



ORDINARY COUNCIL MEETING

MINUTES

**The Ordinary Council Meeting was held in the
Council Chambers, Welcome Road, Karratha,
on Monday, 29 June 2026 at 6pm**

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

**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

A handwritten signature in black ink, appearing to read "VMiltrup", is written above the signature line.

Signed: _____
Virginia Miltrup - Chief Executive Officer

These minutes were confirmed by Council as a true and accurate record of proceedings at the Ordinary Council Meeting held on Monday, 27 July 2026.

Presiding Member _____

Date: _____

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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ORDINARY COUNCIL MEETING MINUTES

1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday 29 June 2026 was declared open at 6:00pm.

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

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

2 ABOUT THIS MEETING

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

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

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

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

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

3 RECORD OF ATTENDANCE / APOLOGIES

Councillors:	Mayor Daniel Scott Cr Jodie Swaffer (Deputy Mayor) (via Teams) Cr Gillian Furlong (via Teams) Cr Brenton Johannsen (via Teams) Cr Sarah Roots Cr Tony Simpson Cr Daiva Gillam Cr Martin Byrne (via Teams) Cr Geoff Harris	
Staff:	Virginia Miltrup Emma Landers Chloe Morris Lee Reddell Simon Kot Michael Bunting Jasmine Bray Pieta Bloxsom	Chief Executive Officer Director Community Experience (via Teams) Director Corporate Services Director Development Services (via Teams) Director Strategic Projects & Business Director Infrastructure Services Manager Governance Minute Secretary
Apologies:	Nil	
Absent:	Nil	
Leave of Absence:	Nil	
Members of Public:	1	
Members of Media:	Nil	

4 PUBLIC QUESTION TIME

Mayor Scott provided the following introduction to Public Question Time.

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

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

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

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

Gary Fitzgerald, LIA Karratha

I would like to commend the City on its maintenance and presentation of public spaces, including parks, ovals, streetscapes and recent works in Point Samson following the cyclone.

I would also like to request an update on a previously submitted proposal to review mobile trader permits, licences and associated requirements, noting that no response had been received in the past two months. I would also like to express a desire for mobile traders to work collaboratively with the City and request feedback on the matter.

City Response

The Chief Executive Officer requested a meeting with Mr Fitzgerald to discuss the matter further.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

Councillor Geoff Harris

I want to thank the Chief Executive Officer, Directors and City staff for their efforts in preparing the City for the Pilbara Summit, particularly following the impacts of the cyclone. I wish to commend the presentation of the district, including airport improvements, road maintenance, streetscapes and landscaping. Last week, I felt pride in showcasing Karratha to visitors attending last week's Pilbara Summit.

Craig Davis, Inspector Pilbara District Office, Western Australian Police Force

Deputation on ITEM 12.1 STATE GOVERNMENT ELECTION COMMITMENT – CLOSED CIRCUIT TELEVISION

Below is a summary of Craig Davis's Deputation:

- Inspector Craig Davis, Pilbara District, addressed Council in support of the proposed Automatic Number Plate Recognition (ANPR) camera initiative.
- ANPR technology was described as a tool to enhance policing capabilities and improve community safety, rather than replace police resources.
- The City's limited access routes make ANPR technology particularly effective in monitoring vehicle movements into and out of the district.

- Inspector Craig Davis provided examples demonstrating how ANPR technology has assisted WA Police in identifying vehicles linked to criminal activity and expediting investigations.
- ANPR technology was also identified as a valuable tool in locating persons at risk, including vulnerable persons and individuals experiencing mental health crises.
- Inspector Davis advised that ANPR systems can improve the efficiency of police responses, allowing resources to be deployed more effectively and reducing investigation timeframes.
- Inspector Davis advised that ANPR data is only accessed when an alert is generated or for investigative purposes and noted that all access is subject to strict privacy requirements, audit processes and governance controls within WA Police.
- The deputation highlighted the potential for ANPR technology to contribute to crime prevention, offender apprehension and improved community safety outcomes.

Cr Swaffer, Cr Furlong, Cr Byrne, Cr Johannsen and Directors Emma Landers and Lee Riddell 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*.

6 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for Leave of Absence.

7 DECLARATIONS OF INTEREST

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

There were no Declarations of Interest.

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

OFFICER'S RECOMMENDATION

Res No : OCM260629-01
MOVED : Cr Gillam
SECONDED : Cr Roots

That the Minutes of the Ordinary Meeting of Council held on Monday, 25 May 2026, be confirmed as a true and correct record of proceedings.

CARRIED 9/0

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

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – June 2026	Location
01/05/2026	Meeting Pilbara Development Commission CEO and City of Karratha CEO	Karratha
01/05/2026	Baynton West Primary School – grant funding inspection	Karratha
01/05/2026	Pilbara Kimberley University Centre 2025 Graduation	Karratha
04/05/2026	Baynton Development update site visit and media engagement	Karratha
04/05/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
05/05/2026	Triple M radio interview	Karratha
08/05/2026	Regional Capitals Australia Western Australia Meeting	Online
11/05/2026	State Budget Luncheon 2026	Karratha
11/05/2026	State Australian Mining Cities Alliance social media interview	Karratha
11/05/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
14/05/2026	Official Event Red Earth Arts Festival Launch Exhibition	Karratha
15/05/2026	Red Earth Arts Festival Harmony and HeART opening ceremony	Karratha
18/05/2026	Catch up with Karratha and Districts Chamber of Commerce and Industry CEO	Karratha
18/05/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
19/05/2026	Regional Capitals Australia Board Meeting Videoconference	Karratha
20/05/2026	ABC radio interview (Karratha International Airport)	Karratha
20/05/2026	Triple M radio interview	Karratha
22/05/2026	Karratha Kangaroos Junior Rugby League Club Sportsman's Dinner	Karratha
25/05/2026	Weekly meeting with CEO, Deputy Mayor and Manager of Communications	Karratha
26/05/2026	Indian Ocean Territories Defence Conference	Perth
27/05/2026	Mining Review Summit	Perth
28/05/2026	Westpac Sundowner	Karratha

10 CORPORATE SERVICES REPORTS

10.1 STATEMENTS FOR PERIOD ENDED 30 APRIL 2026

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Corporate Accountant
Date of Report:	15 May 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Statement of Financial Activity 30 April 2026 2. Statement of Financial Position 30 April 2026 3. Variance Commentary – Statement of Financial Activity – 30 April 2026 4. Net Current Funding Position – 30 April 2026

PURPOSE

To provide a summary of Council's financial position for the period ending 30 April 2026.

OFFICER'S RECOMMENDATION

Res No : OCM260629-02
MOVED : Cr Simpson
SECONDED : Cr Harris

That Council RECEIVE the Financial Statements for the financial period ending 30 April 2026 as shown in Attachments 1 to 4.

CARRIED 9/0

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

BACKGROUND

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

DISCUSSION

The attached Monthly financial reports as at 30 April 2026, have been prepared in accordance with the *Local Government Act 1995* and the associated *Local Government (Financial Management) 1996 Regulations*.

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

The following table is a summary of the Financial Activity Statement compared to the Budget as of 30 April 2026:

2025/26	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	197,245,877	214,046,735	186,762,596	182,334,855	(4,427,742)	-2.4%	↓
Expenditure	(169,913,966)	(173,675,161)	(137,857,209)	(131,136,000)	6,721,208	4.9%	↑
Investing Activities							
Inflows	1,023,264	2,117,452	1,948,606	1,089,557	(859,049)	-44.1%	↓
Outflows	(97,160,056)	(133,822,957)	(89,261,035)	(53,243,031)	36,018,004	40.4%	↑
Financing Activities							
Inflows	79,174,533	146,845,597	88,085,468	45,208,112	(42,877,356)	-48.7%	↓
Outflows	(51,908,756)	(88,832,490)	(36,002,982)	(45,856,737)	(9,853,755)	-27.4%	↓
Non-Cash Items	30,160,089	22,767,038	26,040,531	15,899,930	(10,140,601)	-38.9%	↓
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	11,385,875	11,385,875	11,385,875	9,109,164	(2,276,711)	-20.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2025/26	6,860	832,088	51,101,850	23,405,850	(27,696,000)		

*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 30 April 2026	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	6.27
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	0.76	1.62	0.65
The ASR measures how effectively a local government's assets are being replaced or renewed. Upgrades, expansions, and new works are not considered for the ASR.				
Operating Surplus Ratio (OSR)	> 15%	36.4%	18.7%	38.5%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes				
Own Source Revenue Coverage Ratio (OSRC)	> 0.90	0.98	0.88	1.02
The OSRC ratio outlines a local government's ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities.				
Debt Service Cover Ratio (DSCR)	> 2	8.8	7.2	9.0
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.

Statement of Financial Position

	April 2026	March 2026	% Change	Comments
Current				
Assets	191,033,980	195,681,095	-2.37%	Decrease in Cash & Cash Equivalents
Liabilities	14,331,638	18,421,468	-22.20%	Decrease Long Term Borrowings as moved to Non-Current Liabilities
Non-Current				
Assets	829,870,111	793,897,640	4.53%	Increase in Property Plant & Equipment and decrease in Infrastructure due to reallocation
Liabilities	13,983,918	6,631,208	110.88%	Increase in Long Term Borrowings as moved from Current Liabilities
Net Assets	992,588,535	964,526,059		

Debtors Schedule

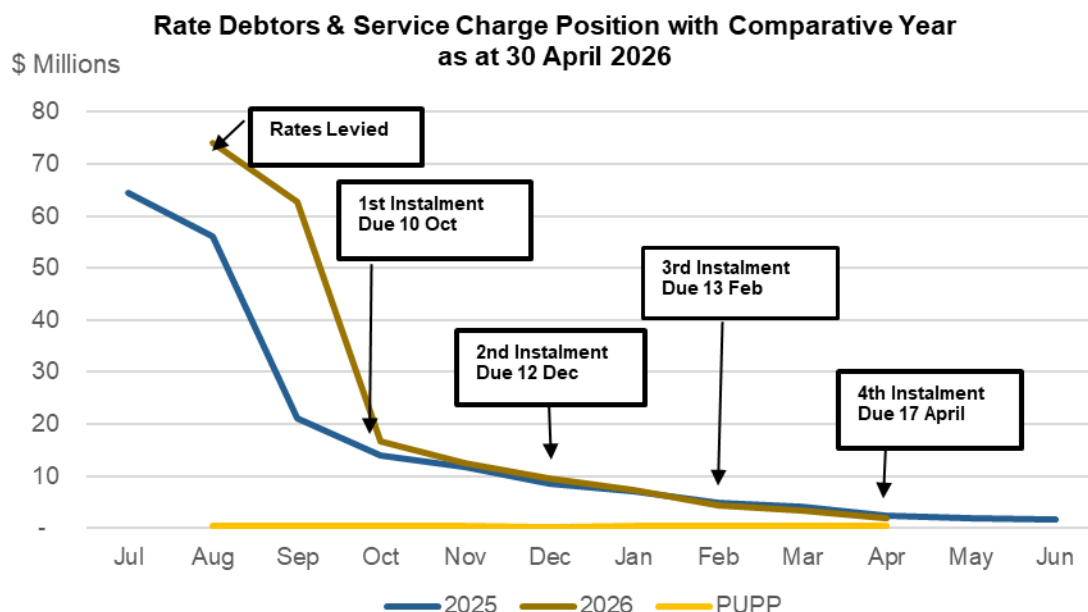
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of April 2026. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of \$15.6m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	April 2026	March 2026	Change %	% of Current Total
Sundry Debtors				
Current	7,720,233	5,924,537	30%	88.6%
> 40 Days	925,201	192,058	382%	10.6%
> 60 Days	161,750	23,934	576%	1.9%
> 90 Days	-91,748	-111,402	-18%	-1.1%
Total	8,715,436	6,029,127	45%	100%
Rates Debtors				
Total	1,922,853	3,310,490	-42%	100%
PUPP Debtors				
Total	491,337	491,085	0.1%	100%

A total of \$73.3m in Rates (including ESL and waste charges) has been paid by the end of April 2026, representing a collection rate of 97.4% to date (this represents a higher collection rate compared to 96.3% on 30 April 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% (\$491,337) 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	-	94.97	9,635.99	Directions issued by Rangers for reimbursement for unsightly property clean ups at property in Bulgarra. Debt collection continuing.
H026	Housing Authority	472.00	646.18	5774.15	Relates to replacement bins delivered to Housing Authority houses as requested. Officers are following up with the department on payment.

Capital Expenditure

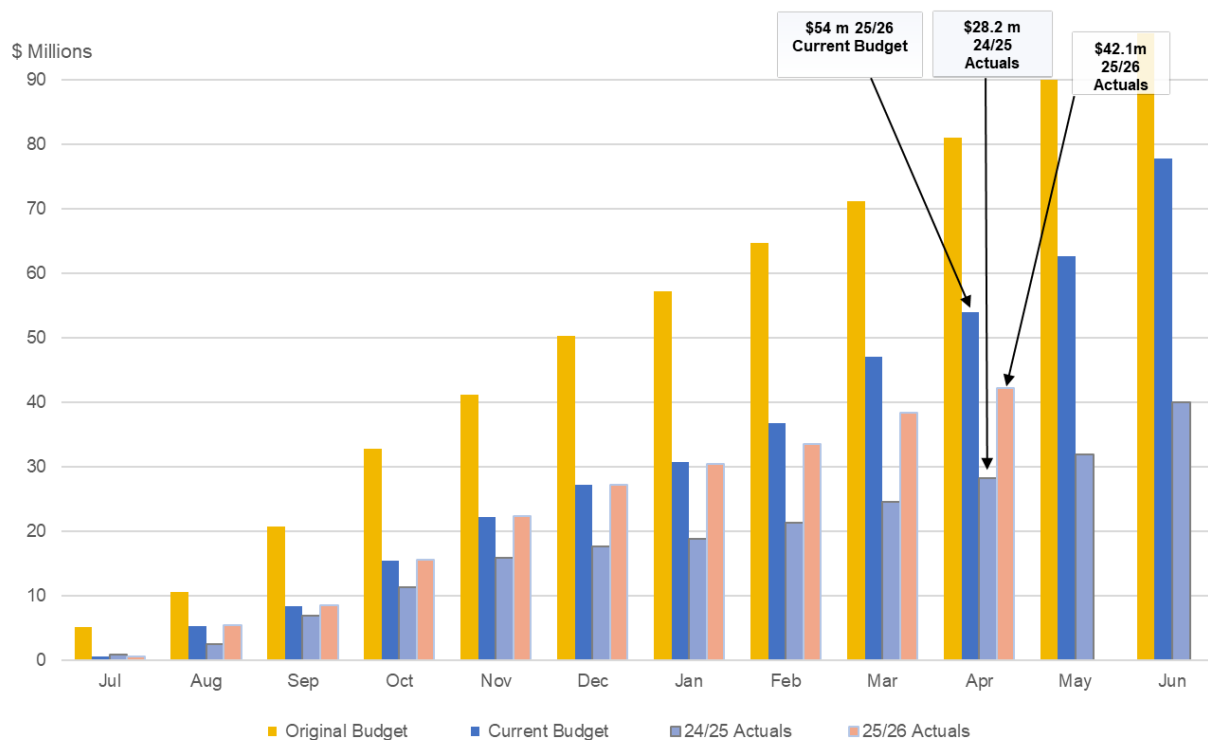
Council's current 2025/26 Capital Expenditure budget is \$77.8 million which includes significant projects such as: Hancock Way Housing Development, Nickol Shared Footpath, Karratha Airport Water Mains pipe replacement, 7 Mile tip cell construction, 10 year footpath plan, roads reseal program, kerb renewals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

The City spent \$42.1m on its capital program to the end of April 2026, \$11.8m (21.9%) less than the YTD budget.

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

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Current Budget	% of Annual Budget
	30 April 2026			30-June-26		
Infra Misc Structures	4,942,547	4,261,001	-13.8%	17,902,475	9,144,947	46.6%
Parks & Open Spaces	4,705,282	2,805,767	-40.4%	12,874,139	7,768,886	36.1%
Buildings	25,371,865	21,166,464	-16.6%	39,426,174	33,952,334	62.3%
Equipment	1,293,387	884,258	-31.6%	2,549,528	1,725,451	51.2%
Furn & Equip	849,935	440,663	-48.2%	899,291	1,124,935	,39.2%
Plant	2,910,123	1,463,453	-49.7%	3,853,563	4,232,923	34.6%
Inv Property	334,514	326,194	-2.5%	333,000	1,123,514	29.0%
Infra Roads	5,222,731	4,409,268	-15.6%	7,743,610	6,292,907	70.1%
Infra Footpaths	3,805,728	2,544,457	-33.1%	5,307,958	7,614,650	33.4%
Infra Aerodromes	4,510,805	3,854,964	-14.5%	6,270,318	4,785,805	80.5%
Totals	53,946,918	42,156,488	-21.9%	97,160,056	77,766,353	54.2%

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.

COUNCILLOR QUESTION:

Could clarification be provided regarding the variance described on page 13 relating to materials and contracts timing delays, specifically the delay affecting the tourist feasibility document?

CITY RESPONSE:

Minimal delay, with the project underway and concept designs being progressed in collaboration with a proponent.

COUNCILLOR QUESTION:

Could further information be provided on the \$160,000 potable water variance under utilities, including the reference to limited ERS supply?

CITY RESPONSE:

The variance commentary provided is incorrect. Officers have found expenditure relating to works in Point Samson against the incorrect account code, these will be journalled to the correct code and updated in next month's figures.

At times we have issues with the ERS supply, particularly if the Water Corporation is completing plant upgrades. This requires us to switch to potable water supplies.

10.2 LIST OF PAYMENTS – 1 APRIL 2026 TO 30 APRIL 2026

File No: FM.19

Responsible Executive Officer: Director Corporate Services

Reporting Author: Senior Creditors Officer

Date of Report: 12 May 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

1. List of Payments – April 2026
2. Purchase Cards Report – April 2026
3. Fleet Fuel Card Report – February & March 2026

PURPOSE

To advise Council of payments made for the period from 1 April 2026 to 30 April 2026.

OFFICER'S RECOMMENDATION

Res No : OCM260629-03
MOVED : Cr Simpson
SECONDED : Cr Gillam

That Council **RECEIVE** the list of payments totalling \$13,889,875.67 as detailed in Attachments 1, 2 and 3.

CARRIED 9/0

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

BACKGROUND

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

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

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

DISCUSSION

Payments for the period 1 April 2026 to 30 April 2026 (including credit card transactions – February 2026) totalled \$13,889,875.67 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 1100 to 1129 and
EFT Payments 096362 to 097078 (Inclusive): \$9,859,165.17;
3. Cheque Voucher: 078754 - \$225.00;

4. Cancelled Payments: nil;
5. Direct Debits: 096747, 096748, 096749, 096750, 097077, 097078; \$7,861.42;
6. Credit Card Payments (April 2026): \$46,999.40;
7. Payroll Payments: \$3,975,624.68.

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

- Acero Construction Pty Ltd – Baynton Apartments PC07 - \$1,335,993
- Insight Enterprises - Annual Microsoft Licencing - \$617,233
- NWMC Mining & Civil – Rosewood Place Footpath Construction - \$575,021
- Timik Development – Bulgarra House Construction Claim 11 - \$394,188
- NWMC Mining & Civil – Strickland Drive Footpath Construction - \$258,800
- Midland Pty Ltd – Low Loader Drop Deck Trailer - \$258,258

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 01/04/2026 to 30/04/2026

	No of Invoices	%	\$ Value	%
Local Supplier	1,181	67.41%	4,250,030	43.07%
Non-Local Suppliers	407	23.23%	4,984,241	50.51%
Statutory Supplier	164	9.36%	632,981	6.41%
Total	1,752	100%	9,867,252	100%

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Payments and credit card payments for the period 1 April 2026 to 30 April 2026 totalled \$13,889,875.67. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

COUNCILLOR QUESTION:

Regarding cheque no.15479, issued to Alice Margaret Stringer, seeking clarification on whether the payee is a registered business, noting it appears to be a person's name.

CITY RESPONSE:

Alison Margaret Stringer trading as Alison Stringer Cleaning Services (ABN 22 104 108 688) is a registered cleaning contractor utilised by the City for vacate cleans, refresh cleans and other residential property cleaning requirements.

COUNCILLOR QUESTION:

Can more description be given for Cheques No.15285 and 15292, with the description 'electrical service'?

CITY RESPONSE:

The descriptions have been updated for the itemised invoices as requested.

097074	30/04/2026	Invoice INV15285 - Airport - Repair Lunch Room Lights	\$1,022.71
097074	30/04/2026	Invoice INV15292 - 7 Teesdale Repair Lights	\$484.51
097074	30/04/2026	Invoice INV15295 - Roeb Skate Park - Power Box Fault Repair	\$699.97
097074	30/04/2026	Invoice INV15289 - The Quarter, Repair Downlights Lvl2	\$368.51
097074	30/04/2026	Invoice INV15302 - REAP, Repair Kitchen Warming Bench	\$457.97
097074	30/04/2026	Invoice INV15272 - 7Mile - Light Fault	\$214.24
096879	24/04/2026	Invoice INV15156 - KLP - Valve Testing and Adjustments	\$633.25

COUNCILLOR QUESTION:

Can more description be given to the payment regarding the airport vending machines? Does the City own these machines and why are we maintaining these machines?

CITY RESPONSE:

The expense related to repairs of the automatic door at Lounge 1 as it was not working correctly. While the contractor was at the airport they reset the breaker on the vending machine to ensure it was available for public use.

COUNCILLOR QUESTION:

Can clarification be provided regarding cheque no.96881 (CBRE) for Karratha Leisureplex chiller repairs, noting the significant cost and querying whether this level of expenditure is typical for repairs.

CITY RESPONSE:

The contractor attended site when the chiller had failed and diagnosed a completely failed power bank. Due to end of life on the power banks, it was also recommended to proactively replace the second one – this would alleviate the chiller breaking down again.

Yes, this expense is typical for a chiller in mid-life and the Quarter chiller has also had these repairs. This has been discussed with the contractors and manufacturers at length to determine the cause for these types of failures to look to mitigate faults, unfortunately there is no real way to predict or mitigate significant failures like this.

10.3 INVESTMENTS FOR PERIOD ENDED 30 APRIL 2026

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

PURPOSE

To provide a summary of Council's investment position for the period ending 30 April 2026.

OFFICER'S RECOMMENDATION

Res No : OCM260629-04
MOVED : Cr Simpson
SECONDED : Cr Furlong

That Council RECEIVE the Investment Report for the financial period ending 30 April 2026.

CARRIED 9/0

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

BACKGROUND

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

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

DISCUSSION

Details of the investments 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 30 April 2026 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		135,556	3.95	At Call		Reserve at Call
WBC	Reserve Term Deposit	11,000,000	11,250,450	4.24	7 months	May-26	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,016,373	4.98	3 months	Jul-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,076,626	4.57	7 months	Aug-26	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,404,674	4.37	12 months	May-26	Reserve TD
WBC	Reserve Term Deposit	19,000,000	19,717,810	4.35	12 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,468,482	4.34	12 months	Oct-26	Reserve TD
WBC	Reserve Term Deposit	9,000,000	9,205,397	4.25	8 months	Jun-26	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,238,073	4.47	8 months	Jul-26	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,158,693	4.74	8 months	Sep-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,072,625	4.70	7 months	Aug-26	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,106,619	4.14	8 months	Jun-26	Muni TD
WBC	Municipal (Transactional)		42,681,631	3.95	At Call		Muni at Call
N/A	Cash on Hand		7,929				
TOTAL		123,000,000	168,540,938				
The balance of all Term Deposits includes interest accrued to 30 April 2026							

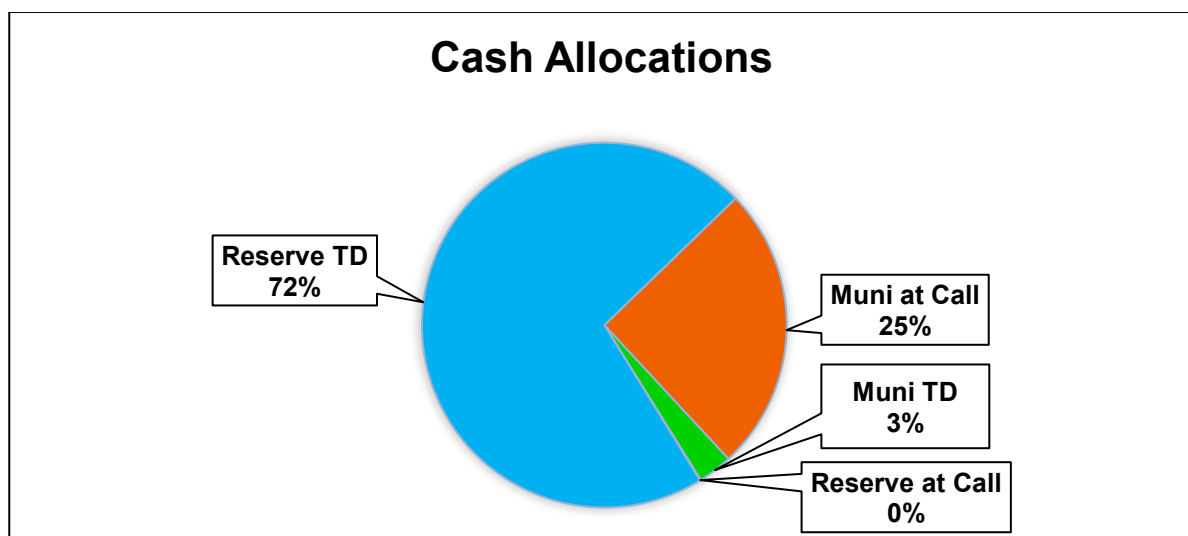
On average, the City is earning 4.14% across Municipal Term Deposits and 4.50% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) did not change during the month of April, remaining at 415 basis points. Municipal Funds held in the Westpac transaction account are earning 3.95% interest (no change from March).

Allocations of Cash and Financial Investments

Council's Municipal and Reserve Bank Accounts are to be maintained so that a maximum return can be achieved from funds required in the short term.

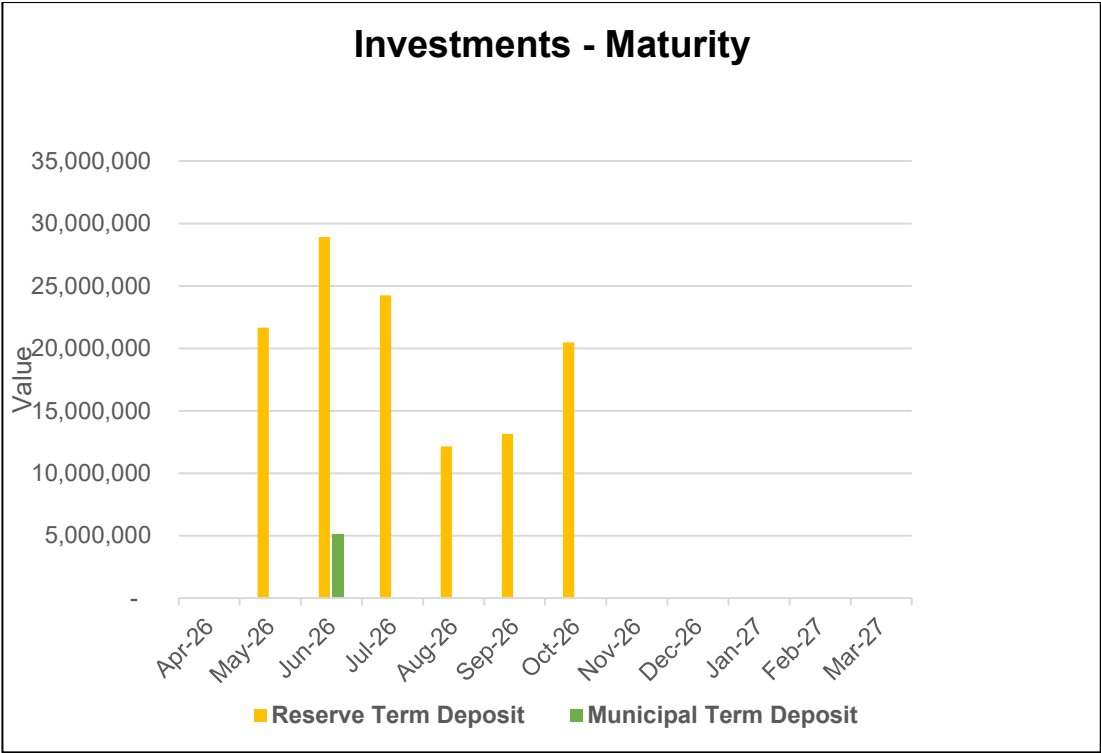
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 75% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

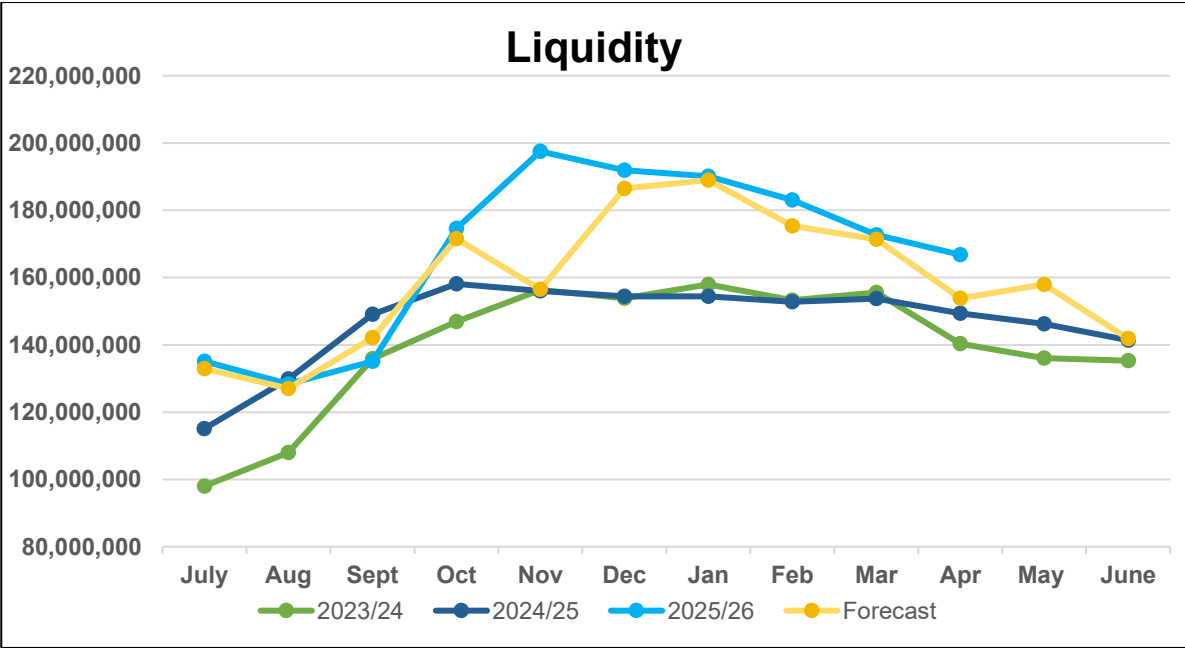
In accordance with the City's Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 64% of Cash and Financial Investments will mature in the next 3 months, 36% maturing in the next 4-6 months and 0% maturing in the next 7-12 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

	Month 30 Apr 2026 \$	Year-to-Date 30 Apr 2026 \$	Life-to-Date 30 Apr 2026 \$
Total Income Received	34,414	361,241	3,071,046
Total Expenditure Paid	(234)	(6,491)	(156,069)
Net Income	34,180	354,750	2,914,977
Annualised ROI	13.6%	14.1%	54.5%

Ground and Hangar Lease – Babcock Offshore

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

Table 3. Babcock Offshore – Ground & Hangar Lease Performance

	Month 30 Apr 2026 \$	Year-to-Date 30 Apr 2026 \$	Life-to-Date 30 Apr 2026 \$
Total Income Received	52,090	536,278	3,807,132
Total Expenditure Paid	-	-	(18,554)
Net Income	52,090	536,278	3,788,578
Annualised ROI	14.7%	15.2%	52.4%

The Quarter HQ

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

Table 4. The Quarter HQ Performance

	Month 30 Apr 2026 \$	Year to Date 30 Apr 2026 \$	Life to Date 30 Apr 2026 \$
Total Income Received	348,444	3,639,318	31,373,174
Total Expenditure Paid	(77,006)	(1,450,662)	(14,522,346)
Net Income	271,438	2,188,656	16,850,827
Annualised ROI	16.3%	13.1%	9.4%

Ageing of Outstanding Lessees Balances

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 30 April 2026.

Table 5. Aged Debtors of The Quarter

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

Schedule of Loan Agreements**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

	Month 30 Apr 2026 \$	Year to Date 30 Apr 2026 \$	Life to Date 30 Apr 2026 \$
Funded Amount	-	-	3,800,000
Interest Charges	12,667	114,012	617,088
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 1 of 4.50%, there is an opportunity cost for the year to date of \$17,806 and a life to date cost of \$28,107 for the current month of April 2026, the opportunity cost is \$1,312. 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 of 4%. The development agreement was executed on the 17th October 2025. A loan was obtained from Westpac for \$56.0 million, with a 3-year loan term on interest only payment arrangements, this loan's current interest rate is 4.74% pa effective date 29th April 2026. Karratha Development will be required to make principal and interest repayments upon construction completion over a 20-year period.

Table 7. Karratha Development Pty Ltd Loan Agreement Schedule

	Month 30 Apr 2026 \$	Year to Date 30 Apr 2026 \$	Life to Date 30 Apr 2026 \$
Developer drawdown	517,065	11,011,723	11,011,723
Developer Interest Accrued	35,856	154,274	154,274
Developer Remaining Loan Drawdown	(44,988,277)	(44,988,277)	(44,988,277)

Table 8. Westpac Loan Facility Agreement

	Month 30 Apr 2026 \$	Year to Date 30 Apr 2026 \$	Life to Date 30 Apr 2026 \$
WBC Loan Drawdowns	-	7,356,927	7,356,927
Bank Interest & Charges	71,318	406,619	406,619
Remaining Loan Amount	(48,643,073)	(48,643,073)	(48,643,073)

Baynton Housing Project

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

Townhouse module fabrication is now completed in Perth with all 17 townhouses delivered and installed on site in Karratha. In-situ site works for the carport/alfresco/verge works are in progress and moving quickly. Fabrication of the apartment modules has commenced in Perth with the first delivery planned July/August. Project is on track for completion in March 2027.

Table 9. Acero Construction Pty Ltd Payment Schedule

	Month 30 Apr 2026 \$	Year to Date 30 Apr 2026 \$	Life to Date 30 Apr 2026 \$
Contract Paid Amount	1,349,164	13,538,060	13,538,060
Infrastructure Reserve (funding)	(1,349,164)	(13,538,060)	(13,538,060)
Remaining Contract Amount	12,698,632	12,698,632	12,698,632

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

Objective: 7.5 Provide strong financial management and transparency

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Administration has developed effective controls to ensure funds are invested in accordance with

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

COUNCILLOR QUESTION:

Can the City provide information regarding why the ROI of the Quarter was down to 5% for the month of April?

CITY RESPONSE:

This figure was incorrect. The figure for April has been updated and the table rectified as below:

Table 4. The Quarter HQ Performance

	Month 30 Apr 2026 \$	Year to Date 30 Apr 2026 \$	Life to Date 30 Apr 2026 \$
Total Income Received	348,444	3,639,318	31,373,174
Total Expenditure Paid	(77,006)	(1,450,662)	(14,522,346)
Net Income	271,438	2,188,656	16,850,827
Annualised ROI	16.3%	13.1%	9.4%

10.4 2026/27 ANNUAL BUDGET - WITHDRAWN

File No:	FM.1
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Chief Financial Officer
Date of Report:	27 May 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Draft 2026/27 Budget 2. Ministerial Approval - City of Karratha Differential rating 2026-27 (LATE) 3. 2026/27 Concessions and Waivers 4. 2026/27 Rate Exemptions 5. Public Briefing Presentation

PURPOSE

For Council to consider the adoption of the Annual Budget for the 2026/27 financial year together with supporting schedules and other consequential matters arising from the budget papers.

OFFICER'S RECOMMENDATION 1

That Council:

1. **IMPOSE** the following differential general and minimum rates on Gross Rental and Unimproved Values;

Differential Rates Categories	2025/26 Rate in the \$	2026/27 Proposed Rate in \$	Multiplier Lowest Rate in \$	Minimum Rate
GRV Residential	0.055795	0.057469	Lowest GRV	\$1,750
GRV Commercial/Industrial	0.091110	0.093800	1.63	\$1,750
GRV Airport/Strategic Industry	0.111589	0.114937	2.00	\$1,750
GRV Transient Workforce Accommodation/ Workforce Accommodation	0.223179	0.229874	4.00	\$1,750
UV Pastoral	0.130035	0.137837	Lowest GRV	\$367
UV Mining/Other	0.145248	0.154000	1.12	\$367
UV Strategic Industry	0.219248	0.235692	1.71	\$367

2. **APPROVE** the following due dates for rate payment in full or by instalments:

- Full payment and 1st instalment due date 11 September 2026
- 2nd instalment due date 13 November 2026
- 3rd instalment due date 15 January 2027
- 4th and final instalment due date 19 March 2027

3. GRANT the concessions and waivers included in attachment 3.
4. NOTE rates exemptions included in attachment 4.
5. ADOPT the following rates payment incentives including a contribution of \$1,500 from municipal funds towards 2nd and 3rd prizes:

1 st Prize:	\$2,000 sponsored by Westpac
2 nd Prize:	\$1,000 sponsored by the City of Karratha
3 rd Prize:	\$500 sponsored by the City of Karratha

OFFICER'S RECOMMENDATION 2

ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2026/27

That Council ADOPT the following annual fees and allowances for payment of elected members:

Statutory Fees and Allowances

Annual Attendance Fee - Mayor	\$55,078
Annual Attendance Fee - Deputy Mayor and Councillors	\$36,722
Annual Allowance for the Mayor	\$104,032
Deputy Mayor Annual Allowance (25% of Annual Allowance for the Mayor) ...	\$26,008
ICT Annual Allowance – Mayor, Deputy Mayor and Councillors	\$3,500
Meeting Fee - Independent Audit, Risk and Improvement Committee member .	\$1,215

Other Expenses

Maximum Travelling Expenses per Councillor	\$6,000
Maximum Travelling Expenses for the Mayor	\$20,000
Maximum Travelling Expenses for the Deputy Mayor.....	\$15,000
Professional Development Allowance per Councillor	\$5,000
Mayor's discretionary fund – Council related expenses.....	\$2,000

OFFICER'S RECOMMENDATION 3

ANNUAL BUDGET FOR 2026/27

That Council ADOPT the Annual Budget as contained in Attachment 1 for the 2026/27 financial year which includes the following:

1. Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for that year of \$7,179,599;
2. Statement of Cash Flows on page 3.
3. Statement of Financial Activity on page 4 showing the amount required to be raised from rates of \$69,394,849.
4. Notes to and forming part of the Budget on pages 6 onwards; and

OFFICER'S RECOMMENDATION 4**MATERIAL VARIANCE REPORTING FOR 2026/27**

That Council ADOPT the level to be used in the statements of financial activity in 2026/27 for reporting material variances being 10% or \$100,000, whichever is the greater amount.

BACKGROUND

The 2026/27 Annual Budget and supporting documentation were prepared by the Administration in consultation with all departments across the organisation and reviewed by Executive and Council through a series of budget workshops and councillor briefing sessions.

A key component of the budget process is determining the budget deficiency to be funded through the levying of council rates. At the Ordinary Council Meeting held on 28 April 2026, Council determined an estimated budget deficiency and approved the advertising of the proposed rates in the dollar for 2026/27. The City subsequently gave local public notice of its intention to levy differential rates.

On the 2nd of June, when approval was sought to apply for Ministerial application, 2 alternative motions were put forward, and the model was amended based on public submissions. The Ministerial approval application was lodged on the 3rd of June 2026.

DISCUSSION**Strategic Focus Areas for 2026/27**

The budget reflects the priorities of Council and the City of Karratha Community, while also delivering quality community and regulatory services, business improvements and the management of organisational risk.

In collaboration with Councillors, the following Strategic Focus Areas have been identified and resourced in the 2026/27 Budget:

- Progression of the Water Park
- Advocate on issues important to our community, through our Advocacy Plan and Karratha 2050.
- Progress key infrastructure projects;
 - Wickham undercover courts
 - KRMO outdoor courts and lighting
 - Bathgate Road Upgrade
 - Karratha Bike Park
 - Wickham South Park Upgrade
 - Wickham Bike Park
 - Baynton and Bulgarra Housing Projects
 - Conzinc Bay Road
- Implementation of the following key strategies:
 - Community Infrastructure Plan
 - Waste & Resource Recovery Strategy
 - Economic Development and Tourism Strategy
 - Environment Sustainability Strategy
- Remain agile to new external funding for Housing Action Plan and continue with advocacy for affordable housing models:

- Deliver Mulataga in partnership with Development WA
 - Progress Wickham consequential lots
 - Progress the Quarter Hotel EOI
- International flight status opportunities and complete Airport Management Review.
- Finalise and implement Place Plans for Wickham, Roebourne and Point Samson.
- Progress the Dampier Land Transfer with Rio Tinto and the Department of Planning, Lands and Heritage.
- Progress our plans for Future Land Use & Development:
 - Karratha City Centre Precinct Structure Plan.
 - Finalise Coastal Hazard Risk Management and Adaptation Plan.
 - Undertake Land Supply and Demand analysis for future requirements.
 - Explore options for Nickol Bay Hospital Site
- Develop a Reconciliation Action Plan.
- Explore new revenue streams
- Continue to deliver a Business Transformation Plan to improve organisational culture, workplace safety, processes and systems, for the benefit of our customers and our employees.

Revenue

The City aims to reduce its reliance on rate income by maintaining a diverse range of revenue sources, including fees & charges, grants and investment income. With the benefit of 67% of operating income coming from external sources other than rates, the 2026/27 Budget will ensure both the immediate needs of current residents are met while at the same time providing the required services and infrastructure developments to meet future requirements.

The budget provides for a 3.6% increase in fees and charges revenue and a 4.4% increase in rate yield compared with the Quarter 2 budget review.

Transfers from City reserves will fund \$61.5m in capital projects inclusive of capital carryovers from 2025/26 projects.

Differential Rates

Rates waivers

Applications for rate waivers from not-for-profit community groups have been assessed in accordance with the City's CF-11 Rating Exemption Policy and pursuant to section 6.47 of the Local Government Act 1995.

Rates Payment Options

Ratepayers are provided various payment options, enabling payment in full, payment by two instalments and payment by four instalments. These involve an instalment administration charge of \$10 per instalment after the first instalment, and instalment interest of 4.5% per annum. The City also offers direct debit payment plans to those who apply over the course of the rates period.

Financial Hardship (Rates)

Under CF-10 Rating Policy, there is the opportunity for ratepayers to request flexible payment arrangements with a suspension of debt recovery while the payment plan is in place. Residential property owners experiencing financial hardship can apply for an interest waiver up to \$1,000 as per the hardship section of the policy.

Rates Incentive Scheme

The rate payment incentive scheme is undertaken by the City each year, the terms and conditions of which are available on the City's website and are reviewed and updated annually.

Penalty interest on rates

Penalty interest on rates and service charges remains at 7% pursuant to Regulation 70 of the *Local Government (Financial Management) Regulations 1996* (where the maximum allowable penalty interest rate is 11%).

Expenditure

The City's total operating expenditure of \$200m includes recurring and non-recurring project expenditure as listed below:

Project expenditure (not recurring):

- Mulataga land development expense contribution \$18.9m (offset totally by federal grant funding).
- Windy Ridge expenses of \$2.5m (offset totally by funding contributions)
- Wickham Recreation Precinct - Multi Purpose Covered Courts expense of \$6m (offset totally by funding contributions)

Business as Usual (recurring):

- A CPI increase of 3.5% is budgeted on all materials and contract expenses. Out of cycle expenses for IT and the ERP contribute to additional operating expenses on top of this increase. This also includes costs associated with delivering the Business Transformation Plan, which will enable the City to improve its systems and efficiencies.
- \$1.1m increase in depreciation to reflect updated asset valuations and increase in replacement costs.
- 8% increase in insurance, based on advice from the insurer on insurance premiums.
- Finance costs have increased \$2.2m from the 26FY budget due to the interest of the Bulgarra Development loan.
- Other expenditure has increased by \$1.8m due to the bank charges on the Bulgarra Development Loan.

Employment Costs

Employment costs are tracking at 34% of operating expenditure. This compares favourably to other large regional local governments where employment costs range between 35% to 43% from their 2025/26 budgets. Employment costs include training, occupational health & safety, recruitment related expenses, workers compensation insurance and housing as well as salaries and wages.

Employment increases are required to support the delivery of community expectations, address areas of risk and maintain market competitive wages. These increases include:

- An assumed increase of 4% under the Enterprise Agreement whilst in negotiations
- Increases to staffing levels to strengthen governance, safety and risk management, aligned with staffing benchmarks for comparable local governments
- Additional staffing to support delivery of the City's capital works program;
- Temporary increases to staffing levels during a period of business transformation to support the implementation of IT systems.
- A temporary increase in recruitment resourcing during a period of high growth; and
- Increased training requirements associated with higher staffing levels

Capital Works

The Capital Works Program for 2026/27 totals \$77.85 million, including projects carried forward from 2025/26. Some of these projects will be run over numerous years and the figures below are indicative of the amounts programmed for the 2026/27 financial year. The major capital projects for 2026/27 are:

Project	\$
Housing Development - Baynton Apartments - Bajamalu	10.46m
7 Mile Waste Cell Development - Construct	5.18m
Karratha Airport - Capital	4.43m
KRMO Multi-Use Hardcourts and Lighting	4.05m
Bathgate Road Upgrade	4.00m
Murujuga Nat. Park Access Road (Conzinc Bay)	2.48m
Roebourne Recreation Precinct Master Plan-Capital	2.33m
Airport Runway Extension RESA	2.16m
Karratha Airport Airfield Cable & Lighting Upgrade	2.09m
Wickham Boat Beach Ramp and Jetty	1.85m
Bayview Road Culvert Replacement	1.75m
Purchase Equipment-Airport	1.72m
Information Technology - Hardware Refresh	1.59m
Road Reseal Program	1.59m
Footpaths Major Replace/Renewals	1.59m
Purchase Plant - Landfill Operations	1.54m
Karratha Leisureplex - Capital	1.50m
Airside Upgrade	1.47m
Kerb Renewals	1.46m
Wickham South Youth Recreation Area	1.44m
Ten Year Footpath Program	1.22m
Purchase Plant - Parks & Gardens	1.20m
Airport - Norman Rd Reconstruction	1.11m
Effluent Reuse Scheme Upgrade	1.05m

The Capital Works Program is funded through a combination of external funding, reserve funds, and the balance from municipal funds. The program also includes carryover projects from 2025/26 that were incomplete at year end.

Program	Amount	Funded by Municipal Funds	External Funding	Funded by Reserve Funds
Infrastructure	\$18.52m	\$1.75m	\$3.87m	\$12.90m
Building	\$19.56m	\$0.89m	\$0.00m	\$18.66m
Parks	\$12.35m	\$1.57m	\$0.75m	\$10.03m
Roads	\$10.55m	\$0.92m	\$2.48m	\$7.16m
Aerodromes	\$4.29m	\$0.00m	\$0.00m	\$4.29m
Footpaths	\$4.31m	\$0.40m	\$0.00m	\$3.91m
Plant	\$4.71m	\$1.89m	\$0.00m	\$2.83m
Equipment	\$1.79m	\$0.07m	\$0.00m	\$1.72m
Furniture	\$1.77m	\$1.77m	\$0.00m	\$0.00m
TOTAL	\$77.85m	\$9.25m	\$7.10m	\$61.5m

Reserve Funds

The following is a summary of budgeted reserve movements for 2026/27:

Budgeted Opening Balance 2026/27	Transfers to Reserve	Transfers from Reserve	Budgeted Closing Balance 2026/27
\$144.37m	\$29.63m	(\$74.68m)	\$99.3m

Councillor and Independent Committee Member Allowances

It is proposed that Councillor Fees and Allowances increase, based on the 7 April 2026 determination by the Salaries and Allowances Tribunal for 2026/27, which saw a 3.5% increase applied. The allowance ranges are from \$28,525 to \$36,722 for Councillors and \$28,525 to \$55,078 for the Mayor, with the decision up to Council to determine the percentage of this band. Council has traditionally determined that they will receive 100% of the SAT range as it reflects the complexity and demands of being a Councillor/Mayor in a Band 1 Local Government. Should this be the case for 2026/27, the impact will result in sitting fees of \$36,722 per Councillor and \$55,078 for the Mayor.

An annual professional development allowance, per Councillor, of \$5,000 is included in the budget.

An allocation for travel expenses, per Councillor, for City business requirements and attending meetings and professional development, of actual expenses of up to \$6,000, is included in the budget.

An Independent Committee Member meeting fee of \$1,215 per meeting has been included, to remunerate independent members appointed by Council to the Audit, Risk, and Improvement Committee (ARIC).

Variance Reporting

The City reviewed the materiality variance threshold to '10% or \$100,000, whichever is the greater' for 2025/26. This threshold also remains appropriate for the 2026/27 reporting year.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (by Absolute Majority), in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Section 6.12 of the *Local Government Act 1995* refers to the power to defer, grant discounts, waive or write off debts.

COUNCILLOR/OFFICER CONSULTATION

Extensive consultation has occurred with all departments, Executive leadership team and through briefings and workshops with elected members on a regular basis since January 2026.

COMMUNITY CONSULTATION

Fees and charges were advertised to the Community prior to the adoption of these at the Ordinary Council Meeting on the 25th May 2026.

The proposed differential rates model was advertised, and submissions were invited from ratepayers. Appropriate responses and information pages on the What we Make It website page also provided consultation on the proposed rates modelling.

POLICY IMPLICATIONS

CF-10 Rating Policy

CF-11 Rating Exemption Policy

CG-06 Councillor Fees, Allowances & Reimbursements

CG-19 Councillor Travel and Accommodation expenses

The Draft Budget 2026/27 applies the principles of the Department of Local Government, Sport and Cultural Industries rating equity in the setting of Council's differential rates and the provision of rating exemptions.

FINANCIAL IMPLICATIONS

The Draft 2026/27 Budget provides for the following income and expenditure:

Operating Revenue	\$207m
Operating Expenditure	\$200m
Capital Expenditure	\$148m includes transfers to reserves & loans
Capital Revenue	\$156m includes transfers from reserves & loans
Surplus	\$16k

The draft budget document details these items in Attachment 1.

STRATEGIC IMPLICATIONS

The Council's Long Term Financial Plan (2026–2036) projects a CPI of 3.5% for 2026/27. For comparison, the YoY annualised Perth CPI for the March 2026 quarter was 4.6%. The WA Local Government Cost Index, published by WALGA, is forecast to drop to 3.3% in 2025/26, then decrease further to 3.0% in 2026/27 and 2.9% in 2027/28.

Despite the cost pressures currently being experienced and expected to continue into 2026/27 and beyond, sound financial management has made it possible to adopt a balanced budget with a 4.4% increase in the rate yield across all categories.

The budget will provide the necessary resources to plan and implement the Council Plan 2025-2035.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Delays in the adoption of the Budget may impact on the timing of cashflows from rates and other funding sources.

Category	Risk level	Comments
Service Interruption	Low	Delays in the adoption of the Budget may impact on the commencement of new projects and services.
Environment	N/A	Nil
Reputation	Low	The draft budget is expected to maintain the City's strong reputation for sound financial management.
Compliance	Moderate	The Budget has been developed in accordance with state government legislation and associated regulations.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The 2025/26 Budget was adopted by Council on 28 July 2025.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The 2026/27 Annual Budget continues a balanced approach to meeting community expectations, while providing relief in the cost of living by keeping the GRV categories to a 3% increase, whilst obtaining the required rates yield from the UV categories. With the benefit of 67% of operating income coming from external sources other than rates, the 2026/27 Budget will ensure both the immediate needs of current residents are met while at the same time providing the required services and infrastructure developments to meet future requirements.

COUNCILLOR QUESTION:

The additional \$600,000 which has been identified through the review of the UV properties, how will this funding be utilised?

CITY RESPONSE:

The additional rates income is \$494,163 due to updates to the UV valuations during the budget calculations. The current budget this has been placed into the Infrastructure reserve for future projects.

COUNCILLOR QUESTION:

Could consideration be given to allocating a portion of the additional \$600,000 [\$494,163] to cost-of-living support measures for small, owner-operated retail and service businesses?

CITY RESPONSE:

The CEO suggested to elected members that this be looked at in a workshop after the budget is adopted. The owner occupier buy local vouchers will also assist local businesses and owner-operated retail/service providers.

COUNCILLOR QUESTION:

The travel expenses for Councillor's have remained at \$6,000 per year, for several years and, in light of the increasing travel costs, can an increase be considered?

CITY RESPONSE:

The current travel allocations are generally not fully utilised and are not recommended to change at this time. This can be the subject of a future review, if Councillor requests exceed budget.

COUNCILLOR QUESTION:

Can clarification be made whether the e-rates incentive applies only to new sign-ups or all e-rates users?

CITY RESPONSE:

The e-rates incentive applies to both existing subscribers and new sign-ups.

COUNCILLOR QUESTION:

Can the e-rates incentive be made accessible to all ratepayers, particularly elderly residents or those without internet access?

CITY RESPONSE:

E-rates are more cost-effective for the organisation and enables efficiencies, which is why this incentive is recommended. There is support for ratepayers to sign up to e-rates, such as through customer service and library services to assist those needing help to access digital options.

10.5 ANNUAL REVIEW OF DELEGATIONS AND AUTHORISATIONS 2025/26

File No:	GV.10
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Manager Governance
Date of Report:	22 May 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Delegations and Authorisations Register (amended)

PURPOSE

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

OFFICER'S RECOMMENDATION

Res No : OCM260629-05
MOVED : Cr Harris
SECONDED : Cr Gillam

That Council APPROVE the amended Delegations and Authorisations Register as detailed in Attachment 1.

CARRIED 9/0

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

BACKGROUND

The *Local Government Act 1995* requires local government to keep a register of delegations and review the register at least once every financial year. Although there is no statutory requirement to review authorisations annually, it is good governance to review these on a regular basis to ensure currency.

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

The Delegations and Authorisations Register was last reviewed and adopted by Council in June 2025.

DISCUSSION

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

This review focussed on essential updates only with the majority of amendments relating to position title changes as a result of the organisational realignment. Other minor typographical and formatting amendments have been made. A summary of the key amendments is provided in the table below and all proposed amendments are tracked in Attachment 1.

A major review of the Delegations and Authorisations Register to occur in the 2026/27 review period.

Item Reference	Proposed Amendment	Rationale
1.1 Tenders & Expressions of Interest	Remove condition “c. Authority 4 does not apply to ongoing service contracts where the total contract period, including extension options, is more than three years.”.	Since 2020, 36 service Requests for Tender (RFTs) have been advertised. Of these, only four were for a term of 3 years or less, with the most recent being in 2024. It is proposed to remove the requirement for service RFTs to be approved by Council prior to advertising to streamline the tender administration process. Tenders will continue to be advertised in line with approved budgets, with Council making the final determination on tender awards over \$1,000,000. The Purchasing and Regional Price Preference Policies are currently under review and will be presented to a Council workshop in the coming months.
1.3 Disposal of Local Government Property	Remove Manager Governance.	The City’s Housing function now reports directly to the Director Corporate Services.
1.4 Appointment of Permanent, Temporary & Casual Employees	Add Manager City Growth and Manager Community Development & Youth.	This will expedite the recruitment process for the appointment of casual employees and ensure that service expectations are maintained at the Visitor Centre and Youth Shed. This change is consistent with other managers responsible for a casual workforce.
1.7 Payment of Rates by Agreement	Increase sub-delegation limit for the Chief Financial Officer from \$5,000 to \$10,000.	Increasing authority for the Chief Financial Officer will expedite the approval of payment arrangements for ratepayers experiencing hardship.
1.8 Write Off of Monies and Special Arrangements for Debt	Removed reference to ‘special hardship’ throughout the delegation. Increase sub-delegation limit for the write off of debts from \$50 to \$1,000 and approving payment arrangements for debts from \$5,000 to \$10,000 for the Chief Financial Officer.	The change in terminology aligns to the changes proposed to the policy (currently under review) where the City has renamed these to ‘payment arrangements’. Increasing authority for the Chief Financial Officer will improve efficiency in the write off process (once all avenues have been taken to recover the debt) and expedite the approval of payment arrangements for debtors experiencing hardship.

Item Reference	Proposed Amendment	Rationale
1.10 Concessions on Fees	Delegation renamed to Waive or Grant Concessions on Fees and terminology amended throughout the delegation. Increase sub-delegation for Manager Regulatory Services up to \$500. Updated wording for Manager Airport to ensure all fees are captured. Add Manager Planning Services to waive or grant a concession on planning fees to the value of \$500.	Terminology updated to align to the provisions of section 6.12(1)(b) of the <i>Local Government Act 1995</i>. Increasing the authority limit aligns with the value of fees and will improve efficiency in processing requests. This will provide flexibility while including car parking, VIC passes and any concessions on landings. Providing the Manager Planning the ability to give concession to fees for any Development Application fees related to R-Code variations, development applications with a maximum estimated cost of development of \$150,000, change of use applications, amendments to development approvals and written planning advice.
1.13 Power to Require Certain Things to be Done	Add Director Development Services.	This delegation directly relates to the Director Development Services area of responsibility.
1.16 Commence Prosecutions	Add Manager Regulatory Services.	The majority of prosecutions are commenced within the Regulatory Services Team. The Manager Regulatory Services is required to have the expertise to determine the quality of evidence, public interest argument and prospects of successful prosecution. In WA the person who signs prosecution notices and associated documents must be the person who commences the prosecution.
6.2 Authorised Officers	Add Emergency Management Officer.	The City has employed an Emergency Management Officer, who has the role of Chief Bushfire Control officer and Fire Weather Officer.
7.1 Authorised Persons and Service of Infringements	Replace Manager Planning Services with Manager Regulatory Services under the conditions.	The responsibility for management of unauthorised camping has transferred to the Regulatory Services business unit.
8.1 Registration	Add Senior Customer Service.	Inclusion of this position ensures that cat registrations are processed with the appropriate authority.

Item Reference	Proposed Amendment	Rationale
9.1 Authorised Persons	Replace Director Corporate Services and Manager Governance with Director Community Experience and Manager Engagement and Communications.	The responsibility for cemetery management has transferred to the Community Experience directorate.
	Remove Customer Service Supervisor.	The responsibility for cemetery management sits with the Customer Service Project Coordinator and Manager Engagement and Communications.
11.1 Registration	Add Senior Customer Service Officer.	Inclusion of this position ensures that dog registrations are processed with the appropriate authority.
11.2 Authorised Persons	Replace Manager Planning with Manager Regulatory Services.	The responsibility for animal management has transferred to the Regulatory Services business unit.
11.4 Kennel Registration	Replace Manager Planning with Manager Regulatory Services.	The responsibility for animal management has transferred to the Regulatory Services business unit.
12.1 Emergency Management Direction Powers	Add Emergency Management Officer.	The City has employed an Emergency Management Officer, who will assist the Manager Regulatory Services to ensure effective emergency management arrangements are in place and implemented in the event of an emergency. This delegation ensures the appropriate authority is in place to perform the role of Emergency Management Officer.
13.2 Orders, Notices and Registration	Remove Manager Planning Services.	The responsibility for environmental health has transferred to the Regulatory Services business unit.
20.1 Powers of Entry	Remove Compliance Officer.	This position is no longer included in the organisational structure.
22.1 Powers of Entry	Remove Manager Governance.	The City's Housing function now reports directly to the Director Corporate Services.
22.2 Represent Local Government in Court Proceedings	Remove Manager Governance.	The City's Housing function now reports directly to the Director Corporate Services.
B2 Authorisation to Dispose of Exempt Local Government Property	Add Manager Business Performance, Manager Community Development & Youth and Manager Parks & Natural Areas.	Authority to dispose of property until to \$1,000 is consistent with other City managers level of authority.

Item Reference	Proposed Amendment	Rationale
C1 Notice of Outcome for Tenders, Expressions of Interest and Panel Applications	Removed.	This is an administrative task that must occur following the finalisation of a tender process. As this is neither a delegation nor authorisation, it is recommended that it removed from the register.
D1 Execution of Documents	Authorisation from Council to officers added. Conditions included: 1. The execution of the document must not be inconsistent with a Council Resolution or Policy. 2. For documents initiated by the City, the use of the City's approved templates is mandatory. 3. Documents may only be executed where the document directly relates to their functional responsibility and is within their purchasing authority limit.	Currently, authorisation from Council to the CEO and Directors to execute documents is detailed in Council Policy CG-10 Execution of Documents. It is recommended that this be listed in the Delegations and Authorisations Register for completeness of the register. Authorisation for Managers and the Chief Financial Officer is recommended, subject to the document to be executed being within their purchasing authority limits. This authorisation will be reviewed annually in conjunction with the delegation review. The Execution of Documents Policy is currently being reviewed to ensure alignment and will be presented to Council in the coming months.

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

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

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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	High	Delegations streamline decision-making, reduce administrative delays and benefit the community and other stakeholders by ensuring prompt action on daily operations.
Environment	N/A	Nil
Reputation	Moderate	Decision-making delays could make the City seem inefficient and unresponsive, which can erode public trust and damage the City's reputation.
Compliance	Moderate	The Delegations Register ensures transparency and accountability of decision-making by providing a detailed record of the roles with delegations and/or authorisations under the <i>Local Government Act 1995</i> and other applicable legislation. It is a statutory requirement for delegations to be reviewed at least once every financial year.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Nil

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

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

COUNCILLOR QUESTION:

Is the increase to approval and write-off limits, based on supporting data and analysis?

CITY RESPONSE:

The revised thresholds are supported by data and analysis. They were identified by staff to improve efficiency by reducing unnecessary process steps and enabling greater delegation of decision-making in line with current operational activities. Delegation approvals and write off limits are also supported by other layers of governance, such as policies, procedures and templates to ensure they are used in an appropriate manner.

10.6 LOCAL LAW REVIEW - COMMENCEMENT

File No:	LE.1
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Manager Governance
Date of Report:	30 April 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Shire of Roebourne Local Government Property Local Law 2. Shire of Roebourne Health Local Law 2012 3. Shire of Roebourne Animals, Environment and Nuisance Local Law 2012 4. Public Briefing Presentation

PURPOSE

For Council to consider the commencement of a review of the following local laws:

- *Shire of Roebourne Local Government Property Local Law*
- *Shire of Roebourne Health Local Law 2012*
- *Shire of Roebourne Animals, Environment and Nuisance Local Law 2012.*

OFFICER'S RECOMMENDATION

Res No : OCM260629-06
 MOVED : Cr Roots
 SECONDED : Cr Gillam

That Council:

1. **COMMENCE** a review of the following local laws in accordance with section 3.16(1) of the *Local Government Act 1995*:
 - a. *Shire of Roebourne Local Government Property Local Law*;
 - b. *Shire of Roebourne Health Local Law 2012*; and
 - c. *Shire of Roebourne Animals, Environment and Nuisance Local Law 2012.*
2. **INSTRUCT** the Chief Executive Officer to give local public notice of the review in accordance with section 3.16(2) of the *Local Government Act 1995*.
3. **REQUEST** the Chief Executive Officer to present the results of the public consultation to Council for consideration.

CARRIED 9/0

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

BACKGROUND

The *Local Government Amendment Act 2024* was assented to on 6 December 2024. Part of these reforms included changes to local law review requirements, which commenced on 7 December 2024.

The statutory requirement for a local government to review its local laws every eight (8) years has now been extended to every 15 years. Subject to the transitional provisions, local laws not reviewed within 15 years after they commenced, or after the last periodic review, will be repealed.

Transitional provisions as provided in Schedule 9.3 of the *Local Government Act 1995* must be applied to the City's existing local laws, to determine when their next review is required. Local laws that were due or overdue for review at the commencement of the new provisions on 7 December 2024, and where the review process had not commenced, must be reviewed by 6 December 2026. If a review has not been completed before this date, the local law will be repealed and no longer enforceable.

DISCUSSION

An assessment of all local laws in effect was undertaken in consideration of the transitional provisions in Schedule 9.3 of the *Local Government Act 1995*.

The following local laws were identified as not being reviewed since their commencement and therefore must be reviewed by 6 December 2026 to ensure continuity:

- *Shire of Roebourne Local Government Property Local Law* (commenced 1 July 2003)
- *Shire of Roebourne Health Local Law 2012* (commenced 18 January 2013)
- *Shire of Roebourne Animals, Environment and Nuisance Local Law 2012* (commenced 2 February 2013).

In addition to the review being a legislative requirement, it is recommended that the local laws are reviewed for currency against the provisions of the *Local Government Act 1995* and *Public Health Act 2016* noting that the *Shire of Roebourne Health Local Law 2012* was made under the previous *Health Act 1911*. The *Public Health Act 2016* does not make provisions for local laws however, local laws related to public health may still be made under the *Local Government Act 1995*.

The review process requires a six (6) week period of public consultation. After the last day for submissions, a report must be submitted to Council, to determine whether it considers whether each of the local laws should be repealed, amended or remain unchanged.

To meet the statutory deadline for review of 6 December 2026, it is recommended that Council approve the commencement of the review noting that a further report will be presented to Council following the public consultation period for determination.

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 perform its role.

STATUTORY IMPLICATIONS

Local law reviews must be undertaken in accordance with section 3.16 of the *Local Government Act 1995*.

Due to the changes to the review provisions, an assessment of each local law was undertaken against the transitional provisions to determine which local laws must be reviewed by 6 December 2026.

COUNCILLOR/OFFICER CONSULTATION

During the public submission period, feedback from the relevant Department/s will be sought. This feedback will be included in the final report to Council.

COMMUNITY CONSULTATION

Local public notice and public submissions must be invited for a period of not less than six (6) weeks, in accordance with sections 1.7 and 3.16(2) of the *Local Government Act 1995*. All submissions received will be presented to Council following the close of the submission period.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Provision is made in the current budget to meet the local public notice requirements.

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	Moderate	If not reviewed by 6 December 2026, the <i>Shire of Roebourne Health Local Law 2012</i> will be repealed and no longer enforceable, which may reduce the City's ability to regulate and enforce public health-related matters under a local law until replacement provisions are developed and commenced.
Financial	Low	If not reviewed by 6 December 2026, the local laws will be repealed and no longer enforceable, requiring replacement local laws to be developed (including associated public notice/consultation costs within existing budget provision).
Service Interruption	Moderate	If not reviewed by 6 December 2026, the local laws will be repealed and no longer enforceable, which may interrupt the City's ability to apply the enforcement and regulatory controls supported by these local laws until replacement local laws are developed and commenced.
Environment	Moderate	If not reviewed by 6 December 2026, the <i>Shire of Roebourne Animals, Environment and Nuisance Local Law 2012</i> will be repealed and no longer enforceable, which may reduce the City's ability to regulate and enforce environmental and nuisance matters under a local law until replacement provisions are developed and commenced.

Category	Risk level	Comments
Reputation	Moderate	If the required reviews are not completed by 6 December 2026 (resulting in repeal and loss of enforceability), it may lead to adverse community perception regarding governance, statutory compliance and the City's ability to manage property, health and nuisance matters.
Compliance	High	If the local laws are not reviewed by 6 December 2026, they will be repealed and no longer enforceable.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Nil

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The following local laws are required to be reviewed by 6 December 2026:

- *Shire of Roebourne Local Government Property Local Law* (commenced 1 July 2003)
- *Shire of Roebourne Health Local Law 2012* (commenced 18 January 2013)
- *Shire of Roebourne Animals, Environment and Nuisance Local Law 2012* (commenced 2 February 2013).

Should these local laws not be reviewed by 6 December 2026, they will be repealed and no longer enforceable.

It is recommended that Council approve the commencement of the review to comply with the legislative requirements and ensure continuity.

10.7 REVIEW OF COUNCIL POLICIES

File No:	CM.124
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Manager Governance
Date of Report:	30 April 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. NEW Information Breach Policy 2. CS16 Variation to Operating Hours at Community Facilities Policy

PURPOSE

For Council to consider the new Information Breach Policy for adoption and revocation of CS16 Variation to Operating Hours at Community Facilities Policy.

OFFICER'S RECOMMENDATION

Res No : OCM260629-07
MOVED : Cr Harris
SECONDED : Cr Swaffer

That Council:

1. **ADOPT the NEW Information Breach Policy.**
2. **REVOKE CS16 Variation to Operating Hours at Community Facilities.**

CARRIED 9/0

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

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.

Section 2.7(2)(b) of the *Local Government Act 1995* prescribes that it's the role of Council to determine 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**NEW - Information Breach Policy**

This policy has been established as a result of the introduced *Privacy and Responsible Information Sharing Act 2024* and provides the City's commitment to preventing and managing any information breaches in a way that minimises harm to individuals, government and third parties.

This policy provides a clear and consistent framework for responding to information breaches through timely identification, assessment, and action, in accordance with legal and regulatory requirements, and in a manner that supports public trust and confidence.

As this policy is a legislative requirement, it is not proposed to go out for community consultation.

CS16 Variation to Operating Hours at Community Facilities

This policy was adopted in February 2008 and was last reviewed in July 2021.

This policy is recommended to be revoked as the variation to operating hours at community facilities is considered an operational matter and therefore, a Council policy is not required.

The City will continue to manage the operating hours of community facilities through appropriate internal authorisations and communication processes.

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 April and May 2026.

COMMUNITY CONSULTATION

It is proposed that community engagement activities will be undertaken following Council's endorsement of the recommendation in accordance with the iap² 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 other 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.

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 City's goals and values.

10.8 AUDIT RISK AND IMPROVEMENT COMMITTEE – 3 JUNE 2026

File No:	FM01
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Manager Governance
Date of Report:	12 June 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Audit Risk and Improvement Committee Minutes – 3 June 2026 2. Confidential Strategic Risk Register 3. Risk Appetite Statement

PURPOSE

For Council to consider the discussion and recommendations from the Audit Risk and Improvement Committee (ARIC) held on Wednesday 3 June 2026.

COMMITTEE RECOMMENDATION

Res No : OCM260629-08
MOVED : Cr Simpson
SECONDED : Cr Harris

That Council:

- 1 RECEIVE the Minutes of the Audit, Risk and improvement Committee held on 3 June 2026, as detailed in Attachment 1;**
- 2 APPROVE the:**
 - a. Strategic Risk Register, as detailed in Confidential Attachment 2; and**
 - b. Risk Appetite Statement, as detailed in Attachment 3.**

CARRIED 9/0

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

BACKGROUND

The ARIC met on Wednesday 3 June 2026 to consider the following matters:

- 1. Entrance Meeting – Audit 2025/26 – Office of the Auditor General**
 The Committee received the annual audit entrance meeting presentation from the Office of the Auditor General and RSM Australia.
- 2. Governance Updates**
 The Committee received the governance update with discussions centred around the progress being made on the policy review and readiness for the implementation of the *Privacy and Responsible Information Sharing Act 2024*.

3. Risk Management Report

The Committee received the progress update on risk management and recommended that Council approve the Strategic Risk Register and Risk Appetite Statement.

4. Major Housing Projects Update Report

The Committee received the progress update on the City's major housing developments.

5. Audit Recommendation Status Report

The Committee received the progress update on outstanding audit actions.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Part 7 of the *Local Government Act 1995* makes provision for the ARIC and the conduct of audits.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with the ARIC, Executive Leadership Team, Finance, Governance and other impacted areas in relation to relevant items.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

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	The ARIC's review of key governance and compliance documents ensures that financial risks will be appropriately managed. Audit engagement will provide assurance to the accuracy of data reported.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	The ARIC meet regularly and adequately monitor audit and risk activities to ensure public trust in the City's operations.
Compliance	Moderate	The City is required to have an ARIC and conduct frequent meetings.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Nil

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The ARIC meeting on 3 June 2026 confirmed ongoing progress in financial, governance, and risk oversight.

11 COMMUNITY EXPERIENCE REPORTS

11.1 EARLY YEARS STRATEGY 2026 - 2031

File No:	CS.150
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	13 May 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Early Years Strategy 2026 – 2031 2. Early Years Strategy Implementation Plan 2026 – 2031 3. Public Briefing Presentation

PURPOSE

For Council to endorse the Early Years Strategy 2026 – 2031 and associated Implementation Plan, following public consultation.

OFFICER'S RECOMMENDATION

Res No : OCM260629-09
MOVED : Cr Roots
SECONDED : Cr Simpson

That Council ENDORSE the Early Years Strategy 2026 – 2031 and Implementation Plan.

CARRIED 9/0

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

BACKGROUND

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

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

The EYS was prepared according to the following methodology, as outlined in Table 1.

Table 1: EYS Development Methodology

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

DISCUSSION

To ensure the EYS 2026 – 2031 and Implementation Plan reflected community expectations, a two-week public consultation period was undertaken from 29 April to 15 May 2026, using the City's What We Make It (WWMI) platform. This consultation process sought feedback from key stakeholders and the broader community. A total of three submissions were received through WWMI.

Officers also facilitated an in-person and online workshop with the Karratha and Surrounds Early Years Network (KASEYN), with 10 people in attendance.

Submissions received are summarised in the Community Consultation section below. All feedback received related to matters already addressed within the EYS or to issues that will be considered during the implementation of its initiatives. No major amendments were needed to the draft documents.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

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

Various Officers were consulted during the development of the EYS, and on the draft EYS 2026 – 2031 and Implementation Plan document review.

The draft EYS 2026 – 2031 and Implementation Plan were taken to Council in April 2026 for approval to advertise for public comment.

COMMUNITY CONSULTATIONInitial Engagement to inform the development of the Strategy

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

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

Public Comment on Draft EYS

The engagement opportunities for public comment on the draft EYS and Implementation Plan are outlined below.

What	How	When	Description	Outcome
Engagement	What We Make It Update	29 th April 2026	Announcing EYS and implementation plan	Inform – provide public with information & Consult – obtain public feedback.
	Facility Posters	29 th April – 14 th May 2026	are out for public comment	
	Workshop with Karratha and Surrounds Early Years Network (KASEYN)	29 th April 2026	Workshop and feedback opportunity	
Communications	Facebook Post #1	29 th April 2026	'Draft EYS available on WWMI for feedback' messaging	
	Facebook Post #2	12 th May 2026	'Last chance to provide your feedback' messaging	

The following table provides a summary of submissions and actions taken by Officers in response:

Key Theme	Description	Action Taken
Mindfulness activities	Suggestion to include mindfulness activities, such as yoga, into early years programming. Local provider has offered to conduct classes free of charge to support community.	Already addressed through implementation plan action 2.2.1 – Partner with community groups, Aboriginal organisations, and service providers to deliver affordable indoor activities in City facilities. City will continue to investigate partnerships and facilitate community-led programming.

Key Theme	Description	Action Taken
Maintenance of outdoor spaces	Outdoor early years spaces are not adequately maintained, and there are disparities between towns in park quality and maintenance standards.	Already addressed through the Playground Renewal Program, as well as the EY implementation plan action 2.1.1 - Develop local design standards for outdoor play spaces. Design standards will ensure that the quality of play spaces across townships is consistent.
Lack of indoor play infrastructure	The extreme Pilbara heat limits outdoor play for large parts of the year, and the City (in particular Wickham) lacks climate-controlled play environments and safe indoor spaces.	Already addressed through implementation plan action 1.1.1 - Audit current programs and events to identify seasonal gaps for families and early years, and 1.1.2 – Expand indoor activities for early years during summer period.
Cost of early years programs	Fee structure for City-run programs is a barrier to consistent participation for some community members.	Already addressed through implementation plan action 2.2.2 - Investigate options for tiered pricing, fee waivers, and off-peak incentives that support families with young children to access City facilities and events.
Alignment of EYS with other park planning initiatives	Current upgrade timeframes for existing parks and infrastructure may not align with the EYS and level of importance now placed on these spaces. Eg. Park in the old Wickham area that has remained surrounded by transportable fencing for an extended period of time.	Addressed through the Playground Renewal Program, which states that all playgrounds are subject to audits and outlines and City's 10-year replacement plan. EYS is designed for the whole City of Karratha and is not intended to be specific towards one township. Wickham Stove Court playground mentioned in community feedback is owned and maintained by Rio Tinto and therefore not included in the City's Playground Renewal Program.
KASEYN's involvement in EYS implementation	KASEYN had a positive response to the EYS and a strong desire to contribute to its delivery. Attendees raised concern over KASEYN engagement and the network's future, due to limited capacity of members to manage administration.	KASEYN is a valuable network within our community and the City is committed to ensuring its ongoing success. This has been addressed through action 1.3.1 Strengthen partnerships through KASEYN and other networks.

Key Theme	Description	Action Taken
2021 AEDC Data	KASEYN would have liked for the 2024 AEDC data to be used in the strategy.	City Officers advised that 2024 data was not released at the time the strategy was developed. KASEYN were shown how to access the most recent data online, to use alongside the EYS and implementation plan. The 2024 data indicate that Early Years vulnerability has remained relatively stable. There was a 2.3% increase to 20.6% of children vulnerable on one or more domains, a 1.9% increase to 11.1% of children vulnerable on two or more domains, and a 1.8% decrease to 56.3% of children on track across all five domains.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The Implementation Plan for the EYS identifies the budget required for each action item in 2026/2027.

‘Salary only’ actions are intended to be delivered as business as usual (BAU) activities with existing staff resources. Financial implications of actions that require budget allocation will be considered through the annual budget process and is forecasted in the below table:

	26/27	27/28	28/29	29/30	30/31
Estimated Budget	\$149,000	\$179,000	164,000	\$164,000	\$164,000

The total estimated cost to deliver the 5-year implementation plan is \$820,000 (excluding salaries). \$149,000 for actions identified to commence in the 2026/27 financial year have been included in the proposed 2026/27 budget.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Endorsement of the EYS does not commit the City to funding. Financial implications associated with implementation will be considered through the annual budget processes.
Service Interruption	Low	The service interruption risk is low as the scope of work is captured within the current staff resourcing.
Environment	N/A	Nil
Reputation	Low	The risk associated with adopting the final EYS is low, as it has been developed through robust stakeholder engagement. The draft was advertised for public comment before being put forward to final adoption.
Compliance	N/A	Nil

IMPACT ON CAPACITY

The recommended approach has been scoped to align with the City's strategic role and existing operational capacity. While implementation will require officer time for coordination, stakeholder engagement, advocacy activities and monitoring, the initiatives are not expected to necessitate additional staffing at this stage.

RELEVANT PRECEDENTS

There are several relevant precedents where Council has adopted a strategic plan or strategy following a period of public consultation.

Date	Adoption of Strategy
23 February 2026	Economic Development and Tourism Strategy 2025-2035
25 August 2025	Community Infrastructure Plan 2025 – 2035
30 June 2025	Council Plan 2025 – 2035

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

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

Following a two-week advertising period on WWMI seeking public comment, the EYS 2026-2031 and associated Implementation Plan are being presented to Council for final endorsement.

COUNCILLOR QUESTION:

Has a comparative review between the 2021 and 2024 data been completed, to identify any key differences or areas of refinement?

CITY RESPONSE:

The Australian Early Development Census measures the percentage of children that are considered On Track, At Risk, or Vulnerable across five domains, Physical Health and Wellbeing, Social Competence, Emotional Maturity, Language and Cognitive Skills, and Communication Skills and General Knowledge. There is minimal change between the 2021 and 2024 data, with only slight declines in the Social, Emotional and Communication domains. The City of Karratha data for children On Track in all five domains has remained relatively steady and is above the State and National percentages.

11.2 HEALTH SERVICES INVESTIGATION

File No:	CS.130
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Principal Community Planning
Date of Report:	24 May 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Health Services Implementation Plan 2026-2030 2. Public Briefing Presentation

PURPOSE

For Council to consider the draft Health Services Implementation Plan 2026-2030, following community feedback.

OFFICER'S RECOMMENDATION

Res No : OCM260629-10
MOVED : Cr Simpson
SECONDED : Cr Harris

That Council ENDORSES the City of Karratha's Health Services Implementation Plan 2026-2030 (Attachment 1).

CARRIED 9/0

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

BACKGROUND

In 2024, the City of Karratha (City) engaged EY to review the effectiveness, efficiency, and impact of the Medical Services Housing Subsidy (MSHS). At the August 2024 Ordinary Council Meeting, Council resolved to continue the MSHS at the City's cost until 30 June 2025 (capped at 14 Full Time Equivalent persons), approved associated unbudgeted expenditure, and requested the Chief Executive Officer (CEO) to further investigate the City's health care needs and identify appropriate initiatives to be considered for the 2025/26 financial year. The MSHS operated as endorsed through to the end of the 2024/25 financial year and has since been discontinued.

In response to Council's direction and recognising that the provision of health services is primarily the responsibility of State and Commonwealth governments, the City subsequently engaged EY through a competitive process to undertake an investigation into local community health care needs and associated workforce demands. The purpose of this investigation was to identify opportunities where the City could play a meaningful, appropriate, and complementary role in supporting improved health service outcomes, without assuming responsibility for health service delivery.

The Health Services Investigation Report documented the outcomes of this work, outlining key findings and identifying a range of potential initiatives for the City's consideration. These initiatives spanned direct facilitation, partnership-based opportunities, and advocacy-focused actions, and were intended to provide a foundation for further assessment by City Officers regarding feasibility, prioritisation, and alignment with Council's role. Following this assessment, City Officers prepared a draft implementation plan, with initiatives either progressed, not progressed, or progressed with modification based on this evaluation, to translate the findings into a structured and prioritised program of actions.

Following consideration of the Health Services Investigation Report and the accompanying draft implementation plan, Council at its March 2026 Ordinary Council Meeting (OCM260323-11) resolved to endorse their release for the purpose of public consultation. Council also requested a summary of feedback received during the advertising period be presented for further consideration. This consultation process sought feedback from key stakeholders and the broader community.

This report seeks Council's endorsement of the final draft Health Services Implementation Plan 2026-2030, enabling the City to progress the agreed initiatives and continue to play a proactive and complementary role in supporting improved health service outcomes for the City's community.

DISCUSSION

Community Feedback

Public consultation on the Final Health Services Investigation Report and draft implementation plan was conducted from 1 April to 15 April 2026 using the City's What We Make It (WWMI) online engagement platform.

Officers also directly contacted key stakeholders involved in the initial engagement informing the Health Services Investigation Report, inviting feedback on the report and draft implementation plan via WWMI.

A total of two direct submissions were received through the engagement process. No changes have been made to the implementation plan as a result of the consultation feedback.

Submissions received are summarised in the Community Consultation section below.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is considered to be of moderate significance due to its potential influence on regional service delivery, community wellbeing, and future partnerships.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Key findings from the stakeholder engagement and assessment of the Health Services Sector in the City were presented to Councillors at the 9 June 2025 Council workshop, with initial proposals for potential initiatives discussed at a subsequent 11 August 2025 Council workshop.

Internal engagement with City Officers occurred throughout the process, including workshops to review the draft implementation plan and refine the initiatives recommended for progression.

COMMUNITY CONSULTATION

Community engagement activities were undertaken in accordance with the iap² public participation spectrum, applying the inform and consult levels of engagement to stakeholders. Engagement activities aimed to inform and gather feedback on the Health Services Investigation Report and draft implementation plan. The engagement opportunities for comment on the plan are outlined below.

What	How	When	Description	Outcome
Communications	Facebook Post #1	1 st April 2026	Announcing Report and implementation plan is out for public comment on WWMI	Inform – provide public with information & Consult – obtain public feedback.
	Media Release	27 th March 2026		
	What We Make It Update Live	1 st April 2026		
	Facility Posters	1 st – 15 th April 2026		
Engagement	Email to stakeholders involved in initial engagement	1 st April 2026		
Communications	Facebook Post #2	10 th April 2026	'Don't forget to give your feedback' messaging	
Communications	Facebook Post #3	30 th April 2026	To acknowledge and summarise feedback received. Close the loop.	

Public Feedback

The public consultation process resulted in two formal submissions being received.

Overall, the feedback generally supported the City taking a coordinated facilitation and advocacy role, with support for the plan's emphasis on workforce attraction and retention, service accessibility, and strengthened partnerships with State and Commonwealth agencies.

The feedback recognised the plan as a positive starting point and acknowledged the City's proactive role in supporting improved healthcare service access and workforce outcomes, while highlighting a range of considerations that may influence healthcare access and outcomes in Karratha.

Key supportive feedback on plan, included:

- General support for improving awareness of available services and clearer referral pathways. Feedback highlighted travel assistance and flexible care options as important where local services are limited.
- Support for Telehealth as a valuable option to enhance access, particularly in a remote context.
- Strong support for increasing practical student placements to expose potential workers to the region.
- Strong support for workforce development through increased placements, flexible training pathways, and targeted incentives – with a recommendation to target training and workforce development efforts toward priority professions in shortage.

The table below details the City's response to the key issues and concerns raised through the public consultation process and outlines how this feedback was considered in finalising the implementation plan.

Issue Raised	Description	Response
Bonded scholarships	Bonded scholarships are viewed as ineffective for retention; graduates may leave early despite obligations.	A submission raises concerns that bonded scholarships are ineffective in retaining graduates, noting that participants may leave early despite obligations. Officers acknowledge this comment, however it is noted that it relates to the original consultant recommendation rather than the modified initiative contained within the implementation plan. The revised proposal is a targeted, local residency-based scholarship model aimed at strengthening community connection and improving the likelihood of retention in the region, noting it is also aligned with increasing local opportunities for courses and training. Officers recognise that the effectiveness of bonded scholarships varies depending on design and supporting workforce conditions. As such, the scholarship model will be subject to development through a detailed business case, which will assess feasibility, costs, governance, risks, and expected outcomes prior to any commitment to implementation. <u>Outcome: No change to implementation plan</u>
Housing and Travel Costs	Housing and travel affordability are still a challenge to attracting and retaining medical personnel, with greater impact on private healthcare providers.	The City recognises stakeholder concerns regarding housing and travel affordability as ongoing barriers to attracting and retaining health professionals, with implications for service delivery capacity within both public and private health sectors. These challenges were a key consideration in the earlier review of the Medical Services Housing Subsidy, which found the program to be ineffective in achieving its intended outcomes and limited in its applicability across the broader health workforce. On this basis, and consistent with Council's previous decisions, the implementation plan does not reintroduce housing subsidies. Instead, it maintains a focus on sustainable, targeted initiatives that align with the City's role and capacity. Housing affordability is a cross-sector issue impacting not only the health sector but all

		industries within the City of Karratha. The City continues to support housing affordability through a range of targeted initiatives aimed at increasing supply and supporting critical workers, including those in the health sector. In partnership with major industry, the City provides 66 Service Workers Accommodation dwellings and has expanded eligibility through the Supported Accommodation Scheme Policy adopted in June 2025 to include allied health professionals and student accommodation, strengthening both workforce attraction and training pathways. The City is also progressing longer-term housing supply through development of City-owned land, collaboration with industry through Project Dorothy, City has secured funds and engaged Development WA to progress new residential areas at Mulataga, and ongoing advocacy to State and Commonwealth governments to prioritise housing investment in the region. The City continues to advocate for measures that support affordable air travel and improved regional connectivity for City of Karratha residents, supporting both workforce attraction and broader travel affordability. <u>Outcome: No change to implementation plan</u>
Role of WACHS	Perception that there is significant reliance on WA Country Health Service (WACHS) to provide solutions.	The City acknowledges feedback regarding the role of the WACHS and the importance of strong public health service provision in the region. The implementation plan does not seek to shift responsibility to WACHS or place additional demands on the organisation. Rather, it is focused on strengthening collaboration, communication, and coordinated advocacy, enabling the City to work more effectively alongside WACHS and other stakeholders. This approach is intended to complement existing service delivery and support improved health outcomes through partnership, without duplicating roles or creating additional operational burden. <u>Outcome: No change to implementation plan</u>

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proposed implementation plan will require allocation of staff time and resources for coordination, project management, and stakeholder engagement. Many of the identified actions (initial scoping and planning for the proposed initiatives) will be delivered within existing operational budgets and staff resources, with indicative timelines reflecting current and anticipated capacity across relevant Council teams.

In addition to actions delivered through existing resources, the implementation plan identifies a number of initiatives that may require future funding allocations. Based on current estimates, the implementation plan includes approximately \$132,000 in identified project costs over the short to medium term.

Timing	26/27	27/28	28/29	2030+	TOTAL
Indicative cost*	\$31,000	\$100,500	\$500	-	\$132,000

* Excludes actions identified as "Salary Only", scholarship funding, and initiatives that will be subject to separate business cases.

Any initiatives that necessitate additional funding or resources will be considered separately and will require approval through Council's annual budget or long-term financial planning processes.

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Council Plan 2025 - 2035 and the Corporate Business Plan 2020-2025, particularly;

Goal:	2	Our community is welcoming, connected, vibrant, healthy, and safe
Objective:	2.4	Advocate for, facilitate and support the provision of a full suite of health and community services
Priority Focus Area:		Access to health services

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	The City is not assuming responsibility for direct health service delivery. Initiatives recommended focus on advocacy, facilitation and improved awareness of existing services delivered by State and Commonwealth agencies.
Financial	Moderate	While the recommended approach limits exposure by focusing on targeted initiatives within the City's capacity, some financial commitment will be required to support implementation. Costs are expected to be managed within existing budgets or considered through the annual budget process.
Service Interruption	Low	The initiatives do not materially alter core service delivery. Implementation will be staged and integrated within existing operational areas.
Environment	N/A	Nil

Category	Risk level	Comments
Reputation	Moderate	Local government does not have a direct legislative mandate for health service provision. There is a potential reputational risk if community expectations extend beyond the City's defined role. This risk can be mitigated through clear communication about the City's advocacy and facilitation responsibilities.
Compliance	Low	The recommended initiatives align with the City's legislative functions and strategic role under the Local Government Act 1995 (WA). No compliance risks have been identified at this stage

IMPACT ON CAPACITY

The recommended approach has been deliberately scoped to align with the City's strategic role and existing operational capacity. While implementation will require Officer time for coordination, stakeholder engagement, advocacy activities and monitoring, the initiatives are not expected to necessitate additional staffing at this stage.

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Health Services Investigation Report has provided Council with a clear, evidence-based understanding of current and emerging health service and workforce challenges affecting the City. It has identified where the City can add value in a manner that is strategic, responsible, and complementary to the roles of State and Commonwealth governments. Following Council's endorsement of the draft implementation plan for public consultation, stakeholder and community feedback has confirmed broad support for the proposed approach, particularly the focus on partnership, facilitation, and advocacy rather than direct service delivery.

The Health Services Investigation Implementation Plan 2026-2030 remains unchanged and fit for purpose, outlining a targeted and prioritised set of initiatives with clear timing, responsibilities, and resource considerations. It provides a practical and structured pathway for the City to support improved community health outcomes while remaining aligned with its legislative role and organisational capacity.

COUNCILLOR QUESTION:

Can further clarification be given on Goal 1 of the Health Services Investigation including the establishment of a small scholarship program?

CITY RESPONSE:

The scholarship program is intended to incentivise local students and strengthen local education pathways, noting that while the concept is proposed in the plan, further work is required to determine the most appropriate delivery model, including and assess feasibility.

COUNCILLOR QUESTION:

Have WACHS (Western Australian Country Health System) been engaged and willing to collaborate on the implementation and monitoring?

CITY RESPONSE:

WACHS has been engaged in the process, requested a copy of the plan, and indicated support for collaborative mechanisms to jointly monitor local service needs.

12 DEVELOPMENT SERVICES REPORTS

12.1 STATE GOVERNMENT ELECTION COMMITMENT – CLOSED CIRCUIT TELEVISION

File No: GR.2

Responsible Executive Officer: Director Development Services

Reporting Author: Manager Regulatory Services

Date of Report: 3 June 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider whether to accept the State Government offer of \$101,560 under the '2025 Closed-Circuit Television (CCTV) Election Commitment' to fund the installation of five Automatic Number Plate Recognition (ANPR) cameras within the City of Karratha (the City).

This report has been updated following the Public Briefing held on 22 June 2026, to include recommendation 2.

OFFICER'S RECOMMENDATION

Res No : OCM260629-11
MOVED : Cr Simpson
SECONDED : Cr Gillam

That Council:

- ADVISE** the Department of Local Government, Industry Regulation and Safety that it **ACCEPTS** the State Government offer of \$101,560 to install five Automatic Number Plate Recognition cameras funded under the '2025 Closed-Circuit Television Election Commitment' on a 5 year trial basis.
- APPROVE** by Absolute Majority, a budget amendment for 2026/27 for an additional \$40,000 for the purpose of addressing the shortfall in funding for the recommended CCTV installation, to be funded by a transfer from the City's Strategic Reserve, as follows:

Project Name	Account Number	Current 26/27	Proposed 26/27	Variation
Community Safety Contractors and Consultants	3010-50110-6392-4021	\$40,000	\$80,000	\$40,000
Transfer from Strategic Reserve	2100-90026-5030-8098	\$0	(\$40,000)	(\$40,000)
Net impact to the City		\$40,000	\$40,000	\$0

CARRIED 9/0

FOR : Mayor Scott, Cr Swaffer, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Roots,
Cr Bryne, Cr Simpson, Cr Harris

AGAINST : Nil

BACKGROUND

The City was advised by the Department of Local Government, Industry Regulation and Safety (LGIRS) in December 2025 that it had been identified to receive \$101,560 in funding through the State Governments '2025 Closed-Circuit Television (CCTV) Election Commitment' (Election Commitment) to deliver five CCTV and/or ANPR enabled cameras within the district.

The Election Commitment identified 64 priority locations across 12 local government areas that were offered funding for cameras, forward of the formal opening of the 'CCTV Grant Program' through which eligible local governments can apply for funding to install new or replacement CCTV cameras.

Priority locations for five ANPR enabled CCTV cameras identified by the Western Australian Police Force (WAPF) include:

- Karratha – 3 cameras
- Roebourne – 1 camera
- Wickham – 1 camera

The City did not apply for this funding and was not consulted prior to the allocation of funding under the Election Commitment.

DISCUSSION*Election Commitment*

The Election Commitment proposes installation of five ANPR enabled CCTV cameras, with a maximum State Government contribution of \$101,560.

The funding offered is a one-off contribution of up to \$20,312 per camera to cover purchase and installation, with any costs incurred above the nominated value required to be met by the local government.

Participating local governments are required to deliver, maintain and manage the cameras as required with no on-going funding provided.

Under the program guidelines, acceptance of the funding from the State requires that the local government determine exact physical locations in consultation with the WAPF.

When the offer was initially received, Officers sought to negotiate with WAPF, looking to consider a mobile camera trailer rather than fixed cameras. This was proposed on the basis that the City currently manages a CCTV network associated with City owned assets only – not in public spaces – and a mobile trailer that could be used by both the City and WAPF to support major events or emergency situations was considered to be of more value. LGIRS subsequently confirmed, however, that mobile trailers cannot be considered under the program, only fixed cameras.

The preferred camera sites identified by the WAPF are:

- De Witt Road, Stove Hill, near the intersection of Mooligunn Road;
- Madigan Road, Gap Ridge, at the intersection of North West Coastal Highway;
- Dampier Road, Gap Ridge, near Steel Avenue;
- Cleaverville Road (North West Coastal Highway), Roebourne, at intersection of Point Samson-Roebourne Road; and
- Mulga Way, Wickham near intersection with Carse Street.

Mulga Way in Wickham and De Witt Road in Karratha are City controlled roads. The remaining roads are controlled by Main Roads WA (MRWA).

Proposed installation, on-going management and indicative costs

Based on the preferred locations identified by WAPF, should Council choose to accept the funding, it is proposed that cameras would be mounted on existing Horizon Power poles to reduce costs and minimise new civil works. This is subject to confirmation of technical suitability, permissions, approvals and any necessary agreements with the asset owner, as well as MRWA given several of the preferred sites are within their road reserves, prior to installation.

As the City would own the assets, it would be responsible for ongoing maintenance, upgrade and replacement costs – should Council choose to accept management of the cameras on an on-going basis. There would be an ongoing impact on budgets and resourcing associated with:

- Regular maintenance and cleaning;
- Software and firmware oversight and upgrades;
- Replacement of assets;
- Administration of site approvals and agreements;
- Privacy, security and data governance;
- Vendor coordination; and
- Liaison with WAPF.

The anticipated cost to purchase suitable ANPR enabled CCTV cameras recommended by WAPF is \$70,000 (\$14,000 per unit) with an indicative installation cost, on existing infrastructure, of approximately \$70,000 (\$14,000 per unit) and therefore the City would be required to contribute up to approximately \$40,000 for the initial installation of these cameras. Ongoing maintenance costs would be in addition, with an expectation that cameras would likely need to be replaced every five years should Council support the on-going management of the system.

It is noted that data from the proposed cameras would be transmitted directly to the WAPF State Operations Command Centre.

Potential Community Safety Benefits

The proposed sites were selected by WAPF with consideration to crime data and operational intelligence.

CCTV cameras with ANPR capability are able to provide real-time alerts to police in relation to vehicles of interest, enhancing responses to stolen vehicles, persons of interest, missing persons, welfare concerns and other criminal investigations.

The principal benefits of the ANPR cameras are expected to be improved investigative capability for WAPF, faster identification of vehicles linked to incidents, stronger evidentiary records and a general deterrence effect in known crime and antisocial behaviour hotspots.

In response to clarifications sought by the City, WAPF have indicated no intention for the cameras to be utilised for enforcing traffic laws such as detecting drivers using mobile phones, speeding or not wearing seatbelts.

Experience across other local governments indicates CCTV and ANPR systems can provide useful operational support when their purpose, governance and supporting arrangements are clearly defined, however effectiveness depends on location, system design, police integration and the extent to which they form part of a broader community safety response.

Safety, Security and Policing has been consistently identified as an area of concern for the community in the City's annual Community Survey with the desire to install more CCTV in hotspots raised amongst the free text responses in the 2025 survey.

Current CCTV network and Strategic Considerations

The City currently operates a network of CCTV cameras at community-facing, City-owned facilities and provides footage to police to support investigations. This program would establish the City's first CCTV deployments mounted on non-City assets in public-facing locations, with the primary intent of supporting WAPF operational requirements rather than monitoring and protecting City assets.

Council Policy CD-23 'Closed Circuit Television (CCTV) Operations' identifies that the City conducts CCTV operations in order to:

- Assist in deterring, detecting and responding to criminal offences against people or property within the City;
- Record evidence to support investigations and prosecutions by Police in relation to offences; and
- Address community safety concerns of residents, workers, business proprietors, visitors and employees of the City.

The Policy largely deals with the operation of the City's CCTV network but does anticipate future consideration of public place installation of cameras, providing guidance matters to be considered in determining potential locations, including:

- Incidence of criminal activity;
- Level of human activity;
- Logistics;
- Value to the network; and
- Being legally permissible.

A review of this Policy is proposed and will be presented to Council for consideration in the coming months.

The City also intends to develop its first Community Safety Plan in FY 2026-27 in accordance with direction in the Council Plan 2025-2035. The Community Safety Plan will define the City's role within the broader structure of Government in Australia, ensuring the responsibility for community safety is appropriately distributed across all levels of Government. The Community Safety Plan will articulate the roles the City can play in community safety such as advocacy, facilitation, provision of services, funding, partnerships, and regulation. While it is noted that WALGA publicly supports the CCTV Grants Program, which builds on the 2025 Memorandum of Understanding between WALGA and WAPF which establishes "a framework for participating local governments to enable police access to live CCTV feeds", the City is not currently a signatory to that arrangement.

Noting that the City did not request the Election Commitment funding, the current lack of clear strategic support for an expansion the CCTV network, and the additional and on-going cost to the City to install the proposed cameras, on balance it is still considered appropriate to accept the funding on the basis of a 5 year trial arrangement given the consistent feedback from the community on the need to close the gap between the perceived importance and performance for community safety.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is of low significance.

STATUTORY IMPLICATIONS

There are no direct statutory implications arising from the recommendation itself; however, should the City accept the funding, implementation will require appropriate approvals, agreements and ongoing compliance with the City's CCTV Policy, information-sharing arrangements and any applicable privacy, surveillance and asset-owner requirements.

COUNCILLOR/OFFICER CONSULTATION

This matter has been considered by the City's Executive Leadership team as well as the City's Information Technology Steering Committee.

COMMUNITY CONSULTATION

No formal community consultation has been undertaken for the purpose of this report.

POLICY IMPLICATIONS

Policy CS-23 Closed Circuit Television (CCTV) Operations is relevant to this matter.

FINANCIAL IMPLICATIONS

Should Council choose to accept the funding, the initial purchase and installation cost of the five cameras is estimated to be \$140,000 of which \$101,560 would be funded by the State Government grant.

The City would be responsible for all ongoing operating, maintenance and lifecycle costs. The estimates set out below are preliminary planning assumptions only.

Service	Annual cost	Whole-of-life cost (5-year planning horizon)
Maintenance and cleaning cost	\$5,000	\$25,000
Camera replacement (indicative estimate of \$14,000 per camera)	N/A	\$70,000 + CPI (indicative estimate should Council accept management on an on-going basis)
Total	\$5,000	\$95,000

Note that the estimated costs above do not reflect the costs for the administration to negotiate access to preferred camera locations, enter into relevant agreements with State agencies, undertake procurement activities, develop the appropriate IT and security systems to capture and transmit the data to WAPF etc. It is difficult to estimate these costs accurately however there will be an upfront and on-going administrative burden associated with acceptance of the funding.

The additional expenditure required by the City is currently unbudgeted. Should Council choose to support the project, it is proposed that the required shortfall be transferred from the City's Strategic Reserve in FY 2026-27, which has approximately \$1.5M currently available. The purpose of the Strategic Reserve (active from 1 July 2025) is to "fund larger projects that are anticipated, but not yet funded, in the Council Plan 2025-2035". The development of a Community Safety Plan, which should drive the City's direction on further investment in CCTV, is anticipated in the Council Plan and this project is considered to satisfy the purpose of the Reserve, being a significant project for the Regulatory Services team.

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:	2.5	Promote community safety and public health.

RISK MANAGEMENT CONSIDERATIONS

The level of risk to the City is as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The grant funding provided will not be sufficient to fully provide for purchase and installation of five ANPR cameras and internal funding of approximately \$40,000 would be necessary to purchase, install and activate cameras. The City would also be responsible for the set up, ongoing maintenance, cleaning, upgrade and replacement costs.
Service Interruption	N/A	Nil
Environment	Low	The proposal is to mount cameras on existing poles, minimising civil works and environmental disturbance. No significant environmental impacts identified.

Category	Risk level	Comments
Reputation	Low	There is a low reputational risk associated with the City owning the CCTV infrastructure while WA Police Force manages and controls the recorded data. There is some risk of relationship damage with WAPF and LGIRS should Council choose to not participate in the program.
Compliance	Low	There is low compliance risk due to agreements and approvals that would be implemented should Council support the cameras.

IMPACT ON CAPACITY

Should Council choose to accept the proposed Election Commitment funding, the installation of the ANPR enabled CCTV cameras will require inputs from the Manager Regulatory Services and the IT team to: confirm suitability of preferred locations; establish appropriate agreements with WAPF, MRWA and Horizon Power; undertake procurement; set up the appropriate IT and security systems; monitor and maintain the network etc. This will have an impact on existing priority projects for these teams but can be managed with current resourcing.

RELEVANT PRECEDENTS

Nil.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The City did not request this funding and was not consulted prior to the allocation of funding under the Election Commitment. The proposed cameras are intended primarily to support WAPF operational requirements rather than protect City assets, and the program would establish the City's first public-facing CCTV deployments on non-City infrastructure.

While the State Government offer would contribute to installation of five new ANPR enabled CCTV cameras, acceptance would require the City to expand beyond its current CCTV focus and assume unfunded capital, set-up, operating, maintenance and governance obligations.

The City plans to develop a Community Safety Plan in FY 2026-27 in accordance with the Council Plan 2025-2035. This plan will consider, among other things, Council's position on any expansion of the City's CCTV network moving forward. Forward of that plan however, the City does not have a clear position on the expansion of the network that the community has been engaged on.

Noting the consistent feedback in the annual community surveys however regarding the gap between the importance and performance on safety, security and policing, it is proposed that the Council accept the funding offered under the Election Commitment on the basis of a 5 year trial. This enables the City to work with WAPF to install the proposed cameras and consider their benefit to the community in time, without committing to an on-going replacement program.

COUNCILLOR QUESTION:

What will be the funding arrangement for the CCTV initiative, including the City's contribution, total cost over the five-year period, and potential costs to retain the system beyond the trial?

CITY RESPONSE:

Overall costs are difficult to provide certainty on at this stage. Beyond the initial funding allocation, additional grant funding opportunities may be available to support future upgrades or replacement of CCTV infrastructure, however continuation of such programs is uncertain, and current cost estimates do not include internal staff resources required for implementation and ongoing management.

COUNCILLOR QUESTION:

Is the proposed funding arrangement for the CCTV initiative negotiable, including the potential to seek additional funding or adjust the scope of the project?

CITY RESPONSE:

The proposed funding is not negotiable.

COUNCILLOR QUESTION:

Who is responsible for the collection and storage of the data generated by the CCTV system?

CITY RESPONSE:

The responsibility for the IT system sits with the City, however the data feed is intended to be streamlined directly to WA Police.

COUNCILLOR QUESTION:

Can the City access the CCTV data for operational purposes?

CITY RESPONSE:

That is not the intention of the proposed cameras, they are intended to provide automatic number plate recognition for WA Police rather than traditional CCTV.

COUNCILLOR QUESTION:

Could the City apply for the available grant funding to offset or recover project costs?

CITY RESPONSE:

Grant funding is capped at \$20,000 per camera.

COUNCILLOR QUESTION:

Is there any evidence or data available demonstrating reductions of crime in Port Hedland?

CITY RESPONSE:

General evidence exists that CCTV can deliver measurable reductions in crime, particularly property and vehicle related and that it significantly assists police to identify offenders. When combined with automatic number plate recognition, proactive capability is enhanced by enabling real time identification of vehicles linked to criminal activity and vehicles of interest, such as those containing missing people or people subject to welfare concerns.

We do not have crime data available for Port Hedland that can be directly attributable to CCTV.

COUNCILLOR QUESTION:

Can the City provide information regarding the differences in approaches from Port Hedland and the proposed number plate recognition CCTV for City of Karratha?

CITY RESPONSE:

The City of Karratha has a network of cameras primarily focused on City owned assets to prevent crime, identify offenders committing offences on local government property and to assist with internal City matters including WHS incidents, complaints against service.

The Town of Port Hedland has an extensive network of mobile and fixed cameras focused on town assets and in public facing crime and anti-social behaviour hotspot areas.

13 INFRASTRUCTURE SERVICES REPORTS

13.1 REQUEST TO INVITE TENDERS – LITTER AND ILLEGAL DUMPING COLLECTION SERVICES

File No: RFT0000083

Responsible Executive Officer: Director Infrastructure Services

Reporting Author: Manager Parks & Natural Areas

Date of Report: 3 June 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

For Council to consider calling tenders for the provision of Litter and Illegal Dumping Collection Services.

OFFICER'S RECOMMENDATION

Res No : OCM260629-12
MOVED : Cr Gillam
SECONDED : Cr Furlong

That Council AGREE to invite Tenders for Litter and Illegal Dumping Collection Services for a period of three (3) years with two (2) x one (1) year extension options, exercisable at the sole discretion of the City, and in accordance with the scope of works as outlined in this report.

CARRIED 9/0

FOR : Mayor Scott, Cr Swaffer, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Roots,
Cr Bryne, Cr Simpson, Cr Harris

AGAINST : Nil

BACKGROUND

The objective of litter and illegal dumping collection services is to provide for public amenity, remove health risks, protect the natural environment and ensure public places are presented to agreed service levels for the community and stakeholders.

The City of Karratha (City) undertakes regular waste, litter and debris collection on parks, gardens and public places as part of scheduled landscape maintenance, it also undertakes regular street sweeping of urban streets and provides waste collection and disposal services for its residential, commercial and industrial ratepayers. From time to time the City will also identify, collect and dispose of deceased pets and animal stock.

Scattered litter, deceased animals and dumped materials in road reserves, thoroughfares, foreshores and open spaces is undertaken manually under mobile traffic management. A regular collection service is required to remove waste materials that are discarded incorrectly.

The City has previously contracted litter and illegal dumping collection and services. These services have historically been managed under two separate contracts, one covering the Karratha and Dampier area and another servicing the Eastern towns of Roebourne, Wickham and Point Samson. Both service contracts are due to expire on 31 October 2026.

DISCUSSION

The two geographic area contracts awarded under RFT38-18/19 and RFT41-18/19 were for three separate scopes of work and have been managed accordingly as:

- Scope One - Litter Picking Services
- Scope Two - Sanitation Services
- Scope Three - Waste transfer station operatives and Staff Labour Hire Services.

The contracting strategy is changing from geographically based contracts covering multiple scopes to a scope-of-work based model. Under the new approach, services are proposed to be tendered and managed as:

- Litter and illegal dumping collection managed by Parks and Natural Areas.
- Sanitation services managed by Facility Maintenance.
- Waste transfer station services managed by Waste Services.

Consolidating the litter and illegal dumping services under a streamlined contract arrangement will enhance contract administration and reporting, improve service consistency and strengthen oversight. The geographically combined scope of works for litter and illegal dumping collection services across all City towns and surrounds is of sufficient scale to support either a single contracted service for all areas or two separable portions covering the western and eastern towns. The request for tender would allow tenderers to submit for the full scope or for each separable portion.

These services are essential to maintain public facilities, keep public areas safe and presentable, and prevent litter from entering gardens, gutters and waterways. The service includes the collection of litter and rubbish, with materials to be recycled or disposed of at an approved waste facility in accordance with applicable regulations.

Areas for Regular Service

- Town centres
- Road medians, verges and footpath corridors
- Information bays, visitor locations and lookouts
- Drainage reserves and creek lines
- Designated public thoroughfares
Boat ramps and foreshores
- City managed public open spaces

Service Delivery

- Litter collection in road reserves under mobile works traffic management
- Collection of dumped rubbish
- Additional litter collection at identified hotspots, including key parks, footpaths and thoroughfares, tourist locations, lookouts and boat ramps
- Minor illegal dumping collection, including monitoring of known hotspots and removal of light, safely manageable waste within a 48-hour response timeframe

- Collection and removal of safely manageable wildlife and livestock
- Additional services for occasional event support and post-event clean-ups

A high-level assessment of an in-house delivery model was undertaken. The service requirements are dispersed across multiple townsites and involve fluctuating workloads that are not sufficient to justify the establishment of dedicated full-time positions. An internal model would require the City to recruit and retain suitably qualified personnel, procure and maintain specialised vehicles and equipment, and provide operational coverage for leave and absences. Contracting the service provides a scalable and cost-effective solution that leverages contractor capability, existing systems and specialised resources while maintaining required service levels.

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, environmental and cultural and wellbeing of the City, and in terms of Council's ability to perform its role and the financial and other costs of doing so.

STATUTORY IMPLICATIONS

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

The City has a commitment to controlling litter under the City's Council Plan 2025-2035 Goal 5 'We respect and care for the natural environment', where the City delivers services for Litter Control: Manage litter collection service contracts to maintain the City's appearance and reduce the impact on the natural and built environment.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

In accordance with Council Policy, officers propose that tenders be assessed against the following weighted criteria:

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

FINANCIAL IMPLICATIONS

The total estimated cost of the Litter and Illegal Dumping Collection Services over the five (5) year contract period is estimated at \$2.9M (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: 4 Our places and spaces are functional, attractive and reflect our unique identity

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

Priority Focus Area: Foreshore Management, Streetscapes, Parks Maintenance

Goal: 5 We respect and care for the natural environment

Objectives: 5.1 Provide waste management, resource recovery and recycling services

5.3 Conserve and enhance the natural environment for current and future generations

Priority Focus Area: Open Space Management

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Moderate	Accumulated litter can present health and safety hazards, including exposure to sharps, hazardous materials and vermin, posing risks to the community if not effectively managed.
Financial	Low	Increased clean-up costs and reactive maintenance may occur if litter management is not proactively contracted.
Service Interruption	Low	Without a formal contract, litter collection may be inconsistent, impacting service delivery standards across public spaces and open areas.
Environment	Moderate	Uncontrolled litter can lead to pollution of natural areas, waterways and coastal environments, negatively impacting local ecosystems and biodiversity.
Reputation	High	Inadequate litter management including illegal dumping, may impact the visual presentation of the community and reduce confidence in service delivery.
Compliance	Moderate	Failure to maintain consistent litter collection may result in non-compliance with relevant environmental legislation and local government responsibilities.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the April and September 2019 Ordinary Council Meetings, Council resolved to award tenders for Litter and Sanitation Services, Tender RFT38-18/19 for Dampier and Karratha, and Tender RFT41-18/19 for the eastern towns.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Officers recommend that Council invite tenders for the provision of Litter and Illegal Dumping Collection Services for a period of three (3) years with two (2) x 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 to provide consistent litter and illegal dumping collection services across the City.

COUNCILLOR QUESTION:

Is the tender process intended to engage a single contractor to deliver all services or allow for separable components across different providers?

CITY RESPONSE:

The services have been split into three separate packages, with components being progressed to market individually in staged procurements.

The Sanitation Services and the Waste Transfer Operations have already been to market.

13.2 REQUEST TO INVITE TENDERS – SUPPLY & INSTALLATION OF SOLAR PEDESTRIAN LIGHTS

File No: RFT0000077
Responsible Executive Officer: Director Infrastructure Services
Reporting Author: Manager Infrastructure Operations
Date of Report: 25 May 2026
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): Nil

PURPOSE

For Council to consider calling Tenders for two separate contracts of:

- a. Supply of Solar Pedestrian Lights
- b. Installation of Solar Pedestrian Lights.

OFFICER'S RECOMMENDATION

Res No : OCM260629-13
MOVED : Cr Roots
SECONDED : Cr Harris

That Council:

1. **AGREE to invite Tenders for the Supply of Solar Pedestrian Lights for a period of three (3) years with two (2) x one (1) year extension option, exercisable at the sole discretion of the City and in accordance with the scope of works as outlined in this report.**
2. **AGREE to invite Tenders for the Installation of Solar Pedestrian Lights for a period of three (3) years with two (2) x one (1) year extension option, exercisable at the sole discretion of the City and in accordance with the scope of works as outlined in this report.**

CARRIED 9/0

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

BACKGROUND

The City of Karratha (City) provides lighting for footpaths and public open spaces through a combination of infrastructure delivered in partnership with Horizon Power and lighting assets supplied and installed by the City. Solar pedestrian lighting is typically used along footpaths, within park amenity areas and at boat ramps where underground power is impractical or cost prohibitive.

In 2019, Council adopted the Footpath Lighting Strategy, which proposes the lighting of 31 kilometres of footpaths across the townships. The proposed supply and installation contracts will support the continued delivery of this program and align with the revised Footpath Strategy scheduled to be presented to Council in July. Solar pedestrian lights will continue to be installed in accordance with the prioritisation matrix set out in the strategy.

The program also aligns with the City's road reseal, new footpath, footpath renewal and kerb renewal programs, enabling coordinated delivery of lighting and streetscape improvements, including integration with street tree planting where appropriate. This approach reduces the need to stage works over multiple years and minimises disruption to residents and the broader community.

The City has previously engaged contractors for similar services under RFT12-21/22 Supply of Solar Pedestrian Lights and RFT24-18/19 Installation of Solar Pedestrian Lights, which are directly comparable to the services proposed under this request for tender.

DISCUSSION

The current contract for RFT12-21/22 Supply of Solar Pedestrian Lights is in the first of two one-year extension options and is due to expire in October 2027. Aligning the supply and installation contracts will provide greater certainty when tendering installation works, as contractors will have visibility of the approved product for the duration of the contract. This approach will also reduce the risk of contract variations, delays or early termination resulting from changes to the lighting supply scope.

Aligning the contracts will support more accurate budgeting through the Long-Term financial plan (LTFP) and assist the City to identify future values of works for external funding through our partnerships program.

Officers considered whether the supply and installation should be combined under one contract. It was determined that better value for money is expected to be achieved by engaging specialist contractors for each service, rather than requiring contractors to subcontract works outside their core capabilities. The solar lighting program has historically operated successfully through separate supply and installation contracts, and changing this approach is not considered beneficial to the City.

Should Council support inviting tenders, the proposed scopes of work would include the following:

Supply of Solar Pedestrian Lights:

- Supply of vandal resistant solar light systems
- Supply of light poles
- Supply of sundries required for installation
- Supply of bird spikes
- Supply of light shields
- Freight to the City of Karratha Operations Centre, Karratha Light Industrial Area
- Lighting and footing design suited to Karratha's environmental conditions
- Provision of a full package warranty and ongoing maintenance support for replacement parts
- All lighting to be designed and built to withstand Cyclone Region D winds

Installation of Solar Pedestrian Lights:

- Service locations & surveying, including potholing where required
- Asset protection
- Asset approvals from relevant stakeholders
- Assembly and installation of solar pedestrian lighting

- Assembly of footing cages to design
- Freight of lights from City of Karratha Operations Centre, Karratha Light Industrial Area
- Excavation for installation
 - Standard and shallow footing designs depending on ground conditions and Cyclone Region D requirements
- Concrete footing testing and reporting for compaction and slump.
- Backfilling
- Grouting of poles
- Traffic management as required
- Disposal of all materials
- Testing and commissioning of lights
- Installation of asset ID stickers
- As constructed drawings
- Installation to withstand Cyclone Region D wind conditions

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 issues and environmental issues.

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

In accordance with Council Policy, Administration proposes the following tender selection criteria for: Supply of Solar Pedestrian Lights

Criteria	Weighting
Quality	15%
Capacity to Deliver	15%
Sustainability	10%
Price	60%

In accordance with Council Policy, Administration proposes the following tender selection criteria for: Installation of Solar Pedestrian Lights

Criteria	Weighting
Relevant Experience	10%
Methodology	15%
Capacity to Deliver	10%
Sustainability	5%
Price	60%

FINANCIAL IMPLICATIONS

Council has allocated \$500K each year for the Supply and Installation of Solar Pedestrian Lighting as part of its Long Term Financial Plan (LTFP) through to the 2029/30 Financial Year. This will allow the continuation of the Footpath Lighting Strategy to continue, as well as partnership funding of \$200K to continue to be accessed for this program.

STRATEGIC IMPLICATIONS

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

Goal: 2.5 Objectives: Promote community safety and public health
Priority Focus Area: Community Infrastructure

Goal: 4.2 Objectives: Provide a complete network of well-maintained infrastructure assets (e.g. roads, drainage, footpaths, and lighting) Priority Focus Area: N/A

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	Expenditure will be monitored against approved budgets. Warranty provisions will be required for solar systems to ensure faulty products are replaced. Solar lighting is expected to be more cost effective than installing power and ongoing services fees and power charges
Service Interruption	Low	Not having a supply contract in place will result in delays in procuring lights for the ongoing program. Not having an installation contractor in place may result in delays to the delivery of scheduled installation works. Aligning the contracts reduces the risk of scope changes, procurement delays and additional variations.
Environment	Moderate	Solar lighting reduces reliance on mains power and associated emissions. Lights will be installed with considerations to all environmental factors including the land, flora and fauna
Reputation	Moderate	The proposed contracts will enable the City to continue implementing the Footpath Lighting Program. Well-lit areas may discourage antisocial behaviour and support community safety, contributing to the City's reputation as a safe and well-maintained place to live.
Compliance	Low	All products designed, constructed and installed to appropriate Australian Standards.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has previously invited tenders for similar services under RFT12-21/22 Supply of Solar Pedestrian Lights and RFT24-18/19 Installation of Solar Pedestrian Lights.

VOTING REQUIREMENTS

Simple Majority

CONCLUSION

Officers recommend that Council invite tenders for the Supply of Solar Pedestrian Lights and the Installation of Solar Pedestrian Lights as two separate contracts. Establishing aligned multi-year contracts will support the ongoing delivery of the Footpath Lighting Program and broader infrastructure works, while enabling the City to maintain quality, achieve value for money and provide greater certainty in program planning and delivery.

13.3 TENDER OUTCOME – MASTER PLANNING THREE SPORTING PRECINCTS

File No: RFT0000065

Responsible Executive Officer: Director Infrastructure Services

Reporting Author: Project Manager, City Projects & Engineering

Date of Report: 29 May 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Confidential - RFT0000065 Evaluation Report

PURPOSE

For Council to consider the tender for the Master Planning Three Sporting Precincts.

OFFICER'S RECOMMENDATION

Res No : OCM260629-14
MOVED : Cr Roots
SECONDED : Cr Harris

That Council:

- 1. ACCEPT the tender submitted by Hames Sharley (WA) Pty Ltd ABN 42 009 073 563 as the most advantageous tender to form a contract for Separable Portions One and Two, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000065 – Master Planning Three Sporting Precincts; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Hames Sharley (WA) Pty Ltd, up to a maximum contract value of \$800,000 (excluding GST), SUBJECT to any variations of a minor nature.**

CARRIED 9/0

FOR : Mayor Scott, Cr Swaffer, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Roots, Cr Bryne, Cr Simpson, Cr Harris

AGAINST : Nil

BACKGROUND

At its meeting of 15 December 2025, Council resolved to call tenders for the design and progression of three (3) Master Plans located at Karratha Leisureplex, Bulgarra Sports Precinct and a new Rectangular Fields Precinct.

Tenders were advertised on 25 March 2026 and closed on 29 April 2026.

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

- Hunt Architects Pty Ltd
- Weco Pty Ltd
- Donovan Payne Architects T/A (A) Pod Pty Ltd
- Gresley Abas Pty Ltd
- Hames Sharley Pty Ltd
- Recor Pty Ltd

The tenders were evaluated by a four-person panel comprising the following:

- A/Manager City Projects & Engineering
- Project Manager, City Projects & Engineering
- Project Manager, City Projects & Engineering
- Principal Community Planner, Community Planning

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	30%
Methodology	20%
Capacity to Deliver	15%
Sustainability	5%
Price	30%

The Regional Price Preference Policy was not applied as no submissions were received from local tenderers.

Following a detailed assessment process, one tender was assessed as offering the most advantageous outcome to the City of Karratha (City) for both Separable Portions, considering experience, knowledge of the subject matter and methodology.

Post-tender clarifications were sought to confirm compliance with the specifics of the tender. These clarifications did not materially alter the evaluation outcome.

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

The 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, economic, cultural & wellbeing, parties affected issues and Council's ability to perform its role.

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required to carry out Administration's recommendation.

Community consultation occurred during the development of the Community Infrastructure Plan, with this feedback directly informing the tender. Community engagement activities in accordance with the iap² public participation spectrum process to inform, consult, involve, collaborate and empower are proposed as part of the master planning development. Endorsement of the process will be undertaken through the approval of the Consultants Engagement and Communications Plan, which is a key contract deliverable.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Council has allocated \$1,344,000 (excluding GST) in the FY26/27 budget for the progression of the project. It is proposed to award the base services contract for master planning at a lump sum value of \$680,045 (excluding GST), with a provisional sum for site visits of \$119,955 (excluding GST), well within the current budget allocation.

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:	2.3	Provide sport, recreation, cultural and leisure facilities and year-round activities, for all ages and abilities.
Priority Focus Area:		Community Infrastructure
Key projects/actions:		Karratha Leisureplex Upgrades and Develop Bulgarra Oval Masterplan.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	No health implications are associated with progressing design of the master plans.
Financial	Moderate	Additional budget required to progress beyond the master planning.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	High	Not progressing the design of the masterplans may reduce confidence in the City's commitment to providing facilities suitable for user demand and service levels.
Compliance	Low	High-level review against planning & building legislation required.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officer's recommendation. Administration has the resources required to progress the design development of the masterplans within the existing structure and team allocations.

RELEVANT PRECEDENTS

Kevin Richards Memorial Oval Master Plan and the Roebourne Streetscape Master Plan are two relevant precedents to this item, where Council has resolved to progress the development of master plans to strategically develop key areas within the City's community infrastructure portfolio.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

The Evaluation Panel considers that the recommended tenderer provides the most advantageous outcome for the City for the delivery of Separable Portions One and Two concurrently. They have demonstrated extensive experience in the delivery of similar services at both local and State Government levels, which have similar or greater scale and complexity.

The tenderer's submission presented a comprehensive methodology which was well considered and indicated a clear understanding of the scope, provided clear delivery pathways and provided high level analysis for each site, reflecting significant attention to the detail required in the Request.

Administrations recommendation to award the contract to the nominated tenderer represents a positive step towards the delivery of a significant number of projects identified in the City's Community Infrastructure Plan.

COUNCILLOR QUESTION:

How does a non-local proponent understand the City's requirements for delivering a package of work like this?

CITY RESPONSE:

Within this tender no local contractors submitted a bid. We are confident that the preferred bidder has the experience to deliver quality master plans, they also have significant experience delivering this type of work. While not listed within the tender, they have previously completed work for the City of Karratha.

A detailed needs analysis completed by the Community Planning team, built from direct feedback from the community, will be used to inform the initial stages of the master plans.

14 STRATEGIC PROJECTS AND BUSINESS REPORTS

14.1 REGIONAL AIRFARE ZONE CAP – DISCOUNTS TO SUPPORT THE SCHEME

Responsible Executive Officer:	Director Strategic Projects and Business
Reporting Author:	Manager Airport
Date of Report:	20 May 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Letter from Deputy Premier Hon Rita Saffioti MLA 2. Public Briefing Presentation

PURPOSE

For Council to consider a request from the State Government to support the Regional Airfare Zone Cap scheme.

OFFICER'S RECOMMENDATION

Res No : OCM260629-15
MOVED : Cr Simpson
SECONDED : Cr Roots

That Council:

- 1. APPROVE by Absolute Majority to introduce a new Passenger Service Charge for all passengers travelling under the Regional Airfare Zone Cap scheme, set at \$14.86 (ex GST) for the 2026/27 financial year;**
- 2. PROVIDE local public notice of the new Passenger Service Charge - Regional Airfare Zone Cap Passengers to be effective 1 July 2026; and**
- 3. ADVISE the State Government that any further consideration to a freeze to the Passenger Service Charge in support of the Regional Zone Cap Scheme will be considered as part of the development of Councils 2027/28 Fees and Charges and subject to an assessment of the revised Scheme's impact on City of Karratha residents.**

CARRIED 9/0

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

BACKGROUND

The Regional Airfare Zone Cap (RAZC) scheme was established by the WA State Government in July 2022 in response to persistently high regional airfares, which in the Pilbara frequently exceeded \$1,000 one-way. The RAZC scheme, delivered in partnership with major airlines servicing regional WA, capped one-way personal travel fares at \$299 for eligible City of Karratha residents purchasing a Perth return airfare departing Karratha.

From the commencement of the RAZC scheme to December 2025, more than 677,000 capped airfares have been flown in regional WA. Karratha has been the largest beneficiary, accounting for approximately 25 per cent of all capped fares utilised.

In late 2025, the WA Government announced a \$122 million extension of the RAZC scheme to June 2031. Under the RAZC scheme 2.0, commencing 1 July 2026 the following airfares will apply to one way air travel on the Karratha – Perth route:

Qantas Airways

- Max low demand fare: \$299
- Max high demand fare: \$385

Virgin Australia

- Max low demand fare: \$298
- Max high demand fare: \$359

Under RAZC scheme 2.0, airport fees and charges are explicitly recognised as pass through costs that may be incorporated into the airfares paid by passengers. In essence this means that any increase in fees applied by the City could potentially further increase the RAZC.

The Deputy Premier and Minister for Transport has written to the City seeking support to assist in maintaining the affordability of RAZC fares by considering a pause on increases to Airport Fees and Charges applicable to RAZC passengers. The request effectively seeks the City's support to maintain the FY2025/26 fees and charges for the duration of the scheme being a five (5) year period. Further discussion with Western Australian Department of Transport and Major Infrastructure (DoTMI) indicate that a commitment is initially being sought for the first year of the scheme.

DISCUSSION

The intent of both the RAZC scheme and the City is to support lower airfares for regional residents accessing essential air services.

The City levies three types of charges for airlines landing at Karratha Airport:

- Landing Charge – aircraft weight based charge on all arriving aircraft.
- Passenger Service Charge (PSC) – charge paid by all arriving and departing passengers.
- Security and Screening Charge – security recovery charge paid only by departing passengers.

Of the three airport charges, the Passenger Service Charge (PSC) is considered by Administration as the most appropriate avenue should Council seek to consider any discount. The Landing Charge is aircraft based and does not directly reflect passenger movements, while the Security and Screening Charge applies only to departing passengers and is already proposed to decrease in FY2026/27. As a result, the PSC adjustment would provide the clearest and most proportionate benefit to RAZC scheme eligible travellers.

The following table outlines the key advantages and disadvantages associated with the request to not increase passenger fees;

Advantages	Disadvantages
Supports regional affordability objectives to reduce the cost of air travel for regional residents and ratepayers.	Foregone airport revenue.

Advantages	Disadvantages
Demonstrates cooperation with DOT and the Minister, strengthening strategic relationships with State Government and positions the City and Karratha Airport as a cooperative regional partner supporting essential air services.	If no rebate offered and/or the scheme imposes an unsustainable financial burden on the State, the Minister retains the ability to apply airport fee increases directly to passenger tickets and to raise the maximum cap beyond the current \$385.
Reinforces Council's commitment to supporting local residents particularly in a high cost of living environment.	Implementing a separate RAZC passenger fee would create additional system complexity and potential implementation costs.
Lower effective airfares may increase passenger demand over time.	Financial risk linked to concessionary pricing over the five year term.
Potential for airlines to be providing data directly to the City versus current reporting just to the State Government	There is no guarantee that reductions in airport charges would be fully or consistently passed through to passenger fares by airlines, potentially diluting the policy intent and passenger benefit of the rebate.

The higher one-way fare cap proposed under RAZC scheme 2.0 has raised community concern, with feedback indicating the revised cap is too high. Administration is therefore uncertain what effect the change may have on participation in the scheme.

Given these uncertainties, including possible changes in passenger volumes, airport fees and charges, and broader economic conditions, Administration recommends that Council consider any support for an initial one-year period. This would allow a review of the financial and operational impacts before any decision is made on continuation or amendment.

Potential Financial Impact

The City estimates that approximately 79,156 passengers from Karratha will access the Regional Airfare Zone Cap (RAZC) Scheme by 30 June 2026. This has been estimated using a combination of historical data provided by DoTMI and projected utilisation for the current financial year.

Administration has prepared a range of options for Councils consideration. Refer to Attachment 2, in line with the Minister's request, holding the PSC at FY2025/26 levels would reduce the FY2026/27 charge by \$0.52 per passenger (3.4%), with an estimated foregone revenue impact of \$41,161 in 2026/27. Based on the same passenger assumptions and the deferral of an estimated 3.5% annual increase in fees and charges, the total foregone revenue over five years to FY2030/31 is estimated at \$647,082 as per the following table;

FY	PSC (\$)	Growth	Variance to FY25/26	Rebate
25/26	\$14.86			
26/27	\$15.38	3.50%	\$0.52	\$41,161
27/28	\$15.92	3.50%	\$1.06	\$83,771
28/29	\$16.48	3.50%	\$1.62	\$127,873
29/30	\$17.05	3.50%	\$2.19	\$173,517
30/31	\$17.65	3.50%	\$2.79	\$220,760
Total				\$647,082

Discussions with other airports in the region indicate that they are not proposing to support the State Governments request, primarily due to the foregone revenue against rising

operating costs and while the majority of the benefits are expected to be realised by the airlines, with limited direct benefit to local communities.

A key benefit of the proposed arrangement is the opportunity for airlines to report RAZC passenger numbers directly to the City on a more frequent basis, rather than the City relying on six-monthly data provided by the State Government.

More timely reporting would give the City better visibility of scheme uptake, allow earlier assessment of financial impacts, and support more informed decisions on the ongoing level and duration of Council's support. It would also improve transparency by enabling the City to monitor the local benefit of the scheme in closer to real time.

Subject to Council support, further consultation would be undertaken with the airlines and DoTMI to establish an appropriate reporting framework for the provision of RAZC passenger data to the City.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

In accordance with Section 6.16 of the *Local Government Act 1995* a local government may impose and recover a fee or charge for any goods or services it provides.

In accordance with 6.19 of the *Local Government Act 1995* if a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

COUNCILLOR/OFFICER CONSULTATION

Councillors were briefed on the proposal during the Council Workshop held on 4 May 2026.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The proposal is in accordance with Council's CG12 Purchasing Policy.

FINANCIAL IMPLICATIONS

Council adopted the proposed fees and charges for the 2026/27 financial year at its May Ordinary Meeting. This included a PSC of \$15.38.

If Council resolve to align with the request of the State Government, a new fee of \$14.86 is proposed reduction in the PSC by \$0.52 per passenger. Considering the forecasted passenger movements, it is proposed that a reduction in PSC will equate to a potential total revenue impact of \$41,161 which is 0.1% of the FY26/27 forecasted budget revenue.

Further analysis was undertaken to consider rebate levels above those currently requested by the Minister. This analysis confirmed that while increased rebates may deliver additional community benefits, they would also result in substantial revenue impacts. These impacts could materially affect the Airport's financial sustainability and its capacity to fund future asset renewal and infrastructure investment.

Accordingly, Administration recommends striking an appropriate balance between achieving the intended policy outcomes and maintaining the long-term financial and operational viability of the Airport and the City.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The financial risk is considered low and will be appropriately managed through an agreement with DoTMI and participating airlines. Applicable discounts will be calculated and reconciled in arrears, following verification of RAZC eligible passengers, ensuring transparency and accuracy. The level of support requested represents a minor proportion of the City's operating revenue, while offering the potential to deliver significant affordability benefits to the community and support broader regional connectivity objectives.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Not supporting the request may expose the City to adverse community perception in regard to cost of living impacts and potentially strained State Government relations, given existing advocacy for the RAZC scheme.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council has previously implemented cost of living measures through a range of initiatives. Notably, in 2019 and 2022 the City entered into sponsorship agreements with Aviair, which included both financial contributions and the waiver of landing fees, to support the Inter Regional Flight Network (IRFN). These initiatives were designed to enhance regional connectivity and improve access to more affordable air travel options for the community.

This approach is directly applicable in the current context, as it demonstrates Council's ability to provide financial relief through supporting the RAZC by implementing a new and discounted Passenger Service Charge.

VOTING REQUIREMENTS

Absolute Majority.

CONCLUSION

The Regional Airfare Zone Cap scheme is an important cost of living and regional connectivity initiative for Karratha residents. The City has a formalised advocacy position supporting the continuation of the scheme. This position has formed part of the City's broader advocacy efforts with the State Government and relevant stakeholders to support the continuation and refinement of the scheme, ensuring it remains aligned with local demand and contributes to improved affordability and access to air services for the Karratha community.

The proposed discounted Passenger Service Charge represents a measured and financially responsible contribution toward supporting the objectives of RAZC scheme 2.0. By limiting the arrangement to an initial 12-month period, Council will retain the opportunity to assess the financial and operational impacts of the initiative before considering any longer-term commitment.

On balance, the proposal provides an opportunity for the City to support a key affordability initiative while maintaining an appropriate level of financial prudence and operational flexibility.

COUNCILLOR QUESTION:

Has the State Government requested airlines to freeze airfare prices as part of the initiative?

CITY RESPONSE:

Based on informal discussions with the airlines, we do not believe this to be the case. The airfare pricing was part of confidential commercial negotiations between the airline and State Government, and the details were not disclosed.

COUNCILLOR QUESTION:

Does the proposal involve reduce landing fees at the State Government's request, with the resulting savings passed to airlines under the capped fare arrangement?

CITY RESPONSE:

Participation in the scheme does not reduce passenger costs but rather prevents further increases by limiting increases in airport charges.

COUNCILLOR QUESTION:

Do airline fares remain variable under the capped fare scheme, noting that the State Government subsidises the difference, and query how this impacts what passengers ultimately pay?

CITY RESPONSE:

We believe this to be the case. The fare details form part of confidential commercial negotiations and were not disclosed. There is no impact on the fares paid by passengers, who will continue to pay airfares in accordance with the nominated zone cap pricing.

COUNCILLOR QUESTION:

Can clarification on which airports have declined to participate in the capped fare initiative and whether non-participation is influenced by factors such as location or operational arrangements?

CITY RESPONSE:

Participation in the initiative is determined individually by each airport, with decisions primarily based on their respective revenue considerations.

COUNCILLOR QUESTION:

What are the current passenger numbers at Karratha Airport, including confirmation of recent annual figures?

CITY RESPONSE:

For the year ending April 2026, Karratha Airport processed approximately 770,000 Regular Public Transport (RPT) passengers, making it the second busiest airport in Western Australia, behind Perth, with Port Hedland ranking third.

14.2 REQUEST TO INVITE TENDERS – PROVISION OF WASTE AND RECYCLING COLLECTION SERVICES

File No: RFT0000075

Responsible Executive Officer: Director Strategic Projects & Business

Reporting Author: Manager Waste

Date of Report: 18 May 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Public Briefing Presentation

PURPOSE

For Council to consider calling tenders for the Provision of Waste and Recycling Collection Services throughout the City of Karratha.

OFFICER'S RECOMMENDATION

Res No : OCM260629-16
MOVED : Cr Roots
SECONDED : Cr Gillam

That Council;

1. **AGREE to invite Tenders for the Provision of Waste and Recycling Collection Services for a period of five (5) years with two (2) additional two (2) year extension options and one (1) additional one (1) year extension option, exercisable at the sole discretion of the City, in accordance with the scope of works outlined in this report; and**
2. **AGREE to include Separable Portions in the tender for (1) Collection and Processing and (2) Customer Service to enable the City to submit a comparative tender bid for Separable Portion 2**

CARRIED 9/0

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

BACKGROUND

The City of Karratha (City) provides kerbside waste and recycling collection services to residential properties, commercial premises, Council facilities and public place bins throughout the City.

Prior to 2017, kerbside waste collection services were delivered in-house by City staff, and no kerbside recycling service was provided. Following a service delivery review, Council endorsed transitioning to an externally contracted model, which also included the introduction of kerbside recycling services to the community.

Under the current arrangement, the contractor provides collection vehicles, operational systems, bins and suitably trained personnel to ensure the safe, compliant and efficient delivery of waste and recycling collection services. The contract also includes customer services functions and the delivery of an annual community waste education program.

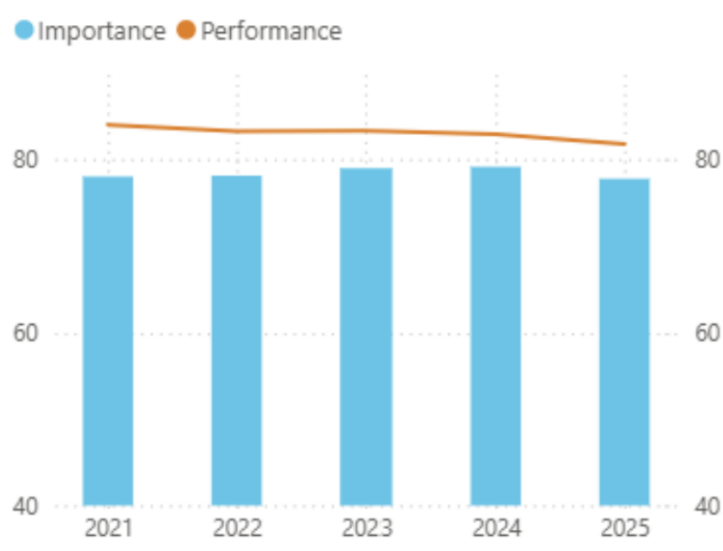
The current contract commenced on 5 February 2017, with Cleanaway Pty Ltd appointed under a five (5) year contract with one (1) additional five (5) year extension option. The extension option has been exercised, and the contract is due to expire on 4 February 2027. No further extension options are available.

As the contract is approaching the end of its term, a new procurement process is required to ensure the ongoing safe, compliant and efficient delivery of waste and recycling collection services.

DISCUSSION

Kerbside waste and recycling collection services are a key waste management service provided by the City, ensuring residents, commercial operators and community facilities have access to reliable waste disposal and recycling services.

The importance of these services is reflected in community satisfaction outcomes from the City's Annual Community Survey. Since the contracting of kerbside waste collection services, including the introduction of kerbside recycling commenced in 2017, the community has consistently rated the service's performance as exceeding its level of importance in the City's Annual Community Scorecard Survey. In 2025, waste and recycling collection services achieved a performance score of 82, representing the single highest-rated service delivered by the City, maintaining a positive gap score of +4 to previous years. Similar results have been achieved over the past five years, demonstrating sustained community satisfaction with the service and the way it is delivered, as illustrated below.



The scope of works for a new contract has been developed based on current operational requirements, the City's Waste and Resource Recovery Strategy 2025-35 and State Government waste reform objectives.

The services proposed within the contract includes:

- weekly kerbside waste collection services;
- fortnightly kerbside recycling collection services;
- commercial waste collection services;

- Council facility waste collection services;
- public place bin collection services;
- multi-residential waste and recycling services;
- mobile bin repair and replacement services;
- contamination management and reporting;
- community waste education initiatives; and
- customer request and complaint management services.

A key aspect to the contract is the requirement to provide suitably maintained collection vehicles, appropriately trained personnel, operational systems and reporting systems necessary to ensure the safe, compliant and efficient delivery of waste and recycling collection services. The ability to sort and process recycling waste received also forms a critical component and cost to the provision of service with current kerbside recycling currently sent to various Perth Material Recovery Facilities. With rising fuel prices, this expense, and need to identify alternate options for local processing will be fundamental to the procurement process and the cost to supply services.

The proposed contract also includes support for the implementation of the Western Australian Better Bins program through the replacement of bin lids to align with the State Government's standardised bin colour system. The successful contractor will be required to work collaboratively with the City to undertake the distribution and installation of replacement bin lids, while the City will lead associated community engagement, communication and education activities.

Administration proposes that City resources work alongside the service provider during the rollout program to maximise community engagement opportunities and undertake a concurrent asset condition assessment of the City's mobile bin fleet. This process will enable the collection of valuable data across the City, including the number of lids replaced, bins requiring repair, bins requiring replacement and other asset condition information. The information gathered through the rollout will support future asset management planning, identify opportunities for targeted community education and assist the City in maintaining an accurate inventory of waste service assets. This collaborative approach is expected to deliver both operational and community benefits while supporting the successful implementation of the Better Bins program.

A successful contractor will also be required to work collaboratively with the City's Waste Team to undertake future mobile bin rollout and replacement programs and annual recycling bin contamination audits. These activities will assist the City to identify contamination trends, improve education outcomes and increase resource recovery performance in accordance with the City's Waste and Resource Recovery Strategy 2025-35.

In addition to collection services, the contract places a strong emphasis on customer service outcomes, recognising that waste and recycling collection services are one of the most visible services delivered to the community. The successful contractor will be required to manage customer requests, service enquiries, missed collections, bin repairs and replacements, contamination notifications and complaint resolution in a timely and professional manner. The contractor will also be required to maintain appropriate systems and reporting mechanisms to support service delivery and provide the City with oversight of service performance and customer service outcomes.

To ensure the ongoing delivery of a high standard of service, the contract is proposed to incorporate a range of Key Performance Indicators (KPIs) aligned with operational performance, customer service outcomes, safety and compliance requirements. Performance is proposed to be monitored through regular reporting, contract management meetings and ongoing review by the City's Waste Services Team. Key measures are expected to include collection reliability, response times for customer requests, bin repair and replacement timeframes, contamination management, reporting compliance and safety performance. The inclusion of KPIs will provide a structured framework for monitoring contractor performance, driving continuous improvement and ensuring service standards are maintained throughout the term of the contract.

The contract is proposed for an initial term of five (5) years, with two (2) additional two (2) year extension options and one (1) additional one (1) year extension option. This term has been selected to provide sufficient certainty for contractors to invest in necessary plant, equipment, facilities and personnel to service this significant contract.

Administration has undertaken a high-level assessment of returning waste and recycling collection services to an in-house delivery model. Whilst this was historically undertaken by the City, the introduction of kerbside recycling services has significantly increased the complexity and cost of service delivery.

The City does not currently have the facilities, equipment or operational systems required to sort, process and bale recyclable materials for transport to Perth Material Recovery Facilities. Whilst recycling processing could be outsourced, this would result in additional transportation, processing and contract management costs being incurred by the City. Establishing an in-house recycling processing capability would require significant investment in facilities, equipment and ongoing operational resources.

In addition, the City would be required to purchase and maintain a dedicated collection fleet. Current estimates indicate a minimum of five collection vehicles would be required, with a purchase cost of approximately \$523K per vehicle and whole-of-life costs estimated at approximately \$18.76M over an eight-year period. Annual operating costs are estimated at approximately \$2.35M across the fleet, excluding staffing costs. Further resourcing would also be required to recruit and retain drivers, supervisors and support staff.

Based on the significant capital investment, ongoing operational costs and additional resourcing requirements, Administration considers that a contracted service model remains the most cost-effective, efficient and sustainable option for delivering waste and recycling collection services throughout the City.

As part of the forthcoming procurement process, Administration has considered the potential benefits of internalising the customer service component of the contract. Under this model, the City would become the primary point of contact for customer enquiries, requests and complaints relating to waste and recycling services, while the operational collection services would continue to be delivered by the contracted service provider.

Potential benefits of this approach include:

- Enhanced visibility and oversight of service delivery performance through direct engagement with customers;
- Improved access to real-time customer feedback to support service improvements;
- Greater ability to monitor and manage contractor performance against contractual KPIs;

- Increased opportunity to proactively identify and address service issues before they escalate;
- Improved integration of customer communications with the City's existing customer service functions.

Administration have also identified a number of considerations associated with internalising customer service functions, including:

- Increased reputational exposure to the City, as customer dissatisfaction would be directed primarily to the City rather than the service provider;
- Additional resourcing requirements, including staffing, systems, training and data management capabilities;
- Implementation timeframes associated with establishing appropriate business processes and customer service systems;
- Potential delays in service resolution where operational responses remain dependent on the contracted service provider.

Should Council wish to further explore this model, Administration proposes undertaking a detailed feasibility assessment to evaluate organisational capability, resource requirements, technology solutions, training needs and business continuity considerations to determine whether an in-house customer service function could be effectively and sustainably delivered.

To support an informed procurement outcome, Administration proposes that the Request for Tender include two separable portions, enabling direct comparison between a fully outsourced model and a hybrid service delivery model.

Option 1 – Fully Outsourced Service Delivery

The contractor would be responsible for the provision of:

- Weekly kerbside waste collection services;
- Fortnightly kerbside recycling collection services, including transport and processing at an approved facility;
- Supply, delivery, repair and maintenance of mobile garbage bins;
- Waste collection services for Council facilities, commercial customers and public place bins;
- Additional waste services associated with community events;
- Annual recycling contamination audits;
- Community waste education programs for schools and the broader community;
- Customer service management, including customer enquiries, complaints, missed services and service requests; and
- Collection, management and reporting of operational and performance data.

Performance reporting would include, but not be limited to:

- Customer complaints and service requests;
- Missed, delayed and completed collection services;
- Waste and recycling collection volumes;
- Contamination rates and recycling outcomes;
- Community engagement and education activities;
- Non-compliance reporting;
- Bin presentation and participation rates; and
- Safety performance, including incidents, hazards, corrective actions and workforce training records.

The contractor would also be responsible for supplying and implementing the Better Bins lid replacement program, including the collection of audit data relating to bin condition, repair requirements and replacement requirements to support future education and asset management initiatives.

Option 2 – Separable Portion (City-Managed Customer Service)

Under this option, the contractor would deliver all services outlined in Option 1, excluding customer service functions. The City would assume responsibility for managing customer enquiries, complaints and service requests, while the contractor would continue to provide collection, maintenance, reporting and operational services.

This approach would enable Council to evaluate the costs, benefits and operational implications of bringing customer service functions in-house while maintaining an externally contracted collection service.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is considered to be of medium significance in terms of economic issues, environmental impacts and Council's ability to deliver essential waste services to the community.

STATUTORY IMPLICATIONS

Should the Officer's recommendation be supported, Section 3.57 of the *Local Government Act 1995* and associated Regulations are applicable to the procurement process.

The delivery of waste and recycling collection services is undertaken within the legislative framework established by the *Waste Avoidance and Resource Recovery Act 2007*, *Environmental Protection Act 1986*.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

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

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

It is further proposed that Council consider the City submitting an inhouse tender to deliver the customer service requirements of the contract.

FINANCIAL IMPLICATIONS

The City currently allocates \$1,728,144.15 (excluding GST) annually for waste and recycling collection services.

The cost of these services recovered through the Domestic Waste Management Charge applied to serviced properties. The proposed Domestic Waste Management Charge for 2026/27 is \$379.85 per assessment.

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Waste and recycling collection services will be managed through contractual WHS requirements, operational procedures and ongoing contractor performance monitoring.
Financial	Moderate	The financial impact is expected to be reasonable noting the increase in fuel costs, challenge attracting staff and lack of local recycling processing necessitating transportation of recycling to Perth.
Service Interruption	Moderate	Interruption to kerbside waste and recycling collection services would have an immediate impact on residents, businesses and public facilities, potentially resulting in community dissatisfaction.
Environment	Low	Collection services are expected to be undertaken in accordance with contractual scope requirements, operational procedures and relevant environmental obligations.
Reputation	Moderate	Waste and recycling collection services are highly visible community services. Failure to meet service standards may result in increased customer complaints and reputational impacts to the City.
Compliance	Low	Contractors are required to comply with WHS, environmental, and industrial relations legislation, as well as contractual service standards. These requirements will be managed through contract conditions and performance monitoring

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officer's recommendation. The City has established resources in the Waste Services Team to oversee the contract and support waste education and service provision.

If supported, Administration would prepare a response to the tender to consider the cost benefits associated with delivering the customer services element of the contract in house.

RELEVANT PRECEDENTS

At its May 2016 meeting, Council agreed to call tenders for the provision of Waste and Recycling Collection Services within the City.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

Kerbside waste and recycling collection services are essential service that support public health, environmental sustainability and community wellbeing throughout the City.

With the current contract due to expire on 4 February 2027, a new procurement process is required to ensure continuity of service.

Calling tenders will enable the City to engage a suitably qualified contractor to deliver waste and recycling collection services in accordance with the City's operational requirements, service standards and legislative obligations.

Administration recommends that Council invite tenders for the Provisions of Waste and Recycling Collection Services throughout the City.

COUNCILLOR QUESTION:

Is the Materials Recovery Facility (MRF) used for recycling services owned by Cleanaway or the government?

CITY RESPONSE:

This is a Cleanaway asset.

COUNCILLOR QUESTION:

Is there sufficient MRF's in Perth to support recycling services if the City separated recycling services from Cleanaway in the current contract?

CITY RESPONSE:

There are few alternative MRF options available. This limited capacity contributes to the complexity of delivering a separable recycling service.

COUNCILLOR QUESTION:

How will costings be determined across separable portions, including consideration of customer service components within the process?

CITY RESPONSE:

The tender includes two options: a full-service model and separable portions covering customer service, and collection and processing, allowing for comparison of costings and identification of potential efficiencies.

15 CHIEF EXECUTIVE OFFICER REPORTS

15.1 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for June 2026.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

Res No : OCM260629-17

MOVED : Cr Roots

SECONDED : Cr Simpson

That Council note the following information items:

15.1.1 Development Services Update

15.1.2 Information Report – Community Experience Service & Programs – April 2026

15.1.3 Concession on Fees for City Facilities

15.1.4 Information Report – Youth Advisory Group – Council Update June 2026

15.1.5 Record of Tender Outcome Under Delegation - RFT0000074 Karratha Airport Terminal Seating Replacement Project

15.1.6 June 2026 Public Briefing Notes and Table of Report Changes

CARRIED 9/0

FOR : Mayor Scott, Cr Swaffer, Cr Gillam, Cr Furlong, Cr Johannsen, Cr Roots,
Cr Bryne, Cr Simpson, Cr Harris

AGAINST : Nil

15.1.1 DEVELOPMENT SERVICES UPDATE**File No:** DB.32**Responsible Executive Officer:** Director Development Services**Reporting Author:** A/Manager Strategic Planning**Date of Report:** 3 June 2026**Disclosure of Interest:** Nil

Attachment(s)

1. List of Current RDAP Applications, SAT Reviews & Wardens Court Matters
2. Mining Objection Location Maps

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.

15.1.2 INFORMATION REPORT - COMMUNITY EXPERIENCE SERVICE & PROGRAMS – APRIL 2026

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	29 May 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

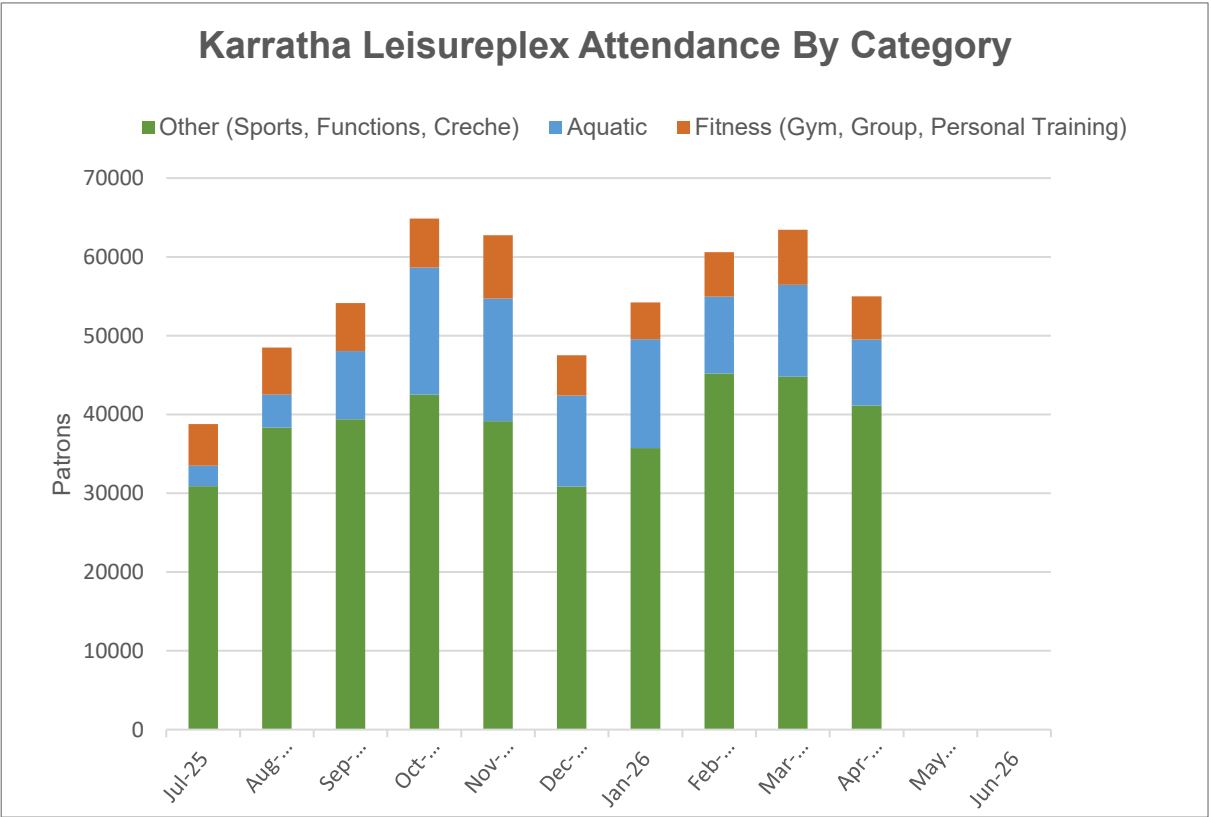
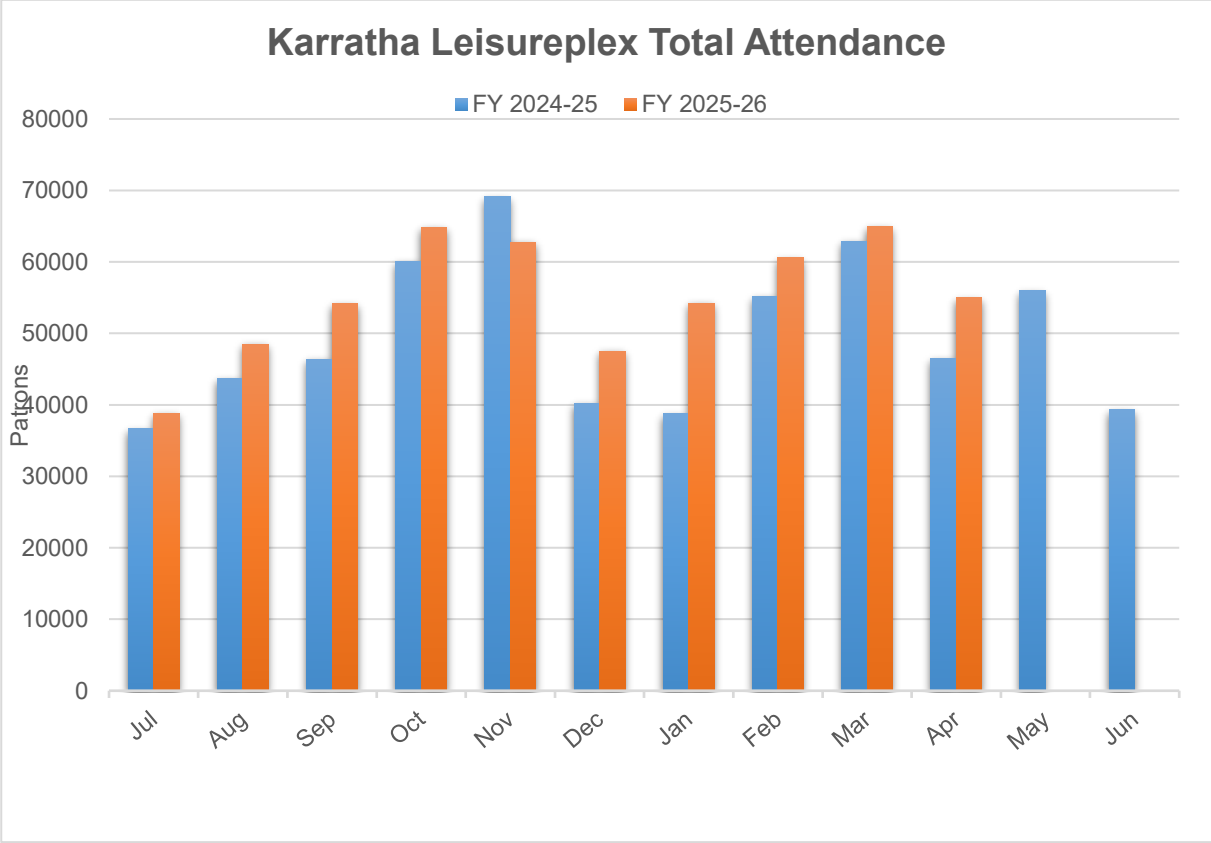
PURPOSE

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

Attendance & Utilisation Summary

Facility Attendance	April 2025	April 2026	Year on Year %
The Youth Shed	823	693	- 16%
The Base	907	859	- 5%
Total Library	8,447	8,368	- 1%
Karratha Leisureplex	46,476	54,997	+ 18%
Wickham Recreation Precinct	4,030	3,590	- 11%
Roebourne Aquatic Centre	510	355	- 30%
Indoor Play Centre	2,113	1,997	- 5%
Red Earth Arts Precinct	5,172	5,715	+ 10%
Arts Development & Events	1,464	5,235	+ 48%
Community Programs	March 2026	April 2026	Month on Month %
Security Subsidy Scheme	8	2	- 75%
Meet the Street Parties	0	0	0%

Karratha Leisureplex



April 2026 delivered solid overall visitation for Karratha Leisureplex, with total visits reaching 54,997 compared to 46,476 in April 2025 (+18%).

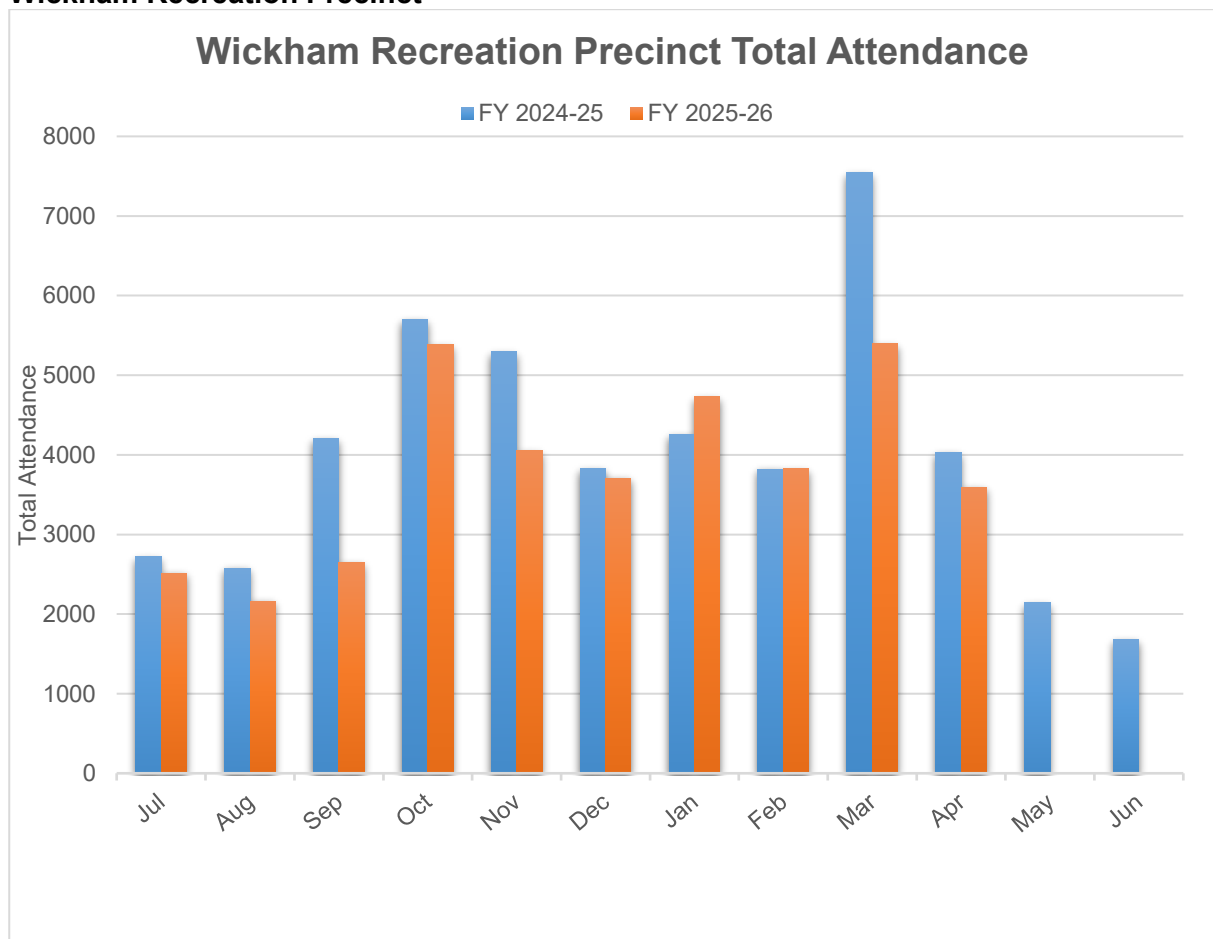
Aquatic visits increased to 8,371 from 7,435 in April 2025 (+13%), a positive result for the autumn period as the facility transitions out of peak summer demand. Holiday programs were well attended, with 838 children aged 5 years and over and 110 children under 6 years participating during the month.

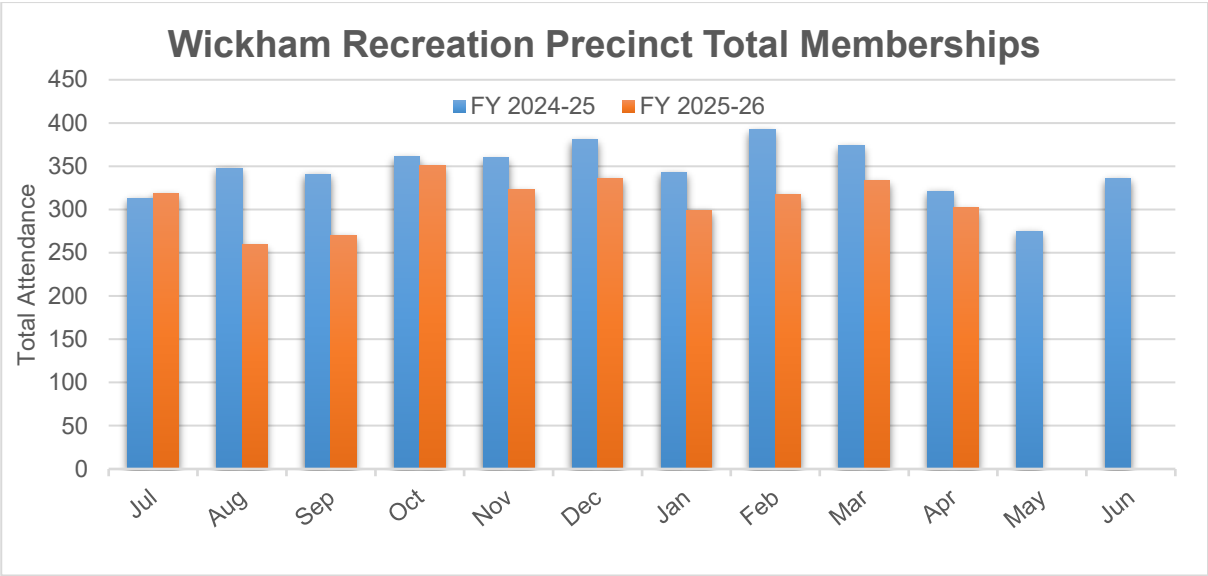
Fitness visits totalled 5,475 compared to 5,876 in April 2025 (–7%). The Easter long weekend and three public holidays across the month impacted gym attendance and class participation, with the facility closed on Good Friday. Reformer Pilates recorded 187 bookings, with the public holiday period likely contributing to softer numbers relative to recent months.

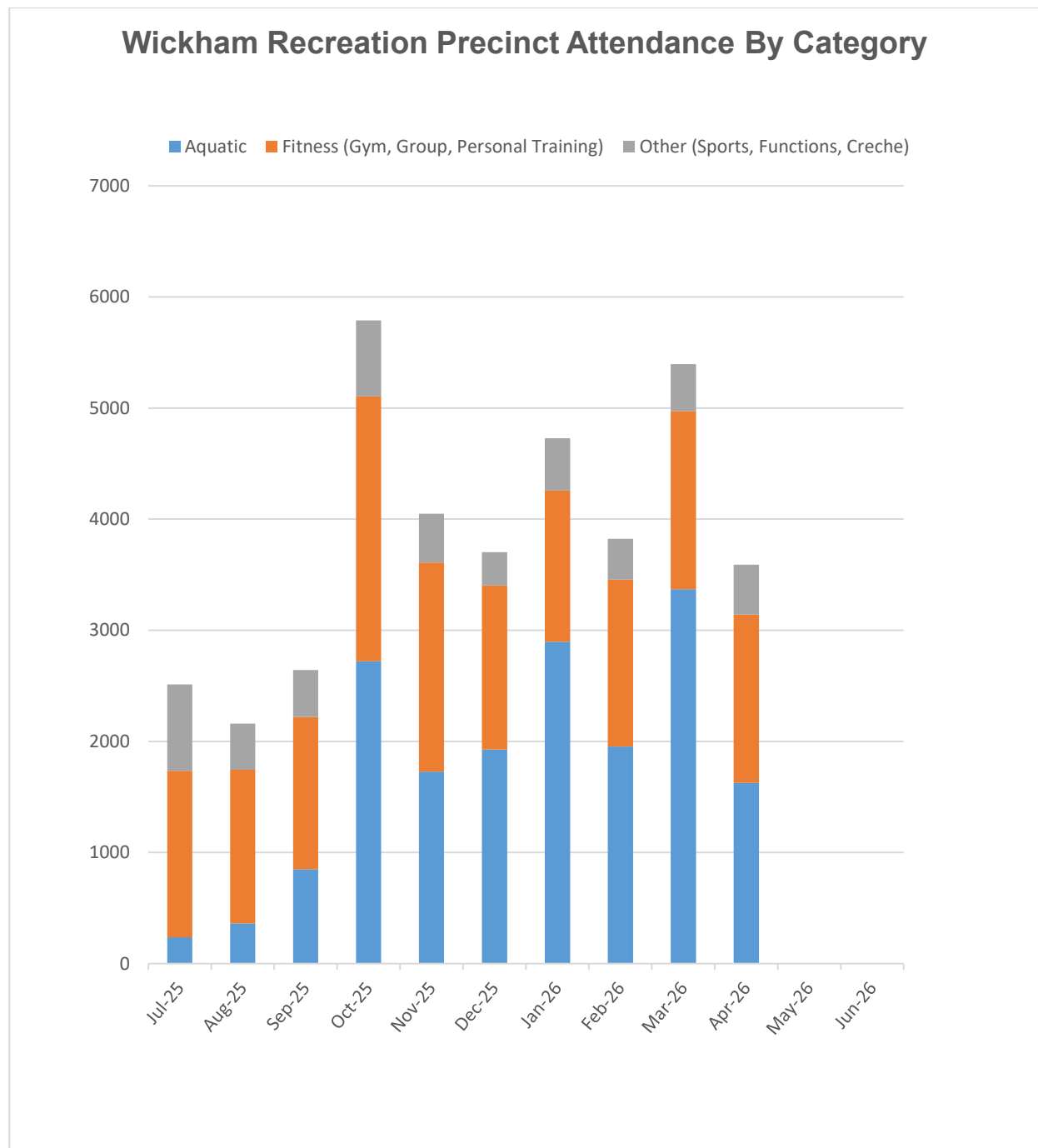
"Other" visits increased to 41,151 from 33,165 in April 2025 (+24%), reflecting strong court and program activity across the month. Crèche remained steady with consistent morning and afternoon attendance, though the cooler autumn conditions typical of April saw some moderation in demand as families returned to outdoor activity.

Membership sits at 2,206, down slightly from 2,279 in March 2026 (–3%) but broadly stable and consistent with seasonal patterns following the Easter period.

Wickham Recreation Precinct

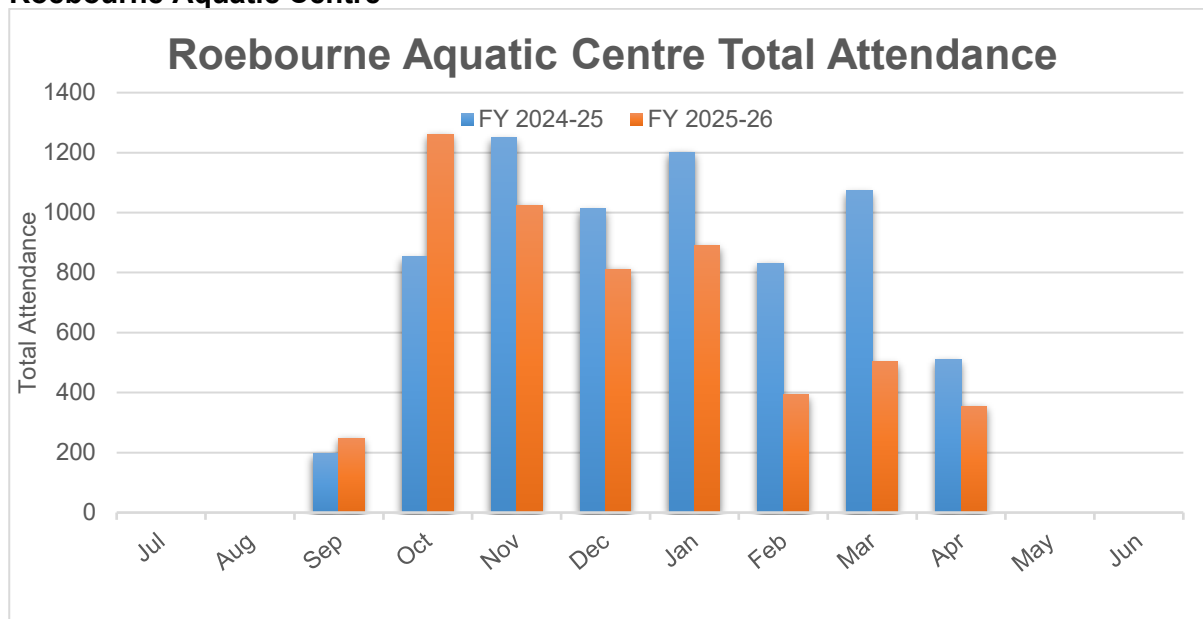






Total attendance is down 10.9% compared to the same period last year, with aquatic attendance contributing to this decrease. The school swimming carnival did not proceed as scheduled due to Cyclone Narelle and has been rescheduled for October.

Roebourne Aquatic Centre

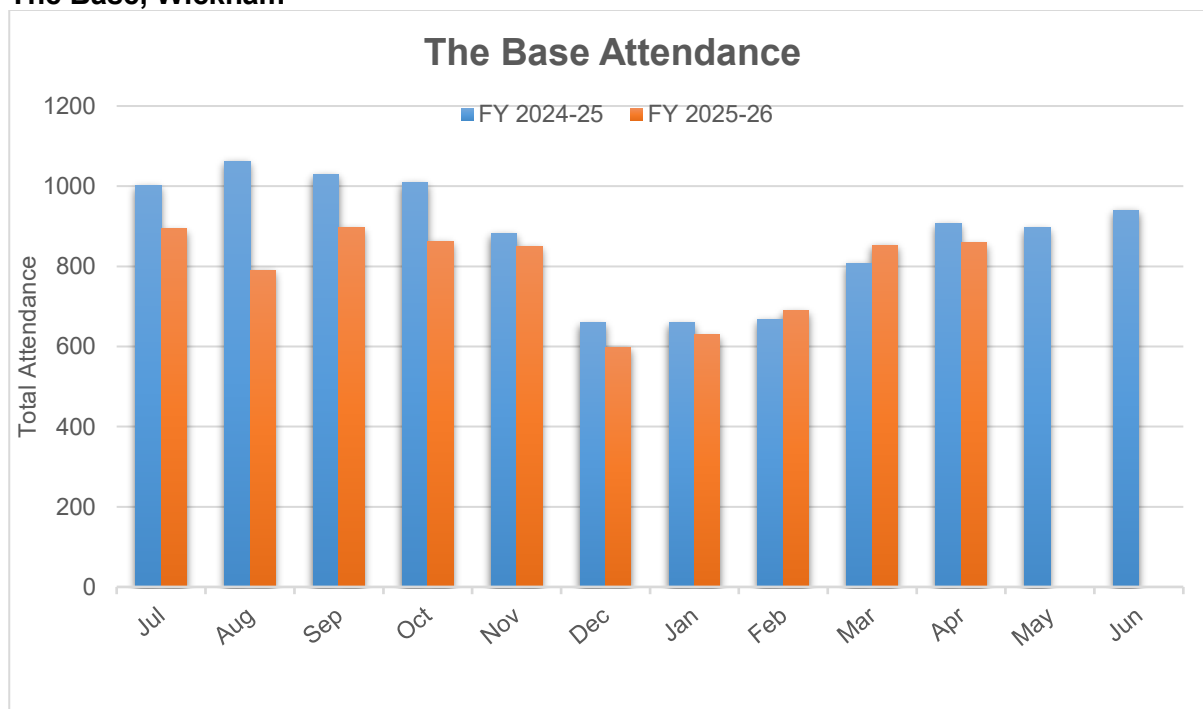


Attendance for April was down on same period last year. This is largely due to local services not bringing young people to the pool as often as they have previously. PCYC hosted their end of summer Pool party on the final Saturday which was well attended. However, Yaandina programming was reduced during April with only one pool day scheduled prior to the Easter holidays which has impacted attendance data.

The Roebourne Aquatic Centre closed for the winter season on 20 April and will reopen in September.

Youth Services

The Base, Wickham



Overall attendance for April 2026 recorded a slight decrease, with 859 visits, compared to 907 visits in April 2025.

In October 2025, individual pool passes were discontinued and replaced with scheduled pool days commencing in April 2026. These scheduled pool days have not generated the anticipated participation or engagement; In April 2025, 206 passes were provided to the youth. Despite this, young people continue to attend The Base regularly and remain actively involved in onsite programs and activities, without attending the pool sessions.

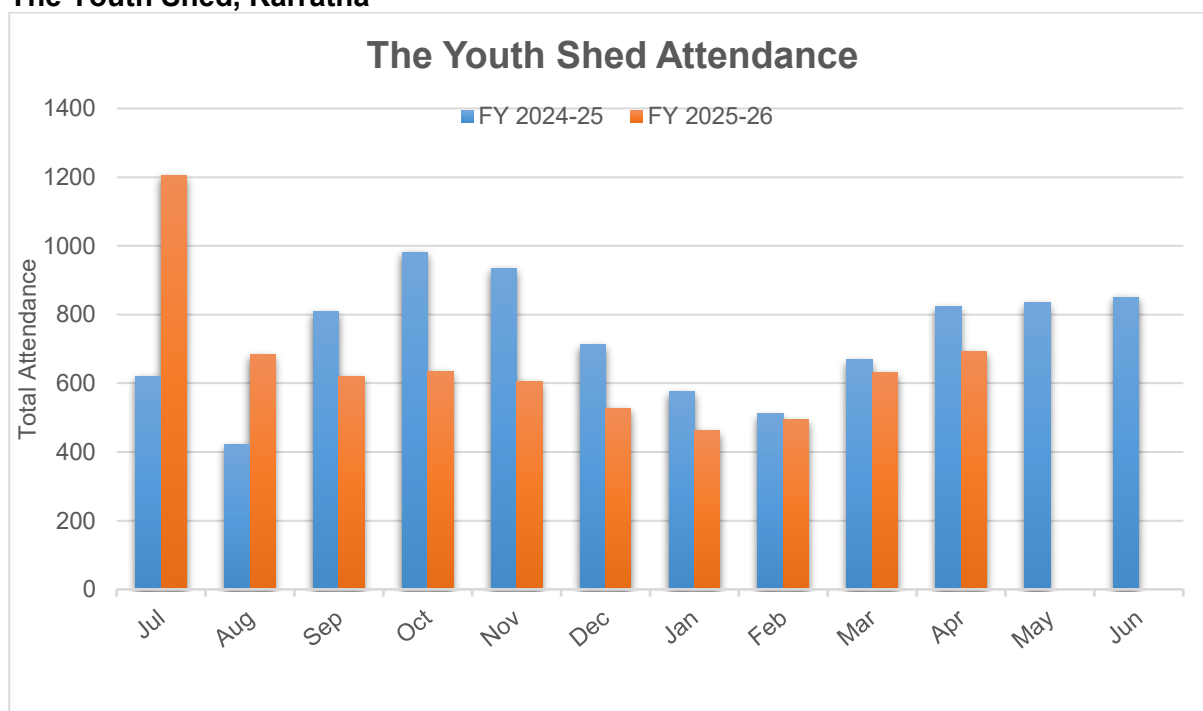
The Base has significantly increased its engagement with external facilitators, rising from 6 facilitators in April 2025 to 11 facilitators in April 2026, strengthening program variety and service delivery.

We saw strong participation across our programs. The Basketball Design Workshop delivered in partnership with PCYC engaged 45 young people, combining creativity with their passion for the game. The Gaming Bus also attracted 45 young people, creating a great buzz filled with laughter and positive vibes.

ANZAC Day was well attended, with 60 young people taking part. The session struck a meaningful but youth-friendly balance, with activities such as baking ANZAC biscuits, creative art, and genuine conversations about the significance of the day.

As Term 2 begins and the weather cools, we've noticed an increase in outdoor activities, along with a steady rise in older young people spending time at The Base.

The Youth Shed, Karratha



In April, the Youth Shed welcomed 693 young people, with school holidays driving strong engagement across all programs. The standout event for the month was the Glow in the Dark Basketball Tournament, which drew 120 participants, with many more young people and their families attending the centre to watch and take part in the atmosphere.

Attendance remained consistently high throughout the month, supported by a diverse mix of creative, recreational, and social activities. Partnerships, including ongoing involvement from Clontarf, continued to positively influence participation.

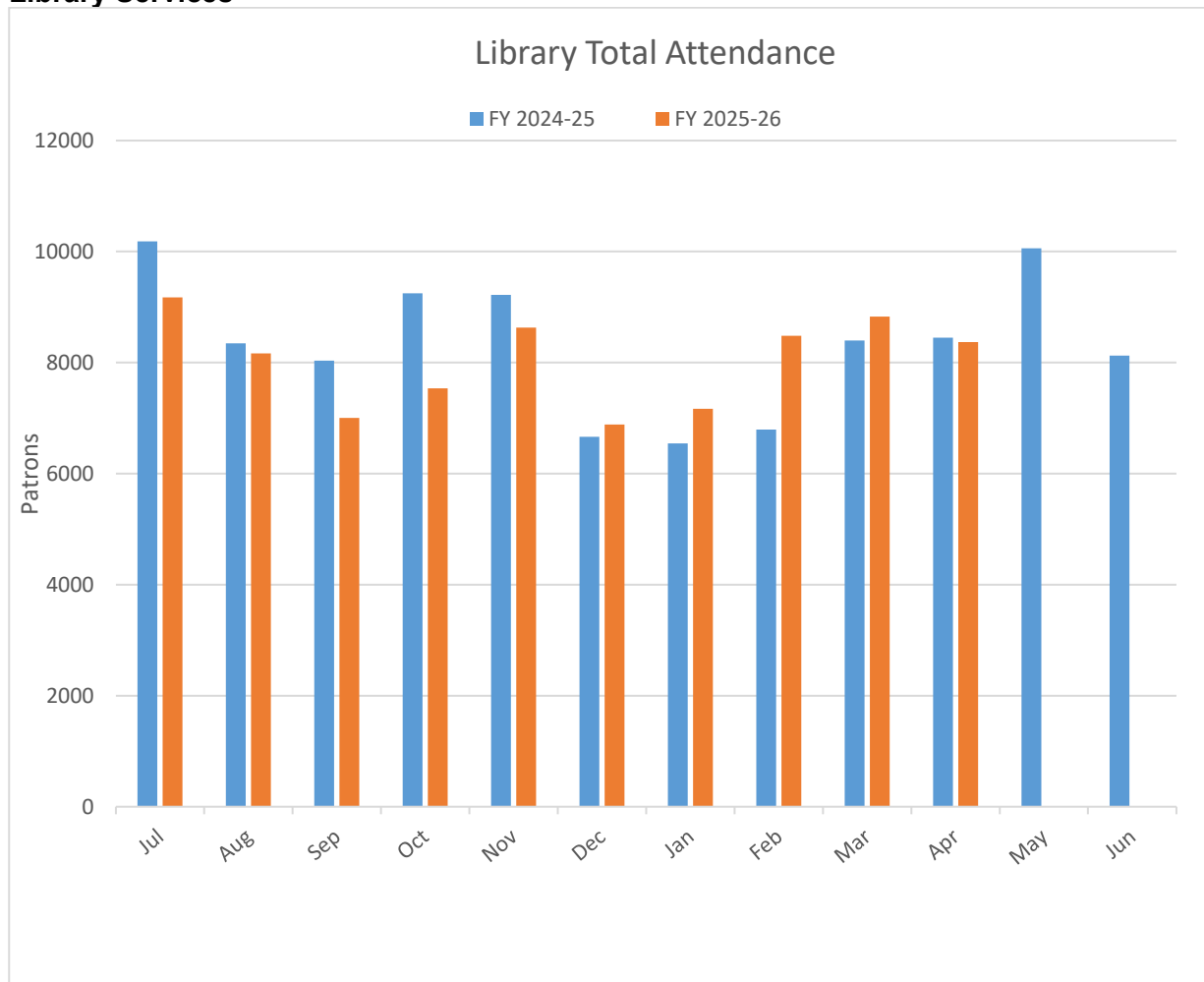
Holiday programming included:

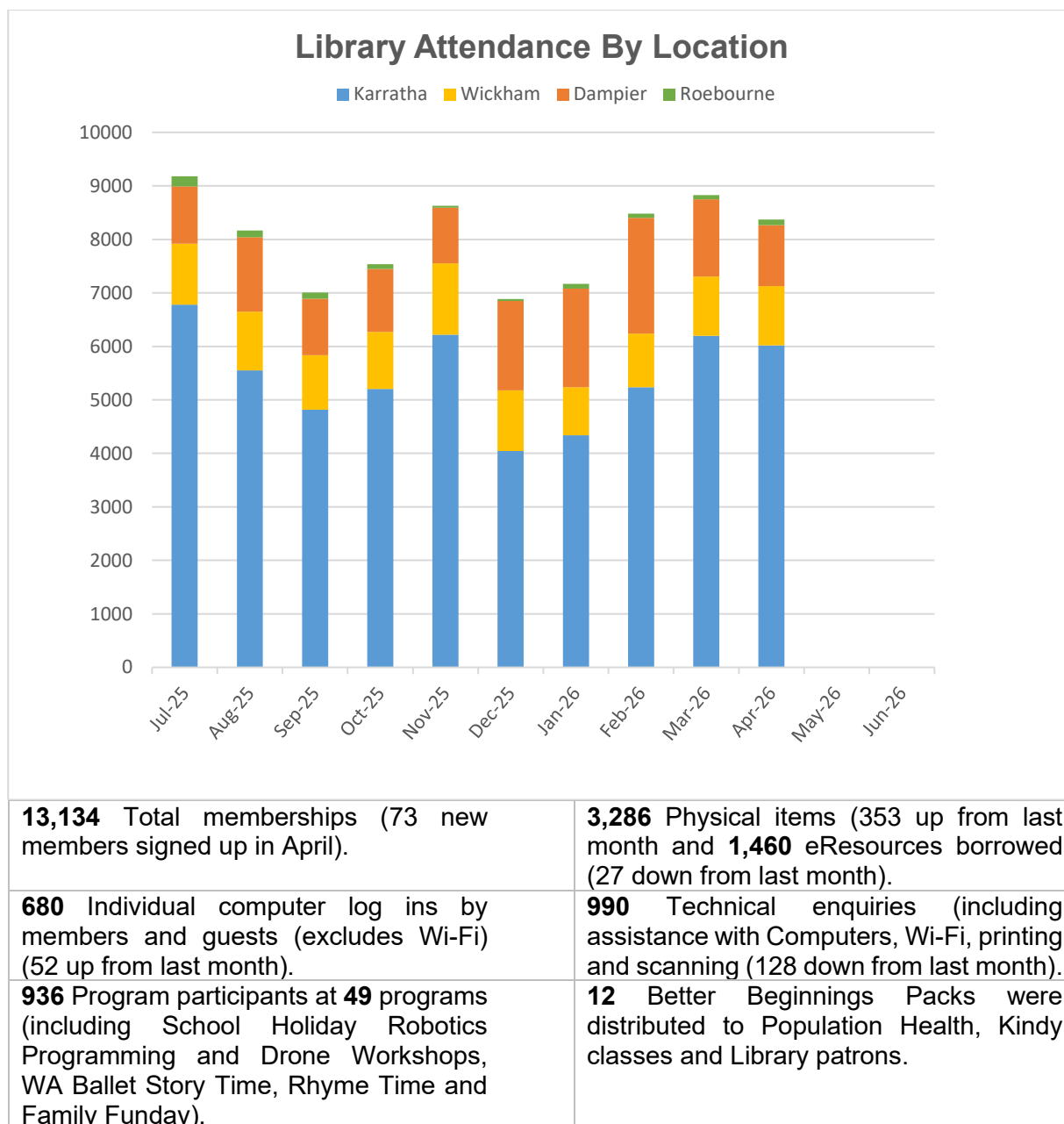
- Creative workshops — smoothie making, Easter craft, melted crayon canvas, art and craft, photography, paint and sip, boba tea, BB paint workshop, and a rap workshop.
- Recreation and competitions — skate comp and skate sesh, glow basketball, pickleball, table tennis comp, gaming bus, and the marshmallow game.
- Social and themed events — pre-rave party, silent disco, Easter games, duck pond, op shop activity, and healthy habits sessions.

Indoor Play Centre

April revenue saw a marginal increase (3%) from the same period in 2025. Party revenue was down - availability was impacted with equipment being sent away for maintenance. Attendance was 105 higher than the same period, April 2025.

Library Services





Although overall April visitation decreased slightly (-1.0) compared with April 2025, Dampier and Roebourne both recorded increases. The small overall decline was primarily driven by reduced visitation at Wickham Library, alongside a minor decrease at Karratha Library.

Extended Hours Pilot

Daily Average per hour for extended hours:

Library Branch	Tuesday	Thursday	Sunday	Total Average – per hour
Karratha	8.25	8.6	15.07	10.64
Wickham	0	N/A	0.8	0.4

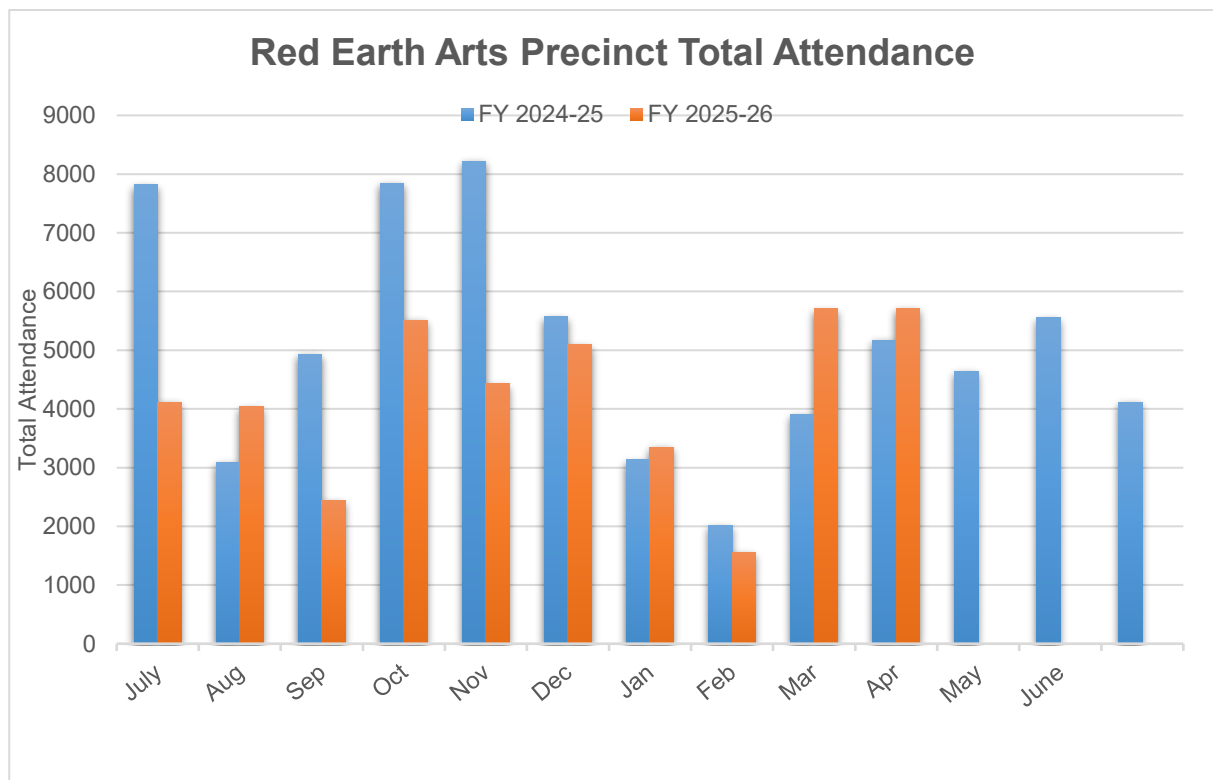
Karratha Library

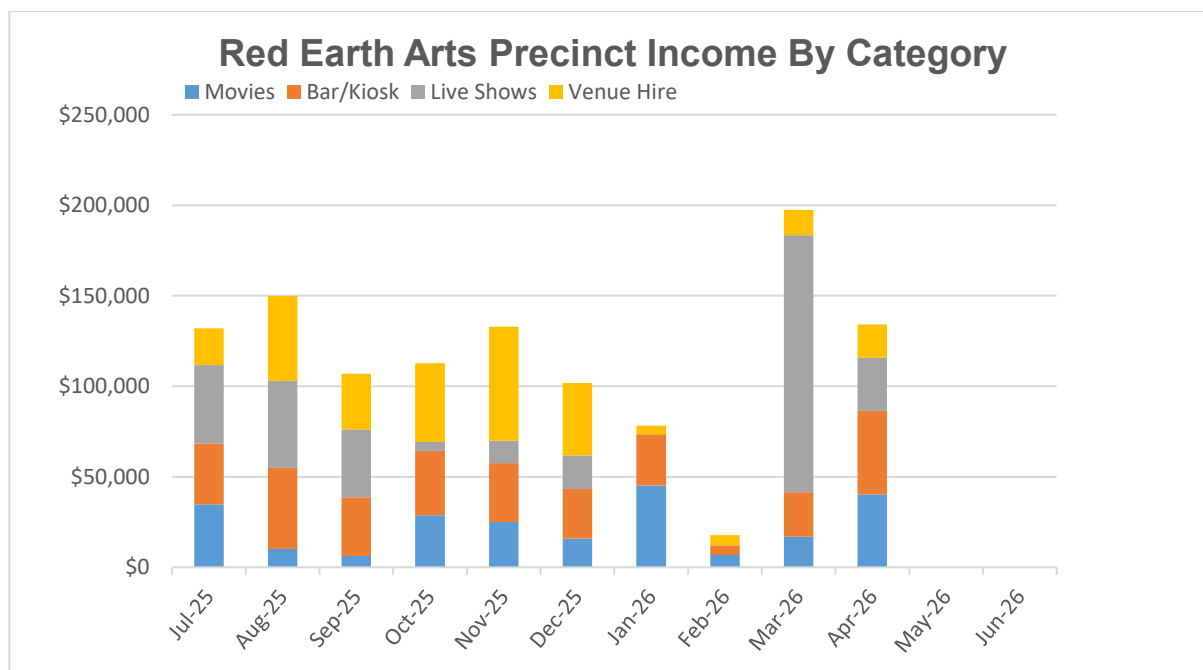
- Thursday evenings have higher patronage than Tuesday evenings
- Sundays are well utilised
- 11am-12pm on Sundays is the busiest time period
- Extended usage has remained steady in March, April and May
- Key users are Adults (followed by Children, Youth, Seniors)
- Strongest Activities - WiFi/Own Device, Sitting in Space, Browsing, Studying, PC Use

Wickham Library

- Only three users of Tuesday afternoons through the whole trial period (just Youth walking in and out)
- Sundays have had a small amount of activity (maximum four patrons per Sunday).
- As with Karratha, busiest time period is 11am-12pm Sundays
- Strongest Activities - Sitting in Space, Borrowing or Returning Items, PC Use
- Unlike Karratha - Very little Wi-Fi/Own Device and Study Usage
- Strongest Demographics were Youth (followed by Children, Adults)
- April had the strongest participation

Red Earth Arts Precinct





Events and Programming

April delivered a strong program of events, featuring high-performing box office films during the school holidays, private movie screenings for local schools, community dance in preparation for REAF, youth week rave, graduations and conferences. Attendance was great across both cinema and live performances, with Cosentino standing out as a key highlight.

Total income for the month reached \$134,239.00, representing a 31% increase compared to April 2025. This growth was largely driven by two public performances of Cosentino, one private hire, and increased cinema attendance for blockbuster films.

Cinema Operations

The April school holiday cinema program performed solidly, showcasing popular titles such as Goat and The Super Mario Galaxy, with the REAP team successfully securing early screening rights. Cinema ticket revenue totalled \$40,251, reflecting a 11.6% decrease compared to April 2025. This decline is attributed to strong competition from A Minecraft Movie, which maintained an extended run throughout the month April in 2025

- Total cinema attendance: 2,821 patrons
- Number of films screened: 36
- Average attendance: 78 patrons per film

The highest-performing sessions included:

- The Super Mario Galaxy (family audiences)
- Project Hail Mary (adult / family audiences)

Best-performing titles:

- Goat – 578 patrons across 5 screenings
- The Super Mario Galaxy – 1,632 patrons across 5 screenings
- Project Hail Mary – 197 patrons across 2 screenings

Bar and Kiosk Revenue

Bar and kiosk sales showed strong growth, generating \$46,087.00 in April 2026 compared to \$32,193.00 in April 2025 — a 43% increase year-on-year.

Community Programs and Venue Hire

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

Recurring weekly bookings included:

- Pilbara Community Legal Service – English classes
- Dance classes
- Tai Chi
- Drawing classes
- Stars foundation private movie screening – 48 attendees
- Youth week rave – 87 attendees
- Woodside and programmed graduation – 130 attendees
- Department of Energy Conference - 100 attendees

Live Programming Highlights

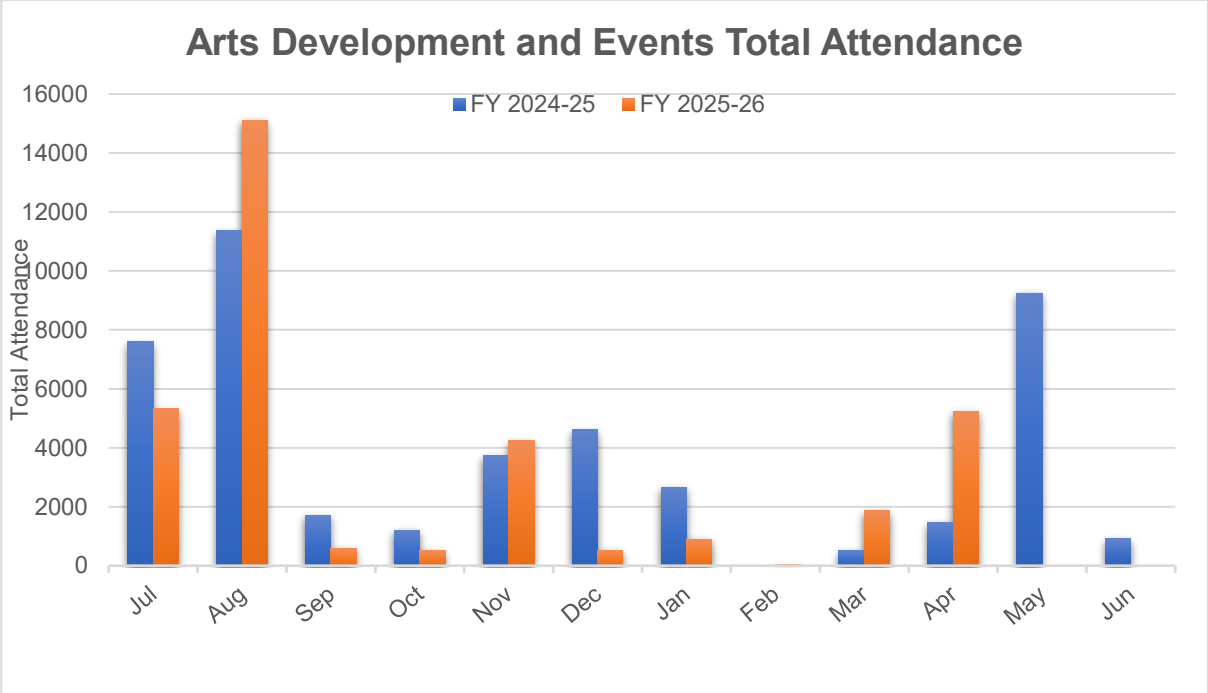
Cosentino (21-23 April 2026)

This nationally touring production significantly boosted theatre attendance, with:

- 2 public performances: 865 patrons
- 1 private hire: 443 patrons

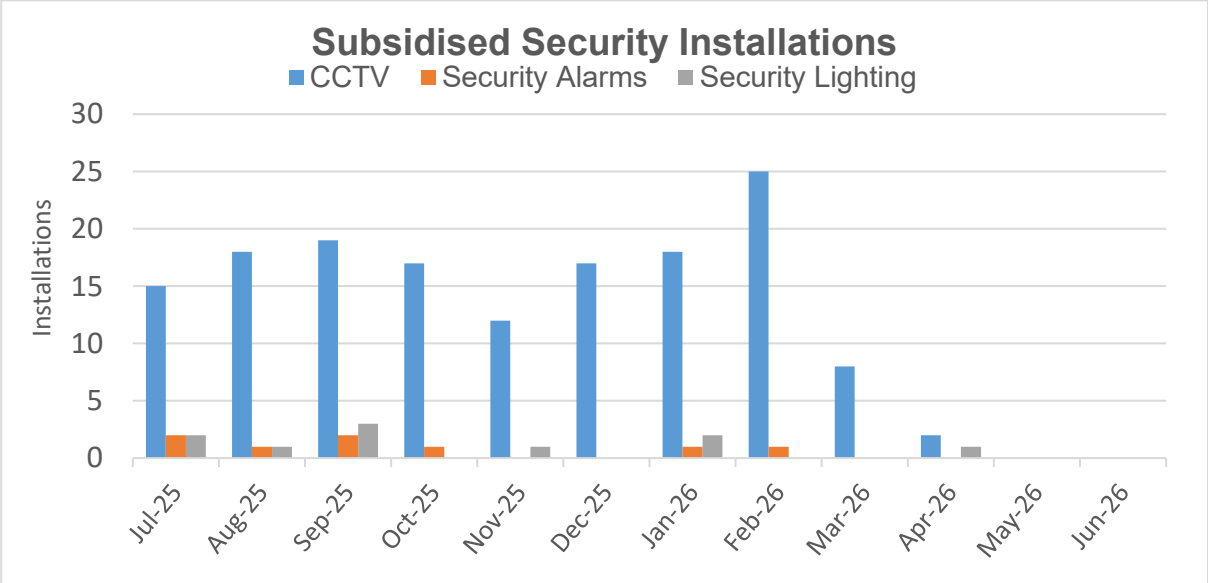
The ACE Circa performance attracted 279 patrons, contributing to a well-rounded live performance offering for the month.

Arts Development & Events



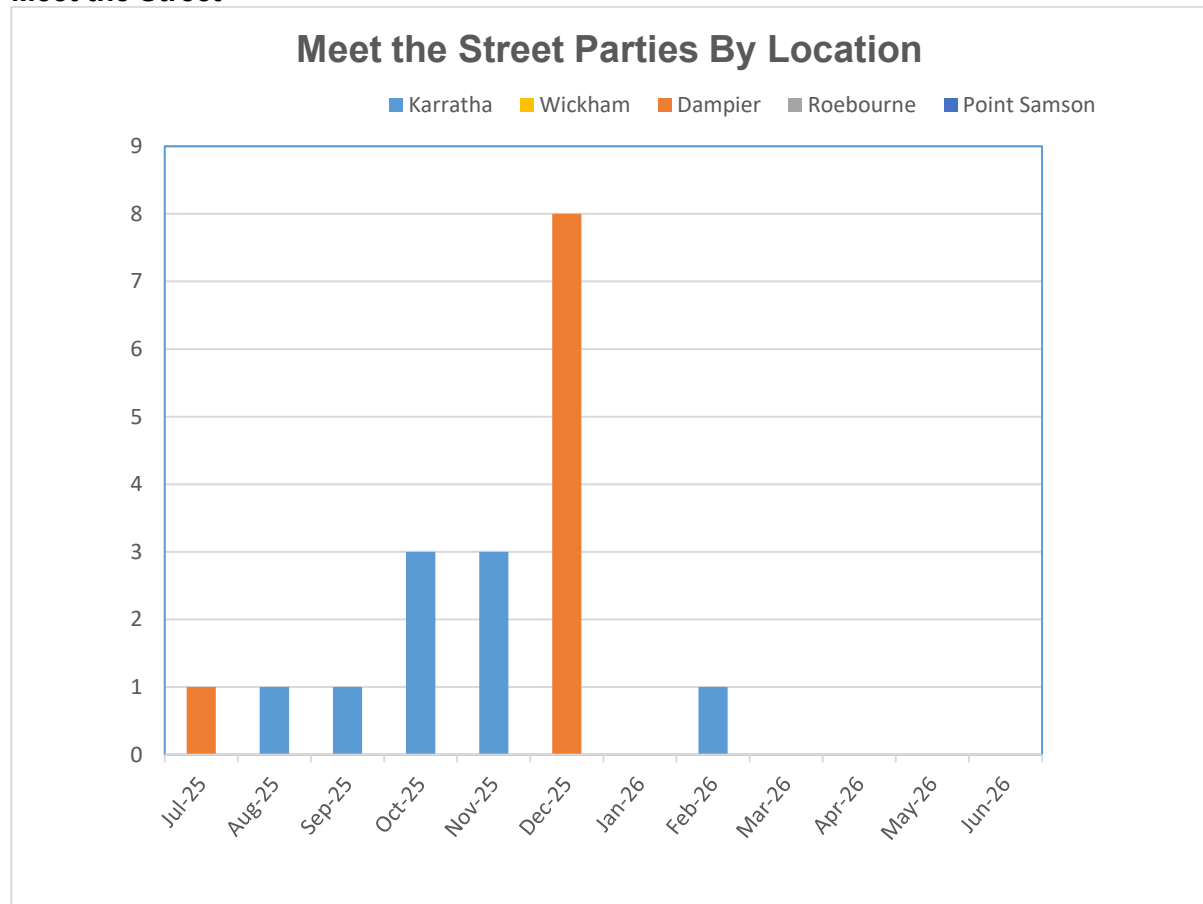
April was a successful month, with the delivery of Duck Pond, Point Samson After Dark, Anzac Day events, and Youth Week. Each event saw strong community participation: Duck Pond hosted 379 attendees over three shows, Point Samson After Dark drew 650 people, Anzac Day events attracted 700 in Roebourne and 2,500 in Karratha, and Youth Week saw 978 attendees across the week. In total, 5,235 people attended our events in April.

Security Subsidy Scheme





2 Security Subsidy applications were received and eligible for reimbursement in April 2026.

Meet the Street

No Meet the Street parties hosted in April 2026.

Small Community Grants – April 2026

Town	Who	What	Awarded ex GST
Dampier	Mission to Seafarers Dampier	Installation of security screens on external windows and doors on their building	\$5,000
Karratha	Karratha Districts Junior Soccer Association	Purchase of Officials uniforms & equipment and tear drop flags	\$4,600
Karratha	Karratha Mountain Bike Club	Purchase of 2 mountain bikes for community to use for free	\$4,998

15.1.3 CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: Director Community Experience

Date of Report: 29 May 2026

Disclosure of Interest: Nil

PURPOSE

To provide Council with a summary of all concessions on fees for the City's Community Services facilities under Delegation 1.10 of the Delegations Register since the last Ordinary Council Meeting.

Name	Reason	Authorising Officer	Amount (excl. GST)
City of Karratha	Waive ticket fees for promotional giveaways to selected performances as part of REAF 2026.	Acting Director Community Experience	\$1,459.09
Pilbara Arts Festival / Karratha Senior High School	Waives fees for venue hire for the Pilbara Arts Festival to be held at REAP.	Acting Director Community Experience	\$1,288.17

15.1.4 YOUTH ADVISORY GROUP - COUNCIL UPDATE JUNE 2026

File No:	CS.8
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	27 April 2026
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to be informed of the key discussions, feedback, and outcomes from the Youth Advisory Group meeting held on 23 April 2026.

BACKGROUND

The Youth Advisory Group (YAG) creates a mutually respectful partnership with young people in the City and provides a mechanism whereby young people's ideas, skills, perspectives, and contributions are received by Council.

In April 2026, we held the first YAG meeting with our new cohort, 12 young people aged 12-16. During the meeting, we did some activities to get to know one another, discussed what it means to be a YAG member, and reviewed our Terms of Reference and Code of Conduct.

DISCUSSION

Agenda Item	Points of Discussion
YAG Overview	YAG members shared their name & why they wanted to join the YAG. Some reasons included: • Leadership opportunity • Youth voice in decision making • Sharing the perspective of an immigrant • Combating bullying and discrimination here and around the world • Making sure youth from Wickham and outer towns have their voices heard, not just Karratha • Making a difference for youth in the City We spoke about the different opportunities YAG members will have, such as making sure youth perspectives are heard, providing feedback on projects, co-designing and participation in events such as Youth Week and FeNaCING Festival, and skill development.
Terms of Reference & Code of Conduct	YAG members brainstormed what they would like to see in the Code of Conduct and Terms of Reference. These documents will be supported by members at their next meeting, before being taken to Council for adoption.

Agenda Item	Points of Discussion
Guest Speaker – Izabella Donaldson	Izabella is a youth representative for: Australian Government Office for Youth, Crisis to Calm - Curtin University, and Headspace Karratha. She spoke about her experience as a YAG member, the types of projects she has worked on, and YAG benefits such as building your resume, gaining new skills, networking, creating change, and growing personally and professionally. Her advice was to: • Speak up – share your opinions • Explore – look for new opportunities • Take chances – always put yourself forward, even if you are feeling nervous or shy • Advocate for you – be encouraged to make a change and speak up about what you're passionate about
Activity – Gifts Activity – Know, Teach, Learn	YAG members were involved in two activities focusing on discovering their gifts, skills and abilities, and how these gifts can be productive and powerful together. Outcomes of the exercise: • Understand the strengths of the group • Use our gifts to address challenges • Share knowledge with others • By connecting our gifts, new opportunities can arise • Start to see what we are passionate about, what skills we can contribute, what we want to learn about, topics that bring people together, projects we can contribute to

CONCLUSION

The April meeting focused on building relationships and understanding the roles and responsibilities that come with being a member of the YAG. The first meeting was a great introduction to what is ahead, with full attendance and great engagement from all members.

15.1.5 RECORD OF TENDER OUTCOME UNDER DELEGATION – RFT0000074 KARRTHA AIRPORT TERMINAL SEATING REPLACEMENT PROJECT

File No: RFT0000074

Responsible Executive Officer: Director Strategic Projects & Business

Date of Report: 11 May 2026

Disclosure of Interest: Nil

Attachment(s) Nil

PURPOSE

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

BACKGROUND

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

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

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

Tender No:	RFT0000074	Project Budget:	\$250,000 ex GST
Tender Title:	Karratha Airport Terminal Seating Replacement Project		
State-wide Advertising Commenced:	4/03/2026	Tender Closing Date/ Time:	25/03/2026
Scope of Works:	The City is undertaking a comprehensive upgrade of terminal seating, the objective being to replace the existing seating with modern, durable, and ergonomically designed seating that enhances passenger comfort, supports long-term operational requirements and reflects the Airport's commitment to providing a compliant, contemporary, welcoming and inclusive environment for all.		
Selection Criteria:	Relevant Experience		10%
	Quality		10%
	Capacity to Deliver		15%
	Sustainability		5%
	Price		60%
Submissions Received:	Zaneti Pty Ltd Customer First Contracting NAK Office Interiors Schiavello Systems WA Pty Ltd		
Tender Awarded:	☐ Yes ☒ No	Date of Decision:	17/04/2026

Reason:	Tenders were rejected on the basis of non-compliance, the proposed supply of lower quality products, and costs exceeding the approved budget.		
Contract Value:	NA		
Contract Term:	NA	Contract Options:	NA

COUNCILLOR QUESTION:

What is the City's plan with the Tender of Airport Terminal Seating?

CITY RESPONSE:

Previous tender processes encountered issues with non-compliant bids and as a result, the tender has not been awarded. The project will be taken back to market to obtain compliant submissions.

15.1.6 JUNE 2026 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: 22 June 2026

Disclosure of Interest: Nil

Attachment(s): Nil

PURPOSE

To record meeting proceedings of the Public Briefing session held on Monday 22 June 2026 and outline areas of the June 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 6:02pm on Monday 22 June 2026.

Record of Attendance

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

Public Question Time

There were no Public Questions.

Petitions/Deputations/Presentations

There were no Petitions/Deputations/Presentations.

Declarations of Interest

There were no declarations of interest.

Agenda Items with Additional Information**10 CORPORATE SERVICES REPORTS****10.1 STATEMENTS FOR PERIOD ENDED 30 APRIL 2026**

Questions arising.

10.2 STATEMENTS FOR PERIOD ENDED 30 APRIL 2026

Questions arising.

10.3 INVESTMENTS FOR PERIOD ENDED 30 APRIL 2026

Questions arising.

10.4 2026/27 ANNUAL BUDGET

Questions arising.

10.5 ANNUAL REVIEW OF DELEGATIONS AND AUTHORISATIONS 2025/26

Questions arising.

10.6 LOCAL LAW REVIEW – COMMENCEMENT

COUNCILLOR QUESTION:

No questions asked.

10.7 REVIEW OF COUNCIL POLICIES

No questions asked.

10.8 AUDIT RISK AND IMPROVEMENT COMMITTEE – 3 JUNE 2026

No questions asked.

11 COMMUNITY EXPERIENCE REPORTS**11.1 EARLY YEARS STRATEGY 2026 – 2031**

Questions arising.

11.2 HEALTH SERVICES INVESTIGATION

Questions arising.

12 DEVELOPMENT SERVICES REPORTS**12.1 STATE GOVERNMENT ELECTION COMMITMENT – CLOSED CIRCUIT TELEVISION**

Questions arising.

13 INFRASTRUCTURE SERVICES REPORTS**13.1 REQUEST TO INVITE TENDERS – LITTER AND ILLEGAL DUMPING COLLECTIONS SERVICES**

Questions arising.

13.2 REQUEST TO INVITE TENDERS – SUPPLY & INSTALLATION OF SOLAR PEDESTRIAL LIGHTS

No questions asked.

13.3 TENDER OUTCOME – MASTER PLANNING THREE SPORTING PRECINCTS

Questions arising.

14 STRATEGIC PROJECTS AND BUSINESS REPORTS**14.1 REGIONAL AIRFARE ZONE CAP – DISCOUNTS TO SUPPORT THE SCHEME**

Questions arising.

14.2 REQUEST TO INVITE TENDERS – PROVISION OF WASTE AND RECYCLING COLLECTION SERVICES

Questions arising.

15 CHIEF EXECUTIVE OFFICER REPORTS**15.1 ITEMS FOR INFORMATION ONLY**

No questions asked.

15.1.1 DEVELOPMENT SERVICES UPDATE

No questions asked.

15.1.2 INFORMATION REPORT – COMMUNITY EXPERIENCE SERVICES & PROGRAMS – APRIL 2026

No question asked.

15.1.3 CONCESSION OF FEES FOR CITY FACILITIES

No questions asked.

15.1.4 YOUTH ADVISORY GROUP – COUNCIL UPDATE JUNE 2026

No questions asked.

15.1.5 RECORD OF TENDER OUTCOME UNDER DELEGATIONS - RFT0000074 KARRATHA AIRPORT TERMINAL SEATING REPLACEMENT PROJECT

Questions arising.

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

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

18 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There was no urgent business approved by the person presiding or by decision.

19 MATTERS BEHIND CLOSED DOORS

MOVED : Cr Roots
SECONDED : Cr Simpson

In accordance with Section 5.23 of the *Local Government Act 1995*, that Council move in camera at 7:43PM to discuss the following items:

ATTACHMENT 1 TO ITEM 13.3 CONFIDENTIAL - RFT0000065 EVALUATION REPORT

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.

CARRIED 6/0

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

MOVED : **Cr Roots**
SECONDED : **Cr Harris**

That Council move out of camera at 7:53PM.

CARRIED 6/0

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

20 CLOSURE

The meeting closed at 7:53pm.

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

18 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

19 MATTERS BEHIND CLOSED DOORS

PROCEDURAL MOTION

MOVED : Cr Harris
SECONDED : Cr Simpson

In accordance with Section 5.23 of the *Local Government Act 1995*, that Council move in camera at 7:06 to discuss item:

19.1 CODE OF CONDUCT COMPLAINT – APPOINTMENT OF AN ASSESSOR

This matter is confidential in accordance with section 5.23(4)(g) of the *Local Government Act 1995* and regulation 4A of the *Local Government (Administration) Regulations 1996* as it relates to a complaint that alleges a behavioural breach under the Code of Conduct for Council Members, Committee Members and Candidates.

ATTACHMENT 1 TO ITEM 19.1 BEHAVIOURAL COMPLAINT FORM RECEIVED 2 JUNE 2026 – REDACTED

ATTACHMENT 2 TO ITEM 19.1 QUOTATION AND SUPPORTING INFORMATION
PEOPLE ASSIGNMENT

ATTACHMENT 3 TO ITEM 19.1 QUOTATION AND SUPPORTING INFORMATION – MCR
WORKPLACE INVESTIGATIONS

ATTACHMENT 2 TO ITEM 10.8 ARIC MEETING MINUTES 3 JUNE 2026

10.8 is confidential under section 5.23(4)(e) of the *Local Government Act 1995* as its public disclosure would be likely to endanger the security (including cyber-security) of any of the local government's property or operations.

ATTACHMENT 1 TO ITEM 13.3 CONFIDENTIAL - RFT0000065 EVALUATION REPORT

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.

CARRIED 8/0

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

Director Strategic Projects & Business, Director Infrastructure Services, Director Development Services, Director Community Experience, Manager Governance, Council Secretariat and the IT Support Officer left the meeting at 7:06pm.

Cr Johannsen left the meeting at 7:06pm.

19.1 CODE OF CONDUCT COMPLAINT – APPOINTMENT OF AN ASSESSOR

OFFICER'S RECOMMENDATION

Res No : OCM260629-18
MOVED : Mayor Scott
SECONDED : Cr Roots

That Council:

1. **AUTHORISE** People Assignment, to perform the functions of the Council under clause 12 and 13 of the Code of Conduct for Council Members, Committee Members and Candidates for the purposes of assessing the complaint received and providing a report on the outcome of the assessment for Council's consideration.
2. **CONFIRM** that it is satisfied that the person being authorised is suitably qualified and experienced to perform the functions of the Council under clause 12 and 13 of the Code of Conduct for Council Members, Committee Members and Candidates because of the competitive procurement process of the Western Australian Local Government Association and the information provided.
3. **CONFIRM** that it is satisfied that the person being authorised is impartial and has no close association with any member of the Council or any employee of the local government.

ABSOLUTE MAJORITY 8/0

FOR : Mayor Scott, Cr Swaffer, Cr Gillam, Cr Furlong, Cr Roots, Cr Bryne,
Cr Simpson, Cr Harris
AGAINST : Nil

PROCEDURAL MOTION

MOVED : Cr Harris
SECONDED : Cr Gillam

That Council move out of camera at 7:37pm.

CARRIED 8/0

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

20 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 7:37pm.

The next Ordinary Council Meeting is to be held on Monday, 27 July 2026 at 6pm at Council Chambers - Welcome Road, Karratha.