



AGENDA

Dear Commissioners

I respectfully advise that an **ORDINARY COUNCIL MEETING** be held in the **Civic Centre Chambers 13 McGregor Street, PORT HEDLAND** on **Wednesday 25 March 2026** commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully

Kenneth Donohoe
Temporary Chief Executive Officer
20/03/2026

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement, or intimation occurring during Council Meetings. The Town of Port Hedland 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, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

Local Government Act 1995 – Section 5.65, 5.70 and 5.71

Local Government (Model Code of Conduct) Regulations 2021

<i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Model Code of Conduct) Regulations 2021</i>	
Name	
Position	
Date of Meeting	
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing
Interest Disclosed	
Item Number and Title	
Nature of Interest	
Type of Interest (please circle one)	Financial Proximity Impartiality
Interest Disclosed	
Item Number and Title	
Nature of Interest	
Type of Interest (please circle one)	Financial Proximity Impartiality

Signature: _____ **Date:** _____

Important Note: Should you declare a **Financial or Proximity Interest**, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

"With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

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1 Opening of Meeting

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

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:

Commissioner Chair Jessica Shaw

Commissioner Deputy Chair Martin Aldridge

Commissioner Ron Yuryevich

Scheduled for Attendance:

Kenneth Donohoe (T/Chief Executive Officer)

Stephen Leeson (Director Corporate Services)

Alison Banks (Director Community Services)

Kylie Davies (Director Regulatory Services)

Lee Furness (Director Infrastructure Services)

Maree Cutler-Naroba (Senior Governance Advisor)

Rhiannon Smith (A/Governance Officer)

Sophie Marlow (Governance Support Officer)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

3.5 Disclosures of Interest

Name	Item No	Interest	Nature

4 Applications for Leave of Absence

5 Response to Previous Questions

5.1 Response to Questions taken on notice from Elected Member at the Council Meeting held on 25 February 2026

Nil

5.2 Response to Questions taken on notice from Public at the Council Meeting held on 25 February 2026

5.2.1	Tim McIntyre
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What is the current maintenance strategy for footpath/bike path cleaning? Currently multiple paths are covered in dirt and rocks, overgrown vegetation and drains are blocked which during rain events makes them unusable or having to walk onto roads or walk over mud to get around. This creates a safety risk where people can be or have been injured. This could be a simple 6 monthly clean to keep these in good condition.

The Manager Waste & Services provided the following response:

The Town employ a full-time operator of a footpath sweeper to maintain the Towns footpath network in both Port & South Hedland including the cycleway between the two locations. With a sweeping schedule for individual assets.

- Primary footpaths/cycleways – Monthly
- Distributors footpaths – Bi monthly
- Local footpaths – Quarterly

Drainage assets are maintained by the Works & Services department with a seasonal drainage maintenance program undertaken prior to the cyclone season including culvert cleaning, batter reconstruction & vegetation management. Post rain events

works are prioritised on a needs basis to undertake rectification work of damage to the asset.

Additionally, if residents have areas that require attention works can be requested via the Snap Send Solve app.

5.2.1	Frank Cain
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Question 1: Asking about paperwork on freedom of information?

Question 2: Why is it taking so long?

Question 3: There's been months. The paperwork we are looking for is not here?

The Director Corporate Services provided the following further response:

Received 12 February 2026 at Civic. The application form was intended for Department of Justice, was forwarded and applicant informed by email.

Applicant followed up 13 February 2026 at Depot. Was advised the request had been forwarded and had been informed. Applicant became abusive and staff ceased the interaction. Applicant returned a few hours later and a Town of Port Hedland FOI application form was submitted. Acknowledgement email sent confirming receipt and advised the 45 days processing timeframe, with a due date of 30 March 2026.

Additionally, a hard copy of this was arranged. Applicant collected on 6 March 2026. Office of the Information Commissioner (OIC) process for managing and processing the freedom of information (FOI) request in accordance with the Freedom of Information Act 1992 (WA) is being followed.

6 Public Time

Important note:

In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.

If the Presiding Member determines that questions and statements are out of order due to the use of an offensive or objectionable expression or are defamatory, they will not be recorded or responded to.

6.1 Public Question Time

6.2 Public Statement Time

6.3 Petitions / Deputations / Presentations / Submissions

7 Questions from Members without Notice

8 Announcements by Presiding Member without Discussion

The Commissioners meetings for the month of February 2026:

DATE	MEETING DETAIL	ATTENDANCE
04.02.2026	Port Hedland Industry Council (PHIC) Community Forum (Committee Meeting)	CMM Jessica Shaw CMM Ronald Yurevich AM T/CEO Kenneth Donohoe Orazio Santalucia (ToPH) Various additional stakeholders
11.02.2026	Commissioners and private citizen	CMM Ronald Yuryevich AM Louise Newbeery Kylie Davies (ToPH) Chaz Roberts (ToPH)
12.02.2026	Fortescue Real Zero in Motion event	CMM Jessica Shaw Various additional stakeholders
18.02.2026	Port Hedland Local Emergency Management Committee (Committee Meeting)	CMM Martin Aldridge Various additional stakeholders
19.02.2026	Pilbara Country Zone (Committee Meeting)	CMM Martin Aldridge CMM Ronald Yuryevich AM T/CEO Kenneth Donohoe Various additional stakeholders
24.02.2026	Moore Australia (WA) Pty Ltd (Informal Meeting)	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM T/CEO Kenneth Donohoe Dale Stewart Nick Goosen Duane Cloete
24.02.2026	WA Local Government Inspectorate Office (Informal Meeting)	CMM Jessica Shaw CMM Martin Aldridge

		T/CEO Kenneth Donohoe Dale Stewart Tony Brown James McGovern
24.02.2026	Minister for Local Government (informal meeting)	CMM Jessica Shaw CMM Martin Aldridge Minister Hannah Beazley Various ministerial officials
25.02.2026	Hedland Housing Steering Committee Meeting (Committee Meeting)	CMM Martin Aldridge Various additional stakeholders
25.02.2026	Commissioners and private citizen	CMM Yuryevich Frank Edwards

9 Declarations of All Members to have given due consideration to all matters contained in the Business Paper before the Meeting

The following Commissioners declared that they had given due consideration to all matters contained in the agenda:

10 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Ordinary Council Meeting held on 25 February 2026 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.

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

11.1.1	Minutes of the Audit, Risk and Improvement Committee Meeting held on 10 March 2026
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Author: Senior Audit, Risk & Insurance Advisor
Authorising Officer: Director Corporate Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Receives the Unconfirmed Minutes of the Audit, Risk and Insurance Committee Meeting held on 10 March 2026; and**
- 2. Request the Temporary Chief Executive Officer to prepare a more detailed Customer Service, Social Media and Stakeholder Engagement strategy with consultation of the Council and present this to the next meeting of ARIC.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to present the Unconfirmed Minutes of the Audit, Risk, and Improvement Committee (ARIC) meeting held on March 10, 2026, for Council's consideration.

DETAIL

Background The Town's ARC Committee is a statutory body established under section 7.1A of the Local Government Act 1995. Its primary function is to assist the Council in fulfilling its governance and oversight obligations, specifically in the areas of financial reporting, internal controls, risk management, legislative compliance, ethical accountability, and both internal and external audits.

10 March 2026 Meeting Overview

At the meeting the following items were considered:

12.1 2026 Annual Work Plan Review

The ARIC endorsed the reviewed 2026 Work Plan.

12.2 Quarterly Risk Management Update

The ARIC received the Quarterly Operational Risk Report. The quarterly report provided the ARIC with an overview of the Town’s current risk profile, including key operational risks and progress on strategic risk review activities.

The ARIC received an update regarding the notable progress made by the Asset Management Framework Project Control Group in advancing the implementation of the Town's Asset Management Framework.

12.7 Enterprise Resource Planning Implementation Progress Report

The ARIC received an update on the progress of the Town of Port Hedland's Enterprise Resource Planning Implementation Project Control Group.

15.1 Confidential Item - Town Debtors.

The ARIC received the report on Town Debt and endorsed recovery actions.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of {custom-field-low-med-high} significance, because:

- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Internal

- ARI Committee
- Temporary Chief Executive Officer
- Director Corporate Services
- Manager Governance
- Manager Financial Services
- Senior Audit, Risk and Insurance Advisor

External Agencies

- Paxon Group

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

The ARI Committee's functions, powers, and membership are governed by its Terms of Reference.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.2 Transparent and accountable governance and financial sustainability

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not reporting to Council
Effect (Consequence)	Non-compliance with best practice principles
Risk Treatment	Council receives the minutes from the 26 November ARC Committee Meeting.
<p>There is an operational risk associated with this item caused by not reporting the activities of the ARI Committee to Council which could lead to non-compliance with best practice principles and to an extent Standing Orders Local Law 2014. The risk rating is medium (6) which is determined by a likelihood of possible (3) and a consequence of minor (2). This risk will be eliminated by reporting the minutes of the ARI Committee to the Council for their consideration.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

This report presents the Unconfirmed Minutes of the Audit, Risk, and Improvement Committee meeting held on March 10, 2026, for Council’s review. The ARIC, established under section 7.1A of the Local Government Act 1995, assists Council with governance, oversight, and compliance matters.

ATTACHMENTS

1. ARIC- Unconfirmed- Meeting- Minutes [**11.1.1.1** - 65 pages]

12 Reports of Officers**12.1 Corporate Services****12.1.1 Statement of Financial Activity - February 2026****Author: Senior Financial Accountant****Authorising Officer: Director Corporate Services**

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item. At times, they receive payments made in accordance with employment contracts and related Town of Port Hedland policies, which are disclosed in the attachments to this report.

OFFICER'S RECOMMENDATION**That Council:**

- 1. Receive the Monthly Financial Report for the period ended 28 February 2026 as shown in attachment 1;**
- 2. Receive the Accounts paid under delegated authority for the period ended 28 February 2026 as shown in attachment 2;**
- 3. Receive the Purchasing Card statements for the period ended 28 February 2026, as shown in attachment 3;**
- 4. Receive the Investment Summary Report for the period ended 28 February 2026, as shown in attachment 4;**
- 5. Receive the YTD Budget v Actual Report by Directorate for the period ended 28 February 2026, as shown in attachment 5; and**
- 6. Receive the Capital Listing report for the period ended 28 February 2026, as shown in attachment 6.; and**
- 7. Pursuant to section 6.8 of the Local Government Act increase Budget by \$50,000 for Local Government Inspector's Monitor expenses.**

ABSOLUTE MAJORITY VOTE REQUIRED**PURPOSE**

The purpose of this report is for Council to receive the Statement of Financial Activity for the period ending 28 February 2026.

DETAIL

The information provided in this report is for the period ended 28 February 2026, with financial results included in Attachment 1. The preparation of the reports has been made in compliance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

The Local Government Inspector has recently appointed a monitor to the Town, which covers the expenses of the appointment. A provisional increase in budget of \$50,000 is requested to effect associated payment of expenses.

The Town's financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

As part of the 2025-2026 Budget, Council adopted the following thresholds as levels of material variances for financial reporting:

- A variance of 10% or \$50,000, whichever is greater, of the Year-to-Date budget of operational and capital expenditure requires explanation.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because:

- Exception - The proposal or decision is not of a nature or significance that requires engagement.

CONSULTATION

Internal

- Management

External Agencies

- DLGIRS

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its statement of financial activity.

FINANCIAL AND RESOURCE IMPLICATIONS

The statement of financial activity is to be supported by such information, as is considered relevant by the local government, containing:

- An explanation of the composition of the net current assets for the month, to which the statement relates, less committed assets and restricted assets.
- An explanation of each of the material variances referred to in sub-regulation (1)(d); and
- Supporting information, as is considered relevant by the local government.

Reserves:

Ensure compliance with section 6.11 of the Local Government Act 1995 when reserve accounts are utilised.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town’s Council Plan 2025-2035 are applicable in consideration of this item:

Our Leadership:

We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.2 Transparent and accountable governance and financial sustainability

Access and Inclusion

The following outcome of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	There is an operational risk associated with this item due to a reduction in income or increase in expenses throughout the 2025/26 financial year.
Effect (Consequence)	Could impact on the Town’s ability to meet service levels or asset renewal funding requirements.
Risk Treatment	The Town’s financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.
The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).	

OPTIONS

- Option 1 – Adopt officer’s recommendation.
- Option 2 – Amend officer’s recommendation.
- Option 3 – Do not adopt officer’s recommendation.

CONCLUSION

The opening funding surplus of \$5.95M presented in the Statement of Financial Activity for the period ending 28 February 2026, represents the actual balance on the audited Statement of Financial Activity 2024-2025. The net current funding position for the period ending 28 February 2026 is \$63.2M due to raising \$87.9M in General Rates in Quarter 1 of 2025-2026 and with year to date operational and capital expenditure behind schedule.

ATTACHMENTS

1. Monthly Financial Report for the period ended 28 February 2026 [**12.1.1.1** - 8 pages]
2. Accounts paid under delegated authority for the period ended 28 February 2026 [**12.1.1.2** - 70 pages]
3. Purchasing Card statements for the period ended 28 February 2026 [**12.1.1.3** - 10 pages]
4. Investment Summary Report for the period ended 28 February 2026 [**12.1.1.4** - 10 pages]
5. YTD Budget v Actual Report by Directorate for the period ended 28 February 2026 [**12.1.1.5** - 1 page]
6. Capital Listing report for the period ended 28 February 2026 [**12.1.1.6** - 7 pages]

12.1.2 Policy and Codes of Conduct Review

Author: Director Corporate Services

Authorising Officer: Director Corporate Services

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council;

- 1. Adopts the revised policies;**
 - **1.08 – Legal Representation Attachment 2**
 - **4.07 – Trading in Public Places Attachment 3**
 - **6.01 – Camping other than at a Caravan Park or Camping Ground Attachment 4**
 - **6.02 – Funeral Directors – Issuing of an Annual Funeral Director's Licence and Single Funeral Permits Attachment 5**
 - **1.19 – Honorary Freeman Attachment 6**
 - **3.02 – Senior Employees and Appointing Acting Chief Executive Officer Attachment 7**
 - **5.02 – Community Leasing Attachment 8**
- 2. Revokes policies;**
 - **2/017 – External Grant Funding Policy**
 - **9/004 – Pre-Cyclone Green Waste Collection**
 - **13/016 – Waste Collection and Bin Replacement**
- 3. Adopts the revised Code of Conduct for Employees, Consultants, Contractors and Volunteers as per attachment 10; and**
- 4. Adopts the revised Code of Conduct for conduct for Council Members, Committee Members, Appointees and Candidates as per Attachment 11.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider and adopt the Town of Port Hedland (the Town) revised set of Council policies, recently reviewed in full.

DETAILPolicies

Council policies are developed as required to meet new legislative obligations and to address emerging local matters. Once adopted, policies are subject to periodic review to ensure they remain current, relevant, and compliant with applicable legislation.

A rolling policy review program commenced in 2024, initiated alongside the budget drafting process.

The following policy decisions were made at the 27 March 2024 Ordinary Council Meeting:

- Adopted Policy 2/005 Financial Hardship
- Adopted Policy 2/010 Council Investments

The following policy decisions were made at the 25 June 2024 Ordinary Council Meeting:

- Adopted Policy 2/004 Rating
- Adopted Policy 2/019 Reserves
- Adopted Policy 2/018 Borrowings

The following policy decisions were made at the 30 October 2024 Ordinary Council Meeting:

- Adopted Policy 2/020 Fees and Charges Waiver

The following policy decisions were made at the 27 November 2024 Ordinary Council Meeting:

- Adopted Policy 2/007 Procurement
- Adopted Policy 2/021 Credit and Purchase Card
- Adopted Policy 9/010 Asset Management
- Rescind Policy 1/016 Workplace Health and Safety
- Rescind Policy 3/024 Volunteering

As planned, the program was broadened across all departments in 2025. A risk-based approach is applied to the policy review cycle, with policies relating to higher risk matters reviewed more frequently than those assessed as lower risk.

The following policy decisions were made at the 5 March 2025 Ordinary Council Meeting:

- Adopted Policy 1/014 Execution of Documents and Affixing the Common Seal
- Adopted Policy 1/015 Live Streaming and Recording of Council Meetings

- Adopted Policy 1/017 Order of Business for Council and Committee Meetings
- Adopted Policy 1/026 Feedback, Complaints and Suggestions
- Adopted Policy 1/028 Related Party Disclosure
- Adopted Policy 1/029 Attendance at Events
- Rescind Policy 1/027 Severance Payments
- Rescind Policy 3/003 Subsidies and Allowances

The following policy decisions were made at the 28 May 2025 Ordinary Council Meeting:

- Adopted Policy 1/023 Public Interest Disclosure
- Adopted Policy 4/008 Elected Member Allowances, Facilities and Expenses

The following policy decisions were made at the 24 September 2025 Ordinary Council Meeting:

- Adopted Policy 2/004 Rating
- Adopted Policy 2/010 Council Investments
- Adopted Policy 2/019 Financial Reserves
- Adopted Policy 2/005 Financial Hardship

The following policy decisions were made at the 29 October 2025 Ordinary Council Meeting:

- Adopted Policy 2/018 Borrowings
- Rescinded Policy 8/003 Access and Inclusion

The following policy decisions were made at the 26 November 2025 Ordinary Council Meeting.

- Adopted Policy 1/001 Council Framework
- Adopted Policy 1/030 Records Management
- Adopted Policy 4/011 Electronic Meetings and Electronic Attendance Policy
- Adopted Policy 6/006 Consumption of Alcohol (previously overdue)
- Adopted Policy 15/003 Video Surveillance (previously overdue)
- Rescinded Policy 3/003 Subsidies and Allowances
- Adopted Policy 1/013 Mayoral Chain, with removal of reference to the Deputy Mayor

The following policy decisions were made at the 10 December 2025 Ordinary Council Meeting:

- Adopted Policy 2/021 Purchase and Credit Card – no changes
- Adopted Policy 6/003 Community Grants Program – no changes
- Adopted Policy 10/003 Landscaping – no changes
- Revoked Policy 4/006 Elections – Caretaker Period

The following policies remain subject review:

- 1/009 – Legal Representation
- 2/017 – External Grant Funding Policy
- 13/014 – Trading in Public Places
- 13/006 – Camping other than at a Caravan Park or Camping Ground
- 13/012 – Funeral Directors – Issuing of an Annual Funeral Director’s Licence and Single Funeral Permits
- 1/020 – Honorary Freeman
- 3/007 – Senior Employees and Acting Chief Executive Officer
- 13/016 – Waste Collection and Bin Replacement
- 8/004 – Community Leasing
- 9/004 – Pre-Cyclone Green Waste Collection

These are included in **Attachment 1**.

The revised existing policies within a revised framework are included as the following:

- 1.08 – Legal Representation **Attachment 2**
- 4.07 – Trading in Public Places **Attachment 3**
- 6.01 – Camping other than at a Caravan Park or Camping Ground **Attachment 4**
- 6.02 – Funeral Directors – Issuing of an Annual Funeral Director’s Licence and Single Funeral Permits **Attachment 5**
- 1.19 – Honorary Freeman **Attachment 6**
- 3.02 – Senior Employees and Appointing Acting Chief Executive Officer **Attachment 7**
- 5.02 – Community Leasing **Attachment 8**

A summary of the policy review recommendations is included in **Attachment 9**.

The following policies are recommended to be revoked:

- 2/017 – External Grant Funding Policy: Requires rewrite
- 9/004 – Pre-Cyclone Green Waste Collection: To become an Internal Operating Procedure (IOP)
- 13/016 – Waste Collection and Bin Replacement: To become an IOP

The following new policies drafted remain subject to Council discussions:

- 1.17 - Respectful Conduct and Engagement
- 3.05 - External Members – IT
- 4.02 - Commemorative and Civic Recognition

Codes of Conduct

The Town’s code of conduct for Employees, Consultants, Contractors and Volunteers has been revised, without a CEO forward, being as it applies to the CEO. Plus an updated reference to the Local Government (Model Code of Conduct) Regulations 2021 (WA). This is included as **Attachment 10**

The Town's code of conduct for Council Members, Committee Members, Appointees and Candidates has been revised, now including application to DLGIRS appointed monitor(s) plus an updated reference to the Local Government (Model Code of Conduct) Regulations 2021 (WA). This is included as **Attachment 11**.

Internal Operating Procedures (IOP's)

IOP's, which are CEO approved for administrative use and guidance, have also commenced a review project towards ensuring the Town's governance framework completeness is comprehensive.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance.

CONSULTATION

Internal

- Town executive
- Directorate managers and staff

External Agencies

- Atlin Consulting
- Department of Local Government Industry Regulation and Safety publications
- Western Australia Local Government Association publications
- Other Local Government policy references

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 2.7(2)(b): Council is to determine the local government's policies.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no identifiable costs associated with the adoption of the reviewed policies.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following section of the Town's *Council Plan 2025-2035* applies in consideration of this item:

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.2 Transparent and accountable governance and financial sustainability
 Governance and Procurement - Provide high standards of governance and leadership.

Access and Inclusion

The following outcome of the Town’s *Access and Inclusion Plan 2023-2026* applies in relation to this item:

- Outcome 4 – Quality of Service

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Out of date or non-compliant policies and / or gaps in policy framework.
Effect (Consequence)	Non-compliant decision making or not in line with best practice. Duplicitous and / or inconsistent policy positions.
Risk Treatment	Continuous review of policies following a risk-based approach.

There is an Operational risk associated with this item caused by not maintaining an effective policy framework which may lead to compliance concerns.

The risk rating is considered to be Medium (9) which is determined by a likelihood of (3) and a consequence of Moderate (3).

This risk is considered acceptable due to the following controls in place:

- An existing policy is currently in effect.
- The risk falls within the Town’s acceptable tolerance range.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The proposed policy review revisions have been developed to ensure alignment with current legislation, departmental guidance and best practice standards. Ongoing regular reviews are planned to continue and revoke those where considered necessary.

ATTACHMENTS

1. Existing Policies for review March OCM 2026 [**12.1.2.1** - 53 pages]
2. 1.08 Legal Representation for Council Members & Employees Policy [**12.1.2.2** - 6 pages]

3. 4.07 Trading in Public Places Policy [**12.1.2.3** - 5 pages]
4. 6.01 Camping other than at a Caravan Park or Camping Ground Policy [**12.1.2.4** - 4 pages]
5. 6.02 Funeral Director Licence Permits Policy v 2 [**12.1.2.5** - 17 pages]
6. 1.19 Honorary Freeman Policy - V 2 [**12.1.2.6** - 4 pages]
7. 3.02 Senior Employees and Appointing Acting Chief Executive Officer Policy - V 2 [**12.1.2.7** - 3 pages]
8. 5.02 Community Leasing Policy [**12.1.2.8** - 6 pages]
9. Policy Review and Recommendations [**12.1.2.9** - 49 pages]
10. Town of Port Hedland Code of Conduct for Employees Consultants Contractor [**12.1.2.10** - 42 pages]
11. Code of Conduct for Elected Members Committee Members Appointees and Candidates - March 2026 V 2 [**12.1.2.11** - 17 pages]

12.1.3	Ministerial Application Rating
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Author: **Manager Financial Services**

Authorising Officer: **Director Corporate Services**

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council:

- 1. Approves application to the Minister of Local Government to change the method of valuation for miscellaneous licence L45 /578 for the purpose of camp accommodation, to gross rental valuation, and;**
- 2. Approves commencement of consultation with BHP Mineral, Itochu Mineral & Energy of Australia Pty Ltd & Mitsui Iron Ore Corporation Pty Ltd to rate miscellaneous licences L45/194 and L45/190 on an unimproved valuation basis.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to approve the proposed commencement of changes to the method of valuation as the basis of rating, on three miscellaneous licences.

DETAIL

Background

The Town imposes differential rating upon the characteristics of the land upon which those rates are based, at either Gross Rental Value (GRV) or Unimproved Value (UV) being:

- GRV Residential
- GRV Commercial Industrial
- GRV Mass Accommodation
- GRV Airport
- UV Pastoral & Other
- UV Mining

Rating is to be applied equitably upon properties, based solely on their characteristics of usage and not its ownership. Rating provides for the Town's infrastructure and services, which the community and district as a whole, all depend upon.

The Town has 3 properties on which it seeks approval to consult with affected parties on matters of rating. This is towards achieving consistency in the application of differential rating.

1. **L45/578 Wingina Mining Camp and Core Yard** as part of the Hemi Gold project.

This land is used for non-rural purposes (the permitted purpose under the lease is small mining operation, Wingina Camp), the appropriate method of valuation is the GRV (pursuant to s6.28 LG Act) and the appropriate rating category is GRV: Mass Accommodation.

The Town has requested indicative valuation from Valuations Services at Landgate to ensure the correct method of valuation is being used and is consistent. **Attachment 1.**

Considering this, the Town seeks approval from Council to consult with the affected parties and make formal submission application to change in method of valuation, if necessary, and rate all occupied land relevant to current legislation and Town's differential rating basis approach.

The Town seeks approval from Council to apply to the Minister of Local Government to change the method of Valuation for Miscellaneous Licence L45/578 for the purpose of camp accommodation.

L45/578 Wingina Mining Camp and Coreyard Camp



2. **L45/ 194 - BHP Mineral Pty Ltd – BHP WAIO Tenure – Mitsui – Itochu Iron Pty Ltd – Mt Newman State Agreement 1964** as part of the Mooka ore car repair shop.

State agreement over this land holdings contains the clause *"the valuation of all lands... the subject of this Agreement... shall for rating purposes be deemed to be on the unimproved value thereof and no such lands shall be subject to any discriminatory rate."*

Therefore, Lease's or Licences can only be rated on unimproved value and in this instance would not require Ministerial approval to commence rating.

The Town seeks approval to commence consultation with the affected parties.

3. L45/190 – BHP Mineral Pty Ltd - Itochu Mineral & Energy of Australia Pty Ltd & Mitsui Iron Ore Corporation Pty Ltd (Mt Goldsworthy State Agreement) as part of the Mooka rail maintenance shed.

As above, in L45/194 Lease's or Licences can only be rated on its unimproved value only approval from Council to commence consultation with the affected parties.

L45/ 194 and L45/190 - BHP Mineral Pty Ltd – BHP WAIO Tenure – Mitsui – Itochu Iron Pty Ltd – Mt Newman State Agreement⁹⁶⁴



ISSUES

Proposed Miscellaneous Licence rating.

In 2025 the Supreme Court of Western Australia held that occupied Crown land under a miscellaneous licence is rateable land under section 6.26 of the LG Act (Shire of Mount Magnet v Atlantic Vanadium Pty Ltd [2025] WASC 274).

The *Local Government Amendment (Rating of Certain Mining Licences) Bill* is expected to be considered by the Legislative Council during 2026. The bill aims to exempt land under miscellaneous mining licenses from any double application of local government rates. The Town has reviewed its rating which may be affected by the bill's amendments finding minimal exposure. The rating of the three subject properties would not be affected.

Method of valuation

Miscellaneous licences are:

- governed by the Mining Act 1978;
- issued for purposes such as roads, pipelines, and other infrastructure related to mining activities;
- can coexist with other mining tenements; and
- have a term of 21 years and may be renewed, ongoing.

The Bill provides that a mining tenement, permit, drilling reservation, lease or licence that is currently rateable, will continue to be rateable and may coexist with a miscellaneous licence or small prospecting licence overlapping it, that is not rateable. The Town has sought assurances this will apply. **Attachment 2.**

The Town's major ratepayer BHP has state agreements for its Mount Newman and Mount Goldsworthy land locations, that provides that the valuation of this land is deemed to be on unimproved value only.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because:

- Exception - The Council already has a sound understanding of the views and preferences of the people likely to be affected by, or interested in, the proposal or decision.

CONSULTATION

Internal

- Rates Consultant

External Agencies

- WALGA
- Department of Local Government Industry Regulation and Safety
Departmental advice has been requested to ensure applications for a change of valuation request are still processed under delegation.

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

The *Local Government Act 1995*, Section 1.4 of the LG Act contains the definitions within the LG Act of definition of owner.

Section 6.26 LGA provides what land is rateable by a local government.

Section 6.27 LGA clarifies how rating applies where multiple interests are held in relation to the same parcel of land.

Section 6.28 LGA The Minister determines the method of valuation of land to be used by the local government as the basis for a rate.

Section 6.29 LGA provides the basis rate (UV or GRV).

FINANCIAL AND RESOURCE IMPLICATIONS

The rateability assigned by the Minister and the indicative valuation from Landgate will impact on the value of uplift in rates charges for these properties. One valuation received would equate to approximately \$30,000pa. Equity across rateable properties is the value.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town’s *Council Plan 2025-2035* apply in consideration of this item:

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.2 Transparent and accountable governance and financial sustainability

There are no significant identifiable environmental, social or economic impacts relating to this item.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	The risk of financial impact occurring in the rates billing process if further action determines a refund is required.
Effect (Consequence)	The likelihood is considered as Unlikely (2) with the Impact assessed as being Moderate (3)

Risk Treatment	Treat the risk by implementing measures to improve certainty of ratability and value.
<p>There is an Operational risk associated with this item caused by raising incorrect or no rate income, leading to a financial impact.</p> <p>The risk rating is considered to be Medium (6) which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3).</p> <p>This risk will be accepted by the approval to commence consultation and/or submit an appropriate application.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The proposed commencement of changes to the method of valuation as the basis of rating, on three miscellaneous licences, seeks to ensure a consistent approach across similar property use types, for the apportionment of rates.

ATTACHMENTS

1. L 45.578 Wingina Mining Camp and Coreyard Camp Landgate valuation [12.1.3.1 - 2 pages]
2. Miscellaneous Licence on Ministerial approved properties [12.1.3.2 - 1 page]

12.1.4	Annual General Meeting of Electors Report
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Author: Senior Governance Advisor
Authorising Officer: Director Corporate Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION
That Council receives and notes the minutes of the Annual General Meeting of Electors held on 10 February 2026.
SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to formally receive the minutes of Annual General Meeting (AGM) of Electors held on 10 February 2026.

DETAIL

An AGM is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

At the 22 December 2026 the Council resolved the Audit Risk & Improvement Committee (ARIC) recommendation to;

1. Adopt the Audited Annual Financial Statements, Independent Auditor’s Closing Report and Management Letters of Audit Findings for the financial year ended 30 June 2025.
2. Endorse that the Audited Annual Financial Statements for the financial year ended 30 June 2025 be part of the Town of Port Hedland’s 2024-2025 annual financial report.

The Local Government Act 1995 requires all decisions made at an electors’ meeting to be considered at the next Ordinary Council meeting or if that is not practicable at the first Ordinary Council meeting after that meeting. If a Council decision is made in response to a decision made at the electors’ meeting, the reasons for the decision are to be recorded in the minutes.

At the AGM held on 10 February 2026, 0 motions were presented by Electors, therefore requiring 0 decisions on motions to be made by Council.

Item 4 Annual Report, the recommendation to accept the Town of Port Hedland Annual Report for the 2024-2025 Financial Year including the Audited Financial Report for the period ended 30 June 2025 lapsed for want of a mover.

For record keeping purposes this report is for Council to formally receive the minutes.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because:

- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Policy 4/009 Significant Decision Making

Local Government Act 1995 (WA)

Section 5.27: general meeting of the electors of a district is to be held once every financial year. A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year. The matters to be discussed at general electors' meetings are to be those prescribed.

Section 5.32: minutes of the electors' meeting be kept and made available for public inspection before the Council Meeting at which decisions made at the electors' meeting are first considered.

Section 5.33: all decisions made at electors' meetings be considered at the next available ordinary council meeting, or, if not possible at a special council meeting called for that purpose, whichever happens first. The reasons for a decision made at a council meeting in response to a decision made at an electors' meeting are to be recorded in the minutes of the council meeting.

Town of Port Hedland Standing Orders Local Law 2014

Part 17 of the Standing Orders Local Law 2014 outlines provisions for making, revoking or changing decisions.

Part 17.2 specifies limitations on powers to revoke or change decisions where action has been taken to implement a decision

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.2 Transparent and accountable governance and financial sustainability

There are no significant identifiable environmental, social or economic impacts relating to this item.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Failure to formally receive and note the minutes of the Annual General Meeting of Electors in accordance with statutory requirements.
Effect (Consequence)	Non-compliance with the Local Government Act 1995 (WA) and an incomplete governance record of decisions and proceedings of the electors’ meeting.
Risk Treatment	Council consideration and formal receipt of the AGM minutes at the next available Ordinary Council Meeting, ensuring legislative compliance and an accurate corporate record.
<p>There is an Operational risk associated with this item caused by not formally receiving the minutes of the Annual General Meeting of Electors, leading to potential non-compliance with statutory requirements and gaps in the Town’s governance records.</p> <p>The risk rating is considered to be Medium (9), determined by a likelihood of Possible (3) and a consequence of Moderate (3).</p> <p>This risk is considered acceptable due to the following controls in place:</p> <ul style="list-style-type: none"> • The Annual General Meeting was conducted in accordance with legislative requirements. • Minutes have been prepared and are presented for Council consideration. • The risk falls within the Town’s acceptable tolerance range. 	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The AGM was conducted in accordance with the requirements of the Local Government Act 1995 (WA). Formal receipt of the minutes ensures legislative compliance, provides an accurate record of the proceedings, and enables Council to appropriately consider matters arising from the meeting. It is therefore appropriate for Council to receive and note the minutes of the AGM held on 10 February 2026.

ATTACHMENTS

1. 20260210 MINUTES Annual General Meeting of Electors [**12.1.4.1** - 8 pages]

12.1.5	Update to ARIC Independent Member Meeting Fees Following SAT Determination
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Author: Senior Audit, Risk & Insurance Advisor
Authorising Officer: Director Corporate Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Approve the meeting fee for Independent Members of the Audit, Risk and Improvement Committee at \$1,215 per meeting, effective from 1 January 2026, in accordance with Local Government Variation No. 01 of 2025 – Determination of the Salaries and Allowances Tribunal for Local Government Elected Members.**
- 2. Note that this decision replaces Council Decision CM202526/149 (Item 4) (29 October 2025 OCM) relating to Independent Member sitting fees.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider adopting updated meeting fees for Independent Members of the Audit, Risk and Improvement Committee (the ARIC), in line with the revised minimum and maximum fee range established by the Salaries and Allowances Tribunal (SAT) through Local Government Variation No. 01 of 2025.

DETAIL

At the Ordinary Council Meeting on 29 October 2025, Council approved a sitting fee of \$450 per meeting for Independent Members of the former Audit, Risk and Compliance Committee (now the ARIC).

On 1 January 2026, the SAT released Local Government Variation No. 01 of 2025, introducing updated minimum and maximum meeting fee amounts payable to committee members under section 5.100(2)(b) of the *Local Government Act 1995*.

The new SAT determination provides a range within which local governments may set their meeting fee. The Town’s current fee of \$450 remains compliant, as it falls within the revised SAT minimum–maximum band. Accordingly, there is no mandatory requirement for the Town to amend the fee.

However, Council may choose any amount within the SAT-approved range at its discretion. After reviewing the updated bands, Administration recommends that the Town adopt the maximum allowable fee of \$1,215 per meeting, effective 1 January 2026.

This recommendation considers:

- The remote location and cost of participation,
- The professional expertise required of Independent Members,
- The increasing complexity of audit, risk and improvement oversight, and
- The importance of remaining competitive to attract and retain high-calibre Independent Members,

Administration recommends that the Town adopt the upper end (maximum) of the SAT-approved range. This is a discretionary decision and not a mandatory change; however, it ensures remuneration remains fair and appropriate.

If adopted, this decision will supersede Council's previous determination from 29 October 2025.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of low significance, because:

- It does not impact the Town's long-term assets, services, or strategic commitments.
- It does not create new financial commitments outside the approved operational budget.
- It relates to a discretionary adjustment within a State-set fee range, maintaining compliance regardless of the option chosen.
- Community impact is limited and indirect (committee member remuneration), with no change to service levels or community access.

CONSULTATION

Internal

- Temporary Chief Executive Officer

External Agencies

- Salaries and Allowances Tribunal

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act 1995*
 - Section 5.100(2)(b): Fees and allowances for committee members
- *Salaries and Allowances Act 1975*
- Local Government Variation No. 01 of 2025 – Determination of the Salaries and Allowances Tribunal

FINANCIAL AND RESOURCE IMPLICATIONS

The updated meeting fees will be funded from the Town’s operational budget, specifically, Elected Member Allowances - General (Operational Expenditure).

No additional budget allocation is required. The change can be accommodated within existing approved FY2025-26 budget.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following section of the Town’s *Council Plan 2025-2035* applies in consideration of this item:

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.2 Transparent and accountable governance and financial sustainability

There are no significant identifiable environmental, social, or economic impacts relating to this item.

Access and Inclusion

The following outcome of the Town’s *Access and Inclusion Plan 2023-2026* applies in relation to this item:

Nil.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Setting the meeting fee below the maximum SAT-approved amount may be perceived as not adequately recognising the responsibilities and expectations placed on Independent ARIC Members.
Effect (Consequence)	Perception of undervaluation among Independent Members and reduced confidence in the Town’s commitment to supporting strong audit, risk and improvement oversight.
Risk Treatment	Treat

There is a strategic reputational risk associated with this item if the Town does not adopt the maximum fee within the SAT-approved range. While the Town would remain compliant, setting a fee below the maximum may still create a perception that Independent Member responsibilities particularly in a remote and scrutinised governance environment are not fully recognised.

This risk is assessed as Low (4), with a likelihood of Unlikely (2) and a consequence of Minor (2).

This risk will be mitigated by adopting the maximum fee within the SAT-approved range, ensuring clear alignment with sector standards and fair compensation for the expertise and commitment required of Independent Members.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The Salaries and Allowances Tribunal has updated the prescribed fee range for committee members effective 1 January 2026, requiring the Town to revise its adopted sitting fee for Independent ARIC Members.

Approval of the updated fee ensures:

- Statutory compliance,
- Alignment with the sector, and
- Committee members are remunerated appropriately for attendance of the meeting.

This report recommends Council adopt the updated meeting fee and replace its earlier decision from 29 October 2025.

ATTACHMENTS

1. Local Government CEO and Elected Council Members Determination Variation No 1 of 2025 [**12.1.5.1** - 2 pages]
2. Council Decision CM202526-149 [**12.1.5.2** - 1 page]

12.2 Community Services

12.2.1	2022-2025 Youth Development Plan Review
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Author: **Manager of Youth & Community Development**

Authorising Officer: **Director Community Services**

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council

- 1. Receive and note the Annual Progress Report on the Youth Development Plan 2022–2025 for the 2025–2026 reporting period, in accordance with the Plan’s annual reporting requirements.**
- 2. Endorse the progression to the next phase of the Town’s youth development strategic direction, noting that insights from the Youth Development Plan will guide the creation of the new Youth Action Plan as part of the broader Community Services Strategy.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to present Council with the outcomes, impacts, and key achievements delivered through the Town of Port Hedland’s Youth Development Plan 2022–2025, as the Plan concludes its implementation cycle.

DETAIL

The Youth Development Plan 2022–2025, endorsed by Council on 27 April 2022, established a bold and future-focused vision for young people in Hedland to feel included, supported, empowered, and inspired. Over its three-year implementation period, the plan operated as a strategic, flexible, and responsive framework guiding the Town’s youth development activity.

As required, the Town provides annual reporting on the implementation of the Youth Development Plan to ensure transparency, accountability, and continuous improvement. These reports track progress against the plan’s objectives, highlight key achievements, and support informed decision-making for future youth development priorities.

Drawing on local aspirations, industry best practice, and evidence-based approaches, the plan provided a coordinated structure to strengthen youth engagement, wellbeing, opportunity, and community connection.

The plan aimed to:

- Summarise the lived realities of young people in Hedland, including demographic trends, challenges, and opportunities.
- Capture youth aspirations, ideas, and expectations to ensure meaningful, community-led outcomes.
- Provide a guiding framework to ensure service alignment and coordinated delivery across programs and partners.
- Identify strategic objectives and priority initiatives for 2022–2025.
- Define measurable community outcomes and impact indicators to support monitoring, evaluation, and annual reporting.

Importantly, the plan was intentionally designed to avoid a rigid or prescriptive approach. Its adaptable structure ensured youth development activity could respond to Hedland’s dynamic environment, evolving community expectations, and emerging opportunities.

The attached Youth Development Action Plan Progress Report reflects this annual reporting requirement and outlines the breadth of work delivered across the plan’s five priority themes: Connecting and Engaging, Learning and Earning, Activating Places and Spaces, Leading and Creating, and Collaborating and Networking.

Integrated Outcomes and Achievements

Across the three-year period, and captured through the Town’s annual reporting cycle, significant outcomes were achieved that align strongly with the plan’s strategic intent:

- Youth engagement at the JD Hardie Youth & Community Hub increased by 230%, rising from 40,000 pre-plan visits to more than 132,000 in Year 3, demonstrating strong growth in participation and demand for youth services.
- Programming expanded substantially, with increases in term-based activities, school holiday programs, and evening diversionary sessions—contributing to reduced anti-social behaviour and improved positive pathways for young people.
- Mental health and wellbeing initiatives were embedded across programs through events such as Skate of Mind and partnerships with headspace and WACHS, supporting early intervention and help-seeking behaviours.
- Education, training, and employment pathways were strengthened through collaborations with North Regional TAFE and Jobs & Skills, creating traineeships, apprenticeships, and leadership development opportunities.
- Cultural inclusion and connection were enhanced through partnerships with Aboriginal organisations and the delivery of NAIDOC Week celebrations, cultural workshops, and activities that affirmed identity and belonging.
- Youth leadership initiatives—including the Hedland Rising Stars Leadership Camp and Youth Advisory Council activations—empowered young people as contributors, advocates, and community changemakers.
- Sector collaboration improved significantly through the Hedland Youth Stakeholder Action Group (HYSAG), enabling shared planning, coordinated

services, and the securing of more than \$337,000 in grant funding and multi-year sponsorships.

These achievements collectively demonstrate the impact of the Youth Development Plan in strengthening youth wellbeing, participation, opportunity, and community connection, while contributing to a more coordinated and resilient youth services ecosystem across Hedland

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of **low significance**, as it relates to noting the completion of an endorsed plan rather than introducing new commitments

CONSULTATION

Internal

- Youth Development Team collaborated with relevant business units to compile outcomes and learnings.

External Agencies

- Input was sought from youth service providers through HYSAG and stakeholder engagement processes.

Community

- Youth voice was embedded throughout the plan via co-design workshops, forums, and surveys.

LEGISLATION AND POLICY CONSIDERATIONS

There are no statutory obligations requiring the Town to prepare or report on a Youth Development Plan. However, the Town's youth development work aligns with several key legislative and policy frameworks that guide local government functions, youth wellbeing, and community development, including:

- Local Government Act 1995 (WA)
- Children and Community Services Act 2004 (WA)
- WA Government's 'Our Priorities' and related youth-focused initiatives
- Town of Port Hedland Strategic Community Plan 2020–2030

These frameworks collectively support the Town's approach to youth development, though none impose mandatory reporting requirements for this Plan.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial or resource implications associated with this report, as it relates to noting progress on an existing, Council-endorsed plan. All activities delivered under the Youth Development Plan 2022–2025 were undertaken within approved

operational budgets and existing staff resources. Any future resourcing requirements arising from the development of the new Youth Action Plan will be presented to Council for consideration as part of future budgeting processes.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan:

The following sections of the Town’s *Council Plan 2025-2035* apply in consideration of this item:

Our Community:

1.1.2 Community needs and gaps in health provision are identified and delivered.

1.1.3 Youth services and facilities are implemented with regular input from youth and providers.

1.1.4 Partnerships with stakeholders to deliver sport and recreation are enhanced.

1.1.6 Town-wide health, safety, recreation and sporting activities and services are promoted.

1.2.3 Forums and activities to give a voice to youth, people with a disability, ageing, Aboriginal and Torres Strait Islander, and Culturally and Linguistically Diverse (CaLD) people are recognised and supported.

1.3.1 The community, industry, arts and cultural organisations are engaged in identifying, planning and coordinating events and activities.

1.4.4 Community services and facilities are well promoted.

There are no significant identifiable environmental, social or economic impacts relating to this item.

Access and Inclusion

The following outcome of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 1 – Events and Services

Council Plan:

The following service of the Town’s *Council Plan 2025-2035* apply in relation to this item:

Our Community:

Youth Services: Deliver youth-focused programs and initiatives in collaboration with local partners, creating safe, engaging spaces and opportunities for young people to thrive.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	There are operational and strategic risks associated with this item due to community sentiment regarding the delivery of strategic initiatives and the potential for conflict in priorities across the youth sector and broader community.

Effect (Consequence)	Could impact the Town’s reputation and existing stakeholder relationships.
Risk Treatment	Noting the outcomes achieved within associated timeframes and communicating these effectively to the community.
<p>There is a reputational risk associated with this item, caused by the potential for conflicting priorities within the community. The Youth Development Plan provides the vision, framework, and practical directions required to support positive youth development outcomes and ensures that Youth Services activities remain strategically aligned.</p> <p>The risk rating is considered to be Low (1) which is determined by a likelihood of Unlikely (2) and a consequence of Insignificant (1).</p> <p>This risk will be accepted through the formal noting of the outcomes achieved within the associated timeframes and by communicating these outcomes effectively to the community.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

CONCLUSION

The Youth Development Plan 2022–2025 has delivered strong outcomes for young people in Hedland, strengthening the Town’s leadership, partnerships, and program delivery. The achievements outlined in the Progress Report show increased youth participation, greater program diversity, improved learning and employment pathways, and deeper cultural inclusion, supported by strong collaboration and external investment.

As the plan concludes, noting these outcomes provides a clear foundation for the Town’s next phase of youth development work. Insights gained through the plan will directly inform the new Youth Action Plan, which will form part of the broader Community Services Strategy. This Strategy will bring all Community Services units under a cohesive strategic framework, ensuring each develops an aligned operational plan with clear, measurable actions.

This approach responds to the recent audit, identifying the need to streamline the number of strategies and actions within Community Services. By aligning this work with the development of the Major Strategic Plan, the Town will maximise the value of community engagement, reduce consultation fatigue, and ensure consistent priorities. This next phase will embed youth needs within a coordinated, evidence-based structure that supports the evolving aspirations of Hedland’s young people.

ATTACHMENTS

1. 2022-2025 Town of Port Hedland-Youth Development Plan Review [**12.2.1.1** - 20 pages]
2. 2022-2025 Youth Development Plan Report [**12.2.1.2** - 13 pages]

12.2.2	2026-2029 Town of Port Hedland Innovate Reconciliation Action Plan - Project Proposal & Roadmap
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Author: **Manager of Youth & Community Development**
Authorising Officer: **Director Community Services**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Endorse the Innovate Reconciliation Action Plan development framework and timelines (April–December 2026) and**
- 2. Note the draft will be submitted to Reconciliation Australia for review prior to Council consideration of adoption.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to obtain Council endorsement of the Innovate Reconciliation Action Plan (RAP) development framework and timelines that ensure an inclusive, Elder-led process, with the draft to be reviewed by Reconciliation Australia prior to Council consideration.

DETAIL

The Town adopted an Innovate Reconciliation Action Plan (2016–2019) as its inaugural RAP, articulating actions across the pillars of Relationships, Respect, and Opportunities, including commitments related to employment, procurement, and cultural recognition.

In 2024, the Town developed the Ngalikuru Kuma-Marri Plan (Hedland Aboriginal and Torres Strait Islander Partnership Plan 2024–2028) following extensive community consultation. However, the draft plan was not adopted by the Council.

In December 2025, the Town undertook preliminary consultation with the Commissioners to outline the direction, intent, and expectations for the development of the Reconciliation Action Plan. During this process, Commissioners emphasised the importance of ensuring that newly elected Council members are fully informed and actively engaged in the progression of this work.

The next step seeks Council endorsement of the proposed framework that will guide how the Reconciliation Action Plan will be developed, including engagement pathways, governance structure, and key milestones. This framework reflects the direction provided by Commissioners and ensures that new Council members are positioned at the forefront of shaping and supporting the Plan as it moves into its formal development stage.

While the document itself does not hold formal status, the community's insights gathered through this process remain valuable, authentic, and place specific. To avoid duplicating effort and contributing to consultation fatigue, these insights will be used as a foundation for developing the new RAP, subject to revalidation with Kariyarra, Ngarla and Nyamal representatives and Aboriginal community stakeholders.

Taking this framework first approach, rather than drafting a RAP at this stage, ensures the plan is co-created with the right cultural partners from the outset, strengthening its legitimacy, accuracy, and likelihood of Council and community endorsement.

Methodology

The Town will build the new RAP on the foundation of prior community engagement undertaken for the Ngalikuru KumaMarri Draft Plan (2024–2028). While that plan was not adopted by Council, the community's insights it captured remain authentic and relevant.

External Reference Group and Co-Led Approach

To ensure the RAP 2026–2029 is genuinely codesigned, the Town will establish an External Reference Group comprising Kariyarra, Ngarla and Nyamal representatives, local Elders, Aboriginal and Torres Strait Islander community members, and key Aboriginal controlled organisations. This group will work alongside the Internal Conciliation Working Group to guide all stages of RAP development.

This model reflects best practice in culturally grounded decision making and ensures that the direction, priorities, language and cultural integrity of the RAP are shaped directly by Aboriginal and Torres Strait Islander people with lived connection to Hedland.

To respect community contributions and reduce consultation fatigue, we will reuse those insights as a starting point and re-validate them through yarning sessions and targeted workshops. This approach recognises the 2016–2019 Innovate RAP pillars (*Relationships, Respect, Opportunities*) while updating goals, measures and timeframes for 2026–2029.

The External Reference Group will:

- provide cultural oversight and ensure the RAP reflects locally held knowledge, priorities and aspirations
- guide revalidation of insights from the Ngalikuru Kuma- Marri consultations
- advise on appropriate cultural protocols, permissions and use of artwork, stories and images
- review draft actions and measurement frameworks to ensure cultural safety and community alignment
- support pathways for ongoing relationship building beyond the life of the RAP

This blended structure with the Internal Conciliation Working Group + External Aboriginal and Torres Strait Islander Reference Group ensures the RAP is not only operationally owned within the Town, but also cogoverned with community, reflecting a shared approach to reconciliation and strengthening place-based decision making.

Alignment to an Innovate RAP

Through this process, the Town of Port Hedland will be aiming to align with an Innovate Reconciliation Action Plan (RAP). An Innovate RAP is designed for organisations that have already begun their reconciliation journey and are ready to deepen their commitments by developing structured, measurable actions across the pillars of Relationships, Respect and Opportunities. Reconciliation Australia describes the Innovate RAP as a crucial phase where organisations strengthen foundations, build internal capability and embed reconciliation actions more consistently across their operations.

Development of an Innovate RAP follows a structured, nationally recognised process facilitated by Reconciliation Australia, including registration, drafting against required templates, and multiple rounds of formal review and feedback to ensure the RAP meets national standards. This process ensures strong governance, cultural integrity and accountability, with Reconciliation Australia providing guidance to support organisations in translating intention into action.

Review of Previous RAP (2016–2019)

Before drafting the RAP 2026–2029, the Town will undertake a structured review of the Innovate RAP 2016–2019 to assess which actions were completed, which were not progressed, and what lessons can inform the next plan. This RAP remains the Town's only adopted reconciliation framework and provides an important baseline for measuring improvement. This review will support transparency, ensure continuity, and help the Town build a stronger, more deliverable RAP aligned with current community priorities.

ISSUES

The *Ngalikuru KumaMarri Plan (2024–2028)* was released as a draft for consultation and was not adopted by the Council. Using content without clarifying this could imply unintended endorsement. To mitigate this, the Town will clearly state in all materials that the plan was a draft, was not adopted, and that only community insights, not the document itself, are being carried forward for revalidation.

The draft includes artwork, images, cultural stories, and other material where permissions may not transfer, given the plan was never formally adopted. Officers will seek consent from artists, contributors and cultural knowledge holders before using any artwork, photos, maps or quotes.

Historical content within the draft is noted as contested and evolving and may not reflect the views of all Aboriginal groups. Officers will verify all historical timelines and cultural narratives with Elders and cultural advisors to ensure accuracy, cultural safety, and shared agreement.

All these issues identified will be addressed before any content informed by the draft consultation is incorporated into the development of the new RAP, ensuring cultural safety, accuracy, and procedural transparency.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because:

- Significant - Any issue, proposal, decision or other matter that will substantially affect a wide range of people who reside in Port Hedland.
- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Internal

- Director Community Services
- Community Development & Engagement

External Agencies

- Reconciliation Australia (RAP development requirements)

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- S3.1 Local Government Act 1995
- Reconciliation Australia RAP Framework
- Town of Port Hedland Strategic Community Plan 2022–2032
- Council Plan 2025–2035
- Community Development Plan 2022–2027

FINANCIAL AND RESOURCE IMPLICATIONS

The development of the Innovate Reconciliation Action Plan will be delivered primarily through existing operational budgets. A dedicated allocation of \$20,000 has been identified in the Directors budget and will support facilitation, cultural consultation, design, engagement activities, and a public launch. This funding ensures the Town can undertake a culturally informed and well-supported planning process while maintaining strong community and stakeholder engagement throughout development.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Environmental

Nil

Economic

Supports local Aboriginal engagement opportunities and capability building.

Social

Promotes social cohesion, cultural recognition, and meaningful engagement with Traditional Owners.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 1 – Events and Services
- Outcome 2 – Buildings and Facilities
- Outcome 3 – Accessible Information
- Outcome 4 – Quality of Service
- Outcome 5 – Opportunities for Feedback
- Outcome 6 – Public Consultation
- Outcome 7 – Employment Opportunities
- Outcome 8 – Advocate for an Increase in Inclusion

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Strategic
Risk Category	Reputational
Cause	Failure to deliver a culturally informed and timely Innovate RAP.
Effect (Consequence)	Reduced community trust, diminished relationships with Traditional Owners, and reputational harm to the Town.
Risk Treatment	Implement structured project governance, adhere to approved timelines, and ensure consistent engagement with key Aboriginal stakeholders and Reconciliation Australia.
<p>There is an Operational and Strategic risk associated with this item caused by delays or insufficient engagement, leading to reputational impact and reduced stakeholder confidence.</p> <p>The risk rating is Low (3), determined by a likelihood of Likely (4) and a consequence of Minor (2).</p> <p>This risk will be accepted and mitigated through structured project management and ongoing engagement with stakeholders.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

CONCLUSION

The Innovate RAP development timelines provide a clear, achievable, and culturally respectful pathway for progressing the Town’s reconciliation commitments. Endorsing

this schedule enables a structured and accountable process that is grounded in genuine partnership with Traditional Owners, Elders, and Aboriginal stakeholders. This approach ensures the final RAP reflects community expectations, aligns with organisational capacity, and meets Reconciliation Australia's requirements. By establishing this foundation, the Town positions itself for deeper collaboration and stronger reconciliation outcomes in the years ahead.

ATTACHMENTS

1. Town of Port Hedland - Innovate RAP Proposal [**12.2.2.1** - 8 pages]

12.3 Regulatory Services

12.3.1	Visitor Centre Quarterly Report October – December 2025
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Author: Coordinator Visitor Services

Authorising Officer: Director Regulatory Services

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council:

Receives the quarterly report from the Port Hedland Peace Memorial Seafarers' Centre Incorporated for the management of the Port Hedland Visitor Centre for the fourth quarter, October – December 2025.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the financial and general operational report of the Port Hedland Visitor Centre, managed by Port Hedland Peace Memorial Seafarers' Centre Incorporated (Seafarers') for from October – December 2025. More specifically, this report addresses the reporting requirements outlined in clause 24.2 in the Management Agreement between Port Hedland Peace Memorial Seafarers' Centre Incorporated and the Town of Port Hedland.

DETAIL

The contract for the management of the Port Hedland Visitor Centre was agreed between the Town of Port Hedland and Seafarers' for the period 1 November 2024 to 31 October 2026 with three x 12-month optional extensions. These extensions will not be utilised, as Council adopted a resolution at the 29 October 2025 Ordinary Council Meeting to bring the Port Hedland Visitor Centre service in-house from 1 November 2026.

Under clause 24.2 of the agreement, Port Hedland Seafarers' Centre Inc. is to provide the Town with a quarterly report, including details of the following:

- Financial
- KPIs
- Service providers
- Business Plan
- Patronage, tour bookings and sales
- Maintenance and capital expenditure
- Any other information reasonably required by the town

Desired outcomes of the agreement with the Port Hedland Peace Memorial Seafarers' Centre incorporated are as follows:

- A friendly and professional face to face welcome to visitors with a consistently high quality, free information service to provide visitors to Port Hedland with a consistently high quality, free information service to provide visitors to Port Hedland with insights into the region and distribute information about tourist products available in the region.
- A comprehensive range of local, regional and state-wide brochures, maps and directional information both in hard copy and available electronically.
- Information and booking service for accommodation and tours.
- Information on attractions, events, retail outlets, local services, road conditions and transport options.
- High quality customer service to visitors to the Visitor Centre
- A focus on continuous improvement and service growth at the facility.
- A safe, clean and hygienic environment for staff, customers and other visitors.
- Strong, accountable financial management; and
- Clear, concise and accurate reporting on the operations of the facility. The attached quarterly report outlines the progress made by the Seafarers' in the period October – December 2025.

Reported performance against annual budget

Performance against the annual budget is attached to this report as attachment 4 (confidential).

Reported performance against current KPIs

Performance against current KPIs is attached to this report as attachment 3.

Digital media performance

The Town manages the social media and website for the Port Hedland Visitor Centre in consultation with Centre staff. Attachment 5 provides a summary of digital engagement on Facebook and the website from June to October 2025.

Notable events for the reporting period

- The total walk-in traffic for the reporting period was 4,640. This figure is reported to be understated due to no data being reported from 5 – 10 October due to maintenance work on the air conditioning units. In comparison, the same period the year prior recorded walk-in traffic of 4,234.
- Assisted with 47 telephone enquiries.
- For this quarter, the Port Hedland Visitor Centre reported 317 Seafarers' Harbour Tour bookings, with the tour capacity increased due to a new vessel launching October 7th.
- Staff attended training via the Visitor Centre Academy in Perth.

- Expansion of retail range to include local and Indigenous bush medicine products, including Bush Balms and natural bush soap and scrub bars
- Strong community engagement including twilight Christmas markets, Santa's Grotto, coordinating and the distribution of prizes for the Elf Hunt, redesigning and distribution of new resident and FIFO welcome packs.
- In November, the PHVC hosted the Northwest Tourism CEO Bill Tatchell and former ANW Chair Linda Wayman during their visit to town. The visit included a complimentary Seafarers Harbour Tour and Port Authority Control Tower Tour, followed by a networking luncheon with local businesses and stakeholders. This visit strengthened industry relationships and highlighted Port Hedland's tourism offerings.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because: The Port Hedland Visitor Centre has a positive impact on tourism services and programs provided by the town

CONSULTATION

Internal

- Director Regulatory Service
- Manager Planning & Economic Development

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

The management fee for the Port Hedland Visitor Centre was approved by Council at the 25 September 2024 Ordinary Council Meeting (CM202425/154).

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Our Community:

We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.

1.4 Well-utilised and valued community facilities and services

Our Economy: We build prosperity for all – enabling sustained and diversified economic and employment growth.

2.3 Marketing and promotion

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.3 Effective delivery of services and infrastructure to meet community needs

Environmental

The Port Hedland Visitor Centre promotes and engages visitors and locals on the natural and environmental tourism opportunities in and around Port Hedland, such as reef walking tours and turtle observations.

Economic

The economic benefits of having a well-managed Visitor Centre include developing a positive narrative about the town and attracting visitors to the region and increasing length of stay and visitor expenditure in the community.

Social

Nil

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 2 – Buildings and Facilities
- Outcome 3 – Accessible Information
- Outcome 4 – Quality of Service

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Perception that the Town has not performed its commitment to provide visitor services to tourist and the community
Effect (Consequence)	Dissatisfaction among visitors and stakeholder, service disruption, and negative impact on the towns reputation and relationship with the community.
Risk Treatment	Council supports the officer’s recommendation.
<p>There is a/an Operational risk associated with this item caused by the perception of a lack of commitment to the provision of the visitor services, leading to dissatisfaction among visitors and other stakeholders.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be treated by the adoption of the officer’s recommendations</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

This report is provided to inform Council of the operational progress made by the Seafarers’ from October – December 2025 in its role as the operator of the Port Hedland Visitor Centre.

ATTACHMENTS

1. PHVC Oct- Dec 2025 Report [**12.3.1.1** - 14 pages]
2. PHVC Visitor Comments Oct to Dec 2025 [**12.3.1.2** - 1 page]
3. PHVC KPI Oct to Dec 2025 [**12.3.1.3** - 2 pages]
4. CONFIDENTIAL REDACTED - PHVC Financials Oct to Dec 2025 and notes [**12.3.1.4** - 2 pages]
5. PHVC - Monthly Engagement Report Oct 2025 - Feb 2026 [**12.3.1.5** - 5 pages]

12.3.2	Scheme Amendment No. 6 to LPS 7 - Short Term Rental Accommodation - Final Adoption
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Author: Senior Strategic Planner
Authorising Officer: Manager Planning & Economic Development
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Adopts for final approval Scheme Amendment 6 to the Town of Port Hedland Local Planning Scheme No.7 pursuant to section 75 of the *Planning and Development Act 2005* and Regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as detailed in Attachment 1, without modification.**
- 2. Notes the submissions received on Scheme Amendment 6 to Town of Port Hedland Local Planning Scheme No. 7, included as Attachment 2 and 3.**
- 3. Authorises the Chief Executive Officer and Mayor to execute documents pursuant to Regulation 53 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and provide the Western Australian Planning Commission a copy of Scheme Amendment 6 and relevant documents for final approval by the Minister for Planning.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to note the submissions received during public advertising and consider supporting the proposed Scheme Amendment No. 6 to Local Planning Scheme No. 7 (LPS 7).

DETAIL

The purpose of Scheme Amendment No. 6 is to amend the Town’s LPS 7 to incorporate the State Government’s planning reforms for short-term rental accommodation (STRA) uses, as outlined in the *Short-Term Rental Accommodation Act 2024*, amendments to the *Planning & Development (Local Planning Schemes) Regulations 2015* (Regulations) and ‘Planning Bulletin 115/2024 Short-Term Rental Accommodation (STRA) – Guidance for Local Government’.

The changes introduce a consistent set of definitions for STRA to be used within all local government planning schemes in Western Australia, to ensure that STRA is treated as a specific type of land use, distinct from 'traditional accommodation' such as hotels, motels and serviced apartments.

Attachment 1 – Scheme Amendment Report provides a detailed explanation of the proposed amendment and its justification, consistent with the State’s direction.

At its Special Council Meeting (SCM) held on 16 October 2025, Council carried resolution SCM202526/146, to initiate Scheme Amendment No. 6 of the Town’s LPS7. Under the Regulations, the amendment is considered ‘standard’, and as such has been referred to the Minister for Planning and then advertised to the public in accordance with the *Planning and Development Act 2005*.

If supported by Council, Scheme Amendment No. 6 will be referred to the Minister for Planning for endorsement.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of low significance, because advertising will be undertaken in line with the Regulations.

CONSULTATION

External Agencies & Government Departments

- Department of Biodiversity, Conservation and Attractions
- Department of Fire and Emergency Services
- Department of Jobs, Tourism, Science and Innovation
- Department of Energy, Mines, Industry Regulation and Safety
- Department of Primary Industries and Regional Development
- Department of Planning, Lands and Heritage
- Department of Water and Environmental Regulation
- Pilbara Development Commission
- Port Hedland Chamber of Commerce and Industry
- Mainroads WA
- Horizon Power
- Telstra
- Water Corporation

Four (4) responses were received from the below public authorities:

- Department of Fire and Emergency Services

- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Water Corporation.

The four responses received did not necessitate any amendments to the proposed draft Scheme Amendment. The Environmental Protection Authority (EPA) advised that Amendments for the use classes and definitions for short term accommodation meet class 33C(2)(d) of the Regulations and therefore need not be referred to the EPA.

Clause 83A approval to advertise was received from the Department of Planning, Lands and Heritage on 15 December 2025.

Details of the submissions and responses are included in **Attachment 2 - Schedule of Submissions** and **Attachment 3** contains the submissions in full.

Community

In line with the LPS Regulations, community engagement included:

- Publication of a public notice in a newspaper circulating in the scheme area (the Northwest Telegraph).
- Display of a copy of the public notices section of the Town's website.
- Availability of copies of the amendment documentation for public inspection at the Town administration front desk and website.

The amendment was advertised for public consultation from 7 January to 23 February 2026, for a total of 47 days.

No responses were received.

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development Act 2005*
- *Short-Term Rental 2 Accommodation Act 2024*
- *Environmental Protection Act 1986*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Planning Bulletin 115/2024 Short-Term Rental Accommodation (STRA) – Guidance for Local Government
- Town of Port Hedland Local Planning Scheme No. 7.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town’s *Council Plan 2025-2035* apply in consideration of this item:

Our Economy:

We build prosperity for all – enabling sustained and diversified economic and employment growth.

2.1 Business and job growth

Our Natural and Built Environment: We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.

3.2 Safe and fit-for-purpose built environment

There are no significant identifiable environmental, social or economic impacts relating to this item.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Compliance
Cause	Not proceeding with the amendment
Effect (Consequence)	The Town's Local Planning Scheme No. 7 is not consistent with the State planning framework, reducing clarity for future STRA developers around the requirements for development approval.
Risk Treatment	Endorsing the Officer Recommendation
<p>There is a Strategic risk associated with this item caused by not proceeding with the amendment, leading to the Town's Local Planning Scheme No. 7 not being consistent with the State planning framework, reducing clarity for future STRA developers around the requirements for development approval.</p> <p>The risk rating is considered to be Medium (8) which is determined by a likelihood of Likely (4) and a consequence of Minor (2).</p> <p>This risk will be treated by the endorsing the Officer Recommendation.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

Scheme Amendment No. 6 is required to implement the State Government’s planning reforms for short-term rental accommodation uses. The proposed amendment is considered to be a ‘standard amendment’ under the Regulations as it is consistent with the Local Planning Strategy. It is not considered that it will have significant adverse environmental, social or economic impacts. It is recommended that Council note the submissions received and resolve to adopt Scheme Amendment No. 6.

ATTACHMENTS

1. Scheme Amendment No. 6 Report [**12.3.2.1** - 15 pages]
2. Schedule of Submissions [**12.3.2.2** - 2 pages]
3. Submissions in Full [**12.3.2.3** - 5 pages]

12.4 Infrastructure Services

12.4.1	South Hedland Cemetery
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Author: Senior Infrastructure Operations Officer
Authorising Officer: Manager Infrastructure Operations
 Director Infrastructure Services
Disclosure of Interest: The Author and Authorising Officers declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Note the current utilisation and remaining capacity at the South Hedland Cemetery.**
- 2. Note the constraints associated with the dedicated Muslim burial section (P Block).**
- 3. Endorse the commencement of planning investigations, concept development and cost estimation for the Stage 2 cemetery extension, aligned to current upgrade works and the South Hedland Cemetery Masterplan.**
- 4. Require a further report to be presented to Council including concept design, cost estimates, staging options and delivery program suitable for consideration in future capital works budgets and should be delivered as part of the Capital Works Program**
- 5. Note a further report on the possible formation of a “Friends of the Cemetery” Advisory Group.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to inform Council of the current utilization and capacity of the South Hedland Cemetery, clarify constraints within the dedicated Muslim burial area (P Block), and seek endorsement to commence planning for a Stage 2 cemetery extension for consideration in the 2027/28 capital budget. (Attachment 1)

DETAIL

Current Cemetery Utilisation

Currently the Town has a burial rate of approximately 30 per annum. A detailed audit of cemetery plots has been undertaken using the Synergy cemetery register, supported by updated GIS mapping. Key findings include:

- Total usable plots: 2,291
- Current utilization (occupied + reserved): ~74.5% (Attachments 2 and 3))
- Plots recorded as “Unavailable” have been excluded from calculations. (Unavailable plots include groundwater issues, tree roots etc).

Dedicated Muslim Burial Section (P Block)

P Block is designated exclusively for Muslim burials. The 168 vacant plots in P Block are dedicated capacity for Muslims and cannot be included in general vacancy calculations for the cemetery. This reduces the number of plots available for the general community. The utilization of P Block is currently at 5% and there is enough capacity for the foreseeable future.

General Capacity Outlook

Q Block is currently operational and will provide short- to medium-term capacity. However, capacity can be consumed rapidly due to bulk family reservations. Without forward planning, the Town risks reaching a full capacity, potentially requiring reactive planning and delivery of new plots with compressed timelines.

Stage 2 Cemetery Extension

The South Hedland Cemetery Masterplan identifies an adjacent land area suitable for a cemetery extension. The land is Crown Land vested with the Town of Port Hedland for use as a cemetery. (Attachment 4) Early planning work is required to:

- Confirm achievable site layout
- Develop cost estimates
- Prepare staging and sequencing
- Enable delivery decisions through the 2027/28 budget process

This will help ensure capacity continuity, cultural sensitivity and coordinated asset planning.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 *Significant Decision Making*, this matter is of low significance as it relates to planning activities that logically flow from existing strategic direction and master planning work.

CONSULTATION

Internal

Director Infrastructure
Manager Infrastructure Operations

External Agencies
Nil

Community
Nil at this stage. Community engagement will be undertaken as part of the concept and design phases.

LEGISLATION AND POLICY CONSIDERATIONS

Cemeteries Act (WA) 1986

FINANCIAL AND RESOURCE IMPLICATIONS

No construction funding is being sought at this time. Approval is requested for planning and design development only, which will inform the 2027/28 capital budget. A minor allocation may be required in 2026/27 to support preliminary investigations, and this will be covered in operational budgets.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan:

The following section of the Town's *Council Plan 2025-2035* applies in consideration of this item:

Our community:

1.1.2 Community needs and gaps in health provision are identified and delivered.

Environmental

Nil

Economic

Nil

Social

Cemetery services are sensitive and time-critical. Early planning for additional capacity ensures:

- culturally appropriate services
- minimal disruption to families
- sustained community confidence
- reduced reputational risk

The Town has been informed there is a group of community members who would like to re-establish a "Friends of the Cemetery" group. The Council could consider this as

part of establishing committees and/or other advisory groups. Town staff will provide a report to a future Council meeting on the establishment of such a group.

Access and Inclusion

The following outcome of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 4 – Quality of Service

Council Plan:

The following service of the Town’s *Council Plan 2025-2035* apply in relation to this item:

Cemeteries: South Hedland Cemetery; maintenance of closed Port Hedland Cemetery

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Delayed planning leading to future capacity shortage
Effect (Consequence)	Reduced service availability, community dissatisfaction, reputational harm.
Risk Treatment	Initiate planning and staging for the cemetery extension
<p>There is a Strategic risk associated with this item caused by reputational, leading to Reduced service availability, community dissatisfaction, reputational harm.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).</p> <p>This risk will be avoided by initiating the planning and staging for the cemetery extension.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation
 Supports proactive cemetery capacity planning and aligns with strategic documents.

Option 2 – Amend officer’s recommendation
 Council may choose to alter scope, timing or reporting requirements.

Option 3 – Do not adopt officer’s recommendation
 This option may result in insufficient future burial capacity and increased delivery risks.

CONCLUSION

The South Hedland Cemetery is nearing 75% utilization, with limitations on general-use plots due to dedicated areas such as P Block which is used for Muslim burials. To avoid a capacity shortfall and ensure culturally appropriate and uninterrupted burial services, early planning for a Stage 2 extension is essential. The officer's recommendation enables development of concept design, staging, and cost estimates to support Council's 2027/28 capital budget deliberations.

ATTACHMENTS

1. SOHCL Masterplan Report Extract Extension Stage 2 [**12.4.1.1** - 5 pages]
2. South Hedland Cemetery Utilization Analysis [**12.4.1.2** - 1 page]
3. South Hedland Plot map [**12.4.1.3** - 1 page]
4. South Hedland Cemetery Reserve Status [**12.4.1.4** - 1 page]

12.4.2	Staff Housing Strategy
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Author: Senior Project Officer Business
Authorising Officer: Director Infrastructure Services
Disclosure of Interest: The Author and Authorizing Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Adopts the Staff Housing Strategy as per attachment 1, as a guiding policy document pursuant to s.2.7(2) of the *Local Government Act 1995*;**
- 2. Acknowledges that any future actions arising from the Staff Housing Strategy will be presented to Council or otherwise progressed in accordance with the Town’s Annual Budget processes; and**
- 3. Instructs the Chief Executive Officer to integrate the Staff Housing Strategy into the Town’s Integrated Planning and Reporting Framework, including future reviews of the Council Plan and Long-Term Financial Plan.**
- 4. Instructs the Chief Executive Officer to produce an Operational Plan to underpin the implementation of the Staff Housing Strategy.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to present the Draft Staff Housing Strategy (the Strategy) to Council for adoption.

The Strategy responds to the Town of Port Hedland’s (the Town’s) confirmed shortfall of approximately 29 staff dwellings, rising to around 40 by 2035, and provides a range of evidence-based options to support attraction, retention, and operational continuity in a high-cost, constrained housing market.

DETAIL

Background

The Council has considered a number of proposals for the purchase of staff housing. The most recent proposal was for a 15 house off the plan development in Captains Way South Hedland. The Town undertook a major land transaction process which went out for public consultation. When the plan came back to Council for adoption at its April 2024 OCM the motion lapsed for want of a seconder.

CM202425/345 COUNCIL DECISION**MOVED: Deputy Mayor Ash Christensen SECONDED: Nil****That Council:**

- 1. Notes that the Business Plan for Major Land Transaction – Proposal for Purchase of Residential Property for use of Staff Housing has been advertised in accordance with Section 3.59 of the *Local Government Act 1995*;**
- 2. Notes that no public submissions were received during the advertising period in relation to the proposed transaction; and**
- 3. Adopts the Business Case for the Major Land Transaction – Proposal for Purchase of Residential Property for use of Staff Housing.**

MOTION LAPSED FOR WANT OF SECONDER

The Town considered the purchase of units at Clam Court at its May 2024 OCM. The motion was not supported by Absolute Majority.

CM202324/282 COUNCIL DECISION**MOVED: Cr Sven Arentz****SECONDED: Cr Lorraine Butson****That Council:**

- 1. Approves the purchase of four (4) units at Clam Court, South Hedland.**
- 2. Pursuant to section 6.8 of the Local Government Act 1995 authorise the expenditure be funded from the Town of Port Hedland Housing Reserve.**
- 3. Authorises the Chief Executive Officer to negotiate and execute the legal instruments within the delegations set within the report, required to realise the purchase of the said properties.**

LOST BY ABSOLUTE MAJORITY (3/3)*For: Mayor Peter Carter, Cr Sven Arentz and Cr Ambika Rebello**Against: Cr Camilo Blanco, Cr Lorraine Butson and Cr Adrian McRae*

Feedback received from the Council was that a Staff Housing Strategy should be developed to inform any future actions with regard to staff housing.

In May 2025, the Town engaged AEC Group Pty Ltd to assess staff housing needs and identify strategic responses to the Town's current and projected shortfalls. AEC

consulted internal stakeholders, undertook a regional benchmarking exercise, and analysed local housing conditions, workforce patterns and demand forecasts.

Draft versions of the Strategy were then refined following a series of workshops, reviews and adjustments by both AEC and key internal stakeholders, and the final draft Strategy was presented to the Executive Leadership Team (ELT) on 10th February 2026 which confirmed support for bringing the final document to Council for adoption.

Strategy Findings and Options Presented

The Strategy confirms an immediate shortfall of 29 dwellings, with demand expected to grow to approximately 40 dwellings by 2035 due to workforce expansion, ongoing recruitment requirements and eligibility settings.

The Strategy assesses eight options over a 10-year period, comparing financial, operational, and workforce outcomes. These are:

- Option 1 – Construction of new houses on Council-owned land
- Option 2 – Purchase of pre-built properties on open market
- Option 3 – Rental assistance
- Option 4 – Home ownership scheme
- Option 5 – Increased remote working
- Option 6 – Perth office placements (remote working)
- Option 7 – Long-term leasing
- Option 8 – Build-to-rent

The Strategy is not a business case for immediate action; rather, it provides a suite of approaches to be drawn from as operational requirements and budget capacity allow. It is important to note that any future decisions, including any housing acquisitions, leasing, remote working expansion or home ownership incentives, will be presented individually or integrated throughout the annual budget process for Council's approval.

The Strategy aligns with the Town's broader workforce and organizational service level objectives, as well as its ongoing commitments to support housing initiatives in the region.

Remote Working Considerations

When looking at remote working options, The Town participated in a working group led by the City of Karratha that looked to understand contemporary policy settings and effective governance practices for remote working, particularly for non-metro councils. The final Policy adopted by the City of Karratha from this working group will form the foundation for the Town's own internal procedures, ensuring a robust and well-considered framework. These procedures will specifically address and mitigate

key risks associated with remote work, including performance management, staff connection and isolation, secondary employment considerations, work health and safety obligations, psychological wellbeing, industrial implications, technology requirements, and cyber security protections. This approach will enable the Town to create a balanced and sustainable remote working model that supports flexibility and addresses workforce needs while maintaining organisational accountability, productivity, and safety.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of low significance, as Council already has a sound understanding of the views and preferences of the people likely to be affected by, or interested in, the proposal or decision.

CONSULTATION

Internal

- Executive Leadership Team
- Director Infrastructure Services
- Director Regulatory Services
- Director Corporate Services
- Executive Manager Human Resources
- Principal Economic Development

External Agencies

- AEC Group Pty Ltd

Community

- Not required

LEGISLATION AND POLICY CONSIDERATIONS

Section 2.7(c) of the *Local Government Act 1995* applies in relation to this item, as defining the role of Council to include strategic planning for the future of the district.

Any future financial decisions must comply with the Town's adopted policies, including:

- Procurement (2/007)
- Borrowings (2/018)
- Financial Reserves (2/019)
- Risk Management (1/022)
- Asset Management (9/010)

FINANCIAL AND RESOURCE IMPLICATIONS

The adoption of this Strategy does not commit the Town to any expenditure.

All future expenditure resulting from this Strategy will be incorporated into the Annual Budget processes, which are subject to Council approval by absolute majority.

Each of the eight (8) options present differing financial implications over the Strategy's 10-year period, ranging between \$5.4 million to -\$26.4 million in net present values (NPVs).

The full financial profiles of each option vary significantly in both upfront and long-term cost implications. In summary:

- Construction of new dwellings requires the highest capital outlay, with estimated construction costs estimated at \$32 million over four years and an NPV of (\$20.3 million)
- Purchasing established dwellings represents the most financially efficient method, with an indicative \$19.7 million total capital cost and a lower NPV impact of (\$7.8 million)
- Rental assistance and long-term leases require no upfront capital, but result in ongoing operating commitments, plus partial Fringe Benefit Tax implications, producing NPV results of (\$11.5 million) and (\$13.9 million) respectively
- Home ownership incentives involve significant once-off contributions, future allowances and superannuation obligations, contributing to an overall NPV of (\$13.1 million)
- Remote working models offer the strongest financial benefit due to reduced regional allowance entitlements, minimized housing demand and minimal capital outlay, resulting in NPVs of \$5.4 million, and \$2.6 million respectively.

As implementation decisions are made over time, each project or action arising from the Strategy will require separate financial analysis and Council consideration.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Our Economy:

We build prosperity for all – enabling sustained and diversified economic and employment growth.

2.4 Infrastructure for growth.

Our Built and Natural environment:

We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.

3.2 Safe and fit-for-purpose built environment.

Our Leadership:

We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.1 Global, national, state, and local presence and voice.

4.2 Transparent and accountable governance and financial sustainability.

4.3 Effective delivery of services and infrastructure to meet community needs.

Environmental

Targeted acquisition of existing dwellings avoids the environmental footprint associated with constructing new homes such as embodied carbon.

Construction of new dwellings would be undertaken on existing Town-owned land, reducing the need for additional land clearing, and would be subject to the latest energy efficient building standards. However, building new would typically involve higher material requirements to meet local climactic conditions, and increased emissions due to transportation distances.

Economic

Acquisition and construction options stimulate the local building, maintenance and trade sectors, increasing and promoting regional economic activity.

Remote working models generate savings for the Town by reducing allowances and removing the need for additional local housing, home ownership uptake contributes to local property market stability and increased household spending supports local businesses, whereas long-term leasing may inadvertently contribute to increased rental pressure in an already overpriced market.

Social

Improved staff housing access supports recruitment and retention, contributing to the continuity of essential community services. Stable accommodation promotes longer tenure, which strengthens organisational capability and improves community trust in service delivery.

Home ownership pathways encourage family relocation to the region, increasing local school participation, community involvement and participation in local clubs, volunteer groups and events.

In contrast, an increased remote workforce could lead to perceptions of diminished local presence, and if the Town increases its share of the already limited rental market, this may also increase competition for housing.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 2 – Buildings and Facilities
- Outcome 7 – Employment Opportunities

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Service Interruption
Cause	Insufficient availability of staff housing to support workforce recruitment and retention, resulting in positions remaining vacant or delays in onboarding and commencement. This is

	made through a likelihood of Likely (4) with a consequence of Major (4) with a risk rating of High (16).
Effect	Reduced workforce capacity causes disruption to service delivery, operational delays, increased workload pressures on existing staff, and decreased organizational performance.
Risk Treatment	Implementation of a structured staff housing strategy, incorporating a mix of varying options to mitigate the immediate and long-term housing shortfall.

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The proposed Staff Housing Strategy provides a clear and evidence-based framework to guide the Town’s long-term approach to addressing workforce housing constraints. The Strategy confirms an immediate shortfall of approximately 29 dwellings, escalating to around 40 dwellings by 2035, and presents a suite of options that balance cost, operational feasibility, and workforce stability.

The environmental, social and economic impacts identified as a result of this Strategy demonstrate that improved access to staff housing will generate significant benefits, including continuity of essential services, reduced turnover and more stable long-term organisational performance.

The proposed Strategy is recommended for adoption as a guiding document to support the Town’s capacity to recruit, retain and accommodate a stable workforce capable of delivering consistent, high-quality services to the community.

The strategy does not provide for all staff who may require housing. The strategy is based on current staffing roles who are currently entitled to housing as part of their employment with the Town. Many of the Town’s essential workers undertaking service roles do not qualify for housing and it is recognized that the Town will struggle to retain and attract workers whose job levels are generally between Levels 2 and 5. Further work will be undertaken as part of the Work Force planning to review the Staff Housing Policy in relation to roles that are difficult to attract and retain.

ATTACHMENTS

1. Staff Housing Strategy - Final V 1.1- TOP H-2455 [**12.4.2.1** - 48 pages]

12.4.3 Hedland Senior High School Traffic Improvements**Author:** Director Infrastructure Services**Authorising Officer:** Temporary Chief Executive Officer**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.**OFFICER'S RECOMMENDATION**

- 1. That Council endorse the application to the Department of Transport State Funds for Local Government Fund for funding for the total costs of the traffic improvements required for the Hedland Senior High School pick-up and drop off area off Roberts Road.**
- 2. That Council note the concept design for traffic improvements at Hedland Senior High School on Roberts Road, South Hedland.**
- 3. That Council note the procurement of a detailed design and pre-tender estimate for submission as part of the application to the Department of Transport.**

*SIMPLE MAJORITY VOTE REQUIRED***PURPOSE**

The purpose of this report is for Council to consider an application to the Department of Transport – State Funds for Local Government for traffic improvements to the drop off and pick up area for the Hedland Senior High School.

DETAIL

In 2023, the Hedland Senior High School contacted the Town about the problems with the drop off and pick up area off Roberts Road.

The pick-up and drop-off area is the responsibility of the school (Department of Education). The Town has assisted the school by undertaking a traffic audit during school drop-off and pick-up times over a period of a week.

The problems identified included:

- cars travelling at speed along Roberts Road,
- no separation between bus, car and pedestrian traffic,
- confusion of where children should be dropped off
- poor driving behaviour by parents including driving off road after pick-up and parking in non-designated parking areas making pedestrian visibility poor.
- traffic back up on Roberts Road whilst vehicles turned into the drop-off area causing dangerous conditions

- no option for parents to wait safely prior to pick up.
- Poor visibility for pedestrian traffic (mainly school children) during peak times

The Town undertook a traffic count which logged the number and speed of vehicles on Roberts Road, which found excessive speeds along Roberts Road including vehicles travelling at over 100 km/ph during peak times. The Town subsequently placed 3 speed humps along Roberts Road to slow traffic down.

In discussion with the school, the Town provided a concept design to the school for improvements to traffic conditions for the pick-up and drop-off area. The concept design was undertaken by the Engineers of the Infrastructure Services Department in consultation with the then Deputy Principal. The Town has also assisted with advocating with elected members of Parliament for funding for the process.

The school has been unsuccessful in advocating for the work to be done and contacted the Town in February 2026 seeking assistance again for the issues associated with the pick-up and drop-off zone. The Director of Infrastructure advocated with elected officials on the need for the project and providing the concept design and preliminary cost estimate of between \$1.5 and \$2 million for the project. The Director of Infrastructure was contacted by the Department of Transport to say they would be prepared to consider an application for the project to the State Funds for Local Government. The fund is over and above other funding streams the Town gets from the Department, such as Regional Roads and Blackspot funding.

The Town would be expected to apply for the funding and deliver the project as part of its work programme.

This is an excellent outcome for the Hedland Senior High School and demonstrates the Town's commitment to road safety and safer communities and enables the Town to partner with the State Government on delivery of this vital project. The project will be funded by the Department of Transport.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because: N/A

CONSULTATION

Internal

- Infrastructure Directorate Staff
- CEO

External Agencies

- Elected Officials
- Main Roads WA
- Department of Transport

Community

- Hedland Senior High School

LEGISLATION AND POLICY CONSIDERATIONS

The project is not a Town responsibility however the Council have a commitment and passion for road safety with the Council receiving a four-star rating from WALGA last year for its commitment to road safety. The Town is experienced in the delivery of roading projects and has worked with State Agencies in the past to assist with the delivery of priority projects.

FINANCIAL AND RESOURCE IMPLICATIONS

The grant will fund the costs of the infrastructure works required to undertake the project. The Town will be expected to provide resources for the project management costs associated with the delivery of the project.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan:

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Our Community: We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.

1.1 Hardy, healthy and safe people

Our Natural and Built Environment: We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.

3.2 Safe and fit-for-purpose built environment

Environmental

The proposed traffic improvements will provide environmental benefits through a more structured and formalised layout of the existing pick-up and drop-off area, which is currently an unsealed dirt surface. Upgrading the area will reduce dust generation during peak school times, improving local air quality for students, staff, and nearby residents. The project also presents an opportunity to incorporate landscaping and appropriate drainage, enhancing the visual amenity of the site while minimizing erosion and runoff. These improvements will contribute to a cleaner, more orderly environment that is consistent with sustainable urban design principles.

Economic

From an economic perspective, the proposed works represent a proactive investment in injury prevention and risk reduction. The economic cost of traffic-related incidents, including emergency response, medical treatment, and long-term impacts on families and the community, is significant. By addressing the identified safety risks, the project reduces the likelihood of serious incidents and their associated costs. Securing full funding through the Department of Transport minimizes the financial impact on the Town while enabling delivery of critical infrastructure, ensuring value for money and effective use of public resources.

Social

The traffic improvements will deliver significant social benefits by enhancing safety and accessibility for school children, parents, staff, and pedestrians. Improved traffic separation, clearer drop-off zones, and safer pedestrian movements will reduce the risk of accidents and alleviate anxiety for families using the facility. The project will also promote better driver behaviour and reduce congestion during peak periods, creating a more predictable and orderly environment. Overall, these changes will improve the daily experience of the school community and contribute positively to community wellbeing by ensuring children can arrive at and leave school safely.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 2 – Buildings and Facilities

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Health & Safety
Cause	Poor traffic design and layout.
Effect (Consequence)	There are a number of consequences because of the poor traffic design and layout which are detailed in the report. The major consequence is eventually that there will be a serious incident at the drop-off and pick-up area.
Risk Treatment	Undertake the works required to make the area safe.
<p>There is a Strategic risk associated with this item caused by the poor traffic design and layout, leading to unsafe driver behaviour which could lead to injuries of children and drivers.</p> <p>The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).</p> <p>This risk will be treated by the implementation of the works to improve the poor traffic design and layout.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The traffic conditions at the Hedland Senior High School drop-off and pick-up area present an ongoing and unacceptable safety risk to students, parents, and the broader community. Traffic audits and direct observations have identified excessive vehicle speeds, poor traffic separation, limited pedestrian visibility, and unsafe driver

behaviour, all of which significantly increase the likelihood of a serious incident. While interim measures such as speed humps have assisted in moderating traffic speeds on Roberts Road, they do not address the underlying design deficiencies of the existing drop-off and pick-up arrangement.

Endorsing the application to the Department of Transport – State Funds for Local Government provides a timely and practical pathway to deliver a comprehensive, long-term solution to these safety concerns. The proposed improvements will enhance traffic flow, pedestrian safety, and overall site functionality while demonstrating the Town’s continued commitment to road safety and safer communities. Partnering with the State Government to deliver this project will achieve a positive outcome for Hedland Senior High School and the wider community without placing the financial burden of construction on the Town, while leveraging its experience in delivering critical infrastructure projects.

ATTACHMENTS

1. Concept Design - Rev A [**12.4.3.1** - 2 pages]

12.4.4	Rose Nowers Childcare Carpark Upgrades - Request for Funding Variation
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Author: Project Manager

Authorising Officer: Director Infrastructure Services

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

3. Pursuant to section 6.8 of the Local Government Act 1995, amend the 2025/2026 Annual Budget as follows:

Account	Description	Current Budget	Amendment	Amended Budget
30112	Transfer from Asset Management Reserve	\$12,918,790	\$275,000	\$13,193,790
10232	Rose Nowers Childcare Carpark Upgrade	(\$1,500,774)	(\$275,000)	(\$1,775,774)

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider increasing the budget allocation for the Rose Nowers Childcare Carpark Upgrade project to \$1,750,774. (excluding GST). This would be required for potential variations to the contract under clause 36.1 GCC AS4000 – 1997. This is due to a number of latent conditions that have been identified while the project has been delivered.

DETAIL

Council resolved to award the Rose Nowers Childcare Carpark Upgrade tender at its 25 November 2025 Ordinary Council Meeting (decision number CM202526/168). The contract with the preferred tenderer was executed on 16th of December 2025. This tender award was \$1,500,774.

Site possession was formally granted to the contractor on the 2nd of February 2026.

Since the contractor has commenced onsite, the following events have occurred which has triggered a requirement for additional funding. A reasonable expectation exist that

the contractor will submit variations to contract in accordance with the executed contract due to the below:

- As part of the project scope, the lighting in the parking area was to be removed prior to construction. Initially Horizon Power agreed to let the contractor remove lighting. This was withdrawn with the contractor being instructed to apply to Horizon to have the lights removed. To this end, the contractor applied to Horizon Power and received their acknowledgement on the 14th of January 2026. This required Horizon to plan the works and appoint a contractor to demolish their assets in the worksite. On the 26th of February, Horizon appointed a sub-contractor to demolish the lights. None of this work has been executed yet and this has seen an increase in the cost of removing the lighting.
- On site possession, during the service location process, the contractor discovered a high-pressure sewer line that was not on any of the "dial before you dig" plans. This sewer line directly clashed with the new drainage line that the contractor was about to construct. This discovery required a redesign of the drainage line. This resulted in a time delay and extra costs for undertaking the redesign.
- This also resulted in the drainage crews on site having to be de-mobilised, at the cost of the Town until the design could be amended.
- With the construction of the new drainage line from the amended design, ground water was encountered from a depth of 1.1m. The intrusion of groundwater requires additional aggregate and stabilizing agents to ensure the integrity of the drainage line. Contractually, this constitutes a latent condition, enabling the contractor to claim a variation.
- Additionally, four electrical services (Not Horizon Powers assets) and an asbestos water pipe (Not Water Corp asset), were discovered during the excavation process. Again, these were not on any services plans. This required callouts to service providers. For the project this means that all electrical lines (which are live) have to be relocated. Again, these are treated as latent conditions.
- The discovery of the asbestos water pipe will need to be remedied. Again, this is a latent condition.
- A geotechnical study was not undertaken for this project. The project was replacement of an existing carpark, safety improvements and upgrading drainage at the site. Given it was an existing asset the necessity for geotechnical reporting would not ordinarily be required. A geotechnical study would not have picked up the unmapped services. The Town is of the view that the groundwater is a result of the non-functioning soak pits on the Department of Education car park at the site. The Department of Education has asked the Town's contractor for a quote to fix this issue on their behalf and this will be paid for by Department of Education.

The following variation requests can be anticipated and will be assessed by the Superintendent to determine accuracy and entitlement prior to work being undertaken:

Number	Description	Estimated Cost	Estimate time delay
001	Horizon Power	\$80,000	15 days
002	Drainage redesign	\$20,000	2 days
003	Drainage delay	\$50,000	10 days
004	Ground water - LC	\$25,000	2 days
005	Asbestos Water Pipe	\$25,000	3 days
006	Contingency	\$75,000	
TOTAL		\$275,000	

Under AS4000-1997, a latent condition is defined as a physical condition of the site or its surroundings that existed at the time of entering into the contract but could not reasonably have been anticipated by an experienced contractor.

In determining whether a condition is latent, AS4000-1997 considers what an experienced contractor would reasonably have foreseen having regard to:

- The information provided or made available by the Principal prior to tender
- Any site inspection that could reasonably have been undertaken
- The nature of the works and the locality of the site
- Latent conditions are typically hidden or subsurface conditions that only become apparent once construction activities commence and differ materially from the conditions indicated in the contract documentation or that could reasonably have been expected.

AS4000-1997 distinguishes latent conditions from ordinary construction risks, which contractors are expected to allow for in their tender price. Latent conditions arise due to the inherent limitations of pre-contract investigations and are managed through specific contractual processes once identified.

Further the Town believes that it is prudent to have an allocation for contingency in the event further latent conditions are identified. If no further latent conditions are become apparent, this amount will not be expended.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because:

- Exception - The proposal or decision is not of a nature or significance that requires engagement.
- 2.Exception - There is a need for confidentiality or commercial sensitivity.

CONSULTATION

Internal

- Director of Infrastructure
- Manager Infrastructure Projects and Assets

- Senior Management Accountant
- Senior Project Manager

External Agencies

- Horizon Power
- WaterCorp

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

The following internal policies have been considered in relation to the preparation of this item:

- 1/014 Execution of Documents
- 1/022 Risk Management
- 2/007 Procurement
- 2/019 Financial Reserves
- 4/009 Significant Decision Making
- *Local Government Act 1995 (WA)*:
 - Section 6.8: Expenditure from municipal fund not included in annual budget (relevant for budget increases)
 - Section 9.49A: Execution of documents (for contracts and agreements)
 - Section 9.49B: Contract formalities

FINANCIAL AND RESOURCE IMPLICATIONS

The budget increase is to be funded through the Asset Management Reserve, which was specifically established for the renewal of the Towns assets. The Rose Nowers Childcare Carpark is a very important infrastructure and community asset servicing both the Cassia Primary School and the Rose Nowers Childcare facility. The Carpark is of critical importance for dropping off children in the morning and picking them up in the afternoon.

The main focus of this project is the improved safety during peak hours and an increased capacity for the facility, that will also add to a safer environment for all users of the parking area.

The increase in budget to \$1,750,774 (excluding GST) is required to insure the full completion of the project to the required safety and construction standards.

If the budget is not amended the scope of the project cannot be delivered and will have serious consequences to the intended safety improvements for the carpark and for young children and their parents.

COMMUNITY IMPLICATIONS

The Rose Nowers Childcare Carpark Upgrade has positive community implications by improving safety, accessibility, and functionality for families, children, and staff who

use the facility daily. The upgraded carpark will better support safe drop-off and pick-up movements during peak periods, reduce congestion, and improve pedestrian access between the childcare centre and the adjoining school. Completing the project to the required standard will enhance user confidence, reduce safety risks associated with flooding and unfinished infrastructure, and support the ongoing delivery of a well-utilised and valued community facility that plays an important role in the daily lives of local families.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town’s *Council Plan 2025-2035* apply in consideration of this item:

Our Community: We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.

1.4 Well-utilised and valued community facilities and services

Our Economy: We build prosperity for all – enabling sustained and diversified economic and employment growth.

2.4 Infrastructure for growth

Our Natural and Built Environment: We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.

3.2 Safe and fit-for-purpose built environment

3.3 Accessible, attractive and sustainable urban environment

Our Leadership: We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

4.3 Effective delivery of services and infrastructure to meet community needs

There are no significant identifiable environmental, social or economic impacts relating to this item.

Access and Inclusion

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 2 – Buildings and Facilities

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Financial Reputational
Cause	If Council do not support the additional funds

<p>Effect (Consequence)</p>	<p>The project will not be completed as per the updated design and the Towns standards.</p> <p>This will result in an unfinished project which will be unsafe for the children and their parents at school drop off and pick times. Drainage and footpaths will not be completed, and this would then see flooding at times of rainfall as well as no footpath for children to gain safe access to the childcare centre and the school.</p>
<p>Risk Treatment</p>	<p>Adopt the officer’s recommendation</p>
<p>There is a Project risk associated with this item if Council does not support the increase in budget as it will, lead to <an uncompleted project that will need to be completed at a later date, when new funding is available. This delayed completion of the works will come at higher cost in the future</p> <p>Also, leaving a project with such an >.</p> <p>The risk rating is considered to be High (12) which is determined by a likelihood of Likely (4) and a consequence of Moderate (3).</p> <p>This risk will be treated by the officer’s recommendation.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The report seeks Council approval to increase the budget for the Rose Nowers Childcare Carpark Upgrade project from \$1,500,774 to \$1,750,774 (excluding GST) to accommodate anticipated contract variations arising from latent site conditions. The contract was awarded in December 2025, with site possession granted in February 2026. During delivery, several unforeseen issues were identified, including delays and increased costs associated with the removal of Horizon Power lighting, the discovery of an unrecorded high-pressure sewer line requiring drainage redesign, groundwater intrusion, unrecorded electrical services, and the presence of an asbestos water pipe. These matters constitute latent conditions under the contract and are expected to result in variation claims totaling approximately \$275,000.

The additional funding is proposed to be sourced from the Asset Management Reserve and is required to ensure the project can be completed safely and to the Town’s standards. The carpark is a critical community asset serving both Rose Nowers Childcare and Cassia Primary School, with the upgrade focused on improving safety, drainage, accessibility, and capacity during peak drop-off and pick-up periods. Failure to approve the budget increase would likely result in an incomplete and unsafe project,

posing significant risks to children, parents, and the Town's reputation, as well as higher costs if works are deferred. The officer recommendation is therefore to amend the 2025/26 Annual Budget to enable full delivery of the project.

ATTACHMENTS

{attachment-list}

12.5 Executive Services

12.5.1	BHP Events Partnership Agreement 2026 - 2028
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Author: Senior Funding & Partnerships Officer

Authorising Officer: Manager Public Affairs

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council:

- 1. Authorise the Chief Executive Officer to execute the Events Sponsorship Agreement, as provided in Attachment 1, with BHP for a total value of \$900,000 across the 2026–27 to 2028–29 financial years.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to seek Council authorisation for the Chief Executive Officer (CEO) to execute the BHP Events Partnership Agreement 2026–2028 on behalf of the Town of Port Hedland (the Town).

DETAIL

The Town and BHP have a longstanding partnership supporting community events, activations, and engagement programs. The most recent events partnership agreement was \$750,000 over three years and expired at the end of the 2025 events calendar year.

The Senior Funding and Partnerships Officer and the Town of Port Hedland's Events Team have collaborated with BHP to design a renewed agreement for 2026–2028 – provided in Attachment 1.

The proposed 2026–2028 agreement strengthens the partnership between the Town and BHP through continued investment in key community events. The Events Team has confirmed that all initiatives within the proposed agreement have been incorporated into operational planning and approved budgets for the relevant financial years.

The Agreement involves BHP contributing \$270,000 per year towards four events:

- Spinifex Spree
- Major Winter Event

- Hedland Sports Awards
- Sunset Food Markets

A further \$30,000 per year is provided to support the Matt Dann program, taking the agreement total to \$300,000 per year, for three years; \$900,000 total value.

The agreement entitles BHP to recognition as the Principal Partner for the included events and outlines the required acknowledgements and branding inclusions as part of event delivery. A communications plan has also been developed to publicly celebrate the renewed partnership, inclusive of media engagement and digital communications.

Funding provided under the agreement will be allocated to the relevant operating budgets to deliver the included events.

The Town will collaborate with BHP throughout the term of the agreement via quarterly progress meetings and provide six-monthly progress reports. These reports will outline activities undertaken, outcomes achieved using the funds, and alignment with BHP's social value pillar: Thriving, Empowered Communities.

[Link to Town of Port Hedland Funding and Partnerships approach](#)

The Town has sought to develop a collective impact approach to funding and partnerships with external parties. It involves collaboration to identify shared goals for social impact from projects, events and community initiatives, and negotiating a partnership agreement that matches investment to these community outcomes. This approach has been successful with a number of parties.

The current agreement under consideration is a sponsorship-style agreement focused on events. Further collaboration with BHP on a broader Collective Impact Agreement is expected in the future, contingent on the election of a new Council and completion of the Major Strategic Review.

Agreement execution

Execution of the agreement requires Council authority, as the agreement constitutes a significant contractual arrangement between the Town and one of its major industry stakeholders. The Events Partnership Agreement totals \$300,000 per year for three years, total value \$900,000, placing it above the CEO's delegated authority.

Under section 9.49A and 9.49B of the Local Government Act 1995, Council may authorise the CEO to sign documents and vary or discharge contracts on behalf of the Town.

Delegation 1.2.34 of the Town's Delegated Authority Register confirms that the CEO is the authorised signatory for agreements and contracts, subject to compliance with Policy 1/014 Execution of Documents and Affixing of the Common Seal.

Under Town Policy 1/014, documents such as partnership agreements may be executed by the CEO without the Common Seal, unless a statutory requirement or request from the other party necessitates its use.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of high significance, because:

- Significant - Any issue, proposal, decision or other matter that will substantially affect a wide range of people who reside in Port Hedland.
- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Internal

- CEO
- Director Community Services
- Senior Events Officer
- Manager Events, Arts and Culture
- Town of Port Hedland Governance
- Finance Officer
- Senior Management Accountant

External Agencies

- BHP Corporate Affairs and Community Team

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Local Government Act 1995 – s.9.49A (Execution of Documents) and s.9.49B (Contract Formalities)
- Town of Port Hedland Policy 1/014 Execution of Documents and Affixing of the Common Seal
- Town of Port Hedland Register of Delegated Authority – Delegation 1.2.34 Execute Documents and Contract Formalities

FINANCIAL AND RESOURCE IMPLICATIONS

There are no new financial implications arising from the execution of this agreement. All activities and commitments under the proposed partnership have been incorporated into the approved operational budgets managed by the Events Team.

This report therefore confirms that authorising the CEO to execute the agreement has no impact on the Town's adopted budget.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

The proposal aligns with the Council Plan 2025–2035, particularly *Theme 1:*

Our Community

supporting outcomes 1.1, 1.2, 1.3 and 1.4, including the four-year priorities relating to events and facilities activation and engaged young people.

It also aligns with Theme 2:

Our Economy

strengthening partnerships with major industry stakeholders and supporting marketing of Hedland as a place to live, visit and invest.

Further, the partnership contributes to Theme 4:

Our Leadership,

Which emphasises advocacy, partnerships, and accountable governance.

Environmental

There are no adverse environmental impacts identified as a result of executing this Agreement.

Economic

There are no adverse economic impacts identified. The Agreement supports existing operational commitments and does not require additional budget allocation.

Social

No negative social impacts have been identified. The Agreement is expected to generate positive social outcomes through continued support for community events and activations.

There are no significant negative identifiable environmental, social or economic impacts relating to this item.

Access and Inclusion

The following outcome of the Town's *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 1 – Events and Services

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Failure to execute agreement
Effect (Consequence)	Substantiated, localised impact on key stakeholder trust
Risk Treatment	Adopt Officer’s recommendation
<p>There is a Strategic risk associated with this item caused by failure to execute the agreement, leading to substantiated, localised impact on key stakeholder trust.</p> <p>The risk rating is considered to be High (10) which is determined by a likelihood of Almost certain (5) and a consequence of Minor (2).</p> <p>This risk will be accepted by the adopting the Officer’s recommendation to authorise the CEO to execute the agreement.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Do not adopt officer’s recommendation

Not adopting the recommendation would delay execution of the Agreement, potentially impacting event planning timelines and partnership relations.

CONCLUSION

The BHP Events Partnership Agreement 2026–2028 represents the continuation of a valued and long-standing relationship between the Town and BHP supporting the social, cultural and economic wellbeing of the Hedland community. Authorising the CEO to execute the Agreement will ensure the seamless delivery of high-quality, inclusive community events that foster belonging, activation of public spaces, and positive community connections.

This approach aligns with the Town’s governance framework and supports the strategic priorities outlined in the Council Plan, particularly in strengthening partnerships, enriching community life, and enhancing Hedland as a vibrant place to live, work and visit.

ATTACHMENTS

Attachment 1 – BHP Iron Ore and Town of Port Hedland Social Investment Project Contract (Events Partnership Agreement) 2026-2028.

12.5.2	Certification of compliance with the Towns adopted model standard for CEO Recruitment, Performance and Termination
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Author: Principal HR Specialist
Authorising Officer: Temporary Chief Executive Officer
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Certify in accordance with regulation 18FB Local Government (Administration) Regulations 1996 that the appointment of Chief Executive Officer was in accordance with the Town of Port Hedland Model Standards for CEO Recruitment, Performance and Termination.**
- 2. Request the Temporary CEO to submit a copy of this resolution to the Local Government Inspector within 14 days.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the Council’s certification requirements, in accordance with the Local Government Act 1995 and Local Government (Administration) Regulations 1996, that the recruitment process for the appointment of a Chief Executive Officer (CEO) was conducted in accordance with the adopted Model Standards for CEO Recruitment, Performance and Termination.

DETAIL

Regulation 18FB(3) of the Local Government (Administration) Regulations 1996 provides that a local government must certify, by an absolute majority resolution, that the process that was followed in relation to the recruitment of the Chief Executive Officer, was carried out in accordance with the local government’s adopted Standards for CEO Recruitment, Performance and Termination.

Council adopted the model standards for CEO Recruitment, Performance & Termination at the Ordinary Council Meeting held on 30 October 2024 (Council Decision CM202425/187).

Council endorsed the establishment of the CEO Recruitment & Selection Committee and adopted its Terms of Reference at the Special Council Meeting on 12 December 2024 (CM202426/221 Council Decision).

The recruitment process was undertaken between 12 December 2024 and 9 February 2025 on which date the contract of employment was executed and common seal

applied by Jessica Shaw, Chair of Commissions, Kenneth Donohoe, Temporary CEO, and appointed Dale Stewart as CEO.

Division 2 of the Town of Port Hedland Model Standards for CEO Recruitment, Performance, and Termination provides the standards for Recruitment of CEOs. Each of the clauses under this division that provides a requirement from the Standards are listed below, with a brief outline of those requirements and what the Town did to satisfy the requirements of that clause.

Clause 5 – Determination of selection criteria and approval of job description form

The local government must identify the necessary selection criteria for its CEO role and, by an absolute-majority council resolution, approve a job description that sets out the CEO's duties, responsibilities, and those selection criteria.

At the Special Council Meeting on 12 December 2024 Council adopted the Position Description for the CEO position along with the selection criteria contained in section 10 of the Position description (council decision CM202425/219).

Clause 6 – Advertising Requirements

The local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

McArthur Consulting Pty Ltd was engagement to manage the recruitment process for the CEO position and confirmed that the position was advertised in accordance with the legislative requirements. The position was initially advertised from 13 December 2025 – 27 January 2025, and then again from 30 October 2025 – 14 November 2025.

Clause 7 – Job description form to be made available by local government

The local government is to provide a copy of the job description form to anyone who requests it by either referring to the web address listed in the advertisement or by emailing or posting a copy to the person if unable to access the website.

Whenever requested, a job description form was provided.

Clause 8 – Establishment of selection panel for employment of CEO

The local government must form a CEO selection panel made up of a council-determined number of councilors and at least one independent member to run the recruitment and selection process.

At the Special Council Meeting on 12 December 2024 Council endorsed the establishment of a CEO Recruitment & Selection Committee (CM202426/221 Council Decision).

At the Special Council Meeting on 12 December 2024 Council endorsed the CEO Recruitment & Selection Committee Terms of Reference which specified that the

Committee was to be made up of three elected members and one independent person (CM202426/211 Council Decision).

At the Ordinary Council Meeting on 29 October 2025 Council appointed Commissioners Jessica Shaw, Martin Aldridge, and Ronald Yuryevich to the CEO Recruitment and Selection Committee (CM202526/145 Council decision). Council also appointed Terry Hill AM as the Independent Person to the CEO Recruitment and Selection Committee (CM202526/146 Council Decision).

At the Special Council Meeting on 22 December 2025 Council appointed Commissioner Jessica Shaw to the position of Presiding Member of the CEO Recruitment and Selection Committee under section 5.12(1) Local Government Act 1995, and appointed Commissioner Martin Aldridge to the position of Deputy Presiding Member of the CEO Recruitment and Selection Committee under section 5.12(2) Local Government Act 1995 (SCM202526/153 substantive council decision).

Clause 9 – Recommendation by selection panel

1 – Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel. Following the assessment, the selection panel must provide to the local government a summary of the selection panel's assessment of each applicant and, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

McArthur Consulting Pty Ltd assessed each applicant's knowledge, experience, qualifications and skills and provided a candidate matrix summary report to the CEO Recruitment and Selection Committee on 17 November 2025. The CEO Recruitment and Selection Committee conducted further shortlisting and interviews between 17 November 2025 and 10 December 2025. Following this, the CEO Recruitment and Selection Committee met on 20 January 2025 to confirm which applicants were suitable to be employed in the position of CEO. Council was provided with all documents including a confidential report prepared by McArthur Consulting Pty Ltd, and the assessment and recommendation from the CEO Recruitment and Selection Committee at the Ordinary Council Meeting on 28 January 2026 (CM202627/112 Council Decision).

2 - The selection panel must act in an impartial and transparent manner, and in accordance with the principles set out in section 5.40 of the Act.

The CEO Recruitment and Selection Committee conducted its activities in the appropriate manner as required under the Model Standards for CEO Recruitment, Performance, and Termination, and section 5.4 of the Local Government Act 1995.

3 - The selection panel must not recommend an applicant to the local government under subclause unless the selection panel has:

- (c) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria;*
- (c) verified any academic, or other tertiary level, qualifications the applicant claims to hold;*
- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.*

The recommendation to Council was only made once the CEO Recruitment and Selection Committee and McArthur Consulting Pty Ltd had satisfactorily completed the required assessments and verifications including, but not limited to; assessing the candidate's ability to demonstrate that their knowledge, experience, qualifications and skills met the selection criteria, verifying their academic, or other tertiary level, qualifications and contacting referees to verify their character, work history, skills, performance and any other claims made by the candidate.

Clause 10 – Recommendation by selection panel

This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

This clause is not applicable to this recruitment process, as the CEO Recruitment and Selection Committee identified and recommended a suitable candidate for the CEO position.

Clause 11 – Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve the making of the offer of employment to the applicant; and the proposed terms of the contract of employment to be entered into by the local government and the applicant.

At the Ordinary Council Meeting held on 28 January 2026 Council endorsed by absolute majority the Chief Executive Officer Recruitment and Selection Committee recommendation to enter into negotiations with Applicant A (Dale Stewart) for the Position of Chief Executive Officer and endorsed the terms of the proposed employment contract (CM202627/114 Council Decision).

Clause 12 – Variations to proposed terms of contract of employment

This clause applies when an applicant offered the CEO position negotiates an employment contract that differs from the terms previously approved by the local government, and before finalising such a negotiated contract, the council must approve its terms by an absolute-majority resolution.

This clause does not apply to this recruitment process, as the terms of the contract that was executed with the preferred applicant did not differ from the terms approved

by the Council at its Ordinary Meeting on 28 January 2026 (CM202627/114 Council Decision).

Clause 13 - Recruitment to be undertaken on expiry of certain CEO contracts

Where the incumbent CEO will have held the position of CEO for a period of 10 or more consecutive years and the same time period has elapsed since a recruitment and selection process for the position was carried out, and the CEO has notified the local government that they wish to have their contract renewed upon its expiry, then before the expiry of the contract, the local government must carry out a recruitment process in accordance with these standards.

This clause does not apply to this recruitment process, as the process commenced due to the departure of the previous substantive Chief Executive Officer, Carl Askew.

Clause 14 – Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

No breach of confidentiality occurred during the recruitment process.

Certification Process

If council adopts the Officers recommendation to certify compliance with the Town of Port Hedland Model Standards for CEO Recruitment, Performance and Termination for its completed CEO recruitment process, the Temporary CEO will write to the Local Government Inspector, Tony Brown, and provide a copy of the resolution.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance.

CONSULTATION

External Agencies

- Council appointed Natalie Lincolne, Senior Associate Consultant, Price Consulting as the suitably qualified facilitator to assist Council to run meeting workshops to support the CEO Recruitment Process including preparation of the Model Standards.
- Council Appointed McArthur Consulting Pty Ltd as the outsourced executive recruitment and selection consultancy to facilitate the recruitment process.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government (Administration) Regulations 1996 (Western Australia)

18FB.Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))

- (1) In this regulation —
adopted standards means —
- (a) the standards adopted by a local government under section 5.39B; or
 - (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.
- (2) This regulation applies if —
- (a) a local government employs a person in the position of CEO of the local government; and
 - (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.
- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

* Absolute majority required.

- (4) The local government must give a copy of the resolution to the inspector within 14 days after the resolution is passed by the local government.

[Regulation 18FB inserted: SL 2021/14 r. 6; amended: SL 2025/208 r. 14.]

Local Government Act 1995 (Western Australia)

5.40 Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020; and
- (f) such other principles, not inconsistent with this Division, as may be prescribed.

[Section 5.40 amended: No. 36 of 2020 s. 364.]

- Policy - 3/004 CEO Recruitment and Selection, Performance Review and Termination

- Model Standard for CEO Recruitment, Performance and Termination
- CEO Recruitment & Selection Committee Terms of Reference

FINANCIAL AND RESOURCE IMPLICATIONS

Pursuant to the Local Government Act and Local Government Administration Regulations the Council is to appoint a Chief Executive Officer.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

Nil

Environmental

Nil

Economic

Nil

Social

Nil

Access and Inclusion

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Strategic
Risk Category	Compliance Reputational
Cause	Completion of CEO Recruitment Process in line with the Town of Port Hedland Model Standard for CEO Recruitment, Performance and Termination.
Effect (Consequence)	If the Town did not follow the adopted Standards for CEO Recruitment, Performance and Termination, the process may be challenged and cause negative outcomes to the Town, as well as exposing it to reputational risk.
Risk Treatment	Adopting the officers recommendation
There is an Operational Strategic risk associated with this item caused by the completion of CEO Recruitment Process in line with the Town of Port Hedland Model Standard for CEO Recruitment, Performance and Termination, leading to exposed reputational risk, and potential break of the Local Government (Administration) Regulations 1996 if the Model Standard for CEO Recruitment, Performance and Termination were not followed.	

The risk rating is considered to be Low (1) which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3).

This risk will be accepted by certifying that the recruitment process was condition in line with the requirements set out in the Model Standards.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

In conclusion this report is for Council to Certify that the conditions of section 18FB of the Local Government Administration Regulations 1996 have been met and to request the Temporary CEO notify the Inspector.

ATTACHMENTS

Nil

13 New Business of an Urgent Nature (Late Items)

Nil

14 Motions of Which Previous Notice has been given

Nil

15 Matters for Which Meeting May be Closed (Confidential Matters)

Nil

16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 29 April 2026 commencing at 5:30pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed.