Town of
Port Hedland

MINUTES

Ordinary Council Meeting

Wednesday 29 July 2026

Date: **Wednesday 29 July 2026**

Time: **5:30pm**

Location: **13 McGregor Street,**
PORT HEDLAND WA 6721

Distribution Date: **13/08/2026**

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

Signed: ______________ Date: 13.08.2026

These minutes were confirmed at the Ordinary Council Meeting held on 26/08/2026

Signed: ______________ Date: 26.08.2026

(Presiding Person at the meeting which minutes were confirmed)

Order of Business

1 Opening of Meeting

The Presiding Member declared the meeting open at 5:31pm.

2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledged 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

Cr Rachael Baxter

Cr Lorraine Butson

Cr Frank Edwards

Cr Zoe Little

Cr Russell McDowall

Cr Jemma Scott

Cr Sharon Todd

Administration:

Dale Stewart (Chief Executive Officer)

Alison Banks (Director Community Services)

Lee Furness (Director Infrastructure Services)

Steven Gatt (Director Regulatory Services)

Florian Goessmann (Acting Director Corporate Services)

Andrew Hammond (Local Government Monitor)

Renae Doyle (Manager Governance)

Sophie Marlow (Acting Governance Officer)

Chloe Evans (Governance Services Trainee)

Other:

Nil

Members of the Public:

Four

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosures of Interest

Name	Item No	Interest	Nature
Dale Stewart	12.1.2	Financial and Impartiality	Committee function relates to contract of employment.
Cr Scott	12.2.1	Impartiality	Previously employed as a Community Engagement Officer and had communications with Scribblers Event Coordinator regarding potential collaboration.

4 Applications for Leave of Absence

Nil

CM202627/203 PROCEDURAL MOTION

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

That Council amend the 29 July 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 (8/1)

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

8 Announcements by Presiding Member without Discussion

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

DATE	MEETING DETAIL	ATTENDANCE
06/06/2026	2026 Hedland Sustainable Living Show *Event*	Community members Various additional stakeholders
06/06/2026	Filipino's Independence Day *Event*	Community members
10/06/2026	Hedland Aboriginal Strong Leaders *Formal meeting*	Chief Executive Officer (CEO) Dale Stewart Various additional stakeholders
16/06/2026	Citizenship Ceremony – Refugee Week 2026 *Event*	Community Members Town of Port Hedland: CEO Dale Stewart Alison Banks Lee Furness Various additional stakeholders
18/06/2026	WALGA Pilbara Country Zone *External Group*	Town of Port Hedland: Mayor Jacinta Behrend Cr Russell McDowall CEO Dale Stewart City of Karratha: Mayor Daniel Scott Cr Jodie Swaffer

		CEO Virginia Miltrup Shire of East Pilbara: President Anthony Middleton Cr Peta Baer CEO Steven Harding Shire of Ashburton: President Audra Smith Cr Brie Noone WALGA: President Mark Irwin CEO Nick Sloan Habiba Farrag Nathaniel Hanna Guest: Francine Bayet
22/06/2026	Port Hedland Community Consultation Committee *External Group*	Mayor Jacinta Behrend Cr Lorraine Butson Ariana St-Pierre Abby Carter Hayley Vale Rebecca Parker Phil Donnan Kelly Howlett Zac Slaughter Elle Sossi Laura Hawes Byron Klein Scott Low Scott Ballem Gloria Jacob Elyse Painter
30/06/2026	Hedland Community Road Safety Group *External Group*	Mayor Jacinta Behrend Cassandra Neave

		Chris Grant Jaxon Ashley Rebecca Stokes Shelley McQueen Vancel Ballerini Jason Keller Troy Tolchard Lee Furness Darko Nastevski Gagandeep Walia Sasha Gubbins Peta Brittain Belinda Fox

Another busy month across the community, great to see so many events bringing people together.

Earlier this month, we celebrated NAIDOC Week – an important celebration held annually in Australia, and here in Port Hedland to honour the history, culture, resilience and achievements of Aboriginal and Torres Strait Islander peoples.

It was a fantastic week of activities, important conversations, and opportunities to listen and learn. I would like to acknowledge all the sponsors of NAIDOC week. Without your support these events would not have been possible. A special thank you to the Major Sponsors including Hancock Iron Ore, Rio Tinto and PLS.

Tomorrow, I have the honour of attending the 2026 Yule River on Country Meeting. I look forward to hearing directly from Traditional Owners and community representatives. The meeting offers a valuable opportunity to listen, learn and engage in discussions about priorities, challenges and opportunities for the region.

Last weekend, I attended the annual Spinifex Spree Carnival. It was a wonderful celebration of community spirit, liveability and local pride – bringing our community together in celebration of everything that makes our town a great place to live, work and visit. On behalf of Council, I extend my sincere thanks to the many sponsors, community groups, volunteers, performers and vendors whose support helped make the carnival possible and a success

I would also like to recognise the considerable effort of our Town staff, who work tirelessly behind the scenes for many months to plan, coordinate and deliver an event of this scale. Their dedication, professionalism and commitment to our community are greatly appreciated and are instrumental to the continued success of Spinifex Spree.

Mosquito management remains a priority for the Town, with our Environmental Health team continuing its mosquito fogging program in response to increased mosquito activity across the town.

Recent seasonal and environmental conditions have created ideal breeding conditions, resulting in higher mosquito numbers than usual. While the Town is working proactively to reduce mosquito populations through targeted fogging, mosquito control is a shared responsibility.

I encourage residents to take simple precautions to protect themselves from mosquito bites and to help reduce breeding sites around their homes. Residents can also collect a free Coopex residual sachet from the Civic Centre or Wedgefield Depot to assist with mosquito treatment around their properties. I thank the Town’s Environmental Health team for their ongoing efforts and our community for their patience, understanding and cooperation as this important public health program continues.

Finally, I'd also like to take this opportunity to remind our community about the upcoming Australian Census and the important role it plays in shaping the future of our region. Every response helps build a clearer picture of our community, providing valuable data and insights that inform planning, investment and service delivery at all levels of government. For regional communities in particular, strong participation in the Census is vital.

Accurate population and demographic data help ensure our community's needs are properly understood and considered when decisions are made about funding, infrastructure, housing, health services, education and other essential community services. I encourage all residents to take part and have their say. By participating in the Census, our community strengthens its ability to advocate for the services, resources and investment needed to support a growing, connected and thriving region.

5 Response to Previous Questions

5.1 Response to Questions taken on notice from Elected Member at the Council Meeting held on 24 June 2026

5.1.1	Cr Butson

Question 1:
Comes from a member of the public who would like some clarification. I Would like some clarification about why not-for-profit groups are now no longer eligible for discounted rate when hiring town venues. Bookings have stated that discounts for not-for-profit groups were removed in the 25/26 budget.

The Director Community Services provided the following response:
The Community Group Rate was removed as part of the 2025/2026 Fees and Charges review and replaced with a Fee Waiver Application process.

This change was made to provide a more equitable and flexible approach to venue hire assistance. Under the previous arrangement, only organisations that met the specific Community Group Rate criteria were eligible for a discount. Through the Fee Waiver process, a broader range of community and not-for-profit organisations can now apply for financial assistance, allowing each application to be assessed on its individual merits and community benefit.

As a result, more user groups are now able to access reduced venue hire costs than under the former Community Group Rate system.

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 5:41pm.

6.1.1	Ash Christensen

Question 1:
Councillor Edwards, during your election campaign you made a number of commitments to the community, including bringing KFC and Hungry Jacks' to Port Hedland. Could you please update the community on what progress you've made towards delivering on those commitments, have you had any discussions with those organisations since being elected?

The Mayor provided the following response:
I would just like to preface on behalf of Council, some of the discussions that do have are still somewhat private. I'm not sure what Councillor Edwards would like to say, items of a commercial nature may not be privy to the public yet but could also be in the works.

The Cr Edwards provided the following further response:
Those items that I put on that documents were wanted in Port Hedland, not commitments. They were asked of me, to ask if we could get them brought to Port Hedland, not commitments that they would be here.

Question 2:
In item 12.1.3, Mayor, can you identify whether any elected member formally requested the amendments to policy 1/019 Council Meetings and Forums, particularly the removal of the declaration of interest provisions? If so, who requested them and through what process?

The Mayor provided the following response:
I can speak to the discussions around this item while we work-shopped it. We discussed a number of amendments, including that one, and that is why it is being brought for Council decision tonight. The debate and vote will demonstrate the way elected members feel on that item.

The Chief Executive Officer provided the following further response:
In response to the question, the workshop we held was about general matters that impacted upon council briefings and elected members were advised by the administration as to the council policy that related, that if impacted elected members would have to leave the discussion that was had at the time. The elected members that were present, which were from recollection, that most elected members were present where we actually live work-shopped the challenge of compliance with the policy which references the DLGSC Guidelines (now the Department of Local Government, Industry Regulation and Safety) which recommends the declarations of interest and therefore that elected members leave the discussions at a council briefing. So the members in attendance, discussed that council policy and if there was appetite to change, and from that there was consensus that the CEO through his administration would bring that matter to Council for consideration.

Question 3:
Can the Council and Administration identify a single governance, legal or operational failure under the existing policy which justifies the removal of the declaration of interest provisions applying to Council Briefing Forums?

The Chief Executive Officer provided the following response:
There is no particular matter that led to the question. In actual fact the proposed changes still require and expect declarations of interest, and it was our collective observation that there was likely continuing need for regular declarations with different peoples employment or commitments to different organisations across the board in Port Hedland from any if not all the new elected members. So, the conversation was whether that was going to be a regular occurrence and whether it was more beneficial for elected members to stay in discussions, learning about things

and contributing with those matters from their experiences, noting that they were still required to disclose their interests, so everyone is aware of that interest and take that into account. So the policy amendments still requiring declarations, but allowing them if members without interest agree that it is reasonable for them to stay in the room or that discussion.

6.1.2	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 detailed design and approve the expenditure required at that stage?

The Director Infrastructure Services provided the following response:
This concept design has been prepared for Council approval, this following a briefing held, where this concept design was the preferred to move forward. It is one of the two designs the former Council looked at.

The Chief Executive Officer provided the following further response:
We will take on notice the second part of your question, regarding bringing the detailed design to Council, pursuant to the Project Management Framework.

Question 2:
If endorsement of this concept design is intended to authorise further work, can the administration identify the governance authority that allows that to occur without a specific council resolution?

The Chief Executive Officer provided the following response:
The resolution is a two-part resolution, one is to authorise the concept design, and the other is to consider on the Annual Budget coming up 26 August 2026. So the budget will come to Council with will include the necessary $2.7million sum for stage 1 of the investment required of the 2026-27 financial year. The that might half answer your question of the works required or the requirements to bring to Council, if at all, the detailed designs necessary as part of the $2.7million initial investment.

Question 3:
What level of confidence does the administration have in the current cost-estimate given that the project has only reached concept design and what contingency or estimating methodology has been applied?

The Director Infrastructure Services provided the following response:
There has been an updated cost plan received for that project, and it is yet to be tested in the market. It is a relatively straight-forward project and so it is not expected that the cost plan will differ greatly from the market. If that happens then there will be some value engineering and the staff will have to look to not undertake as much of work as we've got, or whether the Council has an appetite to allocating additional resources to this project.

6.1.3	Dorothy Papertalk

Question 1:
I would like to appeal for support to get recognition as a gardener at the RSL Community Garden, not the volunteer certificate, which was provided by Care for Hedland Operations Manager Kelly Howlett. I was sacked and now volunteering at Vinnies South Hedland Shop. Can the Council donate and provide support to the Community Garden because I want to work as volunteer there, support my community with the second community shop for everyone to share.

I would like help dealing with the youth causing destruction on Frisby Court as the only resident making complaints, there is no consideration from other residents. I've had tools, rocks, everything thrown at me, I've reported it to the Department of Housing and Department of Communities, nothing is done. Can you work with the Department and authorities?

The Mayor provided the following response:
Thank you for coming tonight, I can feel your passion and the emotion behind what you're saying with being a volunteer and making contributions to our community, which is really important. I'm just trying to understand what specific questions you'd like Council to consider tonight? I refer to CEO as to our advocacy in that space.

The Chief Executive Officer provided the following further response:
I hear your concerns and I'm sure we're aware with Frisby Court. The Town meets with from time-to-time with a lot of authorities such as the Western Australian Police, the Department of Housing and Works and Department of Community Services. So perhaps we could take those concerns on your behalf and present them to the authorities and advocate further measures to reduce those behaviours in that street.

Question 2:
What's happening with the development at the Cemetery? I'm concerned my grandchildren's grave, the headstone has been taken off, what happened there?

The Chief Executive Officer provided the following response:
I know there are some works in the current budget, we recently went to tender but those responses were well above our budget unfortunately. The new Annual Budget proposed we have a very large sum of money for the Cemetery Masterplan, in the order of over $2 million, which will come to Council for consideration at the next Ordinary Council Meeting.

The Director Infrastructure Services provided the following response:
The headstone was removed by persons unknown to the Town. The Town did not remove the headstone or memorials of your grandchildren.

The Presiding Member declared Public Question Time closed at 6:02 pm.

6.2 Public Statement Time

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

6.2.1	Ash Christensen

- Opposed the proposed amendments to Policy 1/019 Council Meetings and Forums outlined in item 12.1.3 'Proposed Amendments to Council Policies 1/019 Council Meetings and Forums and 2/004 Rating'.
- Raised concerns that the proposed amendments would reduce transparency and accountability, weakening governance arrangements.
- Questioned why this policy's review had been brought forward ahead of it's scheduled review date and the public's request to open Agenda Feedback Sessions was not addressed.
- Concern that the proposed consensus-based approached to participating with a declaration of interest lacks clear criteria and governance safeguards.
- The view that the existing declaration of interest provisions are an effective governance control and that no evidence had been provided to justify their removal.
- Supports opening Agenda Feedback Sessions to the public, consistent with practices adopted by some other local governments.
- Request for Council reject the proposed amendment or amend the policy to retain the existing declaration of interest requirements and give proper consideration to opening Agenda Feedback Sessions to the public.

The Presiding Member declared Public Statement Time closed at 6:08pm.

6.3 Petitions / Deputations / Presentations / Submissions

6.3.1	Andrew Hammond - Local Government Monitor

Mr Andrew Hammond, Local Government Monitor, addressed Council regarding his monitoring activities since commencing in March 2026, ending on 19 August 2026.
Mr Hammond advised that he had observed significant positive change within the organisation and acknowledged the cooperation and assistance provided by the Chief Executive Officer and staff throughout the monitoring period. Additionally recognising the elected Mayor's commitment to organisational improvement.

Mr Hammond noted that a number of opportunities for further improvement had been identified and that the development and implementation of the Forward Improvement Plan would be a key focus moving forward. Mr Hammond highlighted the importance of strengthening Council's business processes and systems to support the effective delivery of major strategic projects. Advising that the Town's significant projects would require ongoing oversight, careful planning, consideration of organisational capacity, and appropriate funding to ensure successful delivery.

Thanking the Town of Port Hedland for its cooperation and support, Mr Hammond confirmed that his report is complete and has been submitted to the Local Government Inspector.

7 Questions from Members without Notice

7.1.1	Cr Butson

Question 1:
The pump and jump track development at JD Hardie Youth and Community Hub, the public and particularly residents of Brodie Crescent are concerned that the height of the jumps are higher than their property fencing. What is the Council going to do to protect the privacy these residents?

The Director Infrastructure Services provided the following response:
On the highest parts of the track, privacy screens will be installed, they are 2.8 meters high. Yesterday on-site we tested that the screens will protect residents' privacy and shields homes from people looking into their property. We had already received a query from the public, and a response was provided to them today.

7.1.2	Cr Baxter

Question 1:
Mosquitos, I've had members of the public enquire about stagnant water built-up in areas, does the council have the ability to pump out water to prevent mosquito reproduction, or is fogging the focus strategy?

The Director Regulatory Services provided the following response:
Drainage areas where water can get built-up is treated with a larvicide which is spread over the area. This over time degrades the larvae's ability to reproduce. All open areas suitable and within the Town's responsibility are treated with larvicide which compliments the fogging as part of Mosquito Management Plan. The Environmental Services team are doing everything they can to manage the influx of mosquitos which are unusual for this time of year.

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

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

Mayor Behrend

Deputy Mayor Melville

Cr Baxter

Cr Butson

Cr Edwards

Cr Little

Cr McDowall

Cr Scott

Cr Todd

10 Confirmation of Minutes of Previous Meeting

CM202627/204 COUNCIL DECISION

MOVED: Cr McDowall SECONDED: Cr Edwards

That Council confirm that the Minutes of the Ordinary Council Meeting held on 24 June 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

Nil

12 Reports of Officers

12.1 Corporate Services

12.1.1	Statement of Financial Activity - June 2026

Author:	**Senior Management Accountant**
Authorising Officer:	**Acting 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.

CM202627/205 COUNCIL DECISION

MOVED: Deputy Mayor Melville SECONDED: Cr McDowall

That Council with respect to the Statement of Financial Activity:

1. **Receives the Monthly Financial Report as shown in Attachment 1;**
2. **Receives the Accounts Paid under delegated authority for the period ending 30 June 2026, as shown in Attachment 2;**
3. **Receives the Purchasing Card Statements for the period ending 30 June 2026, as shown in Attachment 3;**
4. **Receives the Investment Summary Report for the period ending 30 June 2026, as shown in Attachment 4;**
5. **Receives the YTD Budget v Actual Report by Directorate for the period ending 30 June 2026, as shown in Attachment 5; and**
6. **Receives the Capital Listing Report for the period ending 30 June 2026, as shown in Attachment 6.**

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

This report presents the Statement of Financial Activity for the period ended 30 June 2026 for Council's consideration. The report provides Council with a summary of the Town's financial performance against the adopted 2025/2026 Budget, including supporting reports for payments, purchasing cards, investments, operating performance and capital expenditure. As the report relates to the end of the financial year, the figures remain subject to final year-end processing, including accruals, prepayments, reserve transfers, asset revaluations and audit adjustments.

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. The statement enables Council to monitor revenue, expenditure, material variances and the Town's net current funding position throughout the financial year.

The June 2026 report is the final monthly report for the 2025/2026 financial year and should be read as an interim year-end position. Final figures may change as year-end adjustments are completed and the annual financial statements are prepared and audited.

Council's adopted materiality threshold for the 2025/2026 Budget requires an explanation where a year-to-date operating or capital variance is greater than 10% or $50,000, whichever is higher.

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

- Executive Leadership Team
- Senior Leadership Team
- Acting Manager Financial Services

External Agencies

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 June 2026 financial reports present an interim year-end position and do not require Council to approve additional expenditure. The figures remain subject to final year-end processing, including accruals, prepayments, reserve transfers and audit adjustments.

The main matters of note are the level of capital expenditure delivered to 30 June 2026, the timing of revenue and reserve movements, and the continued need to treat the June position as provisional until the annual financial statements are finalised.

The YTD Budget v Actual Report shows significant expenditure variances in Corporate Services and Regulatory Services, largely reflecting expenditure below budget at year end. Infrastructure Services reported the most significant variances, with capital expenditure of $28.39 million against a YTD budget of $82.07 million. $25.94 million of the variances are due to the timing of tenders, contract awards and construction commencements of major projects relating to key worker housing, road works and JD Hardie Stage 3.

As at 30 June 2026, the Town had approximately $218.3 million invested, with those investments currently valued at $220.9 million, reflecting about $2.6 million in accrued interest and investment earnings. The investment portfolio is currently earning an average annual return of 4.91%. The portfolio slightly outperformed the benchmark for June 2026; however, the Westpac institutional exposure was marginally above the policy limit and will be monitored as investments mature and are reinvested.

The Accounts Paid under delegated authority totaled $63.51 million for June 2026. This included $11.25 million in creditor payments, $1.91 million in payroll, $50 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* 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 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 2025/26 financial year.

Effect (Consequence)	Could impact 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 June 2026 Statement of Financial Activity provides Council with a timely view of the Town's financial performance and position against the adopted budget. Receiving the report supports Council's statutory oversight role and enables material variances, capital expenditure progress, reserve movements and year-end adjustments to be considered transparently before the financial statements are finalised and audited.

ATTACHMENTS

1. The Monthly Financial Report for the period ending June 2026 [**12.1.1.1** - 8 pages]
2. The Accounts Paid under delegated authority for the period ending 30 June 2026 [**12.1.1.2** - 90 pages]
3. The Purchasing Card Statements for the period ending 30 June 2026 [**12.1.1.3** - 14 pages]
4. The Investment Summary Report for the period ending 30 June 2026 [**12.1.1.4** - 10 pages]
5. The YTD Budget v Actual Report by Directorate for the period ending 30 June 2026 [**12.1.1.5** - 1 page]
6. The Capital Listing Report for the period ending 30 June 2026 [**12.1.1.6** - 6 pages]

12.1.2	Chief Executive Officer Performance Review - Terms of Reference and Appointment of Committee Members

The Mayor reminded members that the Chief Executive Officer, Dale Stewart has declared a financial and impartiality interest in item 12.1.2 as it relates to his contract of employment.

Author:	**Manager Governance**
Authorising Officer:	**Acting 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.

Administration advised Council of an amendment to the Officer's Recommendation and attachments, which was provided to Elected Members prior to the meeting.

AMENDED OFFICER'S RECOMMENDATION

That Council with respect to the Chief Executive Officer (CEO) Performance Review Committee:

1. **Rescinds the Terms of Reference adopted on 25 October 2023 and dated 25 May 2025, as contained in Attachment 1.**
2. **Adopts the Terms of Reference contained in Attachment 3 with the deletion of clauses 5.2, 5.3, 5.4, 7 and 10.**
3. **Notes that in the Terms of Reference contained in Attachment 3, the Mayor, is a default member and appoints the Mayor as the Presiding Member pursuant to Section 5.12(1) of the *Local Government Act 1995* (the Act) and sets the quorum as 3, pursuant to section 5.19(1) of the Act.**
4. **Appoints ______________ as the Council Appointed Committee Member to the CEO Performance Review Committee.**
5. **Appoints ______________ as the Council Appointed Committee Member to the CEO Performance Review Committee.**
6. **Appoints ______________ as the Council Appointed Committee Member to the CEO Performance Review Committee.**
7. **Notes the CEO Performance Review Training delivered by the Western Australian Local Government Association (WALGA) encourages all Council Members to participate in the training.**

ABSOLUTE MAJORITY VOTE REQUIRED

CM202627/206 COUNCIL DECISION

MOVED: Cr McDowall **SECONDED: Cr Baxter**

That Council with respect to the Chief Executive Officer (CEO) Performance Review Committee:

1. **Rescinds the Terms of Reference adopted on 25 October 2023 and dated 25 May 2025, as contained in Attachment 1.**
2. **Adopts the Terms of Reference contained in Attachment 3 with the deletion of clauses 5.2, 5.3, 5.4, 7 and 10.**
3. **Notes that in the Terms of Reference contained in Attachment 3, the Mayor, is a default member and appoints the Mayor as the Presiding Member pursuant to Section 5.12(1) of the *Local Government Act 1995* (the Act) and sets the quorum as 3, pursuant to section 5.19(1) of the Act.**
4. **Appoints Deputy Mayor Melville as the Council Appointed Committee Member to the CEO Performance Review Committee.**
5. **Appoints Cr Scott as the Council Appointed Committee Member to the CEO Performance Review Committee.**
6. **Appoints Cr Butson as the Council Appointed Committee Member to the CEO Performance Review Committee.**
7. **Notes the CEO Performance Review Training delivered by the Western Australian Local Government Association (WALGA) encourages all Council Members to participate in the training.**

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 approve the establishment of the Chief Executive Officer (CEO) Performance Review Committee (the Committee) by adopting the updated Terms of Reference and appointing committee members.

DETAIL

On 25 October 2023, Council approved the CEO Performance Review Committee Terms of Reference (the TOR) and an update was completed on 1 May 2025 in Attachment 1. A further review of the TOR has now been undertaken to ensure alignment with Council Policy 3/004 CEO Recruitment & Selection, Performance Review and Termination (the Policy). The proposed amendments are shown in tracked changes in Attachment 2, and the final version incorporating the accepted changes is provided in Attachment 3.

The TOR has been structured and will remain to include the Mayor as default member with three elected members making up the committee. An independent observer, who is not a member of the committee, may be appointed by Council to observe and monitor the performance review process.

The inclusion of an independent observer is considered good governance practice, providing an additional level of procedural oversight and assurance that the CEO Performance Review process is conducted in accordance with the adopted TOR and relevant legislative requirements. The Independent Observer would serve in an advisory capacity only and would not participate in determining the outcome of the performance review.

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

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

On 25 March 2026, (CM202627/143) Council confirmed certification the appointment of the CEO was in accordance with the Town of Port Hedland Model Standards for CEO Recruitment, Performance and Termination (the Model Standards).

The Town's Policy relating to section *B. Performance Reviews* sets out the minimum standards and the Performance Criteria/Key Performance Indicators (KPI's) Criteria for a Performance Review. The Policy also sets out that a Performance Review Committee is to be established to oversee matters relating to CEO performance review processes.

The *Local Government Amendment Act 2023* introduced legislative reforms aimed at enhancing transparency and accountability in the management and performance of local government's CEO. Upon commencement of the associated regulations, local governments will be required to publish CEO performance criteria, including Key Performance Indicators (KPIs), and the outcomes of CEO performance reviews.

The regulations will also prescribe mandatory elements for performance criteria and review reports, including performance targets, assessment measures, and reporting against each target. These changes will require councils to ensure that CEO performance management processes are structured in accordance with the legislative requirements and that approved performance criteria and review outcomes are published as part of the relevant Council meeting records.

To assist Elected Members in undertaking the CEO Performance Review process, WALGA provides the CEO Performance Review training module. Completion of this training is recommended for all Elected Members.

This report seeks Council's approval of the reviewed CEO Performance Review Committee Terms of Reference in Attachment 3 and the appointment of the committee.

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 has already been addressed by the Council's strategies, policies or plans, which have recently been consulted on.

CONSULTATION

Internal

- Chief Executive Officer
- Acting Director Corporate Services
- Manager Human Resources

External Agencies
Nil

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Local Government Amendment Act 2023

WA Industrial Relations Act 1979

Local Government (Administration) Regulations 1996 Regulation 18B

Town of Port Hedland Council Policy - 3/004 CEO Recruitment & Selection, Performance Review and Termination.

Model Standards for CEO recruitment, performance and termination as outlined in Schedule 2 of the Local Government (Administration) Regulations 1996.

CEO Contract of Employment (Confidential).

FINANCIAL AND RESOURCE IMPLICATIONS

The cost of administering the Committee is contained within the Town's Annual Budget operating accounts as part of the Chief Executive Officer Performance Review process.

The financial cost of Elected Members completing WALGA training on Chief Executive Officer Performance Review.

The financial cost of an Independent Observer being appointed.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following section 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 Strategic
Risk Category	Compliance Reputational
Cause	Failure to establish and maintain a compliant CEO Performance Review Committee and performance review process in accordance with the CEO Employment Contract, Council Policy and the Model Standards.
Effect (Consequence)	Non-compliance with legislative and governance requirements, resulting in an inability to properly undertake the CEO performance review and assess performance against adopted KPIs.
Risk Treatment	Adoption of the Officer's recommendation will ensure compliance with the Model standards, policy requirements, and appropriate governance oversight.
There is an Operational Strategic risk associated with this item caused by the non-appointment of the CEO Performance Review Committee, leading to inability to enact the CEO Performance KPI's. 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 mitigated by Council adopting the Officer's recommendation to adopt the Chief Executive Officer Performance Review Terms of Reference and appointing the members of the Chief Executive Performance Review Committee.	

OPTIONS

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

CONCLUSION

The nomination of the Chief Executive Officer Performance Review Committee and adoption of its Terms of Reference will support compliance with the *Local Government Act 1995*, the Model Standards for CEO Recruitment, Performance and Termination, and relevant Council policies, while also positioning the Town to meet forthcoming legislative requirements relating to CEO performance criteria and performance review reporting.

Approval of the Officer's recommendation will provide a framework for the oversight of CEO performance review processes, including the development and assessment of Key Performance Indicators (KPIs), the conduct of CEO performance reviews, and the provision of recommendations to Council regarding CEO performance and related matters.

ATTACHMENTS

1. CEO Performance Review Committee Terms of Reference 25 May 2025 [**12.1.2.1** - 8 pages]
2. Track Changes - CEO Performance Review Committee Terms of Reference [**12.1.2.2** - 10 pages]
3. Proposed CEO Performance Review Committee Terms of Reference - Track Changes Accepted [**12.1.2.3** - 8 pages]

12.1.3	**Proposed Amendments to Council Policies 1/019 Council Meetings and Forums and 02/004 Rating**

Author:	**Manager Governance**
Authorising Officer:	**Acting 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.

CM202627/207 COUNCIL DECISION

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

That Council pursuant to section 2.7 of the *Local Government Act 1995*, approve Policy 1/019 Council Meetings and Forums in Attachment 2 and Policy 02/004 Rating in Attachment 4, both as amended.

CARRIED BY SIMPLE MAJORITY (6/2)

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

PURPOSE

The purpose of this report is for Council to consider the amended Town of Port Hedland (the Town) Council Policies 1/019 Council Meetings and Forums (Policy 1/019) and 02/004 Rating Policy (Policy 02/004).

DETAIL

Council policies provide an adopted position on matters within Council's responsibility, guide the Administration in applying Council decisions consistently, and support transparent decision-making that remains aligned with legislation, community expectations and contemporary practice.

Council policies are intended to:

- Record Council's policy decisions;
- Support regular review to maintain alignment with legislation, community expectations and contemporary practice;
- Provide clear direction to Administration when applying Council decisions; and
- Assist Elected Members and the community to understand Council's position on policy matters.

Administration has identified that Policy 1/019 requires amendment to reflect current operational arrangements, and that the following changes should be considered:

Deletion of:

- Definitions that are no longer required;
- Minor formatting;
- Reference to Appendix A and B;

- The following:
    - "A schedule of the next 3 months' council forums is to be listed as an item of business in the ordinary council meeting agenda for endorsement. A change to the schedule can be decided by a resolution by the Council as part of the endorsement process. The implementation of the schedule is subject to the availability of presenters, relevant information, and other logistical considerations."

      Reason: The proposed approach is intended to streamline existing processes, reduce administrative inefficiencies, and strengthen the Town's ability to adapt to changing priorities and operational requirements. This will provide Council and the administration with the flexibility to respond to emerging and time-sensitive matters, ensuring effective decision-making and the efficient delivery of services and outcomes; and
    - "The declaration of interest provisions applying to council meetings are to apply to a council forum"

      Reason: The wording has been updated to better reflect Council's approach ensuring Council is kept appropriately informed and provided with sufficient information to support a robust and informed discussion.

Update of:

- Renaming Agenda Briefing to Agenda Feedback Session;
- Renaming Council Briefing to Elected Member Briefing;
- Requirement for all Council Forums to be audio recorded;
- Update of legislative references and terminology;
- Update of Name of Local Government Guideline; and
- The following:
    - "As a Council Forum is not convened under the provisions of the Act, the procedural and behavioural requirements outlined in the *Council Forums Guidance: Local Government Operational Guidelines* are to apply to this Policy. Notwithstanding these requirements, where an Elected Member declares an interest in a matter being considered at a Council Forum, they may remain in the room. Council will determine whether it is appropriate for the Elected Member to participate in discussion of the item."

      Reason: To promote transparency and informed governance by ensuring Council is provided with sufficient information to effectively consider and discuss matters before it.

Council rescinded Policy 1/018 Public Agenda Briefings on 4 November 2020 (CM202021/079), with briefing arrangements subsequently incorporated into the current Policy in Attachment 1). Consistent with Council's previous determination, Agenda Feedback Sessions, Council Forums and Council Briefings remain closed to the public consistent with section 5.23 of the *Local Government Act 1995*, which applies to Council and Committee meetings, but not to forums or briefings.

Attachment 1 contains the current version of Policy 1/019 with tracked changes shown. Attachment 2 contains the final version of the policy with all accepted changes incorporated.

Administration has identified that Policy 02/004 requires amendment to ensure consistency with section 6.47 of the *Local Government Act 1995*, and note that the following change should be considered in the *Rates Concession (Ratable Land)* section of the Rating Policy, deletion of:

- Rate concessions will not be proposed to Council outside of the budget process, unless due to extraordinary circumstances and authorised by the Chief Executive Officer.

  Reason: This provision has been deleted as Council's powers to grant rate concessions are governed by section 6.47 of the *Local Government Act 1995.* Removing the clause avoids any potential inconsistency with the Act and ensures Council retains its legislative discretion to consider concessions at any time.

Attachment 3 contains the current version of Policy 02/004 with tracked changes shown. Attachment 4 contains the final version of the policy with all accepted changes incorporated.

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 has already been addressed by the Council's strategies, policies or plans, which have recently been consulted on.

CONSULTATION

Internal

- Chief Executive Officer
- Executive Leadership Team

External

Nil

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Council Forums Guidance: Local Government Operational Guidelines

Policy 1/017 Order of Business for Council and Committee Meetings

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

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

4.2 Transparent and accountable governance and financial sustainability

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
Cause	Failure to update: • Policy 1/019 to reflect current operational practices, governance requirements and contemporary guidance relating to Council Forums. • Policy 02/004 may result in the policy becoming inconsistent with current legislation, governance requirements and operational practices, increasing the risk of ambiguity, inefficiencies and non-compliance.
Effect (Consequence)	Inconsistent administration of: • Council Meetings and Forums, governance uncertainty, reduced transparency and potential non-compliance with contemporary local government operational guidance. • Rating matters, reduced transparency and governance certainty, and potential non-compliance with

	legislative requirements and contemporary local government guidance.
Risk Treatment	Accept Officer's Recommendations.

There is an Operational risk associated with this item caused by failure to update:

- Policy 1/019 to reflect current operational practices, governance requirements and guidelines relating to Council Forums, leading to inconsistent administration of Council Meetings and Forums, governance uncertainty, reduced transparency and potential non-compliance with contemporary local government operational guidance.
- Policy 02/004 to reflect current legislative requirements and governance practices. This may result in inconsistencies between the policy and the *Local Government Act 1995*, governance uncertainty, reduced transparency in the administration of rating matters and rate concessions, and an increased risk of non-compliance.

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 avoided by the adoption of the amended policies.

OPTIONS

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

CONCLUSION

Policy 1/019 and Policy 02/004 have been reviewed to ensure they remain relevant and reflective of the Town's current operational practices, governance requirements and legislative obligations.

The proposed amendments are administrative and governance focused in nature and do not alter the intent of either policy. For Policy 1/019, the amendments ensure consistency with current meeting and forum arrangements, update legislative and guideline references, and remove obsolete provisions and definitions. For Policy 02/004, the amendments improve clarity, ensure consistency with the *Local Government Act 1995* and associated legislation, remove provisions that may inadvertently restrict Council's statutory discretion, and better align the policy with contemporary local government practices.

Collectively, the proposed changes will improve clarity, strengthen governance practices, support transparent and consistent decision-making, and ensure both policies remain aligned with current legislative requirements, operational needs and contemporary local government guidance. Accordingly, Administration recommends that Council endorse the amended Council Policy 1/019 Council Meetings and Forums in Attachment 2 and Council Policy 02/004 Rating in Attachment 4.

ATTACHMENTS

1. Tracked Changes - Council Policy 1/019 Council Meetings and Forums [**12.1.3.1** - 5 pages]
2. Proposed Council Policy 1/019 Council Meetings and Forums - Track Changes Accepted [**12.1.3.2** - 5 pages]
3. Tracked Changes - Council Policy 2/004 Ratings Policy [**12.1.3.3** - 5 pages]
4. Proposed Council Policy 2/004 Ratings Policy - Track Changes Accepted [**12.1.3.4** - 5 pages]

12.1.4	Proposed Changes to the 2026 Audit, Risk and Improvement Committee Meeting Schedule

Author:	**Senior Audit, Risk & Insurance Advisor**
Authorising Officer:	**Acting 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.

CM202627/208 COUNCIL DECISION

MOVED: Cr Butson **SECONDED: Cr Todd**

That Council with respect to the adopted 2026 Audit, Risk and Improvement Committee schedule:

1. **Amend the schedule to change the remaining committee meeting commencement times from 5:30pm to 2:00pm, with effect from the next meeting; and**
2. **Amend the adopted date of the 24 November 2026 meeting to 8 December 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 seek Council approval to amend the adopted 2026 Committee meeting schedule for the Audit, Risk and Improvement Committee (ARIC).

The proposed time amendment applies to the ARIC meeting schedule as a whole. The 11 August 2026 ARIC meeting is the first scheduled meeting affected by the proposed change in meeting time.

DETAIL

Council adopted the 2026 Council and Committee meeting schedule in November 2025 (CM202526/160).

The adopted schedule provides for ARIC meetings to be held at 5:30pm in March, May, August and November. This report proposes that ARIC meetings be moved to 2:00pm, effective immediately, and that the scheduled 24 November 2026 ARIC meeting be moved to 8 December 2026.

The proposed changes are administrative in nature, but support the efficient operation of ARIC, reduce avoidable costs and better align the Committee’s meeting cycle with annual audit timing.

The proposed change to a 2:00pm meeting time will provide a range of operational and governance benefits.

Holding meetings during business hours will improve the availability of key participants, including employees, auditors, advisors and independent Committee members. It will also support more efficient travel arrangements for independent members attending meetings in Port Hedland, reducing the likelihood of overnight accommodation being required and helping to minimise associated costs.

The proposed meeting time is also consistent with the practice adopted by many local governments across Western Australia, where audit and risk committee meetings are commonly scheduled during business hours due to their governance and administrative focus.

While no single meeting time will suit all members of the community, the nature of ARIC business generally involves attendance by committee members, auditors and advisors rather than broad community participation. Public access and transparency will continue to be maintained through open meetings and the publication of agendas, reports, and minutes in accordance with legislative requirements.

Having regard to the operational requirements of the Committee, a 2:00pm meeting time is considered to provide the most practical balance between accessibility, efficiency and responsible use of resources.

It is also proposed that the scheduled 24 November 2026 ARIC meeting be moved to 8 December 2026.

This change will better align the Committee's meeting schedule with the timing of the annual external audit process. In previous years, audited financial statements have not always been available for consideration at the November meeting, resulting in an additional Special ARIC meeting being required in December.

Scheduling the meeting in early December provides greater flexibility for the completion of audit activities and creates a more efficient standing arrangement for the consideration of financial statements, audit findings, and annual reporting requirements. This is expected to reduce the likelihood of additional meetings being required and improve the overall coordination of the annual reporting process.

Proposed Amendments to the 2026 ARIC Meeting Schedule:

Current Schedule	Amended Schedule
Tuesday, 11 August 2026 – 5:30pm	Tuesday, 11 August 2026 – 2:00pm
Tuesday, 24 November 2026 – 5:30pm	Tuesday, 8 December 2026 – 2:00pm

LEVEL OF SIGNIFICANCE

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

The matter does not change ARIC's purpose, membership, delegated authority or reporting obligations. However, it does affect the adopted public committee meeting schedule and is relevant to transparent governance, public accessibility and the efficient operation of Council's committee framework.

CONSULTATION

Internal

- Chief Executive Officer
- Director Corporate Services
- Manager Governance
- Manager Financial Services

External

- ARIC Presiding Member
- ARIC Deputy Presiding Member

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 5.54

Local Government (Administration) Regulations 1996

Regulation 10

Regulation 12

FINANCIAL AND RESOURCE IMPLICATIONS

The proposal is expected to deliver modest operational efficiencies and reduce costs associated with ARIC meetings.

Moving meetings to 2:00pm will better support same-day travel arrangements for independent members and reduce the likelihood of overnight accommodation being required. The change will also minimise after-hours attendance requirements for employees and support more efficient use of organisational resources.

Overall, the proposed amendments represent a practical approach that supports effective governance while maintaining responsible financial management.

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 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 Reputational
Cause	The change in meeting time may result in some community members preferring the previous evening meeting arrangement.
Effect (Consequence)	A perception may arise that daytime meetings are less convenient for some members of the public.
Risk Treatment	Treat
There is an Operational risk associated with this item caused by moving ARIC meetings to 2:00pm, leading to potential perception of reduced public accessibility. The risk rating is considered to be low (4) which is determined by a likelihood of unlikely (2) and a consequence of minor (2). The risk is considered low and manageable given the governance-focused nature of ARIC meetings and the historically limited level of public attendance. Transparency and accessibility will continue to be supported through: • publication of updated meeting schedules on the Town's website; • publication of meeting agendas and minutes in accordance with legislative requirements; and • maintenance of public access arrangements for Committee meetings.	

OPTIONS

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

CONCLUSION

The proposed amendments to the 2026 ARIC meeting schedule represent a practical governance improvement that will support the effective operation of the Committee and the efficient use of Council resources.

Scheduling ARIC meetings at 2:00pm will better facilitate participation by Committee members, auditors, advisors and relevant employees, while reducing travel and accommodation requirements for independent members and minimising after-hours attendance. The change supports a more efficient and cost-effective approach to conducting ARIC business without compromising transparency or public access.

Rescheduling the November meeting to 8 December 2026 will better align the Committee's work program with the timing of the annual external audit process and statutory reporting obligations. This amendment is expected to improve meeting efficiency and reduce the likelihood of additional Special ARIC meetings being required to consider audit-related matters.

Accordingly, it is recommended that Council approve the proposed amendments to the adopted 2026 Committee Meeting Schedule.

ATTACHMENTS

Nil

12.2 Community Services

12.2.1	Scribblers on the Road Sponsorship

The Mayor reminded Cr Scott, declared an impartiality interest in item 12.2.1 as she was previously employed as a Community engagement Officer and had communications with Scribblers Event Coordinator regarding potential collaboration.

Author:	**Manager of Events Arts and Culture**
Authorising Officer:	**Director Community Services**
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM202627/209 COUNCIL DECISION

MOVED: Cr Baxter **SECONDED: Cr Todd**

That Council with respect to FORM's Building a State of Creativity's Scribblers on the Road Program for 2026 endorse a one-year sponsorship agreement for the amount of $50,000 excluding GST to be included in the 2026/27 Annual Budget.

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 Elected Members to consider the continuation of sponsorship funding to FORM for *Building a State of Creativity's Scribblers on the Road Program* for 2026.

The proposed sponsorship will support delivery of creative and cultural programming aligned with the Council Plan 2025–2035 and the Town's commitment to providing accessible arts, cultural and community engagement opportunities.

BACKGROUND

Scribblers on the Road is a free creative literacy and learning program designed for children, young people and their families.

The Town sponsored Scribblers on the Road for a third consecutive year in 2025, with the program continuing to receive positive community feedback and strong participation.

The evaluation of the 2025 event demonstrates strong alignment across strategic outcomes. Scribblers on the Road is FORM Building a State of Creativity's regional extension of the Scribblers Festival, Australia's only state-wide festival dedicated entirely to children's literature, storytelling and creative learning. The program is designed to improve access to arts and cultural experiences for regional and remote communities while promoting literacy, creative thinking, wellbeing and lifelong learning.

DETAIL

The Town of Port Hedland has partnered with FORM to deliver Scribblers on the Road annually since 2023. The program has evolved into a highly regarded community initiative that engages children, young people, families, schools, educators, local artists and community organisations through a combination of school-based learning activities, community workshops and free public events.

The 2025 program achieved a total reach of approximately 2,230 participants across the Pilbara, including 1,180 students, 100 teachers, 15 schools and 921 attendees at the Family Fun Day delivered in Port Hedland. The program also engaged 35 local artists, performers and storytellers and involved 103 community members in program development and delivery. Evaluation findings demonstrated exceptionally strong community support, with 100% of attendees indicating the event was important for their community and 100% stating they would participate again.

The evaluation results demonstrate that Scribblers is achieving meaningful community outcomes beyond event participation. Student surveys found that 89% of participants felt more confident to try new things, 82% learned something new and 82% felt inspired to be more creative. Family and community participants reported increased feelings of belonging, stronger community connection and increased appreciation for storytelling and cultural expression.

The program also contributes to reconciliation, cultural inclusion and community cohesion through the inclusion of Aboriginal Elders, First Nations storytellers, multicultural presenters and local creative practitioners.

The 2026 proposal includes continued collaboration with organisations such as Wangka Maya Aboriginal Language Centre and Spinifex Hill Studio to ensure local stories, language and culture remain central to program delivery.

Continued support for Scribblers on the Road is considered beneficial for the following reasons:

- Strong Community Demand and Participation – Family Fun Day attendance has increased from 500 participants in 2023 to 921 in 2025, demonstrating increasing community awareness and demand for accessible creative and cultural programming.
- Positive Educational and Wellbeing Outcomes – Independent evaluations consistently demonstrate improved confidence, creativity, engagement and literacy outcomes for participating children and young people. Teachers have regularly reported increased student engagement and improved attitudes toward storytelling, writing and learning.
- Stronger Community Connections – Scribblers creates opportunities for families and residents to connect through shared experiences, helping foster a sense of belonging and community pride within a highly transient population.
    - In 2025, 82% of surveyed participants reported an increased sense of belonging and 100% agreed the event made Port Hedland a more vibrant and exciting place to be.

- Support for Local Creative Industries – The initiative directly invests in local artists, storytellers, performers and community organisations, creating opportunities for local creative practitioners while strengthening the broader cultural sector.
- Leveraging External Investment – The Town's contribution enables FORM to attract significant additional investment into the region. The proposed 2026 program budget totals $150,000, with funding contributions sought from multiple external funding sources.
- Alignment with Council's Strategic Priorities – The program directly contributes to community wellbeing, inclusion, cultural participation, youth development and activation of community facilities, aligning strongly with the Council Plan and Arts and Culture Plan outcomes.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Community Services Directorate
- Procurement Business Unit
- Finance Business Unit
- Library Services

External Agencies

- FORM

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

FINANCIAL AND RESOURCE IMPLICATIONS

FORM has requested sponsorship funding of $50,000 (ex GST) for the delivery of Scribblers on the Road in 2026.

Council has successfully budgeted for and supported this partnership over the previous three financial years (2023/2024, 2024/2025 and 2025/2026).

The allocation included in the 2026/2027 Draft Budget is conditional upon Council's endorsement of this proposal.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

Our Community
We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.
1.1 Hardy, healthy and safe people.
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 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
There are no significant identifiable environmental impacts associated with the proposed sponsorship.

Economic
The sponsorship represents a strategic investment that leverages significant external funding into Port Hedland. Under the proposed funding model, the Town's contribution forms part of a broader $150,000 program supported through external grants and partner investment, increasing the overall value delivered to the community. The program also provides paid opportunities for local artists, storytellers, performers and service providers while attracting visitation to community facilities and supporting local economic activity associated with event delivery.

Social
Scribblers on the Road delivers significant social benefits through improved access to arts, culture and learning opportunities. The program supports literacy development, creativity, confidence, wellbeing and lifelong learning among children and young people while creating opportunities for families and residents to connect through shared cultural experiences. Evaluation findings consistently demonstrate positive outcomes relating to community belonging, inclusion, cultural understanding and social cohesion, contributing to a more connected and resilient community. The delivery of local programming may reduce the need for residents to travel outside the region to access similar cultural and educational opportunities.

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

Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Town.

Outcome 4: People with disabilities receive the same level and quality of service from the Town as other people.

Arts and Culture Plan
The following outcomes of the Town’s *Arts and Culture Plan 2023-2027* apply in consideration of this item:

1.1 Enabling everyone to have the opportunity to actively participate and organise Events, Arts and Culture activities.

1.2 Events, Arts and Culture is accessible for all residents and visitors in the Town.
2.2 Celebrate Hedland's diverse cultures.
3.2 Creative pathways for everyone.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Scribblers on the Road program does not proceed, or is not delivered to the standard expected, due to funding not being approved and/or delivery issues
Effect (Consequence)	Community disappointment, reduced confidence in the Town's support for arts, culture and youth literacy programs and reputational criticism from families, schools and the broader community.
Risk Treatment	Treat
There is a reputational risk that the Scribblers on the Road program may not achieve the intended outcomes associated with the Town's sponsorship investment. However, FORM has a demonstrated history of successfully delivering the program, with strong participation, community satisfaction, and positive social outcomes. The risk rating is assessed as Low (4), based on a likelihood of Unlikely (2) and a consequence of Minor (2). The risk will be mitigated through staged sponsorship payments, ongoing engagement with FORM, and agreed reporting requirements to ensure accountability and successful program delivery.	

OPTIONS

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

CONCLUSION

Scribblers on the Road has established itself as a high-performing community initiative that delivers measurable educational, social and cultural outcomes for Port Hedland and surrounding communities. Over the past three years the program has demonstrated strong growth in participation, exceptionally high levels of community satisfaction and clear evidence of positive outcomes for children, young people, families, educators and local creative practitioners.

The program aligns strongly with Council's strategic objectives relating to community wellbeing, inclusion, creativity, lifelong learning and cultural participation. It also strengthens community identity, supports local artists and storytellers, activates community facilities and contributes to making Port Hedland a more vibrant and liveable place.

Importantly, Council's investment enables substantial external funding to be attracted into the region, significantly increasing the value delivered to the community. Continued sponsorship will build upon an established and successful partnership with FORM while ensuring local residents continue to benefit from access to high-quality literary, cultural and creative experiences.

ATTACHMENTS

1. FORM Pilbara 2026 Scribblers Proposal_ [**12.2.1.1** - 13 pages]

12.3 Regulatory Services

Nil

12.4 Infrastructure Services

12.4.1	Endorsement of the South Hedland Town Centre Activation - Concept Design

Author:	**Project Manager**
Authorising Officer:	**Acting Director Infrastructure Services**
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council with respect of the Concept Design for the South Hedland Town Centre Activation:

1. **Endorses the concept designs detailed in Attachment 1; and**
2. **Considers the inclusion of the required sum of $2,735,000 in the proposed budget for 2026/27 financial year, noting the project will be undertaken over two financial years.**

SIMPLE MAJORITY VOTE REQUIRED

CM202627/210 COUNCIL DECISION

MOVED: Deputy Mayor Melville SECONDED: Cr Butson

That Council with respect of the Concept Design for the South Hedland Town Centre Activation:

1. **Endorses the concept designs detailed in Attachment 1; and**
2. **Considers the inclusion of the required sum of $2,735,000 in the proposed budget for 2026/27 financial year, noting the project will be undertaken over two financial years; and**
3. **Request the CEO to prepare for Council consideration on the current and future strategies and policies on CCTV Video Surveillance in public areas, including agreements with potential funding and enforcement stakeholders and withhold any future installations until policy has been endorsed.**

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 AMENDMENT

The Council was of the view that a review of the Town's CCTV was required prior to implementing new installations.

PURPOSE

The purpose of this report is for Council to consider endorsing the concept design for the South Hedland Town Centre Activation and the inclusion of the proposed project budget as part of the 2026/27 and 2027/28 annual budget development processes.

DETAIL

The South Hedland Place Plan was adopted by Council resolution (OCM202122/085) on 23 February 2022, outlining a long-term vision to transform South Hedland Square, particularly Wise Terrace and the Square - into a vibrant, people-focused Town Centre.

Extensive community consultation undertaken as part of the Place Plan identified several key infrastructure and public realm improvements required to create a welcoming, functional and activated space. These include:

- Improving pedestrian accessibility – including the proposed closure of Wise Terrace to vehicle traffic.
- Providing shade and seating – to improve comfort and usability in response to the local climate.
- Incorporating landscaping and public art – to create a distinctive sense of place and reflect local identity.
- Enhancing lighting and safety – to support increased evening use and foster a safe and inviting environment.

Addressing these priorities will guide the transformation of the South Hedland Town Centre into a vibrant and inclusive community hub aligned with Council's strategic vision.

In May 2023, the Town engaged Place Lab to commence the concept design process for the South Hedland Town Centre Activation project. Following further consultation with Elected Members and key stakeholders, a preferred concept design option was identified as best meeting community needs and requirements.

This report seeks Council's endorsement of the current concept design, which incorporates the following key elements:

- The formalised closure of Wise Terrace and Rason Link to prioritise pedestrian movement.
- Upgrades to existing lighting infrastructure to improve safety and amenities.
- Installation of additional CCTV infrastructure to enhance security within the precinct.
- Upgrades to the existing irrigation system, including the installation of an additional underground storage tank to support expanded landscaping and green space.
- Installation of shade structures and seating to improve comfort and encourage increased use and activation of the space.

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

In June 2026, Elected Members attended a confidential briefing at which the preliminary concept design was presented. The briefing provided an overview of the proposed scope, design principles and strategic objectives of the project, and outlined how the concept design had been informed by stakeholder and community feedback to ensure alignment with both strategic priorities and community expectations.

Internal

- Elected Members
- Executive Leadership Team
- Senior Leadership Team
- Town Planning and Development Department
- Community Development Department
- Infrastructure Operations Department
- Infrastructure Projects & Assets Department

External Agencies

- Place Lab Landscape Architects
- Charter Hall – Centre Management

Community Engagement

- Community engagement was previously undertaken as part of the South Hedland Place plan, which was publicly advertised for a period of 51 days between 8 December 2021 and 28 January 2022. Feedback received during this process was widely used in the development of the recommended concept design.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995 section 3.57 will apply when tendering for construction.

The following Town of Port Hedland Policies have been considered in relation to the preparation of this item:

- 4/009 Significant Decision Making;
- 8/003 Access and Inclusion;
- 10/003 Landscaping.

FINANCIAL AND RESOURCE IMPLICATIONS

As presented at the Elected Members Briefing on 8 June 2026, the current Long-Term Financial Plan (LTFP), included a total allocation of $4,770,000 over a four-year period for the South Hedland Town Centre Activation Project. This funding has been allocated from the Strategic Funding reserve. Subject to Council endorsement, a consolidated allocation within the 2026/27 & 2027/28 Capital Works Programs will support the delivery of the project in a single stage, but over two financial years, ensuring cost efficiencies and minimising disruption to the community.

The current proposed budget allocation:

Project Name	FY2026-27	FY2027-28	Total
South Hedland Square Revitalisation Wise Terrace	$2,735,000	$2,035,000	$4,770,000 (inclusive of contingencies and continued escalation)

At the above-mentioned briefing, the benefits of completing this project in a single phase over the 2026/27 and 2027/28 financial years were acknowledged and supported as a principal. This approach is expected to:

- Achieve cost efficiencies
- Minimise construction disruption to the community and local business
- Deliver a cohesive and high-quality outcome.

Since adoption of the South Hedland Place Plan in 2022, a total of $548,678 has been invested in the activation of the Town Centre.

This investment has enabled early-stage activation works, including:

- The temporary closure of Wise Terrace and Rason Link
- Beautification and landscaping works
- Seating and signage installation
- Initial site works and concept design development.

A preliminary construction cost estimate for the recommended Concept Design Option (Attachment 12.4.1.1) was presented at the Elected Member Briefing on 8 June 2026. Consistent with the Towns Project Management Framework (PMF) Planning Phase (Gate 2) requirements, the concept design has been developed to a level that enables consideration of the preferred option and supports a preliminary financial investment decision.
The current estimated construction costs for the recommended Concept Design Option is as follows:

Description	Quantity	Unit	Rate	Total
Recommended Option - Core	10,230	m2	$405.35	$4,146,730

It must be noted that:

- This estimate is preliminary and subject to refinement through a detailed design phase.
- This estimate has been prepared to inform the PMF Gate 2 Planning Phase.
- It will be influenced by market conditions and tender outcomes

- This estimate excludes:
    - Detailed design costs
    - Internal project management costs
    - External contract administration and superintendency.

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.

4.3 Effective delivery of services and infrastructure to meet community needs

Environmental

The South Hedland Town Centre Project will deliver a range of environmental benefits through the enhancement of green infrastructure and the creation of a more sustainable and climate-responsive public realm. The inclusion of expanded landscaping, supported by upgraded irrigation systems and additional underground water storage, will increase urban greenery, improve drought resilience, and contribute to cooling effects within the precinct. Shade structures and tree planting will help mitigate the impacts of extreme heat, improving comfort for users while reducing the urban heat island effect. In addition, prioritising pedestrian movement through the closure of key roads will reduce vehicle reliance within the town centre, contributing to lower emissions, improved air quality, and a safer, more environmentally friendly public space. Overall, the project supports the delivery of a more sustainable, attractive, and resilient urban environment aligned with Council's strategic objective of providing accessible and environmentally responsible infrastructure.

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

Social
Implementation of the concept plan for the South Hedland Town Centre will deliver significant community benefits by transforming the precinct into a safe, inclusive and vibrant public space that encourages social interaction, cultural expression and economic activity. The design responds directly to community feedback by improving pedestrian accessibility, increasing shade and seating, and enhancing lighting and safety, creating a more comfortable and welcoming environment for residents and visitors alike. The introduction of landscaping, public art and expanded green spaces will strengthen local identity and provide an attractive setting that supports wellbeing and community pride, while upgraded infrastructure and activation opportunities will encourage longer dwell times and support local businesses. Overall, the project will establish a well-utilised, people-focused town centre that fosters community connection, supports economic vitality and aligns with Council's vision for a diverse, engaged and liveable South Hedland.

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational
Cause	If Council do not support the endorsement of the Concept Design
Effect (Consequence)	A potential negative community perception that Council does not support critical upgrades to the South Hedland Town Centre
Risk Treatment	Adopt the officer's recommendation to endorse the Recommended Concept Design to progress the project
There is a reputational risk associated with this item because the Town would be perceived as failing to fulfill its commitment to renewing key community assets, which could result in public dissatisfaction and decreased confidence in the Town's ability to deliver strategic initiatives. 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 avoided by the adoption of the Officers' recommendations.

Risk Type	Project
Risk Category	Financial
Cause	If Council do not approve the single construction phase approach
Effect (Consequence)	Staging the project over multiple years will require completed works to be disturbed and then reinstated, resulting in duplication of costs, inefficient use of resources, and an overall increase in project expenditure
Risk Treatment	Adopt the officer’s recommendation to consolidate funding and deliver the project in a single phase
There is a financial risk associated with this item due to the current budget allocation to stage the project over a four-year period. Staging the project over four-years will require completed works to be disturbed and then reinstated, resulting in duplication of costs, inefficient use of resources, and an overall increase in project expenditure 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 avoided by the adoption of the Officers' recommendations.	

OPTIONS

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

CONCLUSION

The concept designs for the South Hedland Town Centre Activation represent the outcome of stakeholder consultation, community engagement and technical assessment undertaken during the Planning Phase of the project. The concept designs establish a clear vision for the future activation and enhancement of the town centre and provide the basis for advancing the project through the Town's Project Management Framework.

It is recommended that Council support the Officer's Recommendation to endorse the concept design detailed in Attachment 1. Endorsement will confirm the preferred design direction and enable progression to the detailed design phase, where project scope, costs and delivery requirements can be further refined.

Consideration of the required funding within the 2026/27 budget process, noting the project is anticipated to be delivered over two financial years, will support future implementation of the project in accordance with Council's strategic objectives and long-term financial planning considerations.

ATTACHMENTS

1. South Hedland Town Centre Activation Concept [12.4.2.1 - 2 pages] [**12.4.1.1** - 2 pages]

12.4.2	Award of RFT2526-34 Gilbert Street Flood Pump Station Upgrade

Author: **Senior Project Officer**
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.

NOTICE OF MOTION

Prior to consideration of the motion the Manager Governance obtained written support from three Elected Members: Deputy Mayor Melville, Councillor McDowall and Councillor Edwards.

CM202627/211 COUNCIL DECISION

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

That Council with respect to RFT2526-34 Gilbert Street Flood Pumps Station Upgrades:

1. **Pursuant to Regulation 10(1)(b) of the *Local Government (Administration) Regulations 1996,* acknowledges that, despite Council resolving at the Special Council Meeting on 11 February 2026 (SCM202627/102) to award Parts 2 and 3, the contract was not executed by the preferred tenderer and the Chief Executive Officer (CEO).**
2. **Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* requests the CEO to include $3,240,015 in the 2026/27 Annual Budget, being the value of the contract plus preliminaries, contingencies and associated project management expenses.**
3. **Pursuant to sections 9.49A(4) and 9.49B of the *Local Government Act 1995* authorise the CEO to execute a Contract for the award of RFT2526-34 to Ciltech Pty Ltd for the total amount of $1,970,482 excluding GST as recommended in the Evaluation Report.**

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 to inform Council that following the 11 February 2026 Special Council Meeting which endorsed the award of RFT2526-05 Parts 2 & 3 to the preferred tenderer, the parties were unable to execute the contract for the scope of work. As a result, a further procurement process was conducted, and this report seeks to award RFT2526-34 to the preferred tenderer based on the evaluation panels assessment and recommendation.

DETAIL

The Gilbert Street Flood Pumps are a major pump system which protects the West End from flooding during rain events. The pumps collect water from the West End through a series of channels and then pump this water into a discharge chamber, thereby protecting the West End from flooding.

At the Special Council Meeting held on 11 February 2026, the Council endorsed the award of RFT2526-05 Part 1 to the preferred tenderer and Parts 2 & 3 to another tenderer. The contract for Part 1 has been successfully executed, however in relation to the contract execution for parts 2 & 3 the preferred tenderer advised that the tendered prices submitted in November 2025 could not be maintained. The contractor has identified several contract items directly impacted by recent global fuel and material price increases, resulting in higher plant, transportation and operational costs.

The items mainly affected are:

- The supply and installation of poly pipes;
- The supply and installation of electrical cable trenches, inspection pits, electrical cables for emergency generator;
- The crane hire costs; and
- Transportation and flight costs.

Governance and legal advice confirmed that the value of the previously awarded tender could not be varied. As a result, the relevant works were retendered.

Under this contract, the contractor will complete the following scope of work:

- Repair and replace the mechanical screens, steel sections and structural members associated with the inlet structures;
- Remove and dispose of the existing pumps and associated equipment, and install three new flood pumps;
- Upgrade the electrical and control systems to support additional alarm functionality and an automatic backup generator and reinstate cabling;
- Measure, supply, fabricate and install the discharge pipework as documented; and
- Commission the upgraded pump station, and all works specified within the RFT2526-34

This project requires specialised contractors across civil, structural steel fabrication, mechanical and electrical trades. The Town advertised the tender package multiple times to attract suitably qualified contractors capable of delivering the full project scope.

On 10 June 2026, the Town released RFT2526-34 through VendorPanel, its e-tendering portal. The tender was also advertised in The West Australian, Town's public LinkedIn website, the Northwest Telegraph, and submissions closed on 25 June 2026.

The Town received two compliant responses. The respondents were as follows:

1. Ribshire Pty Ltd/Goodline

2. Ciltech Pty Ltd

An evaluation meeting was held on 1 July 2026, facilitated by the Town's procurement representative. The compliant submissions were evaluated by a panel of three (3) 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
Demonstrated Understanding & Methodology	35
Capacity to Deliver & Resources	25
Delivery & Training	10
Total	100

A value for money assessment was undertaken as part of the tender evaluation process to ensure the Town achieved the best possible outcome for this project.

Following this review, the preferred tenderer not only met all qualitative requirements but also emerged as the best value for money option.

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

The successful contractors project milestones are noted below:

- July 2026- Council Endorsement for award of tender
- August 2026- Letterbox drops/ Dilapidation survey notices to nearby property owners
- August 2026- Kick off meeting
- August 2026- Submission of relevant management plans and securing work permits
- August 2026- Mobilisation of Plant and Equipment and Site work
- August 2026- Concrete remediation work
- August 2026- Structural steel remediation
- September 2026- Installation of the pumps and emergency generator
- November 2026- Testing, commissioning of pumps and emergency generator.

LEVEL OF SIGNIFICANCE

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

- Significant - The extent to which the decision flows logically and consequently from a significant decision already made or from a decision in the strategic or annual corporate plans.
- Exception - The proposal or decision is not of a nature or significance that requires engagement.
- 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.
- Exception - There is a need for confidentiality or commercial sensitivity.

CONSULTATION

Internal

- Director Infrastructure Services
- Director Community Services
- Senior Project Officer
- Manager Infrastructure Operations
- Senior Procurement Officer
- Manager Governance
- Manager Waste & Services
- Manager Infrastructure Projects and Assets

External Agencies

- AIE Engineering
- Pilbara Ports Authority
- McLeods Lawyers
- Pomona Pumps

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 3.57 Tenders for providing goods or services

Section 5.25 (1)(e) Regulations about council and committee meetings and committees

Section 6.2(2)(c) Local government to prepare annual budget

Section 9.49A Execution of documents (for contracts and agreements)

Section 9.49B Contract formalities.

Local Government (Administration) Regulations 1996

Regulation 10.(1)(b) Revoking or changing decisions [Act s. 5.25(1)(e)].

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

- 1/014 Execution of Documents
- 1/022 Risk Management
- 2/007 Procurement
- 2/019 Financial Reserves
- 4/009 Significant Decision Making.

FINANCIAL AND RESOURCE IMPLICATIONS

As part of report at the Special Council Meeting on 11 February 2026, Council endorsed an allocation of $1,606,955 from the Asset Management Reserve to upgrade the existing Gilbert Street flood pump station in Port Hedland.

Following completion of the recent tender process RFT2526-34, project costs have increased to accommodate current commitments and delivery of the full scope of work. Council approval is therefore sought for a total project allocation of $3,240,015.

The increase in project costs is primarily due to external market pressures, including recent global conflicts and associated rises in fuel and logistics costs affecting the Pilbara region.

These pressures have increased the cost of key construction items such as polyethylene piping, electrical cabling, transport, and crane hire. Higher fuel prices have also increased freight, specialist contractor mobilisation and air travel costs required for delivery in Port Hedland.

These cost escalations reflect broader supply chain volatility and have materially increased the revised project cost forecast.

The project is jointly funded by the Department of Fire and Emergency Services through the Disaster Resilience Grants Program. The $500,000 (including GST) grant is paid progressively against project milestones. To date, the Town has received $250,000, with the remaining $250,000 payable on full completion of the project.

The total project expenditure of $3,240,015 (excluding GST) comprises RFT 2526-34 to the value of $1,970,482 (excluding GST) with other project costs and commitments of $1,269,533.

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>
1.4.2 Facilities and community infrastructure are revitalized across the Town.

<u>Our Built and Natural Environment</u>
Roads, Footpaths and Drainage Management: Construction and maintenance of sealed and unsealed roads; construction and maintenance of footpaths; stormwater drainage maintenance, renewals and upgrades.

Environmental
The Gilbert Street Flood Pump Station upgrade is a critical infrastructure project that will help the Town effectively manage stormwater during severe weather events such as tropical cyclones. By improving flood resilience and drainage capacity, the upgrade will reduce the risk of waterlogging, prevent environmental issues, and mitigate public health concerns such as mosquito breeding.

Economic
Undertaking the Gilbert Street Flood Pumps Station Upgrades are expected to deliver positive economic outcomes by reducing flood-related disruption and downtime for adjacent commercial businesses and road users during heavy rainfall and tropical cyclone events. Improved drainage capacity can reduce the likelihood of damage to private property, vehicles and minimize recovery and clean-up costs following storm events. The project also protects the Town's existing drainage assets and supports continued service continuity for a key local access route, which assists freight and commercial operations. Completing the work now helps avoid further cost increases associated with delays.

Social
The upgraded pump station will strengthen community safety and resilience by reducing the likelihood, duration and extent of flooding on Gilbert Street and surrounding areas during heavy rainfall and tropical cyclone events. Improved stormwater management supports safer access for residents, emergency services and freight/commercial operators, and reduces disruption to daily activities and local business operations. Reduced ponding and waterlogging also lowers public health and amenity impacts (including mosquito breeding and associated nuisance/health risks). During construction there may be short-term impacts such as traffic management changes, noise and temporary access constraints; these will be managed through clear communication, appropriate working hours and safe pedestrian/vehicle access arrangements. Overall, delivery of the upgrade is expected to improve community confidence in the Town's critical infrastructure and preparedness for severe weather.

Access and Inclusion
This item does not identify any access and inclusion outcomes under the Town's *Access and Inclusion Plan 2023-2026*.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Project
Risk Category	Compliance Financial Health & Safety
Cause	If Council do not support the endorsement of awarding the tender RFT2526-34
Effect (Consequence)	The Town will fail to deliver on its key strategic objectives within the Town's strategy and also

	• Delayed delivery • Increased cost to the Town • Potential to forfeit of DFES grant funding
Risk Treatment	Adopt the Officer's Recommendation

This item presents Compliance, Financial, and Health & Safety risks due to a potential flooding event during a cyclone. Such flooding may result in the road being cut off between Gilbert Street and Anderson Street, rendering the infrastructure non-compliant with its intended purpose.

Additionally, several commercial businesses have warehouses along this road. Flooding could lead to significant financial impacts, including business disruption and loss of revenue. The proponent may seek compensation from the Town for flood related damages.

Furthermore, poor stormwater management and waterlogging may create conditions conducive to mosquito breeding, raising additional Health & Safety concerns.

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 Officers' recommendations.

Risk Type	Operational
Risk Category	Reputational Environmental Service Interruption
Cause	If Council do not support the endorsement of awarding the tender RFT2526-34
Effect (Consequence)	The Town will fail to deliver on its key strategic objectives within the Town's strategy.
Risk Treatment	Adopt the officer's recommendation

This item presents Reputational, Service Interruption, and Environmental risks due to a potential flooding event that may cut off the road between Gilbert Street and Anderson Street. Such disruption could hinder access and services, affecting both public perception and operational continuity.

Several commercial businesses have warehouses along this road. Flooding could lead to significant business disruption and financial losses, potentially prompting affected parties to seek compensation.

Several commercial businesses have warehouses along this road. Flooding could lead to significant business disruption and financial losses, potentially prompting affected parties to seek compensation.

Additionally, stagnant water from poor drainage and waterlogging may create breeding grounds for mosquitoes, raising environmental and public health concerns.

The risk rating is considered 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

It is recommended that Council support the officer's recommendation to award RFT2526-34 for the Gilbert Street Flood Pumps Station Upgrades to the preferred tenderer identified through the tender evaluation process.

Awarding this tender is a critical investment in the Town's flood resilience and long-term infrastructure reliability. With the existing pumps at the end of their serviceable life, the upgrade will help protect businesses, public assets and the West End area from flooding, while supporting the Town's commitment to resilience and sustainable development.

ATTACHMENTS

1. CONFIDENTIAL - Multi-party evaluation report [**12.4.2.1** - 11 pages]

12.4.3	Award of RFT2526-20 Kingsford Smith Business Park Subdivision Construction Works

Author:	**Senior Project Officer**
Authorising Officer:	**Acting 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.

NOTICE OF MOTION

Prior to consideration of the recommendation the Manager Governance obtained written support from three Elected Members: Deputy Mayor Melville, Councillor McDowall and Councillor Edwards.

CM202627/212 COUNCIL DECISION 1

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

That Council with respect to Council Decision (CM 202425/362) Award of Tender RFT2425-36 Kingsford Smith Business Park Subdivision Construction Works to be revoked.

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

CM202627/213 COUNCIL DECISION 2

MOVED: Cr Todd **SECONDED: Cr McDowall**

That Council with respect to RFT2526-20 Kingsford Smith Business Park Subdivision Construction Works:

1. **Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* requests the Chief Executive Officer (CEO) to include the sum $3,536,374 excluding GST in the 2026/27 Annual Budget.**
2. **Pursuant to sections 9.49A(4) and 9.49B of the *Local Government Act 1995* authorise the CEO to execute a Contract for the award of Everything Earth Pty Ltd for the total amount of $3,255,917 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 1) revocation of a previous council decision and 2) to consider the assessment of submissions received for RFT2526-20

Kingsford Smith Business Park (KSBP) Subdivision Construction Works and consider the evaluation panel’s recommendation to award the tender to the preferred tenderer.

DETAIL

The Town of Port Hedland completed Stage 1 of KSBP sub-division works in 2015, which included civil works and service installations. Since then, there has been interest from small and medium-sized businesses looking to operate out of KSBP to service industries related to the resource sector, bulk freight, transport, and associated operations. There is a significant pipeline of industrial works in Hedland and surrounds, thus enabling opportunities for active businesses to relocate or expand their offerings in the coming years.

The intent of this project is to construct 7 small and medium-sized serviced lots which would cater for small and medium-sized businesses that may not require the larger lots that are currently available from Development WA, which has recently expanded and released land in the Hedland Junction Estate in Wedgefield.

The civil road construction of the business estate has previously been completed, which includes roads, footpaths, kerbing, drainage, and asphalt works. The Town has received conditional subdivision approval (App No.162726) from WAPC for Stage 2, and this package of construction works is to complete the conditions on the subdivision approval.

The successful tenderer will be required to supply plant, labour, and materials to undertake all works associated with the construction of bulk earthworks, underground power and telecommunications, infrastructure and miscellaneous associated works.

The scope of works is to be read in conjunction with requirements set out in the specification, attached engineering design drawings and information gathered during the mandatory site briefing/inspection but are not limited to the following:

- Preparation and implementation of required management plans;
- Mobilisation and demobilisation to the site of all plant, equipment and materials required to complete works;
- Set up a laydown area and site security for the period of works as necessary;
- Location and protection of existing services
- Removal, stockpiling and shredding of vegetation, disposal of rubbish, debris and other deleterious material;
- Supply of structural fill, placement and compaction of fill to level within the site.
- Setting out and construction of underground utility services.
- Provision of as-constructed drawings in Aconex, OneDrive to A-Spec. All As Constructed survey pickups of newly installed underground services.
- Provision of "As Constructed" plans for submission the Local Authority for earthworks and retaining walls, and to Horizon Power and NBN for their infrastructure.

- Provision of independent third-party certifications for earthworks and for underground power installations.

Following award, the successful tenderer is proposed to take possession of the site by August 2026. Based on successful tenderer's submission, the duration of the works is estimated to take 4 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 previously tendered for KSBP subdivision works in March 2025 and the Council authorised the Chief Executive Officer enter into a Contract for the award of RFT2425-36 Kingsford Smith Sub-division Works to DeGrey Civil Pty Ltd (Council Decision CB202425/362) , however the Town was unable to reach commercial terms with the tenderer and as a consequence, the contract was not executed.

The Town released a Request for Tender (RFT) on 22 May 2026 on VendorPanel (the Town's e-tendering portal) with a closing date of 1 July 2026. The RFT number for this project is RFT2526-20. 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.*

The Town received eight responses of which two were deemed non-compliant due to not being able to meet the mandatory criteria.

The compliant respondents were as follows:

- Byblos Constructions Pty Ltd
- Corps Earthmoving Pty Ltd
- Doolee Construction Pty Ltd
- Everything Earth Pty Ltd
- Fulton Hogan Pty Ltd
- Hicks Civil and Mining Pty Ltd.

An evaluation meeting was held on 9 July 2026, facilitated by the Town's Procurement Officer. The compliant submissions were evaluated by a panel of 3 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
Capacity to Deliver and Resources	30
Demonstrated Understanding and Methodology	40
Total	100

A summary of the assessment result 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 low significance, because:

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

CONSULTATION

Internal

- Director Infrastructure Services
- Director Regulatory Services
- Manager Infrastructure Projects & Assets
- Manager Planning and Economic Development
- Principal Economic Development & Tourism
- Coordinator Urban Planning
- Senior Project Engineer
- Project Engineer
- Senior Project Officer
- Procurement Officer

External

- Proven Project Management
- Porter Consulting Engineers
- McLeods Lawyers
- Horizon Power
- Pilbara Port Authority

Community

- Hedland First National

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 3.57 Tenderer for providing goods or services

Section 5.25(1)(e) Regulations about council and committee meetings and committees

Section 6.8 Expenditure from municipal not included in annual budget

Section 9.49A Execution of documents

Section 9.49B Contract formalities

KSBP Stage 2, prepared in accordance with section 3.59 (4) of the *Local Government Act 1995*.

Local Government (Administration) Regulations 1996

Regulation 10 Revoking or changing decisions

Local Government (Functions and General) Regulations 1996

Part 4, Division 2 – Tender for providing goods or services also applies in relation to this item.

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

Section 3.59 of the *Local Government Act 1995* requires Local Governments to prepare a business plan before entering into a major land transaction or major trading undertaking. For the Town of Port Hedland, a major land transaction is any land transaction over the value of $2 million (unless exempt). The development of KSBP Stage 2B is therefore required to comply with section 3.59 of the Act.

At the 28 August 2024 Ordinary Council Meeting, Council resolved (CM202425/130) to endorse the public advertising of the Business Plan for a Major Land Transaction –

Following the statutory advertising period, Council, at the 30 October 2024 Ordinary Council Meeting, resolved (CM202425/173) to adopt the Business Plan and to proceed with its implementation. No other aspects of the project have changed since the business plan was adopted by Council.

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 $3,536,374 will deliver serviced industrial/commercial land that can be released to the market for sale. In addition to creating a developable asset, the project will support economic growth, encourage private sector investment, and increase the availability of land for future business opportunities within Port Hedland.

The project is expected to be funded through strategic allocation and external contributions. While the upfront capital expenditure is significant, the sale of the newly created lots will offset a substantial portion of the project costs. Based on the anticipated sale values, the Town is expected to realise a financial return of approximately $2,504,000 following the sale of all lots. The Town will be required to undertake a new market valuation prior to advertising the lots for sale to ensure compliance with section 3.58 of the *Local Government Act 1995*.

Based on the proposed 2026/27 differential rates, once sold, these lots will generate minimum annual rates revenue of $13,300 per annum. This is based on similar sized undeveloped lots within KSBP paying the minimum payment for Commercial/Industrial ($1,900 per annum). Once developed, based on the average Gross Rental Valuation per Square Metre of developed lots within KSBP, the Town could expect to receive rates revenue of approximately $64,560 per annum.

The Town intends to introduce a development clause into the contract of sale for each lot requiring development within 2 years of purchase. Over a 20-year horizon, assuming lots are sold relatively quickly following the issuance of titles and are developed within two years of purchase, the Town could expect gross income of approximately $3,700,000, based on the most recent market valuation and current differential rates schedule.

The proposed 2026/27 Budget request is now $3,536,374, inclusive of a small contingency amount. The Budget will also include income of $1,157,000 being the agreed contribution from the Pilbara Ports Authority (contribution in lieu of Spoilbank Fill). Factoring in the financial contribution from Pilbara Ports, the expected (net) financial effect on the Town from the award of this tender, is not considered to be significantly different to what is detailed in the business plan.

STRATEGIC SUSTAINABILITY IMPLICATIONS

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.
2.1 Business and job growth
2.3 Marketing and promotion
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

Environmental

The KSBP Stage 2 Subdivision aligns with the Town of Port Hedland's strategic objective of supporting sustainable economic growth through the efficient use of existing infrastructure and industrial land. While there are localised environmental impacts associated with development, these are considered manageable through appropriate planning and environmental management practices. The project is expected to deliver long-term economic, employment, and land-use benefits for the community while supporting the ongoing development of the Hedland region.

Economic
The KSBP Stage 2 Subdivision is expected to deliver positive economic outcomes through increased private investment, employment generation, economic diversification, and enhanced utilisation of existing infrastructure. The project will strengthen Port Hedland's industrial and commercial land supply while contributing to the Town's long-term financial sustainability through land sales and future rate revenue.

With the increased interest from small and medium sized businesses, Stage 2 of KSBP supports growth in light industry, bulky goods retail, warehousing, service industries, and commercial enterprises. By creating more lots, there is an opportunity to generate employment during both the construction and operational phases.

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:

- 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 RFT2526-20 Kingsford Smith Business Park Subdivision Construction Works
Effect (Consequence)	The Town will fail to deliver lots for small and medium sized business to boost Economic development in the Town.
Risk Treatment	Adopt the officer's recommendation
There is a reputational risk associated with this item because Economic Development of the Town could be slowed down if the Town does not subdivide the land and create lots for business to operate from. 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.	
Risk Type	Project
Risk Category	Project Management

Cause	If Council do not support the endorsement of RFT2526-20 Kingsford Smith Business Park Subdivision Construction Works.
Effect (Consequence)	The project will be delayed or unable to proceed, resulting in the Town failing to deliver the planned industrial lots within the required timeframe. This may impact project objectives, strategic economic development outcomes, stakeholder expectations, and overall project delivery.
Risk Treatment	Adopt the officer's recommendation.
There is a project management risk associated with this item because failure to proceed with the subdivision works may delay the delivery of critical project outcomes and prevent the timely release of industrial land for small and medium-sized businesses. This may adversely affect the Town's ability to achieve its economic development objectives and meet stakeholder expectations. 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 award of RFT2526-20 Kingsford Smith Business Park Subdivision Construction Works represents an important step in progressing the next stage of the Town's planned industrial land development. The project will enable the delivery of 7 serviced lots to support small and medium-sized businesses, respond to demonstrated market interest, and contribute to broader economic growth, employment generation and investment within Port Hedland. The tender process has been undertaken in accordance with the Town's procurement requirements and relevant legislative provisions, with the evaluation panel identifying a preferred tenderer based on the assessment of compliant submissions. The project is supported by an adopted business plan, identified funding sources, and anticipated future financial returns through land sales and ongoing rates revenue.

While there are financial, project delivery, and reputational risks associated with the project, these risks are considered manageable and are best mitigated by proceeding with the Officer's recommendation. It is therefore recommended that Council authorise the required 2026/27 budget allocation and authorise the CEO to execute the contract for the award of RFT2526-20.

ATTACHMENTS

1. CONFIDENTIAL - V P 510709 - Multi party evaluation report [**12.4.3.1** - 14 pages]

2. Decision Letter 162726 20221019 [**12.4.3.2** - 6 pages]
3. Subdivision Plan [**12.4.3.3** - 2 pages]
4. CONFIDENTIAL - CEO RFX Evaluation Memo - RFT2526-20 KSBP [**12.4.3.4** - 5 pages]

12.4.4	Award of RFT2526-27 Town of Port Hedland Verge Maintenance

Author: **Acting Coordinator Parks & Reserves**
Authorising Officer: **Acting 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.

CM202627/214 COUNCIL DECISION

MOVED: Cr Todd **SECONDED: Cr McDowall**

That Council with respect to RFT2526-27 Town of Port Hedland Verge Maintenance:

1. **Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* requests the Chief Executive Officer (CEO) to include the sum of $414,000 in the 2026/27 Annual Budget.**
2. **Pursuant to sections 9.49A(4) and 9.49B of the *Local Government Act 1995* authorise the CEO to execute a contract for the award of Unicorn Cleaning and Gardening Services for the total amount of $1,190,400 excluding GST for a contract period of two years, with an optional one-year extension, noting that CPI adjustments may occur in later years.**

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 RFT2526-27 and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

Verge maintenance services include litter collection, brush cutting, mowing/slashing, removal of shrubs, blowing, and weed spray treatment across Port Hedland, South Hedland, Wedgefield and Kingsford Smith Business Park. Areas include residential verges, laneways, footpaths, median strips, and roundabouts.

The current adopted Long Term Financial Plan (LTFP) includes provision for verge maintenance services, and the proposed contract value of $1,785,600 (excluding GST) over a 2-year period with an optional 1-year extension. This is included across planned allocations in 2026/27, 2027/28, and 2028/29.

The Town released a Request for Tender (RFT) on 12 May 2026 on the Vendor panel with a closing date of 5 June 2026. The RFT number for this project is RFT2526-27. One addendum was released during the tender period.

The Town received 5 responses, 1 of which was deemed non-compliant. An evaluation meeting was held on 10 June 2026, facilitated by the Town's Procurement Officer. 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	30
Demonstrated Understanding & Resources	30
Capacity to Deliver & Resources	40
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 of high significance, because:

- Exception - The proposal or decision has already been addressed by the Council's strategies, policies or plans, which have recently been consulted on; including the Town's *Public Open Space and Street Tree Strategy 2025-2035*.

CONSULTATION

Internal

- Director Infrastructure Services
- Manager Infrastructure Operations
- Coordinator Parks & Reserves
- Procurement Department

External Agencies
Nil

Community
Nil

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
- 6.8 Expenditure from municipal fund not included in annual budget
- 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.

FINANCIAL AND RESOURCE IMPLICATIONS

Within the draft Annual Budget an amount of approximately $600,000 has been included.

In total, the contract allows for six visits:

- 2 visits in FY2026/27: 1x September 2026 and 1x March 2027 ($396,800).
- 2 visits in FY2027/28: 1x October 2027 and 1x March 2028 ($396,800).
- 2 visits in FY2028/29: 1x October 2028 and 1x March 2029 ($396,800).

In addition to the contract value, a budgeted amount of approximately $200,000 has been included if seasonal ad hoc works are required.

The Town has included in the current Long Term Financial Plan (LTFP) for future funds intended to cover this service contract.

Contract Delivery Risks – Additional Ad Hoc Works

The tender was evaluated on the basis of two programmed verge maintenance visits per year. Adding an additional ad hoc visit each year (estimated at $198,400 per visit) introduces risks relating to contractor resource availability, scheduling of labour and equipment, potential impacts on service delivery timeframes, and reduced flexibility during peak operational periods. As the additional works were not included within the original tendered scope, there is also a risk of increased contract management requirements and reduced value for money if market conditions or resource demands change over the contract term.

The Town does not have approved Annual Budgets for 2027/28 or 2028/29; however, the current Long Term Financial Plan (LTFP) has future funds intended to cover this service contract.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

Our Community:

1.3.1 The community, industry, arts, and cultural organisations are engaged in identifying, planning, and coordinating events and activities.
1.4.1 The present and future facilities and requirements of the town are planned for and developed in-line with relevant facility standards and community needs.
1.4.2 Facilities and community infrastructure are revitalised across the town
1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.

Our Economy:

2.1.1 Lobby State and Federal Governments and private sector for improved infrastructure investment.
2.5.1 Pursue investment in key infrastructure development such as the port, airport, service industry, and logistics.
2.5.3 Invest and develop key community and recreation infrastructure.
2.5.5 Support tourism infrastructure development.

Our Built and Natural Environment:

3.1.1 Inform and engage Traditional Owners, key stakeholders, and the community in the protection and enhancement of the natural environment.
3.3.5 The greening and vegetation of streetscape verges are systematically implemented.

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.
4.2.4 Constructive forums are facilitated for discussion and the representation of the diversity of community views and needs that impact on the town's developments, programs and policies.
4.3.2 Community members, businesses and tourists are engaged to provide feedback about local facilities and services.
4.3.4 Efficiency strategies across the town's infrastructure and amenity assets are implemented.

Environmental

The contract will cover; removal of declared weed trees and shrubs helps protect native flora and reduce ecological degradation. Priority will be given to clearing and maintaining verges, laneways, and footpaths, creating healthier green corridors for local wildlife. Other aspects of the contract include daily litter collection of hazardous waste like needles and broken glass, reducing environmental contamination, and improving public safety on the days they are in attendance. Weed spray treatment and proper disposal of waste at the Town landfill, aligns with responsible land management and waste reduction strategies.

Economic
The proposed contract value is intended to be included in annual operational budgets 2026/27, 2027/28 and 2028/29, ensuring sound financial management and budget sustainability. Engaging a local contractor will support local employment opportunities and contribute to regional business growth. The detailed scope of work and clearly defined performance requirements will help ensure a high standard of service delivery while minimising the risk of rework, service interruptions, or delays. In addition, the regular maintenance of verges and public infrastructure, including signage, bollards, and footpaths, will assist in extending the useful life of Council assets and reducing long-term repair and replacement costs.

Social
The removal of litter, broken glass, and other hazardous materials from public areas will improve safety for pedestrians, cyclists, and other users. Clean and well-maintained verges and footpaths enhance the presentation of the Town, contributing to civic pride and creating a more attractive urban environment. In addition, respecting privately maintained verges and maintaining clear communication with residents will foster positive community relationships, trust, and ongoing cooperation between the Town and its residents**.**

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

- Outcome 4 – Quality of Service.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational & Service Interruption
Cause	If Council does not support the endorsement of RFT2526-27 to proceed with the appointment of a contractor for verge maintenance services across Port Hedland, South Hedland, Wedgefield and Kingsford Smith Business Park.
Effect (Consequence)	The Town will fail to maintain a high level of public verges, laneways, footpaths, and roundabouts to a safe and acceptable standard, resulting in environmental degradation, increased safety hazards, and community dissatisfaction.
Risk Treatment	Adopt the officer's recommendation.
There is a reputational and service interruption risk associated with this item because failure to proceed with the contract will result in unmanaged public spaces, accumulation of litter and weeds, and potential safety hazards, which may lead to negative public perception and complaints. 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 RFT2526-27 to the preferred tenderer indicated in the tender evaluation. This will ensure the timely and professional delivery of verge maintenance services across Port Hedland, South Hedland, Wedgefield and Kingsford Smith Business Park. resulting in improved public safety, enhanced visual amenity, and alignment with the Town’s environmental and operational objectives. The contract will also support responsible asset management, reduce reputational risk, and contribute to community wellbeing through cleaner, safer public spaces.

ATTACHMENTS
1. CONFIDENTIAL – Multi-party Evaluation Report [12.4.4.1]
2. CONFIDENTIAL – Evaluation Memo – ToPH Verge Maintenance [12.4.4.2]

12.5 Office of the CEO

Nil

13 New Business of an Urgent Nature (Late Items)

Nil

14 Motions of Which Previous Notice has been given

Nil

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

Nil

16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 26 August 2026 commencing at 5:30 pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:47 pm.