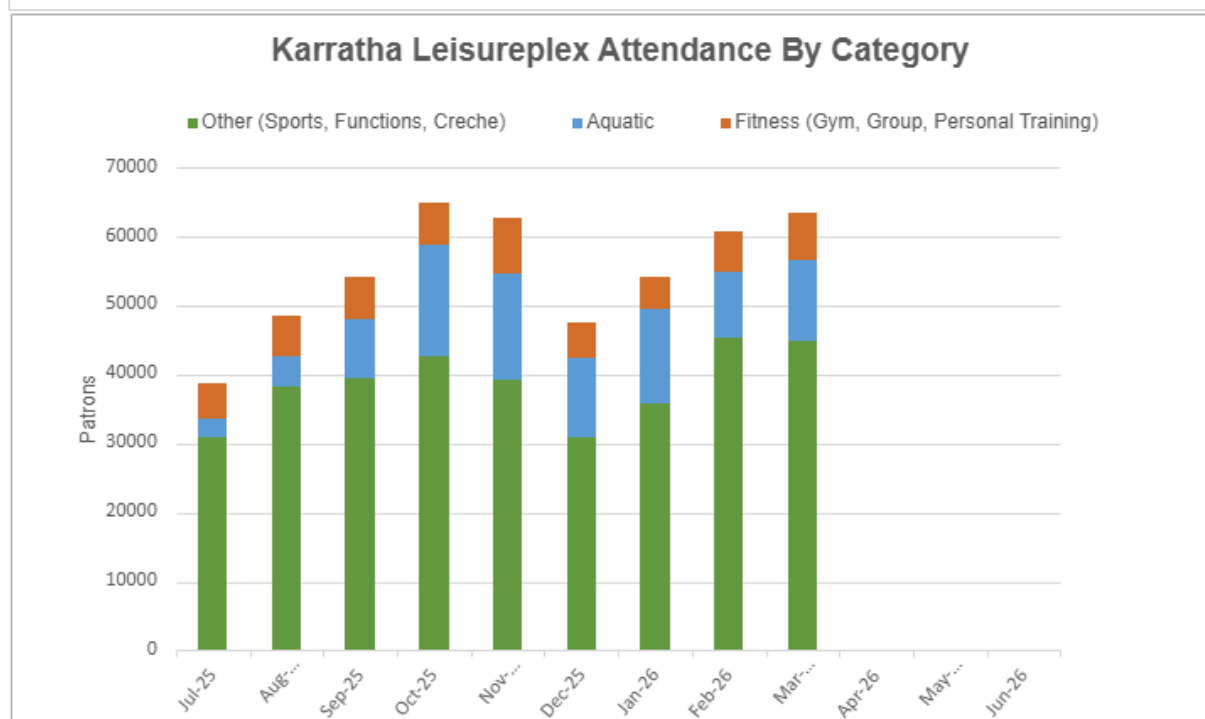
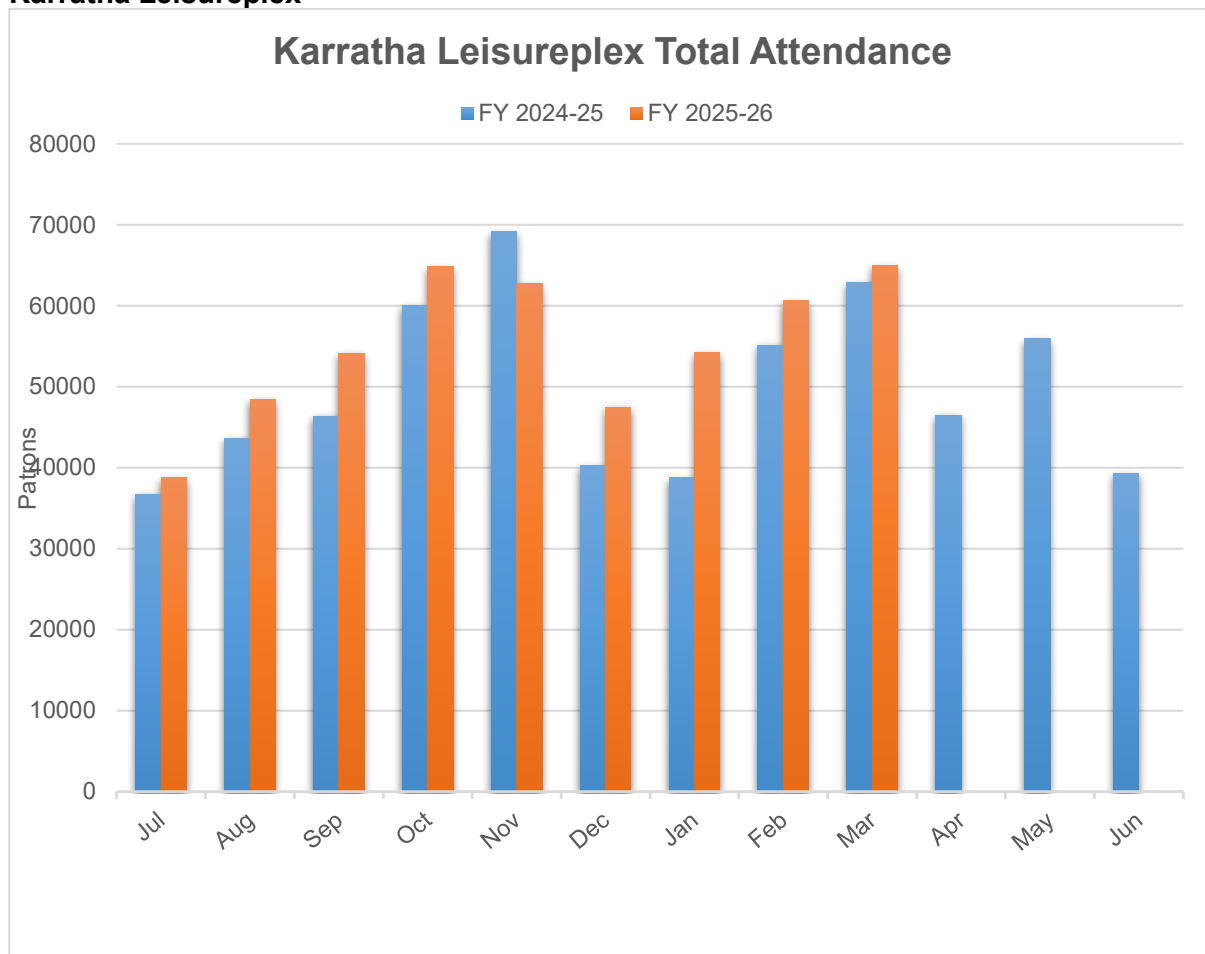
**PURPOSE**

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

**Attendance & Utilisation Summary**

<b>Facility Attendance</b>	<b>March 2025</b>	<b>March 2026</b>	<b>Year on Year %</b>
The Youth Shed	669	631	- 6%
The Base	807	853	+ 6%
Total Library	8,401	8,827	+ 5%
Karratha Leisureplex	62,878	64,925	+ 3%
Wickham Recreation Precinct	7,543	5,396	- 28%
Roebourne Aquatic Centre	1,073	503	- 53%
Indoor Play Centre	2,673	1,959	- 27%
Red Earth Arts Precinct	3,904	5,708	+ 46%
Arts Development & Events	510	1,857	+ 48%
<b>Community Programs</b>	<b>February 2026</b>	<b>March 2026</b>	<b>Month on Month %</b>
Security Subsidy Scheme	25	8	- 68%
Meet the Street Parties	1	0	- 100%

**Karratha Leisureplex**



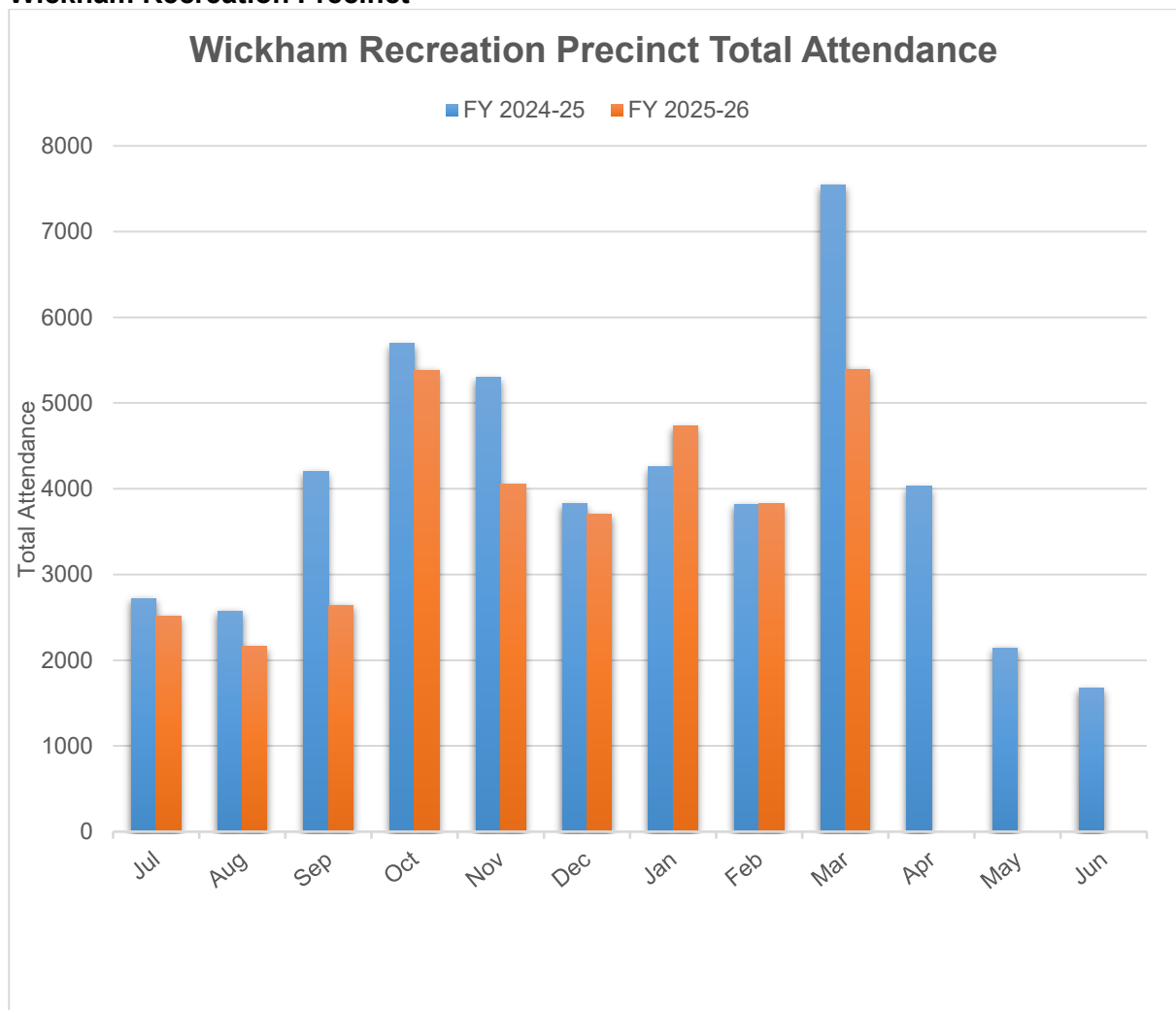
March 2026 delivered strong overall visitation for Karratha Leisureplex, with total visits reaching 64,925 compared to 62,878 in March 2025 (+3%).

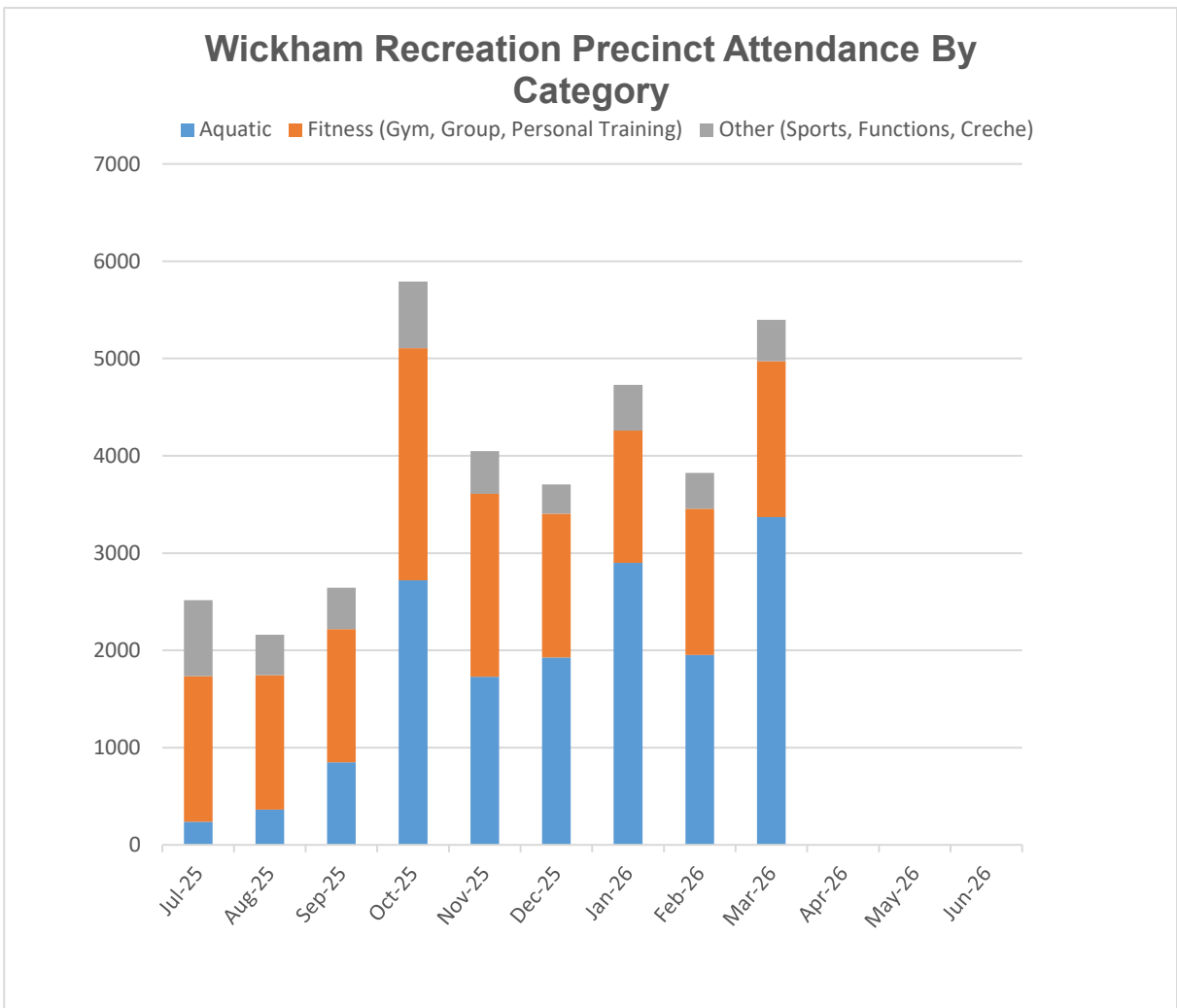
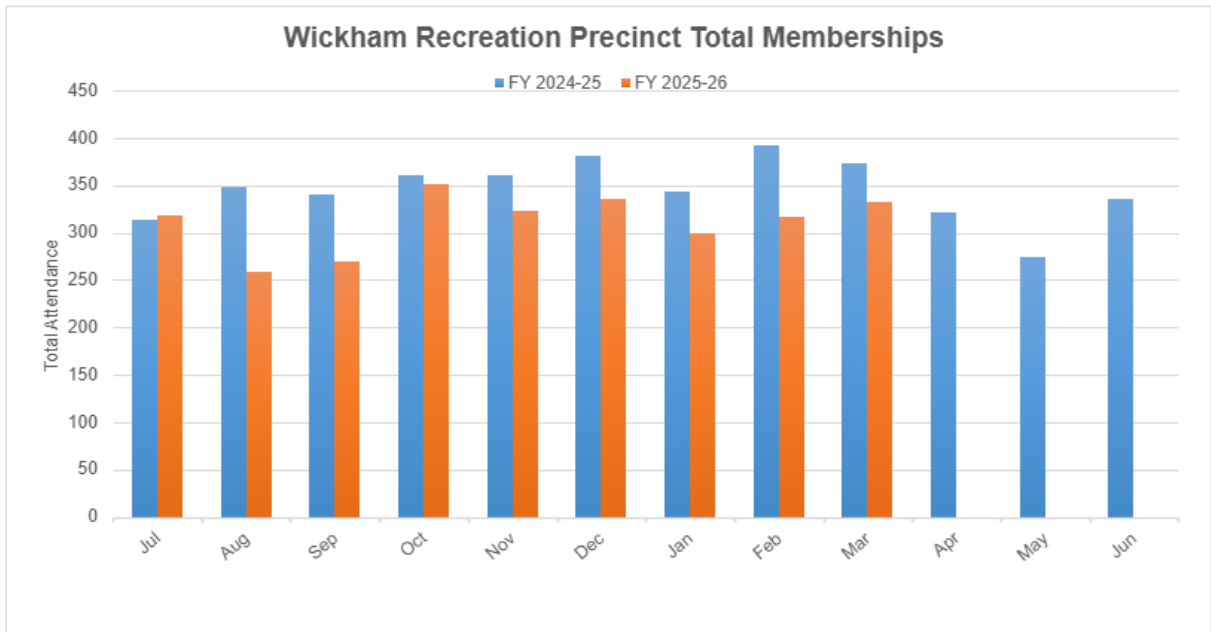
Aquatic visits increased to 11,655 from 11,384 in March 2025 (+2%), supported by several major aquatic events during the month including the St Luke's Carnival, Pilbara Championships, and Water Polo Grand Finals. These events drove strong pool utilisation and contributed positively to overall aquatic figures.

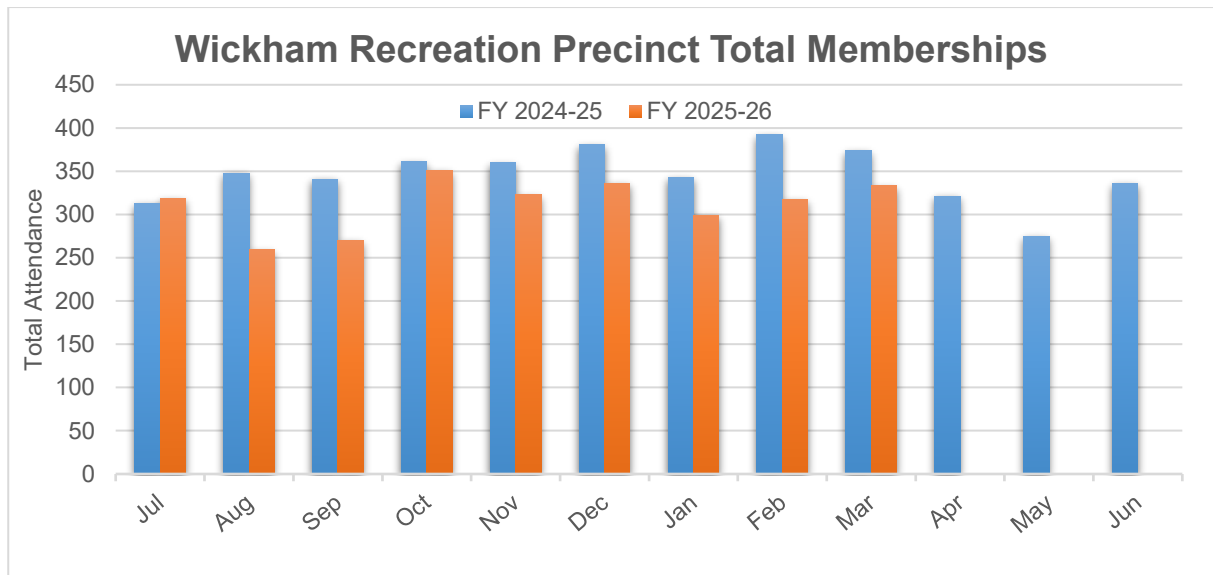
Fitness visits increased significantly to 7,008 compared to 4,823 in March 2025 (+45%), with group fitness a standout, driven by the March Group Fitness Challenge which lifted participation across the month. Gym and personal training activity also continued to trend positively.

Other visits totalled 44,786 against 46,671 in March 2025 (-4%). The Karratha Basketball Association Grand Finals were a highlight, attracting approximately 6,500 patrons across the event weekend. Despite this, overall visitation in the category was moderated by the full-day closure on 26 March due to Tropical Cyclone Narelle. Crèche remained a strong performer month-on-month for the year, though figures were slightly softer compared to March 2025. Membership held steady at 2,279, consistent with January 2026 and up from 2,146 in March 2025 (+6%).

**Wickham Recreation Precinct**



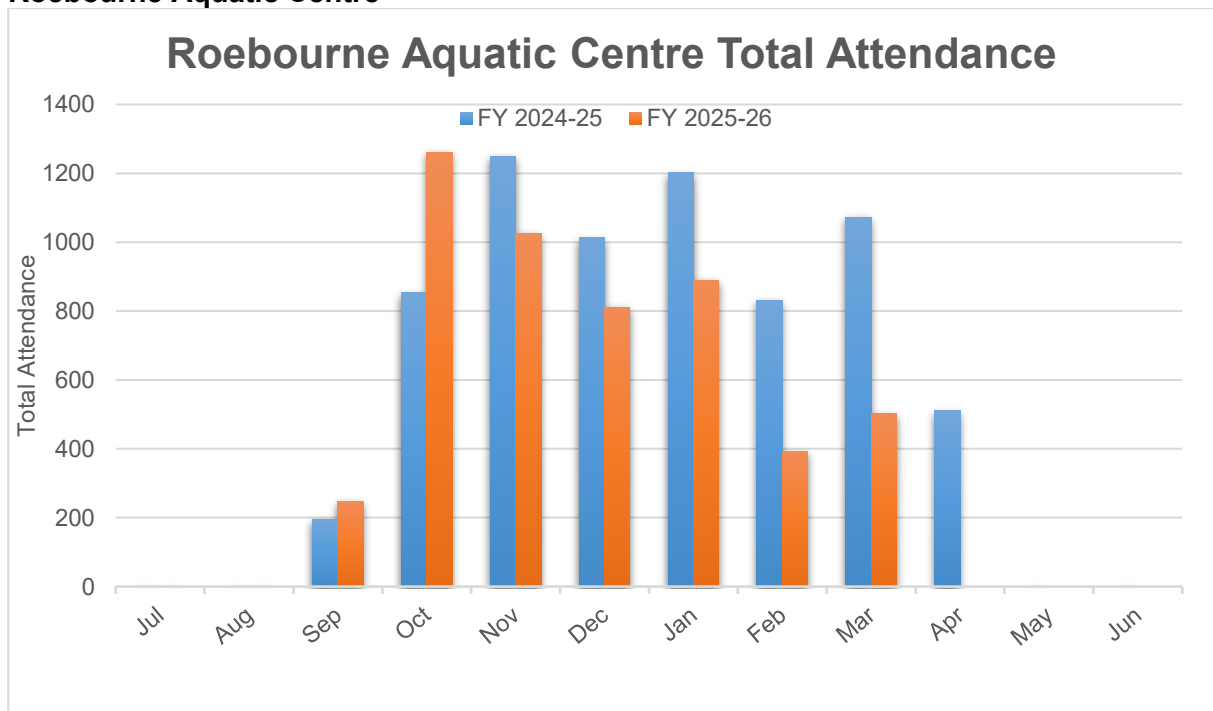




Total attendance is down year on year by 28% and this is largely driven by the aquatic space. The attendance was impacted by closure for Cyclone Narelle and the swimming carnival was also postponed as a result of the cyclone.

Fitness attendances were down 26% and that contributed to the recreation program attendances being down by 39.3%. With the contract for the fulltime fitness LDM now being in place and active recruiting for additional staff to deliver fitness programs these figures should see improvements leading into the big fitness calendar events of Mother's Day, Endurx etc.

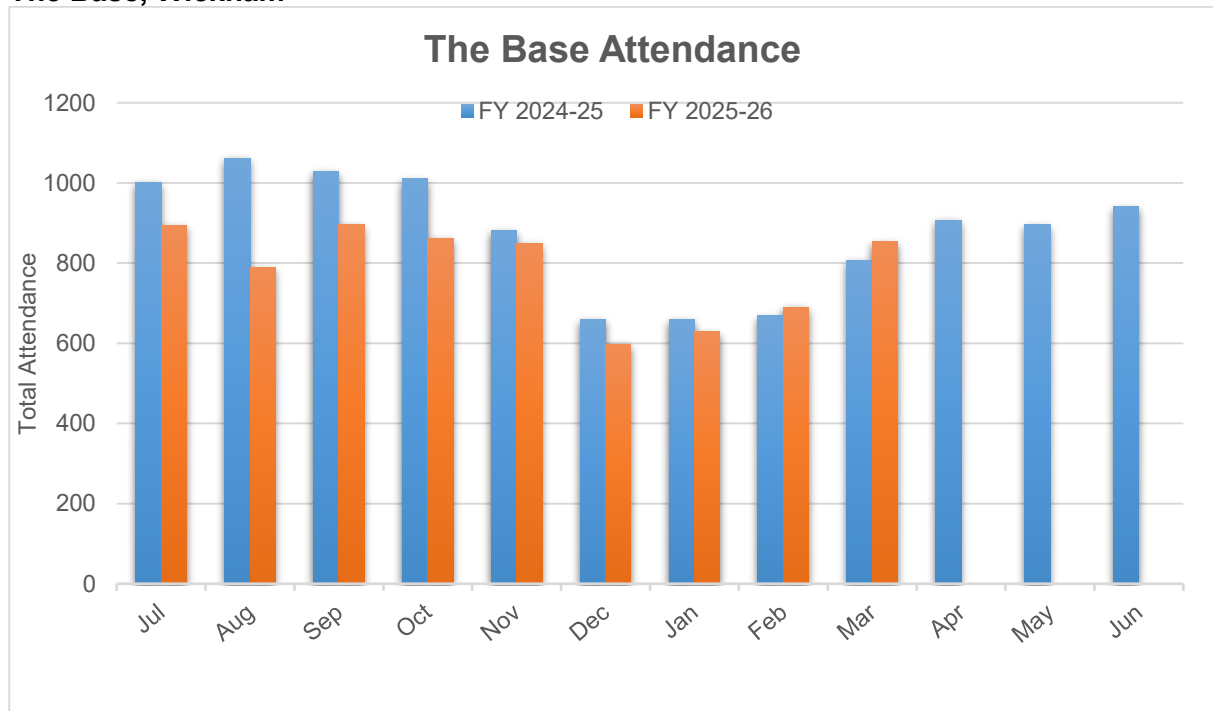
#### Roebourne Aquatic Centre



Attendance has improved significantly from February but still significantly down for the same period last year. We have seen the impact of Yaandina's closures and other services which have impacted weekend opening times. Cyclone Narelle closed the pool for 4 full days to the public. April will see the introduction of Talent Pool in Roebourne but will also see the closure for winter on 20 April and the refurbishment of the office space.

**Youth Services**

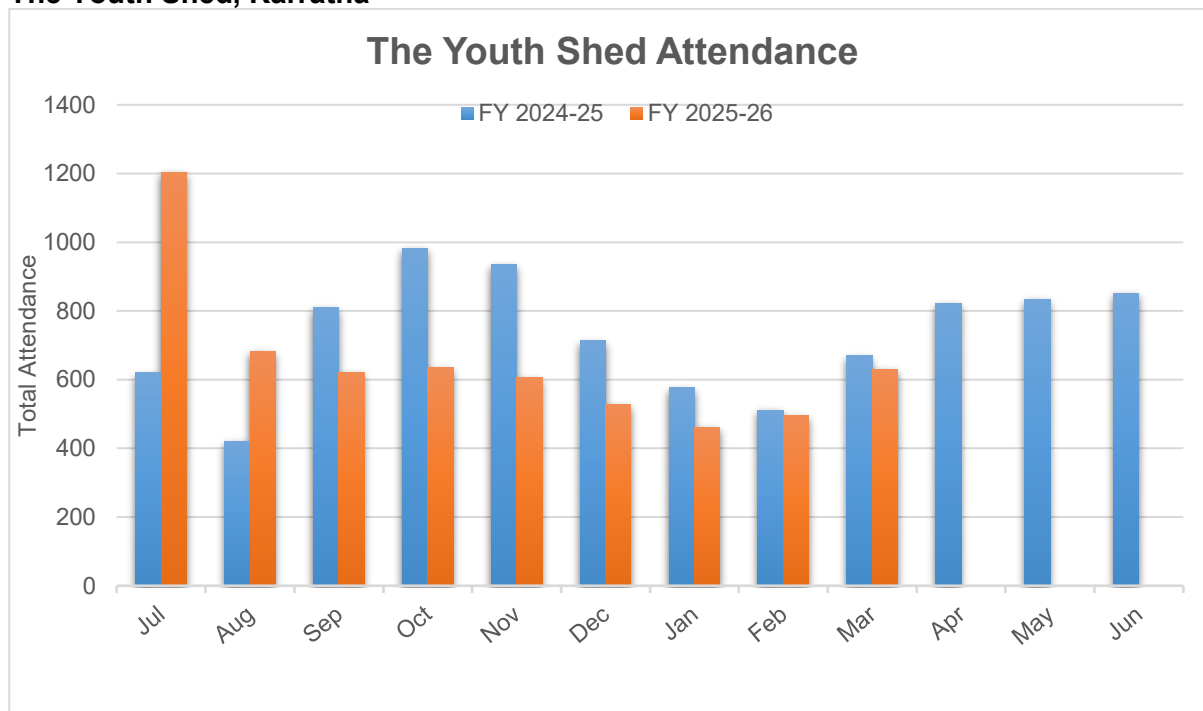
**The Base, Wickham**



The Base recorded 692 attendances in February, increasing to 853 in March (23% growth), reflecting strong and growing engagement in the space and its programs. Our highlights for the month were:

- Continued visits from Headspace - with conversations of health and wellbeing to build resilience, access support and improve mental health.
- Talent Pool Academy (Port Hedland) - Identify and support talented young people creating pathways for further development.
- Harmony Day - our strongest program, with 80 young people celebrating cultural diversity, connections and inclusions.

**The Youth Shed, Karratha**

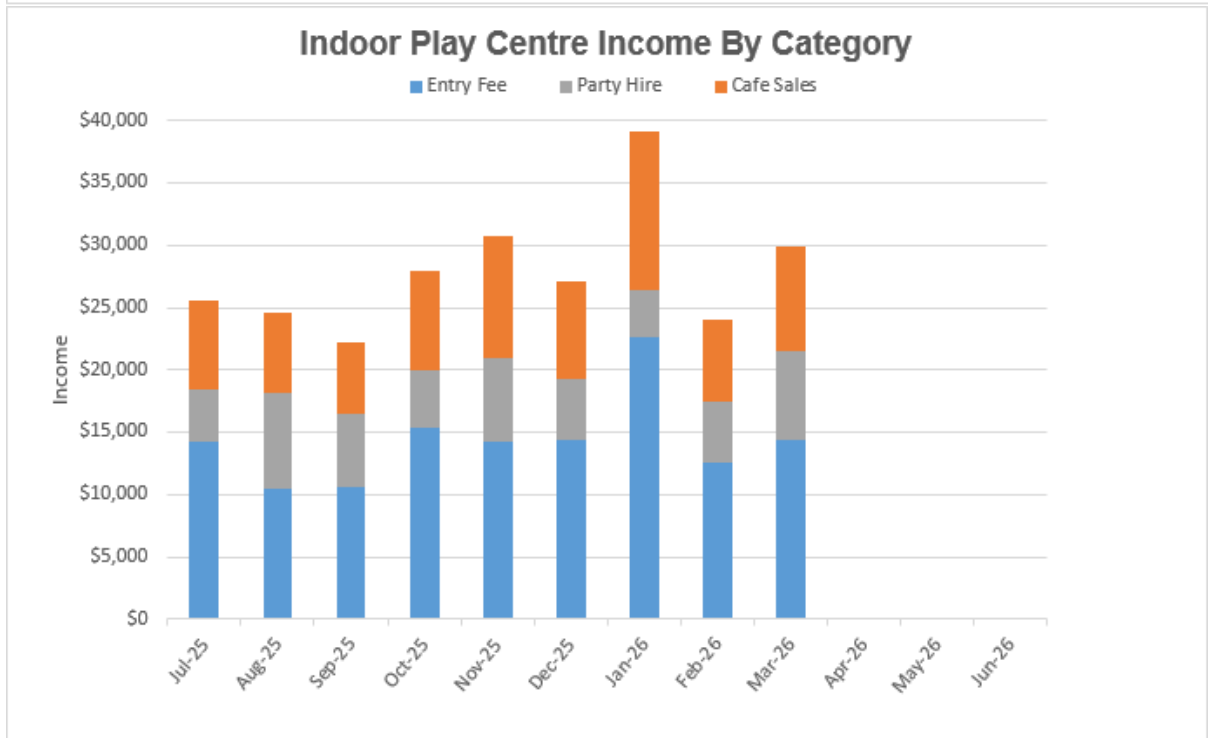
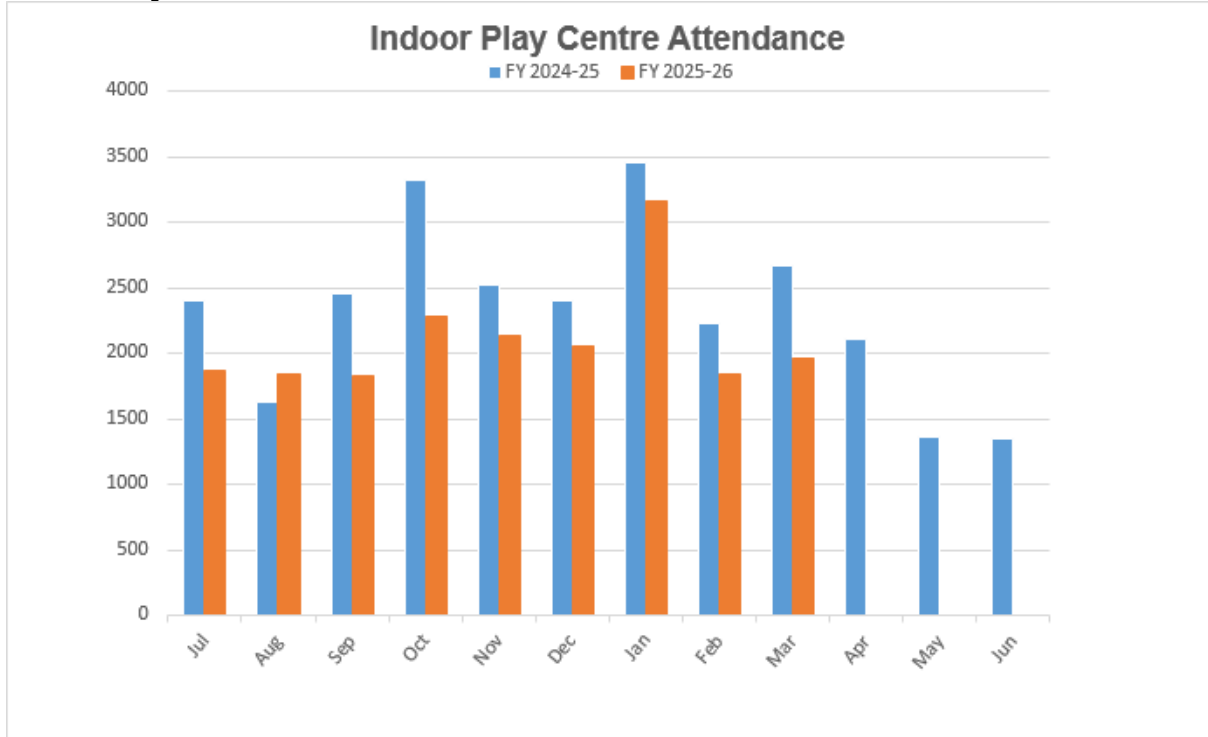


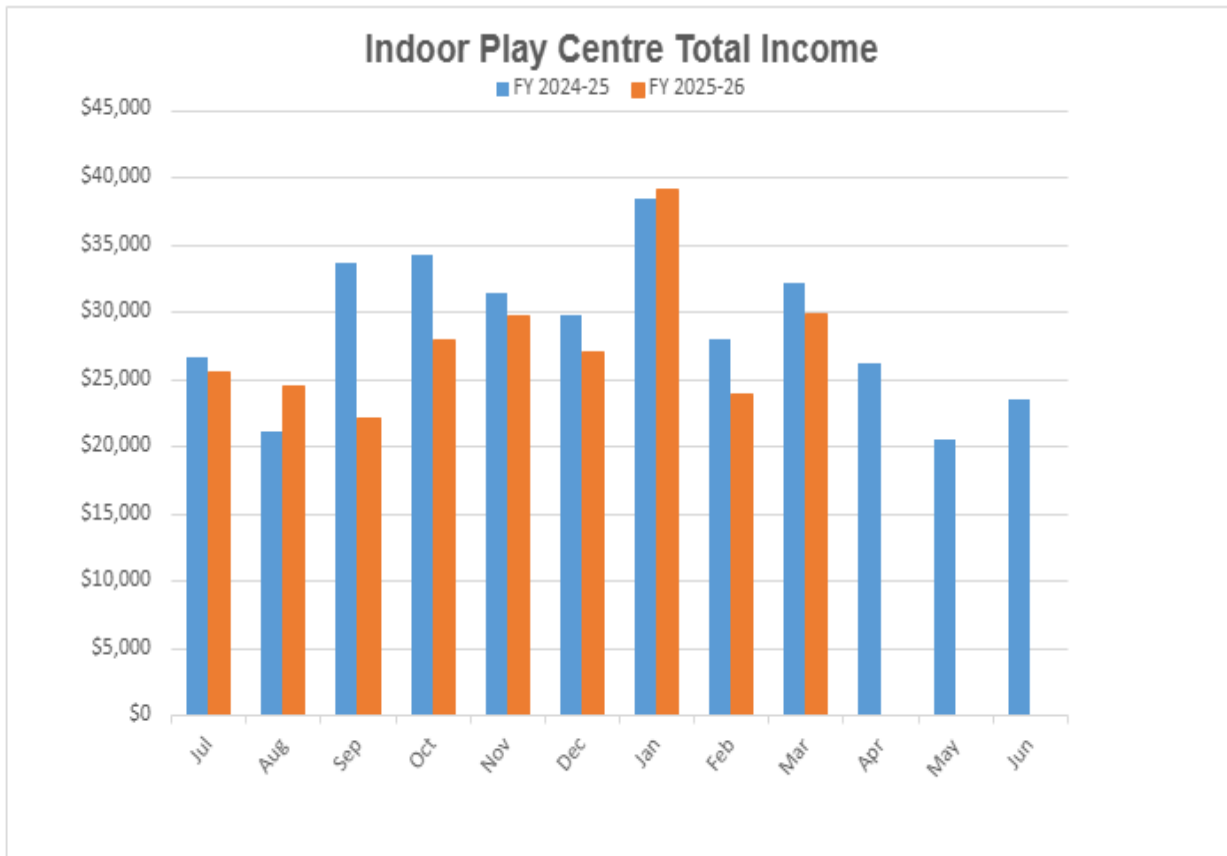
In March, the Youth Shed continued to deliver a diverse range of programs, welcoming young people through creative, recreational and well being-focused activities. Despite two centre closures caused by the cyclone, the Youth Shed still recorded strong engagement, with only a 6% decrease in overall attendance in comparison to March 2025 but noted a 26% attendance increase in comparison to February 2026.

Outreach attendance was 136 and included weekly pool days and a Karratha health day by St John Ambulance which engaged 95 young people aged between 6 - 12 years. Although attendance remained steady overall, we observed that numbers were noticeably lower in the days immediately following the cyclone closures.

The highest-attendance day for the month reached 80 participants, demonstrating that interest and engagement remain strong when programs run uninterrupted. Partnerships with youth organisations such as Clontarf and Homeschool also contributed positively to attendance throughout the month.

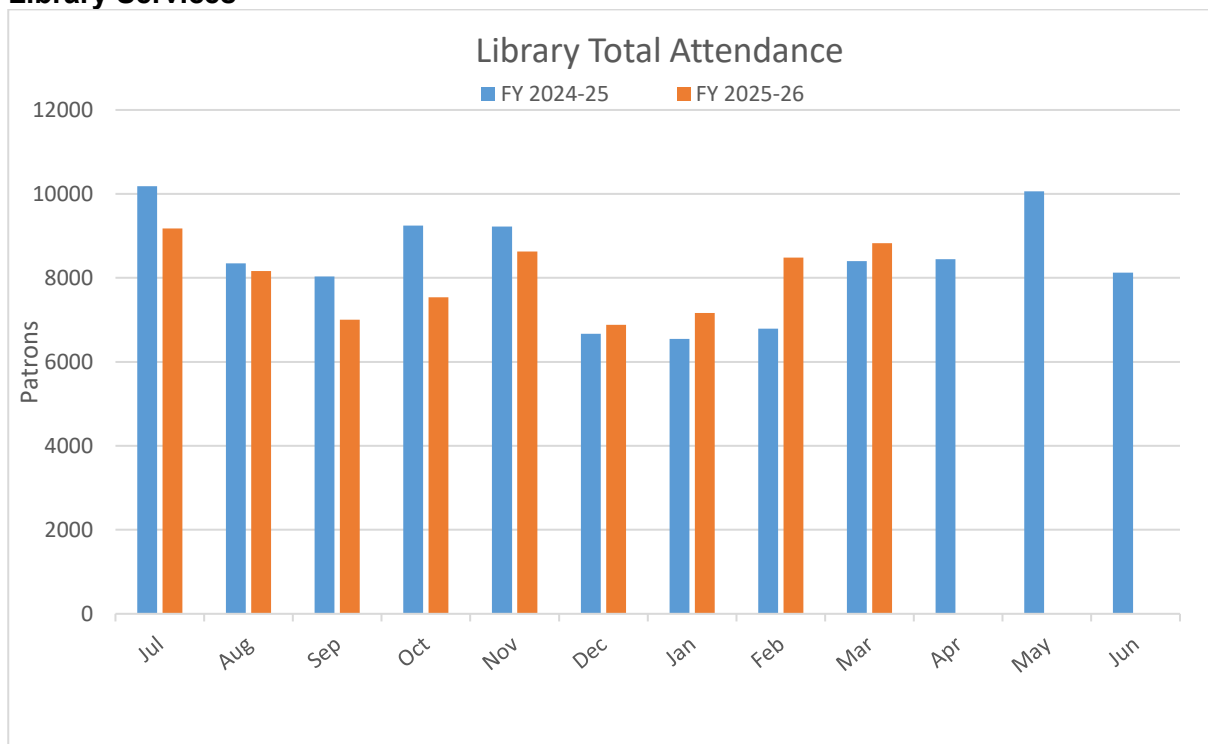
**Indoor Play Centre**

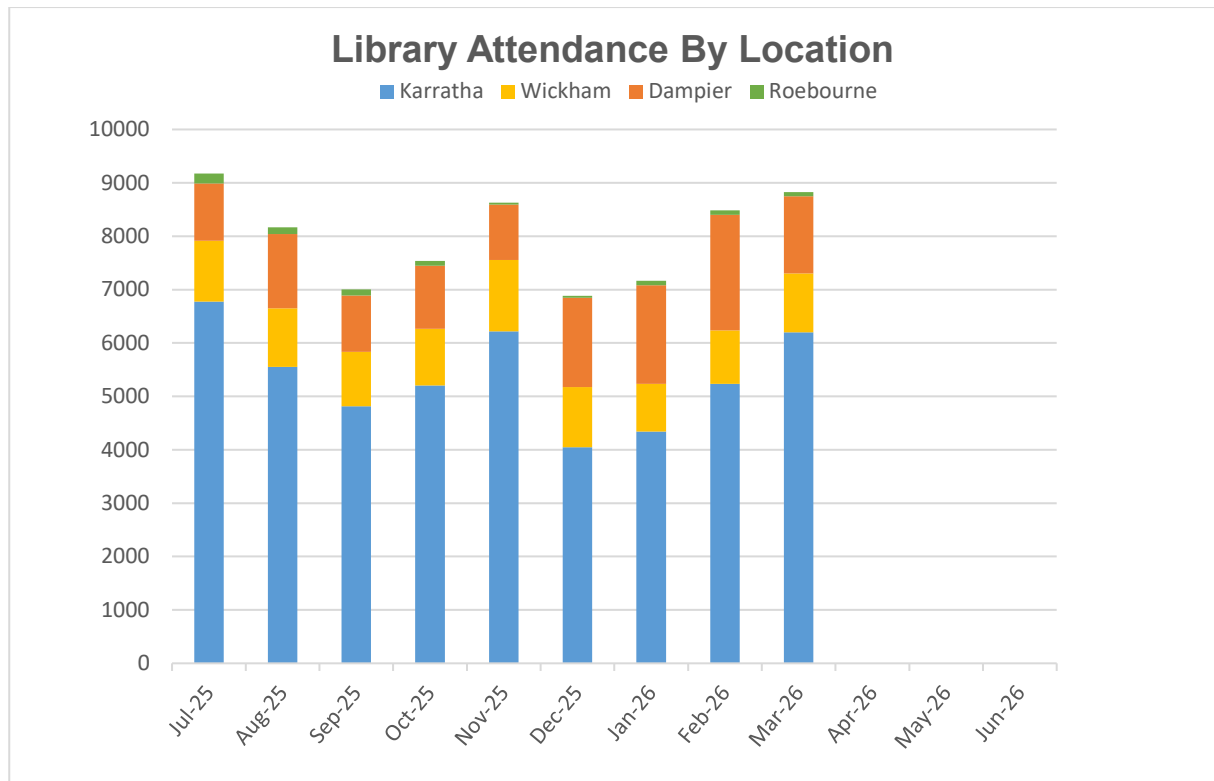




Revenue increased by \$5,879 from February - comparatively it was lower than March 2025.

### Library Services



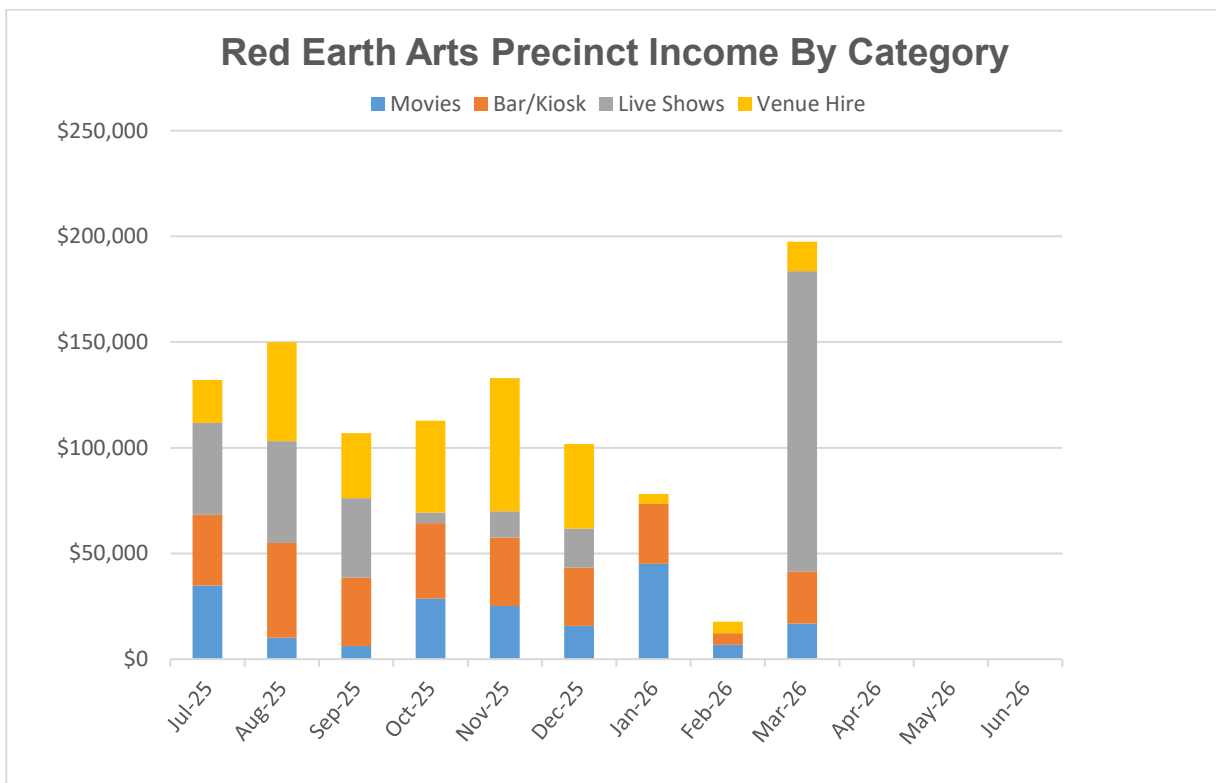
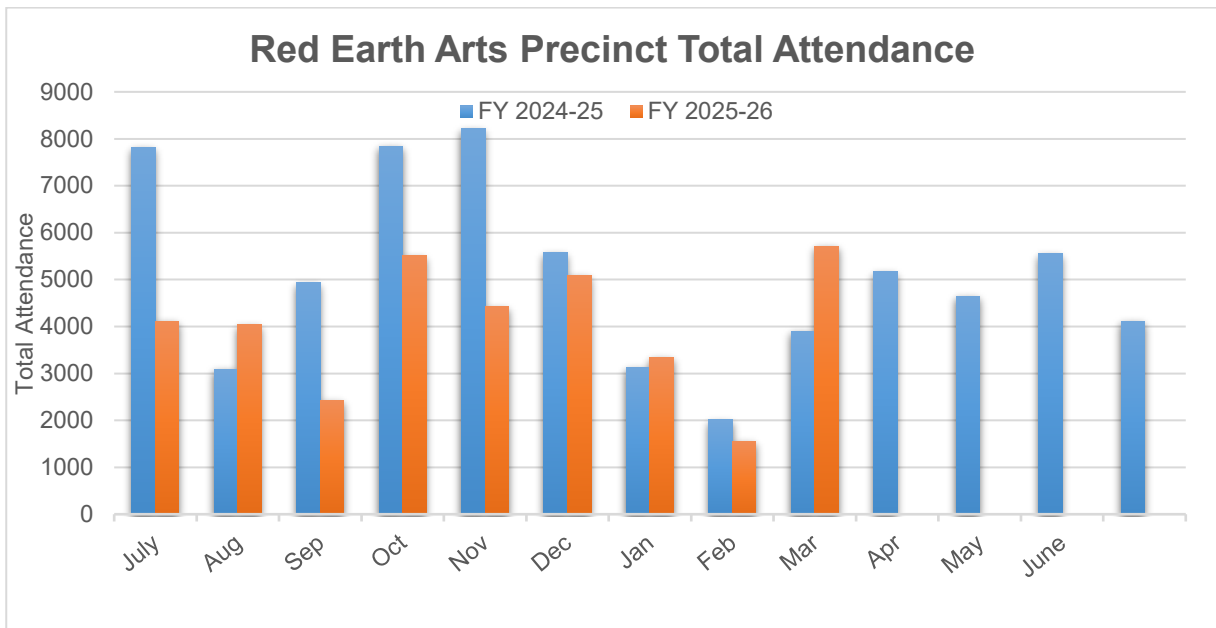


<b>13,061</b> Total memberships (72 new members signed up in March).	<b>2,933</b> Physical items (365 up from last month and <b>1,487</b> eResources borrowed (245 up from last month).
<b>628</b> Individual computer log ins by members and guests (excludes Wi-Fi) (527 up from last month).(526 down from last month).	<b>1,118</b> Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning (326 up from last month).
<b>2,467</b> Program participants at <b>66</b> programs (including Gregg Dreise Outreach and Library Programming, Story Time, Rhyme Time and Family Funday).	<b>10</b> Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons.

The overall increase in March 2026 door count compared with March 2025 (+5.1%) is primarily caused by significant growth at Dampier Library (+66.6%) which offset small declines at Karratha and Wickham Libraries.

There was an increase of lending of physical resources at Dampier Library between the two years (+37.3%) and regular programs such as Rhyme Time, Story Time and the new Home School Family Funday session remain well attended.

**Red Earth Arts Precinct**



**Events and Programming**

March delivered a diverse program of cinema, community, and cultural activity at REAP, with strong attendance across key screenings, civic ceremonies, and exhibition events.

Total income reached \$197,490.40, representing a 126% increase compared to March 2025. This growth was driven primarily by the five Bluey Live performances and increased cinema attendance.

### Cinema Operations

Cinema programming remained a key driver of visitation throughout the month, with strong engagement across family-friendly and blockbuster titles. Revenue for movies \$16,863 is 33% higher than March 2025.

- Total cinema attendance: 1,036 patrons
- Number of films screened: 23
- Average attendance: 45 patrons per film

The highest-performing session was Goat.

We continued our “throwback” screenings, with *The Goonies* attracting 20 patrons. Our seniors program was very well received with 24 patrons attending *Jimpa*, enjoying both lunch and the film and we believe these numbers will grow with in popularity as the special sessions continue throughout the year. The next seniors screening and lunch is scheduled for June.

Best-performing sessions:

- Goat: 334 patrons
- Wuthering Heights: 295 patrons
- Scream 7: 94 patrons
- Avatar: 82 patrons

### Bar and Kiosk Revenue

- March 2026: \$24,610
- March 2025 Revenue: \$15,390
- Variance: \$9,220.00 (59% increase)

### Community Programs and Venue Hire

Studio space utilisation remained steady, supporting a range of recurring and one-off community activities.

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

### Programming

Bluey’s Big Play (11–15 March 2026)

This nationally touring production delivered a significant boost to theatre attendance, with five performances attracting a total of 2,253 patrons. The show’s strong national reputation contributed to high ticket demand and helped drive increased kiosk revenue. It also successfully re-engaged family audiences following a quieter February period. Overall, the production was very well received by the community.

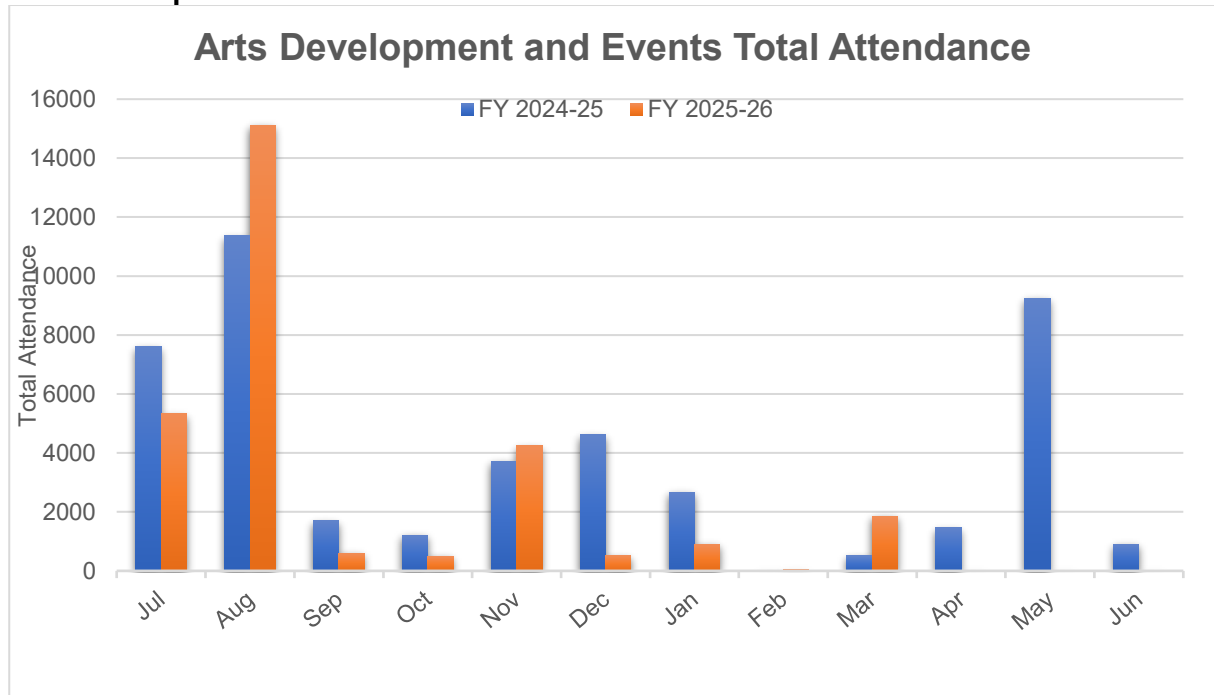
**Operational Impact – TC Narelle (26 March 2026)**

Tropical Cyclone Narelle caused a facility closure on Thursday, 26 March 2026, which impacted the matinee performance of the ACE show Gloria. Due to the disruption, performers and the technical team were unable to prepare in time for the matinee. The two affected patrons were contacted and offered the option to transfer their bookings to the evening performance. The 7:30pm performance proceeded successfully, with 103 patrons in attendance.

**Arco Show**

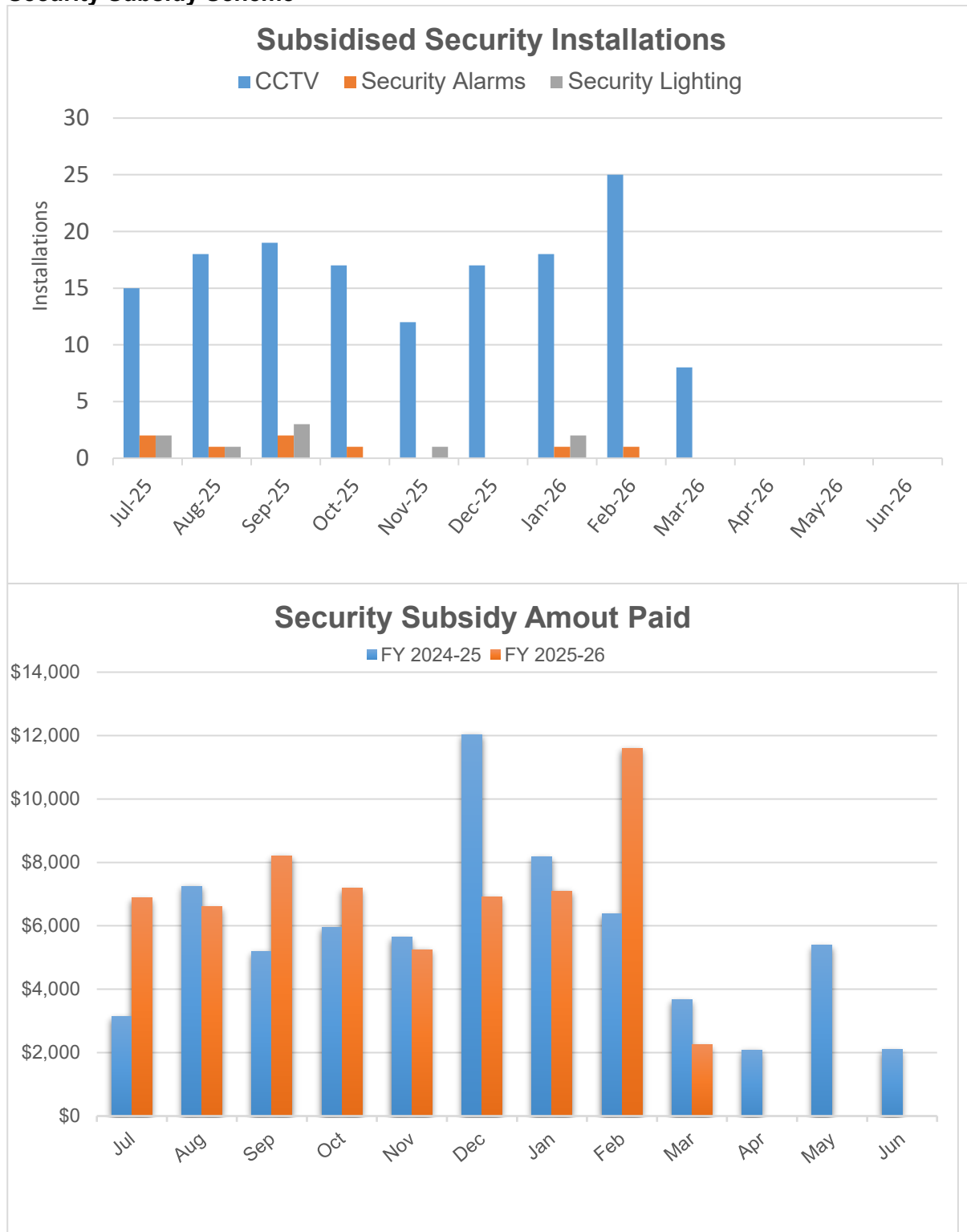
The Arco performance recorded an attendance of 44 patrons.

**Arts Development & Events**



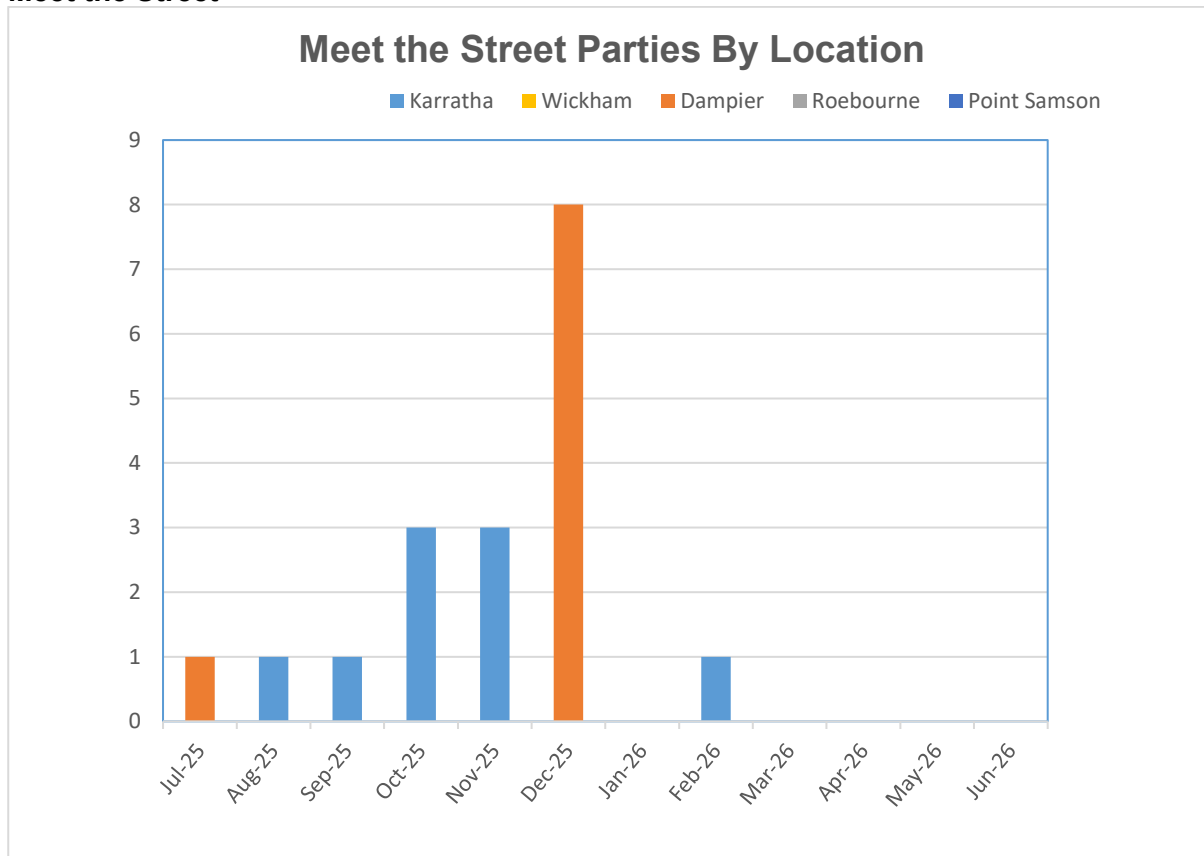
In March, we had a Citizenship Ceremony, a successful Harmony Week celebration, an exhibition launch open to the public, an art development program for school children to participate in the exhibition and C03 Gloria Dance workshops and performance.

**Security Subsidy Scheme**



Eight (8) Security Subsidy applications were received and eligible for reimbursement in March 2026.

**Meet the Street**



No Meet the Street parties hosted in March 2026.

**Small Community Grants – March 2026**

Town	Who	What	Awarded ex GST
Karratha	Variety WA	Venue hire for the opening night and entertainment for school and community stops	\$5,000.00
Karratha	Welcome Lotteries House	Digital Directory Signage to display their current tenant list and their allocated office space.	\$4,274.95

**15.1.5 INFORMATION REPORT - CONCESSION ON FEES FOR CITY FACILITIES – MARCH 2026**

**File No:** CR.38  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** EA Community Experience  
**Date of Report:** 30 April 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 March 2026.

<b>Organisation</b>	<b>Reason</b>	<b>Authorised Officer</b>	<b>Amount (excl. GST)</b>
Pilbara Regiment	Fee for Quarter Grassed Area – 3 hours – for a community army run.	Manager Community Programs	\$43.50
City of Karratha	Fee for give away tickets to promote Gloria and Duck Pond performances by Triple M Radio, ABC and Ngaarda Radio.	Director Community Experience	\$627.27
West Pilbara Junior Football Club	Fee for facility hire and pool entry for the half day Pilbara Pythons program at Karratha Leisureplex.	Director Community Experience	\$468.01

**15.1.6 MAY 2025 PUBLIC BRIEFING NOTES AND TABLE OF REPORT CHANGES**

**File No:** CM.191  
**Responsible Executive Officer:** Chief Executive Officer  
**Reporting Author:** Minute Secretary  
**Date of Report:** 18 May 2026  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**PURPOSE**

To record meeting proceedings of the Public Briefing session held on Monday 18 May 2026 and outline areas of the May 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 18 May 2026.

**Record of Attendance**

**Councillors:**

Cr Daniel Scott [Mayor]  
 Cr Jodie Swaffer [Deputy Mayor]  
 Cr Brenton Johannsen (via Teams)  
 Cr Martin Byrne  
 Cr Sarah Roots  
 Cr Daiva Gillam (via Teams)  
 Cr Geoff Harris

**Staff:**

Virginia Miltrup	Chief Executive Officer
Angela McDonald	A/Director Community Experience
Chloe Morris	Director Corporate Services
Lee Reddell	Director Development Services
Simon Kot	Director Strategic Projects & Business
Michael Bunting	A/Director Infrastructure Services
Jasmine Bray	Manager Governance
Pieta Bloxsom	Minute Secretary

**Apologies:**

Cr Gillian Furlong  
 Emma Landers Director Community Experience

**Absent:**

**Leave of Absence:** Cr Tony Simpson

**Members of Public:** 6  
**Members of Media:**

**Public Question Time:**

There were no Public Questions.

**Petitions/Deputations/Presentations**

**Catherine Hearle, Point Samson**

**Request for Reconsideration of Assistance for Removal of Dongas at Wickham Equestrian Centre**

Good evening Mayor, Councillors, and members of the public. My name is Catherine Hearle, and I am the President and founder of Wickham Equestrian Centre Inc, whom I am speaking on behalf of tonight.

Firstly, I would like to thank Council for the opportunity to speak and for the support the City of Karratha provides to community organisations across our region.

We recently submitted an application for a large grant, seeking assistance with the removal of six dongas currently located on the Wickham Equestrian Centre site. This application was submitted following advice from City of Karratha staff, specifically to assist in resolving this long-standing issue and progressing restoration of the site. While we appreciated that guidance, the application process itself has added a further administrative burden to our volunteer committee during an already significant restoration effort. Unfortunately, our application was unsuccessful, and we are respectfully asking Council to reconsider support for this specific matter.

The dongas were not placed on the property by our organisation. They were left behind by previous tenants, and the site remained abandoned and in a significant state of disrepair for several years before our club took over management and began restoring the property for community use.

Since accepting responsibility for the site, Wickham Equestrian Centre has received no other support or assistance from the City in undertaking these restoration works. Despite this, our volunteers and members have dedicated countless unpaid hours to improving the property and addressing issues that existed long before our organisation became involved. Since taking over the property, our volunteers have removed multiple trailer loads of rubbish, demolished a dangerous and deteriorating bathroom structure, removed a damaged water tank, installed internal and external fencing, reduced fire hazards across the property, and worked toward cyclone compliance requirements. Through these efforts, we have transformed what was once an abandoned and neglected site into the beginning of a usable community space for local riders and families.

We have willingly invested our time, labour, and limited resources into improving this facility because we believe in its long-term value to the Wickham community. However, the removal of six large abandoned dongas, which are ageing, deteriorating, non-cyclone rated structures left behind by previous occupants, is not a reasonable financial burden to place on a newly established, volunteer-run not-for-profit organisation. We believe it is unreasonable to expect a small community group to carry the cost of rectifying historical compliance and remediation issues that existed prior to our tenancy.

Our club has already demonstrated its commitment to restoring and maintaining the site for public benefit. We are not asking Council to fund our operations or subsidise our organisational activities. We are seeking assistance specifically for a pre-existing remediation issue associated with restoration of City-owned land that was handed over in a neglected and deteriorated condition.

The core issue remains the condition in which the land was provided to our organisation, and the substantial burden that volunteers have been left to manage in restoring the site into a safe and usable community asset. Without assistance, these structures will continue to deteriorate and remain a compliance and maintenance concern on the property. With Council's support, however, the site can continue developing into a safe, sustainable, and valuable recreational asset for the Wickham community.

We respectfully ask Council to reconsider funding or practical assistance for the removal of the dongas, whether through grant reconsideration, direct works assistance, or another suitable avenue Council may identify.

To allow sufficient time for the continued restoration and improvement of the site, our organisation will require an extension to the current lease term while we work toward resolving these remaining legacy infrastructure issues.

Our members remain committed to the long-term future of the facility and to ensuring it continues to grow as a positive and valuable community asset for Wickham.

Thank you for your time, consideration, and continued support of community organisations across our region. I am happy to answer any questions.

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**COUNCILLOR QUESTION:**

What is the current land use zoning for the Wickham Equestrian Centre? Are there any land constraints limiting wider community benefit?

**CITY RESPONSE:**

The site is zoned "Rural". "Equestrian Centre" is a land use that can be considered in the Rural zone.

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**COUNCILLOR QUESTION:**

Has the City been in contact with the Wickham Equestrian Centre with other ways that we can support, if not through a Community Grant?

**CITY RESPONSE:**

The Officer's recommendation to not support a grant to Wickham Equestrian Centre on this occasion, was primarily due to insufficient information across several key areas of their grant application to enable a successful evaluation.

Officers were unable to work with the Centre ahead of their submission as the application was received at 9pm the day before the grant round closed and there was no prior contact with the City to inform of their intention to submit a request for funding.

Officers will continue to support the Centre to ensure successful applications in future.

**COUNCILLOR QUESTION:**

When did you take over the land?

**WICKHAM EQUESTRIAN RESPONSE:**

Approximately 3 years ago.

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**COUNCILLOR QUESTION:**

Why does the project scope outlined in the Public Agenda differ from the works described, particularly regarding the removal of six dongas?

**WICKHAM EQUESTRIAN RESPONSE:**

Partial funding is being sought, with a focus on prioritising the removal of the six dongas and associated works. This approach reduces the overall project scope in line with the small membership and would require less funding.

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**COUNCILLOR QUESTION:**

Could the City undertake this work directly to resolve the issue?

**CITY RESPONSE:**

The Wickham Equestrian Centre currently holds a lease with the City for the site, which includes specific conditions relating to site remediation and compliance.

When the lease was entered into, the site was already in a poor condition. Wickham Equestrian Centre was aware of this and agreed to take on the lease and presented the City with their action plan to progressively remove debris and address non-compliant structures.

The lease clearly places responsibility on the Lessee to:

- Progress the clean-up of the leased area, and
- Remove non-compliant structures or seek retrospective approvals for any structures intended to remain.

The Club has previously indicated that these works would be undertaken using volunteers, external funding sources and other labour options, including prison day release programs.

Consideration of alternative support mechanisms outside the Community Grant program is assessed separately and in the context of the Club's compliance with its existing lease obligations and risk management requirements.

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**Annabelle Little, Pegs Creek  
Major Grant Funding – 15/5/2026**

Good evening all,

I am Annabelle Little; I am the Program Manager for Pilbara Mesquite Management Committee – currently known as PMMC. We are an environmental not for profit organisation that has been operating in the Pilbara for 25 Years. Most of you have not heard of us as for the past 25 years we have been a silent achiever – prioritising the successful control and eradication of declared weeds in the Pilbara.

A declared weed is a plant that has been designated by WA State legislation under the *Biosecurity and Agriculture Management Act 2007* and requires mandatory control by landholders. These weeds are considered a significant pest as they threaten agriculture, the environment, or public safety.

To put this in perspective, weeds cost the Australian agriculture sector over \$5.3 billion annually in lost production (ref.ABC). Yet, the number one reason for the spread of declared weeds - is people.

PMMC operates across the Pilbara providing on ground control services across landscape scale projects for government, mining, pastoral and traditional owner groups. For example, we currently have a team on the De Grey catchment in the north of the Pilbara, working on the control of Noogora Burr on a 300km long catchment across four pastoral stations and multiple public camping areas and rest stops. Control will take around three months and it is PMMC's role to develop, coordinate and source funding for the on-ground project.

We have been controlling declared weeds for the City of Karratha on the Harding River since 2019 and have been working with the Parks and Gardens team on this project to support the City meet their compliance obligations under the Act. These are some of many projects we have operating in the Pilbara from the De Grey catchment in the north, to the Yanrey in the south and just this week, we will extend our services to the Carnarvon Shire to support their need for Mesquite control in the Gascoyne.

With this year, comes our 25<sup>th</sup> year of incorporation, and we celebrate the control of millions of weeds across the Pilbara over that period of time. With this in mind we have undertaken some strategic discussions around what does the next 25 years look like. PMMC is looking to grow and provide long term sustainable outcomes for the organisation and for the environment. As such we have expanded our scope of works to include general weed management and undertake a change of name to Pilbara Weed Management to better reflect that while we began with the control of Mesquite, we have expanded to so much more. In addition to our on-ground services, PMMC holds a wealth of knowledge having undertaken multiple scientific trials in conjunction with the Department of Primary Industries and Regional Development and has been instrumental in providing education for the control of Mesquite in WA and other states, making resources publicly available to those who need guidance.

As our state opens with more accessible roads and infrastructure, sites become more available to camping which leads to the potential for the spread of weeds. Additionally, those that are not familiar or interested in gardening may not be aware of the significance of having declared weeds growing in their gardens and inadvertently contribute to the spread.

PMMC has expanded their operations this year to include marketing campaigns to create awareness around declared weeds and lead this year celebrations with the catchphrase – 'pull out a weed, plant a seed'.

To provide as big reach as possible we are hosting and participating in key events throughout the year to provide an education and awareness campaign that will capture local people, our existing clientele and our extended environmentalist. These events include:

- New Social Media Campaign – Pilbara Weed Management – monthly weed identification and tips;
- We have just attended the KDCCI Careers Day – Karratha;
- City of Karratha Ready Set Grow – Weed workshop (TBC);
- Replacement and installation of biosecurity signs at the De Grey Rest Stop at Port Hedland and Carawine Gorge;
- Weed Symposium – Calotropis;

- FeNaCING Education Stand; and
- Merchandise provision for the KCPA conference in October.

We requested funds under the major grant program to undertake three of these key events including the Weed Symposium, FeNACING stand and KPCA merchandising. With your approval of this agenda item will be successful in receiving \$25,682.80 towards these events with a total project value of \$99,867.78. This includes securing \$24,728 from other funding providers and PMMC contributing \$39,000 of labour and additional in kind services. Unfortunately, this currently leaves us short \$10,615, (ex GST) of program funding of graphic design and media services not approved under this grant.

To understand what you are funding I will expand a little upon the detail of each event:

#### 1. Weed Symposium - Calotrope Forum

On the 5<sup>th</sup> August this year, we are planning Karratha's second ever Weed Symposium, focusing on Calotrope. Calotrope is a declared weed listed under the BAM Act and it has a poisonous milky sap and can have significant impacts on the environment, landholders, the pastoral industry, and other key sectors.

In the Kimberley, Northern Territory and Queensland, Calotrope is no longer able to be effectively contained. Substantial infestations now occur in the East Pilbara, but occurrences in the West Pilbara are still at a stage where control is possible. Industry representatives, Aboriginal groups, pastoralists, conservation groups and other stakeholders are calling for a coordinated discussion on how this weed should be managed in the West Pilbara and PMMC has stepped up to host this discussion.

The purpose of the Calotropis Forum is to bring together environmentalists to examine how Calotropis is affecting our regions, review existing control efforts, and determine effective best-practice approaches. The discussion aims to clarify what assets we are trying to protect and explore how we can work collaboratively to prevent further Calotropis incursion.

We have sourced the majority of funding for this project from other providers but there is a component of the graphic design and media that has not been recommended for funding which is integral to the promotion of the event.

#### 2. Fenacle

To ensure we are reaching a wider audience around education and early identification of weeds, we are hosting an information stall at FeNaCING.

2026 is the International Year of the Rangelands and Pastoralists and PMMC is proud to highlight the importance of the Rangelands. The Rangelands are where we live, it is a vast natural landscape which includes grasslands, shrublands, and open woodlands that support grazing, biodiversity, and regional livelihoods. In Western Australia, the Rangelands cover approximately 85% of the state, with regions such as the Pilbara forming a significant part of this landscape.

These environments are particularly vulnerable to the impacts of invasive and declared weeds, which can significantly reduce productivity and ecological health.

Again, to convey this message we are reliant on sound messaging and there is a component of the graphic design and media that has not been recommended for funding which is integral to the success of this event.

### 3. KPCA Conference

Finally, we are providing merchandise in the form of native seeds for the Karratha Kimberley Cattleman's Association (KPCA) in October in Karratha. This is a significant event for the region bringing a significant return on investment to the community with many pastoralists staying for the week in Karratha.

Our major contribution to these events aligns with our 25 year focus – pull out a weed, plant a seed. We are providing seed packets to all these events to encourage local native planting and the identification and removal of weeds.

While we are incredibly appreciative of this funding, in discussion with the Communities team, they have made a recommendation not to fund our graphic designer or our media provider to the value of \$10,615, (ex GST). PMMC is here today requesting the Council to add back these contributions to our project for the following reasons:

1. The resourcing of our graphic designer and media provider is the critical component to the success of these projects. With no designers, we have no flyers to give away, no banners to say who we are, no merchandise to provide as we have no designs for the seed packaging.
2. I can't take images like a professional - I was recently advised to think of pictures and marketing as not an expense, but as a lasting asset for the business and it definitely shows when you compare the difference.

You can see my example here of a professional, crisp photo, targeting the focus on the Calotropis, which is exactly to what we are trying to achieve. In contrast, here is me at the Careers Day event, with mixed banner messaging in the background of the providers behind me. We currently have no images to create a banner, flyers that are out of date and no indication of who we actually are.

Grant funding often talks about, how will you sustain your business into the future, so we are not reliant on continual grant funding. The establishment of our merchandise, marketing and design as part of this grant funding enables us to be more self-reliant moving forward. Our graphic designer and our media provider are both new local small businesses (within the last five years) with young families and only around 1-3 FTE that are also establishing their footprint and meet the cost of living in Karratha while competing against larger regional providers. PMMC is a supporter of providing locally where possible and would like the City Councillors to consider providing the additional funding, knowing they are also supporting these additional service providers.

I note on the agenda attachments, PMMC scored the highest score and percentage of all the projects. If I am putting that in the right context, I hope that means we are ticking all the right boxes to be deserving of the full funding in the Councillors eyes.

To also put in context, PMMC has been again a silent achiever around Karratha, advocating for and controlling as in kind, Calotrope around the City. Here you can see hundreds of locations where we have controlled the weed on top of those we have reported to the City that fall under their sites for control. The volunteer man hours, chemical and equipment alone easily add up to the \$10, 000 value we are requesting.

Thank you for your time, I hope you will consider our proposal, and I am open to any questions if you have them.

**COUNCILLOR QUESTION:**

Can it be clarified whether the application was assessed as primarily marketing-related rather than event-specific under the Large Community Grants criteria?

**CITY RESPONSE:**

Officers assessed the application as an event-based community initiative comprising three interconnected activities, including a Weed Symposium and two educational engagement stands. These activities were found to align with the intent of the Large Community Grants program, particularly in relation to community education, participation and regional benefit.

However, during assessment, Officers identified that a significant proportion of the requested City funding was allocated to marketing, branding and promotional items that were not considered essential to the delivery or success of the core events. As a result, those components were assessed as outside the objectives of the Large Community Grants program, which prioritises direct community outcomes over organisational branding or brand asset development.

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**COUNCILLOR QUESTION:**

Why was a lower funding amount requested compared to the total project cost, particularly when other applicants sought full funding?

**PILBARA MESQUITE MANAGEMENT COMMITTEE RESPONSE:**

The project is supported by significant volunteer contributions and that funding has not been solely sought from the City, with additional support being secured from other partners and grant providers to share costs.

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Cr Gillam 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*.

**Declarations of Interest**

There were no declarations of interest.

**10 CORPORATE & COMMERCIAL REPORTS**

10.1 STATEMENTS FOR PERIOD ENDED 31 MARCH 2026

No questions were asked.

10.2 LIST OF PAYMENTS - 1 MARCH 2026 TO 31 MARCH 2026

Questions arising.

10.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2026

Questions arising.

10.4 ADOPTION OF FEES AND CHARGES 2026-27

Questions arising.

10.5 REVIEW OF COUNCIL POLICIES

No questions were asked.

10.6 ADOPTION OF WORKFORCE PLAN FY2025/6 – FY 2029/30

Questions arising.

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**11 COMMUNITY EXPERIENCE REPORTS**

**11.1 AWARD OF ROUND 2 LARGE COMMUNITY GRANTS**

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Questions arising.

**11.2 PROPOSED ADOPTION OF REVISED COUNCIL POLICY CS24 COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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Questions arising.

**11.3 ESTABLISHMENT OF A DISABILITY ACCESS AND INCLUSION ADVISORY GROUP**

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Questions arising.

**12 DEVELOPMENT SERVICES REPORTS**

**12.1 BUSINESS DEVELOPMENT SUPPORT GRANT APPLICATION 2026/27**

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No questions were asked.

**13 INFRASTRUCTURE SERVICES REPORTS**

**13.1 REQUEST TO INVITE TENDERS – WINDY RIDGE CULVERT AND CRICKET NETS**

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Questions arising.

**13.2 REQUEST TO INVITE TENDERS – VEGETATION SLASHING SERVICES**

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Questions arising.

**13.3 TENDER OUTCOME – WICKHAM SOUTH YOUTH RECREATION AREA – CONSTRUCTION**

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Questions arising.

**13.4 TENDER OUTCOME – BAYVIEW ROAD CULVERT REPLACEMENT**

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Questions arising.

**14 STRATEGIC PROJECTS AND BUSINESS REPORTS**

No Strategic Projects and Business Reports for June.

**15 CHIEF EXECUTIVE OFFICER REPORTS**

**15.1 ITEMS FOR INFORMATION ONLY**

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No questions were asked.

**15.1.1 COUNCIL UPDATE ON DAP SAT WARDEN COURT MATTERS**

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No questions were asked.

**15.1.2 INFORMATION REPORT – POINT SAMSON INTERIM PLAN**

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Questions arising.

**15.1.3 RECORD OF TENDER OUTCOME UNDER DELEGATION – CONSTRUCTION QUALITY ASSURANCE SERVICES – 7 MILE WASTE FACILITY CLASS III, CELL 3 & 4 CONSTRUCTION**

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No questions were asked.

**15.1.4 INFORMATION REPORT – COMMUNITY EXPERIENCE SERVICE & PROGRAMS – MARCH 2026**

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No questions were asked.

**15.1.5 INFORMATION REPORT – CONCESSION ON FEES FOR CITY FACILITIES – MARCH 2026**

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No questions were asked.

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**16 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
**16.1 NOTICE OF MOTION – ANDOVER PARK**

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<b>Councillor:</b>	Cr Johannsen
<b>Date of Report:</b>	11 May 2026
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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**COUNCILLOR'S RECOMMENDATION****That Council:**

- 1. PRIORITISE the planned lighting upgrades at Andover Park; and**
  - 2. CONSIDER the installation of signage with the appropriate contact numbers for residents to report street drinking and anti-social behaviour.**
- 

**REASON**

Following the recent concerns raised by residents regarding anti-social behaviour at Andover Park, including broken glass and requests for alcohol signage, I would like to bring forward a motion to prioritise the planned lighting upgrades as soon as possible.

I would also like consideration given to installing signage with the appropriate contact numbers for residents to report street drinking and anti-social behaviour. These are ongoing community concerns regularly being raised with councillors and residents alike, and stronger preventative action is needed.

Community safety must remain a priority, particularly for local families and children using the park.

**Closure**

The meeting closed at 8:18pm.

## **16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

### **16.1 NOTICE OF MOTION – ANDOVER PARK**

<b>Councillor:</b>	Cr Johannsen
<b>Date of Report:</b>	11 May 2026
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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#### **COUNCILLOR'S RECOMMENDATION**

**That Council:**

- 1. PRIORITISE the planned lighting upgrades at Andover Park; and**
- 2. CONSIDER the installation of signage with the appropriate contact numbers for residents to report street drinking and anti-social behaviour.**

---

#### **REASON**

Following the recent concerns raised by residents regarding anti-social behaviour at Andover Park, including broken glass and requests for alcohol signage, I would like to bring forward a motion to prioritise the planned lighting upgrades as soon as possible.

I would also like consideration given to installing signage with the appropriate contact numbers for residents to report street drinking and anti-social behaviour. These are ongoing community concerns regularly being raised with councillors and residents alike, and stronger preventative action is needed.

Community safety must remain a priority, particularly for local families and children using the park.

---

#### **COUNCILLOR QUESTION:**

What is the rationale for including the installation of signage as part of this proposed action?

#### **COUNCILLOR RESPONSE:**

Signage was included in response to community feedback, with residents expressing a desire for signage to address alcohol-related and anti-social behaviour in the area.

---

#### **COUNCILLOR QUESTION:**

Does the City have a confirmed timeframe for completion, and should this be included in the recommendation?

#### **CITY RESPONSE:**

Lighting works are scheduled to occur following the completion of footpath and parking upgrades, while the signage component is a new element that requires further investigation. There is currently no confirmed timing.

---

**COUNCILLOR QUESTION:**

Is it possible to engage with the current tenderer to explore whether the works could be delivered sooner?

**CITY RESPONSE:**

No, the current contractor is a civil contractor undertaking carpark works. We are most likely to use our preferred electrical services contractor to undertake the lighting works.

---

**COUNCILLOR QUESTION:**

Given the urgency of the issue, can options be explored to bring the project forward?

**CITY RESPONSE:**

As the project is planned for next financial year, delivery planning to date has been limited. Administration proposes to bring a project update to a July workshop to confirm scope and delivery timeframes, noting the delivery plan should focus on an expedited delivery schedule.

**17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**18 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

## **19 MATTERS BEHIND CLOSED DOORS**

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### **OFFICER’S RECOMMENDATION**

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

Also included is the following:

#### **ATTACHMENT 1 TO ITEM 13.3 – TENDER OUTCOME – WICKHAM SOUTH YOUTH RECREATION AREA - CONSTRUCTION**

13.3 is confidential under section 5.23(4)(c) 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 13.4 – TENDER OUTCOME – BAYVIEW ROAD CULVERT REPLACEMENT**

13.4 is confidential under section 5.23(4)(c) 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.

## **20 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at \_\_\_\_\_.

The next Ordinary Council Meeting is to be held on Monday, 29 June 2026 at 6pm at Council Chambers - Welcome Road, Karratha.