



AGENDA

Dear Mayor and Councillors,

I respectfully advise that an ANNUAL GENERAL MEETING OF ELECTORS will be held in the Civic Centre, McGregor St, Port Hedland, on **Tuesday, 18 March 2025**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully

Mark Dacombe

Mark Dacombe
Interim Chief Executive Officer

13 March 2025

DISCLAIMER

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1 Opening of Meeting

The Presiding Member is to declare the meeting open at 5:30pm.

2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledges the Kariyarra people as the Traditional Custodians of the land that we are meeting on and recognises their strength and resilience and pays respect to elders past, present and emerging.

3 Recording of Attendance

Important note:

This meeting is being live-streamed and audio recorded to facilitate community participation and for minute-taking purposes, which may be released upon request to third parties. In accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders members of the public are not permitted to use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the Presiding Member to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Standing Orders Local Law mobile telephones must be switched off and not used during the meeting.

3.1 Attendance

Scheduled Present:

Mayor Peter Carter – Presiding Member
Deputy Mayor Ash Christensen
Cr Camilo Blanco
Cr Lorraine Butson
Cr Adrian McRae
Cr Ambika Rebello

Scheduled for Attendance:

Mark Dacombe (Interim Chief Executive Officer)
Tom Kettle (Manager Governance)
Maree Cutler-Naroba (Senior Governance Advisor)
Belinda Yull (Governance Support Officer)
Sophie Marlow (Governance Services Trainee)
Amy Dalton (Corporate Administration Officer)

Town of Port Hedland Electors

4 Response to Previous Questions

4.1 Response to Questions taken on notice from Public at the Annual General Meeting of Electors held on 15 May 2024

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| 4.1.1 | Jillian Fisher |
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Regarding the Annual Report and Financial Statements:

Page 21 - Why are there councillors who were elected in October 2023, actually in the report for FY2022-2023? We have Cr Arentz, Cr Blanco, Cr Butson and Cr Rebello.

The Acting Chief Executive Officer provided the following further response:

The listed Councillors names have been removed from the Annual Report.

Can you tell me what position, you don't have to name names, but on page 26, there is a member of your staff who is in the top and earns \$320-329,999? Can you tell me what position that person holds?

The Acting Chief Executive Officer provided the following further response:

Position confirmed as the Chief Executive Officer. The Western Australian Salaries and Allowances Tribunal determines both local government elected members and CEO allowable remuneration bandings. The Local Government Act Regulations prescribe reporting the total remuneration package for CEO's to also include non-cash benefits, unlike other staff within this table, reporting cash salary only.

Going into the financial statements, I'll be happy to take this on notice. Looking on page 56 - the 2021-2022 Annual Report, the total comprehensive income for this period was \$14,896,000. If we proceed ahead for the budgeted amount for 2022-2023, on page 19, the total comprehensive income for the year is - \$8,000,073. Now the interesting part is my next figure - it's very confusing, electors are going to have issues following this - so we'll go to the financial year annual report which ends 30th June 2023, and the actual amount for the total comprehensive income for the period \$162,853,060. Can you tell me how we went, in twelve months, from \$14m to \$162m?

The Director Corporate Services provided the following further response:

As explained in the overview presentation prior on the night, at slide 4, the \$12M payment for the Spoilbank Landside development was a contributing factor. This together with higher than forecast depreciation charges, creating the -\$6M net result

for 2022-2023, compared to the budgeted forecast deficit of -\$8M for year, compared to an actual net result of \$14M in 2021-2022.

Then referring to the associate Note 19, it reads "Movement in Revaluation" and details amounts against infrastructure assets (roads, drains, paths etc.). These are non-cash, book entries, to better reflect the value of our community assets and increases are recognised as income according to accounting standards.

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| 4.1.2 | Renae Coles |
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My first question is based around the opening statements on the Town of Port Hedland being the town of liveability and inclusivity. I had someone stop and have a chat with me in regard to our Bowls Club, and not being able to use this anymore. With his issues and problems with being as old as he is, he always likes to play lawn bowls. Since the closure of the club, he hasn't been able to actively lead a prosperous life within the Town of Port Hedland, so my question, if you can take it to Council, is how long is it going to take to get that club open? Can sports and recreation not take on the Bowls Club area to be able to get out there and enjoy life?

The Manager Infrastructure Operations provided the following further response:

We are currently working through the Club liquidation process and dissolution. The determination of assets and other property associated with the Club is yet to be completed and is in the hands of the Administrator.

We recognise that the potential to utilise the site exists, however, until the determination and liquidation process is completed, access to the site will not be permitted.

And also, to fix the gates. It's not very safe - it's not very eye-appealing.

The Manager Infrastructure Operations provided the following further response:

On Wednesday 22 May, the site wide clean and tidy will be undertaken.

The subject gates had already been identified as requiring replacement along with a number of other maintenance issues. The works will be the subject of an RFQ process which will be initiated in the new financial year.

Is there a register or list on ToPH of employees who have free housing here through the Town and are running a business outside of their employment with the Town. Is there a list of these employees and do they put in a Conflict of Interest for that?

The Acting Chief Executive Officer provided the following further response:

All staff members who hold secondary employment, including self-employment, are required to notify the Town to in accordance with internal policy, to ensure there is no Conflict of Interest.

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| 4.1.3 | Roger Higgins |
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I'd like an explanation for some of the expenditures in the financial report. In every one of the months from July 22, there was an expense from C3 Church, but there's no amount in there. Could someone tell me what that's for, there's 12 payments there? What's this payment for and has it been approved by Council?

The Manager Financial Services provided the following further response:

\$22,000 was paid to C3 Church in October 2022 for a Christmas Event, being grant funds which the Town was auspice for. These are approved through procurement delegations.

There are also some very regular payments being made to the Royal Lifesaving Association, sometimes there's no figure next to it, but the amount is substantial - it's \$231,000 or thereabouts. There are multiple payments, more than one a month. What's the payment for, has it been approved by Council?

The Manager Financial Services provided the following further response:

These payments include labour hire, purchase of equipment such wrist bands and mats and lifeguard training.

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| 4.1.4 | Chris Skelton |
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The Port Hedland International Airport, when is it going to be more than just a namesake and actually have flights to Asia again, Kuala Lumpur, Singapore? We're looking up at Broome, and Broome jumped the gun on us. When can we look forward to having our airport be more than a namesake and be an International Airport?

The Acting Chief Executive Officer provided the following further response:

The Port Hedland International Airport is continuing to investigate the return of international flights from the airport, with the Council providing a financial incentive to support them. There are a number of items to be addressed including engagement and support from Borderforce, access to International Airport slots to receive Port Hedland aircraft and financial viability of providing this service. The Town is hopeful that these will be addressed shortly.

I've been to numerous council meetings where's there have been police attending - I'd like to know the cost associated with security and with all of that, has there ever been a need to have the police? With all the meetings that I've attended, there was never any need, there were never any violent outbreaks or need for security and I'm personally feeling like you're treating me and other members of the community like criminals, like we can't hold ourselves in good decorum.

Governance provided the following further response:

The total cost for 2 security guards attending the Special Council Meeting held on 22 April 2024 was \$687.39.

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| 4.1.5 | Jan Gillingham |
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On page 120 of the financial report, there's grants, subsidies and contributions and it's just below rates, and it says \$8,591,000, etc. What is that for?

The Director Corporate Services provided the following further response:

Operating grants, subsidies and contributions income. This includes Financial Assistant Grants received from State Government as well as sponsorship recognised from the Port Authority, BHP, and Horizon Power for projects that are not capital related.

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| 4.1.6 | Camilo Blanco speaking as Elector |
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Through the ARC Audit and Finance - audit and finance has the ability to adjust the statements so that the people can read it a lot easier. I don't understand why people have just glazed over this for years. Why don't we have another line item in expenses for Capital Works. Why don't we have another line item in expenses or credits for our GST content? That would simplify things quite a bit, wouldn't it? So that we would have an understanding of what is going on with our money. Can I get an answer to that?

The Director Corporate Services provided the following further response:

Payments for Plant & Equipment and Infrastructure as well as GST paid/received for the year ended 30 June 2023 is detailed in the cash flow statement in the annual report. The Profit and Loss Statement is based on accrual accounting for operational projects only, it does not include capital works.

So, my question now is what did the Town spend in total in 2022-2023? Was it \$180-188m, or in that vicinity, according to the monthly payments?

The Director Corporate Services provided the following further response:

According to the Cashflow statement the total payments made for the year to 30 June 2023 is \$166.2M (ex GST) including capital payments.

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| 4.1.7 | Lorraine Butson speaking as Elector |
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Can we please have a breakdown of the \$67M that has been spent from the Airport Fund over the last nine years, and also the amount of interest that would have been put with that, as well?

The Manager Financial Services provided the following further response:

The Port Hedland International Airport Reserve was established in March 2016 to recognise \$162.3M of lease proceeds. In May 2020 a transfer of the balance of \$141.2M was allocated to the Strategic reserve (as per CM201920/199). During this time \$4.6M of interest was paid into the account and \$32.5M was transferred out. The transfers out include \$24.7M of early debt repayments (as per CM201819/178) and \$7.8M for capital projects including Staff Housing Construction \$3.6M, JD Hardie roof upgrade \$0.9M, Kevin Scott Reuse Tanks \$0.6M, SH Sport Precinct \$0.5M, Cooke Point round about \$0.2M and other projects of less than \$0.1M

4.2 Response to Questions taken on notice from Public at the Special Meeting of Electors held on 19 June 2024

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| 4.2.1 | Rena Coles |
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When was the safety and well-being survey conducted?

What was the result findings from this?

How many staff were involved?

How many staff are currently undertaking EAP support counselling services?

What are the issues?

When was the last survey undertaken and what improvements did the Town of Port Hedland undertake?

Was not live streaming the meeting a knee jerk reaction through the last meeting?

The Acting Chief Executive Officer provided the following further response:

The Town has a duty of care under the Work Health and Safety Act 2020 (WA) (WHS Act) to ensure the health and safety of workers and the public so far as reasonably practical.

A psychosocial risk assessment was undertaken in relation to the Special Meeting of Electors and controls implemented to mitigate impacts. For example, reducing exposure by not livestreaming (not required under relevant Town Policy), EAP support services, check-ins and debriefs.

Councillors were advised of this decision in a confidential briefing and were provided updates through appropriate channels. Information related to staff EAP services and issues are confidential.

The Town conducts an annual employee engagement survey.

When will the Town of Port Hedland address the water wastage from the two water tanks by the Oval in South Hedland to be fixed? Is it the line or is it overflowing?

The Acting Director Infrastructure provided the following response:

The tanks in question were the fire mitigation tanks located in the carpark at the Wanangkura Stadium building in South Hedland.

Firesafe services attended site on 20/6/2024 Investigated leaking tanks and found no mechanical issue. Minor leakage through tank liner and weeping through tank skin & slight build up on base around tank.

The Tanks are the Town's assets, and they are on an asset renewal program and continue to be monitored as part of annual inspections.

It's very disappointing to hear tonight the actual feedback on the reason why this was all taking place and staff that I've spoken to, I can't believe they're even subjected to actually watching the Council meetings the following day and then actually going ahead and sitting down and reviewing and going back over these Council meetings if it's so detrimental to their health, well-being and safety, why are we going ahead and subjecting them to re-watching a council meeting over again?

Governance has provided the following further response:

The Local Government Act 1995 section 5.22(1) requires the person presiding at any meeting of council or a committee to ensure that minutes of the proceedings are kept.

Minutes are taken during Council and Committee meetings; however further review of recordings is required to undertake compliance with regulation 11 Local Government (Administration) Regulations. For example, capturing a summary of questions and statements raised by members of the public.

The Town is currently working to capture more of the required information during the meeting by reimplementing the provision of forms to the public for questions and

statement time and requesting Councillors provide motions and amendments in writing.

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| 4.2.2 | Tracy Wheat |
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When was the last meeting held for the Hedland Community Safety Advisory Forum?

The Director Community Services provided the following further response:

The Advisory Forum last met in 2022 when the Forum was wound up by agreement.

In the 2019-22 Community safety plan, under Goal 3 Resilient Communities, the target goal 3.4 states by 2023, the Hedland community will have a collective justice reinvestment model to reduce the socioeconomic costs of criminal justice participation and promote community reintegration and connection and indicates that this will be actioned in two to three years. Which is making that around 2021. What are the outcomes of this goal?

Regarding the 2023-2026 Community Safety Plan: What are the two local problems that have been identified, we are nowhere near the timelines, but for community safety if we're promoting that, should we not be communicating what's happening to public? When can we find out details of that?

The Director Community Services provided the following further response:

The 2019-22 Hedland Community Safety Plan has been replaced by the Town of Port Hedland Community Safety Plan 2023-2026. The new plan was developed following the independent evaluation of the 2019-22 Plan by Associate Professor Joe Clare of the University of Western Australia. Assoc. Professor Clare recommended moving away from high-level, future focused objectives that are often beyond the scope of the Town to influence and manage and adopt a problem focused approach where goals and strategies are linked to fixing identified problems. This is the basis of the 2023-26 Community Safety Plan.

Over 21-22 March 2024, the Town of Port Hedland hosted a "POP Kick-off" workshop, with key stakeholders, to launch the Innovative Response Framework initiative. In this workshop local stakeholders were briefed on the Problem Oriented Policing (POP) framework and how this approach had been successful in other jurisdictions. In these workshops' stakeholders identified problems they considered prevalent in South Hedland CBD area. Whilst many opportunities were raised, stakeholders identified a problem which they considered could be successfully addressed and looked to impact some immediate concerns. Councillors will be briefed soon on next steps after which progress will be reported to the community. In August, stakeholders will be invited to a participate in identifying the second issue to action in partnership with UWA. As the work progresses there will be regular updates for interested community members.

It is not possible to give a definitive response to the question as it relates to a justice reinvestment model in the 2019-22 Plan.

An independent evaluation of the Plan was undertaken (available on the Town's website) which concluded that, "overall, based on the reviewed evidence, it is unclear what progress has been made on the previous goals". However, the value of a justice reinvestment approach to reducing crime, by addressing the underlying causes and social determinants of criminal behaviour, continues to be recognised in the 2023-2026 Plan (Strategic Objective 3.5) through strengthening community collaborations and partnerships, including the engagement with Justice Reinvestment initiatives in the community.

Information on the two local problems identified under the 2023-2026 Plan will be released shortly. In March 2024, the Town hosted a workshop with key stakeholders, to launch the Innovative Response Framework initiative. Local stakeholders were briefed on the Problem Oriented Policing (POP) framework and how this approach had been successful in other jurisdictions. Stakeholders identified problems prevalent in South Hedland CBD area and identified a problem which they considered could be successfully addressed. Councillors will be briefed in early August after which details will be reported to the community. Also, in August, stakeholders will identify the second problem to action in partnership with UWA. As the work progresses there will be regular updates to the community.

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| 4.2.3 | Doris Keohler-Teufel |
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I'm just wondering the last meeting, everything was around the budget and I'm wondering, with all the money you spent on the coastal erosion plan, do you have any money left to maintain it? Because up at Cooke Point in that corner since beginning or mid of December everything is dead, so nothing is growing there.

The Director Infrastructure provided the following further response:

The revegetation will be attempted again in the next few months.

What I don't understand is it's not just this project, there are a lot of projects in Port Hedland. They get funding from industry and government. They spent the funding and then it's going down the drain. Will it be the same with the Spoil Bank Marina as well?

The Director Infrastructure provided the following further response:

The Town contributed funding towards the Spoilbank as a funding partner back in 2022/2023. This project is being managed by the Port Authority on behalf of the State Government. We are interested in ongoing maintenance and will monitor.

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| 4.2.4 | Jillian Fisher |
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Could the Mayor please let us know what year the Town of Port Hedland last enacted a forensic audit of its finances?

The Manager Financial Services provided the following further response:

The Town is unaware of any previous forensic audit.

A forensic audit is usually conducted to examine a defined scope of work to identify and generate evidence to be used in legal proceedings. The Town has not identified the need to expend resources on a forensic audit based on its' current robust independent external and internal audit framework.

5 Confirmation of Minutes of Previous Meeting

The decision to confirm the meeting minutes of the Annual General Meeting held on 8 February 2023 lapsed and were not confirmed at the AGM held on 15 May 2024. Therefore, we have a recommendation that the meeting minutes of 8 February 2023 be confirmed.

There was a Special Electors Meeting held on 19 June 2024 – to hear motions from the Annual General Meeting of Electors held on 15 May 2024. Those minutes are to be confirmed below.

RECOMMENDATION

That Council confirm that the Minutes of the Annual General Meeting of Electors held on 8 February 2023 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

RECOMMENDATION

That Council confirm that the Minutes of the Annual General Meeting of Electors held on 15 May 2024 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

RECOMMENDATION

That Council confirm that the Minutes of the Special Electors Meeting held on 19 June 2024 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

Disclaimer

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

6 Annual Report

Copies of the 2023-2024 Annual Report are attached to this agenda and are available on the Town's [website](#). Questions relating to the Annual Report will be responded to by the Presiding Member or the appropriate Executive Officer.

6.1 Questions from Electors regarding Annual Report

6.2 Elector Vote

RECOMMENDATION

MOVED:

SECONDED:

That the Town of Port Hedland Annual General Meeting of Electors, pursuant to section 5.27 of the Local Government Act 1995 and regulation 15 of the Local Government (Administration) Regulations 1996, receive and note the contents of the Town of Port Hedland Annual Report for the 2023-2024 Financial Year, including the Mayor's report, the Chief Executive Officer's Report and the Audited Financial Report for the period ended 30 June 2024.

Electors to vote (passed or carried)

7 General Business

7.1 Written Questions

7.2 Motions on Notice

7.3 Other Business

8 Closure

8.1 Closure

There being no further business, the Presiding Member is to declare the meeting closed.