PUBLIC BRIEFING

AGENDA

NOTICE IS HEREBY GIVEN that the Public Agenda Briefing will be held in the Council Chambers, Welcome Road, Karratha, on Monday, 16 November 2026 at 6pm

VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER

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

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

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

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

Signed:_____

Virginia Miltrup - Chief Executive Officer

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

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

(a) In a written notice given to the Chief Executive Officer before the Meeting or;

(b) At the Meeting, immediately before the matter is discussed.

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

(c) Preside at the part of the Meeting, relating to the matter or;

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interes**t 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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PUBLIC BRIEFING AGENDA

1 OFFICIAL OPENING

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

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

2 ABOUT THIS MEETING

Mayor Scott provides the following statement at the beginning of the Public Briefing Agenda meeting:

> ***PURPOSE -*** *The purpose of the Public Agenda Briefing Session is for Councillors to ask questions, and obtain additional information, relating to items for consideration at the next Ordinary Council Meeting. No decisions are made at Public Agenda Briefing Sessions.*
>
> ***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]
Cr Gillian Furlong
Cr Brenton Johannsen
Cr Sarah Roots
Cr Tony Simpson
Cr Daiva Gillam
Cr Martin Byrne
Cr Geoff Harris

Staff:

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

Apologies:

Absent:

Leave of Absence:

Members of Public:

Members of Media:

4 PUBLIC QUESTION TIME

Mayor Scott provides the following introduction to Public Question Time.

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

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

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

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

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 REQUESTS FOR LEAVE OF ABSENCE

7 DECLARATIONS OF INTEREST

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

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 26 October 2026, be confirmed as a true and correct record of proceedings.

9 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Mayor Meetings – October 2026	Location
12/10/2026	Weekly meeting with Deputy Mayor, CEO and Manager of Advocacy & Stakeholder Relations	Karratha
12/10/2026	Councillor Workshop	Karratha
13/10/2026	Triple M Radio Interview	Karratha
15/10/2026	Pilbara Development Commission Business in Port Hedland	Port Hedland
16/10/2026	St Lukes Year 12 End of Year Assembly and Awards	Karratha
19/10/2026	Weekly meeting with Deputy Mayor, CEO and Manager of Advocacy & Stakeholder Relations	Karratha
21/10/2026	Interview for the Mayor's Podcast	Online
24/10/2026	Interview and Tour of Karratha and Surrounds with Paul Murray	Karratha
24/10/2026	Karratha and Districts Chamber of Commerce and Industry Business Excellence Awards	Dampier
26/10/2026	Weekly meeting with Deputy Mayor, CEO and Manager of Advocacy & Stakeholder Relations	Karratha
26/10/2026	October Ordinary Council Meeting	Karratha
29/10/2026	Kimberley Pilbara Cattleman Association Conference	Karratha
29/10/2026	Meeting with CEO of Richmind	Karratha

10 CORPORATE SERVICES REPORTS

10.1 STATEMENTS FOR PERIOD ENDED 30 September 2026

File No: FM.19

Responsible Executive Officer: Director Corporate Services

Reporting Author: Corporate Accountant

Date of Report: 15 October 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

1. Statement of Financial Activity 30 September 2026
2. Statement of Financial Position 30 September 2026
3. Variance Commentary – Statement of Financial Activity – 30 September 2026
4. Net Current Funding Position – 30 September 2026

PURPOSE

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

OFFICER'S RECOMMENDATION

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

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 September 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 September 2026 are subject to end of financial year adjustments, as well as a full external audit scheduled for October 2026.

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

2026/27	Original Budget	Current Budget	Year to Date Budget	Year To Date Actual	YTD Variance*	Variance %	Surplus Impact
Operating Activities							
Revenue (incl. Rates)	208,259,007	208,259,007	114,679,960	106,113,785	(8,566,175)	-7.5%	↓
Expenditure	(200,937,872)	(200,937,872)	(61,671,819)	(49,536,431)	12,135,388	19.7%	↑
Investing Activities							
Inflows	2,340,260	2,340,260	289,800	663,800	374,000	0%	
Outflows	(117,699,638)	(117,699,638)	(39,399,394)	(20,879,623)	18,519,772	47.0%	↑
Financing Activities							
Inflows	114,045,280	114,045,280	49,741,321	16,378,406	(33,362,915)	-67.1%	↓
Outflows	(30,336,062)	(33,336,062)	(12,528,025)	(4,297,186)	8,230,838	65.7%	↑
Non-Cash Items	20,956,626	20,956,626	7,808,406	8,816,477	1,008,071	12.9%	↑
Restricted PUPP Surplus BFWD 1 July	0	0	0	0	0	0.0%	
Unrestricted Surplus BFWD 1 July	3,385,426	3,385,426	3,385,426	3,385,426	**0**	0.0%	
Restricted PUPP Surplus CFWD	0	0	0	0	0	0.0%	
Surplus/(Deficit) 2026/27	**13,027**	**13,027**	**62,305,676**	**60,644,653**	**(1,661,022)**		

*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 variances 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 compares the YTD actual financial ratios with the applicable targe ratios:

Period Ended 30 September 2026	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	> 1	N/A	N/A	16.02
The Current Ratio identifies a local government's liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government can cover its immediate cash commitments.				
Asset Sustainability Ratio (ASR)	> 0.90	1.21	1.6	0.57
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%	-58.2%	5.5%	61.4%
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	0.39	0.79	1.86
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	-0.1	1.6	17.9
The DSCR measures a local government's ability to meet its principal and interest repayments from operating revenue. A higher ratio indicates the City is easily able to service its debts. This ratio is not a true indicator of the debt service coverage as the loan is structured as interest only until fully drawn.				
Forward Debt Service Cover Ratio	> 2	-12.8	9.7	194.7
The Forward DSCR is a future projection of the City's position once the loan is fully drawn and principal payments commence. The ratio is over-inflated due to the raising of rates in July.				
Net Financial Liabilities Ratio	< 0.30	3.0	-0.50	-1.8
The Net Financial Liabilities Ratio is a new measure used in the calculation of the Local Government Financial Indicator. It measures the extent to which the City's financial liabilities exceed its available financial assets. The lower the ratio, the better, representing a strong financial position.				

Movements

The Debt Service Cover Ratio, Forward Debt Service Coverage Ratio and the Net Financial Liabilities Ratio should be read together to see a true representation of the City's financial position. The DSCR is currently overinflated due to the interest only nature of debt repayments and the raising of the rates in July.

The Current Ratio is currently overinflated due to the raising of rates in July, increasing the other receivables section of the current assets.

The Asset Sustainability Ratio is lower than expected for the month of September due to the capital expenditure yet to be incurred for the year. This ratio is expected to improve in subsequent months as capital project expenditure increases.

Statement of Financial Position

	September 2026	August 2026	% Change	Comments
	Current			
Assets	221,939,108	231,232,457	-4.02%	Increase in Cash and Cash Equivalents and Decrease in Trade & Other Receivables
Liabilities	13,852,708	10,561,579	31.16%	Increase in Trade & Other Payables
	Non-Current			
Assets	931,687,312	931,711,618	0.00%	Decrease in Property Plant & Equipment and Infrastructure
Liabilities	32,612,784	26,209,919	24.43%	Increase in Long Term Borrowings
Net Assets	1,107,160,928	1,126,172,577		

Debtors Schedule

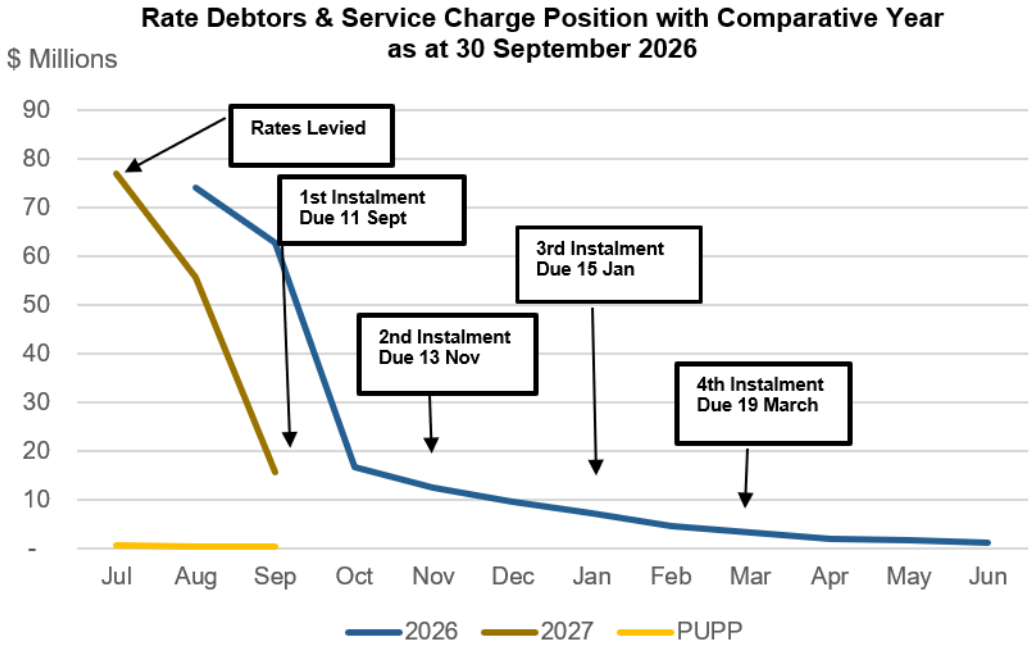
The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of September 2026. The table also includes the total Rates and PUPP Service Charges outstanding.

When the following table is compared to Attachment 2, there is a balance sheet difference of $29m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	September 2026	August 2026	Change %	% of Current Total
	Sundry Debtors			
Current	15,698,763	9,189,629	71%	95.6%
> 40 Days	313,476	1,672,484	-81%	1.9%
> 60 Days	380,879	308,934	23%	2.3%
> 90 Days	21,968	-80,673	-127%	0.1%
Total	**16,415,086**	**11,090,373**	48%	**100%**
	Rates Debtors			
Total	**15,536,724**	**55,503,953**	-72%	100%
	PUPP Debtors			
Total	**489,850**	**489,850**	0.0%	100%

A total of $62.7m in Rates (including ESL and waste charges) has been paid by the end of September 2026, representing a collection rate of 80.1% to date (30 September 2025 had a collection rate of 16.1% as rates were levied later in the 2026 financial year).



There was no material change in September to the PUPP Debtors' balance. PUPP payments have now been received on 99.76% of properties and of those paid, 99.76% have paid in full, with 0.22% ($489,850) 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.

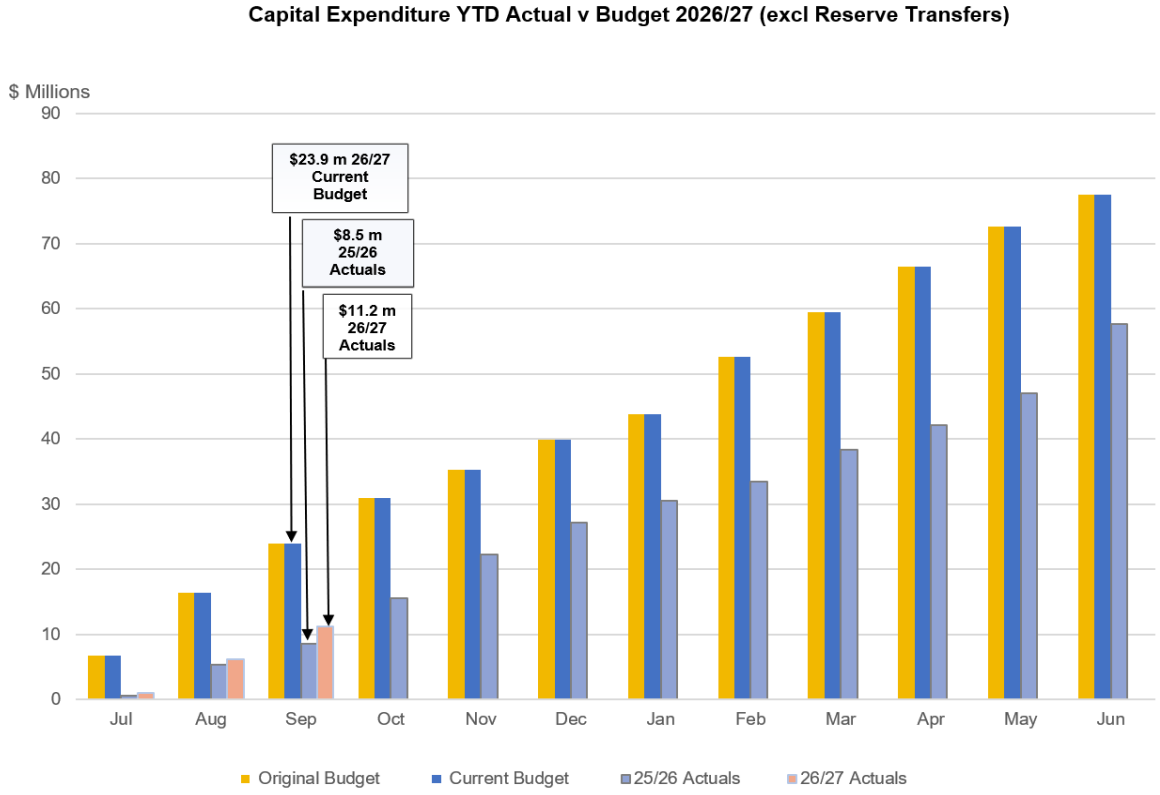
Capital Expenditure

Council's current 2026/27 Capital Expenditure budget is $77.5m which includes significant projects such as: Baynton Housing Development, Wickham Recreation Precinct – Multisport Courts Hard Shade, 7 Mile tip class III cell construction, new footpaths aligned to the 10-year construction plan, Roebourne Recreation Precinct, kerb renewals and Wickham Boat Beach Jetty and Boat Ramp.

The City spent $11.2m on its capital program to the end of September 2026, $12.7m (53.0%) less than the YTD budget. The variance in capital expenditure reflects differences in cashflow timing rather than delays in project delivery. Administration is currently preparing revised forecasts as part of the Q1 Budget Review.

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 September 2026			30-June-27		
Infra Misc Structures	5,774,512	2,379,839	-58.8%	18,219,612	18,219,612	13.1%
Parks & Open Spaces	4,410,019	1,539,996	-65.1%	12,347,925	12,347,925	12.5%
Buildings	7,391,679	5,241,915	-29.1%	19,516,208	19,516,208	26.9%
Equipment	939,841	97,386	-89.6%	1,794,313	1,794,313	5.4%
Furn & Equip	530,133	99,126	-81.3%	1,766,900	1,766,900	5.6%
Plant	2,220,451	540,207	-75.7%	4,712,803	4,712,803	11.5%
Inv Property	-	163,819	0.0%	40,000	40,000	409.5%
Infra Roads	1,269,879	159,882	-87.4%	10,552,300	10,552,300	1.5%
Infra Footpaths	655,824	980,428	49.5%	4,309,313	4,309,313	22.8%
Infra Aerodromes	751,564	55,614	-92.6%	4,286,564	4,286,564	1.3%
Totals	**23,943,903**	**11,258,210**	**-53.0%**	**77,545,939**	**77,545,939**	**14.5%**



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
No Policy implications.

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

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

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

Objective: 7.5 Providing strong financial management and transparency.

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

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

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

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

VOTING REQUIREMENTS
Simple Majority.

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

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

File No:	FM.19
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Senior Creditors Officer
Date of Report:	20 October 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments – September 2026 2. Purchase Cards Report – September 2026

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

OFFICER'S RECOMMENDATION

That Council RECEIVE the list of payments totalling $30,362,661.84 as detailed in Attachments 1 and 2.

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 September 2026 to 30 September 2026 (including credit card transactions – September 2026) totalled $30,362,661.84 being made up of:

1. Trust Payments: nil;
2. BPay Payments: 1236 to 1260 and
   EFT Payments 099919 to 100750 (Inclusive): $25,957,628.23;
3. Cheque Voucher: 078756: $900.00;
4. Cancelled Payments: nil;
5. Direct Debits: 100461: $362.00;
6. Credit Card Payments: $70,158.70;
7. Payroll Payments: $4,333,612.91.

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

- Acero Construction Pty Ltd – Baynton Apartments PC12 - $1,505,382
- Emirge Pty Ltd – Wickham Multipurpose Court Shade PC6 - $1,868,846
- Raubex Construction – Cell 3 & 4 Lining & Leachate PC4 - $2,019,467

- Karratha Development – Bulgarra Apartments DDR9 - $6,402,865
- WA Land Authority – Mulataga Developments - $7,000,000
- DFES – ESL Contributions Qtr#1 - $655,931

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 in value this month due to project payments for the housing developments, skewing the local spend result.

KPI Report – Local Spend
Date Range 01/09/2026 to 30/09/2026

	No of Invoices	%	$ Value	%
Local Suppliers	1003	64.54%	3,711,199	14.30%
Non-Local Suppliers	437	28.12%	21,068,622	81.16%
Statutory Suppliers	114	7.34%	1,179,069	4.54%
Total	**1,554**	**100%**	**25,958,890**	**100%**

While 64.54% of invoices were paid to local suppliers, the value of payments to non-local suppliers was higher due to large payments relating to the Baynton residential development, Bulgarra apartments and Mulataga land development during the month.

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 with 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 September 2026 to 30 September 2026 totalled $30,362,661.84. Payments have been approved by authorised officers in accordance with agreed delegations, policies, and budget.

10.3 INVESTMENTS FOR PERIOD ENDED 30 SEPTEMBER 2026

File No: FM.19

Responsible Executive Officer: Director Corporate Services

Reporting Author: Management Accountant

Date of Report: 23 October 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 September 2026.

OFFICER'S RECOMMENDATION

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

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

The report includes the following investment details:

- 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
- Schedule of Loan Agreements

Table 1. Cash Allocations of City Funds

Institution	Accounts	Principal Investment $	Balance 30 September 2026 $	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		20,534,675	4.20	At Call		Reserve at Call
WBC	Reserve Term Deposit	10,000,000	10,006,093	5.56	*12 months	May-27	Reserve TD
WBC	Reserve Term Deposit	7,000,000	7,108,740	5.40	8 months	Feb-27	Reserve TD
WBC	Reserve Term Deposit	20,000,000	20,832,329	4.34	12 months	Oct-26	Reserve TD
WBC	Reserve Term Deposit	9,000,000	9,140,585	5.43	9 months	Mar-27	Reserve TD
WBC	Reserve Term Deposit	11,000,000	11,220,916	5.39	6 months	Nov-26	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,066,000	5.50	11 months	Jun-27	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,064,920	5.41	9 months	Apr-27	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,077,612	5.49	12 months	Aug-27	Reserve TD
WBC	Reserve Term Deposit	13,000,000	13,006,283	5.88	12 months	Sept-27	Reserve TD
WBC	Reserve Term Deposit	6,000,000	6,031,413	5.46	11 months	Jul-27	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,011,260	5.48	5 months	Feb-27	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,011,424	5.56	6 months	Mar-27	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,011,181	5.83	11 months	Aug-27	Reserve TD
WBC	Reserve Term Deposit	10,000,000	10,009,666	5.88	12 months	Sept-27	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal (Transactional Accounts)		32,023,687	4.45	At Call		Muni at Call
N/A	Cash on Hand		6,906				
	TOTAL	**130,000,000**	**184,163,691**				

The balance of all Term Deposits includes interest accrued to 30 September 2026
*Term Deposit is on monthly interest which is credited into the bank account therefor interest is not recognised in balance of term deposit

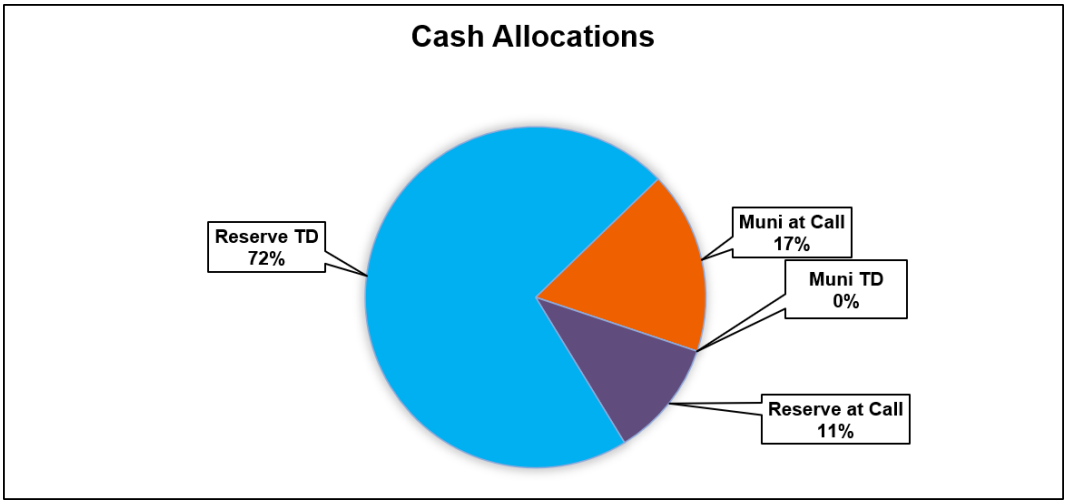
On average, the City is earning 5.47% across Reserve term deposits.

The RBA official cash rate (overnight money market interest rate) increased 25 basis points during the month of September to 460 basis points. Municipal Funds held in the Westpac transaction account are earning 4.45% interest.

Allocations of Cash and Financial Investments

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

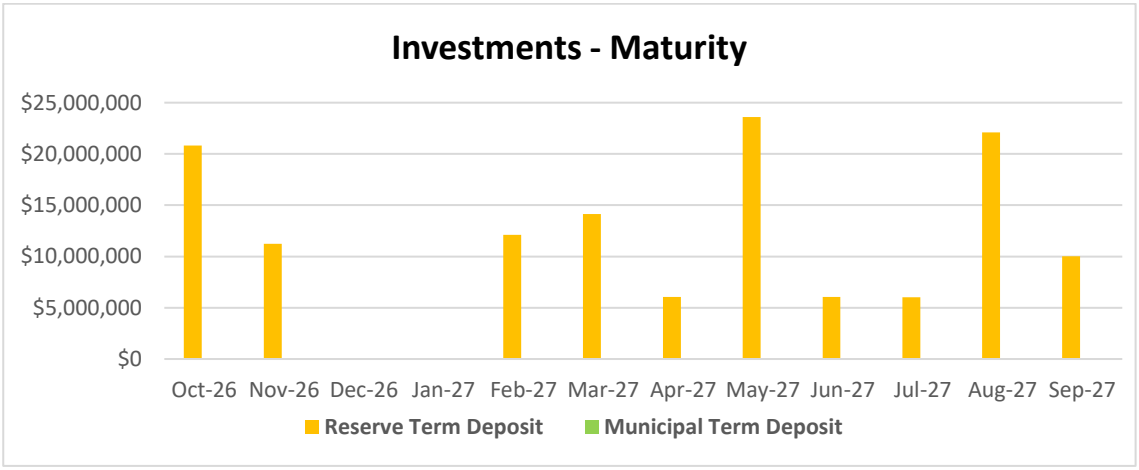
The following graph demonstrates the allocation of our Cash and Financial Investments to maximise return on investment which shows that 72% of our Cash and Financial Investments are invested in Term Deposits.



Graph 1. Percentage of Cash Allocations

Schedule of Maturity of Cash and Financial Investments

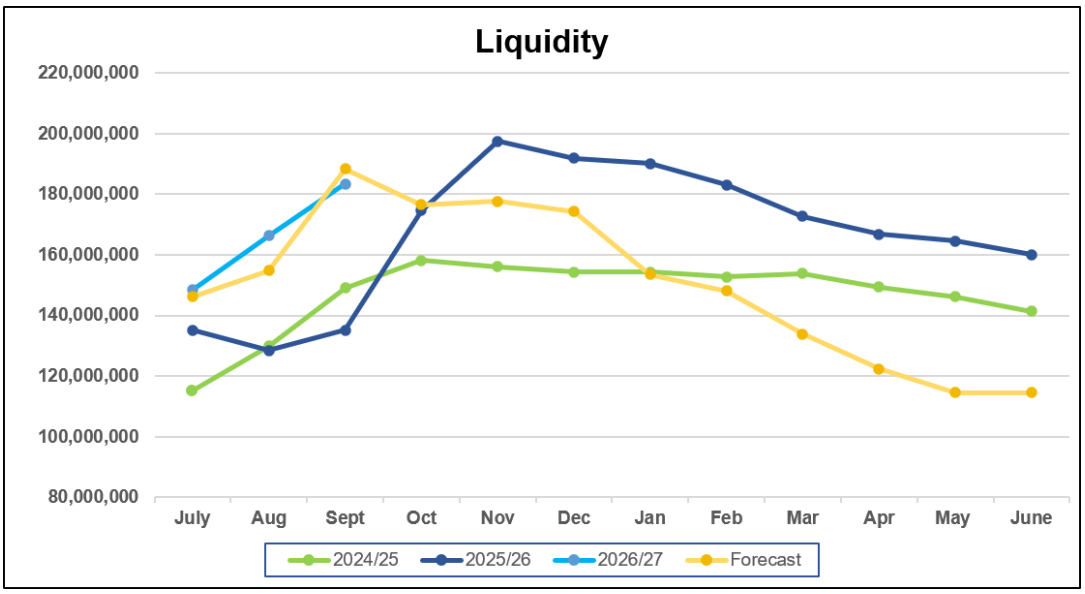
In accordance with the City's Investment Policy (CF03), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 24% of Cash and Financial Investments will mature in the next 3 months, 20% maturing in the next 4-6 months and 56% maturing in the next 7-12 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, the City entered into a lease agreement with Aspen Medical for the use of a newly built hangar in relation to their provision of emergency medical services. Consistent with Council's investment strategy, the development was funded from the Aerodrome Reserve, with net profits retained in the Aerodrome Reserve. The lease commenced with an initial term of seven (7) years and includes two options to extend for a further two (2) years each. Rental increases are applied every two (2) years in accordance with the schedule outlined in the lease agreement.

The capital investment in the hangar totalled $3,011,975. The financial performance of the hangar lease is summarised in the tables below. The cumulative net income has now exceeded the initial investment of the hanger.

The life-to-date annualised ROI calculation has been revised to align with the methodology used for all other investments

Table 2. Aspen Medical – Hangar Lease Performance

	Month 30 Sept 2026 $	Year-to-Date 30 Sept 2026 $	Life-to-Date 30 Sept 2026 $
Total Income Received	35,687	104,515	3,244,386
Total Expenditure Paid	-	(565)	(160,096)
Net Income	**35,687**	**103,950**	**3,084,290**
Annualised ROI	**14.20%**	**13.80%**	**13.07%**

Key: Green text indicates ROI above average benchmark rate of 10%; orange text indicates an average return between 7% and 10%; red text indicates an average return under 7%

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. Consistent with Council's investment strategy, the project was funded from the Infrastructure Reserve, with the net profits paid back to the infrastructure reserve.

The initial lease agreement, including the ground and hangar, covered a term of nine (9) years and no further terms, with annual rent increases of 4.5%. The option is available to repurchase the Hangar for a fixed price, plus a new Ground Lease for a five (5) year term at a pre-determined rate, increasing annually by 4%. The initial investment incurred was $3,549,326, with the performance of the hangar and ground lease shown in the table below.

The life-to-date annualised ROI calculation has been revised to align with the methodology used for all other investments

Table 3. Babcock Offshore – Ground & Hangar Lease Performance

	Month 30 Sept 2026 $	Year-to-Date 30 Sept 2026 $	Life-to-Date 30 Sept 2026 $
Total Income Received	54,435	159,923	4,071,239
Total Expenditure Paid	-	-	(18,554)
Net Income	**54,435**	**159,923**	**4,052,685**
Annualised ROI	**15.39%**	**15.07%**	**12.73%**

Key: Green text indicates ROI above average benchmark rate of 10%; orange text indicates an average return between 7% and 10%; red text indicates an average return under 7%

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.

Annual rates of $94,209.39 were incurred during the month. This timing is consistent with previous years, when expenditure has typically peaked in September or October.

Table 4. The Quarter HQ Performance

	Month 30 Sept 2026 $	Year to Date 30 Sept 2026 $	Life to Date 30 Sept 2026 $
Total Income Received	349,796	1,108,787	33,236,066
Total Expenditure Paid	(374,321)	(523,367)	(15,174,767)
Net Income	**(24,525)**	**585,420**	**18,061,298**
Annualised ROI	**-1.47%**	**11.71%**	**9.76%**

Key: Green text indicates ROI above average benchmark rate of 10%; orange text indicates an average return between 7% and 10%; red text indicates an average return under 7%

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 5. Scope Property Group Loan Agreement Schedule

	Month 30 Sept 2026 $	Year to Date 30 Sept 2026 $	Life to Date 30 Sept 2026 $
Funded Amount	-	-	3,800,000
Interest Charges	12,667	38,001	680,420
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 5.47%, there is an opportunity cost for the year to date of $11,498 and a life to date cost of $44,349. For the current month of September 2026, the opportunity cost is $4,591. 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 $56.0M, with a 3 year loan term on interest only payment arrangements, this loan's current interest rate is 4.90%pa effective date 29th July 2026. Karratha Development will be required to make principal and interest repayments upon construction completion over a 20 year period.

Project Update

All three Bulgarra sites continue to progress from early civil construction and service trench works to foundation excavation and retaining wall construction. Ridley Street has ramped up with construction activities in anticipation of the first shipment of dwellings. Off-site works in Vietnam are progressing well, with all 33 dwellings for Ridley Street in final fit-out or wrapped and fumigated in preparation for shipping. Work on the next package of modules for Gregory Way has commenced and require vacant floor space to continue progressing. These are on track to be completed and ready for the second shipment in late 2026 or early 2027.

Table 6. Karratha Development Pty Ltd Loan Agreement Schedule

	Month 30 Sept 2026 $	Year to Date 30 Sept 2026 $	Life to Date 30 Sept 2026 $
Developer drawdown	6,402,866	9,621,412	23,911,162
Developer Interest Accrued	64,995	175,106	405,190

Table 7. Karratha Development Pty Ltd Loan drawdown

	Approved limit	Loan Balance	Available to draw
Developer loan facility	56,000,000	24,316,352	31,683,648

Table 8. Westpac Loan Facility Agreement

	Month 30 Sept 2026 $	Year to Date 30 Sept 2026 $	Life to Date 30 Sept 2026 $
WBC Loan Drawdowns	6,402,866	9,621,412	23,911,162
Bank Interest & Charges	124,246	350,318	930,913

Table 9. Westpac Loan drawdown

	Approved limit	Loan Balance	Available to draw
Westpac loan facility	56,000,000	23,911,162	32,088,838

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 20 October 2025. This project is to be funded entirely from Council's Infrastructure reserve funds for an amount of $26.2M.

Project Update

Baynton development works are progressing well on site. Apartment block 1 has been delivered and installed in location with architectural screening and finishes being progressed. Apartment block 2 has commenced surface preparation in anticipation for module delivery after completion at the yard in Perth. Yard works will be fully completed by November with all remaining works to be completed on site in Karratha. The project is tracking well for completion as planned in the first quarter of 2027.

Table 10. Acero Construction Pty Ltd Payment Schedule

	Month 30 Sept 2026 $	Year to Date 30 Sept 2026 $	Life to Date 30 Sept 2026 $
Contract Paid Amount	1,513,892	4,546,664	21,373,557
Infrastructure Reserve (funding)	(1,513,892)	(4,546,664)	(21,373,557)
Remaining Contract Amount			**4,863,135**

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. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

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

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

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

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

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

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

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

VOTING REQUIREMENTS
Simple Majority.

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

10.4 COUNCIL MEETING DATES 2027

File No: GV.1

Responsible Executive Officer: Director Corporate Services

Reporting Author: Manager Governance

Date of Report: 7 October 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): 2027 Council and Committee Meeting Dates

PURPOSE

For Council to consider the schedule of dates for the 2027 Council and Committee meetings.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE and PUBLISH the following schedule of 2027 meeting dates for the Public Briefings and Ordinary Council Meetings noting all meetings commence at 6pm in Council Chambers, Welcome Road Karratha:**

Public Briefings	Ordinary Council Meetings
Monday 15 February 2027	Monday 22 February 2027
Monday 15 March 2027	Monday 22 March 2027
Monday 5 April 2027	Tuesday 27 April 2027
	Monday 24 May 2027
Monday 21 June 2027	Monday 28 June 2027
Monday 19 July 2027	Monday 26 July 2027
Monday 16 August 2027	Monday 23 August 2027
Monday 13 September 2027	Monday 20 September 2027
Tuesday 19 October 2027	Monday 25 October 2027
Monday 15 November 2027	Monday 22 November 2027
Monday 6 December 2027	Monday 13 December 2027

2. **APPROVE and PUBLISH a Public Briefing to be held at 5pm on Monday 17 May 2027 in Roebourne at a location to be confirmed.**

3. **APPROVE and PUBLISH a Special Council Meeting to be held on Tuesday, 1 June 2027 to commence at 6pm in Council Chambers, Welcome Road Karratha for the purpose of consideration of feedback received from the advertising of rates and to endorse a submission to the Minister for Local Government seeking approval to implement Differential Rates.**

4. **APPROVE and PUBLISH the following schedule of 2027 meeting dates for the Audit, Risk and Improvement Committee Meetings noting all meetings commence at 3pm in Council Chambers, Welcome Road Karratha:**

Audit, Risk and Improvement Committee
Wednesday, 3 March 2027
Wednesday, 2 June 2027
Wednesday, 1 September 2027
Wednesday, 24 November 2027

BACKGROUND

Council is required to determine the date of Ordinary Council and Committee meetings for the following year in order for the Chief Executive Officer to publish the date, time and venue for each meeting, before the beginning of the year the meetings will be held.

At its meeting held 27 October 2025, Council resolved (OCM251027-08), in part, as follows:

3. NOTE the following schedule of 2027 meeting dates for the Ordinary Council Meeting and Public Agenda Briefing Session with meetings commencing at 6pm in the Council Chambers, Welcome Road Karratha:

Public Agenda Briefing Session Date	***Ordinary Council Meeting (OCM) Date***
No briefing session January 2027	*No OCM January 2027*
Monday 15 February 2027	*Monday 22 February 2027*
Monday 15 March 2027	*Monday 22 March 2027*
Monday 19 April 2027	*Tuesday 27 April 2027*
Monday 17 May 2027	*Monday 24 May 2027*
Monday 21 June 2027	*Monday 28 June 2027*
Monday 19 July 2027	*Monday 26 July 2027*
Monday 16 August 2027	*Monday 23 August 2027*
Monday 20 September 2027	*Monday 27 September 2027*
Tuesday 19 October 2027	*Monday 25 October 2027*
Monday 15 November 2027	*Monday 22 November 2027*
Monday 6 December 2027	*Monday 13 December 2027*

DISCUSSION

Public Briefings

The purpose of the Public Briefing is for Council Members to ask questions, and obtain additional information, relating to items listed on the agenda for consideration at the next OCM. No decisions are made at Public Briefings

Public Briefings are generally scheduled on the third Monday of every month (one week prior to the OCM). Public Briefings are live streamed.

The 2027 Public Briefing dates which Council noted in October 2025, are proposed to be altered as follows:

- The Public Briefing scheduled for Monday 19 April 2027 is proposed to be brought forward to Monday 5 April 2027 to avoid the school holiday period, which commences on 12 April and concludes on 26 April (the ANZAC Day public holiday). The OCM would remain scheduled for Tuesday 27 April 2027, following the school holidays.
- The Public Briefing scheduled for Monday 20 September 2027 is proposed to be brought forward one week to Monday 13 September 2027. This would allow the September OCM to be held before the school holidays commence on Monday 27 September 2027.

- Following feedback received at the Council Workshop on 2 November 2026, a public briefing is proposed to be held in Roebourne on 17 May 2027 with a proposed start time of 5pm. City officers will investigate possible locations and confirm with Council prior to advertising the meeting dates for 2027.

As previously proposed, the Public Briefing in October is scheduled on Tuesday 19 October 2027 to ensure sufficient time for the local government election results to be declared and administrative arrangements to be made.

All other dates are unchanged.

Council Meetings
Ordinary Council Meetings are generally scheduled on the fourth Monday of every month. Meetings must be live streamed in accordance with regulation 14H of the *Local Government (Administration) Regulations 1996*.

One alteration to the proposed 2027 OCM dates which Council noted in October 2025, is proposed as follows:

- The OCM scheduled for Monday 27 September 2027 is proposed to be brought forward one week to Monday 20 September 2027 to avoid the school holidays which commence on Monday 27 September 2027.

A Special Council Meeting has been scheduled which aligns to the 2027/2028 Budget adoption timeline. The purpose of the meeting is to consider any feedback received from the public consultation period for the proposed 2027/2028 rates and to endorse a submission to the Minister for Local Government seeking approval to implement Differential Rates.

Audit, Risk and Improvement Committee
In accordance with section 7.1A of the *Local Government Act 1995*, local governments must establish an Audit, Risk and Improvement Committee (ARIC). Amendments to regulation 12 of the *Local Government (Administration) Regulations 1996*, which came into effect on 1 January 2026, require the date, time and venue of committee meetings to be published on the City's website before the beginning of the year in which the meetings are to be held.

The proposed ARIC meeting schedule aligns with the Public Briefing and OCM schedule to enable items considered by ARIC to be presented promptly to the next OCM.

The independent ARIC members have been consulted on the proposed ARIC meeting dates and times, with a preference given to meetings commencing at 3pm.

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 5.3 of the *Local Government Act 1995*, Council is required to hold ordinary meetings, and these are to be no more than three months apart.

In accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*, before the beginning of the year in which meetings are to be held, the date, time and place for each meeting is to be published on the local government's official website.

COUNCILLOR/OFFICER CONSULTATION
The proposed 2027 Council and Committee meeting schedule was discussed with Council Members at a briefing session on 2 November 2026.

The independent ARIC members have been consulted on the proposed ARIC meeting dates.

COMMUNITY CONSULTATION
Community engagement activities in accordance with the iap^2 public participation spectrum process to inform are proposed as follows:

Who	How	When	What
Community	Advertise in the local newspaper, on the City website, social media and on public noticeboards.	Dec 2026	Approved schedule of meeting dates for 2027.

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	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	There is a statutory requirement to publish, on the City's website, the 2027 Council and Committee meeting dates prior to 31 December 2026.

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

RELEVANT PRECEDENTS
Council noted the proposed 2027 Public Briefing and Council meeting dates at the October 2025 Ordinary Council Meeting.

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
The report seeks Council approval of the proposed 2027 schedule of Public Briefing, OCM and ARIC meetings, together with a Special Council Meeting on 1 June 2027 to consider differential rates. The schedule includes adjustments to accommodate school holidays and election arrangements and enables publication of the approved meeting details before the start of 2027.

10.5 COUNCIL TEMPLATES AND ORDER OF BUSINESS

File No: GV.1

Responsible Executive Officer: Director Corporate Services

Reporting Author: Manager Governance

Date of Report: 7 October 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):
1. Ordinary Council Meeting Agenda Template
2. Audit, Risk and Improvement Committee Agenda Template
3. Public Briefing Agenda Template

PURPOSE
For Council to determine the order of business for Ordinary Council and Audit, Risk and Improvement Committee (ARIC) meetings.

OFFICER'S RECOMMENDATION

That Council:

1. APPROVE the order of business for Council and Audit, Risk and Improvement Committee meetings, as detailed in this report and shown in Attachments 1 and 2.

2. NOTE the order of business and attached templates will be implemented for the February 2027 meetings.

BACKGROUND
Clause 3.2 of the *City of Karratha Standing Orders Local Law 2018* states that the order of business of an ordinary meeting of the Council shall be determined by the local government from time to time. In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

DISCUSSION
Ordinary Council Meetings

The current Ordinary Council Meeting order of business is as follows:

1 Official Opening
2 About this Meeting
3 Record of Attendance / Apologies
4 Public Question Time
5 Petitions / Deputations / Presentations
6 Requests for Leave of Absence
7 Declarations of Interest
8 Confirmation of Minutes and Business Arising from Minutes of Previous Meetings
9 Announcements by Person Presiding Without Discussion
10 Corporate Services Reports

11 Community Experience Reports
12 Development Services Reports
13 Infrastructure Services Reports
14 Strategic Projects & Business Reports
15 Chief Executive Officer Reports
16 Motions of which previous notice has been given
17 Questions by Members of which due notice has been given
18 Urgent business approved by the person presiding or by decision
19 Matters behind closed doors
20 Closure & date of next meeting

The order of business has been amended to the following (refer to Attachment 1):

1 Official Opening
2 Record of Attendance
  2.1 Present
  2.2 Apologies
  2.3 Approved Leave of Absence
3 Announcements by the Presiding Member without discussion
4 Declarations of Interest
5 Public Question Time
  5.1 Responses to Previous Questions Taken on Notice
  5.2 Public Questions
6 Petitions / Deputations / Presentations
  6.1 Petitions
  6.2 Deputations
  6.3 Presentations
7 Requests for Leave of Absence
8 Confirmation of Minutes
9 Chief Executive Officer Reports
10 Community Experience Reports
11 Corporate Services Reports
12 Development Services Reports
13 Infrastructure Services Reports
14 Strategic Projects and Business Reports
15 Information Reports
16 Motions of which previous notice has been given
17 Questions by members of which due notice has been given
18 Urgent business approved by the Presiding Member or by decision
19 Matters behind closed doors
20 Closure

The key changes are:

- Removal of About this Meeting from the official order of business. This information is available on the City's website.
- Providing two subsections under Public Question Time to improve clarity for the community.
- Separating Chief Executive Officer (CEO) reports from Information Reports and moving CEO reports to be considered first on the agenda.
- Changing the order of the directorate reports that follow to be in alphabetical order.

The Public Briefing agenda follows the same order as an Ordinary Council Meeting (refer to Attachment 3).

Audit, Risk and Improvement Committee
The current ARIC order of business is as follows:

1 Official Opening
2 Record of Attendances and Apologies
3 Declarations of Interest
4 Confirmation of Minutes and Business Arising from Minutes of Previous Meetings
5 Governance
6 Risk Management
7 Audit
8 Finance
9 Performance
10 Information Technology
11 Matters Behind Closed Doors
12 Closure & Date of Next Meeting

It is proposed to simplify the order of business (refer to Attachment 2) to:

1 Official Opening
2 Record of Attendance
3 Declarations of Interest
4 Confirmation of Minutes
5 Audit
6 Risk
7 Improvement
8 Matters Behind Closed Doors
9 Closure

As the City's ARIC does not hold any delegated authority, there is no legislative requirement to include a time for public questions. There is also no requirement for Council to determine the order of business for a committee however, to ensure good governance, the proposed order of business is presented.

The City has recently undertaken a procurement activity to implement a dedicated meeting management software for Council, Committee and Elector meetings. The review of the current order of business for Ordinary Council and ARIC meetings along with the relevant templates is in preparation for implementation of the system. It is proposed that the revised order of business and templates will commence from the February 2027 meeting cycle.

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
Clause 3.2 of the *City of Karratha Standing Orders Local Law 2018* states that the order of business of an ordinary meeting of the Council shall be determined by the local government from time to time. In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

In accordance with section 5.24, time is to be allocated for questions to be raised by members of the public and responded to at every Ordinary Council Meeting. Regulation 7(2) of the *Local Government (Administration) Regulations 1996* mandate that public question time must be conducted prior to the discussion of any matter that requires a Council decision.

COUNCILLOR/OFFICER CONSULTATION
The proposed order of business and new templates were presented to Council at a workshop held 2 November 2026.

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	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Council is required to determine the order of business for Ordinary Council Meetings.

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.

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
The proposed revised order of business and updated agenda templates will provide a clearer and more consistent structure for Ordinary Council and Audit, Risk and Improvement Committee meetings. The changes support legislative compliance, improve the presentation and sequencing of meeting business, and prepare the City for implementation of its new meeting management software.

Subject to Council approval, the revised arrangements will commence from the February 2027 meeting cycle.

10.6 APPOINTMENT TO MURUJUGA CULTURAL LANDSCAPE WORLD HERITAGE ADVISORY COMMITTEE

File No:	CM.63
Responsible Executive Officer:	Director Corporate Services
Reporting Author:	Manager Governance
Date of Report:	10 November 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Terms of Reference – Murujuga Cultural Landscape World Heritage Advisory Committee

PURPOSE

For Council to consider nominating one Council Member as the City of Karratha's representative on the Murujuga Cultural Landscape World Heritage Advisory Committee (the Advisory Committee).

OFFICER'S RECOMMENDATION

That Council:

1. **NOMINATE _____ as the City of Karratha's representative on the Murujuga Cultural Landscape World Heritage Advisory Committee, for a term ending 16 October 2027.**
2. **REQUIRE the nominated Council representative to report back to Council following each meeting, subject to the Committee's confidentiality requirements.**

BACKGROUND

The Murujuga Cultural Landscape was inscribed on the World Heritage List on 11 July 2025 following sustained advocacy by Murujuga Aboriginal Corporation (MAC) and Ngarda-Ngarli, recognising its Outstanding Universal Value. UNESCO recognised Murujuga under the following cultural criteria:

- a masterpiece of human creative genius;
- exceptional testimony to a living cultural tradition;
- an outstanding example of traditional human interaction with the environment.

The Advisory Committee has been established to provide advice to the MAC Chair and relevant State and Commonwealth Ministers on the protection, conservation and management of the property's Outstanding Universal Value. Its advisory role also encompasses community views, promotion and presentation of the land, stewardship and community connection, and implementation of the Murujuga World Heritage Strategic Management Framework. The Advisory Committee will support a coordinated and collaborative approach to protecting, managing and promoting the World Heritage property. Its role does not displace the cultural authority of Ngarda-Ngarli or the statutory functions of MAC, the State Government or other agencies.

DISCUSSION
The proposed Advisory Committee Terms of Reference provide for a minimum of 17 members, including an independent Chair, five MAC Board members, government and land management representatives, specialist members and a City of Karratha representative who must be a Council Member.

As per the proposed Terms of Reference, membership terms are to be staggered, with initial appointments of two or three years, followed by three-year terms with eligibility for reappointment. Clarification received from MAC has supported Council representative terms being aligned to local government ordinary election cycles. Therefore, the initial term of appointment is recommended to end on 16 October 2027.

The Committee will meet at least three times each calendar year and may also meet at the request of Ministers. Meetings will be a mixture of in-person and online attendance, with an attempt to hold at least one on-Country meeting each year, subject to budget. In-person meetings may be held in Karratha.

MAC will provide secretariat support. A quorum requires both a majority of all members and a majority of MAC Board members. Proxies are not permitted.

Members are expected to dedicate sufficient time to their role, attend a majority of meetings, contribute relevant experience and complete agreed actions. They must observe cultural protocols, comply with the applicable codes of conduct, maintain confidentiality and disclose and manage conflicts of interest. Members who are not Ngarda-Ngarli must complete the Murujuga Land and Sea Unit Cultural Awareness Induction every 12 months. Absence from two consecutive meetings without leave granted by the Chair creates a vacancy.

Council representation provides an opportunity to contribute a local government perspective to advice on stewardship, community connection and management of the World Heritage site.

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 parties affected issues and Council's ability to perform its role.

STATUTORY IMPLICATIONS
There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION
An expression of interest was issued to Council Members on 6 November 2026.

COMMUNITY CONSULTATION
No community consultation is required.

POLICY IMPLICATIONS
There are no policy implications.

FINANCIAL IMPLICATIONS
No allowances or sitting fees will be paid to members, although accommodation and reasonable expenses may be paid by MAC.

STRATEGIC IMPLICATIONS

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

Goal 1: We respect Aboriginal peoples' cultural authority and connection to Ngurra (Country)

Objective 1.2: Foster understanding and respect for Traditional Owner and Aboriginal culture and histories

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	To be confirmed	Unconfirmed reimbursement and induction arrangements may result in costs to the City. Confirm eligible expenses, the payer and approval arrangements with MAC before costs are incurred, and apply the City's budget and expenditure approval processes.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	To be confirmed	Non-attendance, unauthorised public comment or failure to observe cultural protocols could affect the City's relationships and reputation. Nominate a Councillor able to meet the participation requirements, support cultural awareness induction and comply with the Committee's communications protocols. Reporting to Council must respect confidentiality and distinguish Council positions from Committee advice.
Compliance	N/A	Nil

IMPACT ON CAPACITY

The nominated Council Member will need capacity to attend at least three meetings each year, with additional meetings possible at Ministers' request. Annual cultural awareness induction is required for non-Ngarda-Ngarli members.

RELEVANT PRECEDENTS

There are no relevant precedents.

VOTING REQUIREMENTS

Simple Majority.

CONCLUSION

It is recommended that Council nominate one Council Member to represent the City on the Advisory Committee. Participation will provide a local government perspective on the protection, management and presentation of the World Heritage site while respecting Ngarda-Ngarli cultural authority. The representative will need to meet the Advisory Committee's attendance, cultural awareness, conduct and confidentiality requirements.

11 COMMUNITY EXPERIENCE REPORTS

11.1 AWARD - FINAL ROUND - LARGE COMMUNITY GRANTS

File No: GS.76

Responsible Executive Officer: Director Community Experience

Reporting Author: Manager Community Development & Youth Services

Date of Report: 20 October 2026

Applicant/Proponent: Local Community Organisations

Disclosure of Interest: Nil

Attachment(s):

1. Ngaarda Media Aboriginal Corporation Application Summary
2. Karratha Volunteer Fire and Rescue Service Application Summary
3. Karratha Enduro & Motocross Club Inc. Application Summary
4. Yaandina Community Services Application Summary
5. St John Ambulance Application Summary
6. Wickham Community Association Application Summary
7. PKKP Aboriginal Corporation Application Summary
8. Pitter Pat Productions Inc. Application Summary
9. Karratha Community House Inc. Application Summary
10. Point Samson Community Association Application Summary
11. Dampier Tennis Club Application Summary
12. Second Act Arts Inc. Application Summary
13. Football Futures Foundation Ltd – Application Summary
14. Karratha Falcons Football and Sporting Club Application Summary
15. Community Grants & Contributions Scheme Guidelines

PURPOSE

For Council to consider providing grants to support a range of community projects and activities under Council Policy CS27 – Grants and Sponsorship Policy.

OFFICER'S RECOMMENDATION

That Council:

1. APPROVE the following applicants to receive funding under the Large Community Grant Scheme, subject to conditions outlined below being met:

Applicant	Project	Amount Requested (excl GST)	Amount Recommended (excl GST)	Conditions to Funding
RECOMMENDED				
Ngaarda Media Aboriginal Corporation	Ngaarda Media Bush Bands Concert and Outside Broadcast 2027 in Roebourne	$41,140.00	$41,140.00	Venue Hire and Public Space Permit
Karratha Volunteer Fire Rescue Services	Electric Gates – Karratha Volunteer Fire & Rescue	$50,000.00	$50,000.00	Building Approvals
Karratha Motocross	Building a Better, Safer Track: Karratha Motocross Equipment Upgrade	$27,000.00	$27,000.00	
Yaandina Community Services	Safeguarding the Former Roebourne Primary School & Quarters	$38,686.00	$38,686.00	
St John Ambulance	Karratha Wellbeing Walkabout – Barnigu Waba Day 2027	$14,989.00	$14,985.00	
Wickham Community Association	Replace Wickham Picture Garden Projector	$50,000.00	$50,000.00	
PKKP Aboriginal Corporation	NAIDOC Week Community Event	$48,405.26	$24,247.19	Environmental Health Permit
Pitter Pat Productions	Pitter Pat Productions 2027 Productions	$50,000.00	$50,000.00	
Karratha Community House	Karratha Community House - Facility Safety & Asset Renewal Project	$49,729.90	$36,010.90	Building Owner Approval of Supplier

Applicant	Project	Amount Requested (excl GST)	Amount Recommended (excl GST)	Conditions to Funding
RECOMMENDED				
Point Samson Community Association (PSCA)	New Air Conditioners for the PSCA Hall	$20,460.00	$20,460.00	
Dampier Tennis Club	Dampier Tennis Club upgrade	$50,000.00	$18,255.28	Building Owner Approval and Environmental Health Permit/Clearance
SUBTOTAL		**$440,410.16**	**$370,784.37**	

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

Applicant	Project	Amount Requested (excl GST)	Amount Recommended (excl GST)
NOT RECOMMENDED			
Second Act Arts	Chronicle Karratha	$50,000.00	$0
Football Futures Foundation	Miniballers Karratha: Early Inclusion for Young Children	$30,349.00	$0
Karratha Falcons Football and Sporting Club	New Cool Room for Frank Butler Pavilion	$25,000.00	$0
SUBTOTAL		**$105,349.00**	**$0**

BACKGROUND

Council supports local community organisations through the provision of funding under the Community Grants Funding Program.

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

1. *Eligibility* – Does the application meet the fundamental requirements of the program, including applicant eligibility, project location, acquittal status, project nature, and provision of all required documentation?

2. *Need* – Does the application demonstrate a clear need, propose an evidence-based response, include measurable outcomes, and align with the City's strategic priorities?

3. *Benefit* – Does the project provide a clear benefit to City of Karratha residents? Does the project support one or more underrepresented population groups? How does the project demonstrate creativity, innovation, and/or best practice?

4. *Value* – Does the project budget represent value for money, with realistic and relevant expenditure? Does the application demonstrate sustainability and leverage additional support, including matched funding, in-kind contributions, and the use of local suppliers where possible?

5. *Capacity for Delivery* – Does the organisation have the skills, resources, experience, and project planning required to successfully deliver the project? Does the organisation demonstrate meaningful partnerships that will enhance the reach, quality, sustainability, or impact of the project?

Council allocates $600,000 for Large Community Grants per annum, to be awarded each financial year. Council had pre-committed $101,500 via a three-year Memorandum of Understanding (MOU), with Dampier Community Association. There is $498,500 available in Council's 2026/27 FY budget to be allocated for Large Community Grants.

This round represents the final Large Community Grants funding round to be assessed under the previous Community Grants and Contributions Scheme Guidelines (Attachment 15). All future community grant funding rounds will be administered and assessed in accordance with the new grant guidelines. Eligible organisations have been advised of the forthcoming transition and officers will continue to provide support to ensure they are well positioned to apply under the updated framework.

Current commitments:

Applicant	**Project**	**Committed 2026/2027 Budget**
Dampier Community Association	Dampier Major Annual Community events (expires June 2028)	$101,500
	TOTAL	**$101,500**

DISCUSSION

Summary of current round:

- Total applications received: 14
- Total Project Value $935,864.67
- Total Requested $545,755.16

The detailed assessment has been conducted by an assessment panel and is summarised below. Where part funding has been recommended, Officers have engaged with applicants regarding the impacts to the projects delivered within the recommended funding allocation. Funding for five recommended applications is conditional on the applicants obtaining any required approvals and permits prior to project commencement, as stipulated within the funding agreement.

Applicant	**Project**	**Amount Recommended (excl GST)**	**Conditions to Funding**
RECOMMENDED			
Ngaarda Media Aboriginal Corporation	Ngaarda Media Bush Bands Concert and Outside Broadcast 2027 in Roebourne	$41,140.00	Venue Hire and Public Space Permit

Applicant	Project	Amount Recommended (excl GST)	Conditions to Funding
RECOMMENDED			
Karratha Volunteer Fire Rescue Services	Electric Gates – Karratha Volunteer Fire & Rescue	$50,000.00	Building Approvals
Karratha Motocross	Building a Better, Safer Track: Karratha Motocross Equipment Upgrade	$27,000.00	
Yaandina Community Services	Safeguarding the Former Roebourne Primary School & Quarters	$38,686.00	
St John Ambulance	Karratha Wellbeing Walkabout – Barnigu Waba Day 2027	$14,985.00	
Wickham Community Association	Replace Wickham Picture Garden Projector	$50,000.00	
PKKP Aboriginal Corporation	NAIDOC Week Community Event	$24,247.19	Environmental Health Permit
Pitter Pat Productions	Pitter Pat Productions 2027 Productions	$50,000.00	
Karratha Community House	Karratha Community House - Facility Safety & Asset Renewal Project	$36,010.90	Building Owner Approval of Supplier
Point Samson Community Association (PSCA)	New Air Conditioners for the PSCA Hall	$20,460.00	
Dampier Tennis Club	Dampier Tennis Club upgrade	$18,255.28	Building Owner Approval and Environmental Health Permit/Clearance
SUBTOTAL		**$370,784.37**	

Applicant	Project	Amount Recommended
NOT RECOMMENDED		
Karratha Falcons Football and Sporting Club	New Cool Room for Frank Butler Pavilion	$0.00
Second Act Arts	Chronicle Karratha	$0.00
Football Futures Foundation	Miniballers Karratha: Early Inclusion for Young Children	$0.00
SUBTOTAL		**$0.00**

While all submissions demonstrated community benefit, the Large Community Grants Program is competitive, and applications were assessed against the published assessment criteria. Applications not recommended for funding may not have met all guideline requirements, required further planning or approvals, demonstrated insufficient capacity to deliver, or may be better supported through other funding opportunities. Officers will continue to work with unsuccessful applicants to assist with future funding applications, including future rounds delivered under the updated Community Grants Guidelines.

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, cultural & wellbeing issues due to the Community Grants and Contributions Scheme providing significant financial assistance to the associated organisations.

STATUTORY IMPLICATIONS
Section 3.18 of the *Local Government Act 1995.*

COUNCILLOR/OFFICER CONSULTATION
Proposals submitted as part of the Large Community Grant Scheme are considered through an internal assessment process by Officers.

COMMUNITY CONSULTATION
Officers make themselves available to organisations to offer support and assistance in the completion and submission of their funding proposals. This includes discussing the proposed project or activity with the applicant and providing education on the grants assessment criteria and how best to demonstrate the merit of the application. Not all applicants contacted the Community Grants Officer before submitting applications or within sufficient time for support to be provided.

Where able, further consultation with applicants was undertaken to gain an understanding of the purpose and benefit of their projects, and how the desired outcomes aligned to the City's plans, strategies and actions. Following this report, there will be further consultation and feedback provided to the applicants around the Council decision.

POLICY IMPLICATIONS
Policy CS27 Grants and Sponsorship Policy.

FINANCIAL IMPLICATIONS
A total of $600,000 was allocated for Large Community Grants in the 2026/2027 FY Budget.

Total Budget (26/27 FY)	**$ 600,000.00**
Committed to MOUs	$ 101,500.00
Remaining	$498,500.00
Recommended (this report)	$370,784.37
Total Remaining	**$127,715.63**

All figures quoted in this report are excluding GST.

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

Goal: 3 Everyone is included
Service: Sponsorship & Grants

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Recommended funding is within the 26/27 budget. Should Council resolve to support the full amount of funding there will be $127,715.63 remaining in this financial year's budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Should Council resolve not to support specific community projects, there may be a negative response from organisations.
Compliance	N/A	Officers have applied Policy CS27 – Community Grants and Contributions Scheme during the assessment and subsequent recommendations.

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

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

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
Various community organisations have submitted funding proposals for the Large Community Grant Scheme under Policy CS27 – Grants and Sponsorship Policy. Officers have recommended an amount of $370,784.37 be awarded from this round.

11.2 MULTIYEAR SPONSORSHIP REQUEST – PREPARE PRODUCE PROVIDE

File No:	CS.158
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Development Officer
Date of Report:	7 October 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Thurnu Birndirri - Letters of Support 2. 2026 Student Program - Djinda Ngardak 3. 2026 Educator Program – Southwest Professional Development

PURPOSE

For Council to consider a sponsorship request from Prepare Produce Provide for a three-year funding agreement to aid delivery of Thurnu Birndirri – their Youth Culinary and Cultural Leadership program.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE a three-year sponsorship agreement with Prepare Produce Provide for the delivery of the Thurnu Birndirri program, to a maximum value of $150,000 (excluding GST), comprising $50,000 per annum commencing in the 2026/27 financial year.**

2. **APPROVE in-principal, the allocation of $50,000 per annum from the Community Grant budget, for the duration of the agreement, subject to the City's annual budget processes and Prepare Produce Provide satisfactorily delivering their performance measures, as outlined in their agreement.**

BACKGROUND

Prepare Produce Provide (PPP) is a Western Australian not-for-profit organisation and Registered Training Organisation (RTO). Their objective is to create pathways into education, employment, and entrepreneurship by connecting young people, educators, community members, industry partners, and cultural knowledge holders, delivering opportunities to regional and remote communities that may otherwise have limited access to specialist educators, trainers, chefs, mentors, and industry networks.

PPP delivers a range of community programs and services across Western Australia, including:

- Food education, hospitality, and training programs, creating pathways into education and employment;
- Accredited and non-accredited learning opportunities to improve workplace readiness;

- Cultural programs that celebrate and preserve indigenous knowledge, bush foods, storytelling, language and connection to country;
- Youth leadership and mentoring initiatives;
- Community giving and social enterprise projects; and
- Professional development and support for teachers and schools.

PPP's flagship program, Djinda Ngardak, is a culturally responsive education, training and mentoring initiative that empowers Aboriginal and Torres Strait Islander and culturally diverse young people through food, culture, leadership and career development. Inspired by the concept of gathering, learning, and sharing knowledge under the stars, the project brings together students, Elders, educators, chefs, industry professionals, and community mentors to create meaningful pathways into further education, training, and employment.

Djinda Ngardak takes place annually in the southwest, offering 25 Aboriginal and Torres Strait Islander youth the opportunity to attend a week-long camp shining a light on Aboriginal culture and connection to land and food. Attendees are trained and mentored by some of Australia's top chefs, developing their culinary skills using modern cooking techniques met with locally, traditionally sourced ingredients. Throughout the week, students participate in cultural activities with Elders, including bush walks, time on Country, and identifying and foraging for local bush foods. The camp culminates in students co-creating, preparing, and serving a gala dinner, alongside entertainment and cultural experiences from local artists.

Since its inception, Djinda Ngardak has engaged more than 300 young people across Western Australia and created pathways into further education, training, employment, and leadership roles. Participants have progressed to opportunities including the Culinary Olympics in Germany, Terra Madre in Italy, and other national industry events.

Following the success of their southwest program, PPP is looking to establish a similar program for the Pilbara region. While Djinda Ngardak takes its name from Noongar language and translates to Under the Stars, the Pilbara program has been gifted the name Thurnu Birndirri by local Ngarluma-Yinjibarndi custodian, Clinton Walker, which translates to Under a Star in Ngarluma language. PPP has also connected with Ngarluma Aboriginal Corporation (NAC) and plan to discuss naming rights, further partnership opportunities, and identify local Elders, ensuring that the program is tailored to the Pilbara's unique context.

DISCUSSION

The City has received a sponsorship request from PPP to enter into a funding agreement to aid the delivery of Thurnu Birndirri. City funding is being sought as seed funding for an initial three-year period, $50,000 per annum, to establish the program and embed the initiative locally, in the hope that it can grow over time through community ownership, partnerships, and other investments.

<u>Program Overview</u>

Thurnu Birndirri is a place-based education initiative designed to:

- Increase engagement in education, training and employment pathways for Aboriginal and Torres Strait Islander youth;
- Strengthen Aboriginal leadership, cultural identity and community participation;
- Build practical hospitality, tourism and employability skills;
- Develop confidence, communication, teamwork and leadership capabilities;
- Build educator capability through professional learning and place-based resources.
- Support students with diverse literacy and learning needs through practical, strengths-based learning approaches;
- Foster partnerships between schools, communities, Elders, industry and local organisations; and

- Create lasting community benefits through resource development, pathway opportunities, and local capacity building.

Building on the proven success of the Djinda Ngardak model, the program combines culinary training, cultural learning, media and digital storytelling, educator professional development, and social enterprise development.

The Thurnu Birndirri program will include the following components:

1. Student Culinary & Cultural Leadership Program

A week-long intensive learning experience for local students, designed to connect young people with Aboriginal culture, food systems, leadership development and future career pathways. The program combines practical culinary training with cultural immersion experiences, providing students with the opportunity to learn both in a commercial kitchen environment and on Country alongside Traditional Custodians, Elders and Rangers. Students will develop foundational hospitality skills, including food preparation, food safety and menu development using local bushfoods and seasonal ingredients.

Students will engage with professional chefs, hospitality industry representatives, youth ambassadors and mentors, creating opportunities to explore education, training and employment pathways within hospitality, tourism, media and community services industries. The model provides an important alternative learning pathway for young people by creating opportunities beyond traditional school programs.

A number of local stakeholders will contribute to program delivery, including workshops focussed on bushfood identification, foraging activities, storytelling workshops, leadership development, and hospitality training.

- North Regional TAFE has been engaged regarding use of its commercial kitchen facilities to support practical hospitality training.
- Fairbridge Dampier Camp has provided provisional support for student accommodation, pending confirmation of final program dates.
- Murujuga Aboriginal Corporation has indicated support for place-based cultural learning experiences within the Murujuga National Park (Burrup Peninsula).
- Initial discussions with Ngarluma Aboriginal Corporation have commenced to identify local Elders and determine their involvement in cultural learning activities.

The program will culminate in a community gala dinner at Dampier Community Hall, delivered with support from the Dampier Community Association, providing students with an opportunity to showcase their skills and celebrate their achievements with family and community members.

2. Educator Program

The Educator Training Program will provide professional learning opportunities for teachers and rangers to strengthen their capacity to deliver culturally responsive, place-based learning experiences. The program will focus on capacity building, bushfoods education, and the integration of local cultural content into educational settings. Participants will gain hands-on experience through workshops and on Country learning activities, alongside Traditional Custodians, Elders and industry practitioners.

The program will support the development of locally relevant learning resources and assist educators to align cultural and environmental content with existing curriculum outcomes. Over time, the program aims to establish a network of local champions who can support ongoing delivery and knowledge sharing within their communities.

3. Media and Digital Storytelling Program

The Media and Digital Storytelling Program will provide students with practical skills in photography, videography, interviewing, and digital content creation while documenting the stories, experiences and cultural knowledge shared throughout the project. Flying Fox Media will deliver this stream of the program.

Students will learn how to capture high-quality visual content, conduct interviews, create social media content and produce digital stories that celebrate local culture, people and place. The program will support the development of a digital asset library containing photographs, videos and community stories that can be utilised for future education, promotion and community engagement purposes.

A key outcome of the program will be the production of a Pilbara-based documentary capturing the journey of participants, the cultural knowledge sharing that occurs throughout the project, and the broader community impact of the initiative.

4. Kepa Kwab Social Enterprise Initiative

Kepa Kwab is a non-alcoholic beverage designed to fund and grow its southwest parent program, Djinda Ngardak. The drink was developed through consultation with more than 100 Aboriginal and Torres Strait Islander youth, edible native foods specialist Dale Tilbrook, chef Rohan Park, and manufactured in the Swan Valley by Funk Drinks Co, with all proceeds from sales going back into the program. Each step of the four-year development of Kepa Kwab involved co-design with Indigenous youth, including flavour profiling, foraging for botanicals, the Swan River story and song, artwork and design, and the product's launch event.

Prepare Produce Provide proposes adapting the Kepa Kwab social enterprise model to the Pilbara, creating a locally inspired product that reflects the region's native ingredients and providing a dedicated funding stream to support the program's long-term sustainability.

<u>Three-Year Growth Model</u>
Across a three-year period, PPP aims to build upon the achievements of the previous year, with program progression linked to demonstrated outcomes, community impact and program sustainability.

Year	Key Outcomes	Performance Measures / Targets
Year 1: Establish	• Program model established. • Students, educators and community engaged. • Foundational resources developed. • Partnerships formalised.	• 20-30 students engaged in Culinary Program. • 15 students engaged in Media Program. • Educators participate in professional learning. • Community Advisory Group established. • Youth Ambassador cohort identified. • Annual community showcase delivered. • Documentary production commenced. • Regional image and story archive established. • Kepa Kwab concept developed. • Baseline impact data collected and annual impact report completed.

Year	Key Outcomes	Performance Measures / Targets
Year 2: Grow	• Increased participation and leadership. • Stronger community partnerships. • Expanded storytelling and enterprise activities.	• Increased student participation and retention. • Youth Ambassador Program operational. • Documentary completed and showcased. • Cultural and curriculum resources developed. • Digital story archive expanded. • Kepa Kwab prototype developed and tested. • Annual impact report completed.
Year 3: Sustain	• Community ownership strengthened. • Leadership pathways embedded. • Sustainable legacy assets established.	• Youth Ambassador Network established. • Teacher Champion Network established. • Community-owned cultural and digital resources in place. • Kepa Kwab launch supported. • Demonstrated education, training and employment outcomes. • Long-term funding partnerships framework established. • Sustainability and succession plan completed. • Final impact and legacy report delivered.

PPP has committed to the long-term sustainability of the program by contributing $50,000 (cash and in-kind) annually towards program delivery. In addition, they are actively pursuing external funding opportunities to diversify revenue streams and reduce reliance on City funding. Grant applications/funding requests have been submitted to the Pilbara Ports Community Investment Program, Pilbara Development Commission, Rio Tinto Community Investment Program, Fortescue (FMG), and Mineral Resources. The scope and scale of the project may be adjusted to align with the level of external funding secured.

Performance measures will be clearly defined within the funding agreement between PPP and the City of Karratha, with the agreement subject to annual review. The proposed three-year funding arrangement will be contingent on PPP successfully achieving the agreed measures each year, with failure to meet these targets resulting in the agreement being reviewed and, where appropriate, amended or withdrawn before progressing to the subsequent year of funding.

The City's investment is intended to support PPP through an establishment and growth phase, with the expectation that by the conclusion of the three-year period the organisation will have established a sustainable operating model, strengthened organisational capacity, and developed alternative funding and revenue streams that enable the ongoing delivery of the program without the need for continued City funding.

Economic and Community Impact

Thurnu Birndirri will contribute to both community and economic outcomes by:

- Strengthening workforce readiness through hospitality, tourism, and employment skill development.
- Supporting Aboriginal economic participation through bushfood, cultural tourism and enterprise opportunities.

- Building confidence, wellbeing, leadership capability and community participation among young people, supporting the long-term development of future community leaders.
- Creating opportunities for local Elders, cultural practitioners, businesses and community organisations to contribute skills, knowledge and lived experience.
- Showcasing Pilbara culture, stories, food traditions and local talent.

City of Karratha Benefits

- Brand alignment through sponsor recognition across program marketing and promotional materials, demonstrating the City's support for youth leadership, education and training opportunities.
- Access to professional photography and videography associated with the program.
- Access to approved promotional assets for future City use.
- Tickets to gala dinner and speaking opportunity at event.
- Strong strategic alignment with multiple goals of the Council Plan, including but not limited to recognising and celebrating aboriginal culture in the public realm, creating opportunities for young people to engage in pro-social activities and leadership development, and supporting increased education and training opportunities.

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
No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION
There has been no community consultation conducted by City administration. PPP have consulted with various stakeholders in preparing their sponsorship request.

POLICY IMPLICATIONS
Council policy CS27 Grants and Sponsorship Policy applies.

FINANCIAL IMPLICATIONS
Funds will be allocated from the Community Grant budget. A total of $600,000 was allocated for Large Community Grants in the 2026/2027 FY.

Total Budget (26/27 FY)	**$ 600,000.00**
Committed to MOUs	$101,500.00
Recommended (this report)	$50,000
Total Remaining	$448,500

All figures quoted in this report are excluding GST.

The balance will still be sufficient for the remainder of the year as we transition to the new grants program.

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

Goal 1: We respect Aboriginal peoples' Cultural Authority and connection to Ngurra (Country)
1.2 Develop and implement authentic partnership processes with Traditional Owners and other Aboriginal communities in the City of Karratha
1.3 Support opportunities for Traditional Owners to exercise Cultural Authority, access Ngurra (Country) and practice lore and culture
1.4 Recognise and celebrate the history, heritage and cultures of Traditional Owners and Ngarda-ngarli (Aboriginal people) in the public realm

Goal 2: Our community is welcoming, connected, vibrant, healthy and safe
2.1 Increase events, arts and cultural activities

Goal 3: Everyone is included
3.3 Create opportunities for young people to engage in pro-social activities, civic life and leadership development

Goal 6: The local economy is diverse and thriving, with opportunities for all.
6.4 Support increased education and training opportunities

Goal 7: Our Civic leaders are innovative, listening and balanced in meeting community needs.
7.1 Engage with the community on what matters to them, in ways that inspire participation by all
7.6 Deliver a place response that responds to unique needs

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	Low financial risk of the City providing sponsorship funding to a program that cannot be delivered or is delivered to an inadequate standard. Risk will be managed through funding agreement.
Service Interruption	N/A	Nil
Environment	Low	Low environmental risk from program elements such as bush food foraging, walks, and time on country. City will work with recipient to involve Elders and City officers in project planning to ensure correct permissions are received.
Reputation	Low	Low reputational risk of the City providing sponsorship funding to an event that cannot be delivered or is delivered to an inadequate standard. Risk will be managed through funding agreement. Low reputational risk of the City aligning with a program targeted at Aboriginal and Torres Strait Islander youth which is not run by a local organisation. Letters of support have been sought

Category	Risk level	Comments
		from relevant Traditional Owners to ensure their support.
Compliance	N/A	Low compliance risk of program not being delivered to the agreed standard. Risk will be managed through funding agreement. The City will work with PPP to ensure the agreement is acquitted to a satisfactory standard.
Project Program	Moderate	Moderate risk of safety incidents, child safeguarding concerns, or cultural governance issues arising from the delivery of funded program. Risk will be managed through the funding agreement, requiring PPP to maintain appropriate policies, procedures and controls relating to participant safety, child safeguarding, risk management and culturally appropriate governance. Compliance requirements, reporting obligations and monitoring processes will be included to ensure risks are actively managed throughout program delivery.

IMPACT ON CAPACITY
There is no impact on capacity to carry out the Officer's recommendation.

RELEVANT PRECEDENTS
Council has endorsed previous multiyear funding agreements, including:

Event	MOU Agreement Years	Annual City Contribution (excl. GST)
DCA - Beachside Markets	2022-2025	$31,629
DCA - Sunset Movies	2022-2025	$7,666
DCA - Art Awards	2022-2025	$10,000
DCA - Five Major Annual Community Events	2025-2028	$101,500

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
PPP has requested a three-year funding agreement of $50,000 (excl. GST) per year for the delivery of their Thurnu Birndirri program.

Officers have evaluated the proposal and recommend that the application be supported to the full amount requested as PPP has proven their ability to successfully deliver a similar program in the southwest, Djinda Ngardak, and has clearly begun tailoring the program to the Pilbara context through regional engagement and local partnerships.

12 DEVELOPMENT SERVICES REPORTS

12.1 PROPOSED 2027 FREE LIFETIME REGISTRATION TRIAL FOR STERILISED DOGS AND CATS

File No:	LE.452
Responsible Executive Officer:	A/Director Development Services
Reporting Author:	Coordinator Rangers and Emergency Management
Date of Report:	28 October 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the investigation findings and approve a 12-month trial of free lifetime registration for eligible sterilised dogs and cats during 2027.

OFFICER'S RECOMMENDATION

That Council:

1. **APPROVE, under section 15(4A) of the *Dog Act 1976* and Schedule 3 clause 1(4) of the *Cat Regulations 2012*, a waiver of lifetime registration fees for eligible sterilised dogs and cats for a 12-month trial during 2027, with commencement and closing dates publicly notified by the Chief Executive Officer;**

2. **APPLY the waiver to eligible new registrations, renewals and upgrades from current, valid one- or three-year registrations to lifetime registration, subject to applicants providing proof of sterilisation, microchipping and a local residential address, with confirmation that the animal is ordinarily kept within the City;**

3. **EXCLUDE dangerous dogs, unsterilised animals, animals ordinarily kept outside the City, animals already registered for life, retrospective applications and refunds of fees previously paid;**

4. **NOTE that current system limitations prevent new animal registrations being completed online.**

5. **REQUEST quarterly reporting on uptake, fees waived, processing demand and referrals to City sterilisation programs, with an evaluation at the conclusion of the trial.**

BACKGROUND

At its meeting of 28 September 2026, following a Notice of Motion received from Cr Johannsen, Council supported in principle a trial initiative to encourage increased registration and correct microchipping of dogs and cats within the City of Karratha.

Council requested a proposal for a one-year free pet registration trial during 2027, potentially including free registration and/or microchipping for eligible animals. A further report was requested by December 2026 addressing scope, timing, eligibility, financial and resourcing implications, legislative requirements, community communications, evaluation measures and online registration options.

This report proposes free lifetime registration for eligible sterilised and microchipped dogs and cats during a 12-month application period. Microchipping and sterilisation would continue through separate City services and assistance programs, with any microchipping fee waiver considered under the City's existing process.

The trial aims to improve animal identification and owner contact, encourage sterilisation and support responsible pet ownership. Improved identification is expected to reduce the time required to locate owners and process impounded animals, while lifetime registration would remove future registration renewals for participating animals.

DISCUSSION

Proposed scope, timing and eligibility requirements

The proposed trial would accept applications from 1 January to 31 December 2027, providing free lifetime registration for eligible sterilised and microchipped dogs and cats ordinarily kept within the City. The 12-month application period would give owners time to arrange sterilisation, microchipping and supporting documentation.

Applicants would provide proof of sterilisation, microchipping and a local residential address. Eligibility would be verified before registration is issued, and applicants would be asked to confirm that their contact details on the relevant microchip database are current.

Eligible owners could apply for a new registration, renew an existing registration or upgrade a current one- or three-year registration without waiting for expiry. Dangerous dogs, unsterilised animals and animals ordinarily kept outside the district would be excluded. Previous registration payments would not be refunded or credited.

A universal free microchipping offer is not proposed as part of the registration trial. Residents requiring assistance would be referred to eligible City sterilisation and microchipping programs, subject to funding and capacity. The Eastern Corridor program would remain a separate initiative.

Owners of animals that are already sterilised but not microchipped, and who cannot access the combined program, may access the City's microchipping service. The current fee is $70, with any waiver considered individually under the City's standard fee waiver process. Service availability is subject to the capacity of appropriately trained Ranger staff. Microchipping must be completed before an animal becomes eligible for the registration waiver.

Comparable initiatives include South Perth's registration fee waivers for sterilised dogs and cats, Chittering's broader waiver in 2020 and subsequent RSPCA-linked initiative, and Waroona's free lifetime registration for eligible RSPCA sterilisation program participants. These demonstrate different delivery approaches but do not provide a reliable uptake forecast for Karratha. Chittering's subsequent report noted low uptake of its 2020 offer despite direct promotion to owners.

Expected financial and resourcing implications

Recorded activity for October 2025 to October 2026 included 927 registrations for sterilised dogs and cats, representing $68,510 at standard fees. This provides a historical revenue reference rather than a forecast of revenue foregone. The actual impact would depend on uptake, applicable concessions and the registration terms owners would otherwise have selected. Demand may also increase through applications for currently unregistered animals and early upgrades of existing registrations.

Additional applications and fee waivers would increase processing requirements, including document verification, registration entry and customer enquiries. This workload is expected to be offset over time by animal management time savings. Lifetime registration would also reduce future renewal processing.

The current estimated Ranger time required per impounded animal is five hours, including processing, animal care, pound maintenance, locating the owner, and repatriation or rehoming. This is an indicative estimate rather than a measured average. By increasing the number of registered animals with accurate registration and microchip details, the trial aims to reduce this time through easier identification, faster owner contact and earlier return of animals.

The anticipated time savings represent an operational capacity benefit rather than a quantified cash saving. The extent to which these savings offset additional registration processing would be assessed through the trial evaluation. Further financial details are provided in the Financial Implications section.

Applicable legislative requirements

Section 15(4A) of the *Dog Act 1976* permits a local government to discount or waive registration fees for individual dogs or classes of dogs within its district. Section 15(4B) excludes dangerous dogs from this discretion.

Schedule 3, clause 1(4) of the *Cat Regulations 2012* similarly permits a local government to reduce or waive fees for individual cats or classes of cats within its district.

The proposed waiver would affect registration fees only. Applicable registration, microchipping, identification and other animal management requirements would continue. Applications would be assessed against the relevant legislation and the eligibility requirements approved for the trial.

Proposed community communication and promotion approach

Subject to Council approval, the City would promote the trial before commencement and throughout the application period through its website, social media, registration communications where practicable, and responses to customer enquiries.

Communications would explain eligibility, supporting documents, application channels, available assistance and the closing date. They would acknowledge owners who have already registered their animals and explain that previous payments would not be refunded or credited.

The distinction between the registration waiver and separate sterilisation and microchipping services would be made clear. Application guidance would also explain the importance of keeping microchip ownership and contact details current.

Measures to evaluate trial uptake and effectiveness

Quarterly reporting would monitor:

- applications received and approved, including new registrations, renewals and early upgrades;
- fees waived, allowing for applicable concessions;
- registration and fee waiver processing demand and associated staff time;
- referrals to sterilisation and microchipping services and separately approved microchipping fee waivers; and
- animal identification outcomes, including unidentified-animal records, successful owner contact, time taken to locate owners and return impounded animals, and associated staff effort.

An evaluation at the conclusion of the trial would compare outcomes with available historical information and assess uptake, financial impacts and the extent to which animal management time savings offset additional registration processing. It would inform whether the initiative should cease, continue or be modified.

The evaluation would acknowledge data limitations and other factors affecting animal management activity. Historical registration transactions would provide a comparison point rather than a forecast. Registration alone does not ensure an animal can be identified; readable microchips, current database details and registration tags remain important.

Investigation of online registration

New animal registrations cannot currently be completed online. This functionality depends on the relevant Enterprise Resource Planning modules, for which implementation is currently underway but is not expected to be fully implemented until 2028.

Existing online renewal services do not provide a confirmed process for assessing supporting documents and applying the proposed waiver. The trial can be delivered through existing application channels, with supporting documents and eligibility checked before registrations are processed.

Delivery is not dependent on the introduction of online registration. Online applications could be introduced during the trial if suitable functionality becomes available.

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-08 Significant Decision Making, this matter is considered to be of low significance in terms of social issues, economic issues, parties affected issues and Council's ability to perform its role

STATUTORY IMPLICATIONS

Section 15(4A) of the *Dog Act 1976* and Schedule 3 clause 1(4) of the *Cat Regulations 2012* provide for registration fee waivers. Dangerous dogs are excluded under section 15(4B) of the *Dog Act 1976*. All other statutory registration requirements would continue to apply.

COUNCILLOR/OFFICER CONSULTATION

Administration comments were provided on the original Notice of Motion which were incorporated into Council's resolution. No further Councillor or Officer consultation has taken place.

COMMUNITY CONSULTATION

No community consultation specific to the proposed trial has occurred. Subject to Council approval, engagement at the inform level of the IAP2 Public Participation Spectrum is proposed as follows:

Who	How	When	What	Outcome
City dog and cat owners, including existing registered owners and residents requiring assistance	City website, social media, existing registration communications where practicable, and advice from Customer Service and Ranger staff	Before commencement and throughout the 12-month application period in 2027	Explain the trial's purpose, eligibility, application process, supporting documents and available assistance. Acknowledge existing registered owners and clarify that eligible registrations may be renewed or upgraded, with no refunds or credits for previous payments. Explain that sterilisation and microchipping services remain separate and subject to applicable fees, eligibility and availability.	Owners understand the trial, how to apply and available assistance, supporting increased registration and responsible pet ownership.

POLICY IMPLICATIONS

Council Policy CG-08 Significant Decision Making and Policy CS24 Community Engagement inform the assessment and communication of the proposal. No policy amendment is proposed.

FINANCIAL IMPLICATIONS

The proposed trial would be delivered within existing operational resources, with no additional implementation expenditure proposed. However, waiving registration fees would reduce revenue.

The budget below represents the full-year revenue allocation for Ranger Services Fees and Charges. The proposed trial, from 1 January to 31 December 2027, would span the final six months of 2026/27 and the first six months of 2027/28. The revenue impact would depend on uptake, applicable concessions and the registration terms owners would otherwise have selected.

The 2027/28 annual budget would account for the remaining six months of the trial and the ongoing reduction in renewal revenue arising from animals receiving lifetime registration during the trial.

Project Name	Account Number	Current 26/27 Budget
Ranger Services Fees & Charges	3010-10239-4317-0000	$90,684

STRATEGIC IMPLICATIONS
This item is relevant to the City of Karratha'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 considered to be as follows:

Category	Risk level	Comments
Health	Low	Usual operational controls apply.
Financial	Low	The financial impact of the proposed fee waiver is not significant in terms of Council's overall budget.
Service Interruption	Low	The registrations and fee waivers can be accommodated through existing systems and processes.
Environment	N/A	Nil
Reputation	Moderate	Owners who have already paid for lifetime registration may consider the trial inequitable.
Compliance	Moderate	Ineligible animals may be registered or receive fee waivers if supporting documentation is incomplete or inaccurate. Verification of eligibility and statutory requirements will form part of the registration process.

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

RELEVANT PRECEDENTS
While the City has not previously undertaken a similar initiative, other local governments have implemented comparable trials or programs, as outlined below.:

Local Government	Timeframe	Program details
City of South Perth	2025/26, with the waiver also confirmed for 2026/27	Waived registration fees, including lifetime registration, for sterilised dogs and cats. Also waived one-year registration fees for unsterilised dogs to encourage subsequent sterilisation. Declared dangerous dogs and three-year or lifetime registrations for unsterilised dogs remained chargeable. Online registration is available.
Shire of Waroona	Approved at the June 2022 Council meeting; publicly announced 12 August 2022	Offered free lifetime registration for dogs and cats owned by district residents who participated in the RSPCA Pet Sterilisation Pilot Program. Applicants had to provide evidence of participation when seeking registration. The announcement did not specify a closing date. Its 2024/25 fees schedule continued to list lifetime cat registration under the pilot at no charge. waroona.wa.gov.au

Local Government	Timeframe	Program details
Shire of Chittering — RSPCA pilot	Approved 20 April 2022, for the pilot described in its resolution as running in June 2022	Resolution 060422 waived lifetime registration fees for dogs and cats participating in the RSPCA pilot. The accompanying report described assistance for WA Seniors Card, Pensioner Concession Card and Health Care Card holders, combining reduced sterilisation costs with free microchipping and registration.

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
The investigation supports a 12-month trial of free lifetime registration during 2027 for eligible sterilised and microchipped dogs and cats ordinarily kept within the City, delivered through existing application channels. The trial aims to increase registration and improve the accuracy of owner details, supporting faster identification and return of impounded animals. Associated time savings are expected to offset additional registration processing requirements over time.

Clear eligibility requirements, public communication and regular monitoring would support implementation. An evaluation of uptake, revenue impacts and operational outcomes would inform Council's consideration of any ongoing arrangement.

13 INFRASTRUCTURE SERVICES REPORTS

13.1 TENDER OUTCOME - WICKHAM BOAT BEACH RAMP & JETTY CONSTRUCTION

File No: RFT0000089

Responsible Executive Officer: Director Infrastructure Services

Reporting Author: Project Manager

Date of Report: **23 October 2026**

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Confidential Evaluation & Recommendation Report

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PURPOSE

For Council to consider the tender for construction of the Wickham Boat Beach Ramp and Jetty.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT the tender submitted by MGN Civil Pty Ltd ABN 49 608 290 562 as the most advantageous tender to form a contract for RFT0000089 – Wickham Boat Beach Ramp and Jetty – Construction, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered, SUBJECT to satisfactory completion of negotiations of a minor nature;**

2. **AUTHORISE the Chief Executive Officer to enter into negotiations with MGN Civil Pty Ltd ABN 49 608 290 562 and execute a contract, SUBJECT to variations of a minor nature.**

BACKGROUND

The Wickham Boat Ramp Upgrade is a long-standing community project identified in response to the condition, functionality and limitations of the existing boat launching facility at Wickham Boat Beach.

Following site investigations, design development and community engagement, Council endorsed the preferred concept design in October 2025. The endorsed design comprised a fixed dual-lane boat ramp and finger jetty, together with associated improvements to the carpark and surrounding infrastructure. Council also endorsed the estimated construction expenditure within the Long-Term Financial Plan across the 2026/27 and 2027/28 financial years.

Following Council endorsement, the City of Karratha (City) progressed the project through detailed design and preparation of the construction tender documentation. The construction tender included the following components:

- removal and disposal of the existing boat ramp;
- construction of two new 48 metre precast concrete boat ramp lanes;
- construction of a fixed finger jetty comprising a steel substructure, Fibre reinforced Polymer (FRP) decking and piles;
- construction of a new concrete abutment and transition between the carpark, jetty and boat ramps;
- construction and sealing of the open-space carpark;
- installation of rock armour protection to the boat ramp and carpark area; and
- remediation of the existing rock groyne.

To maximise procurement flexibility and assist in managing project costs, the tender was structured to include a Base Scope and two (2) separate Work Packages. The Base Scope comprised the boat ramp, jetty and carpark works to basecourse level while the separate Work Packages covered the rock groyne works and the asphalt surfacing, primer seal and line marking works. Tenderers were required to provide lump sum pricing for each component, enabling Council to consider various delivery options and determine the most advantageous outcome within the available project budget.

The tender also included all associated temporary works, site establishment, environmental management, testing, commissioning and other activities required to complete the works.

Due to the environmentally sensitive marine and coastal setting, construction is required to be undertaken in accordance with the project's Construction Environmental Management Plan (CEMP). The CEMP establishes environmental controls and construction windows to minimise potential impacts on marine and coastal fauna.

The principal construction window is between April and October, outside the identified turtle nesting and hatching period, with further restrictions applying to underwater noise-generating activities to minimise potential impacts during the whale migration period. These environmental requirements have been incorporated into the construction scope and programme requirements.

Tenders were advertised on 19 August 2026 and closed 12 October 2026.

Four (4) tenders were received by the closing date from:

- Bridgewater Marine Pty Ltd
- DM Composites Pty Ltd
- MGN Civil Pty Ltd
- WA Limestone Contracting Pty Ltd

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

- Manager City Projects and Engineering
- Project Manager City Projects and Engineering
- Project Officer City Projects and Engineering

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	20%
Methodology	25%
Capacity to Deliver	10%
Sustainability	5%
Price	40%

The Regional Price Preference Policy was not applicable to any of the tenderers.

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

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

DISCUSSION
The tender outcome seeks to appoint a suitably qualified contractor to undertake construction of the Wickham Boat Beach Ramp and Jetty in accordance with the completed design documentation, specifications and all relevant compliance requirements. The outcome of this process will enable delivery of new infrastructure that will enhance usability, safety, accessibility and reliability of the facility for the local community.

The submission included a number of clarifications that will require resolution prior to entering into the Contract, as detailed in the Evaluation Report. These matters are considered minor in nature and do not affect the overall evaluation outcome or materially impact the tendered price.

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

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

COUNCILLOR/OFFICER CONSULTATION
At the October 2025 Ordinary Council Meeting, Council resolved to proceed with the dual lane boat ramp and finger jetty configuration and endorsed the associated project cost estimate through the Long Term Financial Plan.

COMMUNITY CONSULTATION
Community engagement activities in accordance with the International Association for Public Participation (iap^2) public participation spectrum process to inform, consult, involve and collaborate were undertaken to inform the design and project scope as follows:

Who	How	When	What	Outcome
Community	Online survey feedback	September 2023	Obtain community feedback and input	Identified usages of the boat ramp usage requirements and community desires

Who	How	When	What	Outcome
Community	In-person Engagement session	May 2025	Present investigations and obtain feedback on options	Meaningful feedback regarding the feasibility study and proposed stage works provided by all parties
Rio Tinto & Pilbara Ports Authority	Letter/Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Local community groups (Wickham Community Association, Port Walcott Volunteer Marine Rescue, Port Walcott Yach Club)	Letter/Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Emergency Services	Letter/Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Department of Transport – Marine Department of Biodiversity, Conservation and Attractions	Letter/Email	May 2025	Present possible concept design	Obtain feedback on potential design and construction considerations
Ngarluma Aboriginal Corporation	Letter/Email	February 2025 March 2025 June 2025	Alert of geotechnical works within vicinity of ACH site	Alert of geotechnical works within vicinity of ACH site
Ngarluma Aboriginal Corporation	Letter/Email	July 2025	Present concept design and carpark works that intersect the boundary of the registered ACH site	Consult the aboriginal custodians to assess and mitigate potential impacts on heritage sites

Who	How	When	What	Outcome
Department of Transport – Marine	Email	February 2026	Review of final design	Obtain approval of final design
Local community groups (Wickham Community Association, Port Walcott Volunteer Marine Rescue, Port Walcott Yach Club)	Letter/Email	August 2026	Advise of progression of the preferred design to Tender and of potential construction timelines	Inform and obtain any construction considerations
Rio Tinto & Pilbara Ports Authority	Letter/Email	August 2026	Advise of progression of the preferred design to Tender and of potential construction timelines	Inform and obtain any construction considerations
Port Walcott Yacht Club	Meeting	August 2026	Advise of potential construction timelines and implications	Inform and obtain any construction considerations

The consultation process undertaken during project development has shaped the final design and construction scope.

Engagement with key stakeholders will continue throughout construction to provide updates on project progress and address matters arising during the delivery of the works.

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

FINANCIAL IMPLICATIONS
Council allocated a total project budget of $6,862,000 for the delivery of the Wickham Boat Beach Ramp and Jetty, comprising $1,850,000 in the 2026/27 financial year and $5,012,000 in the 2027/28 financial year.

The recommended tender submission from MGN Civil Pty Ltd was received within budget. The recommended contract sum includes the Base Scope and both Work Packages, comprising the boat ramp, jetty and carpark works, rock groyne works, and asphalt surfacing, primer seal and line marking works. Although there are minor negotiations regarding the tender clarifications, these negotiations are not considered to materially impact the overall submitted cost.

The tendered amount is considered competitive and represents value for money, while maintaining sufficient budget flexibility to manage risks during the construction phase. No additional budget is required to deliver the project based on the recommended tender submission.

Administration also secured $750,000 (excluding GST) of funding in January 2026 through the Department of Transport Recreational Boating Facilities Scheme Funding Agreement.

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.

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

Priority Focus Area: Foreshore protection and enhancement.

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

Category	Risk level	Comments
Health	N/A	There is no perceived health risk in endorsing the Officer's recommendation.
Financial	Moderate	The upgrade was identified in the Long-Term Financial Plan, with the tendered price aligning with the allocated budget. Officers will monitor expenditure and manage costs through contract administration to minimise the risk of budget overruns.
Service Interruption	Moderate	The boat ramp and carpark will be closed from late March to October to accommodate construction within the permitted environmental window. Stakeholders and the community will be informed through targeted communications, public notices and variable message boards. Johns Creek Boat Ramp will remain available as an alternative boat launching facility nearby.
Environment	Moderate	Works are located within a sensitive coastal and marine environment and have the potential to impact marine fauna, water quality and the surrounding environment. Construction will be undertaken in accordance with the approved CEMP, including specified environmental construction windows, marine fauna monitoring and other environmental controls.
Reputation	Low	Temporary closure of the boat ramp and carpark may result in community dissatisfaction, particularly given the importance of boating to the Wickham community. However, the upgrade has been identified as a well-supported community project, with previous engagement demonstrating strong support for the proposed improvements. Any short-term reputational impacts associated with construction are therefore expected to be

Category	Risk level	Comments
		temporary and can be managed through early and ongoing communication regarding construction timing, access arrangements and project benefits.
Compliance	Low	All required approvals were identified during the planning and design phase and are expected to be obtained prior to the commencement of construction. The works have been designed to comply with the relevant standards, regulatory requirements and Department of Transport requirements. Works will be managed in alignment with the CEMP.

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

RELEVANT PRECEDENTS
Comparable marine infrastructure projects previously undertaken by the City include the boat ramp, jetty and carpark upgrades at Karratha Back Beach and Johns Creek, which were endorsed by Council at the October 2015 Ordinary Council Meeting.

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
The Evaluation Panel believes that the recommended tenderer provides the capacity and capability to deliver the works to the standard expected by the City of Karratha, represents best value for money, and aligns with the City's objective to provide high amenity and well-maintained foreshores.

Should Council support the Officer's recommendation, the contract is expected to commence in January 2027. All works are anticipated to be completed within the proposed timeframes, with staging and coordination of construction activities to minimize disruption to existing users where practicable. Construction has been planned to align with environmental sensitivity considerations and ensure efficient delivery of the project.

Successful delivery of the Wickham Boat Beach Boat Ramp and Jetty will provide improved functionality, safety and reliability for the Wickham community and demonstrate the ongoing commitment outlined in the City of Karratha 2025-2035 Council Plan.

14 STRATEGIC PROJECTS AND BUSINESS REPORTS

14.1 APPROVAL TO ADOPT KARRATHA AIRPORT MANAGEMENT AND BUSINESS PLAN

File No:	CM.637
Responsible Executive Officer:	Director Strategic Projects & Business
Reporting Author:	Director Strategic Projects & Business
Date of Report:	22 October 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Karratha Airport Management and Business Plan

PURPOSE
For Council to consider and adopt the Karratha Airport Management and Business Plan.

OFFICER'S RECOMMENDATION

That Council ADOPT the Karratha Airport Management and Business Plan.

BACKGROUND
Karratha Airport is a significant City of Karratha (City) owned commercial and regional transport asset that supports residential connectivity, workforce mobility, emergency services, tourism, business activity and the Pilbara resources sector. The City operates the airport on approximately 720 hectares of Crown reserve land. The City manages the reserve under a Management Order issued under the *Land Administration Act 1997* (WA). The reserve is designated for "Airport (Karratha)" purposes and permits the City to lease, sublease or licence all or part of the reserve for up to 42 years, subject to the Minister's prior written approval.

The City's airport facilities include a 2,280-metre sealed runway, associated taxiways and safety areas, commercial passenger and general aviation aprons, helicopter operating areas and light aircraft tie-down facilities. Supporting infrastructure includes aerodrome lighting, standby power, operational communications and perimeter security fencing. The City also owns and operates the passenger terminal, which accommodates check-in, security screening, baggage handling and reclaim, departure lounges, passenger amenities, meeting rooms and commercial tenancies. Landside facilities include public car parking, passenger pick-up and drop-off areas, a taxi rank and areas supporting bus and car hire services.

In March 2026, the City appointed Egis Oceania, supported by Paxon Group, to undertake the Karratha Airport Management Review. The review was commissioned to assess the Airport's operations, service delivery, governance, asset management, regulatory compliance and financial performance to inform future planning and decision-making.

The review is designed to provide Council with an evidence-based assessment of the Airport's current performance and future requirements, ensuring it remains positioned for

continued growth and long-term sustainability as passenger demand, regulatory obligations and infrastructure needs evolve.

The review is being delivered in two phases.
Phase 1 – Airport Management Review, comprising three key deliverables:

- Management and Business Plan: documents the Airport's current position and establishes its operational, financial, asset and demand-planning framework.
- Service Review: assess service effectiveness and efficiency, including benchmarking, organisational arrangements, dependencies and improvement opportunities.
- Management Options Analysis: evaluates potential future management and governance models and their financial, operational, legal and risk implications.

Phase 2 (optional) – Market Testing:
Subject to Council's future consideration of the Management Options Analysis, an optional second phase may test market interest in any preferred management model.

This report seeks Council's adoption of the Airport Management and Business Plan (the Plan) provided as Attachment 1. The Plan establishes the strategic, operational and financial framework to guide the Airport's ongoing management and future planning. The Service Review remains in progress and will build on the Plan to inform management considerations, service improvements and operational efficiencies. The draft Management Options Analysis Report is being prepared and is expected to be received by the end of November 2026. Drawing on the Plan and Service Review Report, it will identify and evaluate viable future management models for the Airport. The final Management Options Analysis Report is anticipated to be presented to Council at the February 2027 Ordinary Council Meeting.

Development of the Plan was informed by existing City documentation, operational and financial data, industry benchmarking and consultation with Councillors, City Administration, airlines, aviation operators, government agencies, industry representatives and other stakeholders.

The Plan complements the Karratha Airport Master Plan and Land Use Plan 2013-2033 by consolidating the Airport's operational, financial, asset and demand-planning framework into one consolidated document.

Karratha Airport is a major trading undertaking for the purposes of section 3.59 of the *Local Government Act 1995.* While statutory business planning requirements apply when a local government proposes to commence a major trading undertaking, maintaining a current Management and Business Plan for the Airport reflects good governance and supports transparent, accountable and informed decision-making.

DISCUSSION
The Plan brings together and documents the Airport's current operating context, governance arrangements, infrastructure and asset base, safety systems, stakeholder relationships, market demand, financial performance, risk profile and performance baseline in a single management framework.

The Plan comprises the following 10 sections:

1. Introduction and context – the airport's regional role and strategic setting.
2. Governance and operation – how the airport operates and who is accountable.
3. Airport facilities – infrastructure, services and available capacity.
4. Asset management framework – maintenance, lifecycle planning and renewal.
5. Safety management system – safety, compliance and emergency readiness.
6. Stakeholder management – relationships and consultation informing priorities.

7. Market demand and assessment – passenger activity, forecasts and opportunities.
8. Financial analysis and forecast – revenue, costs and long-term financial scenarios.
9. Risk management – key risks, mitigation measures and monitoring.
10. Current performance baseline – reporting and improvement measures.

The Plan largely consolidates existing arrangements while identifying opportunities to strengthen assurance, asset and financial planning, regulatory readiness, workforce capability and operational resilience. It also identifies opportunities to diversify revenue and improve connectivity. Table 1 distinguishes the Airport's current position from the proposed improvements and future planning directions.

Table 1 Current position and proposed direction in the Plan

Area	Current position	Proposed direction	Practical effect
Governance and accountability Sections 4 and 12	The Airport operates as a City business unit, supported by City corporate services, contractors and consultants.	Use defined responsibilities, performance measures and reporting arrangements to strengthen accountability and oversight.	Provides a clearer basis for management and reporting.
Safety and compliance Sections 7 and 11	Established safety management, inspection, audit and corrective action processes are in place.	Strengthen routine compliance monitoring, scheduled reviews and maintenance assurance, drawing on previous CASA findings.	Supports ongoing compliance, reduces the risk of repeat findings and provides evidence that controls remain effective.
Asset management and maintenance Sections 6, 10 and 11	Maintenance responsibilities are shared across City service areas under the Asset Maintenance Operational Level of Service 2025-2027 agreement.	Apply lifecycle and condition-based planning to prioritise maintenance, renewal and investment in critical infrastructure and technology.	Aligns asset needs with future budget and capital planning decisions.
Demand and capacity Sections 5 and 9	Demand is primarily driven by fly-in and fly-out and resources sector activity. The terminal has capacity for approximately 1.2 million passengers annually.	Apply a conservative approach using the blended low-to-medium demand scenario for financial planning, retain other scenarios for sensitivity testing and review forecasts against defined triggers.	Supports staged, evidence-based investment while recognising the terminal's available capacity.

Area	Current position	Proposed direction	Practical effect
Financial planning Section 10	The Airport generates operating income, provides returns to the City and contributes to the Aerodrome Reserve.	Use the long-term financial model to assess operating costs, asset renewal requirements, returns to the City and reserve capacity collectively.	Provides a basis for future financial decisions.
Revenue and connectivity sections 5, 9 and 11	Revenue and demand remain heavily reliant on aeronautical activity and the resources sector.	Investigate property, commercial, parking, freight and tourism opportunities, maintain airline engagement and pursue route development.	Supports revenue diversification and improved connectivity.
International readiness Sections 3, 5 and 9	Restricted Use International Airport and Alternate International Airport designations were received in May 2026.	Establish a dedicated work program with airlines and border agencies and review the Plan as the program progresses.	The assumed commencement of services in 2028–29 is for planning purposes and remains dependent on an airline partner, suitable facilities and required approvals.
Workforce capability Sections 4 and 11	14 full-time equivalent positions are supported by City service areas and contractors within a constrained regional labour market.	Strengthen workforce and succession planning, training pathways and access to specialist support where required.	Implementation capacity and any additional resourcing requirements will be assessed through workforce and budget processes.
Risk and resilience Section 11	Emergency, operational and corporate risk management arrangements are established.	Review the Airport risk profile annually, strengthen business continuity, utility resilience and cybersecurity.	Ensures risk treatments and investment priorities remain responsive to changing operating conditions.

Implementation and review

Following adoption, the Plan will guide annual business planning, service delivery, asset management, capital prioritisation and performance reporting for the Airport. Any actions requiring new or additional funding will continue to be considered through the City's annual budget, Long Term Financial Plan and project approval processes.

The Plan is a key deliverable of Phase 1 of the Airport Management Review and has been developed alongside the Service Review and Management Options Analysis. Together, these deliverables assess the Airport's current position, service effectiveness and efficiency,

organisational arrangements, dependencies and improvement opportunities, as well as potential future management and governance models and their financial, operational, legal and risk implications. The findings will inform implementation of the Plan and any future decisions regarding the management and operation of the Airport.

The Plan will be reviewed periodically to ensure it remains responsive to changes in passenger demand, Airport operations, regulatory obligations and Council priorities.

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
The *Civil Aviation Act 1988*, *Civil Aviation Safety Regulations 1998* and *Aviation Transport Security Act 2004* provide the legislative framework for the safe, secure and compliant operation of Karratha Airport.

Karratha Airport holds a current aerodrome certificate under Part 139 of the *Civil Aviation Safety Regulations 1998.* The Airport must operate in accordance with its Aerodrome Manual and remains subject to ongoing oversight by the Civil Aviation Safety Authority.

The Airport is also subject to the conditions of its Crown reserve Management Order. Adoption of the Plan does not replace any legislative, regulatory or other approvals required for future development, leasing, international services or material changes to Airport operations. Any future initiatives will be separately assessed against the applicable statutory and approval requirements before proceeding.

COUNCILLOR AND ADMINISTRATION CONSULTATION
During development of the Airport Management and Business Plan and the ongoing Service Review, consultation was undertaken with Councillors, the Executive Leadership Team, the Airport Management Review project team and relevant City officers, as outlined below.

Who	How	When	What	Outcome
Councillors	Presentation and facilitated discussion	15 June 2026 21 September 2026	Provide an overview of the review and discuss the Airport's strategic role, operating environment and future direction. Presented the management options under assessment.	Councillor perspectives and strategic priorities informed development of the Plan Councillor feedback informed the assessment of management options and associated risks and will contribute to the final Management Options Analysis Report

Who	How	When	What	Outcome
City project team and Executive Leadership Team	Project meetings, interviews, SWOT workshop and Options Analysis Risk workshop	16-19 June 2026 22 September 2026	Examine the Airport's operating model, service delivery, governance, financial performance, organisational responsibilities, strengths, weaknesses, opportunities and risks Present the management options under assessment.	Organisational priorities and operational insights informed the service review and development of the Plan. Project team feedback informed the detailed risk assessment and refinement of the Management Options Analysis.
City operational and support teams (Airport Operations, Compliance and Safety, Infrastructure, Facilities, Finance, Information Technology, Planning, Economic Development, Projects & Engineering)	Targeted interviews	16 June – 1 July 2026	Discuss operational requirements, asset management, regulatory compliance, corporate support, infrastructure planning, financial management and development considerations.	Internal service dependencies, resourcing requirements and opportunities for improved coordination were identified and incorporated into the Plan.

COMMUNITY CONSULTATION

During development of the Airport Management and Business Plan and the ongoing Service Review, targeted external stakeholder consultation was undertaken with government, regional development, aviation, emergency services and community stakeholders. The consultation was conducted in accordance with the IAP2 Public Participation Spectrum, as outlined below:

Who	How	When	What	Outcome
State Government and regional and economic development organisations (Pilbara Development	Targeted stakeholder meetings	16-17 June 2026	Discuss regional growth, tourism, economic development, aviation connectivity and the Airport's role in supporting the wider Pilbara.	Regional development and tourism perspectives informed consideration of future demand and strategic opportunities

Who	How	When	What	Outcome
Commission and Tourism WA)				
Aviation and emergency services (Airservices Australia, WA Police Air Wing and St John Ambulance)	Targeted stakeholder meetings	15-18 June 2026	Discuss aviation operations, emergency response, safety, airspace and operational coordination.	Safety, emergency response and operational considerations were reflected in the assessment of Airport services and risks.
Airlines, aviation operators and ground-service providers (North West Aviation Services, CHC Helicopter, Menzies Aviation, Virgin Australia, Qantas, Auriga Aviation, Aviair/Nexus)	Targeted stakeholder meetings	17-30 June 2026	Discuss airline and operator requirements, passenger and aircraft servicing, operational performance, infrastructure needs, route development and opportunities to improve service delivery.	Industry feedback informed the assessment of current service delivery, future aviation demand and potential operational improvements.
Airport commercial operators and tenants (Europcar, Avis and Lagardere)	Targeted stakeholder meetings	16-25 June 2026	Discuss the customer experience, terminal operations, commercial arrangements and opportunities to improve airport services and commercial performance.	Commercial and customer-service perspectives informed the Plan's consideration of terminal services and non-aeronautical activities.

POLICY IMPLICATIONS
The Plan is consistent with the City's Risk Management Policy CG-01 and Corporate Asset Management Policy CF-13.

FINANCIAL IMPLICATIONS
In 2024–25, Karratha Airport generated operating revenue of approximately $33M and incurred operating expenditure of approximately $10.9M, excluding depreciation. By 2030–31, annual operating revenue is forecast to increase to approximately $42.7M, while annual operating expenditure is forecast to reach approximately $20.7M, excluding depreciation.

Forecast expenditure, reserve transfers and closing reserve balances for the 10-year and 20-year planning periods are summarised below.

Financial measure	10-year forecast FY2026-27 to FY2035-36	20-year forecast FY2026-27 to FY2045-46
Total expenditure over the period		
Operating expenditure	$207.5M	$475M
Capital expenditure	$81.5M	$186.9M
Total reserve transfers over the period		
Transfers to Infrastructure Reserve	$138.9M	$291M
Transfers to Aerodrome Reserve	$59M	$165M
Closing reserve balance		
Aerodrome Reserve balance at end of period	$96.5M	$261.5M

These forecasts remain subject to variations in passenger growth, revenue, operating expenditure and capital requirements. The Plan forecasts ongoing transfers to the City's Infrastructure and Aerodrome Reserves, with the Aerodrome Reserve balance projected to significantly increase for decades to come.

The projected growth in reserve balances presents an opportunity for Council to consider the long-term allocation and utilisation of Airport-generated revenue. This assessment should consider future operational requirements, asset renewal, capital investment commitments and the City's broader financial sustainability objectives. As part of the remaining Phase 1 Airport Management Review, Administration will investigate potential financial options for Council's future consideration

Adoption of the Plan does not commit Council to additional expenditure. Existing projects will be delivered within adopted budgets, while any new initiative, material change in scope or additional funding requirement will be subject to further assessment and the applicable budget, delegation or Council approval process.

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

Goal:	6	The local economy is diverse and thriving, with opportunities for all
Objective:	6.7	Pursue expansion of the flight network (both domestic and international)
Priority Focus Area:		Interstate and international connections
Key projects/actions:		Pursue Karratha airport additional air travel options including international services
Goal:	7	Our civic leaders are innovative, listening and balanced in meeting community needs
Objective:	7.3	Ensure the City is well governed and managed
Objective:	7.5	Provide strong financial management and transparency

This item is also directly relevant to the City of Karratha's Strategic Focus Areas for 2026/27:

Priority 4	Progress International flight opportunities and complete Airport Management Review.

RISK MANAGEMENT CONSIDERATIONS

Amendments to section 5.23 of the *Local Government Act 1995*, effective from 1 January 2026, narrowed the grounds for considering matters in a closed meeting. The Plan is being presented publicly as no applicable grounds for confidential consideration have been identified.

The Plan establishes baseline operational and financial projections for the City's continued management of Karratha Airport over the next 40 years. Public disclosure of these projections could influence future market interest or the City's negotiating position should Council elect to explore alternative management options. This risk is considered low. Adoption of the Plan does not commit Council to a particular future management model, and alternative options remain subject to separate assessment and Council consideration.

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

Category	Risk level	Comments
Health	Low	The Plan supports the continued safe operation of Karratha Airport, including effective emergency preparedness and the management of aviation safety risks.
Financial	Moderate	The Plan identifies future operating and capital requirements that may involve significant expenditure. Individual initiatives will be subject to further assessment and approval through the City's annual budget, long-term financial planning and project governance processes. Public disclosure of the Plan's baseline projections could also affect the City's negotiating position should Council consider alternative Airport management options.
Service Interruption	Low	Adoption of the Plan will not disrupt existing Airport operations. Future works and operational improvements will be planned and staged to minimise disruption to airlines, passengers and other Airport users.
Environment	Low	Adoption of the Plan will have no immediate environmental impact. Future infrastructure works and operational changes will be subject to relevant environmental assessment and approval requirements.
Reputation	Moderate	Karratha Airport is a significant community and regional asset. Inadequate planning or failure to respond to changing demand and service expectations could reduce community, industry and stakeholder confidence in the City.
Compliance	Moderate	Karratha Airport operates within a highly regulated aviation, safety and security environment. While the Plan supports ongoing compliance, failure to meet regulatory obligations or address identified compliance actions could expose the City to operational, financial and reputation consequences.

IMPACT ON CAPACITY
Adoption of the Plan will not affect organisational capacity. Implementation is proposed to be integrated into annual business planning and delivered by the Airport team, supported by relevant City service areas and specialist contractors as required. Any additional workforce or resourcing needs arising from new initiatives will be assessed through the applicable planning and budget processes.

RELEVANT PRECEDENTS
Council has previously adopted long-term plans to guide service delivery, including the Waste Management and Resource Recovery Strategy 2025-2035, adopted at the December 2025 OCM (Resolution OCM251215-21).

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
The Karratha Airport Management and Business Plan provides a consolidated framework to support the safe, compliant, efficient and financially sustainable management of a significant City asset. It brings together the Airport's operational, asset, demand and financial planning and identifies priorities to strengthen resilience, maintain infrastructure, diversify revenue and improve connectivity.

Adoption of the Plan will guide future business planning, investment prioritisation, performance monitoring and continuous improvement.

It is recommended that Council adopt the Plan. Adoption does not commit Council to future expenditure or approve individual projects. These will remain subject to the relevant assessment, budget and approval processes.

14.2 REQUEST FOR PROPOSAL - RESOURCE RECOVERY SUBMISSIONS

File No:	WM.139
Responsible Executive Officer:	Director Strategic Projects & Business
Reporting Author:	Senior Waste Management Specialist
Date of Report:	19 October 2026
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the outcomes of the Request for Proposal for Resource Recovery Options at the Seven Mile Waste Facility and the proposed process for further development and assessment of the submissions.

OFFICER'S RECOMMENDATION

That Council:

1. **NOTES the outcomes of the Resource Recovery RFP and the two submissions received from ResourceCo and MurtiMurti Group.**

2. **ENDORSES progressing both submissions to a further clarification and assessment stage, including investigation of potential commercial, statutory and procurement pathways, prior to any recommendation on a preferred arrangement.**

3. **NOTES that any proposed lease, waste supply or processing agreement, financial contribution or other commitment requiring Council approval will be presented to Council for separate consideration.**

BACKGROUND

The City of Karratha's (The City) Waste Management and Resource Recovery Strategy 2025–2035 identifies the need to increase landfill diversion, address legacy waste stockpiles and develop sustainable regional resource recovery infrastructure.

The City issued a Request for Proposal (RFP) to the open market seeking private investment opportunities for practical, commercially viable and scalable resource recovery solutions. The RFP invited proposals targeting a range of legacy and current waste streams that the City is licensed to receive at the Seven Mile Waste facility, including commercial and industrial waste, construction and demolition waste, plastics, timber, organics and tyres.

The RFP contemplated proponents financing, developing and operating resource recovery facilities, including the potential lease of approximately three hectares within Seven Mile. Proponents would generally be responsible for infrastructure, approvals and operations, with separate arrangements potentially required for processing City-managed waste.

The RFP closed on 5 October 2026 and was intended as an initial market-testing exercise, allowing the City to shortlist proponents for further commercial assessment without committing to any particular proposal.

The City received two submissions in response to the RFP, offering different approaches to resource recovery. Both proposals present potential resource recovery opportunities; however, further clarification is required from both proponents to establish the technical, operational and commercial viability of their proposals and determine the appropriate pathway for progressing each opportunity.

DISCUSSION

Summary of submissions

ResourceCo proposes an operation on approximately three hectares within Seven Mile Waste Facility, initially focused on processing mining tyres and end-of-life conveyor belts. It proposes an initial two-year lease with two five-year options. Expansion into other waste streams is subject to commercial viability, feedstock availability, approvals and further investment decisions.

MurtiMurti Group proposes an independently operated resource recovery facility at a separate location, rather than a lease at Seven Mile. Its initial focus is sorting commercial and industrial (C&I) and construction and demolition (C&D) waste, with the possibility of mechanised processing at a later stage. It seeks access to suitable waste streams, potentially including City legacy stockpiles.

Table 1 Proposed waste streams and indicative stage of delivery

Waste stream	ResourceCo	Murti Murti Group
Mining tyres	Initial focus	Potential opportunity
Conveyor belts	Initial focus	Not specifically identified
C&I and C&D waste	Potential future expansion	Initial sorting focus
Concrete and masonry	Potential future expansion	Proposed, potentially using third-party crushing
HDPE/PVC plastics	Potential future expansion	Potential recovery stream
Timber and metals	Potential future expansion	Proposed recovery streams
Contaminated soils	Potential future opportunity	Not a principal focus

Assessment and proposed clarification stage

Both proposals have potential to support the City's resource recovery objectives, but they differ substantially in location, operating model, proposed waste streams and the commitments sought from the City.

At this stage, neither submission provides sufficient detail to establish the City's obligations or determine the appropriate statutory and commercial pathway. The immediate next step is therefore limited to obtaining further information from both proponents. No preferred proponent, lease, waste supply agreement, procurement process or other commercial commitment is proposed for approval.

ResourceCo will be requested to clarify its proposed initial investment and processing commitments, anticipated waste volumes and recovery outcomes, lease and site development requirements, processing costs, treatment of existing waste stockpiles, end markets, and implementation timeframes.

Murti Murti Group will be requested to clarify its proposed facility location and development arrangements, processing capacity and recovery outcomes, financial viability, waste supply commitments sought from the City, processing costs, treatment of existing stockpiles, end markets, and implementation timeframes.

Both proponents will also be required to provide further information regarding regulatory approvals, operational responsibilities, and local employment opportunities.

The additional information will enable the City to assess the proposals in greater detail, including potential financial and operational impacts, and determine the appropriate statutory, procurement and governance requirements before considering any commercial commitments.

Potential future pathways
Administration have considered the implications of the different commercial arrangements proposed and identified that the appropriate statutory and procurement pathways will depend on further clarification of each proposal. In particular, supplying waste to a proponent may involve different requirements from engaging a proponent to process or remove waste. The proposals may therefore involve elements of property disposal, waste supply and service procurement.

For ResourceCo, a lease of land at Seven Mile may be possible subject to confirming the authority provided by the existing land management order and compliance with applicable disposal requirements. Administration notes that a proposed lease will require a local public notice process setting out the land, proposed lessee and consideration payable. The precise process, including any other approvals or exemptions, would need to be confirmed if a lease is pursued.

For MurtiMurti Group, the proposed facility would be developed independently of Seven Mile Waste Facility and would not require a lease of City land. The potential pathway would instead focus on establishing whether a waste supply or processing agreement with the City is necessary to support the proposal. This could include arrangements for the supply of C&I and C&D waste or the processing of existing waste stockpiles. Depending on whether the City would supply waste, pay for processing services or enter into other commercial arrangements, a separate agreement or public procurement process may be required.

Administration proposes a targeted clarification stage to better understand the commercial and operational arrangements before determining the most appropriate pathway for progressing either proposal. This may include further market testing, a public tender, land leasing, waste supply or processing agreements, depending on the outcomes of the clarification process.

Council endorsement will support Administration exploring these options and identifying the approach that best meets the City's resource recovery objectives, without committing to either proponent or a particular commercial arrangement.

Any subsequent proposal requiring Council approval will be presented separately, with no commitment to either proponent arising from this report.

LEVEL OF SIGNIFICANCEhttp://www.karratha.wa.gov.au/sites/default/files/uploads/CG08_Significant_Decision_Making_Policy.pdf
In accordance with Council Policy CG-8 Significant Decision Making, the matter is provisionally considered to be of low significance.

STATUTORY IMPLICATIONS
There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION
Councillors were provided an overview of the submissions, opportunities, issues and next steps at a Councillor workshop held on the 9 November 2026

COMMUNITY CONSULTATION
No community consultation is required.

POLICY IMPLICATIONS
There are no policy implications.

FINANCIAL IMPLICATIONS
There are no financial implications.

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

Goal: 5 We respect and care for the natural environment

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

This project is part of the Waste Management and Resource Recovery Strategy which has been identified in the Council Plan 2025-2035 and is attributable to Goal 5

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	No financial commitments are proposed. Commercial implications will be assessed following clarification.
Service Interruption	Low	Existing resources are available to undertake the proposed clarification process
Environment	Low	No physical works or changes to waste processing are proposed. Environmental requirements will be considered during subsequent assessment.
Reputation	Low	Proponent expectations will be managed through clear communication regarding the purpose and limitations of the clarification process.
Compliance	Low	Statutory, procurement and land tenure requirements will be identified before progressing either proposal.

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

RELEVANT PRECEDENTS
Council has previously endorsed an Expression of Interest process for Resource Recovery Options at the Seven Mile Waste Facility at the 28 October 2013 OCM (Resolution OCM152654).

VOTING REQUIREMENTS
Simple Majority.

CONCLUSION
The RFP process has identified two distinct opportunities to improve resource recovery, with each proponent offering a different approach to facility development, waste processing and potential involvement by the City.

While both proposals have merit, further clarification is required to establish their operational and commercial viability, including the proposed waste streams, processing arrangements,

financial implications and any commitments sought from the City. This information is also necessary to determine the appropriate statutory and procurement pathway for progressing each proposal.

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 October 2026.

VOTING REQUIREMENTS
Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

15.1.1 Community Experience Service & Programs Attendance Update - September 2026
15.1.2 Point Samson Interim Plan Q4
15.1.3 Concession on Fees for City Facilities – September 2026
15.1.4 Youth Advisory Group – Council Update November 2026
15.1.5 Council Update of DAP SAT WARDEN COURT Matters

15.1.1 COMMUNITY EXPERIENCE SERVICE & PROGRAM ATTENDANCE UPDATE – SEPTEMBER 2026

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 28 October 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

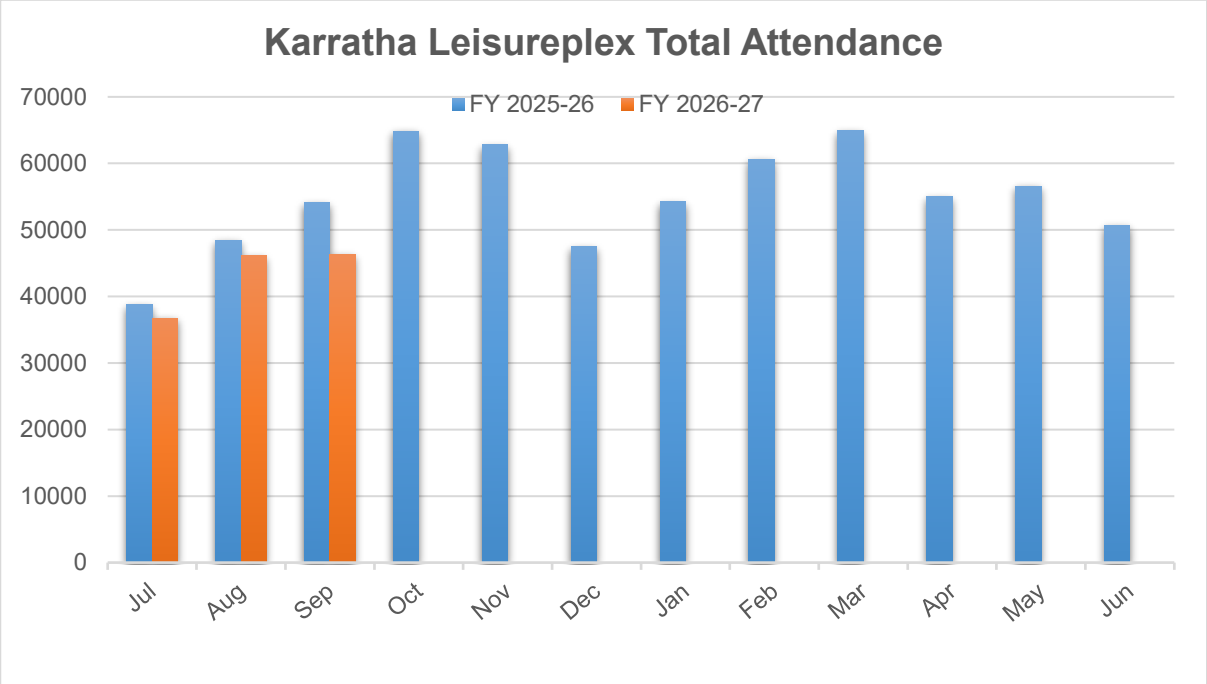
PURPOSE

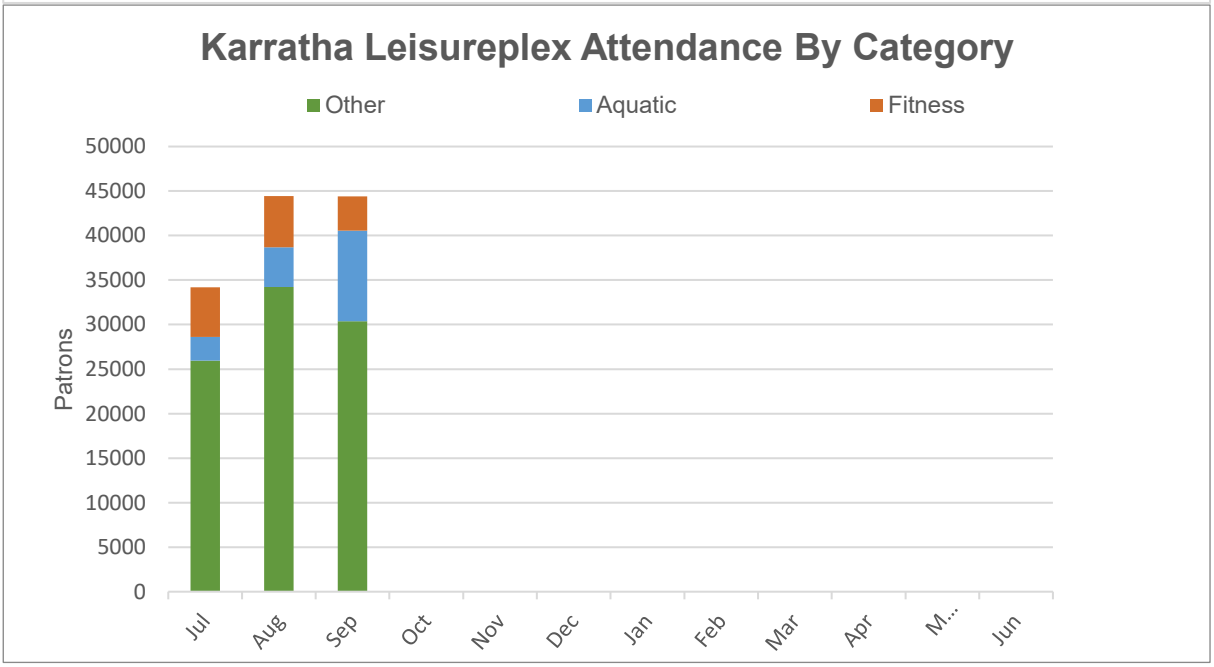
To provide Council with an update on Community Experience services and programs for September 2026.

Attendance & Utilisation Summary

Facility Attendance	Sep 2025	Sep 2026	Year on Year %
The Youth Shed	621	857	+ 38%
The Base	896	725	- 19%
Total Library	7,004	9,040	+29%
Karratha Leisureplex	54,127	46,368	- 14%
Wickham Recreation Precinct	2,643	3,260	+ 23%
Roebourne Aquatic Centre	n/a	n/a	0%
Indoor Play Centre	1,828	1,825	0%
Red Earth Arts Precinct	2,433	4,510	+ 85%
Events	600	144	- 76%

Karratha Leisureplex





September 2026 visits were lower than last year. Total visits were 46,368, down 14% on September 2025 (54,127). Aquatics had a strong month, and the first quarter of FY2026/27 was still the busiest Q1 on record.

September compared to last year:

Aquatic: 10,179 visits, up 17% (8,684), helped by warmer weather and the move to summer opening hours

Fitness: 3,830 visits, down 37% (6,069)

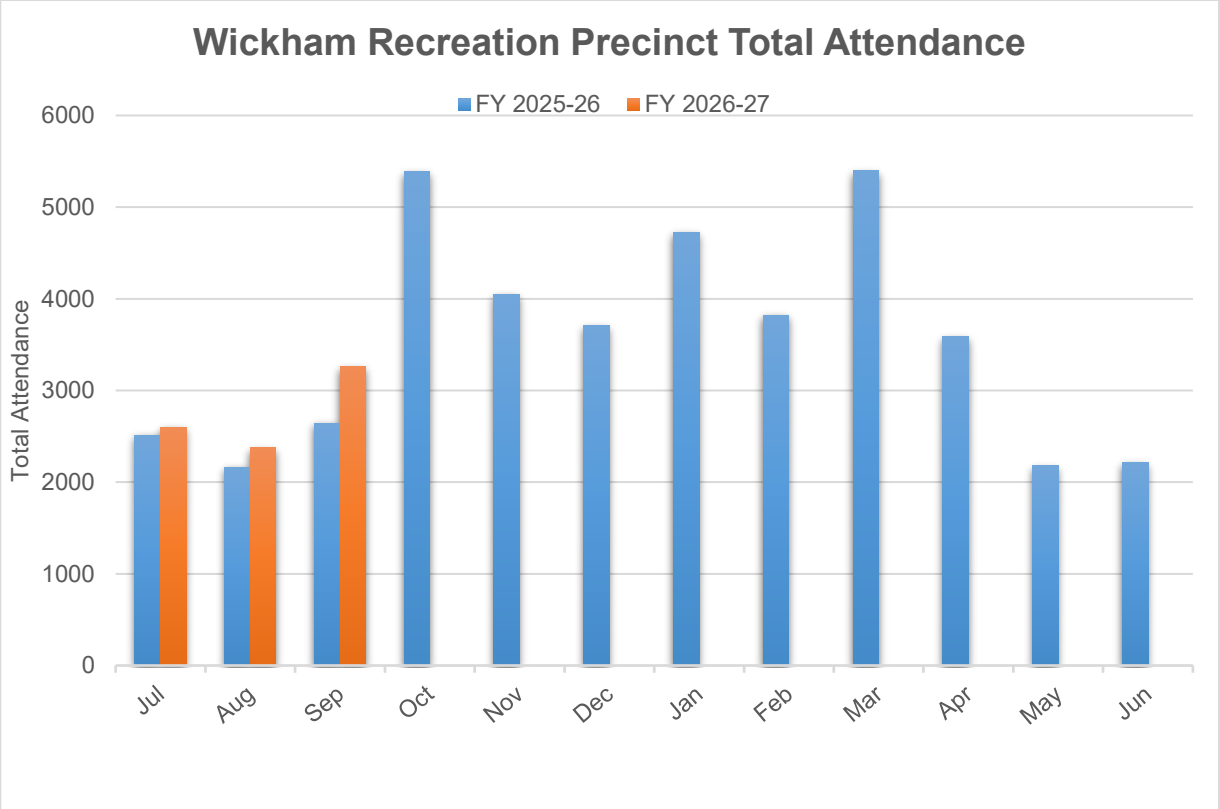
Other: 30,391 visits, down 23% (39,374)

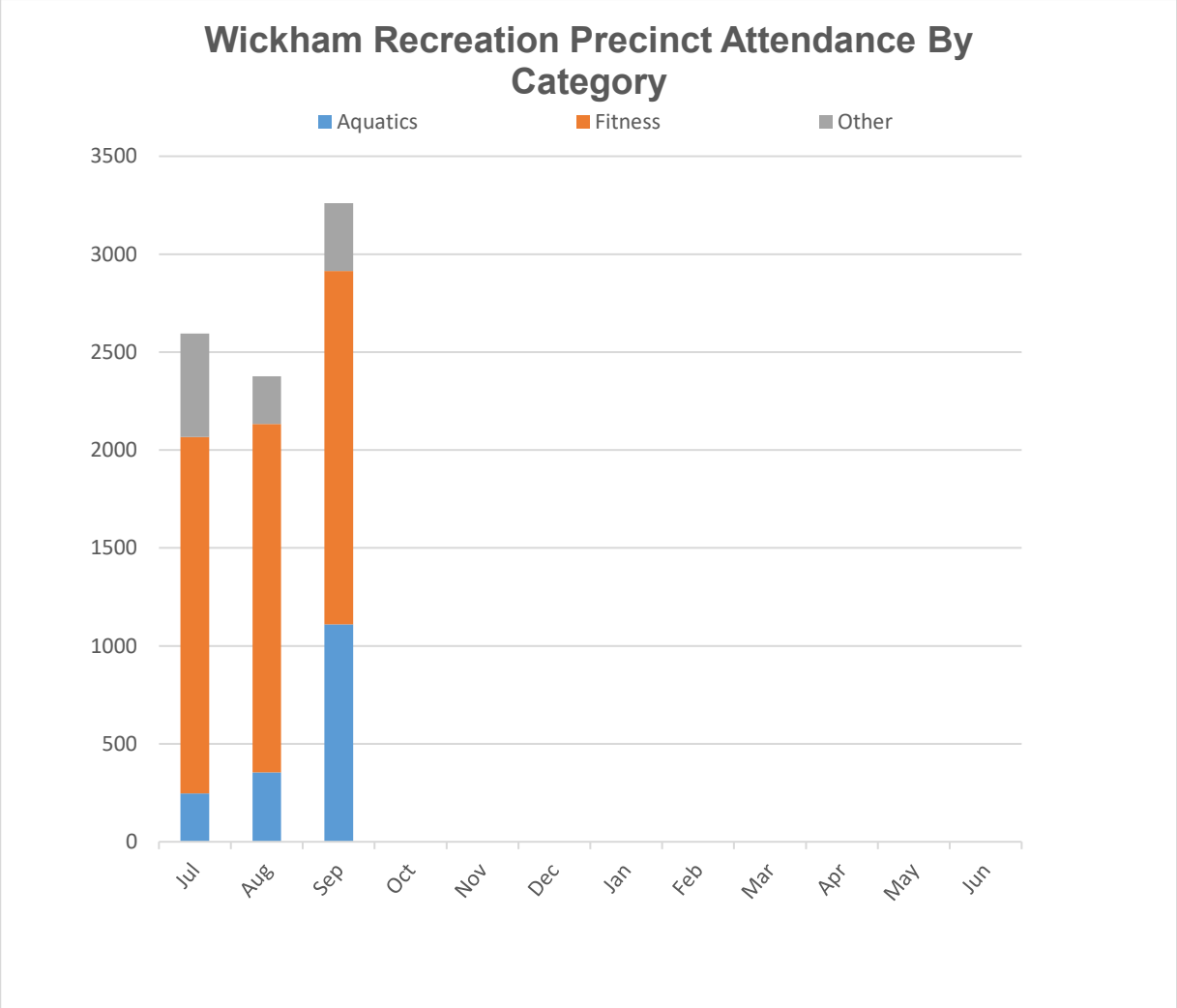
Membership: 2,206, up 1% (2,182) and up on August (2,181)

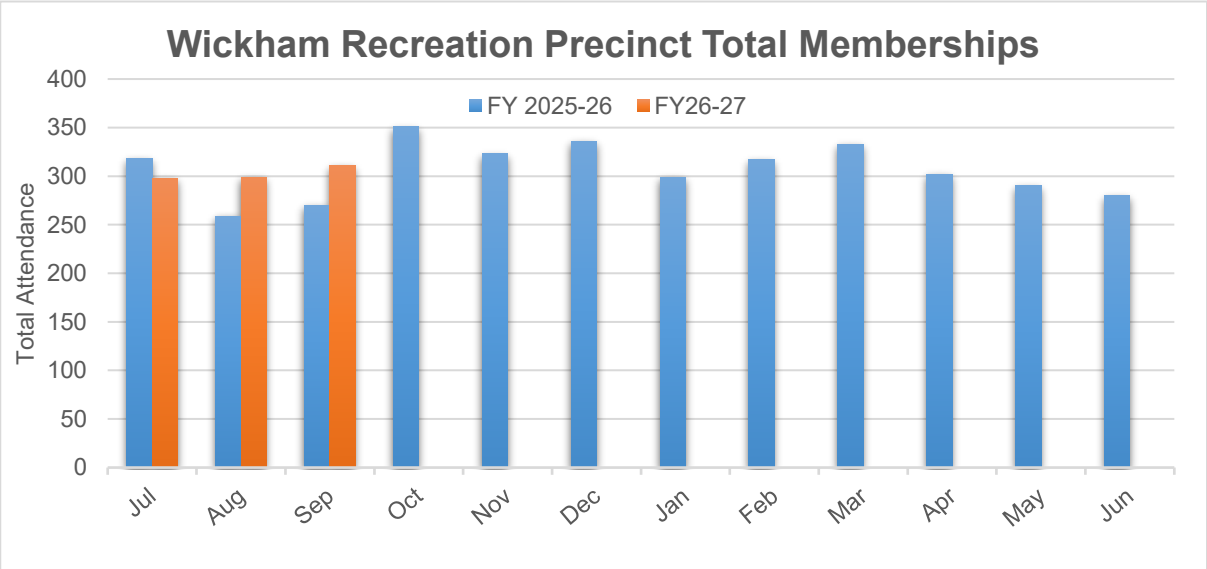
Year to date (July to September) compared to last year:

Total visits: 151,889, up 7% (141,396), which is 10,493 more visits
Aquatic: 17,313, up 12% (15,437)
Fitness: 15,158, down 13% (17,327)
Other: 117,450, up 8% (108,632)
Q1 total: 151,889 visits, the highest first quarter on record

Wickham Recreation Precinct



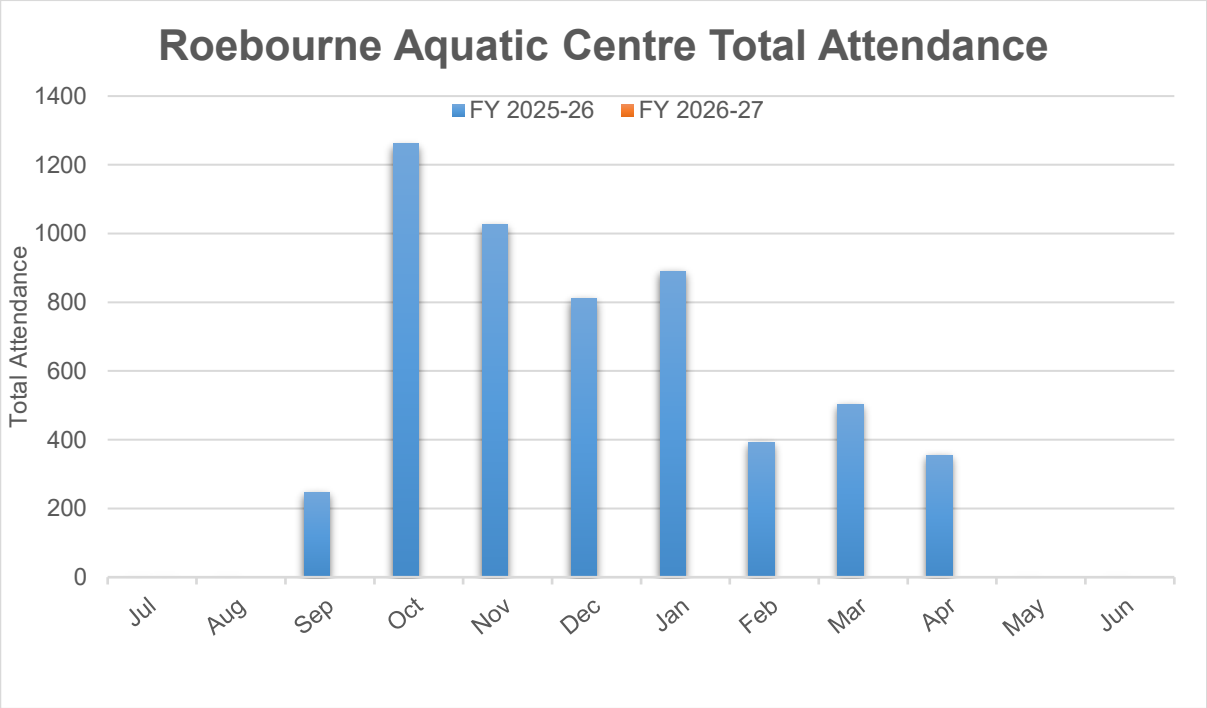




September 2026 total attendance continues to grow across both Fitness and Aquatics, with strong results compared to September 2025. Aquatic attendance increased by 29.4%, driven by strong VacSwim participation, improvements to poolside seating and the introduction of additional dry land activities creating a more welcoming and enjoyable space for families. Fitness attendance also saw impressive growth, increasing by 31.8% compared to the same period last year. The continued growth across both areas is a really positive result, highlighting increased community engagement and use of the facility. Membership numbers

have also grown by 15.2% compared to September 2025, reflecting ongoing community interest in the programs, services and facilities available.

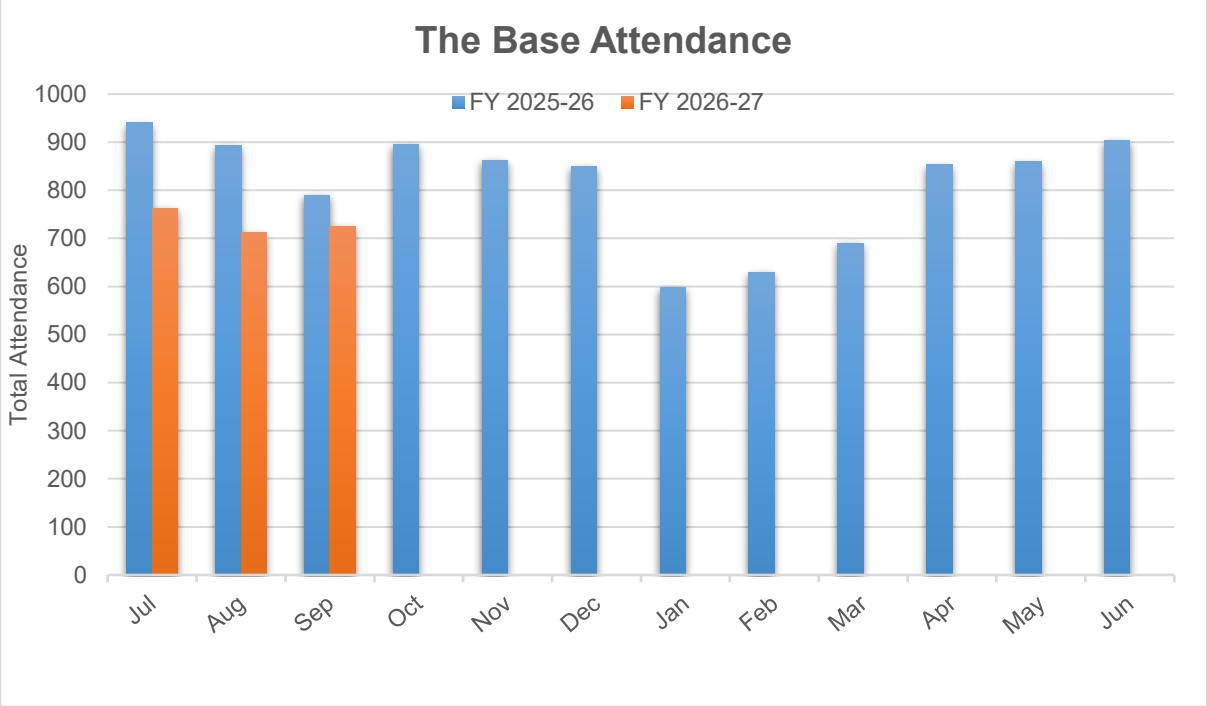
Roebourne Aquatic Centre



N/A - The Centre has closed for winter.

Youth Services

The Base, Wickham

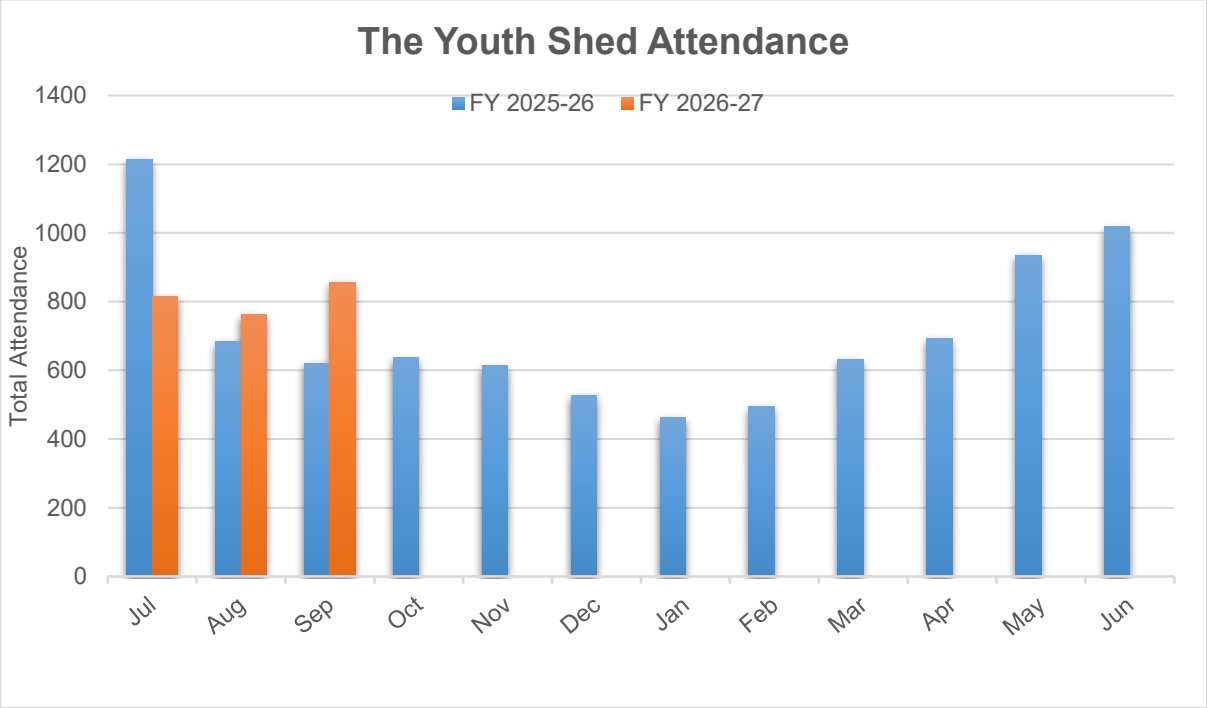


The Base recorded 725 attendances in September 2026. Daily engagement remained consistent, with strong participation in activities such as Basketball, Pool Competitions, Board

Games, Movies, Drumming, GaGaGo, Aqua Run, Base Kitchen, and collaborative sessions with Wickham Recreation Centre. Friday nights continued to attract higher numbers, including 67 attendances on 11 September and 57 on 18 September.

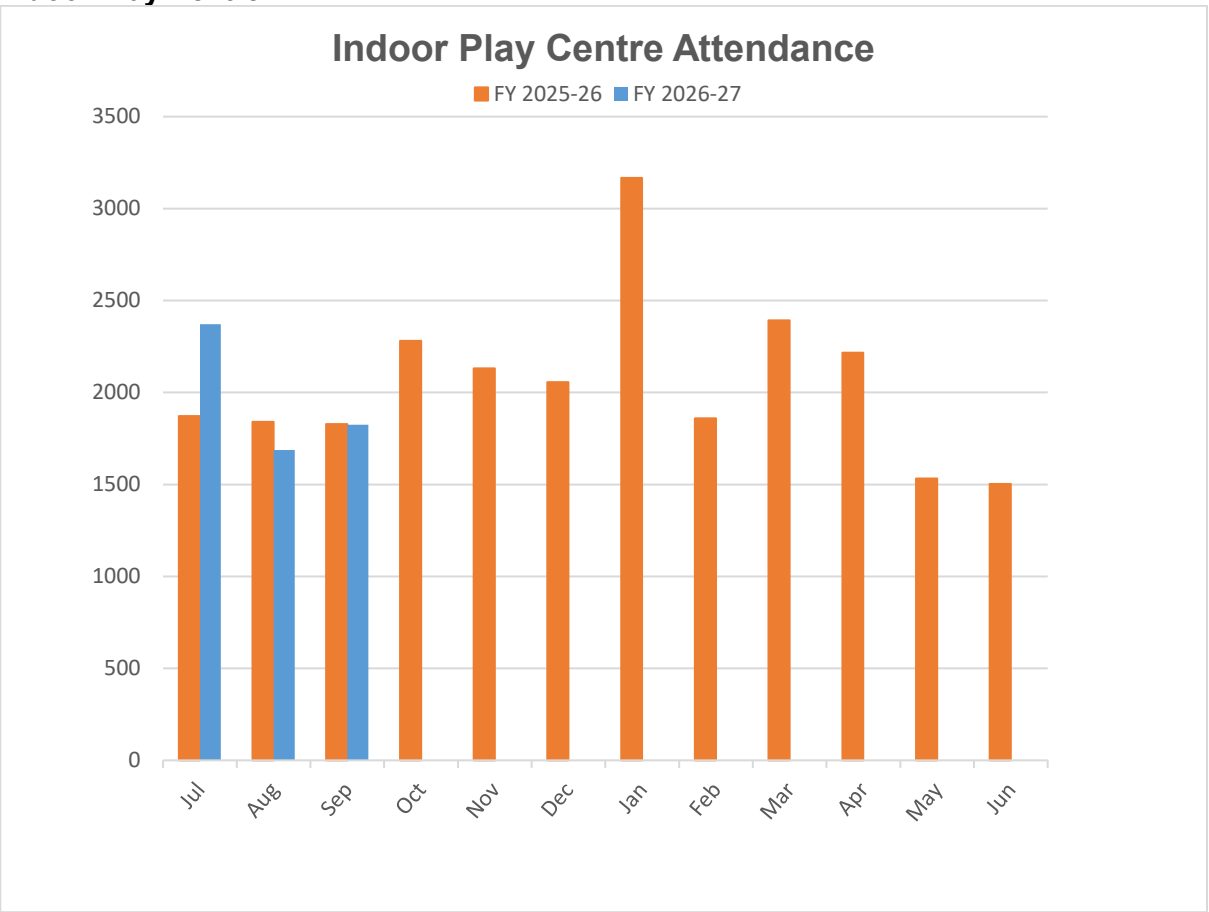
Although attendance was lower than the same period last year, young people remained actively connected through programs, community activities, cultural engagement, and employment pathways. The Base continues to provide a safe, welcoming and responsive space aligned with young people's interests and needs.

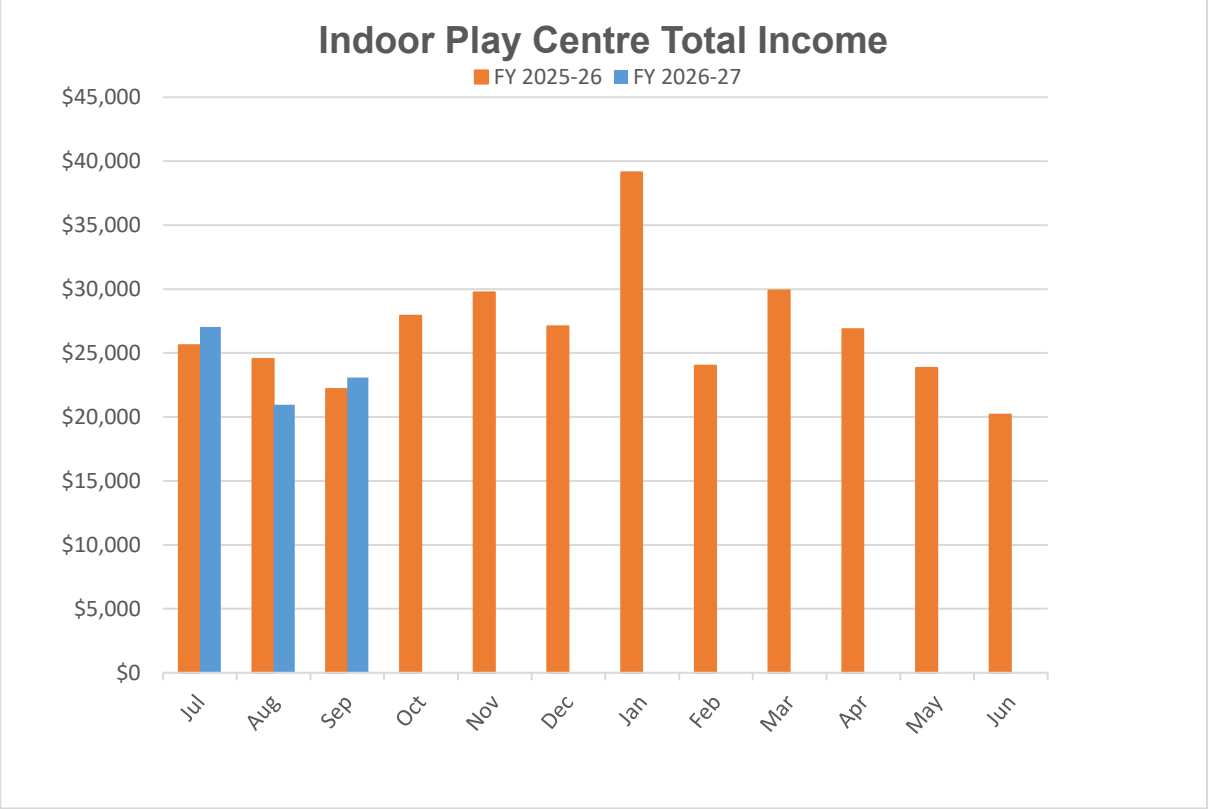
The Youth Shed, Karratha

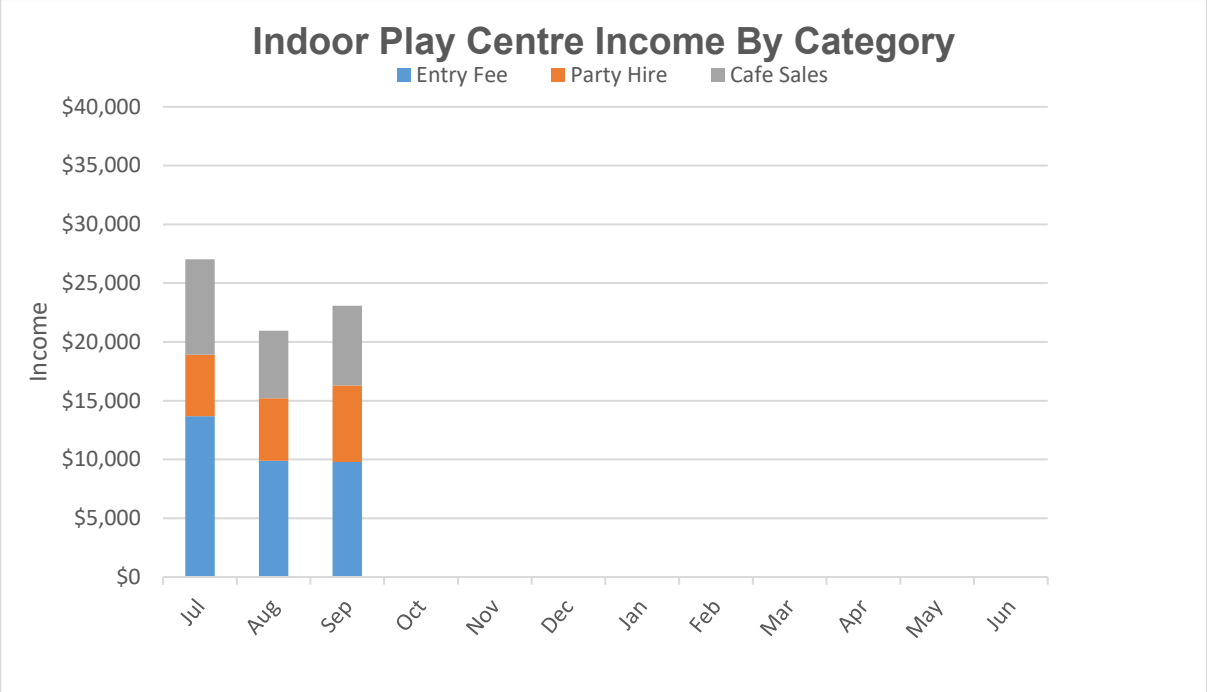


The Youth Shed recorded 857 attendances in September 2026, up from 621 in September 2025, representing a 38% increase. This growth was supported by strong engagement with local youth groups and partners, including Clontarf, Homeschool networks, KSHS, and visiting youth organisations. High-attendance program days were our Friday nights, and consistent weekly activities also contributed to the overall increase.

Indoor Play Centre

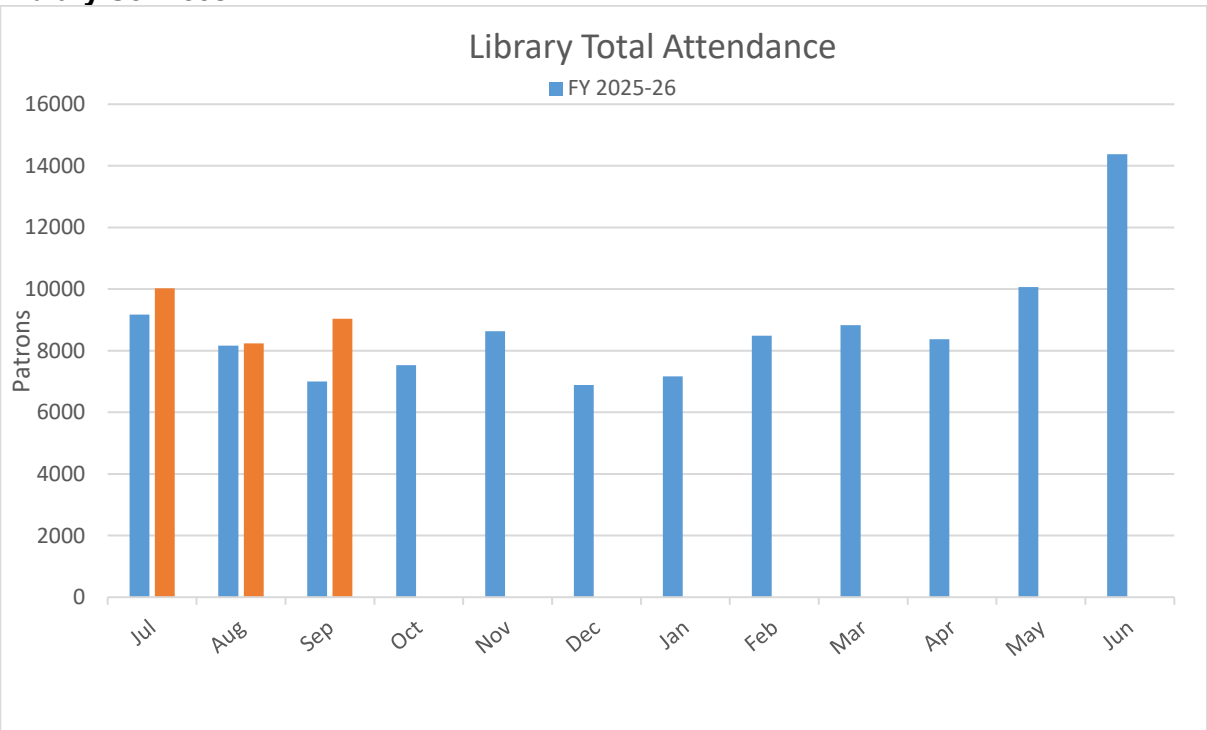


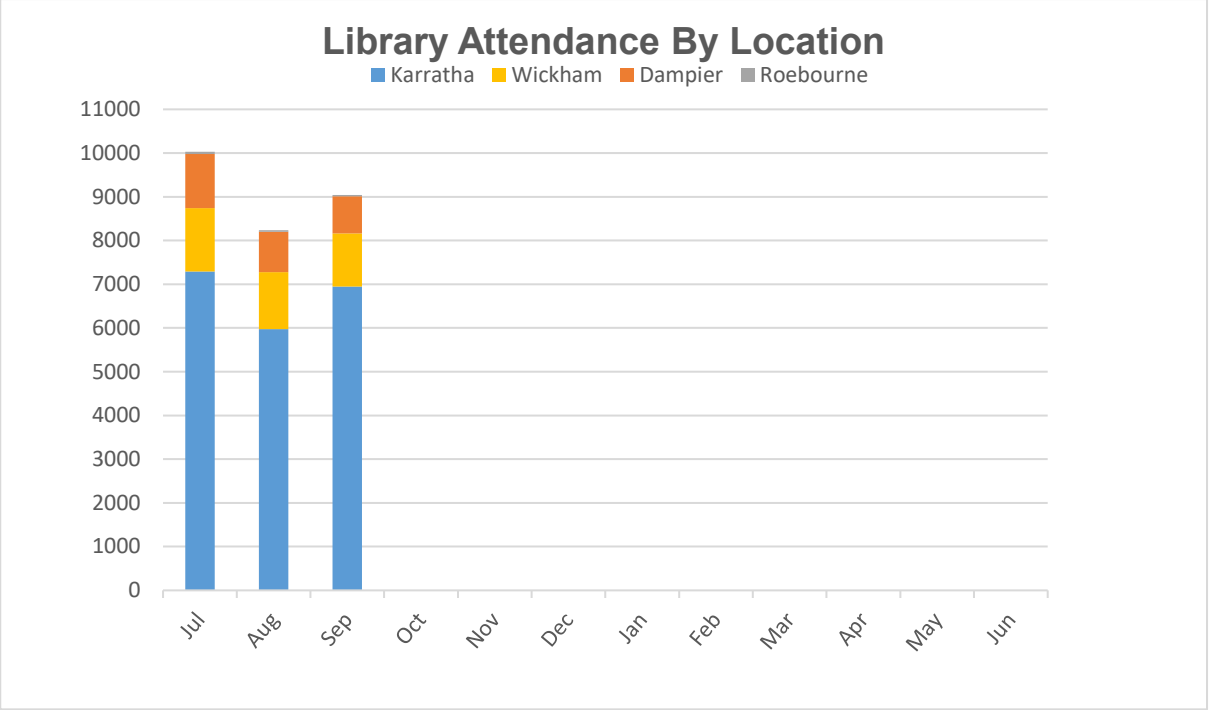




September Indoor Play Centre attendance was in line with the same period in 2025. Total revenue was marginally (4%) higher than September 2025, driven by higher café and party sales.

Library Services





13,473 Total memberships (70 new members signed up in September).	**2,594** Physical items (63 up from last month and **1,794** eResources borrowed (464 up from last month).
766 Individual computer log ins by members and guests (excludes Wi-Fi) (80 up from last month).	**1,172** Technical enquiries (including assistance with Computers, Wi-Fi, printing and scanning (40 up from last month).
1174 Program participants at **78** programs (including regular in-term programming, Libraries After Dark with Maggie Dent, Adult Learner's Week and Outreach Kindy visits).	**52** Better Beginnings Packs were distributed to Population Health, Kindy classes and Library patrons.

Overall visitation between September 2025 and September 2026 increased by 29.1%. Karratha (+44.3%) and Wickham (+19.5%) recorded strong growth, while Dampier (-19.8%) and Roebourne (-76.8%) visitation decreased. Note Roebourne Library has changed entry doors and has moved from an automatic door count to a manual one. September showed renewed growth across several core services, with physical loans increasing by 2.5%, eResource use by 34.9%, individual computer logins by 11.7% and technical enquiries by 3.5% compared with August.

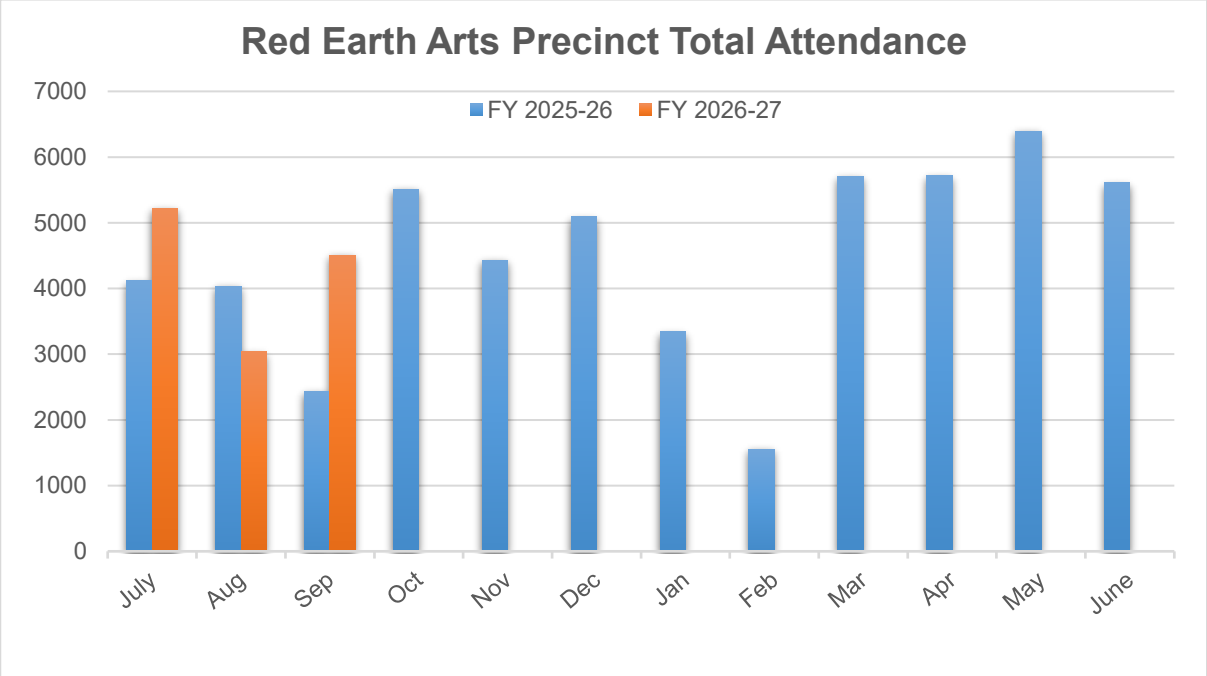
Extended Hours Pilot

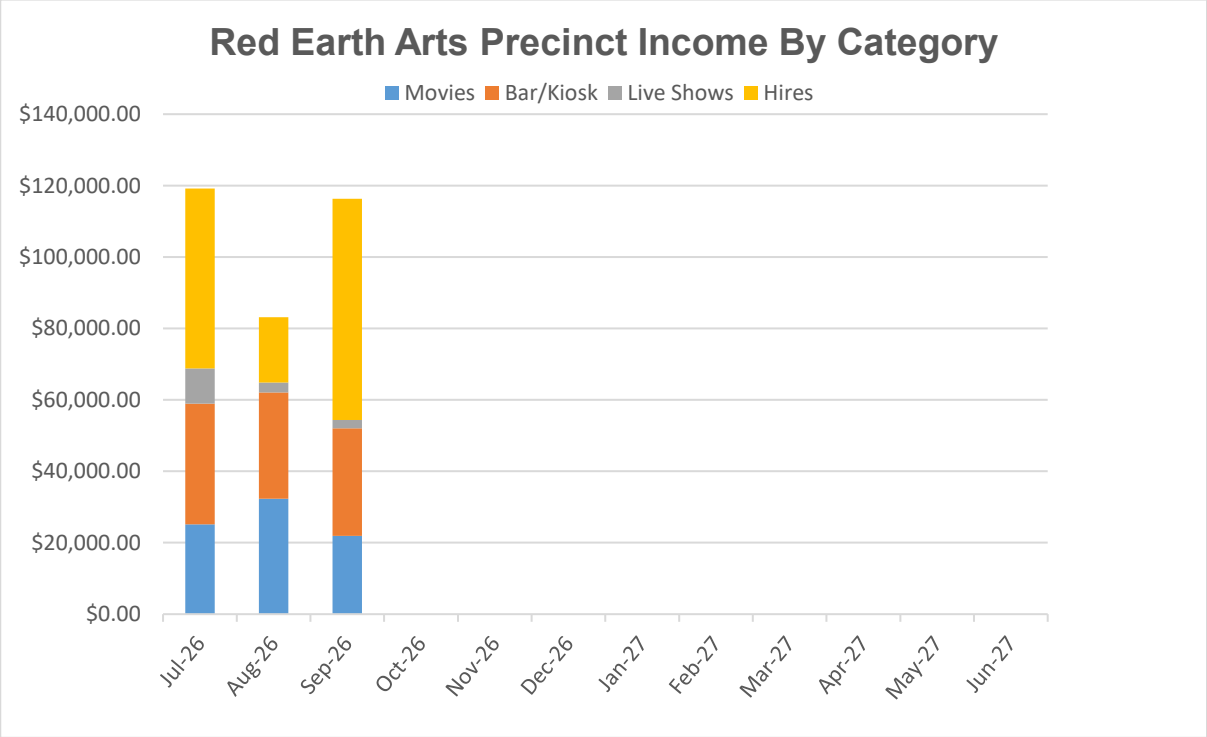
Daily Average per hour for extended hours:

Note – Wickham only recorded stats on one Tuesday in September 2026.

Library Branch	Tuesday	Thursday	Sunday	Total – Average per hour
Karratha	11.75	11.4	25.1	**16.08**
Wickham	5	N/A	2.73	**3.87**

Red Earth Arts Precinct





September 2026 Highlights

September featured a varied program of events and activities, including casual dance bookings, Karratha Ballet, the Woodside recruitment day, the Starlight Dance Festival, the Cossack winners exhibition opening, the Rio Tinto Rail Service Dinner, the Maggie Dent parenting seminar, FIFO, the Rio Tinto supervisors day and sundowner, the Karratha Kats Presentation Night, the Northwest Multicultural Festival, an Emergency Management meeting, and a wide variety of movies for the community to enjoy.

Cinema Operations
In September, REAP delivered a high-quality cinema program.
• Total cinema attendance: 1,458
• Number of films screened: 26
• Average attendance per film: 56
September Cinema Highlight: Paw Patrol: The Dino Movie
This action-packed, family-focused film was screened 4 times in September and attracted 406 attendees. The highest-grossing session drew 132 attendees. Kiosk sales totalled $2780, while ticket sales generated $5746.

Bar and Kiosk Revenue
Bar and kiosk sales generated $20,056 in revenue for REAP in September.

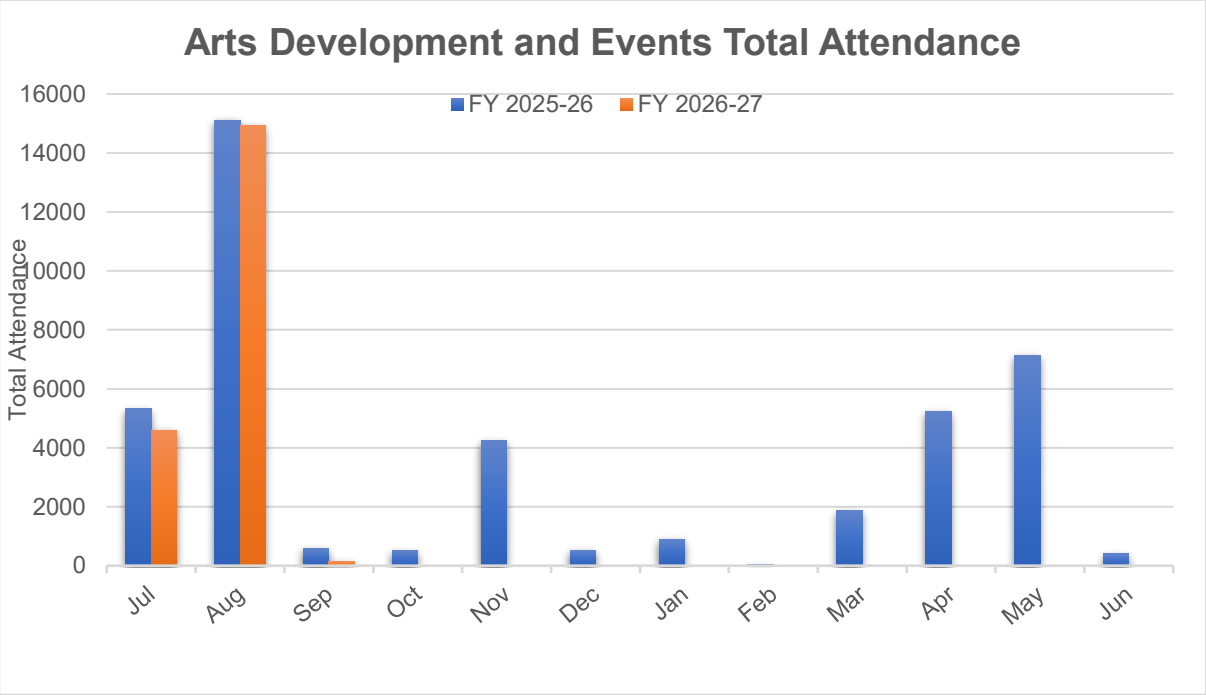
Community Programs and Venue Hire
In September, we hosted a diverse range of community programs and venue hire bookings. These included Libraries After Dark with Maggie Dent, the Starlight Festival of Dance, the Karratha Kats Presentation Night, our regular casual dance bookings, and the Northwest Multicultural Festival. Together, venue hire bookings brought 2288 people into our venue.

Live Programming
FIFO – 17 September
We had the pleasure of hosting CircuitWest for its gripping show, FIFO. Created by some of Australia's most exciting up-and-coming theatre makers, the production explores the lives of fly-in fly-out workers and highlights Australia's long and complicated relationship with the resources sector.
• Attendance: 82 people
• Revenue: $2,680

Venue Hire Highlights
Karratha Kats Presentation Night – 25 September
Hosted on the Shelf, this cocktail-style function showcased the sophisticated events REAP can offer the community. Sportsmen and sportswomen dressed in their best attire to recognise their hard work throughout the year and enjoy a drink or two.
• Attendance: 120 people
• Bar sales: $1,804

Rio Tinto Division Service Dinner – 11th September
Hosted in our premier location, the Shelf, this banquet-style function was a night to remember. Rio Tinto Rail employees attended the venue to be recognised for their many years of service. Guests enjoyed drinks and a memorable evening.
• Attendance: 140 people
• Kiosk revenue: $3,940

Events



Arts Development

Arts and Cultural Development supported the delivery of an exhibition and performance program over September. Out of Cossack, celebrating the work presented and created within the Cossack Art Awards drew a crowd of 61. The presentation of FIFO drew a crowd of 83 for the evening presentation with members of the audience staying late post show to discuss the program and how it relates to their own work in a Q&A session.

Small Community Grants – September 2026

Town	Who	What	Awarded ex GST
Dampier/	Ministers Association of the West Pilbara	Carols by Glow light - Funding to support the cost of a sound system at an event	$5,000.00
Dampier	The Y WA (Tambrey Early Learning Centre)	Teddy Bears Picnic - Funding to support the event through catering, entertainment, face painter and glitter tattoos	$4,801.50
Karratha	Elucidate Education	Pilbara Pathways: Karratha Education and Career Exploration Program - Travel Costs for facilitators	$5,000.00

15.1.2 POINT SAMSON INTERIM PLAN (QTR 9) INFORMATION REPORT

File No: CR.98

Responsible Executive Officer: Director Community Experience

Reporting Author: Project Officer Community Planning

Date of Report: 20 October 2026

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

PURPOSE

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

BACKGROUND

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

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

The Interim Plan will be superseded by the Point Samson Enhancement Plan, which is currently under development using a place planning approach. The Enhancement Plan is being informed by community feedback on local priorities and needs and will consider actions currently included in the Interim Plan, alongside other opportunities to improve Point Samson.

CONCLUSION

Progress on the Point Samson Interim Plan continues with several actions completed and others progressing through various stages of delivery. Officers will continue to advance remaining actions where feasible and work with relevant stakeholders to address any constraints affecting implementation.

Key actions achieved this quarter include:

- **Honeymoon Cove to Johns Creek Boat Harbour footpath**: The footpath between Honeymoon Cove Car Park and Johns Creek Boat Harbour has been completed. Drainage works and car park line marking remain and will be finalised in November 2026.

- **Sams Creek Road intersection**: Main Roads Western Australia (MRWA) approval for the sealing of the Sams Creek Road intersection has been secured, enabling the City to progress planning and scheduling for delivery of the works.

- **Environmental Advocacy Plan**: An Advocacy Plan addressing key environmental issues has been adopted by the Executive Leadership Team and was presented to the Point Samson Advisory Group on 11 November.

The draft Point Samson Enhancement Plan concept plan was also presented to the Point Samson Advisory Group at the November 2026 meeting, followed by broader community consultation later that week. The Enhancement Plan considers a number of actions identified in the Interim Plan, as referenced below.

Officers will continue to work with relevant stakeholders to progress the remaining actions and address implementation requirements as they are identified. Progress updates will continue to be presented to Council on a quarterly basis until the Enhancement Plan is endorsed.

POINT SAMSON INTERIM PLAN – PROGRESS UPDATE – TO NOVEMBER 2026

No.	Item	Responsible Directorate	Status	Update
1.1	Undertake an audit of signage, including place names, information boards and interpretive signs throughout the town and develop a plan to renew.	Community Experience	Complete	Complete – no further update required.
1.2	Develop and install a new town entrance sign with the community.	Community Experience	In progress	The Point Samson Entry Statement project remains in the planning phase following Council's endorsement to transition the project to a public art process. During the quarter, the City continued to investigate delivery options and artist procurement pathways to inform the development of the project. The Point Samson Information Bay Improvement project will be progressed concurrently to support an integrated approach to the enhancement of the Point Samson entry precinct and to ensure alignment with the development of the Entry

No.	Item	Responsible Directorate	Status	Update
				Statement public artwork. Further updates will be provided to Council as the project delivery approach, scope and timelines are confirmed.
1.3	Improve town entrance, including planting, information boards and investigate options regarding heritage items.	Community Experience	Delayed	Further design development will be informed by the progression of the Entry Statement project.
1.4	Undertake a feature survey and constraints study for a footpath from Honeymoon Cove carpark to Johns Creek Boat Harbour to inform assessment for inclusion in the City's Footpath Strategy.	Projects and Infrastructure Services	Complete	Footpath and car park asphalt works have been completed. Associated drainage works remain in progress, with adjacent parallel car parking line marking to follow as the final stage of the project. The remaining works is anticipated by 15 November 2026, at which time the project will be finalised.
1.5	Install lighting along footpath from Honeymoon Cove Carpark to The Cove Caravan Park.	Community Experience	Complete	Complete – no further update required.

No.	Item	Responsible Directorate	Status	Update
1.6	Undertake site assessment and design of a BMX / pump track supported by other amenities (shade, BBQ, water fountain and seating) and consider the relocation and incorporation of the existing half pipe into the design).	Community Experience	In Progress	Planning for the Point Samson Enhancement Plan is continuing. The proposed youth recreation precinct, including the BMX/pump track, existing skate half pipe, half basketball court and supporting amenities, together with the revitalisation of the Honeymoon Cove car park area, remain under consideration as part of the Enhancement Plan. Site assessments, concept design and implementation priorities for these projects will be informed by the final Enhancement Plan and will progress following its completion.
1.7	Revitalisation of Honeymoon Cove Carpark.	Community Experience	In Progress	
1.8	Identify appropriate location and consider installation of half basketball court.	Community Experience	In Progress	
1.9	Install water tap in Point Samson Community Park, near BBQ.	Projects and Infrastructure Services	Complete	Completed – No further action required.
1.10	Investigate need for installation of a dump point to receive liquid wastes from caravans.	Development Services	Complete	Completed – No further action required.

No.	Item	Responsible Directorate	Status	Update
1.11	Partner with the Water Corporation (landowner) to consider installation of a seat with shade on Tank Hill.	Community Experience	Removed	Engagement with Point Samson Community Association representatives in April 2024 indicated this project is not a priority for the community and it was removed. No further action required.
1.12	Investigate options to replace removed elements from the Point Samson Community Park Playground.	Community Experience	Complete	Completed – No further action required.
1.13	Review footpath strategy for Point Samson to improve pedestrian access to beaches and other town destinations, such as the tavern, caravan parks and playground	Community Experience	In Progress	A review of the Footpath Strategy has progressed, with the Draft Footpath Strategy 2027–2037 to be presented to Council at the December Ordinary Council Meeting (OCM) seeking approval to advertise the Strategy for community feedback prior to final endorsement. The draft identifies several key gaps in the existing Point Samson footpath network, with proposed improvements to be delivered through the City's ten-year program. New footpath connections identified in the Enhancement Plan will also be rolled into the Footpath Strategy delivery program.

No.	Item	Responsible Directorate	Status	Update
1.14	Re-establish service levels to general parks and gardens maintenance, increase tree planting and beautify garden beds throughout the town.	Projects and Infrastructure Services	In Progress	In March 2026, the City commenced implementation of a Parks and Natural Areas service review and restructure, resulting in the establishment of a standalone Parks and Natural Areas Department. This will support improved maintenance outcomes across the district, including the establishment of a dedicated Point Samson and Wickham maintenance team. Recruitment for the eastern areas parks maintenance team is nearing completion, enabling the transition to the new operating model and a more responsive local maintenance presence.
1.15	Advocate to Main Roads Western Australia for the sealing of Sams Creek Road intersection.	Projects and Infrastructure Services	In Progress	MRWA approval for the sealing works has been obtained, and the City is now progressing coordination to confirm the timing and scheduling of the works. Once a proposed date has been established, it will be provided to MRWA for final approval prior to works commencing. The confirmed works schedule will then be communicated to Point Samson residents and relevant stakeholders, noting that traffic management arrangements will be in place and may result in temporary access and traffic impacts during construction.

No.	Item	Responsible Directorate	Status	Update
1.16	Partner with the Department of Transport (DOT) to consider installation of a shelter and information signs at Popes Nose.	Community Experience	In Progress	The City reported an update to the PSAG at its November 2026 meeting regarding the lease arrangements with the DTMI before works can proceed in this area. A concept design has been presented to the community and further consultation will be undertaken to provide the community with options for infrastructure colours and shelter design prior to progressing the detailed design.
1.17	Renew picnic tables and shelters at key locations within the town.	Projects and Infrastructure Services	Complete	Complete – no further update required.
1.18	Review dog control and signage at Honeymoon Cove Beach and Front Beach.	Development Services	Complete	Complete – no further update required
1.19	Advocate to DoT to improve parking and traffic flows at Johns Creek Boat Harbour.	Projects and Infrastructure Services	In Progress	The City is continuing to work with the Department of Transport and Major Infrastructure (DTMI) on opportunities to improve parking and traffic flow at Johns Creek Boat Harbour. Progression of the car park upgrade is dependent on completion of DTMI's plumbing upgrade works, after which funding and delivery arrangements will be

No.	Item	Responsible Directorate	Status	Update
				revisited with DTMI and MRWA.
1.20	Partner with the DoT to investigate installation of fish cleaning facilities, bike rack, water fountain and shade at Johns Creek Boat Harbour	Community Experience	Complete	DOT have advised that it does not support additional amenities infrastructure investment at Johns Creek Boat Ramp. No further action is proposed at this time.
2.1	Develop an advocacy plan for the following environmental issues: a) Industry Buffer zone and conservation area between Cape Lambert and the town, b) Constricted tidal flow under Popes Nose bridge, c) Mangrove health, d) Reef health.	Development Services	In Progress	The Environmental Advocacy Plan has been endorsed by the Executive Leadership Team and was be presented to the Point Samson Advisory Group in November 2026. Implementation will now commence.
2.2	Review Point Samson Foreshore Management Plan, following completion of a Coastal Hazard Risk Management and Adaption Plan.	Development Services	Not commenced	The review of the Point Samson Foreshore Management Plan is dependent on the completion of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP). Progress on the CHRMAP has been delayed due to the time required to gather baseline data, confirm modelling assumptions and undertake

No.	Item	Responsible Directorate	Status	Update
				the necessary coastal modelling. As the CHRMAP is not expected to be completed during the 2026/27 financial year, review of the Point Samson Foreshore Management Plan will be rescheduled to the 2027/28 financial year.
2.3	Investigate inclusion of Sams Creek Tamarind Historic Tree on the Heritage Register and install information signage.	Community Experience	In Progress	The Tamarind Tree is located on State Government land managed by the Department of Energy and Economic Diversification (DEED). As the City is not the landowner, any works or signage require State approval. The City has submitted a request to DEED seeking approval for interpretive signage, ongoing tree maintenance, regulatory patrols and retention of the existing No Camping sign. The proposal to include the Tamarind Tree in the Municipal Heritage Inventory continues through the Point Samson Interim Heritage Plan. Operationally, the tree continues to be inspected regularly by Parks and Natural Areas and Rangers, receives ongoing maintenance, and remains in good health.

No.	Item	Responsible Directorate	Status	Update
3.1	Investigate demand for and opportunities to provide pop up tourism and business offerings during peak times as part of the review of the City's Destination Management Plan and Economic Development Strategy.	Development Services	In Progress	In accordance with the endorsed Economic Development and Tourism Strategy (EDTS) Implementation Plan, Action 5.4.2 – *Develop a Mobile or Pop-up Visitor Centre* is scheduled to commence in 2027/28 financial year. In the interim, the City will continue to explore suitable pop-up visitor information opportunities as they arise.
4.1	Establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors (i.e. Representative from Wickham) and City of Karratha officers to identify opportunities to work collaboratively and to provide input into and updates on the delivery of projects and development of future plans for Point Samson.	Community Experience	Complete	Complete – no further action
4.2	Report quarterly on progress of the	Community Experience	Ongoing	A Point Samson Interim Plan update for the period up to

No.	Item	Responsible Directorate	Status	Update
	Point Samson Plan to Council.			October 2026 will be taken to the November 2026 OCM. The next quarterly update is scheduled for March 2027.

15.1.3 CONCESSION ON FEES FOR CITY FACILITIES – SEPTEMBER 2026

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: Director Community Experience

Date of Report: **28 October 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 (ex GST)
City of Karratha – REAP	Waive Tickets to 'Lighting the Dark' presented by Dancenorth for the purpose of giveaways via local radio stations to increase exposure and audience reach.	Director Community Experience	$600.00
City of Karratha – KLP & REAP	Waive KLP aquatic vouchers and REAP family movie passes to be used as prize giveaways for the 2026 Karratha Leisureplex Grinchmas Competition.	Director Community Experience	$512.00
City of Karratha – Karratha Library	To waive replacement fee associated with a missing puzzle piece from an item borrowed by a new library patron.	Manager Arts, Culture & Events	$29.95

15.1.4 YOUTH ADVISORY GROUP – COUNCIL UPDATE NOVEMBER 2026

File No: CS.8

Responsible Executive Officer: Director Community Experience

Reporting Author: Community Development Officer

Date of Report: 24 September 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 (YAG) meeting held on 21 September 2026.

BACKGROUND
The City of Karratha YAG provides a forum for young people to contribute to City projects and events, and provide advice on matters affecting youth within the community. This YAG meeting was held in the Karratha Library Read Room and was attended by eight of the twelve members.

DISCUSSION

Agenda Item	Points of Discussion
Writing a Professional Email	• YAG participated in a skill development activity focussed on writing a professional email. Members made suggestions to improve a poorly written email, then worked on their own email, thinking about subject lines, greetings and introductions, a clear purpose, and closing/signing off.
Check-In Survey	• YAG completed a survey on their experience so far, as this was their 6th meeting. • Survey results will be used to imporve future meetings and activities and ensure members find the experience valuable.
Presentation to Council	• YAG will be presenting to Council in the first half of 2027. • Members began thinking about what they would like to share with Council and what is important to them as a group. • They broke this into three sections – what YAG can do to make positive change in the community, what they would like Council to do, and what they would like Council to advocate for at a higher level. What actions could we take as a group to make positive change within the community? • Create an annual tradition for Karratha • Youth-led Cultural Festival • Up-cycling Festival • Work with charities on fundraisers • Entrepreneur workshop – guest speaker on how to run a business • Womens/Youth self defence class

Agenda Item	Points of Discussion

	• Neighbour Day – YAG runs marketing camapign
	• Celebrate International Youth Day – 12 August
	• Career Information Day – focus on both ATAR and Industry
	
	What actions could Council take to make positive change within the community?
	• Revitalise dirt patches around town eg. permenant pop-up markets
	• Park Pop-Up afternoon for youth – a place for young people to hang out, listen to music, casual vibe
	• Park activities aimed at older kids
	  o Seating with shade
	  o Bike tracks
	  o Gym equipment
	  o Basketball courts with lighting
	• Fishing facilities
	  o Places to fish when you don't have a boat
	  o Bins & filleting station at Airport Creek
	• Events for teenagers
	  o Music events eg. Covechella
	  o Movie marathons with movies picked by young people
	  o Come and Try Day – Sports and local clubs
	  o Girls only & boys only days at Youth Services
	  o Karratha-based outdoor movies
	• Bike routes between Wickam, Point Samson, Karratha
	
	What could Council advocate for to make positive change within the community?
	• Improve public transport between towns
	• Additional high-school to reduce class sizes
	• More youth-friendly locations, eg. Bowling alley, go-karts

Upcoming Youth Opportunities	• Event Mentoring Program – YAG members were invited to participate in an event mentoring program run by the City's Events Team. Participants will help plan and deliver the Youth Week 2027 events. Four YAG members expressed their interest. • Youth Immunisation Codesign Project – WA Country Health Service are running a workshop for young people to help co-design the communications around the school immunisation program. Participants will be paid $25 for their time.

One YAG member has withdrawn from the group due to the time commitment, and another member will be withdrawing at the end of the year due to relocation. Given this, we will be advertising for two new members early in the new year.

CONCLUSION

Planning for YAG's presentation to Council in 2027 was a key focus of the meeting, with members beginning to identify the issues, opportunities, and advocacy priorities they wish to present. Discussions highlighted a strong commitment to positive community change through youth-led initiatives, improved spaces and facilities, and advocacy on broader regional issues. Members also participated in a professional email writing workshop and provided feedback on their YAG experience to help shape future meetings and activities.

15.1.5 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager Strategic Planning
Date of Report:	23 October 2026
Disclosure of Interest:	Nil
Attachment(s)	1. List of Current RDAP Applications, SAT Reviews & Wardens Court Matters 2. Mining Objection Location Maps

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PURPOSE

To provide information to Council and the community on current:

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

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

19 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

ATTACHMENT TO ITEM 13.1 TENDER OUTCOME – WICKHAM BOAT RAMP & JETTY CONSTRUCTION

Attachment 1 to Item 13.1 is confidential under section 5.23(4)(c) of the *Local Government Act 1995* as it relates to information contained in a tender received by the local government for a contract to the extent that the information — is a tendered price; or a tendered methodology for calculating a price.

20 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The Ordinary Council Meeting is to be held on Monday, 23 November 2026 at 6pm at Council Chambers - Welcome Road, Karratha.