Town of
Port Hedland

MINUTES

ORIDNARY COUNCIL MEETING

26 August 2026

Date: **Wednesday 26 August 2026**
Time: **5:30pm**
Location: **13 McGregor Street, PORT HEDLAND WA 6721**
Distribution Date: **2 October 2026**

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

Signed: _____ Date: 30/9/26.

These minutes were confirmed at the Ordinary Council Meeting held on 26/8/2026.

Signed: _____ Date: 30/9/26

(Presiding Person at the meeting which minutes were confirmed)

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1 Opening of Meeting

The Presiding Member declared the meeting open at 5:32pm.

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 and present

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

Elected Members:
Mayor Jacinta Behrend (Presiding Member)
Deputy Mayor Troy Melville
Councillor Rachael Baxter
Councillor Lorraine Butson
Councillor Frank Edwards
Councillor Zoe Little
Councillor Russell McDowall
Councillor Jemma Scott
Councillor Sharon Todd

Administration:
Dale Stewart (Chief Executive Officer)
Alison Banks (Director Community Services)
Ingrid Bishop (Director Corporate Services)
Steven Gatt (Director Regulatory Services)
Janine Cox (Acting Director Infrastructure Services)
Renae Doyle (Manager Governance)
Simon Cameron (Manager Strategy and Communications)
Kaleena Cruikshank (Manager Financial Services)
Sophie Marlow (Governance Support Officer)
Rhiannon Smith (Governance Support Officer)

Other:
Nil

Members of the Public:
Four

3.2 Attendance by Telephone / Instantaneous Communications

Dale Stewart (Chief Executive Officer)

Alison Banks (Director Community Services)

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosures of Interest

Name	Item No	Interest	Nature
Cr Scott	12.4.2	Impartiality	An employee of Julyardi, one of the organisations currently insitu at the Lotteries House Facility.

4 Applications for Leave of Absence

Nil

PROCEDURAL MOTION CM20202627/207

MOVED: Mayor Behrend **SECONDED: Cr Todd**

That Council amend the 26 August 2026 Ordinary Council Meeting Order of Business as set out in Council Policy 1/017 to deal with item 8 'Announcements by Presiding Member without Discussion' before item 5 'Response to Previous Questions'.

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

8 Announcements by Presiding Member without Discussion

The Mayor's meetings for the month of July 2026:

Date	Meeting Detail	Attendance
06.07.2026	NAIDOC Week Opening Event Community Event	Community Members
08.07.2026	Ninety Mile Consultants Formal meeting	Town of Port Hedland: Mayor Jacinta Behrend Nancy Kiliswa Ninety Mile: Ford Davis Matt Stevens Anastasia Makogon
13.07.2026	Hedland Housing Collective Meeting Formal meeting	Town of Port Hedland: Mayor Jacinta Behrend Chief Executive Officer (CEO) Dale Stewart Steven Gatt Chaz Roberts Courtney Borrie Pilbara Development Commission: Tessa Hughes Barry Thomas Department of Housing and Works: Alan Thompson Department of Health: Michelle Bowins Sinead Noone DevelopmentWA: Gemma Bel
16.07.2026	Regional Capitals Australia Informal meeting	Mayor Jacinta Behrend Cr Josh Black
17.07.2026	Regional Capitals Alliance WA	Town of Port Hedland:

	Formal Meeting	Mayor Jacinta Behrend CEO Dale Stewart City of Albany: Greg Stocks Shire of Broome: President Chris Mitchell CEO Sam Mastrolembo City of Bunbury: Mayor Jaysen de San Miguel CEO Alan Ferris City of Busselton: Mayor Phill Cronin A/CEO Dr. Garry Hunt PSM Shire of East Pilbara: President Anthony Middleton CEO Steven Harding Shire of Esperance: President Ron Chambers CEO Shane Burge City of Greater Geraldton: Mayor Jerry Clune CEO Ross McKimm City of Kalgoorlie-Boulder: Mayor Glenn Wilson CEO Andrew Brien City of Karratha: Mayor Daniel Scott CEO Virginia Miltrup Shire of Northam: President Chris Antonio CEO Debbie Terelinck Naja:

		Rebecca Billing
21.07.2026	Port Hedland International Airport Event	Town of Port Hedland: Mayor Jacinta Behrend CEO Dale Stewart
23.07.2026	Pracsys Economics Formal meeting	Town of Port Hedland: Mayor Jacinta Behrend Steven Gatt Chaz Roberts Ryley Heap Ethan Lawrence Pracsys Economics Dawson Demassiet-Huning
24.07.2026	Spinifex Spree Opening Event Community Event	Community Members
29.07.2026	Local Government Inspectorate Office Formal meeting	Mayor Jacinta Behrend Local Government Monitor Andrew Hammond
30.07.2026	Yule River On-Country Meeting Formal meeting	Community Members Town of Port Hedland: Mayor Jacinta Behrend CEO Dale Stewart Alison Banks Anna Savill

Introduction/Opening Statement

- Another productive month across our community, with a range of projects, events and initiatives progressing well.

Ship to Shore

- This year's Ship to Shore Community Fun Run is now officially the biggest run in the Pilbara.
- Our biggest yet - with more than 1,000 runners participating in this year's event.
- Runners of all ages and abilities came together at the Spoilbank Marina for the Town's annual community fun run, creating an incredible atmosphere and celebrating an active, healthy lifestyle.
- Whether it was their first running event, a personal challenge or simply an opportunity to get active with friends and family, Ship to Shore continues to

bring the Port Hedland community together in a supportive and encouraging environment.
- The growing popularity of the event reflects the community's enthusiasm for getting active and connecting with others.
- The Town thanks premier partner, Pilbara Ports for their ongoing support in delivering this exceptional event.

JD Adventure Park 50% completion

- Exciting progress is being made with construction now more than 50% complete
- The site is really beginning to take shape
- Reaching this milestone is a significant achievement and reflects the commitment to creating high-quality recreational opportunities for our community.
- The JD Adventure Park will be much more than a playground; it will be a place where families can come together, children can explore and residents and visitors can enjoy an inclusive, active, and engaging outdoor experience.
- This project will leave a lasting legacy for our region and further enhance the lifestyle opportunities available to our community.
- The Town thanks Lotterywest and the Department of Creative Industries, Tourism and Sport for their valuable support in helping deliver this exciting community asset.

Annual Green Waste Collection

- The Town of Port Hedland free green waste collection returns this September.
- Residents are encouraged to prepare their properties for the upcoming cyclone season by taking advantage of this free service.
- The annual collection provides residents with a convenient way to dispose of excess garden waste, helping reduce the risk of flying debris during a severe weather event.
- The annual collection is an important part of the Town’s commitment to community safety and cyclone preparedness.
- More information can be found on the Town of Port Hedland’s website.

Shape Your Future program

- The Town’s successful career pathway program, Shape Your Future intake returns this September.
- Whether you're a school leaver or looking for a career change, this could be an opportunity for you.
- Shape Your Future offers you the chance to gain a nationally recognised qualification while contributing to our vibrant community in an apprenticeship or traineeship.
- The program offers: Competitive salaries, 100% training costs covered by the Town, hands-on experience with mentoring from experienced leaders, career development and pathway progression support and opportunity to make a difference in the Hedland community.
- Intake submission will open in early September 2026, so keep your eyes peeled on the Town’s social media and website for more information.
-

5 Response to Previous Questions

5.1 Response to Questions taken on notice from Elected Members at the Council Meeting held on 29 July 2026

Nil

5.2 Response to Questions taken on notice from Public at the Council Meeting held on 29 July 2026

5.2.1	Adrian McRae

Question 1:
I have some questions on item 12.4.1, the Town's Project Management Framework identifies detailed design as the next stage following the concept design. Why has the administration not brought a recommendation seeking Council approval to progress in detailed design and approve the expenditure required at that stage?

The Director Infrastructure Service provided the following response:

The concept design presented on 29 July 2026 which Council recommended go to detailed Design, when this has been completed it will go back to Council for consideration.

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

The Presiding Member declared Public Question Time open at 5:42pm.

6.1.1	Adrian McRae

Question 1:
The 2025-2026 Budget provided for the GRV residential rate revenue of 412,139,327 while the actual revenue reported was only $10,946,527 representing a shortfall of $1.192 million or approximately 9.8 almost 10% below the budget.

Would the town be able to please explain what caused this $1.19 million shortfall and provide a breakdown of the factors contributing to the variance?

Was the variance caused by fewer ratable properties and forecast valuation changes, interim rate concessions or exemptions, incorrect budget assumptions, or some other factor?

The Director Corporate Services provided the following response:
Taken on notice for further response.

Question 2:
The 2025-2026 capital budget was approximately $45.5 million of which approximately $19.26 million or 42% was supported by grants and external funding leaving about $26 million to be funded from the town's reserves and other funding resources.

Ratepayers are now being asked to fund a 2026-27 capital program of approximately 107.5 million while grants and external funding increase to only $25 million. This appears to leave approximately $82 million to be funded from the town reserves and other sources more than three times comparable amount in the previous year's capital program.

Can the Town explain why it considers this level of increased reliance on the town's own funding financially prudent and sustainable? Considering we're spending well over half of what was supposed to be a 50-year saving, that airport sale was supposed to last us 50 years and we're spending more than half of it in one swoop. And how is this sustainable? And explain what impact this level of expenditure will have on the town's reserve balances and capacity to fund future capital renewable and unforeseen expenditure.

The Director Corporate Services provided the following response:
Taken on notice for further response.

Question 3:
The Administration is requesting Council approve $107.4 million capital programs for the 2627 budget while also identifying approximately $17.8 million of carry forward capital projects from the previous year's 45.5 million budget. The town actually only spent $27 million in last year's capital program.

Given the scale of these carry forwards and the fact that we only were able to spend $27 in one year, what evidence can the Administration provide to ratepayers that the organisation has the internal staffing, the project management, procurement, and contractor capacity to successfully deliver a capital program that is approximately 400% larger than last year's actual program.
In particular, whether the program of the $107.4 million is expected to be delivered by existing town employees.

The Director Corporate Services provided the following response:
Taken on notice for further response.

6.1.2	Jillian Fisher

Question 1:
Can the Town explain how employee costs exceeded budget by more than $3.5 million despite those vacancies and provide a breakdown of the major factors responsible for the overspend.

The Manager Financial Services provided the following response:
The reason for that is for casual Labor. Our casuals get a 25% loading and when we make the Budget, we make those assumptions based on fulltime rather than on the casual engagement for those people.

Question 2:
Can the Town specifically identify how much of that $3.5 million variance relates to permanent employees salaries overtime allowances, leave provisions or payouts, superannuation's or whatever else and any other employee related expenditure and explain what savings were actually realised as a result of the vacant positions.

The Manager Financial Services provided the following response:
Taken on notice for further response.

Question 3:
If the Town maintained a substantial vacancy rate within its employment pool but still exceeds its employee costs budget by 9.1%. What assurance can rate payers have that the employee cost assumptions contained within the 2026-2027 budget that we're looking at now can occur accurately reflect the Town's actual workforce requirements and expenditure.

The Manager Financial Services provided the following response:
When we build the Budget for 2026-2027, we look at the organisation structure and every position and at every level that it would be paid at for each full-time equivalent. We also overlay the industrial agreement to that. We also apply a 20% vacancy rate onto each position as well.

6.1.3	Ash Christensen

Question 1:
Given the significant increase in employees' costs proposed in this budget, exactly how many additional FTE positions is the town receiving compared with last year, what is the total cost of those additional positions and what additional services or outcomes can us the community expect to receive as a result?

The Manager Financial Services provided the following response:
There were seven additional positions. The value of the positions will be taken on notice for further response.

Question 2:
If the circumstances and the condition of the asset and strategic consequences have changed sufficiently enough that the Administration says the existing Expression Of Interest is no longer appropriate, why is the Administration simultaneously proposing to continue with the $1,300,000 of renovations and upgrade works before Council has determined what the facility will actually be used for, can the Administration provide the scope of that $1.3 million including expenditure and commitments to date and what is essential asset renewal versus discretionary upgrade works and explain why the report is asking to allow the Chief Executive Officer to determine the future utilisation process for the club for what is what the report itself classifies as a highly significant strategic asset rather than bringing the utilisation options to the proposed capital scope back to Council for a determination.

The Acting Director Infrastructure Services provided the following response:
We have current spent approximately $64,000 on remediation and the remainder of the question was taken on notice for further response.

Question 3:
My question is to the Mayor and Councillors how do you expect to meaningfully receive and note the Council's Plan quarterly report as a report on performance when the Council Plan itself contains no Council approved success measures or KPIs with those measures expressly stated as to be set in the major strategic review without council approved baselines targets or definitions of success how are you able to determine whether the actions reported as on track progressing or otherwise are actually performing satisfactory and on what objective basis can council satisfy itself that the performance is being reported um is reported as success delivery on the Council Plan.

Mayor Behrend provided the following response:
From my perspective on where we're at with that quarterly update is we've inherited, the Council Plan previous, and this is giving an update on where that was sitting at. We've got a lot of work going into our upcoming council plan through our strategic review. There are some aspects of that quarterly review that we have had in-depth workshops on and we're getting detailed information um on these. Our measures of success are predominantly through the feedback we're getting from the Administration, and we are working towards our new Council Plan.

6.2.3	Jan Gillingham

Question 1
When will the yacht club be opening?

The Director Regulatory Services provided the following response:
The yacht club is an exciting opportunity for the town. Now it's progressing through the liquor licensing stage. The health license applications are underway and there are some final minor works occurring within the building. We don't have a final date as

such; however, that's the current status of the operations there. We hope to have it open before Christmas, but we will wait and see how that progresses.

Question 2
When this item 12.1.2 is on the table this evening to please take into consideration the not for-profit groups who are eagerly awaiting their grant applications which have been held up and have been notified that they'll be held up because of tonight's budget coming to council. As to be this to for this to be approved, this is going to assist all our community groups who are waiting on their grants which have been in for several months. As these community groups continue with their this will help them to continue with their amazing work which they do with our town and we just as a me as the coordinator of the pilgrim music festival um this is vital for our event to actually make sure that it does actually go ahead in two weeks' time. Could I please ask that this is considered tonight and with its merits and with the help of all those organisations that are waiting tonight, I'm talking for all of them as well. Just to ask you if you could please consider that.

Mayor Behrend provided the following response:
Thank you for your question. It's useful for elected members to hear that given that we have that item on tonight and those kinds of things are part of our considerations.

Question 3
Regarding our boulevard shopping centre, it's looking a bit sad. When I was on council number of years ago and the shopping centre was approved, it was approved with the parking bays and shade, and I think many of us get see the parking areas which have no trees in. The reticulation's not working at lovely bougainvillea's on the side. Trees that have died, reticulation not working. I'm wondering if this could be addressed by council with the owners of the Boulevard Shopping Centre. It need tidying up. We have lots of people in town at the moment. Can we find out if this can either the blocking areas where the trees used to be, should they be removed, or should we have trees again, which are going to be shade trees. So, it's just looking really shabby. And I think for our visitors coming to town, can council please look into that, please? South Hedland shopping centre I know doesn't have the trees a lot of trees but Boulevard Shopping Centre it's pretty much the main item it's the port.

The Director Corporate Services provided the following response:
Taken on notice for further response.

The Presiding Member declared Public Question Time closed at 6:01 pm.

6.2 Public Statement Time

The Presiding Member declared Public Statement Time open at 6:02pm

6.2.1	Ash Christensen

- Questioned increases in staffing, contract, and material costs and the value being delivered to the community.
- Raised concerns about the significant increase in the capital works program and Council's ability to deliver it.
- Noted ongoing capital project carry forwards and reduced external funding contributions.
- Sought assurance that the proposed budget is achievable, represents value for money, and is being spent responsibly.
- Encouraged Councillors to publicly debate and justify the budget prior to approval.

6.2.2	Adrian McRae

- Reminded Councillors they are being asked to approve expenditure of more than $80 million of ratepayer funds and encouraged careful consideration of the decision.
- Noted concerns about the scale of spending relative to funds generated from the Port Hedland Airport sale.
- Acknowledged the pressure on newly elected Councillors to make significant financial decisions.
- Advised that Councillors may seek an extension from the Minister for Local Government if additional time is required to consider the budget.
- Encouraged Councillors to exercise caution and wished them well in their deliberations and decision-making.

6.2.3	Jan Gillingham

- Encouraged Council to prioritise improving the appearance and maintenance of the town before progressing major capital projects.
- Raised concerns about the loss of trees, green spaces, and the general presentation of several areas throughout Port Hedland.
- Suggested Councillors undertake site visits around the town to better understand community concerns and identify areas requiring attention.
- Acknowledged positive developments such as the marina and future Yacht Club but stressed the importance of maintaining existing community assets and streetscapes.
- Advised that the Pilbara Music Festival will celebrate its 50th anniversary in September 2025, with participants ranging from 4 to 84 years of age.
- Thanked Town staff, particularly Director Allison Banks and her team, for their support of the festival.

- Noted challenges in securing grant funding and acknowledged Council's support through fee waivers and use of the Civic Centre.
- Invited the Mayor and Councillors to attend and participate in the festival celebrations.

6.2.4	Jillian Fisher

- Supported concerns raised by previous speakers regarding the proposed level of expenditure and the timing of significant capital spending.
- Expressed concern about potential economic uncertainty and the need for a more conservative financial approach.
- Questioned whether future ratepayers would be able to absorb additional financial pressures if Council's financial position deteriorates.
- Highlighted concerns about ongoing cost-of-living pressures affecting residents and local businesses.
- Requested consideration of the long-term implications of recent changes to mining lease rating arrangements and any potential financial risks to the Town.
- Encouraged Council to take additional time to consider the budget and community concerns before making a final decision.

The Presiding Member declared Public Statement Time closed at 6:21pm.

6.3 Petitions / Deputations / Presentations / Submissions

Nil

7 Questions from Members without Notice

7.1.1	Councillor Lorraine Butson

Question 1:
I have had a member of the public come to me. Regarding a house in where she lives in John Way. she has had to go to hospital the other night due to inhalation issues with people in Janice way having a fire overnight., she is actually going through the town of Port Hedland at the moment, but what I would like to know is yet the rangers have been there and said that the fire pit is within the reason. Has anyone checked to see what wood or whatever they're burning is actually cause the inhalation fumes that she's actually gone to hospital with for inhalation because apparently, they actually burning pallets.

The Director Regulatory Services provided the following response:
I'll certainly be looking for some further information in relation to the investigation that's occurred there. I'll obtain some further information from you to ensure that we can look into it and I can get a proper response back to you. The rangers would have attended the site and taken appropriate action. However, I'll look into it to, respond to some of the questions that you've raised.

Question 2:
I've had a few people from the public regarding the pump track and seeing the progression is really great but a lot of people what public indemnity will be held for the town of Portland. Will we be putting a sign up to say people using this facility will be at their own risk or what provisions are we going to put in place so that it doesn't come back onto the council?

The Acting Director Infrastructure Services provided the following response:
We are going to be providing a sign but I will get more information from you. We will be putting up appropriate signage that's in line with all compliance measures for the adventure park., I can probably get back to you with a bit more specific information about the background research that's happened throughout the project management of that project in relation to, insurance risk and assessment. If you want, I can certainly get that detail for you.

Question 3:
Also, will those rocks be staying at the corner of that park, because if some of the kids actually fell over, those rocks are really at the corner would be actually quite detrimental to someone falling over and hurting themselves.

The Acting Director Infrastructure Services provided the following response:
Taken on notice for further response.

7.1.2	Councillor Sharon Todd

Question 1:
For the strategic reserve, what is the forecast strategic reserve balance over the next three years?

And what minimum balance does the town consider prudent to have in the budget in the bank?

The Manager Financial Services provided the following further response:
We forecast to have in the strategic reserve at the end of 2026-2027 30 at $76.9 million in the strategic reserve and full reserves at $167 million. in terms of 3 years of reserve funding that will be articulated in the long-term financial plan.

Question 2:
What projects are at greatest risk of delay due to organisational capacity from their capital works program?

The Acting Director Infrastructure Services provided the following response:
Taken on notice for further response.

Question 3:
In relation to employee costs, how much of the increase relates to additional staff versus wage increases and the project uplift resource resources?

The Director Corporate Services provided the following further response:
Taken on notice for further response.

Question 4:
Re the materials and contracts increase because that's been substantial.
What are the major drivers behind these increases in materials and contracts expenditure please?

The Director Corporate Services provided the following response:
Taken on notice for further response.

Question 5:
With the budget adoption before the completion of the major strategic review, what capital projects remain flexible and if the strategic review identifies different priorities of what they what they would be.

The Director Corporate Services provided the following response:
Taken on notice for further response.

The Presiding Member declared Public Statement Time open at 6:21pm

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

All Elected Members declared that they have given due consideration to all matters contained in the agenda.

10 Confirmation of Minutes of Previous Meeting

OFFICERS RECOMMENDATION & COUNCIL DECISION CM20202627/208

MOVED: Cr McDowall **SECONDED: Cr Scott**

That Council confirm that the Minutes of the Ordinary Council Meeting held on 29 July 2026 are a true and correct record.

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

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 Improvement Committee

11.1.1	Project Uplift Progress Update

Author: **Research Manager & Advisor**
Authorising Officer: **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.

OFFICERSRECOMMENDATION & COUNCIL DECISION CM20202627/209

MOVED: Deputy Mayor Melville **SECONDED: Cr Todd**

That Council with respect to the Project Uplift Progress Update, receive and note the outcomes achieved to date.

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for the Audit, Risk and Improvement Committee to report to Council on the progress that has been achieved in Project Uplift, the Town's Project Uplift Improvement Plan.

DETAIL

On 24 June 2026, Council considered Item 12.5.1 Project Uplift: Endorsement of Implementation Plan (CM202627/202). The report outlined the establishment of a new enterprise-wide priority project, Project Uplift, that provided

The Project Uplift Implementation Plan (PUIP) was endorsed by Council, noting that the budget to enable implementation of the initial phases of the PUIP falls within Financial Year 2026/27.

The PUIP proposes that Phase 1 be delivered in three stages:

Stage	Timing	Focus
Stage 1	May - July 2026	• Develop and implement communications and engagement plans; • Commence Enterprise Resource Planning (ERP) system end-to-end review; • Establish a CEO-led Steering Group; • Reinforce immediate financial controls and learnings; • Progress the recruitment of new fixed-term Director role.

Stage 2	August - October 2026	• Complete ERP end-to-end review and consider implementation of the review report recommendations and learnings; • Progress Asset Management review; • Commence risk, payroll, procurement and records management workstreams; and • CEO to consider the establishment of Major Projects and Specialist Advisory Body.
Stage 3	November - December 2026	• Embed revised controls, validate completed actions, address residual issues; and • Prepare recommendations, learnings and planning assumptions for Phase 2.

Notwithstanding pending draft Annual Budget Financial Year (FY) 2026/27 consideration, likely to occur at the 2026 August Ordinary Council Meeting, various aspects outlined in the Project Uplift Implementation Plan, Phase 1/stage 1 are being progressed, and planning is underway to progress stage 2.

Communications and Engagement

Ensuring staff and the community are informed, engaged and updated as Project Uplift progresses is vital. Both important audiences have high expectations of tangible business improvement. Progress includes:

- A dedicated Project Uplift intranet page for staff has been launched, with regular information updates published as appropriate. A copy of the FIP is available here;
- A dedicated Project Uplift page on the Town's website, specifically for the community and external audiences has been launched with updates published as appropriate. A copy of the FIP is available here; and
- As at mid-July 2026, web statistics indicate almost 250 staff have viewed the intranet page, and 40 members of the community have viewed the website page. These numbers are expected to increase as the project ramps up.

The Northwest Telegraph published an article about Project Uplift on 16 July 2026, amplifying visibility of the project, and its anticipated benefits over the next 24 months. Ongoing media attention on Project Uplift's delivery and embedding tangible systemic change can be anticipated.

ERP system end-to-end review

Following a comprehensive procurement process, Perth-based William Buck was appointed to undertake the review. Initial project scoping, information requests, and both online and in-person stakeholder meetings have been progressed. The review is intended to provide the Town with an independent assessment of:

- The planning, procurement, governance and implementation of the ERP project;
- Expenditure incurred, contract performance and value achieved;
- The current status, functionality and effectiveness of the ERP system and associated systems; and

- Whether appropriate governance, project management, procurement, contract management, financial, privacy and information security controls were, and are, in place.

Any actions required to stabilise, complete and successfully embed the ERP system across the organisation.

The review is expected to comprise a combined financial and contract review, governance and project assurance review, and technical and operational review of the ERP system and associated modules. A project report, that will include recommendations and learnings, is anticipated to be complete by 28 August 2026.

Funding for this project sits within the draft budget and will fall within the Office of the CEO's consultancy expense line.

Project Uplift Steering Group

Terms of reference, establishing a Chief Executive Officer (CEO) -led Steering Group, have been approved. A copy is attached.

An initial Steering Group meeting was held on 22 July 2026. Chaired by the CEO, the Town's Local Government Monitor Andrew Hammond attended the meeting, along with Manager Special Projects.

Project Uplift's success will be underpinned by organisation-wide ownership and collective responsibility, underpinned by enhanced systems and controls, with robust policies, plans and procedures. Over time, all Town employees will contribute to delivery and embedding the project's systemic and transformational changes.

To support the Steering Group, a small group of Town employees (eight, from across the business) have been selected via expression of interest to form a Change Champions Group (CCG). The CCG will provide insight, advice, and guidance to the Steering Group.

An initial CCG meeting was held on 22 July 2026.

Reinforce immediate financial controls

A range of actions have been put in place in the past two months to reinforce a range of existing plans, policies and procedures across the Town's operations.

These include:

- A comprehensive register of the Town's Internal Operating Procedures.
- A clear CEO expectation set on the use of e-signatures on documentation.
- The development of an updated Integrity Framework.
- The establishment of a CEO-led Procurement Risk Review Group.
- The reintroduction of regular formal executive and senior management strategic and operational risk review and oversight.

Project Uplift resourcing

Further consideration is underway about the most effective and efficient way to adequately resource Project Uplift, both financially and with the right human resources, over the next 24 months. It is anticipated that an executive level resource

will be required to oversee the project, reporting to the CEO and working closely with both internal and external stakeholders to oversee the project's successful delivery, prior to handing over the benefits for embedding into business-as-usual Town operations. It is also anticipated that a small fixed-term team will be established to support project management and administration.

Funding for both human resources and project workstream related delivery and validation, likely to be external independent specialists initially, is included in the draft Annual Budget. Any external support will be procured and contracted following the Town's procurement framework.

At this stage, Project Uplift is being managed by the Manager Special Projects, based in the Office of the CEO.

Stage 2 of Phase 1

The next stage outlined in the current PUIP includes looking into the Town's approach to asset management, and looking more closely into risk management, payroll, procurement and records management. Manager Special Projects has already initiated engagement with the relevant Directors and subject matter experts to gain an understanding of the issues, and the potential steps required to provide repair or validation as appropriate.

Risk management

Project Uplift's implementation risks, as outlined in the FIP include:

- Insufficient executive capacity or competing operational priorities;
- Unclear ownership or limited follow-through by responsible officers;
- Poor integration between interdependent actions across different finding themes;
- Underestimation of system, workforce, or budget implications;
- Action closure without evidence of actual implementation; and
- Loss of momentum after initial remediation activity.

Identifying, managing and mitigating project risks is a high priority. The successful delivery of Project Uplift, and the embedding of recommendations and learning to embed sustainable legacy solutions is non-negotiable. The significant business improvement required for project success means Project Uplift is an organisational priority.

Manager Special Projects has logged current project risks into the Town's risk register and added relevant risk mitigation and controls. At this stage, risk management is on track. There are no current unmanaged risks associated with the delivery of Project Uplift, and the FIP. Project risks, including any workstream specific risks, will be tracked, and reported at ARIC regularly.

LEVEL OF SIGNIFICANCE

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

- Audit, Risk and Improvement Committee
- Executive Leadership Team
- Change Champions Group
- Acting Manager Strategy & Communications

External

- Local Government Monitor

Community

- The Port Hedland Community will be kept well informed as Project Uplift progresses.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995, Section 2.7, 5.41, and 7.1A

Local Government (Audit) Regulations 1996, Regulation 16

FINANCIAL AND RESOURCE IMPLICATIONS

Funding for Project Uplift will be considered in the draft Annual Budget FY 2026/27. It is anticipated additional budget will be required in FY 2027/28 to support the ongoing delivery of Project Uplift, with further detail presented to Council through the annual budget process.

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.

4.1 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

There are no significant identifiable environmental implications related to this item.

Economic

There are no significant identifiable economic implications related to this item.

Social

Project Uplift is expected to improve staff engagement, enhance organisational culture, and build community trust.

Access and Inclusion

The Town's *Access and Inclusion Plan 2023-2026* has been considered, with no access and inclusion implications identified.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic Project
Risk Category	Financial Service Interruption Compliance Reputational
Cause	Identified systemic weaknesses in governance, leadership oversight, internal controls, procurement practices, contract management, asset management, workforce governance and enterprise systems as outlined in the FIP.
Effect (Consequence)	Failure to implement Project Uplift may result in continued financial inefficiencies, non-compliance with legislative and regulatory obligations, ineffective service delivery, increased exposure to audit findings, and ongoing reputational damage to the Town.
Risk Treatment	Treat/Transfer through the delivery of Project Uplift.
There is both a strategic and operational risk associated with this item caused by systemic governance, leadership and control weaknesses identified in the FIP, leading to financial inefficiencies, compliance risks, reduced organisational effectiveness, and potential ongoing reputational damage to the Town. The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be treated and partially transferred/shared through the implementation of Project Uplift, supported by a CEO Steering Group, the recruitment of executive level project oversight resource, adequate budget, and a robust reporting framework	

OPTIONS

Option 1 – Adopt Officer's recommendation
Option 2 – Amend Officer's recommendation
Option 3 – Do not adopt Officer's recommendation

CONCLUSION

The implementation of Project Uplift is underway, including the initiation of an end-to-end review of the Town's Enterprise Resource Planning system. Project Uplift will deliver the Forward Improvement Plan.

A governance framework is in place, communications channels to support the project's successful delivery have been established, and funding to support the ongoing delivery and implementation of Project Uplift will be considered as part of the Annual Budget.

The project risks have been identified, with appropriate controls put in place, to ensure that at this stage, the project is progressing smoothly, as planned. Planning is already underway to progress to Stage 2 of the Project's first phase.

The successful delivery of Project Uplift, the Town's Improvement Plan, is non-negotiable and cannot be discretionary. It is progressing as an organisational priority, with close monitoring by the CEO.

At the conclusion of Project Uplift, when the project objectives are achieved, there will be evidence-based improvement in organisational capability and culture, governance discipline, control maturity, quality of reporting, compliance confidence and reduced organisational risk. This will improve Council confidence, build positive community trust and sentiment, enhance organisational culture and support a growing positive reputation for the Town.

Project Uplift will embed systems-thinking into the Town's organisational culture, ensuring a sustainable legacy solution is implemented.

ATTACHMENTS

1. Project Uplift Steering Group- Terms of Reference June 26 [**11.1.1.1** - 4 pages]

11.1.2	2025 Compliance Audit Return

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. The Author discloses involvement in two matters assessed as compliant within the Compliance Audit Return during the audit period. This disclosure is made in the interests of transparency.

OFFICERS & COMMITTEE RECOMMENDATION & COUNCIL DECISION CM20202627/210

MOVED: Cr Scott **SECONDED: Cr Baxter**

That Council with respect to the 2025 Compliance Audit Return (the CAR):

1. **Reviews the CAR in Attachment 1 in accordance with regulation 14(3)(a) of the** *Local Government (Audit) Regulations 1996 (the Regulations)*;
2. **Receives and endorses the Internal Audit Report in Attachment 2, including the findings, recommendations and agreed remediation actions;**
3. **And:**
   a. **Considers the CAR, the results of the Audit, Risk & Improvement Committee's (ARIC's) review recommendations in accordance with regulation 14(5) of the Regulations;**
   b. **Determines that the matters identified require the actions detailed in the Internal Audit Report in Attachment 2, in accordance with regulation 14(6)(a) of the Regulations;**
   c. **Adopts the CAR in Attachment 1 in accordance with regulation 14(6)(b) of the Regulations;**
   d. **Adopts the Internal Audit Report in Attachment 2, including the findings, recommendations and agreed remediation actions;**
   e. **Requests the Chief Executive Officer (CEO) to implement the agreed remediation actions and report progress to ARIC until all actions are completed; and**
   f. **Authorises the Mayor and CEO to sign the adopted CAR and requests the CEO to provide the Local Government Inspector with the information required under regulation 15(1) of the Regulations by the due date of 30 September 2026.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is to present the Audit, Risk and Improvement Committee (the ARIC) with the Town of Port Hedland's (the Town) 2025 Compliance Audit Return (the CAR) for statutory review, reporting to Council and recommending adoption and corrective action.

DETAIL

Each local government must carry out an annual compliance audit for the period 1 January to 31 December against the statutory requirements prescribed by regulation 13 of the *Local Government (Audit) Regulations 1996.* The CAR is the formal record of that assessment and is provided in Attachment 1.

The CAR is subject to transitional arrangements introduced with the Local Government Inspector and the expanded role of ARIC's from 1 January 2026. The CEO must prepare the CAR and provide it to the ARIC to allow the ARIC to review the CAR, report the results to Council and make any recommendations it considers appropriate. Council must then consider the CAR and the ARIC's review before adopting the CAR or adopting it subject to amendments.

Following Council adoption, the CAR must be signed by the Mayor and CEO and submitted to the Local Government Inspector together with ARIC recommendations, the relevant Council minutes and any explanatory or qualifying information. The due date for the CAR this year is 30 September 2026.

Assessment Approach

The CAR contains 119 questions across the *Local Government Act 1995* and associated regulations. Responses were allocated to responsible business units and assessed against documentary evidence, system records, Council and committee records, registers, policies, procedures and sample transactions where relevant. Where the available evidence did not substantiate compliance; the response was assessed conservatively.

Of the 119 items, 105 required a Yes, No or Not Applicable response. 14 are cross-references to requirements assessed elsewhere and are marked 'No Response Required'. These items are not included in the applicable compliance rate.

Results

75 requirements were applicable during the audit period. 59 were assessed as compliant and 16 as non-compliant, producing an applicable compliance rate of 78.67%.

30 items were assessed as not applicable because the relevant activity or circumstance did not occur, noting a not applicable response is not a compliance failure.

Response	Number	Share of all items	Share of applicable requirements
Yes - compliant	59	49.58%	78.67%
No – non-compliant	16	13.45%	21.33%
Not applicable	30	25.21%	0%
No response required	14	11.76%	0%
Total	119	100.00%	100.00%

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 Significant Decision Making, this matter is considered to be of medium significance. The CAR is a statutory accountability process, and the identified findings may affect legislative compliance, governance, financial management, and community confidence.

CONSULTATION

Internal

- Audit, Risk and Improvement Committee
- Executive Leadership Team
- Governance Business Unit
- Financial Services Business Unit
- Infrastructure Projects & Assets Business Unit
- Infrastructure Operations Business Unit
- Planning & Economic Development Business Unit
- Human Resources Business Unit
- Strategy & Communications Business Unit

External

- Local Government Inspectorate
- Western Australian Local Government Association (WALGA)

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Part 7

Local Government (Audit) Regulations 1996

Regulations 11-16 - 20

FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial impacts associated with this matter, as the CAR was completed internally. However, implementing corrective actions may require employee time and resources, system enhancements, training, or specialist advice.

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

Environmental

There are no significant identifiable environmental implications related to this item.

Economic

There are no significant identifiable economic implications related to this item.

Social

There are no significant identifiable social implications related to this item.

Access and Inclusion

The Town's *Access and Inclusion Plan 2023-2026* has been considered, with no access and inclusion implications identified.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance Reputational
Cause	Identified compliance gaps and improvement actions are not appropriately assigned, monitored, and verified to completion.
Effect (Consequence)	Legislative obligations are not met, control weaknesses remain unresolved, governance effectiveness is reduced, and the Town is exposed to regulatory, financial and reputational secondary risks.
Risk Treatment	Treat
There is an operational risk that identified compliance gaps and improvement actions are not appropriately assigned, monitored, and verified to completion, leading to non-compliance with legislative obligations, unresolved control weaknesses, reduced governance effectiveness, and exposure to regulatory, financial, and reputational secondary impacts.	

The risk rating is considered to be Medium (6), based on a likelihood of Unlikely (2) and a consequence of Moderate (3).This risk will be treated through the implementation of measures to ensure compliance actions are clearly assigned, monitored, and verified to completion.

OPTIONS

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

CONCLUSION

The CAR provides a transparent assessment of the Town's performance against the prescribed statutory requirements. The updated results record 59 compliant responses, 16 non-compliant responses, 30 items assessed as not applicable, and 14 cross-referenced items for which no separate response was required.

The findings are concentrated in governance administration, human resources, and procurement. The proposed approach of reporting actions and their progress back through the ARIC will provide clear accountability for remediation and enable the ARIC to oversee whether identified control weaknesses are addressed, and repeat non-compliance is prevented.

ATTACHMENTS

1. 2025 Compliance Audit Return [**11.1.2.1** - 27 pages]
2. Audit Report - 2025 Compliance Audit Return [**11.1.2.2** - 23 pages]

12 Reports of Officers

12.1 Corporate Services

12.1.1	Statement of Financial Activity - July 2026

Author:	**Senior Management 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.

OFFICERS RECOMMENDATION

That Council with respect to the Statement of Financial Activity:

1. **Receives the Monthly Financial Report for the period ended 31 July 2026, as shown in Attachment 1;**
2. **Receives the Accounts Paid under delegated authority for the period ended 31 July 2026, as shown in Attachment 2;**
3. **Receives the Purchasing Card Statements for the period ended 31 July 2026, as shown in Attachment 3;**
4. **Receives the Investment Summary Report for the period ended 31 July 2026, as shown in Attachment 4; and**
5. **Receives the Capital Listing Report for the period ended 31 July 2026, as shown in Attachment 5.**

BY SIMPLE MAJORITY REQUIRED

COUNCIL DECISION CM20202627/211

MOVED: Deputy Mayor Melville SECONDED: Cr Butson

That Council with respect to the Statement of Financial Activity:

1. **Receives the Monthly Financial Report for the period ended 31 July 2026, as shown in Attachment 1;**
2. **Receives the Accounts Paid under delegated authority for the period ended 31 July 2026, as shown in Attachment 2;**
3. **Receives the Purchasing Card Statements for the period ended 31 July 2026, as shown in Attachment 3;**
4. **Receives the Investment Summary Report for the period ended 31 July 2026, as shown in Attachment 4; and**
5. **Receives the Capital Listing Report for the period ended 31 July 2026, as shown in Attachment 5.**
6. **Request the Chief Executive Officer expands the monthly Capital Listing Report to include commentary on the progress of major projects, including status against budget, anticipated completion timeframes, key milestones achieved, and any significant risks or issues affecting delivery, effective August 2026.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

REASON FOR CHANGE FROM OFFICERS RECOMMENDATION

The amendment will enable Council to receive clear and concise updates on the progress of capital projects, improving visibility and oversight while avoiding duplication of administrative processes. Appropriate reporting measures will be developed by the Chief Executive Officer to provide Council with a clear indication of project status and progress.

PURPOSE

The purpose of this report is for Council to consider the Statement of Financial Activity for the period ended 31 July 2026. Supplementary information is also presented to Council to provide further information regarding the Town's activities. As the report relates to the first period in a new financial year without an approved budget yet adopted, this report pertains to report on actual activity only, without a budget variation comparison.

DETAIL

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires the Town to prepare a monthly statement of financial activity showing financial performance against budget, where available. The statement enables Council to monitor revenue, expenditure, material variances and the Town's net current funding position throughout the financial year. The July Financial Report relies upon unaudited unconfirmed opening balance from the 2025/26 financial year. The net current funding position (surplus/(deficit) from the Statement of Financial Activity as at 31 July 2026 is a surplus of $7.9 million.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance as the proposal or decision is not of a nature or significance that requires engagement.

CONSULTATION

Internal

- Manager Financial Services

External

Nil

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 6.4

Local Government (Financial Management) Regulations 1996

Regulation 34

FINANCIAL AND RESOURCE IMPLICATIONS

The opening funding surplus of $11.8 million presented on the Statement of Financial Activity is as per the closing surplus of the unaudited June 2026 Financial Statements. Balance day adjustments for the final 30 June 2026 Financial Statements are still being reconciled and reviewed, and the 30 June 2026 surplus will be amended to include accruals as well as adjustments for reserve transfers. The July 2026 report is reporting actual only, due to the 2026/27 Annual Budget which has not yet been adopted. Accordingly, there are no material variances to report on.

The investment portfolio is currently earning an average annual return of 4.91% and is currently valued at $216.7 million.

The Accounts Paid under delegated authority totalled $11.35 million for July 2026. This included $7.95 million in creditor payments for ongoing contractual arrangements, $2.92 million in payroll, $0.48 million in investment-related direct debits, and other routine payments such as loan, credit card, refund and merchant fee transactions.

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.

Environmental

There are no significant identifiable environment implications related to this item.

Economic

There are no significant identifiable economic implications related to this item.

Social

There are no significant identifiable social implications related 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:

There are no known access and inclusion implications.

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 expense throughout the 2026/27 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 July 2026 Statement of Financial Activity provides Council with a timely view of the Town's actual financial performance and position. Receiving the report supports Council's statutory oversight role.

ATTACHMENTS

1. The Monthly Financial Report for the period ended 31 July 2026 [**12.1.1.1** - 7 pages]
2. The Accounts Paid under delegated authority for the period ended 31 July 2026 [**12.1.1.2** - 72 pages]
3. The Purchasing Card Statements for the period ended 31 July 2026 [**12.1.1.3** - 12 pages]
4. The Investment Summary Report for the period ended 31 July 2026 [**12.1.1.4** - 10 pages]
5. The Capital Listing Report for the period ended 31 July 2026 [**12.1.1.5** - 2 pages]

12.1.2	Adoption of the 2026-2027 Annual Budget

Author: **Senior Management 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.

OFFICERS RECOMMENDATION

That Council with respect to the 2026-2027 Annual Budget:

1. **Pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Municipal Fund Budget contained in Attachment 1, which includes the following:**
   - **Statement of Comprehensive Income by Nature and Type;**
   - **Statement of Cash Flows;**
   - **Statement of Financial Activity;**
   - **Statement of Capital Works; and**
   - **Notes to and forming part of the Budget.**
2. **For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 1 above, pursuant to Section 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* imposes the following differential general rates and minimum payments on Gross Rental (GRV) and Unimproved Values (UV) for the 2026-2027 financial year:**

Differential Rate Category	Rate in the dollar	Minimum Payment
GRV Residential	4.3500 cents	$1,300
GRV Commercial / Industrial	8.1282 cents	$1,900
GRV Mass Accommodation	17.4000 cents	$1,900
GRV Airport	8.7000 cents	$1,900
UV Pastoral / Other	13.9513 cents	$1,900
UV Mining / Strategic	25.2000 cents	$250

3. **Pursuant to Section 6.47 of the *Local Government Act 1995* grant Rates Concessions of $219,498, as per Attachment 2.**
4. **Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following dates for the payment by instalments:**

   Option 1 (Full Payment)
   - **Full amount of rates and charges including arrears, to be paid on or before 15 October 2026 or 35 days after the date of issue appearing on the rate notice whichever is the later.**

Option 2 (Four Instalments)

- **First Instalment to be made on or before 15 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later, including all arrears and a quarter of the current rates and service charges;**
- **Second instalment to be made on or before 15 December 2026, or 2 months after the due date of the first instalment, whichever is the later;**
- **Third instalment to be made on or before 15 February 2027, or 2 months after the due date of the second instalment, whichever is the later; and**
- **Fourth instalment to be made on or before 16 April 2027, or 2 months after the due date of the third instalment, whichever is the later.**

5. **Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the Local Government (Financial Management) Regulations 1996, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of $15.00 for each instalment after the initial instalment is paid.**

6. **Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.50% where the owner has elected to pay rates and service charges through an instalment option.**

7. **Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the L*ocal Government (Financial Management) Regulations 1996*, adopts an interest rate of 7.0% for rates and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.**

8. **Pursuant to Section 5.99 of the *Local Government Act 1995* and Part 6.3 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members pursuant to section 7B of the Salaries and Allowances Act 1975, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:**

Mayor	**$55,078**
Councillor	**$36,722**

9. **Pursuant to Section 5.98(5) and section 5.98A(1) of the *Local Government Act 1995*, and Part 7 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members pursuant to section 7B of the Salaries and Allowances Act 1975, adopts the annual allowance to be paid in addition to the annual meeting allowance:**

Mayor	**$104,032**
Deputy Mayor	**$26,008**

10. **Pursuant to Section 5.99A of the *Local Government Act 1995* and Part 9 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members pursuant to section 7B of the *Salaries and Allowances Act 1975*, adopts the following annual allowance for Elected Members:**

Information Technology Allowance	**$3,500**

11. **Pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the following Charges related to General Waste Services**

Domestic – General Waste Services	**$378.00**
Domestic - General Waste (Additional)	**$189.00**
Domestic - Recycle Service (Additional)	**$189.00**
Non-Domestic - General Waste Service	**$416.00**
Non-Domestic - General Waste (Additional)	**$208.00**
Non-Domestic - Recycle Service	**$208.00**
Non-Domestic - Recycle Service (Additional)	**$208.00**
Premium - General Waste Service	**$578.00**
Premium - General Waste (Additional)	**$289.00**
Premium - Recycle Service (Additional)	**$289.00**
Non Domestic - Daily General Waste	**$378.00**
Non Domestic - Daily General Waste (Additional)	**$378.00**

12. **Pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the following Charges related to Leases**

Other Leases	**As per Lease and License schedule**

13. **In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* , regarding the level of material reporting thresholds (variance) for financial reporting in 2026-2027, adopts a variance of 10% or $50,000 whichever is greater, of the year-to-date budget for operational and capital expenditure and income.**

ABSOLUTE MAJORITY VOTE REQUIRED

COUNCIL DECISION CM20202627/212

MOVED: Deputy Mayor Melville SECONDED: Cr Butson

Upon invitation from the Presiding Member (the Mayor), the mover and seconder agreed to incorporate into the primary motion a suggested amendment to Note 1, proposed by Councillors Scott and Baxter. The amendment motion by these Councillors was subsequently not voted upon (was acknowledged as withdrawn), as its intent had been incorporated into the primary motion.

That Council with respect to the 2026-2026 Annual Budget:

1. **Pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Municipal Fund Budget contained in Attachment 1, which includes the following:**
   - **Statement of Comprehensive Income by Nature and Type;**
   - **Statement of Cash Flows;**
   - **Statement of Financial Activity;**
   - **Statement of Capital Works; and**
   - **Notes to and forming part of the Budget including the adoption of sub-program level reporting relating to Note 15 - Fees and Charges, to be amended.**
2. **For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 1 above, pursuant to Section 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* imposes the following differential general rates and minimum payments on Gross Rental (GRV) and Unimproved Values (UV) for the 2026-2027 financial year:**

Differential Rate Category	Rate in the dollar	Minimum Payment
GRV Residential	4.3500 cents	$1,300
GRV Commercial / Industrial	8.0889 cents	$1,900
GRV Mass Accommodation	17.4000 cents	$1,900
GRV Airport	8.7000 cents	$1,900
UV Pastoral / Other	13.9513 cents	$1,900
UV Mining / Strategic	25.2000 cents	$250

3. **Pursuant to Section 6.47 of the *Local Government Act 1995* grant Rates Concessions of $219,498, as per Attachment 2.**
4. **Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following dates for the payment by instalments:**

   Option 1 (Full Payment)

- **Full amount of rates and charges including arrears, to be paid on or before 15 October 2026 or 35 days after the date of issue appearing on the rate notice whichever is the later.**

Option 2 (Four Instalments)

- **First Instalment to be made on or before 15 October 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later, including all arrears and a quarter of the current rates and service charges;**
- **Second instalment to be made on or before 15 December 2026, or 2 months after the due date of the first instalment, whichever is the later;**
- **Third instalment to be made on or before 15 February 2027, or 2 months after the due date of the second instalment, whichever is the later; and**
- **Fourth instalment to be made on or before 16 April 2027, or 2 months after the due date of the third instalment, whichever is the later.**

5. **Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the Local Government (Financial Management) Regulations 1996, adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of $15.00 for each instalment after the initial instalment is paid.**

6. **Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.50% where the owner has elected to pay rates and service charges through an instalment option.**

7. **Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the L*ocal Government (Financial Management) Regulations 1996*, adopts an interest rate of 7.0% for rates and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.**

8. **Pursuant to Section 5.99 of the *Local Government Act 1995* and Part 6.3 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members pursuant to section 7B of the Salaries and Allowances Act 1975, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:**

Mayor	**$55,078**
Councillor	**$36,722**

9. **Pursuant to Section 5.98(5) and section 5.98A(1) of the *Local Government Act 1995*, and Part 7 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members pursuant to section 7B of the Salaries and Allowances Act 1975, adopts the annual allowance to be paid in addition to the annual meeting allowance:**

Mayor	**$104,032**
Deputy Mayor	**$26,008**

10. **Pursuant to Section 5.99A of the *Local Government Act 1995* and Part 9 of the Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members pursuant to section 7B of the *Salaries and Allow ances Act 1975*, adopts the following annual allowance for Elected Members:**

Information Technology Allowance	**$3,500**

11. **Pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the following Charges related to General Waste Services**

Domestic – General Waste Services	**$378.00**
Domestic - General Waste (Additional)	**$189.00**
Domestic - Recycle Service (Additional)	**$189.00**
Non-Domestic - General Waste Service	**$416.00**
Non-Domestic - General Waste (Additional)	**$208.00**
Non-Domestic - Recycle Service	**$208.00**
Non-Domestic - Recycle Service (Additional)	**$208.00**
Premium - General Waste Service	**$578.00**
Premium - General Waste (Additional)	**$289.00**
Premium - Recycle Service (Additional)	**$289.00**
Non Domestic - Daily General Waste	**$378.00**
Non Domestic - Daily General Waste (Additional)	**$378.00**

12. **Pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the following Charges related to Leases**

Other Leases	**As per Lease and License schedule**

13. **In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, regarding the level of material reporting thresholds (variance) for financial reporting in 2026-2027, adopts a variance of 10% or $50,000 whichever is greater, of the year-to-date budget for operational and capital expenditure and income.**

14. **Requests the Chief Executive Officer to provide a report to Council by 30 November 2026 detailing the current recurrent costs associated**

with sporting club field or playing surface lighting electricity costs and consumption for Town owned or managed properties leased or licensed to incorporated not-for-profit sporting organisations (excluding motorsport facilities) with the report is to include:

a) The methodology currently used to calculate and recover lighting and electricity costs;
1. The percentage of costs recovered from each relevant sporting organisation;
b) The recovery mechanisms and charging arrangements currently in place for each venue / club;
c) The ongoing financial impacts to the Town associated with the provision of sporting club field lighting electricity;
d) An assessment of the consistency of charging arrangements across sporting organisations; and
e) Potential funding, cost recovery and other approaches that may reduce the financial burden on sporting participation while ensuring equitable, transparent and sustainable arrangements for sporting club

CARRIED BY ABSOLUTE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Edwards, Cr Little, Cr McDowall and Cr Todd Against: Cr Butson and Cr Scott
Against: Nil

REASON FOR CHANGE FROM OFFICERS RECOMMENDATION

The proposed differential rate changes reflected community feedback, including a reduced increase for commercial and industrial properties in recognition of economic pressures and a third consecutive year of no increase to residential rates. Potential changes to sporting club lighting fees were intended to support community development and participation.

PURPOSE

The purpose of this report is for Council to consider and adopt the Town of Port Hedland (the Town) Annual Budget for the 2026-2027 financial year together with supporting schedules, including imposition of rates and minimum payments and other consequential matters arising from the budget papers.

DETAIL

The Annual Budget 2026-2027 has been prepared with reference to the Council Plan and Long Term Financial Plan, with the objective of supporting financial sustainability and transparency. Since their appointment in April 2026, Elected Members have participated in five budget workshop presentations with supporting documentation, as follows:

- 22 April 2026
- 11 May 2026
- 10 June 2026
- 15 July 2026
- 10 August 2026.

The Town's proposed differential rates model was adopted at the Ordinary Council Meeting held on 29 April 2026 (CM202627/158). The model was prepared having regard to the Department of Local Government, Industry Regulation and Safety guidelines, including the principles of objectivity, fairness, equity and transparency. The Town subsequently gave local public notice and invited submissions on its intention to levy differential rates for the 2026/27 financial year.

Local public notice was published on the Town's website, displayed at the Civic Centre and made available at both Town libraries on 1 May 2026. The Notice of Intention to Levy Differential Rates was also advertised in the Northwest Telegraph on 6 May 2026. The submission period was open from 1 May 2026 to 25 May 2026.

In addition, 39 letters were issued to property owners within rating categories comprising fewer than 30 properties, inviting submissions on the Town's proposed rates. The submission period for these letters was from 14 May 2026 to 5 June 2026.

Three written submissions were received and presented to Council for consideration. The submissions relating to the Town's proposed differential rates were considered and declined at the Ordinary Council Meeting held on 24 June 2026 (CM202627/195).

Following Council's consideration of the submissions, an application was lodged with the Minister for Local Government seeking approval for the Town to impose a differential general rate under section 6.33(3) of the *Local Government Act 1995*, being a rate more than twice the lowest differential general rate.

The Town's proposed Notice of Intention to Levy Differential Rates was readvertised at the request of the Department of Local Government, Industry Regulation and Safety. Local public notice was published on the Towns website and Facebook page, displayed at the Civic Centre and made available at both Town libraries on 16 July 2026. The Notice of Intention to Levy Differential Rates was also advertised in the West Australian on 16 July 2026. The submission period was open from 16 July to 7 August 2026.

No submissions were received by the closing date of 7 August 2026 for the readvertised round of the Town's proposed Notice of Intention to Levy Differential rates. The Department of Local Government, Industry Regulation and Safety was informed of this result on 10 August 2026

Ministerial approval of the Town's application was granted on 14 August 2026, authorising the proposed Mass Accommodation differential rate at a rate in the dollar equivalent to four (4) times the proposed residential rate.

COMMENT

Municipal Fund Budget 2026-2027

The 2026-2027 Annual Budget has been prepared to include the information required under the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the applicable Australian Accounting Standards.
The budget deficiency to be met from rates has been determined after consideration of other revenue sources, available reserve funding, expenditure requirements, identified efficiencies and savings measures, and relevant cost escalations, including:

- the Local Government Cost Index, rather than the Consumer Price Index;
- employee industrial agreement obligations;
- contractual increases under service delivery agreements;
- utility charge increases; and
- insurance premium increases.

The Town does not apply automatic indexation to its annual expenditure budget. Each service area is reviewed annually as part of the budget preparation process.
The 2026-2027 Annual Budget incorporates the following financial strategies:

- directing additional interest earnings to reserves;
- cash-backing depreciation through the Asset Management and Plant Reserves to support asset renewals and upgrades;
- transferring net proceeds from waste operations to the Waste Management Reserve;
- transferring net proceeds from liquid waste to the Landfill Remediation Reserve;
- quarantining $9.9 million in new rates growth to the Strategic Reserve in accordance with the Rating Strategy; and
- applying the forecast prior year surplus to reduce the 2026-2027 rating requirement.

Key features of the proposed Annual Budget include:

- a 0% residential rates increase and no increase to minimum rates;
- $219,498 in rating concessions for eligible community groups and sporting clubs;
- No new borrowings
- $107.4 million of Capital works, including:
  - Commencement of the Key Worker Housing project for $23 million;
  - Commencement of the Hedland Aquatics Facility works of $6.6 million;
  - Year 1 of 2 for Childcare developments for $6 million;
  - Continuation of Wedgefield industrial area road upgrades for $5.4 million;
  - Road upgrades of $16.1 million including traffic improvements associated with Hedland Senior High School;
  - $22.4 million for renewal works, to maintain Town property, Footpaths and other public assets; and
  - $17.8 million for Carry Forward Capital works including continuation of JD Hardie Outdoor elements and Bowls Club works.

General and Minimum Rates

Rates revenue represents a significant source of discretionary revenue for the Town, accounting for 71.8% of proposed operating revenue in the 2026-2027 Annual Budget, compared with 72.3% in the prior year. Consistent with the Rating Strategy 2025-

2030, $9.9 million in rating revenue attributable to new development and uplift in mining valuations has been quarantined and transferred to the Strategic Reserve to support the Town's forward capital works program.

The rates yield proposed in the 2026-2027 Annual Budget has been calculated using property valuations provided by the Valuer-General's Office through Landgate, in accordance with the applicable legislative requirements and based on valuation information available up to 1 August 2025.

Concessions

Council considers applications for rate concessions from community groups, sporting clubs and other ratepayers between February and March each financial year, with concessions provided at either 50% or 100% of the applicable rates charge. The proposed 2026-2027 Annual Budget includes $219,498 for rating concessions, compared with $208,094 in the prior year, reflecting applications received from eligible community groups and sporting clubs.

Instalment Payment Arrangements

The Town provides ratepayers with the option to pay rates and service charges by four instalments. The proposed instalment due dates have been determined in accordance with the applicable legislative requirements, while having regard to weekday business operations and public holidays. The instalment option is subject to the applicable administration charge and interest provisions.

For ratepayers who elect to pay by instalments, an instalment administration charge of $15.00 is payable for each instalment after the initial instalment, in accordance with section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*.

An interest rate of 5.5% per annum is proposed to apply where a ratepayer elects to pay rates and service charges by instalments, in accordance with section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*.

Elected Members Fees and Allowances

In accordance with Policy 4/008 Elected Member Allowances, Facilities and Expenses, Elected Member fees and allowances are set at 100% of the applicable annual maximum amounts determined by the Salaries and Allowances Tribunal (SAT). Determination No. 1 of 2026 provides for an increase to the remuneration, fees, expenses and allowance ranges applicable to Elected Members, with effect from 1 July 2026.

The proposed 2026-2027 Annual Budget has been prepared to reflect the applicable Elected Member fees, allowances and associated superannuation obligations arising from the relevant SAT determination.

Material Variance Reporting

Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* requires Council to adopt, each financial year, a percentage or value for the purpose of reporting material variances in statements of financial activity.

It is recommended that the material variance threshold for the 2026-2027 financial year remain unchanged at 10% or $50,000, whichever is greater, of the year-to-date budget for operational and capital expenditure and income, with any variance above this threshold requiring explanation.

Published Annual Budget 2026-2027

The Annual Budget statements, together with an overview and key highlights, will be prepared in a public-facing online format for community information. The final published version will incorporate appropriate local imagery and graphics and will be made available on the Town's website.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of high significance. The adoption of the 2026-2027 Annual Budget will substantially affect the Town's capacity to deliver services, capital works and other activities identified in the Council Plan and Long Term Financial Plan, and will have implications for a wide range of residents, ratepayers, community groups, businesses and other stakeholders across Port Hedland.

CONSULTATION

Internal

- Consultation has occurred with all Business Units
- Five workshops with Elected Members and Town Executive Leadership Team

External Agencies

- Consultation has occurred as prescribed. Correspondence was sent to individual ratepayers for the categories GRV Mass Accommodation, UV Pastoral and GRV Airport (less than 30 ratepayers per category), with references to Department of Local Government, Industry Regulations and Safety guidelines.

Community

- Public notice to levy differential rates was made and submissions were invited. Notices were published via the Town of Port Hedland website, print media, and displayed at Town of Port Hedland physical locations.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
Section 5.98, to 6.51
Local Government (Administration) Regulations 1996
Regulation 30
Regulation 31
Regulation 32
Local Government (Financial Management) Regulations 1996
Regulation 34(5), 64, 67, 68, and 70
Salaries and Allowances Act 1975

Section 7B
Town of Port Hedland Council Policies:

- 2/004 Rating
- 4/008 Elected Member Allowances, Facilities and Expenses
- 4/009 Significant Decision Making
- 2/010 Council Investments
- 2/018 Borrowings
- 2/019 Financial Reserves
- 2/005 Financial Hardship

FINANCIAL AND RESOURCE IMPLICATIONS

Adoption of the 2026-2027 Annual Budget will provide the Town with the financial authority to raise rates, apply fees and charges, receive grant and other revenue, and incur expenditure required to deliver municipal services, capital works and other approved activities during the financial year.

The budget includes provision for operating expenditure, capital works, reserve transfers and other funding allocations required to support service delivery and the Town's strategic priorities. Rating revenue, reserve funding, prior year surplus forecast and other income sources have been considered in determining the overall funding requirement.

The 2025-2026 comparative actuals are unaudited estimates based on the best available forecasts at the time the budget was prepared and remain subject to year-end accounting adjustments and external audit confirmation. Any confirmed prior year surplus will reduce the rating requirement for the 2026-2027 financial year.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

<u>Our Leadership</u>
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

Environmental

There are indirect environmental impacts arising from the 2026-2027 Annual Budget which will be managed through project-specific approvals and delivery processes.

Social

The 2026-2027 Annual Budget includes continued investment in community services, key worker housing, childcare, aquatics, road safety improvements and rating concessions for eligible community groups and sporting clubs which will support the community and enhance community assets.

Economic

The 2026/2027 Annual Budget has been prepared on the basis of sustainable and prudent financial management including support for local investment, construction activity, service delivery, employment opportunities and community infrastructure. The adoption of the proposed 2026-2027 Annual Budget will have environmental, social and economic impacts through the funding of services, infrastructure, capital works, asset renewal, community facilities and strategic projects. Environmental impacts are primarily indirect and will be managed through project-specific approvals and delivery processes. Social impacts include continued investment in community services, key worker housing, childcare, aquatics, road safety improvements and rating concessions for eligible community groups and sporting clubs. Economic impacts include support for local investment, construction activity, service delivery, employment opportunities and community infrastructure.

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 7 – Employment Opportunities

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial Service Interruption Reputational
Cause	Not adopting the Annual Budget
Effect (Consequence)	Would delay the Town in delivering essential works to ratepayers and the community.
Risk Treatment	Adopt the Annual Budget
There is a financial, operational and service interruption risk associated with this item caused by not adopting the Town's budget in a timely manner, leading to delays in procurement of services and/or projects. The risk rating is considered to be Medium (8) which is determined by a likelihood of Unlikely (2) and a consequence of Major (4). This risk will be avoided by the adoption of the Annual Budget.	

OPTIONS

Option 1 – Adopt officer's recommendation
Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation, The *Local Government Act 1995* requires a local government's annual budget to be adopted by 31 August each year or otherwise seek Ministerial approval to be later than this date.

CONCLUSION

The proposed 2026-2027 Annual Budget provides a balanced and considered financial framework for the Town to continue delivering essential services, progress key capital works and maintain a sustainable approach to long-term asset renewal. The budget has been prepared with reference to the Council Plan and Long Term Financial Plan, incorporates the required statutory processes for differential rates and public consultation, and reflects Council's commitment to transparent, responsible and financially sustainable decision-making. Adoption of the budget will enable the Town to proceed with planned service delivery, infrastructure investment and reserve-funded priorities for the 2026-2027 financial year.

ATTACHMENTS

1. 2627 Annual Budget [**12.1.2.1** - 27 pages]
2. 2026-27 Concessions [**12.1.2.2** - 1 page]
3. LGIRS - DG Letter - Differential rate application 2026-2027 - Town of Port Hedland [**12.1.2.3** - 2 pages]

12.1.3	Delegation Register Review 2026-2027

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.

OFFICERS RECOMMENDATION & COUNCIL DECISION CM20202627/21

MOVED: Cr Todd **SECONDED: Cr Scott**

That Council pursuant to section 5.46(2) of the *Local Government Act 1995,* adopts the reviewed Town of Port Hedland Register of Delegated Authority as contained in Attachment 1.

CARRIED BY ABSOLUTE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for Council to consider the annual review of the Town of Port Hedland (the Town) Delegation Register, in accordance with Section 5.46(2) of the *Local Government Act 1995*. The Town derives its delegated authority from Council, which delegates power to the Chief Executive Officer (CEO.

DETAIL

Delegations of authority are an effective and efficient means of carrying out the functions or discharging the duties of the local government, by allowing decisions of the Council to be made by the CEO who in turn can delegate to other employees where appropriate.

Council, as delegator, is to review the delegated authority under the following Acts (relevant subsidiary legislation and local laws);

- *Local Government Act 1995;*
- *Emergency Management Act 2005;*
- *Building Act 2011;*
- *Bush Fires Act 1954;*
- *Cat Act 2011;*
- *Dog Act 1976;*
- *Food Act 2008;*
- *Graffiti Vandalism Act 2016;*
- *Fines, Penalties and Infringement Notices Act 1994;*
- *Litter Act 1979*, *Control of Vehicles (Off-Road Areas) Act 1978;*
- *Liquor Control Act 1988;*
- *Public Health Act 2016;*
- *Health (Miscellaneous Provisions) Act 1911;*

- *Caravan Parks and Camping Grounds Act 1995*; and
- *Planning and Development Act 2005*.

The Governance business unit coordinates the annual review of the Delegation Register, in consultation with the Executive Leadership Team (ELT), Senior Leadership Team (SLT), and relevant officers. Proposed amendments are consolidated into a draft register, which is presented to ELT for review. Following ELT consideration, the final draft Delegation Register is submitted to Council for consideration and adoption.
The proposed amendments include the consolidation of related delegations, updates to legislative references, removal of obsolete delegations and administrative improvements to enhance clarity, consistency and operational efficiency within the Register of Delegated Authority.

The following table outlines the proposed amendments to the Delegation Register, as detailed in Attachment 1.

Delegation	Amendment
1 Local Government Act 1995	
1.2.5 Abandoned Vehicles	Consolidation of delegations '1.2.5 Declare Vehicle is Abandoned Vehicle Wreck' and '1.2.6 Remove and Impound any goods and abandoned Vehicle'.
1.2.11 Obstruction of Footpaths and Thoroughfares	Consolidation of delegations '1.2.11 Obstructions of Footpaths and Thoroughfares' and '1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare'.
1.2.13 Dangerous Excavations of Public Thoroughfare	Consolidation of delegations '1.2.13 Public Thoroughfare – Dangerous Excavation' and '1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfare'.
1.2.15 Private Works on, over or under Public Places	Consolidation of delegations '1.2.15 Private Works on, over or under Public Places' and '1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places'.
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	Amended delegation title from '1.2.23 Defer, Grant Discounts, Waive or Write Off Debts' and increased the CEO's authority to approve EFTPOS customer service refunds from $100 to $200.
1.3.10 Complaints Officer (For Council Members, Committee Members and Candidates)	Marked for removal following amendments introduced by the Local Government Amendment Act 2024, which establish the Local Government Inspector as the statutory complaints authority from 1 January 2026.
2 Emergency Management Act 2005	
2.1.1 Emergency Management Powers	Amended delegation title from 'Power of Local Government to Destroy Dangerous Vegetation or

	Premises in Cyclone Area' and updated legislative references.
5 Building Act 2011	
5.1.1 Building Permit Authority Functions	Consolidation of delegations '5.1.1 Grant a Building Permit', '5.1.2 Demolition Permits' and '5.1.3 Occupancy Permits or Building Approval Certificates'.
6 Bush Fires Act 1954	
6.2.2 Prohibited Burning Times – Variation and Control of Activities	Consolidation of delegations '6.2.2 Prohibited Burning Times – Vary', '6.2.3 Prohibited Burning Times – Control Activities' and '6.2.4 Restricted Burning Times – Vary and Control Activities'.
7 Cat Act 2011	
7.1.1 Cat Administration	Consolidation of delegations '7.1.1 Cat Registrations', '7.1.3 Approval to Breed Cats', '7.1.6 Applications to Keep Additional Cats' and '7.1.7 Reduce or Waive Registration Fee'.
7.1.2 Cat Act 2011 Authorised Persons	Consolidation of delegations '7.1.2 Cat Control Notices', '7.1.4 Appoint Authorised Persons', '7.1.5 Recovery Costs - Destruction of Cats' and '7.2.1 Infringement Notices'.
8 Dog Act 1976	
8.1.1 Dog Registration	Updated legislative references for registration periods, fees and registration procedures.
8.1.3 Dog Act 1976 Authorised Persons	Consolidation of delegations '8.1.4 Recovery of Money Due Under this Act', '8.1.5 Dispose of or Sell Dogs Liable to be Destroyed', '8.1.6 Declare Dangerous Dog', '8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke' and '8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration' and updated legislative references.
9 Animal Welfare Act 2002	
9.1.1 Animal Welfare Act 2002 General Inspector	Updated delegation to include the powers and functions of a General Inspector appointed under the *Animal Welfare Act 2002*.
10 Food Act 2008	

10.1.1 Food Business	Consolidation of delegations '10.1.1 Prohibition Orders', '10.1.2 Food Business Registrations' and '10.1.7 Food Business List'.
10.1.3 Food Act 2008 Authorised Officers	Consolidation of delegations '10.1.3 Appoint Authorised Officers and Designated Officers', '10.1.4 Authorised Persons', '10.1.5 Designated Officers and Infringement Notices' and '10.1.6 Debt Recovery and Prosecutions'.
11 Graffiti Vandalism Act 2016	
11.1.1 Notices and Determination of Objections	Consolidation of delegations '11.1.1 Give Notice Requiring Obliteration of Graffiti' and '11.1.2 Notices – Deal with Objections and Give Effect to Notices'.
16 Public Health Act 2016	
16.1.1 Public Health Act 2016 Designated Authorised Officers	Updated legislative references, existing designated authorised officer positions and powers, and designated the Environmental Services Support Officer (1426) as an Authorised Officer.
16.1.2 Public Health Act 2016 Designated Environmental Health Officers	Updated legislative references, Environmental Health Officer designations and powers, and consolidated delegations '16.1.1', '16.1.3' and '16.1.4'.
18 Caravan Parks and Camping Grounds Act 1995	
18.1.1 Caravan Parks and Camping Grounds Act 1995 Authorised Persons	Consolidate delegations 18.1.1 Grant Licence, 18.1.2 Appointment of Authorised Persons, 18.1.3 Infringement Notices, 18.1.4 Camping other than at Caravan Park or Camping Ground.
19 Planning and Development Act 2005	
19.1.1 Planning and Development Act 2005 Authorised Persons	Consolidation of delegations '19.1.1 Illegal Development', '19.1.3 Enforcement Powers' and '19.2.3 Authorised Person Entry and Inspection Powers' and updated legislative references.
19.1.4 Structure & Development Plans	Consolidation of delegations '19.1.4 Reports to the Development Assessment Panel', '19.2.1 Development Applications' and '19.2.2 Structure Plans and Local Development Plans', and updated legislative references.

20 Environmental Protection Act 1986	
20.1.1 Environmental Protection Act 1986 Authorised Persons	Consolidation of delegations '20.1.1 Noise Control - Environmental Protection Notices', '20.1.2 Noise Management Plans', '20.1.3 Noise Management Plans' and '20.1.4 Appointment of Authorised Persons under the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997'*, and updated legislative references.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Elected Members
- Chief Executive Officer
- Executive Leadership Team
- Senior Leadership Team
- Coordinator Customer Experience
- Coordinator Theatre & Cinema
- Coordinator Visitor Services
- Human Resources Business Partner
- Principal Business Systems
- Principal IT Operations
- Project Analyst ERP Project
- Senior Audit, Risk & Insurance Advisor
- Senior Procurement & Contracting Advisor
- Senior Project Manager
- Senior Records & Information Officer

External Agencies

- Atlin Consultants

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 5.42 Requires delegations made by Council to be adopted by absolute majority.
Section 5.44 Authorises the CEO to delegate powers and duties to Town employees.
Section 5.46(2) Requires delegations made under Division 5 to be reviewed by the delegator at least once every financial year.

The Register of Delegated Authority includes delegations made under the following legislation and associated subsidiary legislation:
Animal Welfare Act 2002
Building Act 2011
Bush Fires Act 1954
Caravan Parks and Camping Grounds Act 1995
Cat Act 2011
Control of Vehicles (Off Road Areas) Act 1978
Dog Act 1976
Emergency Management Act 2005
Environmental Protection Act 1986
Fines, Penalties and Infringement Notices Enforcement Act 1994
Food Act 2008
Freedom of Information Act 1992
Graffiti Vandalism Act 2016
Health (Miscellaneous Provisions) Act 1911
Liquor Control Act 1988
Litter Act 1979
Local Government Act 1995
Planning and Development Act 2005
Public Health Act 2016
Public Interest Disclosure Act 2003
Road Traffic (Vehicles) Act 2012

All delegations under each of the Town's Local Laws have been included in this Delegation Register as follows:
Animals, Environment and Nuisances Local Law 2016
Bush Fire Brigades Local Law 2017
Cemetery Local Law 2015
Health Local Law 2016
Parking Local Law 2015
Public Places and Local Government Property Local Law 2016
Standing Orders Local Law 2014
Dogs Local Law 2021
Waste Local Law 2020

The following Council Policies are reflected within the delegation register:

- 1/001 Council Framework Policy
- 1/014 Execution of Documents and Affixing of the Common Seal
- 1/022 Risk Management
- 1/023 Public Interest Disclosure
- 1/024 Fraud and Corruption
- 1/030 Records Management Policy
- 1/031 Privacy Policy
- 1/032 Information Breach Policy
- 1/033 Information Classification Policy
- 1/034 Information Management Policy
- 2/004 Rating
- 2/005 Financial Hardship

- 2/007 Procurement Policy
- 2/010 Council Investments
- 2/016 Regional Price Preference
- 2/018 Borrowings
- 2/019 Financial Reserves
- 2/020 Fees and Charges Waiver Policy
- 2/021 Credit and Purchase Card Policy
- 2/022 Panels of Pre-Qualified Suppliers
- 4/07 Trading in Public Places Policy
- 6/003 Town of Port Hedland Community Grants Program
- 6/006 Consumption of Alcohol
- 6/01 Camping other than at a Caravan Park or Camping Ground Policy
- 9/010 Asset Management Policy

FINANCIAL AND RESOURCE IMPLICATIONS

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

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.
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 3 – Accessible Information

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	If the Delegation Register is not adopted, there is a compliance risk associated with the review not being conducted within the statutory timeframe.
Effect (Consequence)	Non-compliance with statutory timeframes and potential negative impact on the Town's reputation.
Risk Treatment	Council adopts the 2026-2026 Town of Port Hedland Delegation Register.

There is an Operational risk associated with this item caused by the 2026-2027 Delegation Register not being adopted, leading to the non-compliance of statutory timeframes and the potential for the organisation to be unable to continue operating in an effective or efficient manner.

The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).

This risk will be eliminated by the adoption of the officer's recommendation.

OPTIONS

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

CONCLUSION

The annual review of the Town of Port Hedland Delegation Register has been completed in accordance with section 5.46(2) of the *Local Government Act 1995*. The proposed 2026-2027 Delegation Register is provided as Attachment 1, with a tracked changes version provided as Attachment 2.

Council's adoption of the reviewed Delegation Register will ensure delegations remain current, support efficient decision-making, and maintain compliance with legislative requirements.

ATTACHMENTS

1. Proposed- Council- Delegation- Register- Accepted- Amendments [**12.1.3.1** - 144 pages]
2. Proposed- Council- Delegation- Register- Track- Changes [**12.1.3.2** - 221 pages]

12.2 Community Services

Nil

12.3 Regulatory Services

Nil

12.4 Infrastructure Services

12.4.1	Expression Of Interest 2425-14 South Hedland Bowls and Tennis Club - Expression of Interest

Author:	**Director Infrastructure Services**
Authorising Officer:	**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.

OFFICERS RECOMMENDATION:

That Council with respect to Expression of Interest (EOI) 2425-14 South Hedland Bowls and Tennis Club:

1. **Authorises the Chief Executive Officer (CEO) to advise proponents that the Expression of Interest (EOI) will not be awarded; and**
2. **Requests the CEO to determine the process of the future utilisation of the South Hedland Bowls and Tennis Club and associated facilities.**

COUNCIL DECISION CM202627/214

MOVED: Deputy Mayor Melville **SECONDED: Cr Butson**

That Council with respect to Expression of Interest (EOI) 2425-14 South Hedland Bowls and Tennis Club:

1. **Authorises the Chief Executive Officer (CEO) to advise proponents that the Expression of Interest (EOI) will not be awarded; and**
2. **Requests the CEO to determine the process of the future utilisation of the South Hedland Bowls and Tennis Club and associated facilities, with a further report to be brought before Council by no later than February 2027.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

REASON FOR CHANGE FROM OFFICERS RECOMMENDATION
The Council was supportive of the Chief Executive Officer finalising the current Expression of Interest process and requested that a report be presented to Council on the outcome of the assessment process. This would enable Council to consider the findings and determine the appropriate way forward.

PURPOSE

The purpose of this report is for Council to consider not awarding EOI 2425-14 for the South Hedland Bowls and Tennis Club (SHBTC) Expression of Interest (EOI) due the elapse of time taken to undertake the planned works and change of Council members. A further report will be brought to the Council on proposals for the use of the South Hedland Bowls and Tennis Club.

DETAIL

In November 2024, the Town advertised an EOI for a group to develop a successful not for profit, community or commercial enterprise at the SHBTC location. The EOI ran for two months and an inspection for interested parties was held in December 2024. Two parties responded to the EOI via vendor panel. An assessment was undertaken and a briefing was given to Councillors in May 2025. (The Town lost two key staff managing this process during this period hence the delay.)

At the briefing, the Councillors asked the officers to bring a further proposal to the Council considering whether or not the Town should control the facility given the need for community facilities in South Hedland. In August 2025, the Council lost its quorum, and the work was put on hold pending further investigations into the building. It was found there was significantly more work which was required to be done than had originally been planned. This included replacement of the bowling green lighting. This had to be removed as a matter of urgency given the impending cyclone season. This was reported to the Council and further budget was provided in January 2026 as part of the Second Quarter budget adjustments.

In November 2025 the proponents were written to outlining where the process was up to.

Given the time period that has elapsed since the EOI and also the time needed to get the facility up to standard it is recommended that the EOI not be awarded and that a further process will be undertaken to gauge interest in the facility. The process for utilisation of the SHBTC will be the subject of a further report to Council in the coming months – closer to the time the planned works will be completed.

LEVEL OF SIGNIFICANCE

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

- Significant - Any transfer of ownership or control or the constructions, replacement or abandonment of a strategic asset.

CONSULTATION

Internal

- Chief Executive Officer
- Director Community Services
- Manager Infrastructure Operations
- Manager Governance
- Coordinator Property Management

External

- Norda Architects

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995 (WA)

Section. 3.58 (1) Disposing of Property, the lease transfers property for a period of time. In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

Local Government (Functions and General) Regulations 1996

Section 30 (2)(b) Dispositions of property excluded from section 3.58 of the Act, excludes community and sporting group leases. The land is disposed of to a body, whether incorporated or not — the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

FINANCIAL AND RESOURCE IMPLICATIONS

The Town has committed $1.3 million towards the renovation and upgrade of the South Hedland Bowls and Tennis Club facility. Given the additional works identified during further investigations, including the replacement of bowling green lighting and other asset renewal requirements, these funds will continue to be required to bring the facility to an appropriate operational standard regardless of the outcome of the current EOI process.

Not awarding the EOI at this stage does not create any additional immediate financial commitment beyond the approved capital works budget; however, it will require ongoing staff resources to complete the planned upgrades, develop future utilisation options for the site, undertake stakeholder engagement, and progress a new market testing or expression of interest process. The investment is intended to ensure the facility can support future community, sporting, entertainment or commercial uses and help address the shortage of suitable community facilities in South Hedland.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

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

1.2 Inclusive and involved community

1.4 Well-utilised and valued community facilities and services

Environmental

The proposed recommendation to not award the current EOI has no significant identifiable environmental implications. The Town will continue to progress the planned refurbishment and asset renewal works at the South Hedland Bowls and Tennis Club, including upgrades to ageing infrastructure. These works provide an opportunity to improve the sustainability, safety and longevity of the facility while ensuring it remains fit for future community use. The recommendation itself does not change the environmental footprint of the site beyond the approved renovation works already planned.

Economic

The recommendation allows the Town to reassess the future use of the facility following the completion of planned upgrades and in consideration of current community needs. While the decision may delay the commencement of any commercial or community enterprise proposed through the EOI process, it provides Council with the opportunity to maximise the value derived from its $1.3 million investment and ensure the facility's future operation aligns with strategic community and economic objectives. A future utilisation process may identify opportunities to increase local economic activity, support community events, and improve the long-term sustainability of the asset.

Social

South Hedland has a recognised shortage of community facilities capable of hosting events and activities. By not proceeding with the current EOI and instead considering future utilisation options once the facility upgrades are completed, Council retains the opportunity to assess how the facility can best meet the evolving needs of the community. The refurbishment of the SHBTC has the potential to enhance access to recreation, social connection, community events and civic participation, contributing positively to community wellbeing and supporting the Town's objective of providing well-utilised and valued community facilities.

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 4 – Quality of Service

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Through the Town not awarding the EOI
Effect (Consequence)	The community may be critical of the Town for not progressing the EOI process and for a building to be still awaiting renovations to commence.
Risk Treatment	Undertake renovations and provide further advice to Council on utilisation of the building and associated facilities.

There is a/an Operational risk associated with this item caused by not awarding the EOI, leading to a reputational risk through the Town having taken a decision not to award the EOI after 18 months have elapsed. There is also a continuing risk of not having community services being able to be provided at the site through use of the bowling green and tennis courts.
The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).
This risk will be treated by the completing the renovations and providing further advice to the Council on the process for deciding how the building and associated assets will be utilised.

OPTIONS

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

CONCLUSION

The report has identified that, since the close of the EOI process in early 2025, a considerable period of time has elapsed due to staff changes, further investigations into the condition of the facility, and the need to undertake additional renewal works not originally anticipated. During this period, previous Councillors also requested consideration of the Town retaining greater control of the facility to address the growing demand for community spaces in South Hedland. Given these changed circumstances, the original EOI process no longer reflects the current condition of the asset or Council's strategic considerations for its future use.

It is therefore considered appropriate not to award the current EOI and instead undertake a new process once the planned upgrades to the South Hedland Bowls and Tennis Club are substantially complete. This approach will provide Council with an opportunity to fully consider future utilisation options for the facility, ensure prospective proponents have accurate information regarding the asset, and maximise the community benefit derived from the Town's investment in the site. A further report will be presented to Council outlining options and recommendations for the future use and activation of the facility

ATTACHMENTS

1. EOI- South Hedland Bowls and Tennis Club-20-11-2024 [**12.4.1.1** - 20 pages]

12.4.2	Lease Agreement - Town of Port Hedland and South Hedland Lotteries House Inc.

The Mayor reminded the meeting that Cr Scott had declared an impartiality interest in item 12.4.2, as she is an employee of Julyardi, one of the organisations currently insitu at the Lotteries House Facility.

Author:	**Coordinator Property Management**
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.

OFFICERS RECOMMENDATION & COUNCIL DECISION CM202627/215

MOVED: Cr Todd **SECONDED: Cr Edwards**

That Council with respect to the Lease Agreement with the South Hedland Lotteries House Incorporated:

1. **Approves the request to proceed with the negotiation of a new lease agreement for a 10-year term with the option for two further 5-year terms with an initial annual fee of $214.50 (as amended from time to time); and**
2. **Authorises the Mayor and Chief Executive Officer to execute the lease.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for Council to consider the Town of Port Hedland entering into a new lease agreement with South Hedland Lotteries House Inc (Lotteries House Inc) for a period of 10 years with 2 x further five (5) year terms. Lotteries House will undertake a greater level of maintenance as per the updated maintenance schedule. This is in line with the Lotteries House operating model whereby the facility has a Management Committee which oversees tenancies in line with the original Lotteries West grant.

DETAIL

The Town of Port Hedland (the Town) and Lotteries House Inc are in the process of negotiating a renewal of Lease for the Lotteries House building located at Lot 1500, number 4 Rason Link, South Hedland. The previous peppercorn lease commenced on 23 February 1998 for a Twenty-one (21) year term, expiring on 22 February 2019.

The Town and Lotteries House have been engaged in negotiations to enter into a new lease agreement that will enable the continuation of services to be provided to the wider community, while maintaining a wholistic approach to maintaining the current facility in a manner which benefits both parties.

The services provided by Lotteries House Inc are of a complex and confidential nature, providing community with available services that would otherwise not be accessible within the Town and may require travel to other regional areas or the City of Perth. The facility provides conference spaces for use with availability to the public and not for profit organisations for the purposes of training, workshops and events, along with a range of affordable office spaces for small charitable community services with an annual revenue of under $500,000.00.
Currently, the following groups are insitu at the facility:

- Royal Lifesaving Society WA;
- Child Australia;
- Pilbara Aboriginal Health Alliance;
- Pilbara Community Legal Service;
- Relationships Australia WA;
- Julyardi;
- Yorgum Healing Services;
- Apprentice Support Australia;
- Helping Minds Mental Health Services and Carer Support; and
- Gumala Aboriginal Corporation.

To allow the continued support of the groups to the wider Hedland Community, the Town is proposing that in lieu of the previous peppercorn agreement, a Community Lease with an annual fee of $214.50 is considered and established with the Lotteries House for an initial term of ten (10) years, with 2 x further five (5) year term options made available.
A rental evaluation has been conducted and outlines an expected commercial rental of $350,000 - $400,000 per annum. The Town is subsidising the rental by up to $399,792 per annum.

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

- Leasing Officer;
- Director Infrastructure Services;
- Manager Planning and Economic Development.

External

- South Hedland Lotteries House Inc;
- Manager South Hedland Lotteries House Inc.

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section. 3.58 (1) Disposing of Property, the lease transfers property for a period of time. In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

The property is situated on a Crown Reserve under management control of the Town of Port Hedland and therefore there is no value to the land, thus meeting the criteria of the CEO's delegation being less than $20,000.

Local Government (Functions and General) Regulations 1996

Section 30 (2)(b) Dispositions of property excluded from section 3.58 of the Act, excludes community and sporting group leases. The land is disposed of to a body, whether incorporated or not — the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

In accordance with Council Policy 5/02 Community Leasing the Lessee remains eligible for reduced rent. This includes consideration of strategic alignment, community benefit, facility utilisation, asset sustainability, and the capacity of the applicant organisation to maintain and manage the leased premises. The Community Rental is consistent with the original terms of the agreement for the construction and management of the facility.

FINANCIAL AND RESOURCE IMPLICATIONS

The proposed lease arrangement has minimal financial impact on the Town as it moves from a historic peppercorn lease to a community leasing agreement of $214.50 based on the current Fees and Charges schedule. The lease formalises the current use of the facility ensuring an ongoing positive relationship between The Town and South Hedland Lotteries House. Existing property management and lease administration resources will be utilised with no requirement for additional staffing or operational allocation necessary.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

<u>Our Community</u>

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 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 proposed lease is administrative in nature and relates to the continued occupation and use of an existing community facility. As no changes to land use, building footprint, infrastructure, or development activities are proposed, there are no identifiable environmental impacts associated with this matter. The continuation of the lease is not expected to affect local environmental values, natural resources, or sustainability outcomes.

Economic

South Hedland Lotteries House contributes positively to the local economy through the delivery of support services that improve community resilience and reduce barriers to participation. Providing affordable tenure arrangements supports the ongoing viability of the organisation and enables it to continue attracting funding, volunteers, and service partnerships to the region. While the direct economic impact of the lease is modest, the continued operation of the Centre generates broader community benefits through improved health and social outcomes.

Social

The proposed lease will continue to deliver positive social outcomes by supporting the ongoing operation of a respected community organisation that has served the broader Hedland community for over 20 years. The Centre provides a range of affordable services situated locally. Securing a long-term lease will help ensure these important services remain available, strengthening community wellbeing, social inclusion, and access to support individuals and families across the Pilbara region.

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	Reputational
Cause	Negotiations to renew an expired lease have been ongoing with the existing proponent for an extended period of time.
Effect (Consequence)	As there is currently not a valid lease between the Town of Port Hedland and South Hedland Lotteries House Inc, the

	Town may be exposed to adverse publicity and reputational damage given the time this negotiation has been ongoing.
Risk Treatment	Support the negotiation of a Lease with South Hedland Lotteries Inc for $214.50 per/annum, taking into consideration the agreement with the proponent will include greater responsibility for the ongoing maintenance and upkeep of the facility at the proponent's expense, in consultation with the Town.
There is a Strategic risk associated with this item caused by not entering into a negotiated, leading to potential loss of services and reputational damage within the community. The risk rating is considered to be Medium (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be treated by the negotiation and execution of an agreed term of Lease between the Town and Lotteries House.	

OPTIONS

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

CONCLUSION

Lotteries House provides essential and accessible services for the Town of Port Hedland and the wider community. These services are a necessary and ongoing requirement for the community, with the listed services offering confidential support, a safe environment, and accessibility to the Hedland Community. They are a longstanding organisation and have been self-sustainable for more than 20 years.

ATTACHMENTS

1. Rental Appraisal Lotteries House [**12.4.2.1** - 8 pages]

12.5 Office of the CEO

12.5.1	Council Plan Quarterly Report – FY2025/2026 Quarter Four

Author:	**Principal Strategy & Corporate Performance**
Authorising Officer:	**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.

OFFICERS RECOMMENDATION & COUNCIL DECISION CM202627/216

MOVED: Cr Scott **SECONDED: Cr Todd**

That Council receives and notes the Council Plan Quarterly Report for Quarter Four 2025–2026, as contained in this report and Attachment 1.

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for Council to receive and note the quarterly progress report on the *Council Plan 2025-2035* (Council Plan) projects and key actions for the period April to June 2026.

DETAIL

Section 5.56 (1) of the *Local Government Act 1995* requires all Local Governments to have a plan for the future of the district, and under the *Local Government (Administration) Regulations 1996*, all Local Governments are required to have adopted key strategic documents that meet a series of requirements.

The *Council Plan 2025-2035* (incorporating the Strategic Community Plan and the Corporate Business Plan) is the Town's key strategic document and is supported by other informing strategies and together, these documents drive the development of the Local Government's Annual Budget. The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the Department of Local Government, Industry Regulation and Safety (LGIRS), which guides the strategic planning process, require that regular monitoring and reporting of these plans are undertaken. Quarterly updates form part of this key reporting process.

The Town's Council Plan outlines the long-term outcomes the Town aims to achieve over a 10-year period. To support delivery of these outcomes, the Plan establishes

four-year priorities, service level commitments and key actions and projects that guide implementation during the first four years of the Plan.

The Council Plan was adopted by Council on 24 September 2025 and is undergoing a review in 2026 through the Major Strategic Review process and subsequently updated as needed every year, with progress and achievements reported in the Annual Report.

The Quarterly Report

The Council Plan Quarterly Report provides an update on the progress of key actions and projects contained within the Town's Council Plan.

The Quarter Four 2025–2026 Report includes progress made on all key actions and projects contained within the Council Plan during the period April to June 2026. Actions scheduled to commence or progress during the Financial Year (FY) 2025–2026 are reported on in detail. Each action is presented with progress status, percentage completed, responsible Directorate and commentary on key achievements, milestones, any challenges impacting delivery and the contribution the action is making, or is expected to make, towards achieving the Council Plan's long-term outcomes. Actions not scheduled to commence during FY2025–2026 have been included for information only.

The Council Plan contains 52 projects and key actions to be delivered during the initial four years of the Plan. Of the 52 actions, 37 were scheduled to commence or progress in FY2025/2026 and are reported on in this Quarterly Report.

As of 30 June 2026, four out of 37 actions have been completed, 18 are on track and 15 are behind schedule.

The table below provides a summary of the actions category, category description and the number and percentage of actions within each category.

Category	Description	Number	%
Not started	This initiative/project has not started at the scheduled time	0	0
On track	This initiative/project is in progress and expected to be completed in the scheduled time	18	49%
Behind schedule	This initiative/project is in progress but not expected to be completed in the scheduled time or has not reached the desired milestone at the current reporting period.	15	40%
Completed	This initiative/project was completed during the reporting period or prior quarters	4	11%
Past Due	This initiative/project has not started at the scheduled time or is in progress but has passed its scheduled completion date.	0	0

Not Proceeding	No longer proceeding as directed by Council resolution in response to external factors or change in direction	0	0
Total actions scheduled to commence or progress in FY2025/2026		37	100%

The chart below shows the progress status of actions reported in Quarter Four 2025–2026, highlighting the proportion of actions completed, on track and behind schedule.

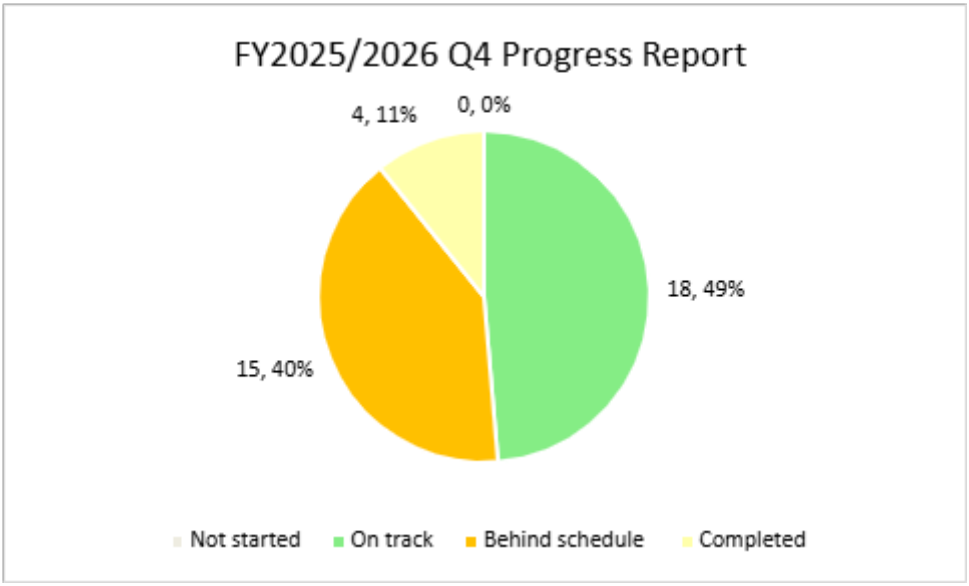

Figure 1: Percentage of actions by status

FY2025-2026 Quarter 4 Highlights

Highlights of the period April to June 2026 include the progression of important projects including:

- *JD Hardie Stage 3* – Construction commenced in April 2026 and is progressing ahead of schedule.
- *Community Safety* – Youth Food Access initiatives progressed during Q4, with food access mapping completed, the Bussin' Bites program continuing to provide food support and cooking education, and development of a community-supported Pay It Forward Meal Bank underway to strengthen long-term food security outcomes for young people across Hedland. *Events and facilities' activation* – The three-year First Nations audience development initiative progressed in Q4, with funding secured, implementation planning underway, culturally informed engagement activities delivered, and partnerships strengthened to increase community participation in arts and cultural experiences. Recognition of the initiative's early success was demonstrated through an invitation to present at the annual Circuit West event, providing an opportunity to showcase the Port Hedland approach and share early successes

and lessons learned with industry leaders and presenters from across the sector.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the proposal or decision is not of a nature or significance that requires engagement.

CONSULTATION

Internal

- Executive Leadership Team
- Senior Leadership Team

External

Nil

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 5.56

Local Government (Administration) Regulations

Regulation 19C

Regulation 19DA

FINANCIAL AND RESOURCE IMPLICATIONS

All costs associated with the Council Plan and with the implementation of actions within the Council Plan were approved through the annual budgeting process budget.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

<u>Our Leadership</u>
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

Environmental

There are no significant identifiable environmental implications related to this item.

Economic

There are no significant identifiable economic implications related to this item.

Social

There are no significant identifiable social implications related to this item.

Access and Inclusion

There are no known access and inclusion implications.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance Reputational
Cause	Failure to report on progress against the Council Plan projects and key actions.
Effect (Consequence)	Not delivering on the Council and community expectation to be informed of the Town's performance against the projects and key actions as contained in the Council Plan. Non-compliance with the IPR (Integrated Planning and Reporting) requirement to have a system of monitoring and reporting performance of the Town's Council Plan.
Risk Treatment	Receive the Quarterly progress report on the Town's Council Plan.
There is a Strategic risk associated with this item caused by failure to report on progress against the Council Plan projects and key actions, leading to perception that the Town has not performed as expected by the community. The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be treated by quarterly reporting to Council on performance against Council Plan projects and key actions.	

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 progress the Town has made in implementing the adopted Council Plan 2025-2035. The Council Plan outlines the long-term outcomes the Town seeks to achieve and establishes four-year priorities, service level commitments, key projects and actions to support their delivery. This report provides an update on the status of each project and key action scheduled to commence or progress in FY2025–2026, together with commentary on achievements, challenges, and the impact achieved or expected in contributing to the Council Plan's outcomes. Actions not scheduled to commence during FY2025–2026 have been included for information only.

ATTACHMENTS

1. Council Plan 2025-2035 Quarterly Report 2025-26 Q 4 [**12.5.1.1** - 28 pages]

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)
15.1 Reports of Officers

COUNCIL DECISION CM202627/217

MOVED: Deputy Mayor Melville **SECONDED: Mayor Behrend**

That Council close the meeting to members of the public at 7.17pm as prescribed in Section 5.23(4) of the *Local Government Act 1995*, to consider items 15.1.1, 15.1.2, 15.1.3 and 15.1.4.

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

Members of the public left the Council Chambers at 7.17pm.

15.1.1	Town Debtors

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.

OFFICERS & COMMITTEE RECOMMENDATION & COUNCIL DECISION CM202627/218

MOVED: Deputy Mayor Melville **SECONDED: Cr McDowall**

That Council with respect to the Town's Debtors:

1. **Receive the report; and**
2. **Endorses the actions to commence disposition of property pursuant to s6.68 of the Act for Property ID 4495, 4421 and 6051.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for the Audit, Risk and Improvement Committee (the ARIC) to inform Council of ongoing progress towards actions on the Town of Port Hedland's (the Town) outstanding Aged Miscellaneous and Rates Debt.

The Town's Policy 2/005 Financial Hardship deals with payment arrangements.

DETAIL

Miscellaneous Debtors

Miscellaneous debtors are created when an invoice is issued for goods or services provided by the Town. Should a debt remain unpaid after three months, the debt is referred to AMPAC Debt recovery for collection.

The Town's Miscellaneous Debt Collection Procedure is:

Stage	Days from invoice issue date	Action taken
1	Over 30 Days	Statements issued with a reminder that the account is now overdue
	Over 42 days	Stop credit will be enforced if the debt remains unpaid. Accounts Receivable contact the Debtor.
2	Over 60 days	Debtor statements issued with a "Final Notice" stamp advising payment is required within 7 days or legal action will commence. Accounts Receivable contact the Debtor.
3	Over 67 days	If payment has not been received or a payment arrangement entered into 7 days after stage 2, a letter allowing a further 10 days to settle the account or make alternative arrangements is issued to the Debtor
4	Over 90 days	The Director Corporate Services and Manager Financial Services are authorised to commence legal action to collect debts outstanding over 90 days from date of invoice.

Included as Attachment 1 are the Town's Aged Miscellaneous Debtors. Noting the total is net of credits, a summary is as follows:

As at Date	Current	30+ days	60+ days	90+ Days	TOTAL
30 June 2026	$3,889,999	$302,973	$5,502	$35,105	$4,233,578

Items of Significance

- Debtor 279, Capital Grant funding, $2,709,702, in Current Miscellaneous Debt, payment has since been received.

The provision for miscellaneous doubtful debts as at 30 June 2025 was $122,590 and the Manager Financial Services is not proposing to change this provision as it remains adequate.

Rates Debtors

The Town has collected 99.1% of Current Rates debt in the 2025/26 Financial Year. There are currently no debtors on declared and approved financial hardship.
Actions undertaken are summarised as follows:

Days from invoice issue date	Action taken
Over 35 Days	Final Notice is issued seven days after the due date requesting full payment within 14 days unless the Ratepayer has agreed to enter into a special payment arrangement or is able to catch-up to the instalment option as per the Rate Notice (Does not apply to Pensioners and Seniors).
Over 60 days	Where debt is still outstanding, Rates Officers will make best effort to contact the Ratepayer prior to commencing further debt recovery action.

Where the debt remains unpaid, the Town will explore the debt recovery procedures outlined in Policy 2/005 Financial Hardship and in line with the *Local Government Act 1995.*

Included as Attachment 2 is the summary of the Town's Rates Debt.
By age, outstanding Rates debt are as follows:

As at Date	Current	Arrears	3rd Previous Year and Greater	TOTAL
30 June 2025	$2,240,504	$376,762	$140,217	$2,757,485
30 June 2026	$782,814	$1,380,441	$207,938	$2,371,194

The provision for rates doubtful debts as at 30 June 2025 was $23,842, and the Manager Financial Services is not proposing to change this provision at the moment, as in the opinion of Management, it remains adequate.

Items of Significance

As per Council decision (CM202627/194) Council rejected the appeal to write of interest charges on outstanding rates for Prop ID 8240, this debt remains in Arrears.

Debtors greater than 5 years:

- Property ID 6103; McLeods have prepared a Federal Court application to allow the State Solicitors Office (SSO) and authorities to transfer the land to the Town. This has notified the mortgagees who have now raised enquiries on the outstanding debt with the Town's Lawyers.

- Property ID 4495; This property was listed for sale in 2025 although it appears the sale has fallen through, Note the advance to LGA sale of property for unpaid rates as per section 6.68 of the Local Government Act 1995.
- Property ID 3185; Property was sold and debt has been fully recovered.
- Property ID 3103; Ratepayer has agreed to make a lump sum payment and is currently on a fortnightly payment plan.
- Property ID 4421; Form 2 lodged for Local Government Act (LGA) sale to commence as per section 6.68 of the Local Government Act 1995 unless debt settlement can be reached earlier.

Debtors at least 3 years but less than 5 years:

- Property ID 6051; Note the advance to LGA sale of property for unpaid rates as per section 6.68 of the Local Government Act 1995 unless a payment agreement can be reached earlier.
- Property ID 2514; Note apply rent for rates on outstanding debt as per delegation 1.2.30.
- Property ID 1016; Note seeking to recover Rates as per delegation 1.2.28 via a General Procedure Claim (GPC).
- Property ID 139; Ratepayer to commence a payment plan.
- Property ID 4668; Note seeking to recover Rates as per delegation 1.2.28 via a General Procedure Claim (GPC).

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be high, because any issue, proposal, decision or other matter that will substantially affect a wide range of people who reside in Port Hedland.

CONSULTATION

Internal

- Accounts Officer
- Rates Officers

External

Nil

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
Section 5.23(4)
5.23 (4)(b)
Part 6 – Financial management (Division 4 – General financial provisions)
Section 6.12(c)

Part 6 – Financial management (Division 6 – Rates and service charges) (Subdivision 4 – Payment of rates and service charges).
Section 6.47
Part 6 – Financial management (Division 6 – Rates and service charges) (Subdivision 5 – Recovery of unpaid rates and service charges).
Section 6.60
Part 6 – Financial management (Division 6 – Rates and service charges) (Subdivision 6 – Actions against land where rates or service charges unpaid).
Section 6.64(1)
Section 6.64(3)
Section 6.68(1)
Section 6.71(1)

Register of Delegated Authority
1.2.26
1.2.28
1.2.29
1.2.30
1.2.31
1.3.7

FINANCIAL AND RESOURCE IMPLICATIONS

The provision for doubtful debts for both miscellaneous sundry and rates debt is considered adequate.

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

Environmental

There are no significant identifiable environmental implications related to this item.

Economic

There are no significant identifiable economic implications related to this item.

Social

There are no significant identifiable social implications related to this item.

Access and Inclusion

The Town's *Access and Inclusion Plan 2023-2026* has been considered, with no access and inclusion implications identified.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	Non-recovery of debts
Effect (Consequence)	Increased spending in legal and collection costs
Risk Treatment	Adhering to debt recovery procedures to ensure timelines are met and the debtor is provided opportunities to settle their debt(s).
There is an Operational, risk associated with this item caused by non-recovery of debts leading to increased spending on legal and collection costs. The risk rating is considered to be High (15) which is determined by a likelihood of Almost certain (5) and a consequence of Moderate (3). This risk will be treated by adhering to debt recovery procedures to ensure timelines are met and the debtor is provided opportunity to settle their debt and maintaining an appropriate amount for provision of doubtful debts.	

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 serves the purpose of reporting to the ARIC on the Town's progress in addressing Aged Miscellaneous and Rates Debt. The detailed overview of Miscellaneous Debtors and Rates Debt, along with the established procedures and actions, reflects the Town's commitment to responsible financial management. The approach taken from invoicing to debt recovery demonstrates adherence to best practice principles.

The Financial Hardship Policy demonstrates the Town's recognition of genuine financial challenges, highlighting a balanced and compassionate approach to outstanding rates. This report, in accordance with the *Local Government Act 1995*, demonstrates the Town's commitment to financial responsibility and ethical debt management.

ATTACHMENTS

Reasons for Confidentiality: *Local Government Act 1995* Section 5.23(4)(b) Information relating to the personal affairs of an individual.

1. CONFIDENTIAL - Miscellaneous Debtors 30 June 2026 [**15.1.1.1** - 1 page]
2. CONFIDENTIAL - Rates Debtors 30 June 2026 [**15.1.1.2** - 1 page]

15.1.2	Award of RFT2526-22 Leaf Enhanced Air Filtration

Author:	**Coordinator Landscape & Irrigation**
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.

OFFICERS RECOMMENDATION & COUNCIL DECISION CM202627/219

MOVED: Cr McDowall **SECONDED: Cr Edwards**

That Council with respect to the award of RFT2526-22 Project Leaf Enhanced Air Filtration (LEAF) and pursuant to sections 9.49A(4) and 9.49B of the *Local Government Act 1995*:

1. **Authorises the Chief Executive Officer to execute a contract for the award of RFT2526-22 Project LEAF to Yurra Pty Ltd; and**
2. **Approves the contract value of $1,168,968.00 (excluding GST) for a period of two (2) years, with an optional two (2) year extension, noting that CPI adjustments may occur in later years and that an allowance has been made for ad hoc weather provisions.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for the Council to consider the assessment of submissions received for RFT2526-22 Project LEAF and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

Project Leaf Enhanced Air Filtration (LEAF) is a significant environmental initiative designed to improve air quality and amenity outcomes in Port Hedland through the establishment and ongoing maintenance of extensive native vegetation plantings. The project supports dust mitigation, biodiversity enhancement, and long-term environmental sustainability outcomes for the community.

The Town requires a qualified external contractor to deliver a program of scheduled horticultural works and irrigation testing.

The contract requires the contractor to manage routine and reactive maintenance in a Pilbara climate, including allowances for potential rain events that may increase maintenance needs.

The scope of works includes:

- Spot weed control;
- Control outbreaks of pests and disease issues;

- Pruning shrubs as required for overall health reasons and corrective pruning on damaged trees or tree suckering;
- Removal of dead vegetation, trees and stumps;
- Replacement of dead trees and plants (with stock supplied by the Town);
- Installation or replacement of tree and plant staking;
- Comprehensive irrigation testing;
- Whipper snipping across landscaped areas and verges;
- Provide the Town of Port Hedland with an annual Environmental Monitoring report;
- Bring to the attention of the contract supervisor any issues evidenced whilst carrying out the work;
- Provide a detailed report of the work undertaken after the end of the work; and
- Consultation with external stakeholders – including but not limited to the Kariyarra, Ngarla, and Nyamal organisations.

The project aims to maintain, and enhance the presentation, functionality, and health of landscaped areas within the area. This initiative supports the Town's broader commitment to improving public amenities, increasing vegetation resilience, and delivering high-quality civic maintenance outcomes across Port Hedland.

Request for Tender

The Town released a Request for Tender (RFT) on 22 May 2026 on Vendorpanel (the Town's e-tendering portal) and was advertised in the West Australian and the Northwest Telegraph with a closing date of 12 June 2026. The RFT number for this project is RFT2526-22. There were 0 addendums that were released during the tender period relating to scope clarifications.

Tender Assessment

The Town received 2 responses of which 0 were deemed non-compliant.

The respondents were as follows:

- Environmental Industry Pty Ltd
- Yurra Pty Ltd

An evaluation meeting was held on 29 June 2026, facilitated by the Town's Procurement Representative. The compliant submissions were evaluated by a Panel of 5 Town employees whose main objectives were to:

- Make a recommendation to the Council;
- Ensure the tender submissions are assessed fairly in accordance with a Predetermined weighting schedule;
- Ensure adherence to Local Government Policies and legislation; and
- Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the following qualitative criteria:

Qualitative Criteria	(%)
Relevant Experience	35
Capacity to Deliver	35
Demonstrate Understanding	30
Total	100

A summary of the assessment results of each submission received is included in the confidential evaluation report attached.

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

Internal

- Director Infrastructure Operations
- Manager Infrastructure Operations
- Manager Planning and Economic Development
- Coordinator Parks and Gardens
- Coordinator Landscape and Irrigation
- Leading Hand Parks and Gardens
- Leading Hand Irrigation

External

- BHP

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

3.57 Tenderer for providing goods or services
6.8 Expenditure from municipal fund not included in annual budget
9.49A Execution of documents
9.49B Contract formalities

Local Government (Functions and General) Regulations 1996

Part 4, Division 2 – Tender for providing goods or services

The following Town of Port Hedland Council 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

Successful contractors must abide by the Town's Code of Conduct while carrying out works for the Town.

FINANCIAL AND RESOURCE IMPLICATIONS

The allocation of $650,000 has been allocated for the delivery of Project LEAF maintenance services within the 2026-2027 Annual Budget. This will cover the initial establishment of the contract and the associated horticultural maintenance, irrigation

testing, environmental monitoring as well as reactive maintenance activities.

The proposed contract includes two optional one-year extension periods at the sole discretion of the Town. Should the Town elect to exercise these options, the following funding will be required:

Period	Maintenance Service	Ad Hoc Weather provision	Total
Year 1 and 2 (2 years	$629,040.00	Included	$629,040.00
Optional Year 3	$229,044.00	$40,920.00	$269,964.00 + approved CPI adjustments
Optional Year 4	$229,044.00	$40,920.00	$269,964.00 + approved CPI adjustments
		Contract Total	$1,168,968.00

As the extension periods are optional, funding for Years 3 and 4 has not yet been committed and will be considered through the Town's annual budget process and Long Term Financial Plan reviews.

The provisional sums have been included to provide flexibility for responding to unforeseen maintenance requirements arising from significant weather events, including cyclones, heavy rainfall, flooding, or storm damage. Any decision to exercise the extension options will be subject to satisfactory contractor performance, operational requirements, budget availability, and approval by the Town in accordance with the contract provisions.

The total estimated contract value is $1,168,968.00 (excluding GST), plus any approved CPI adjustments, should the Town elect to exercise optional extension periods.

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 Natural and Built Environment

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

3.1 Healthy Natural Environment

3.3 Accessible, Attractive and Sustainable Urban Environment

Environmental

The proposed contract is designed to support the ongoing maintenance of Project LEAF. Project LEAF has been established to improve air quality and reduce dust impact on Port Hedland. The ongoing maintenance of the native vegetation, irrigation, and landscape will continue to support dust suppression, native vegetation health, and improve biodiversity outcomes for the long-term sustainability of the vegetation buffer.

Economic

The contract supports local employment and economic participation within the Pilbara region. The recommended contractor, Yurra Pty Ltd, is a Pilbara-based business, and the award of this contract will contribute to local procurement outcomes, regional economic development and continued investment in local workforce capability. The use of a fixed-price contract also provides greater budget certainty and reduces the risk of unplanned cost escalation.

Social

The project also promotes ongoing engagement with Traditional Owner groups while also supporting culturally informed land management practices and strengthening community partnerships. Project LEAF contributes to improved community amenity, public health and wellbeing by supporting better air quality and maintaining attractive, well-managed landscaped areas

Access and Inclusion

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

• Outcome 4 – Quality of Service.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational Service Interruption
Cause	If Council do not support the endorsement of RFT2526-22 to proceed with Project LEAF (Leaf Enhanced Air Filtration).
Effect (Consequence)	The Town will fail to be unable to deliver the ongoing maintenance and monitoring required to support the long-term success of Project LEAF. This may result in declining vegetation health, reduced dust mitigation effectiveness, irrigation failures, increased remediation costs, and deterioration of the environmental and community outcomes achieved through the project. Failure to maintain the asset may also adversely impact the Town's reputation as a project partner, affect stakeholder confidence, and potentially strain the working relationship between the Town, BHP, Traditional Owner groups, and other key stakeholders who have invested significant resources into the establishment and ongoing success of Project LEAF.
Risk Treatment	Adopt the Officer's Recommendation

There is a reputational, operational and stakeholder relationship risk associated with this item because failure to award the contract may compromise the delivery of Project LEAF outcomes and diminish the value of the significant environmental investment made by the Town, BHP and project partners. In addition, delays in maintenance activities may affect stakeholder confidence and the collaborative relationship between project partners.

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

This risk will be eliminated by the adoption of the Officer's Recommendation.

OPTIONS

Option 1 – Adopt Officer's Recommendation
Option 2 – Amend Officer's Recommendation
Option 3 – Do not adopt Officer's Recommendation

CONCLUSION

It is recommended that Council support the officer's recommendation to award RFT 2526-22 Project LEAF to the preferred tenderer indicated in the tender evaluation. This will ensure the ongoing maintenance, monitoring, health and safety of the Project LEAF vegetation areas and support the long-term success of the initiative. The contract will enable continued improvement of air quality, ongoing dust mitigation, enhanced vegetation health, increased biodiversity outcomes, and improved public amenities. It will also protect the Town's investment in this significant environmental initiative and deliver lasting environmental, social, and community benefits for Port Hedland.

ATTACHMENTS

Reason for Confidentiality:
Local Government Act 1995 Section 5.23(4)(c) information contained in a tender received by the local government for a contract to the extent that the information —
(i) is a tendered price; or
(ii) A tendered methodology for calculating a price.

1. CONFIDENTIAL - Multi party evaluation report RF T 2526-22 [**15.1.2.1** - 11 pages]
2. CONFIDENTIAL - Request Summary Report RF T 2526-22 [**15.1.2.2** - 7 pages]
3. CONFIDENTIAL - MAC RF T 2526-22 Project LEAF [**15.1.2.3** - 3 pages]

15.1.3	RFT2526-33 Road Maintenance – Grading of Unsealed Roads

Author:	**Coordinator Works & Services**
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.

OFFICERSRECOMMENDATION & COUNCIL DECISION CM202627/220

MOVED: Cr Edwards **SECONDED: Cr McDowall**

That Council with respect to the award of RFT2526-33 Road Maintenance – Grading of Unsealed Roads (RFT2526-33) and pursuant to sections 9.49(4) and 9.49B of the *Local Government Act 1995*:

1. **Authorise the Chief Executive Officer to sign a Contract for the award to Harwell Holdings Pty Ltd for an estimated annual contract value of $837,408.00 (excluding GST) for an initial term of three (3) years, with two (2) options to extend for a further one (1) plus one (1) year at the sole discretion of the Town. Year one (1) has an annual contract value of $837,408.00 (excluding GST) with following years subject to CPI adjustments.**
2. **Notes that the estimated maximum contract value, should both extension options be exercised, is $4,787,040.00 (excluding GST), including a $600,000.00 allowance for reactive and emergency grading works ($120,000.00 per annum over the potential five-year contract term), plus any applicable CPI adjustments.**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for Council to consider the assessment of submissions received for RFT2526-33 Road Maintenance – Grading of Unsealed Roads and consider the Evaluation Panel's recommendation to award the tender to Harwell Holdings Pty Ltd.

DETAIL

Background

The Town of Port Hedland is responsible for the management and maintenance of an extensive network of thirteen (13) unsealed roads and three (3) firebreaks servicing residential communities, industrial operations, pastoral activities and remote areas throughout the municipality.

These roads are critical transport links and are subject to significant wear resulting from heavy vehicle traffic and seasonal weather conditions. Routine grading has been identified as the most effective method of maintaining safe and trafficable conditions, restoring road profile and drainage, and extending the service life of the gravel road network.

The contract provides routine programmed grading services, with all roads included on a scheduled maintenance cycle every eight (8) weeks, together with reactive and emergency grading works undertaken as required. This approach ensures the road network remains safe, accessible and fit for purpose while enabling timely responses to adverse weather events, increased traffic movements, and other unforeseen circumstances.

Request for Tender

The Town released a Request for Tender (RFT) Road Maintenance – Grading of Unsealed Roads on 17 June 2026 on Vendorpanel (the Town's e-tendering portal) and was advertised in the West Australian and the Northwest Telegraph with a closing date of 1 July 2026.

The RFT number for this project is RFT2526-33. There were three (3) addenda that were released during the tender period relating to scope clarifications.

Tender Assessment

The Town received six (6) responses of which two (2) were deemed non-compliant due to failure to meet mandatory tender requirements.

An evaluation meeting was held on the 27 July 2026, facilitated by the Town's procurement representative. The compliant submissions were evaluated by a panel of five (5) Town employees whose main objectives were to:

1. Make a recommendation to the Council.
2. Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule.
3. Ensure adherence to Local Government policies and legislation.
4. Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the following qualitative criteria:

Qualitative Criteria	(%)
Relevant Experience	60
Demonstrated Understanding and Methodology	20
Capacity to Deliver and Resources	20
Total	100

LEVEL OF SIGNIFICANCE

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

The decision relates to the ongoing maintenance of the Town's unsealed road network and designated firebreaks, which provide access for residents, pastoral stations,

industry operators, visitors, contractors and emergency services across the municipality.

- The matter has implications for the present and future social, economic and environmental wellbeing of Port Hedland by ensuring the continued safety, accessibility and serviceability of critical transport infrastructure.
- The contract supports the delivery of essential municipal services and contributes to maintaining road safety, community connectivity, emergency access and efficient movement throughout the Town's rural and regional road network.
- The procurement involves the expenditure of public funds and the award of a multi-year contract that will influence the Town's asset maintenance outcomes and service delivery standards over the contract term.

CONSULTATION

Internal

- Infrastructure Services Director
- Coordinator Works & Services
- Procurement Business Unit
- Finance Business Unit
- Manager Waste & Services

External

- Main Roads Western Australia (Direct Grant Funding Program)
- Tender respondents through the VendorPanel procurement process

Community

The procurement was conducted through a publicly advertised Request for Tender process, providing all interested suppliers with the opportunity to submit a tender in accordance with the Town's procurement requirements.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
3.57 Tenderer for providing goods or services
9.49A Execution of documents
9.49B Contract formalities
Local Government (Functions and General) Regulations
Part 4, Division 2 Tender for providing goods or services

The following Town of Port Hedland Council 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

FINANCIAL AND RESOURCE IMPLICATIONS

Within the 2026-2027 Annual Budget, $970,000 has been allocated to fund unsealed road grading and maintenance services. It is anticipated that this will cover the provision of routine and responsive grading services for the Town of Port Hedland's unsealed road network and designated firebreaks, including programmed maintenance grading, reactive maintenance works, traffic management, reporting requirements and contract administration.

Funding for the project comprises:

- Main Roads WA Direct Grant Funding – $400,000
- Town of Port Hedland Road Grading Maintenance Works Budget – $570,000
- Total Available Budget – $970,000

The Direct Grant Funding ($393,799.00) received annually is allocated by the State Government to local governments for the routine maintenance of the LG road network. This funding is not specially allocated to Aboriginal Community roads, but applies Routine maintenance are tasks to maintain the asset but do not increase its service potential or life e.g., repairing potholes, grading an unsealed road, clearing, or repairing drainage systems. As per Main Roads State Funding to LG document

Separately, the Town receives an annual remote Aboriginal Community Grant from the Department of Local Government, Industry Regulation and Safety for roads servicing remote Aboriginal communities. Marta Marta road and Yandeyarra Road are included in the Departments five-year special projects funding program. The Town submits the required application each year to receive the approved funding amount.

The recommended contract award of $837,408.00 per annum (excluding GST) can be accommodated within the approved Financial Year 2026-2027 budget allocation for unsealed road grading and maintenance services.

The contract also includes provision for reactive and emergency grading works as required. An allowance of $600,000.00 has been included across the potential five-year contract term, resulting in an estimated maximum contract value of $4,787,040.00 (excluding GST) should all extension options be exercised, excluding any applicable CPI adjustments.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

Theme 3: Our Natural and Built Environment

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

Theme 2: Our Economy

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

Theme 4: Our Leadership

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

Access and Inclusion

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

- Outcome 4 – Quality of Service

The RFT2526-33 award will support the delivery of consistent, safe and reliable road maintenance services across the Town's unsealed road network and designated firebreaks. Maintaining these transport routes assists in ensuring equitable access for residents, businesses, service providers and emergency services, including those in rural and remote areas of the municipality, thereby contributing to the provision of high-quality and accessible local government services.

The award of RFT2526-33 supports the Town's commitment to maintaining essential transport infrastructure and delivering quality infrastructure services to residents, businesses and visitors throughout the municipality.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational & Service Interruption
Cause	Council does not support the endorsement to award RFT2526-33 Road Maintenance – Grading of Unsealed Roads.

Effect (Consequence)	The Town may fail to deliver programmed and reactive grading services required to maintain safe, accessible and serviceable unsealed roads and firebreaks. This could result in deteriorating road conditions, increased corrugations, rutting and drainage issues, reduced accessibility for residents and visitors, and disruption to the safe movement of vehicles throughout the municipality. For rural and remote communities, including pastoral stations and Aboriginal Communities accessed via the Towns unsealed road network, deteriorating road conditions may lead to reduced connectivity delays of essential services and emergency service providers, resulting in increased operational costs, travel delays, safety risks and community dissatisfaction. Continued deterioration of the road network may further accelerate asset degradation, resulting in increased maintenance and rehabilitation costs for the Town and negatively impacting the Town's reputation as a provider of reliable infrastructure services.
Risk Treatment	Adopt the officer's recommendation
There is a reputational risk associated with this item because failure to award the contract may result in the Town being unable to maintain the required standard of service across its unsealed road network and designated firebreaks, leading to deterioration of road conditions, reduced accessibility and community dissatisfaction. The risk rating is considered to be Medium (9), which is determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be mitigated through the adoption of the Officer's Recommendation and the award of the contract ensuring the continued delivery of routine and responsive grading services across the Town's road network.	

OPTIONS

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

CONCLUSION

It is recommended that Council support the Officer's Recommendation to award RFT2526-33 Road Maintenance – Grading of Unsealed Roads as identified through the tender evaluation process.

The Evaluation Panel determined that Harwell Holdings Pty Ltd represents the best value for money outcome for the Town, having demonstrated extensive local experience, proven performance as the incumbent contractor, strong capability to deliver the required services and submitted the most advantageous conforming tender for an estimated annual contract value of $837,408.00 (excluding GST).

The contract includes provision for reactive, and emergency grading works as required, with an allowance of $600,000.00 over the potential five-year contract term.

Should both extension options be exercised, the estimated maximum contract value will be $4,787,040.00 (excluding GST), plus any applicable CPI adjustments.

The award of this contract will ensure the continued delivery of routine and responsive grading services across the Town's unsealed road network and designated firebreaks, supporting road safety, accessibility, asset preservation and reliable access for residents, industry operators, emergency services, pastoral stations and remote communities.

ATTACHMENTS

1. CONFIDENTIAL - Request Summary Report [**15.1.3.1** - 16 pages]
2. CONFIDENTIAL - V P 513493 - Multi party evaluation report [**15.1.3.2** - 15 pages]
3. CONFIDENTIAL - Clarification 1 RFT 2526 33 Windamuda [**15.1.3.3** - 3 pages]
4. CONFIDENTIAL - MAC RF T 2526 33 Road Maintenance [**15.1.3.4** - 3 pages]

15.1.4	Award of RFT2526-25 Hamilton Road Upgrade (1C)

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.

OFFICERS RECOMMENDATION & COUNCIL DECISION CM202627/221

MOVED: Cr Edwards **SECONDED: Cr Todd**

That Council with respect to the Award of Tender RFT2526-25 Hamilton Road upgrade (1C) and pursuant to sections 9.49A(4) and 9.49B of the *Local Government Act 1995;*

1. **Authorises the Chief Executive Officer to execute the Contract for the award of RFT2526-25 to Raubex Construction Pty Ltd for the total amount of $11,361,782.50 (excluding GST).**

CARRIED BY SIMPLE MAJORITY (9/ 0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

PURPOSE

The purpose of this report is for the Council to consider the assessment of submissions received for RFT2526-25 Hamilton Road upgrade (1C) and consider the Evaluation Panel's recommendation to award the tender to the preferred tenderer.

DETAIL

The South Hedland Integrated Sports Hub (SHISH) Masterplan was endorsed by the Town of Port Hedland Council in 2023. The masterplan is a multi–faceted development designed to create a dynamic hub for recreation.

The upgrade of Hamilton Road includes the construction of two new roundabouts and changes in road layout, to improve access to the planned new Aquatic Centre, the Wanangkura Stadium and Kevin Scott Oval. This upgrade is designed to improve safety and facilitate the seamless movement of vehicles and reduce traffic congestion during peak times.

The project includes a landscaping upgrade including the required associated irrigation infrastructure. This will be done to establish a unified design and cohesive aesthetics throughout the project area from Hudson Way to Forrest Circle to ensure connectivity with previous landscaping upgrades.

The existing streetlights within the project area will be moved and relocated as required to ensure lighting quality meets existing standards.

This project was now re-tendered for a third time, as the previous two market approaches did not result in a successfully negotiated and commercially acceptable formal instrument of agreement.

The Contractor shall supply all plant, labour, and materials required to undertake all works associated with the construction of the new round-abouts and the associated road realignment as per the project design. The works to be delivered are:

- Preparation and implementation of required management plans.
- Mobilisation and demobilisation to the site of all plant, equipment and materials required to complete works;
- Location and protection of existing services
- Construction of temporary alternative entrance to Wanangkura Stadium.
- Installation of all required electrical conduits for the relocation of the streetlights.
- Installation of all required irrigation conduits for the new landscaping to be completed.
- Construction of the new roundabouts and road realignment in accordance with the design.
- Realignment of existing drainages where required and construction of new drainage as per design.
- Construction of footpaths at required locations to align with existing footpaths being retained as per design.
- Installation of new road markings and signage.
- Manage the reinstallation of streetlights in conjunction with utilities providers.
- Complete the new landscaping and irrigation as per design.
- Provision of as-constructed drawings aligned to A-Spec standard via the Aconex system.

Following award, the successful tenderer is proposed to take possession of the site by 28 September 2026. Based on the successful tenderer submission, the duration of the works is estimated to take 10 months; however, it is important to note that the current date for practical completion is subject to change should any extension of time claims be awarded.
A defect liability period will be in place for a period of 12 months from the date of practical completion.

The Town released a Request for Tender (RFT) on 1 May 2026 on Vendor Panel (the Town's e-tendering portal) with a closing date of 17 July 2026. The RFT number for this project is RFT2526-25. The Tender was advertised in the West Australian and the Northwest Telegraph to maintain compliance with the public notice provisions within the Local Government (Functions and General) Regulations 1996. There were 14 addendums that were released during the tender period relating to scope clarifications.

The Town received four responses of which one was deemed non-compliant due to the Mandatory Criteria not being met.

The compliant respondents were as follows:

- Raubex Construction Pty Ltd
- Corps Earthmoving Pty Ltd
- Durack Civil Pty Ltd

An evaluation meeting was held on 30 July 2026, facilitated by the Town's procurement representative. The compliant submissions were evaluated by a panel of four Town employees whose main objectives were to:

- Make a recommendation to the Council
- Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- Ensure adherence to Local Government Policies and legislation; and
- Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the following qualitative criteria:

Qualitative Criteria	(%)
Relevant Experience	30%
Key Personnel & Skills	25%
Demonstrated Understanding & Methodology	25%
Capacity to Deliver & Resources	20%
Total	100%

A summary of the assessment results of each submission received is included in the confidential evaluation report attached.

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

- Elected Members
- Director Infrastructure Services
- Director Regulatory Services
- Manager Infrastructure Projects & Assets
- Manager Planning and Economic Development

External

- WAPOL – Police
- St John's Ambulance
- Horizon Power
- Water Corporation

Community

- Hedland Senior High School
- DFES

- Gateway Village
- AMPOL
- FMG Club Hamilton
- Spinifex Hill Studio

LEGISLATION AND POLICY CONSIDERATIONS

The following Town of Port Hedland 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

The following sections of the *Local Government Act 1995* have been considered in relation to this item:

3.57 Tenderer for providing goods or services
9.49A Execution of documents
9.49B Contract formalities

Further to the above, "Part 4, Division 2 – Tender for providing goods or services" of the *Local Government (Functions and General) Regulations 1996* also applies in relation to this item.

Successful contractors must abide by the Town's Code of Conduct while carrying out works for the Town.

FINANCIAL AND RESOURCE IMPLICATIONS

The project represents a strategic investment in community infrastructure that will improve the liveability and attractiveness of the area while also generating a long-term financial return for the Town. The proposed expenditure of $13,586,123.54 will deliver the required infrastructure to further development the South Hedland Integrated Sports Hub (SHISH) Masterplan, including the development of the new Aquatic Centre at the Wanangkura Stadium and its surrounding infrastructure.

A new allocation of $14,000,000.00 has been included in the 2026/27 Budget for this project. While the project has been carried forward through previous financial years, a decision was made during the 2026/27 budget process to rebudget the project as a new capital project rather than continue the historical carryover funding arrangement. Based on current forecasting, the project is expected to deliver a surplus. Ongoing financial performance will be closely monitored, with detailed reporting provided monthly through the project performance report to maintain transparency and accountability.

Budget Breakdown	Value
Raubex Construction Pty Ltd - Conforming Tender price submission (Excluding GST)	$11,361,782.50
Horizon Power streetlight cost (Excluding GST)	$262,235.97
Internal Project management cost	$190,002.00

Project Contingencies (Contingency covers construction related risks that may arise during the project)	$1,772,103.07
Total budget requirement:	$ 13,586,123.54

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.
1.2 Inclusive and involved community
1.3 A unique, vibrant and diverse community lifestyle
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.
4.2 Transparent and accountable governance and financial sustainability
4.3 Effective delivery of services and infrastructure to meet community needs

Environmental

The Hamilton Road Upgrade (1C) will deliver environmental benefits through the construction of new landscaping and irrigation infrastructure, creating a more attractive and cohesive streetscape that aligns with previous upgrades in the area. The project includes the installation of efficient irrigation systems and the relocation of streetlighting infrastructure to maintain compliance with current standards while minimising impacts on the surrounding environment. Construction activities may result in temporary disturbances such as dust, noise and vegetation impacts; however, these will be managed through the implementation of required management plans and industry-standard environmental controls.

Economic

The project represents a significant investment in the Town's infrastructure network and will support the continued development of the South Hedland Integrated Sports Hub (SHISH) Masterplan. Improved road access, traffic flow and connectivity will facilitate future community assets, including the new Aquatic Centre, enhancing the

attractiveness of the precinct and encouraging greater visitation and economic activity. The contract will also generate economic benefits through local employment opportunities, contractor engagement and the procurement of goods and services during the construction phase.

Social
The Hamilton Road Upgrade (1C) will provide substantial social benefits by improving access, road safety and pedestrian connectivity to key community recreation facilities, including Wanangkura Stadium, Kevin Scott Oval and the proposed new Aquatic Centre. The construction of the new roundabouts, upgraded of the road alignment and associated pedestrian infrastructure will enhance the safety and convenience for visitors and sporting groups accessing the precinct. These improvements will support greater participation in sport, recreation and community activities, contributing to improved health, wellbeing and social connectedness across the community.

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational & Service Interruption
Cause	If Council do not support the endorsement of RFT2526-25 to proceed with the Hamilton Road Upgrade (1C)
Effect (Consequence)	The Town will fail to deliver the required infrastructure to facilitate the development of the new Aquatic Centre and other sport facilities associated with the South Hedland Integrated Sports Hub (SHISH) Masterplan
Risk Treatment	Adopt the officer's recommendation
	There is a reputational risk associated with this item because if construction is delayed, the much-anticipated new Aquatic Centre enabling works will be delayed. The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be eliminated by the adoption of the Officer's recommendations.

OPTIONS

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

CONCLUSION

The Hamilton Road Upgrade is a critical enabling project within the South Hedland Integrated Sports Hub (SHISH) Masterplan, delivering improved access, road safety

and pedestrian connectivity to key community sport facilities, including the proposed new Aquatic Centre, Wanangkura Stadium, and Kevin Scott Oval.

It is recommended that Council supp **CM202627/222** ort the officer's recommendation to award RFT2526-25 Hamilton Road Upgrade (1C) to the preferred tenderer indicated in the tender evaluation.

ATTACHMENTS

1. CONFIDENTIAL - RF T 2526-25_ Multi Party Evaluation Hamilton Rd Upgrade - CEO Memo incl attachments (2) [**15.1.4.1** - 38 pages]

COUNCIL DECISION CM20202627/210

MOVED: Deputy Mayor Melville SECONDED: Cr M McDowall

That Council pursuant to Section 5.23(4) of the Local Government Act 1995 and clause 6.2(3) of the Town of Port Hedland Standing Orders Local Law 2014, reopens the meeting to members of the public at 7.23pm.

CARRIED BY SIMPLE MAJORITY (9/0)

For: Mayor Behrend, Deputy Mayor Melville, Cr Baxter, Cr Butson, Cr Edwards, Cr Little, Cr McDowall, Cr Scott and Cr Todd
Against: Nil

No members of the public returned to the Council Chambers.

16 Closure

The Presiding Member advised the next Ordinary Council Meeting is scheduled for Wednesday, 30 September 2026 to commence at 5.30 pm.

The Presiding Member thanked Elected Members, members of the public, the Chief Executive Officer and the staff for their attendance.

There being no further business, the Presiding Member declared the Ordinary Council Meeting closed at 7.25pm.