

AGENDA

Dear Commissioners,

I respectfully advise that an **ORDINARY COUNCIL MEETING** be held in the **Civic Centre Chambers 13 McGregor Street, Port Hedland WA 6721**, on **29 October 2025**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully



Mark Dacombe

Interim Chief Executive Officer

24 October 2025

DISCLAIMER

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

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS***Local Government Act 1995 – Section 5.65, 5.70 and 5.71******Local Government (Model Code of Conduct) Regulations 2021***

This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Model Code of Conduct) Regulations 2021

Name			
Position			
Date of Meeting			
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing		
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality

Signature: _____ **Date:** _____

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

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

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

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1 Opening of Meeting

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

2 Acknowledgement of Traditional Owners and Dignitaries

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

3 Recording of Attendance

Important note:

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

3.1 Attendance

Scheduled Present:

Commissioner Jessica Shaw (Chair)

Commissioner Martin Aldridge (Deputy Chair)

Commissioner Ron Yuryevich AM

Scheduled for Attendance:

Mark Dacombe (Interim Chief Executive Officer)

Stephen Leeson (Director Corporate Services)

Alison Banks (Director Community Services)

Kylie Davies (Director Regulatory Services)

Lee Furness (Director Infrastructure Services)

Tom Kettle (Manager Governance)

Sophie Marlow (Governance Support Officer)

Emily Richardson (Audit, Risk & Insurance Officer)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

3.5 Disclosures of Interest

4 Applications for Leave of Absence

5 Response to Previous Questions

5.1 Response to Questions taken on notice from Commissioners at the Council Meeting held on 24 September 2025

Nil

5.2 Response to Questions taken on notice from Public at the Council Meeting held on 24 September 2025

5.2.1	John Ashenden
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Question: *Regarding appointment of Commissioners: can you give me the section of the Local Government Act 1995 that you rely upon?*

Further response:

Following the resignation of a majority of council members of the Town of Port Hedland, the Hon Peter Quinlan, Lieutenant Governor and deputy to the Governor of Western Australia, in Executive Council on 2 September 2025 declared, by order, all the remaining offices of members of the Council to be vacant and appointed Ms Jessica Shaw, the Hon Martin Aldridge, and Mr Ron Yuryevich AM to be Commissioners of the Town, pursuant to sections 2.37(1), 2.37(4) and 2.40(1) of the *Local Government Act 1995*.

5.2.2	Teresa Ashenden
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Question 1: *When did the Minister or her office first raise your potential appointment as commissioner with you? Was it before or after the Mayor's resignation? Please set out clearly when you were first contacted, by whom and what was discussed.*

Further response:

1. The Commissioners were first contacted on Monday 25 August by the Minister following the resignation of Mayor Carter.

2. The Commissioners had several communications with the Ministers office following this time to arrange the logistics associated with the appointment including attendance at a proposed media conference.
3. The Commissioners met with the Minister on Tuesday 2 September immediately prior to the media announcement.
4. The Commissioners were sworn in by the DG of LGIRS on Wednesday 3 September. The Commissioners received correspondence from the Minister this same day in relation to the appointment.

Question 2: *Commissioners, to remove all doubt, will you commit to placing on the public record the full record of communications relating to your appointment, including correspondence, email, text messages, and diary notes? So, the exact timing and nature of your appointment can be made clear to the community.*

Further response:

As above.

5.2.3	Selena Dixon
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Question 1: *Can you confirm what specific statutory power section or regulation was relied upon to extend the CEO's contract when the decision was made and what checks were performed by the town's legal or governance staff before the former Mayor signed the contract?*

Further response:

The Council appointed the Acting CEO by absolute majority at a Special Council Meeting on 13 November to be employed as the Acting CEO of the Town of Port Hedland from 27 November 2024 until the Chief Executive Officer position is filled (SCM202425/113).

The Mayor is responsible for executing documents with the common seal under section 9.49A Local Government Act 1995. This is common practice for CEO contracts in WA Local Government per the WALGA template which is available at; <https://walga.asn.au/policy-and-advocacy/our-policy-areas/employee-relations/ceo-contract-templates>. This was confirmed with the Manager Governance prior to execution.

Question 2: *If the contract extension is found to be ultra vires, what is the commissioner's plan to mitigate legal exposure for the town, ensure continuity of CEO services, and recommence the lawful recruitment of contract renewal process?*

Further response:

The execution of the A/CEO contract was made in alignment with the absolute majority decision of Council (SCM202425/113) to provide the Town with continuity until the CEO position is filled.

5.2.4	Renae Coles
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Question 1: *Will there be any consultation in your time in your term while you are here in regard to opening the yacht club or enabling to give back to the community to take on the bowls club or have that consultation to be able to maintain that so that actually goes to rotation?*

Further response:

Items relating to the Port Hedland Yacht Club have been before Council a number of times since 2022 and public comment was requested in 2024 in relation to development and lease of the Port Hedland Yacht Club site.

In accordance with section 3.59 of the Local Government Act, Council previously endorsed the public advertisement of a draft Business Case for Major Land Transaction on 31 July 2024 and subsequently adopted the Business Case for Major Land Transaction on 25 September following state-wide and local public notice. No submissions were received during the consultation period.

In accordance with section 3.58 of the Local Government Act, state-wide public notice was issued advising of the proposed disposal of property via lease of the Port Hedland Yacht Club premises. No submissions were received during the consultation period.

A Request for Tender was released on 1 October 2025 inviting experienced food and beverage providers to submit their proposals to operate from the Port Hedland Yacht Club building. Interested proponents are encouraged to review the Request for Tender documentation and submit a proposal to the Town. A report will be presented to Council in early 2026 for Council to consider granting a lease to a preferred hospitality provider.

Question 2: *Engagements undertaken by staff: Town employees go away to many different conferences. They are meant to provide reporting to bring back some significant value which they have collected from these conferences. Unfortunately, I cannot see anything on the website about these things. During your time, can you investigate that and see if there is some transparency that can go towards the community on these trips?*

Further response:

The CEO is responsible for Town employees under section 5.41 Local Government Act 1995 and has an internal operating procedure (IOP) for their learning and development. The IOP relates to corporate training, conferences, and training with various application controls in place. Benefit to the Town is required to be demonstrated in the application and approval process; however, it is not a requirement to publish reporting via the Town's website.

6 Public Time*Important note:*

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

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

6.1 Public Question Time**6.2 Public Statement Time****6.3 Petitions / Deputations / Presentations / Submissions****7 Questions from Commissioners without Notice**

8 Announcements by Presiding Member without Discussion

The Chair of Commissioner's meetings for the month of September 2025:

DATE	MEETING DETAIL	ATTENDANCE
02.09.2025	Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne	Hon Hannah Beazley MLA CMM Jessica Shaw CMM Martin Aldridge CMM Ron Yuryevich AM
03.09.2025	LGIRS – Commissioner swearing in ceremony	Director General Lanie Chopping CMM Jessica Shaw CMM Martin Aldridge CMM Ron Yuryevich AM
03.09.2025	LGIRS - Commissioner briefing – Commissioner roles & responsibilities	Lanie Chopping Laura Hunter CMM Jessica Shaw CMM Martin Aldridge CMM Ron Yuryevich AM
05.09.2025	Commissioners and private citizen	CMM Jessica Shaw CMM Ron Yuryevich AM Peter Carter
16.09.2025	Pilbara in Parliament	CMM Jessica Shaw Various additional stakeholders
17.09.2025	Port Hedland International Airport – Sundowner Event	CMM Jessica Shaw CMM Martin Aldridge PHIA CEO - Hayley Vale Various additional stakeholders
24.09.2025	Commissioners and private citizen	CMM Jessica Shaw CMM Martin Aldridge CMM Yuryevich Ash Christensen
25.09.2025	Pilbara Development Commission	CMM Martin Aldridge A/CEO Mark Dacombe A/Director Regulatory Services - Chaz Roberts A/Manager Projects Shelly McDowall PDC Head of the State's HSU - Emma Colombero PDC State's Assistant Under Treasurer – Michael Andrews
25.09.2025	Hedland BHP Stakeholder Engagement Group	CMM Martin Aldridge A/CEO Mark Dacombe Various additional Stakeholders

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

10 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Ordinary Council Meeting held on 24 September 2025 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Special Council Meeting held on 16 October 2025 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

Disclaimer

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

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

Nil

12 Reports of Officers

12.1 Corporate Services

12.1.1	Statement of Financial Activity - September 2025
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Author: Senior Financial Accountant

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive the Monthly Financial Report for the period ended 31 July 2025 as shown in attachment 1;**
- 2. Receive the Monthly Financial Report for the period ended 31 August 2025 as shown in attachment 2;**
- 3. Receive the Monthly Financial Report for the period ended 30 September 2025 as shown in attachment 3;**
- 4. Note the Accounts paid under delegated authority for the period ended 30 September 2025 as shown in attachment 4;**
- 5. Receive the Purchasing Card statements for the period ended 30 September 2025, as shown in attachment 5;**
- 6. Receive the Investment Summary Report for the period ended 30 September 2025, as shown in attachment 6;**
- 7. Receive the YTD Budget v Actual Report by Directorate, as shown in attachment 7; and**
- 8. Receive the Capital Listing report for the period ending 30 September 2025, as shown in attachment 9.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the Statement of Financial Activity for the periods ending:

- 31 July 2025
- 31 August 2025
- 30 September 2025

**Late adoption of the 2025-2026 Annual Budget delaying report production*

Supplementary information is also presented to provide further information regarding the Town's activities.

DETAIL

The information provided in this report is for the period ended 30 September 2025, with financial results included in Attachment 1. The preparation of the reports has been made in compliance with the *Local Government Act 1995* and Financial Management Regulations.

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

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

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

The opening funding surplus of \$7.5M presented in Year to Date Actual on the Statement of Financial Activity is an estimate of the closing balance for 2024-2025 and is subject to change as finalisation of 30 June transactions occurs and financial end year audit is in progress.

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

- *Nil*

External Agencies

- *Nil*

Community

- *Nil*

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

Reserves:

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

STRATEGIC SUSTAINABILITY IMPLICATIONS**Council Plan: Part A (Strategic Community Plan)**

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

Our Leadership:

4.2.2 Transparent and regular financial reporting and communication to the community is undertaken

Access and Inclusion

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

Nil

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Leadership:

Financial Management and Rates: Annual Budget; financial reporting; Long Term Financial Plan; rates; fees and charges; debtors and creditors; payroll.

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 on the Town's ability to meet service levels or asset renewal funding requirements.
Risk Treatment	The Town's financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.
The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).	

OPTIONS

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

CONCLUSION

The opening funding surplus of \$7.5M presented in the YTD Actual on the Statement of Financial Activity, is as per the closing surplus presented in the unaudited financial statements from June 2025. The net current funding position is \$87.17M due to raising \$88M in General Rates in Quarter 1.

ATTACHMENTS

1. 1. Monthly Financial Report for the period ended 31 July 2025 [**12.1.1.1** - 5 pages]
2. 2. Monthly Financial Report for the period ended 31 August 2025 [**12.1.1.2** - 5 pages]
3. 3. Monthly Financial Report for the period ended 30 September 2025 [**12.1.1.3** - 7 pages]
4. 4. The Accounts paid under delegated authority for the period ended 30 Sep 2025 [**12.1.1.4** - 46 pages]
5. 5. The Purchasing Card Statements for the period ended 30 Sep 2025 [**12.1.1.5** - 30 pages]
6. 6. The Investment Summary Report for the period ended 30 Sep 2025 [**12.1.1.6** - 10 pages]
7. 7. The YTD Budget v Actual Report by Directorate for the period ended 30 Sep 2025 [**12.1.1.7** - 1 page]

8. 8. The Capital Listing Report for the period ending 30 Sep 2025 [**12.1.1.8** - 8 pages]

12.1.2 Policy Review Program

Author: Senior Governance Advisor

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopts policy 2/018 Borrowings, and**
- 2. Rescind policy 8/003 Access and Inclusion**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to:

1. Consider and adopt the Town of Port Hedland (the Town) policies as part of the on-going review program:
 - 2/018 Borrowings
2. Consider and rescind:
 - 8/003 Access and Inclusion

DETAIL

At the 25 September 2024 Ordinary Council Meeting, report 12.1.2 Council Policy – Policy Framework was adopted. Included was an attachment of the register of Town policies outlining their status for their proposed review, development and adoption.

The Town has more than 50 policies, along with requirements for some additional policies to meet new legislative requirements. Adopted policies require periodic review. Some of these existing policies have become outdated and lack relevance to contemporary times, while others appear more operational in nature and would serve the organisation more effectively as procedures.

A risk-based approach to the review cycle is being undertaken to ensure that policies that relate to higher risk matters are reviewed more regularly, to those which carry lower risks. A risk rating will be applied to Council policies as they are reported to the Council for review.

2/018 Borrowings

This policy was last reviewed and adopted by Council on 24 June 2024 (CM202324/291) (attachment 4)

No changes are recommended to the policy wording last reviewed in June 2024.

The Town's current Debt Service Ratio (DSR) and Net Debt Ratio (NDR) remain within Local Government guidelines, being 1335% / >500% and 16% / max 50% respectively.

The review cycle is recommended to change from annually to every three years.

8/003 Access and Inclusion

The Access and Inclusion Policy (attachment 6) is to be rescinded as the Town of Port Hedland now has an Access and Inclusion Plan 2023 – 2026, which supercedes this policy.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Chief Executive Officer
- Director Corporate Services
- Manager Governance
- Senior Governance Advisor

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 2.7(2)(b) of the Act provides that a council is to determine the local governments policies.

Section 5.128 of the Act deals with voluntary training and development activities

FINANCIAL AND RESOURCE IMPLICATIONS

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

Access and Inclusion

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

- Outcome 4 – Quality of Service

Council Plan Part B (Corporate Business Plan)

The following services of the Town's *Corporate Business Plan 2023-2027* apply in relation to this item:

Our Corporate Services:

Governance and Procurement - Provide high standards of governance and leadership.

Council Support - Provide high standards of professional support and expert advice to the Council.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Out of date or non-compliant policies and or gaps in policy framework.
Effect (Consequence)	Non-compliant decision making or not in line with best practice. Duplicitous and / or inconsistent policy positions.
Risk Treatment	Continuous review of policies following a risk-based approach.
There is an Operational risk associated with this item caused by not maintaining an effective policy framework which may lead to compliance concerns. The risk rating is considered to be Medium (9) which is determined by a likelihood of (3) and a consequence of Moderate (3). This risk is considered acceptable due to the following controls in place: • An existing policy is currently in effect. • The risk falls within the Town's acceptable tolerance range.	

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The proposed policy revisions have been developed to ensure alignment with current legislation, departmental guidance and best practice standards. The adoption and rescission of the identified policies will strengthen the Town's policy framework, address compliance requirements and support effective governance. The ongoing review programme, supported by risk-based assessment and consultation with key stakeholders, will ensure that policies remain relevant and fit for purpose. Policy effectiveness and compliance will continue to be monitored as part of the Town's regular governance processes.

ATTACHMENTS

1. 2018- Borrowings [**12.1.2.1** - 5 pages]
2. 8003- Access-and- Inclusion [**12.1.2.2** - 2 pages]

12.1.3	Appointment of Members to the Audit Risk and Compliance Committee
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Author: **Manager Governance**

Authorising Officer: **Director Corporate Services**

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Appoint Commissioners Jessica Shaw, Marting Aldridge and Ronald Yuryevich as members of the Audit Risk and Compliance Committee.**
- 2. Appoint Candidate _____ to the position of Independent Presiding Member of the Audit Risk and Compliance Committee.**
- 3. Appoint Candidate _____ to the position of Independent Deputy Presiding Member of the Audit Risk and Compliance Committee.**
- 4. Approve the payment of a sitting fee of \$450 per meeting to each Independent Member under section 5.100(2)(b) Local Government Act 1995 and part 6.4 Determination of the Salaries and Allowances Tribunal for Local Government Elected Members 2025 pursuant to Section 7B of the Salaries and Allowances Act 1975.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to appoint members to the Town of Port Hedland Audit Risk and Compliance Committee, including an Independent Presiding Member and Deputy Presiding Member.

DETAIL

The Audit, Risk and Compliance Committee (the ARC Committee) is appointed by the Council of the Town of Port Hedland (the Town) in accordance with section 7 of the Local Government Act 1995 (the Act).

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees as stated in the Local Government Act 1995 section 5.8.

The Local Government reform package includes amendments to the constitution and operation of local government ARC Committees as outlined in attachment 1. This includes;

- Revision to Audit, Risk and Improvement Committee (ARIC),
- Appointment of committee presiding and deputy presiding member by the Council, and
- Appointment of an independent presiding and deputy presiding member.

Upon the commencement of section 87 of the Local Government Act 2024 the Council is required to appoint an independent Presiding Member and an independent Deputy of the Presiding Member.

A Local Government may resolve to provide meeting fees to independent committee members under section 5.100(2) the Act and set the fee within a range pursuant to part 6.4 Determination of the Salaries and Allowances Tribunal for Local Government Elected Members 2025. It is prudent for the Town to set this range at the maximum amount of \$450 to attract high caliber candidates as a Band 1 Local Government.

The previous Council appointed a Committee Presiding Member and a Deputy Presiding Member at the 25 June 2025 Ordinary Council Meeting with the intention to conduct an open market recruitment process to appoint Independent Members after the 18 October 2025 Election (CM202425/372).

Following the resignation of a majority of council members of the Town, the Hon Peter Quinlan, Lieutenant Governor and deputy to the Governor of Western Australia, in Executive Council on 2 September 2025 declared, by order, all the remaining offices of members of the Council to be vacant and appointed Ms Jessica Shaw, the Hon Martin Aldridge, and Mr Ron Yuryevich to be Commissioners of the Town, pursuant to sections 2.37(1), 2.37(4) and 2.40(1) of the Local Government Act 1995.

The ARC Committee requires reconstitution with the appointment of the Commissioners and an independent Presiding Member and an independent Deputy Presiding Member to ensure that the requirements of the Local Government Act and Local Government (Audit) Regulations 1996 are met until the proposed 28 March 2026 Election.

The WA Local Government Association (WALGA) has developed a pool of suitably qualified and experienced ARC independent presiding and deputy presiding members. The Town has sourced candidates A to E from the WALGA pool (attachment 2) as a prudent approach to fill the position until March 2026. The candidate applications and confirmation of availability are provided (attachments 3-12) to this report for the Commissioners consideration.

The Town will advertise an EOI for the recruitment of Independent ARC Members in the lead up to the 28 March 2026 Election. The shortlist will be presented to the Council when the ARIC Committee is reconstituted.

LEVEL OF SIGNIFICANCE

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

- It does not meet any criteria in the Town's policy 4/006 'Significant Decision Making', which deems it significant.

CONSULTATION*Internal*

- Executive Leadership Team
- Manager Governance
- Senior Audit Risk and Insurance Advisor

External Agencies

- WALGA

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS*Local Government Act 1995*

section 7.1A (1), states that local government are to establish an Audit Committee of three (3) or more persons to exercise the powers and discharge the duties conferred on it.

section 7.1A (2), states that at least three (3) of the members, and the majority of the members, are to be council members and that an absolute majority resolution of Council is required in appointing members to the Committee.

Section 5.100 (2) A committee member who attends a meeting of the committee is entitled to be paid — (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

Regulation 16 of the Local Government (Audit) Regulations 1996, states the functions of the Audit Committee.

Local Government Act 1995, Section 5.12 (1), states that the local government must appoint a member of a committee to be the presiding member of the committee and that an absolute majority resolution is required.

Local Government Act 1995, Section 5.12 (2), states that the local government may appoint a member of a committee to be the deputy presiding member of the committee and an absolute majority is required.

Local Government Amendment Act 2024, Section 87

Section 7.1A (3)&(4) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government. (4) Any deputy presiding member of the audit, risk and improvement

committee cannot be a council member of the local government or of any other local government.

Section 7.1B (1) The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee

(2) In addition to the requirement of section 5.11A(2)(c), the deputy of the presiding member cannot be a council member of any other local government.

(4) If the local government appoints a person under section 5.11A to be a deputy of the deputy presiding member of the audit, risk and improvement committee, in addition to the requirement of section 5.11A(2)(c), the appointed deputy cannot be a council member of any other local government.

FINANCIAL AND RESOURCE IMPLICATIONS

Approval of a sitting fee of the maximum amount of \$450 per independent member per meeting until March 2026 will cost a total of \$1,800 This amount is provided in the current 2025-2026 Annual Budget as a Council Member sitting fee, however, requires consideration at the quarter two budget review.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

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

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.

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.

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

Access and Inclusion

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

- Outcome 3 – Accessible Information

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Corporate Services:

Governance and Procurement - Provide high standards of governance and leadership.

Audit and Risk Management - Committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not appointing an ARC Committee including independent Presiding Member and Deputy Presiding Member for the ARC Committee
Effect (Consequence)	Non-compliance with the Local Government Act 1995.
Risk Treatment	Adopt the Officer's Recommendation
There is a Compliance risk associated with this item caused by not appointing an ARC and Independent Presiding Member and Deputy Presiding Member to the ARC Committee by Absolute Majority of the Council. The Town will also be unable to consider the 2024/25 Audited Financial Statements. The risk rating is considered to be Medium (6) which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3). This risk will be mitigated by 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 ARC Committee is a mandatory and integral governance function of a responsible Council and its delivery of services to the community. The Commissioners are requested to reconstitute the ARC Committee and appoint an independent Presiding Member and independent Deputy Presiding Member of the ARC Committee.

ATTACHMENTS

1. Fact-sheet--- Reforms-to-governance-and-committees [**12.1.3.1** - 8 pages]
2. CONFIDENTIAL REDACTED - Independent ARC Member Shortlist [**12.1.3.2** - 1 page]

3. CONFIDENTIAL REDACTED - Candidate A Confirmation Re_ Independent ARC Member [**12.1.3.3** - 3 pages]
4. CONFIDENTIAL REDACTED - Candidate A WALGA ARIC Pool EOI [**12.1.3.4** - 13 pages]
5. CONFIDENTIAL REDACTED - Candidate B Confirmation Re_ Independent ARC Member [**12.1.3.5** - 3 pages]
6. CONFIDENTIAL REDACTED - Candidate B WALGA ARIC Pool EOI [**12.1.3.6** - 9 pages]
7. CONFIDENTIAL REDACTED - Candidate C Confirmation Re_ Independent ARC Member - To PH [**12.1.3.7** - 4 pages]
8. CONFIDENTIAL REDACTED - Candidate C WALGA ARIC Pool EOI [**12.1.3.8** - 8 pages]
9. CONFIDENTIAL REDACTED - Candidate D Confirmation Re_ Independent ARC Member [**12.1.3.9** - 3 pages]
10. CONFIDENTIAL REDACTED - Candidate D WALGA ARIC Pool EOI [**12.1.3.10** - 5 pages]
11. CONFIDENTIAL REDACTED - Candidate E Confirmation R E_ Independent ARC Member [**12.1.3.11** - 3 pages]
12. CONFIDENTIAL REDACTED - Candidate E WALGA ARIC Pool EOI [**12.1.3.12** - 6 pages]

12.1.4 Waiver of Rating 2025 - 2026

Author: Director Corporate Services

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Pursuant to s6.47 of the *Local Government Act 1995* and the Rates and Charges (Rebates and Deferments) Act 1992 approve waiving \$135,101.69 against A8178 (Port Hedland International Airport) as applied to the 2025-2026 rates charges; and**
- 2. Defers charging interest on overdue rates until 12 December 2025; and**
- 3. Supports the Port Hedland International Airport in communicating the Town of Port Hedland's 2025-2026 rating charges determination and approach to billing and their payment.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider waiving a portion of the rating charges against the Port Hedland International Airport (PHIA) equivalent to the portion of rates which would otherwise not be payable under the lease terms and conditions.

DETAIL

At the Special Council Meeting held 25 August 2015 report 7.1.2 Long-Term Lease (201516/025) awarded Tender 05/15 Port Hedland International Airport, as a long-term lease to AMP Capital Investors Limited and Infrastructure Capital Group for an up-front payment of \$165M and capital spend requirement of \$40M. The investors established PHIA Asset Trust Pty Ltd to become the leaseholder and, through its various subsidiary companies, to own and operate the airport. On 11 March 2016, a 50-year lease was entered into.

The Town of Port Hedland (the Town) 2025-2026 annual budget was adopted at the ordinary council meeting of 24 September 2025. One of the main features of the proposed budget included a new Airport GRV category. The rationale was a result of a change in approach undertaken by Landgate's Valuer General. Previously, properties located at the airport precinct were valued individually off their sub-leased land areas,

referred to as sub-valuations. This enabled individual application of rating with notices issued separately to lessees by the Town.

For the 2025-2026 to 2028-2029 triennial revaluation period, Landgate's Valuer General no longer undertakes sub-valuations for the airport precinct. Effectively, the entire precinct has a single valuation applied, combining some 46 property assessments. This includes the airport terminal and associated facilities, two mass accommodation work camps, telecommunications infrastructure, commercial properties, yards and vacant land. A joint reconciliation undertaken between PHIA and Town staff identified the previous individual 2024-2025 rated assessments against the combined 2025-2026 single valuation. This is proposed as the agreed basis of apportionment and included as confidential attachment 1.

As the main lessee, PHIA will now need to issue its own invoices for reimbursement of rates payable from sub-lessees, then on pay these funds to the Town. To facilitate this change in approach, it is proposed to allow an extension of 30 days after the first instalment which the 2025-2026 rates become due. This will assist PHIA in the collection of monies to be forwarded onto the Town. No interest is proposed to be charged during this 30-day extension of time.

To further assist PHIA in this rating apportionment transition, it is recommended the Town supports the Port Hedland International Airport in communicating the Town of Port Hedland's 2025-2026 rating charges determination and approach to billing and payment. This will be via direct written communication from the Town to all leaseholders within the airport precinct.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

External Agencies

- Landgate Valuer General – following the announcement that a single valuation would be issued as part of the triennial valuation process resulting in an amalgamation of 46 properties.
- PHIA - as prescribed when drafting the 2025–2026 annual budget, regarding the proposed rate in the dollar charges and a single valuation. Further discussions have been held since Landgate's decision to no longer issue sub-valuations at the airport precinct. Together, both PHIA and Town staff have worked together to reconcile pre and post 2025–2026 valuations and applicable ratings, to equitably propose the rates waiver amounts.

Community

- Not applicable

LEGISLATION AND POLICY CONSIDERATIONS

LOCAL GOVERNMENT ACT 1995

Section 2.38 Function of commissioner

(1) The function of a commissioner of a local government is to exercise the powers and discharge the duties of the council of the local government and its mayor or president.

Section 6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

Section 6.51 and regulation 70 of the Local Government (Financial Management) Regulations 1996: Accrual of interest on overdue rates or service charges

Interest rate of 7.0% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

POLICY IMPLICATIONS

Rating Strategy 2025-2030

2/004 Rating

FINANCIAL AND RESOURCE IMPLICATIONS

The identified non-rateable portions of A8178 are as follows:

\$135,101.69 Airport terminal including Qantas and Virgin Check-in bays, adjacent vacant land plus administration office.

\$3,023.42 for the Men's Shed – Adopted Budget 2025-2026 Rates Waiver.

These have been identified in confidential Attachment 1.

The 2025-2026 annual budget rates revenue forecast for the Airport Precinct was \$810,236.

The actual amount net of waiver is expected as \$663,054.

The shortfall amount is due to not factoring in the rates otherwise not payable by the PHIA lease agreement when modelling the new category. The two mass accommodation camps received rating relief of \$96k and \$30k compared to their 2024-2025 rates levied amounts.

STRATEGIC SUSTAINABILITY IMPLICATIONS**Council Plan: Part A (Strategic Community Plan)**

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

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

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

Access and Inclusion

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

Nil

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Leadership:

Financial Management and Rates: Annual Budget; financial reporting; Long Term Financial Plan; rates; fees and charges; debtors and creditors; payroll.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial Service Interruption Reputational
Cause	Issuing rates notice that is disputed
Effect (Consequence)	Cashflow implications Resources redirected against potential legal disputes.
Risk Treatment	Agreement over rates waiver and apportionment
There is an Operational risk associated with this item caused by combined rating, leading to unpaid rates. 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 accepted by the waiving of a portion of rates as per the attached reconciliation.	

OPTIONS

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

CONCLUSION

The Town acknowledges and is thankful for the assistance of the PHIA CEO and staff.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - AIRPORT - Rates billing 2025-2026 [**12.1.4.1** - 1 page]

12.2 Community Services

12.2.1	Town of Port Hedland Access and Inclusion Plan 2023-2026
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Author: Senior Community Development Officer
Authorising Officer: Manager of Youth & Community Development
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive the Town of Port Hedland Access and Inclusion Plan 2024-2025 Annual Report; and**
- 2. Receive the Department of Communities Disability, Access and Inclusion 2024-2025 Progress Report.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider, receive and note the:

1. Annual report on the implementation of the Town of Port Hedland Access and Inclusion Plan 2023-2026; and
2. Department of Communities Disability, Access and Inclusion Progress Report 2024-2025.

DETAIL

The *Disability Services Act 1993* (WA), requires public authorities, including local governments, to:

- Develop and implement a Disability Access and Inclusion Plan (DAIP); and
- Report annually on the progress made in achieving the outcomes under the DAIP.

The Town of Port Hedland Access and Inclusion Plan 2023-2026 was adopted by Council in February 2023 as the Town's DAIP. This plan is a demonstration of the Town's commitment to a vibrant, caring and connected community where people of all ages, abilities and backgrounds are welcomed and included. A copy of the Access and Inclusion Plan 2023-2026 is included as an attachment to this report.

The Access and Inclusion Plan 2023-2026 seeks to ensure that the Town's services, facilities, buildings, employment and information are accessible and inclusive and sets out actions for the Town to take to achieve this.

Current NDIS statistics show that there are 270 NDIS participants living in the Port Hedland area. Understandably, there will also be many more people in our community

living with a disability who do not participate in the NDIS scheme. This highlights the importance of the Town's work to build an accessible and inclusive community.

The Town submits an annual report to the Department of Communities, providing information on the progress achieved under the Access and Inclusion Plan 2023-2026 that aligns with the WA State Disability Strategy 2020-2030.

In accordance with Department of Communities timelines, the 2025 report was submitted on 15 July 2025 with a reporting period of 1 July 2024 – 30 June 2025. A copy of the report submitted to the Department of Communities is an attachment to this report.

For completeness and ease of reference, in addition, a Town of Port Hedland annual report on the Access and Inclusion Plan 2023-2026 has been prepared, detailing progress achieved across the entirety of the plan. A copy of this annual report is included in an attachment to this report.

Notable progress achieved during the 2024-2025 period, which has been captured in these reports includes:

- All major events run by the Town of Port Hedland have been subject to the completion of an 'accessible events checklist' as part of event planning. In addition, when Town facilities are booked for external events, hirers are prompted to consider accessible events guidelines.
- A 'Quiet Zone' has operated at all Town community events, providing a sensory-friendly space with soft lighting, noise-cancelling headphones and sensory-friendly activities, as well as non-verbal communication aids.
- In June 2025, the Town hosted Disability Sports Australia to present an 'Abilities Unleashed' sports day, engaging and including community members of all abilities in a fun and inclusive day of activities. This event also connects people with disabilities to local sport and active recreation opportunities.
- Stage 1 of the Cooke Point Shared Footpath upgrades has been undertaken, aimed at connecting the missing link in a coastal shared footpath, including shade structures and outdoor furniture to meet DAIP standards.
- Upgrades were completed to the Koombana Lookout, including construction of a new 1:14 ramp connecting the lookout to the Civic Centre carpark and a new rear-opening wheelchair parking spot.
- A 'Quiet Hour' runs at the Wanangkura Stadium gym on a weekly basis, reducing noise and harsh lighting to provide a comfortable environment for those with sensory sensitivities.
- The Town has demonstrated its commitment to working collaboratively on issues of accessibility in our community, as an active member and supporter of the Hedland Access and Inclusion Action Group and other community stakeholders.
- Upgrades to the Town of Port Hedland website have ensured content meets the *Web Content Accessibility Guidelines (WCAG) 2.2* and enabled the website to be available in additional languages.

- The Town continues to provide Disability & Inclusion training for all staff, with specific training to support leaders in the space.
- All Town job advertisements display the Town's diversity statement.
- The Town is currently engaging with the Open Doors Project to coordinate a free workshop aimed at community members and local business, to provide skills and resources to increase inclusion and accessibility in workplaces and facilities across community.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Infrastructure Projects & Assets Team
- Public Affairs Team
- Planning and Economic Development Team
- Events, Arts and Culture Team
- Youth and Community Development Team
- Parks and Gardens Team
- Human Resources

External

- Hedland Access and Inclusion Action Group
- Cassia Primary School – Special Education Unit
- Coles South Hedland
- Disability Sports Australia

LEGISLATION AND POLICY CONSIDERATIONS

All public authorities in Western Australia are required to develop, implement, review and report on an Access and Inclusion Plan under ss27-29C of the Disability Services Act 1993 (WA). The Town of Port Hedland Policy 8/003 Access and Inclusion was considered in the preparation of this item.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial resources required to support the implementation of the Access and Inclusion Plan 2023-2026 will be allocated from the Community Engagement and Development

Access & Inclusion budget, with a total estimated expenditure of approximately \$35,000.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

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

Our Community:

1.1.1 Stakeholders are engaged to develop a whole-of-town approach to increase access to quality health and wellbeing services.

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

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

Our Leadership:

4.3.1 High-quality and responsive customer service is provided.

Environmental

Nil

Economic

Nil

Social

Ongoing compliance with the Town of Port Hedland Access and Inclusion Plan 2023-2026 will provide a more accessible and inclusive community for people with disabilities, their families and carers.

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

Access and Inclusion

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

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

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Community:

Sports and Recreation: Manage and activate community sporting facilities including ovals, pavilions, and clubrooms. Support local clubs with governance, programming, and facility use.

Stadium Operations: Deliver recreational and social sport programs and services at Wanangkura Stadium; supporting active and healthy lifestyles.

Community Development: Lead inclusive community engagement, support social development, and strengthen partnerships with Aboriginal and Torres Strait Islander communities.

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Failure to prepare and submit the progress report on time
Effect (Consequence)	Failure to meet legislative requirements under the Disability Services Act 1993 (WA)
Risk Treatment	Report submitted to the Department of Communities on time
This risk has been mitigated by the submission of the report within the required timeline.	

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The Town of Port Hedland is required under the *Disability Services Act 1993* (WA) to have a Disability Access and Inclusion Plan and report annually to the Department of Communities on the plan's implementation. The Access and Inclusion Plan 2023-2026 constitutes the Town's Disability Access and Inclusion Plan ('DAIP').

A DAIP report for the Department of Communities was prepared and submitted in July 2025 in the prescribed format. In addition, an annual report has been prepared on the Town's progress under the Access and Inclusion Plan 2023-2026, during the 2024-2025 financial year period.

As detailed in these reports and outlined above, significant progress has been achieved during this reporting period in the implementation of improvements to accessibility and inclusion in the Port Hedland community. From infrastructure upgrades to improved service provision, capacity building and community collaboration, through its work in this space, the Town has demonstrated its commitment to a caring, connected and inclusive community.

ATTACHMENTS

1. Town of Port Hedland - DAIP Report 2024-2025 [**12.2.1.1** - 12 pages]
2. Access and Inclusion Plan Annual Report 2024-2025 [**12.2.1.2** - 5 pages]

12.3 Regulatory Services

12.3.1 Port Hedland Visitor Centre - Annual Report 2024-2025

Author: Principal Economic Development

Authorising Officer: Manager Planning & Economic Development

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

OFFICER'S RECOMMENDATION

That Council receives the 2024-2025 Annual Report from the Port Hedland Peace Memorial Seafarers' Centre Incorporated for the management of the Port Hedland Visitor Centre.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the annual report provided by the Port Hedland Peace Memorial Seafarers' Centre Incorporated for the management of the Port Hedland Visitor Centre for Financial Year 2024-2025.

DETAIL

Port Hedland Peace Memorial Seafarers' Centre Incorporated (Port Hedland Seafarers') has managed the Port Hedland Visitor Centre since 1 July 2019. The initial contract was for two years, followed by three one-year extensions, all of which were exercised by the Town. In November 2023, Council approved a variation to the contract, setting a revised contract end date of 30 October 2024 ("Initial Contract") to avoid the risk of potential operator transition during the peak tourism season. To prepare for the contract's conclusion, the Town issued a public tender in mid-2024, and Port Hedland Seafarers' was awarded a new two-year contract from 1 November 2024 to 30 October 2026 ("New Contract"), with three optional one-year extensions subject to mutual agreement.

This annual report covers the period 1 July 2024 – 30 June 2025, which covers portions of both the Initial Contract and New Contract.

Objectives of the Port Hedland Visitor Centre

- provide residents and visitors to Port Hedland with insights into the region
- distribute relevant information about local attractions, events, tourism experiences and services and amenities available
- increase the value of the Port Hedland visitor economy by:
 - promote awareness of Port Hedland as a tourist destination among key visitor markets
 - encourage visitors to visit local attractions in and around Port Hedland and the surrounding Pilbara region

- encouraging visitors to extend the time they spend in and around the Port Hedland area
- improve perceptions of Port Hedland
- support the growth of the Port Hedland tourism industry
- provide excellent customer service, efficient service delivery and value for money.

Services provided under the current contract

Visitor servicing

- A friendly and professional face-to-face welcome to all visitors to the Centre.
- Distribute high-quality, current and relevant information for free to Port Hedland residents and visitors with insights into the region, such as information about accommodation, tours, local attractions, events, retail outlets, tourism experiences, local services and amenities available, road conditions, transport options and local stories through appropriate channels.
- Personalised information provided face-to-face, and via email, phone and social media.
- A comprehensive range of local, regional and state-wide brochures, maps and directional information both in hard copy and available electronically.
- Work collaboratively with other visitor services across the Pilbara and adjoining regions to coordinate the provision of complementary visitor services.

Port Hedland information

- Maintain the currency of information on visitporthedland.com.au (or equivalent website) in accordance with guidelines provided by the Town.
- Assist in the creation, maintenance and review of digital and physical visitor information by the Town.
- Assist in the creation and maintenance of a resident welcome pack containing information to assist new residents settle into life in Port Hedland and distribute these welcome packs through appropriate channels, including real estate agencies and major landlords.
- Assist in the creation and maintenance of an online FIFO 'welcome pack' containing information about Port Hedland.

Data collection

- Collect data on visitor numbers, demographics and services provided.
- Collect feedback on the services provided by the Visitor Centre and the tourist experience in Port Hedland.

Merchandise

- Make available of local and regionally made souvenirs, merchandise, gifts, and other goods for sale that represent the Port Hedland and broader Pilbara.

Industry connections

- Maintain working relationships with industry stakeholders such as relevant visitor information centres, visitor economy businesses, and industry stakeholders.

Minimum hours of operation

- Maintain the following hours of operation:

1 May to 30 September

- Monday to Friday from 9am-4pm
- Weekends and public holidays from 10am-2pm.

1 October – 30 April

- Monday to Sunday, including public holidays from 10am-2pm (excluding summer closure period)
- Summer closure period – mid-December to mid-January (28 days)

Staffing and resourcing

- Employ an appropriate number of staff experienced in local knowledge, visitor servicing, tourism or other relevant service delivery area to ensure adequate provision of the above-mentioned services.
- Create and maintain appropriate documentation/materials to train and maintain staff knowledge. These materials are to be shared with the principal upon request.

Reporting requirements

Under clause 24.3 of the agreement, the Seafarers' Centre is to provide the Town with an Annual Report, including the following:

- Achievement of Key Performance Indicators (KPIs);
- Audited income and expenditure statements;
- A report on how the contractor implemented the Town's Disability Access and Inclusion Plan; and
- Certificate of currency with respect to the insurances required.

The attached Annual Report outlines the progress made by the Seafarers' Centre over the past financial year of the management contract.

The operating cost of the facility is within the parameters laid out in the management contract. Audited income and expenditure statements from the Visitor Centre have been provided and attached as Attachment 2 (confidential).

Details of how the contractor implemented the Town's Disability Access and Inclusion Plan were not included in the Annual Report. The Town has requested this information, along with current certificates of currency, and is awaiting to receive this information.

To complement the Annual Report, the Town has prepared a summary of engagement activity on the Port Hedland Visitor Centre Facebook page for the past financial year (Attachment 3).

KPIs under previous contract:

- 15,000 visitors supported through the Visitor Centre.
- 1000 people hosted on formal tours operated through the Visitor Centre.
- Gold/A1 Tourism accreditation maintained (or equivalent).
- Development of a web presence and digital strategy to educate and attract visitors to the local area.
- Development and distribution of up-to-date tourism documents promoting Port Hedland and the Pilbara region.

- Execution of a program to greet and engage Cruise Ship visitors that also engages local businesses and community organisations.
- Frequency of operation of the Centre during minimum hours.

KPIs under current contract:Visitor numbers

- 32,000 visitors supported through the Visitor Centre (per annum)
- 8,000 visitors supported through the Visitor Centre (between 1 October and 31 March)

Tours

- 2,500 people hosted on formal tours booked through the Visitor Centre
- Continue to provide:
 - step-on tours for all interested tour providers
 - Port Hedland Town tour
- Continue to maintain the following self-guided tours:
 - Public artwork Trail
 - History and Culture Trail
- Investigate the viability of shore excursions by 30 June 2025

Accreditation

- Gold/A1 (or equivalent) Tourism accreditation maintained

Minimum hours

- 1 May to 30 September
 - Monday to Friday from 9am – 4pm.
 - Weekends and public holidays from 10am – 2pm.
- 1 October – 30 April
 - Monday to Sunday, including public holidays and excluding Summer Closure, from 10am – 2pm.
 - Summer Closure period – mid-December to mid-January (28 days).

Staff training materials

- Training materials created by 30 June 2025 and regularly updated.

Engagement

- Engagement plan detailing how the Port Hedland Visitor Centre will engage local tourism businesses, industry stakeholders, and relevant Visitor Information Centres created by 30 June 2025 and continually updated according to business needs.
- Monthly engagement/collaboration with Pilbara and neighbouring regions' Visitor Information Centres.

Visitor Satisfaction

- 4.5/5 rating reached and maintained on digital review platforms (e.g. Google Business Profile, WikiCamps, TripAdvisor, Facebook).
- 5% of visitors to Port Hedland Visitor Centre between complete a Visitor Satisfaction survey.

Reported performance against current KPIs

KPI	Target	FY2024-2025	FY2023-2024	Change
No. of visitors supported per annum	32,000 visitors	30,806	31,230	-1.3%*
No. of visitors supported between 1 October and 31 March	8,000 visitors	6,730	7,444	-9.6%*
Tours booked through centre	2,500 tours	3,215	4,411	-27.1%
Continue to provide step-on and Port Hedland Town tour	Maintained	Maintained	Maintained	N/A
Continue to maintain the self-guided tours	Maintained	Maintained	Maintained	N/A
Investigate shore excursions by 30 June 2025	Investigation complete	Not met by 30/06/2025	New KPI	N/A
Gold/A1 accreditation	Gold/A1	Maintained	Maintained	N/A
Minimum hours	Met	Exceeded	Met	N/A
Delivery of staff training materials by 30 June 2025	Materials delivered	Not met by 30/06/2025^	New KPI	N/A
Delivery of engagement plan by 30 June 2025	Materials delivered	Not met by 30/06/2025	New KPI	N/A
Visitor satisfaction – digital reviews	4.5/5 rating reached or maintained	Not met by 30/06/2025	New KPI	N/A
Visitor satisfaction – survey completion	5% of visitors	Not met by 30/06/2025	New KPI	N/A

*Hours of operation were reduced between 1 October and 31 March 2025 under the new contract, which may partially explain the reduction.

^The annual report states that training materials will be developed over the tourist offseason.

The Town has approached the Contractor to understand its plans to achieve the outstanding KPIs but has not yet received a response. Where appropriate, the Town will support the contractor to make progress towards the agreed KPIs.

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 Regulatory Services
- A/Manager Planning and Economic Development

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

There are no legislative or policy considerations for this report.

FINANCIAL AND RESOURCE IMPLICATIONS

The audited financial statement of the Port Hedland Seafarers' Centre, as a unit of the Port Hedland Peace Memorial Seafarers' Centre Incorporated, is attached as an Attachment 2 (confidential) to this report.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

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

Our Community:

1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.

Our Economy:

2.4.2 Market and promote Hedland for tourism.

Environmental

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

Economic

The economic benefits from having a well-managed Visitor Centre include developing a positive narrative about the town and attracting visitors to the region and increased dwell time and spend in the community.

Social

There are no notable social impacts 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

Council Plan Part B (Corporate Business Plan)

The following services of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Business and Economy Development & Tourism: Manage designated Area Migration Agreement (DAMA) and migrant settlement support; advocacy for investment in key infrastructure; advocacy with State and industry on key issues; collaboration/partnerships with economic stakeholders, including Chamber of Commerce; networking and "cross promotion" between business and industry and stakeholders; regional growth initiatives.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Failing to receive the annual report provided by the operator.
Effect (Consequence)	Negative reputational impacts related to the contractual delivery of services.
Risk Treatment	Adopting the officer's recommendation.
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 adopting 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

This report is provided to inform Council of the annual financial and operational progress made by Port Hedland Peace Memorial Seafarers' Centre Incorporated from 1 July 2024 – 30 June 2025 in its role as manager of the Port Hedland Visitor Centre.

ATTACHMENTS

1. Port Hedland Visitor Centre - Annual Report FY2024/25 [**12.3.1.1** - 34 pages]
2. CONFIDENTIAL REDACTED - Port Hedland Visitor Centre - Financial Statement FY2024/25 [**12.3.1.2** - 21 pages]

3. Port Hedland Visitors Centre - Social Media Engagement Report FY2024/25
[**12.3.1.3** - 4 pages]

12.3.2	Development Application – Unhosted Short Stay Accommodation – 3/1 Lacy Street, Port Hedland (Objection Received)
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Author: Graduate Planner

Authorising Officer: Manager Planning & Economic Development

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

OFFICER'S RECOMMENDATION

That Council approves the Development Application (Reference No: PDDA-2025-6) in accordance with Clause 68 of the Planning and Development (Local Planning Scheme) Regulations 2015 and Town of Port Hedland Local Planning Scheme No. 7 subject to the conditions and advice notes contained in Attachment 1 and the Floor Plan contained in Attachment 2.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider a development application for 'Holiday Accommodation' on Lot 3 on Strata Plan 747247 (No. 1) Lacy Street, Port Hedland. The application is presented to the Council in accordance with the Town's delegation policy, due to one submission received during advertising, objecting to the proposal.

DETAIL

Site Context

The subject development is proposed within one unit of a 'Multiple dwelling' development, consisting of ten (10) units, constructed in 2014. The development is located at the corner of Sutherland Street and Lacy Street. The subject unit contains only one (1) bedroom, on the ground floor of the complex. The subject property is located within the eastern part of the Port Hedland suburban area, abutting foreshore land to the north (Refer location plan below).



Location Plan - Source: Nearmap Aerial Photo – 10 September 2025

Background

The subject property is leased by the applicant. The strata manager of the complex on behalf of the Council of Owners has consented to the use of the subject property for short-term rental accommodation.

Summary of Proposal

The application proposes a "Holiday Accommodation" use with the following:

- accommodation for a maximum of two (2) guests per stay in the unit.
- contactless self-check-in via secure lock box.
- a strict no-party policy under its management plan.
- the unit is to be equipped with 'Minut Smart Monitors' to manage activity and interconnected smoke alarms, to maintain amenity and safety of adjoining landowners and occupiers.
- one (1) car parking bay is provided on-site for guests of the service.
- the unit to be cleaned by a professional service, after each stay.

Refer to Attachment 3 to 9 for proposal details.

Land Use Permissibility

The 'Holiday Accommodation' use is listed as 'D' use for the permissibility of use of land under the zoning table.

The lot is zoned 'Residential' under LPS7. Clause 16 Zones / Table 3 – Zones Objectives, states the objectives as:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.

The proposed use is considered to align with the objectives of the 'Residential' zone by contributing to the diversity of residential accommodation within the Town. Subject to appropriate management measures, the use is not expected to adversely impact the amenity of the surrounding neighbourhood.

Operational Plan, Management Plan and House Rules

Conditions Imposed – The applicant submitted supporting documents, including 'Operational Plan' (Attachment 8), 'House Rules' (Attachment 9), and 'Management Plan' (Attachment 7). The 'Operational Plan' and 'House Rules' seek to provide management measures to minimise the impact on the activity to the amenities of the surrounding neighbourhood. The Applicant has indicated they have experience in managing other short stay accommodation investment properties. These properties may be subject to differing management controls due to location. The 'Management Plan' is recommended to be amended with further details on integration of the 'House Rules' and responsible actions by the applicant. Conditions have been recommended (Refer to Attachment 1).

Car Parking

Conditions Imposed – The subject unit has one on-site car parking bay allocated on the subject lot. To minimise the traffic impact on the residents in the complex and the surrounding area, car parking is strictly limited to the allocated car parking bay. In addition, it is recommended parking on the verge along Sutherland Street and parking of caravan and/or trailer device is not permitted (Refer to Attachment 1).

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Nil

External Agencies

- Nil

Community

- Pursuant to Clause 64 of Schedule 2 of the Deemed Provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposal was advertised for a period of 28 days, between 24 July 2025 and

21 August 2025 to the nearby residents/landowners within 200m radius and on the Town's webpage.

- The Town received two (2) submissions from the neighbouring owners, one within 50 metres objecting to the proposal, and the one from the resident living in the complex providing neutral comments refer to Attachment 2 for submission details and officer comments.

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development Act 2005.*
- Planning and Development Act (Local Planning Scheme) Regulations 2015.
- Town of Port Hedland Local Planning Strategy.
- Town of Port Hedland Local Planning Scheme No. 7.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

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

Access and Inclusion

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

Nil

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Business and Economy Development: Manage designated Area Migration Agreement (DAMA) and migrant settlement support; advocacy for investment in key infrastructure; advocacy with State and industry on key issues; collaboration/partnerships with economic stakeholders, including Chamber of Commerce; networking and "cross promotion" between business and industry and stakeholders; regional growth initiatives.

The proposed use provides upgraded accommodation with potential for local business development. The application indicates the use provides high quality accommodation for professionals visiting the Town, including:

- Corporate and business contractors.
- Health sector personnel.
- Government and community workers.
- Resource sector specialist.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Non-compliance with conditions on the development approval
Effect (Consequence)	Development not being compliant with the planning framework and the development approval.
Risk Treatment	Conditions of approval are clearly outlined, routine inspection by the Town can monitor the development in accordance with the development approval conditions.
There is an Operational risk associated with this item caused by the landowner/developer not meeting the conditions of the development approval, leading to the development not in compliance with the planning framework and the development approval. The risk rating is considered to be Low (3) which is determined by a likelihood of Possible (3) and a consequence of Minor (2). This risk will be accepted by the Town's ability to undertaken compliance action in accordance with the <i>Planning and development Act 2005</i>.	

OPTIONS

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

CONCLUSION

The proposal is recommended for approval. The "holiday accommodation" use is considered to have a low impact on the amenity to adjoining owners and occupiers in the locality due to the applicant applying management and operational plans. The issues outlined in the objection submission have not been substantiated and does not justify a refusal of the application. The proposed use is supported as outlined under Attachment 1 (Conditions).

ATTACHMENTS

1. ATTACHMENT 1 CONDITIONS OF APPROVAL 1 [**12.3.2.1** - 3 pages]
2. ATTACHMENT 2 - PROPERTY FLOOR PLAN [**12.3.2.2** - 1 page]
3. ATTACHMENT 3 SCHEDULE OF SUBMISSIONS [**12.3.2.3** - 6 pages]
4. ATTACHMENT 4 - MULTIPLE DWELLING GROUND FLOOR PLAN [**12.3.2.4** - 1 page]
5. ATTACHMENT 5 - STRATA CONSENT LETTER [**12.3.2.5** - 1 page]
6. ATTACHMENT 6 - COVER LETTER [**12.3.2.6** - 2 pages]
7. ATTACHMENT 7 - MANAGEMENT PLAN [**12.3.2.7** - 3 pages]
8. ATTACHMENT 8 - OPERATIONAL PLAN [**12.3.2.8** - 2 pages]
9. ATTACHMENT 9 - HOUSE RULES [**12.3.2.9** - 1 page]

12.3.3 Public Open Space 2025- 2035 - Adoption**Author:****Senior Strategic Planner****Authorising Officer:****Director Regulatory Services****Disclosure of Interest:**

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

OFFICER'S RECOMMENDATION**That Council:**

- 1. Note the submissions received during public advertising; and**
- 2. Adopt the final Public Open Space and Street Tree Strategy 2025-2035 as Attachment 1.**

SIMPLE MAJORITY VOTE REQUIRED**PURPOSE**

The purpose of this report is for Council to consider endorsing the Public Open Space and Street Tree Strategy 2025-2035 (Attachment 1).

DETAIL

The Public Open Space and Street Tree Strategy 2025 - 2035 (the Strategy) serves as a high-level framework, guiding the strategic planning and enhancement of public open spaces (parks, play areas, sports fields, etc.) within the community. The primary objectives of the Strategy include assessing current open space provisions, identifying areas for improvement, and setting forth actions to enhance the appeal, amenity, and value of these spaces for all users.

In January 2024, the Town engaged consultants RealmStudios to undertake a review of the Town's existing Public Open Space Strategy 2019 to ensure it reflects the Town's current strategic direction, is consistent with current State government legislation, and reflects the needs and wants of the community.

The Strategy was taken to the 30 July 2025 Ordinary Council Meeting (OCM), where Council resolved to not adopt Public Open Space and Street Tree Strategy and request the CEO to arrange a briefing with Elected Members prior to it being returned to a future Council Meeting. The briefing with Elected Members was not progressed due to the change in governance structure resulting in the appointment of Commissioners.

Since the 30 July 2025 OCM, the following changes have been made to the Strategy:

- Update of Mayors Message to Commissioners Message

Project Methodology

An audit and analysis of the Town managed public open spaces (POS) was undertaken to identify areas for improvement and ensure alignment with current planning objectives. Community engagement was undertaken to gather feedback and inform the strategic direction. Based on outcomes of the community engagement, the draft Strategy was developed and subsequently advertised for public comment, as detailed in the Consultation section of this report. Following public advertising, further refinements were made in response to internal feedback, with the modifications provided in the Schedule of Modifications as Attachment 2.

Strategy Findings

A summary of the POS assessment is below. For a full overview of the evaluation, please see Part 05 of the Strategy.

Port Hedland

- There are some areas in Port Hedland that do not have access to public open space within a walkable distance.
- The community infrastructure (including sporting facilities, parks and playgrounds) audit showed that Port Hedland is generally well supplied. The only identified shortfall is one additional junior AFL field.
- Overall provision of land zoned for POS is 32.9% of the gross subdivisible area (not including Wilson St reserve), exceeding the standard 10% requirement. It's important to note that majority of this is McGregor St reserve.
- Canopy cover ranges between 0–15% with only minor exceptions, demonstrating an opportunity to increase canopy and shade.

South Hedland

- There are notable gaps in South Hedland where residents do not have access to public open space within a walkable distance.
- The community infrastructure audit identifies a clear shortfall in sporting facilities, local parks, and neighbourhood scale playgrounds. While the current SHISH masterplan will help address some gaps, the proposed sporting fields do not fully align with Parks and Leisure Australia guidelines.
- Overall provision of POS - 4.46% of the gross subdivisible area (not including the Golf Course) which is below the standard requirements.
- Canopy cover ranges between 0–20% with only limited exceptions, demonstrating an opportunity to increase canopy and shade.

Strategy Recommendations

To guide the delivery of increased canopy and shade within Hedland (specifically within POS and streets), the Strategy adopts a 'hub and spoke' model as the foundation for implementation. This involves improving key parks as 'hubs' and connecting them with green pathways and road reserves as 'spokes' to allow for phased implementation that aligns with budgetary and resource considerations. The Strategy outlines a range of short- and long-term recommendations. While the full

details are provided in the sections of the strategy referred to below, a summary is presented here for reference.

General recommendations (Refer to Part 4)

The strategy recommends requiring contributions from all eligible residential subdivisions and workforce accommodation developments:

In Port Hedland, it is recommended that contributions are provided as cash-in-lieu (CIL).

- In South Hedland the contributions be a combination of CIL or provided as an on-site 10% land contribution in areas of POS shortfall.
- The strategy identifies the structure plan areas where the CIL or land contribution is recommended based on gaps in the walkable catchment mapping and provides recommendations to the POS location, scale and level of amenity that is developed to ensure that it of a suitable standard. This will generally be applied to developments at the subdivision approval stage.
- The Town adopt a policy position that any open space developed by private landowners or developers, which does not meet the Town's endorsed design standards, quality benchmarks, or functional requirements, will not be accepted for transfer into Council ownership or management.
- It advocates for any CIL funds to support park upgrades, greening, and improved connectivity within the same suburb as the contributing development, through the establishment of dedicated reserve funds for South and Port Hedland.
- The strategy proposes the development of a comprehensive Open Space Master Plan to address identified gaps and function of open space, particularly in South Hedland. An action is for the Town to develop detailed asset management plans for each open space to track life cycles, guide renewal planning, and inform maintenance schedules.

Implementation framework and actions (Refer Part 5)

The Strategy contains an action plan developed in response to key challenges, audit findings, and community feedback.

The actions have been grouped by theme, including; quality, maintenance and operational efficiency, water, safety and amenity, and greening and shade. Each action identifies the Town's role, indicative timing, and measurable success indicators.

Park specific recommendations (Refer to Appendix D - Audit Report)

An audit of all parks was undertaken and evaluated against a matrix consistent with the Department of Local Government, Sports, and Cultural Industries 'Open Space Assessment Guide'. The audit findings, combined with community engagement outcomes and recommendations based on the park hierarchy and activity types, informed the recommended actions outlined in the Audit report.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium, because the strategy has a ten year lifespan.

CONSULTATION

Internal

- Executive leadership team

Community and External Agencies

- Community and stakeholder engagement undertaken as part of the Strategy development included: stakeholder workshops, online community survey, pop-up engagement stands, targeted meetings with stakeholders and State government agencies, meetings with Aboriginal groups, and workshops with Town staff.
- The draft Strategy was advertised from 14 May - 11 June 2025, for a total of 28 days. The invitation to comment on the draft Strategy was shared through the following methods:
 - On the Town's website;
 - On the Town's social media;
 - Public notice in the North West Telegraph; and
 - Emailed directly to workshop participants, key stakeholders, Elected Members, and State government agencies
- One (1) response was received from the Department of Planning Lands and Heritage expressing no comment. A Schedule of Submissions can be found as Attachment 3.

LEGISLATION AND POLICY CONSIDERATIONS

- Local Government Act 2005
- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Town of Port Hedland Local Planning Scheme No. 7
- Western Australian Planning Commission policies:
 - State Planning Policy 2.0 - Environment and Natural Resources Policy
 - State Planning Policy 2.9 - Water Resources
 - State Planning Policy 3.7 - Planning in Bushfire Prone Areas
 - State Planning Policy 7.0 - Design of the Built Environment
 - State Planning Policy 7.3 - Residential Design Codes Volume 1 and 2
 - Development Control Policy 1.6 - Planning to support transit use and development
 - Development Control Policy 2.2 - Residential Subdivision
 - Development Control Policy 2.3 - Public Open Space in Residential Areas
 - Development Control Policy 2.4 - School Sites
 - Development Control Policy 5.3 - Use of Land Reserved for Parks and Recreation and Open Space
 - Liveable Neighbourhoods (2009)

FINANCE AND RESOURCE IMPLICATIONS

- Although the Strategy provides a high-level framework and approach to public open space and greening, the implementation plan will provide the next level of detail so that implementation can be aligned with the Forward Capital Works Program and Long Term Financial Plan. The process of costing of the implementation strategy has begun and will be returned to Council at a future date. Council can then endorse an amount toward annual implementation and further greening of Port and South Hedland towards community liveability and prioritising important town and tourism areas of importance over a multi-year strategy.

STRATEGIC SUSTAINABILITY IMPLICATIONS**Council Plan: Part A (Strategic Community Plan)**

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

Our Community:

1.2.4 Regular opportunities for the broad community to have input into the Town of Port Hedland plans and programs are provided for transparency, accountability and two-way interaction.

1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.

Our Built and Natural Environment:

3.2.1 1 Identify, plan and develop the present and future needs for serviced land and infrastructure provision.

3.2.4 Enhance the protection and valuing of amenities and urban space through community engagement.

3.3.2 The community has access to attractive natural habitats, built form, parks and amenities.

3.3.5 The greening and vegetation of streetscape verges are systematically implemented.

Environmental

The strategy aims to increase canopy cover and provide more shade, which supports local biodiversity by providing habitat for native species. Improved green infrastructure would also assist in managing stormwater and reducing erosion issues from cyclones and storm events.

Social

Better public open spaces and shade encourages outdoor activity and recreation. Greener, more inviting public spaces can foster social interaction and strengthen

community connections. These improvements can also help build local pride and support a stronger sense of place for residents

Access and Inclusion

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

- Outcome 2 – Buildings and Facilities

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Community:

1.2.4 Regular opportunities for the broad community to have input into the Town of Port Hedland plans and programs are provided for transparency, accountability and two-way interaction.

1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.

Our Built and Natural Environment:

3.2.1 1 Identify, plan and develop the present and future needs for serviced land and infrastructure provision.

3.2.4 Enhance the protection and valuing of amenities and urban space through community engagement.

3.3.2 The community has access to attractive natural habitats, built form, parks and amenities.

3.3.5 The greening and vegetation of streetscape verges are systematically implemented.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Compliance
Cause	Not adopting the Public Open Space and Street Tree Strategy 2025-2035
Effect (Consequence)	The current POS Strategy 2019 is not consistent with the State planning framework and not reflecting the needs and wants of the community
Risk Treatment	Adopting the Public Open Space and Street Tree Strategy 2025-2035
There is a Strategic risk associated with this item caused by not adopting the Public Open Space and Street Tree Strategy 2025-2035 leading to the current POS Strategy 2019 not being consistent with the State planning framework and not reflecting the needs and wants of the community. The risk rating is considered to be Medium (8), which is determined by a likelihood of Likely (4) and a consequence of Minor (2).	

This risk will be treated by adopting the Public Open Space and Street Tree Strategy 2025-2035.

OPTIONS

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

CONCLUSION

The Public Open Space and Street Tree Strategy 2025-2035 provides a clear framework to enhance the quality, accessibility, and environmental value of open spaces across Port Hedland. It reflects updated community needs, aligns with current legislation, and supports the Town’s long-term strategic goals. It is recommended that the Council adopt the Public Open Space and Street Tree Strategy 2025-2035.

ATTACHMENTS

1. Public Open Space and Street Tree Strategy
2. A 2 Schedule of Modifications [**12.3.3.2** - 2 pages]
3. A 3 Schedule of Submissions [**12.3.3.3** - 1 page]

Notice: File not available at time of printing:

Attachment 1. Public Open Space and Street Tree Strategy – awaiting further updates - due on 27 October 2025. This will be uploaded to the public website as an addendum on this date.

12.4 Infrastructure Services

12.4.1	RFT-2425-41 Town of Port Hedland Verge Maintenance
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Author: Coordinator Parks & Reserves

Authorising Officer: Director Infrastructure Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Authorise the Chief Executive Officer to enter into a contract for the award of RFT-2425-41 to XXXX for the total amount of \$XXXX for a period of 2 years with an optional 1-year extension. The timing of the contract allows for 7 visits at a cost of \$168,000 per visit.**
- 2. Note the budget of \$XXXX is funded from the current Operational Budget 30038-1300-1001-60014 in the Financial Years 2025-2028/2029 Annual Budget.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to consider the assessment of submissions received for RFT 2425-41 and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

Background

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

The currently adopted Long Term Financial Plan (LTFP) Provision for verge maintenance services, and the proposed contract value of \$1,176,000 (Excluding GST) over a 2 –year period with 1-year extension option is consistent with the allocations in the 2025/2026, 2026/2027, and 2027/28 operational budgets.

Request for Tender

The Town released a Request for Tender (RFT) on 2nd July 2025 on Vendorpanel with a closing date of 16th July 2025. The RFT number for this project is RFT2425-41. One addendum was released during the tender period.

The RFT number for this project is RFT 2425-41.

Tender Assessment

The Town received 1 response which was deemed compliant. An evaluation meeting was held on 11/08/2025, facilitated by the Town's procurement representative. The compliant submission was evaluated by a panel of 5 Town employees whose main objectives were to:

- A) Make a recommendation to the Council
- B) Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- C) Ensure adherence to Local Government Policies and legislation; and
- D) 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	(%)
<i>Relevant Experience</i>	30 %
<i>Demonstrated Understanding & Resources</i>	30 %
<i>Capacity to Deliver & Resources</i>	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 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.

CONSULTATION

Internal

- Procurement

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:

- s3.57 Tenderer for providing goods or services
- s9.49A Execution of documents
- s9.49B Contract formalities

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

Within the 2025-2028 Annual Operational Budgets, \$1,176,000 has been allocated to fund this project.

The tender contemplated two visits per year for two years, with an optional one-year extension for an additional two visits. The last visit would fall in the first half of the 2028/2029 financial year.

In total, this would amount to seven visits:

- 2 visits in 2025/2026 -One in November 2025 and another in March 2026 (\$336,000)
- 2 visits in 2026/2027 - One in October 2026 and one in March 2027 (\$336,000)
- 2 visits in 2027/2028 -One in October 2027 and one in March 2028 (\$336,000)
- 1 final visit in 2028 - In October completing the contract and accounting for the additional \$168,000

The Town has not approved an annual budget for 2026/27 or 2027/28 however the current Long Term Financial Plan (LTFP) has future funds intended for this project as outlined below:

Financial Year (FY)	Value
FY2025-2026 Scheduled Visits 1 x November 1 x March 2026	\$ 336,000
FY2026-2027 Scheduled Visits 1 x October 2026, 1 x March 2027	\$ 336,000
FY2027-2028 Scheduled Visits 1 x October 2027 1 x Visit March 2028	\$ 336,000
FY2028-2029 Scheduled 1 x visit October 2028	\$ 168,000
	Total \$1,176,000

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

The following sections of the Town's *Council Plan (Strategic Community 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

- **Reducing invasive species:** Removal of declared weed trees and shrubs helps protect native flora and reduce ecological degradation.
- **Improving urban biodiversity:** Clearing and maintaining verges, laneways, and footpaths creates healthier green corridors for local wildlife.
- **Minimising pollution:** Daily litter collection, including hazardous waste like needles and broken glass, reduces environmental contamination and improves public safety.
- **Sustainable practices:** The inclusion of weed spray treatment and proper disposal of waste at the ToPH landfill aligns with responsible land management and waste reduction strategies.

Economic

- **Efficient use of budget:** The \$1,176,000 contract is already allocated within the operational budget across three financial years (25/26–27/28), ensuring fiscal responsibility.
- **Local job creation:** Engaging a contractor like the preferred tenderer supports local employment and business development.
- **Cost-effective service delivery:** The comprehensive scope and clear performance expectations ensure high-quality outcomes with minimal risk of rework or delays.
- **Asset protection:** Regular maintenance of verges and public infrastructure (e.g., signage, bollards, footpaths) helps extend asset life and reduce long-term repair costs.

Social

- **Creating safer public spaces:** Removal of litter, glass, and hazardous materials improves safety for pedestrians and cyclists.
- **Supporting accessibility:** Compliance with the Town's Disability Access and Inclusion Plan (DAIP) ensures inclusive access to maintained areas.
- **Improving visual amenity:** Clean, well-maintained verges and footpaths contribute to civic pride and a more attractive urban environment.
- **Community engagement:** Respecting privately maintained verges and ensuring clear communication with residents fosters trust and cooperation.

Access and Inclusion

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

- Outcome 4 – Quality of Service

Council Plan Part B (Corporate Business Plan)

The following services of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Community:

Community Safety: Implement the Community Safety Plan, expand CCTV coverage, and foster collaborative partnerships to enhance safety.

Parks and Gardens, Irrigation, Verges and Street Trees: Maintain ovals, parks and gardens; manage casual hire of parks and gardens; maintain the Town's street and public open space lighting in Port Hedland and South Hedland; tree planting (1200 trees per year) and maintenance.

Our Leadership:

Customer Service: Customer Service Strategy and Charter; general enquiries; cat/dog registration and payments.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational & Service Interruption
Cause	Council do not support the endorsement of RFT2425-41 to proceed with the appointment of a contractor for verge maintenance services across Port Hedland, South Hedland, and Wedgefield.
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 recommendations.	

OPTIONS

Option 1 – Adopt officer's recommendation

CONCLUSION

It is recommended that Council support the officer's recommendation to award RFT 2425-41 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, and Wedgefield, 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 REDACTED - Multi-party evaluation report [**12.4.1.1** - 10 pages]
2. CONFIDENTIAL REDACTED - CEO MEMO - To PH Verge Maintenance [**12.4.1.2** - 5 pages]

12.4.2	JD Hardie Youth & Community Hub Masterplan - Stage 3 - Request to call tenders
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Author:	Project Manager
Authorising Officer:	Manager Waste & Services
Disclosure of Interest:	Director Infrastructure Services
	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 ENDORSE the invitation of tenders for the construction of JD Hardie Youth and Community Hub Masterplan - Stage 3 project based on the scope of works outlined in this report.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider inviting public tenders for the construction of Stage 3 of the JD Hardie Youth and Community Hub Masterplan, in accordance with the Town's adopted procurement policy.

DETAIL

The JD Hardie Youth and Community Hub Masterplan, developed by Donovan Payne Architects, was formally endorsed by Council in July 2019 (CM201920/011). Since endorsement, the Town has successfully delivered Stage 1 and Stage 2, which included:

- Refurbishment of the JD Hardie Youth Hub Building (CM201920/241)
- Development of the Multi-User Courts and Surrounds (CM202021/105)

In February 2023, the Town commenced the design process for Stage 3, focusing on the outdoor elements of the Masterplan. NORDA Architects were engaged to develop the concept design, incorporating feedback from extensive stakeholder and community consultation.

Council endorsed the Stage 3 concept design at the Ordinary Council Meeting in December 2023 (CM202324/191), which included scope changes such as the integration of a parkour element and a local-level BMX pump track.

Stage 3 represents the final phase of youth-focused infrastructure at the JD Hardie site. The proposed works include:

- BMX pump and jump track
- Parkour and informal activity zones
- Pathways and landscaping (accessible design)

- Shade structures and public amenities
- Integration of outdoor recreational spaces

The concept design reflects the collective input of community members, stakeholders, and elected members, and aligns with the Town's strategic goals for youth engagement, wellbeing, and inclusive infrastructure.

The Town now seeks Council approval to proceed with the public Request for Tender for construction of Stage 3. Subject to Council endorsement, the RFT will be released in October 2025 and return to Council for a decision of tender award prior to the anticipated construction commencement in February 2026.

COUNCIL COMMITMENT TO THE JD HARDIE MASTERPLAN

Since the formal endorsement of the JD Hardie Masterplan in July 2019 (CM201920/011), Council has demonstrated consistent and strategic commitment to the progressive development of the JD Hardie Youth and Community Hub. This commitment has been reflected through:

- Endorsement of the Masterplan Vision: Council's initial endorsement of the Donovan Payne Architects Masterplan set the direction for a multi-stage transformation of the JD Hardie site, focused on enhancing youth engagement, community wellbeing, and inclusive recreational infrastructure.
- Delivery of Stage 1 and Stage 2: Council decision supported the successful completion of Stage 1 (refurbishment of the JD Hardie building) and Stage 2 (construction of the Multi-User Courts and Surrounds).
- Budget Adoption for Stage 3 Design: In alignment with the Masterplan, Council adopted budget allocations in the 2022/2023, 2023/2024 and 2024/2025 financial years to support the design development of Stage 3. This included funding for architectural services, stakeholder engagement, and concept refinement.
- Support for Community Consultation: Council endorsed and facilitated extensive community engagement activities, including surveys, workshops, and briefings, to ensure the Stage 3 design reflects the needs and aspirations of local residents, particularly youth.
- 13 December 2023 Ordinary Council Meeting (OCM) Endorsement: Council unanimously voted (8/0) to endorse the Stage 3 Concept Design, which incorporated expanded scope elements such as a parkour zone and expanded Jump track, based on feedback from design workshops and community engagement.
- Support for Grant Funding: As part of the December 2023 OCM, Council endorsed the Chief Executive Officer to seek external funding to address the

budget shortfall. Town Officers successfully secured \$4.3 million dollars funding through the Community Sporting and Recreation Facilities Fund (CSRFF) and Lottery West, enabling the project to proceed without placing additional strain on municipal resources.

This sustained commitment underscores Council's dedication to delivering high-quality, community-driven infrastructure that supports youth development, social inclusion, and active lifestyles in Port Hedland.

PROJECT TIMELINE AND FUNDING MILESTONES

Since Council endorsed the Stage 3 Concept Design at the December 2023 OCM, the Town has progressed through several key planning and funding stages necessary to support the delivery of the project.

- Detailed design was completed by June 2024, following the concept endorsement.
- The Town prepared and submitted a funding application to the Community Sporting and Recreation Facilities Fund (CSRFF) during the September 2024 funding round. CSRFF funding timelines required the application to remain active until the outcome was confirmed in February 2025.
- In parallel, the Town submitted a Lottery West grant application in November 2024. While Lottery West typically provides outcomes within four months, the decision was extended, with the outcome received in August 2025.

These funding processes were essential to secure the financial resources needed to deliver the scope of Stage 3 and align with the Town's Long Term Financial Plan funding targets. The time taken reflects standard grant cycles and the Town's commitment to ensuring the project is financially supported before proceeding to tender.

With funding now confirmed, the Town is in a position to progress to the Request for Tender phase, in line with Council's original intent and project planning.

SCOPE OF WORKS

The Town is proposing the works to be delivered across the 2025/26 and 2026/27 financial years with works to commence in February 2026.

The works will include the development of the vacant site adjacent to the JD Hardie Multiuser Courts and will comprise:

- Construction of a junior and senior BMX pump track
- Construction of a multi-lane jump track
- Installation of parkour elements designed for youth activity and movement
- Construction of permanent shade structures to support year-round usability

- Landscaping and irrigation
- Installation of lighting to enable safe and extended use during evening hours, particularly important given Port Hedland's extreme daytime temperatures
- Installation of CCTV infrastructure to support site safety and asset protection
- Installation of fencing and vehicle access points to ensure safety and controlled entry
- Provision of site signage to support wayfinding and site identity

The proposed works are considered public works under Schedule 1 of the *Public Works Act 1902* and therefore the project has received a Public Works Exemption pursuant to Part 1, Section 6 of the *Planning and Development Act 2005*.

This exemption confirms that the proposed works are classified as public infrastructure delivered by a public authority and therefore do not require development approval.

This exemption streamlines the project's delivery timeline and reflects the Town's commitment to progressing essential community infrastructure efficiently and in accordance with statutory requirements.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low, because The proposal or decision has already been addressed by the Council's strategies, policies or plans, which have recently been consulted on, and the proposal or decision is not of a nature or significance that requires engagement.

CONSULTATION

No further consultation is required to carry out the Officer's recommendation, however as part of the project engagement process the endorsed design has been based upon feedback derived from extensive consultation across a range of internal officers, external agencies, clubs, key stakeholders, and community members.

Community

A Balanced View Leisure Consultants (ABV) were engaged in January 2019, to produce a Town-wide needs assessment and architectural briefs relating to the JD Hardie site as well as the South Hedland Sports Complex and McGregor Street Precinct. The consultation included face-to-face meetings with stakeholders on the ground in Port Hedland in February and June 2019.

In June 2023, a public survey was released to the community via social media and face-to-face consultation. This engagement was intended to understand the specific elements which the community desired in an outdoor development of the JD Hardie Youth and Community Hub.

The survey achieved a total of 213 responses. Based upon all community and stakeholder consultation, it has been identified that there is community demand for:

- Indoor sports and activities. In particular there is high demand for basketball, dance and martial arts;
- Covered outdoor sports courts;
- Affordable community activity and meeting spaces;
- Car parking amenities and connectivity access at the site
- An expectation of supporting recreational and general public amenities at the site such as public toilets, water fountains, paths, playgrounds and notably shade, given hot summer climatic conditions
- Include BMX pump track within the outdoor area
- Inclusion of outdoor activity spaces through the landscaped areas to encourage informal and programmed youth activities and;
- Include pathways and landscaping to the site to improve access around and through the site. All pathways to meet accessibility standards.

The progressive development of the JD Hardie Youth and Community Hub has been an area of high interest to the community. Regular communication has demonstrated strong desire to see the project progress.

Elected Members

Elected Members have played an active and collaborative role in shaping the Stage 3 concept design for the JD Hardie Youth and Community Hub. Their involvement has ensured the project reflects both strategic priorities and community expectations.

In July 2023, Elected Members were invited to a confidential briefing where NORDA Architects presented the preliminary concept design. This session provided an overview of the proposed scope and design direction.

Following the briefing, in August 2023, all former council Elected Members, including Peter Carter, Ash Christensen, Tim Turner, Jan Gillingham, Renae Coles, Elmar Zielke, David Eckhardt, Jason Keller and Flo Bennett, were invited to participate in a dedicated design workshop, eight of the nine Elected Members were in attendance for this workshop. The workshop included a site visit to the JD Hardie precinct, where the proposed BMX track was pegged out onsite and an in-person engagement with the BMX track designer which allowed Members to share ideas, priorities, and preferences for the outdoor elements of Stage 3. Elected Members were able to visualise the scale, location, and impact of the track within the overall concept.

Internal

- Commissioners
- Executive Leadership Team (ELT)
- Senior Leadership Team (SLT)

- Project Manager;
- Coordinator Works and Services;
- Senior Youth Officer;
- Youth Program Officer; and
- Horticulture Technical Officer.

Regular Project Control Group and Working Group meetings involving key internal stakeholders have also been held in relation to the overall JD Hardie Masterplan since 2019.

External Agencies

- Town of Port Hedland Youth Advisory Council (YAC)
- Hedland BMX
- Hedland Home School
- Hedland Youth Stakeholder Action Group (HYSAG)
- Youth Involvement Council (YIC)
- Sport and Rec Clubs/ Youth Programming
- Hedland Senior High School (Follow the Dream, Clontarf)
- Shooting Stars
- Headspace
- Other Hours School Care OHSC Providers
- Juliyardi Aboriginal Corporation
- Karriyarra Aboriginal Corporation
- IBN Group
- Ashburton Aboriginal Corporation/ Youth Engagement
- NORDA Architects and their sub-consultants; and
- ABV Leisure consultants

LEGISLATION AND POLICY CONSIDERATIONS

Should the Officers recommendation be supported, the tender process would comply with Section 3.57 of the *Local Government Act 1995* when tendering for construction.

Other Council policies have been considered in relation to this item:

- 2/007 Procurement Policy and;
- 4/009 Significant Decision Making

Under the Town of Port Hedland Delegation - Statutory 1.2.18 Tenders for Goods and Services, Function 1 Authority to Call Tenders, The Director of Infrastructure is able to call for Tenders for this project.

FINANCE AND RESOURCE IMPLICATIONS

There is no direct financial implication associated with the Officers' recommendation.

The construction estimate for the JD Stage 3 project is currently \$8.7M. This project is expected to be funded by CSRFF and Lottery West grants as well as the Town's strategic reserve. The following table sets out the funding for the project.

Source	FY25/26	FY26/27	Total
Grants	\$4,000,000	\$400,000	\$4,400,000
Strategic Reserve	\$400,000	\$3,900,000	\$4,300,00
TOTAL	\$4,400,000	\$4,300,000	\$8,700,000

A further report will be presented to Council to consider the Award of the works and approval of funding.

Future Maintenance costs will be identified within Asset Management Plan revisions and included in updates of the Long Term Financial plan.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

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

Our Community:

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.

Our Economy:

2.5.3 Invest and develop key community and recreation infrastructure.

Our Built and Natural Environment:

3.3.2 The community has access to attractive natural habitats, built form, parks and amenities.

Economic – The tender process represents a critical step in progressing the project toward delivery, and supports economic sustainability by:

- Stimulating local market engagement, providing opportunities for contractors, suppliers, and service providers to participate in a significant community infrastructure project.

- Encouraging competitive pricing and innovation, ensuring best value for public investment through transparent procurement.

Access and Inclusion

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

- Outcome 2 – Buildings and Facilities

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Community:

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

Our Built and Natural Environment:

Project Management and Support: Asset management plans; major projects; annual capital works plan; service worker housing project; Town renewal program.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational
Cause	Delay in progressing to tender despite Council endorsement and community expectation.
Effect (Consequence)	Loss of public confidence and stakeholder trust in the Town's ability to deliver endorsed projects
Risk Treatment	Proceeding with the tender process in accordance with endorsed timelines
There is a Project risk associated with this item caused by delay in progressing to tender despite Council endorsement and community expectation, leading to loss of public confidence and stakeholder trust in the Town's ability to deliver endorsed projects. The risk rating is considered to be High (12) which is determined by a likelihood of Likely (4) and a consequence of Moderate (3). This risk will be avoided by the Town proceeding with the tender process in accordance with endorsed timelines.	

Risk Type	Project
Risk Category	Financial
Cause	Missed opportunity to utilise secured grant funding within required timeframes
Effect (Consequence)	Potential loss of external funding (CSRFF and Lottery West), resulting in an increase to the Towns strategic reserve contributions
Risk Treatment	Initiating the tender process to maintain project momentum and funding eligibility
There is a Project risk associated with this item caused by missed opportunity to utilise secured grant funding within required timeframes, leading to potential loss of external funding (CSRFF and Lotterywest), resulting in increased municipal financial burden. The risk rating is considered to be Extreme (20) which is determined by a likelihood of Almost Certain (5) and a consequence of Major (4). This risk will be avoided by initiating the tender process to maintain project momentum and funding eligibility.	

OPTIONS

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

CONCLUSION

The JD Hardie Youth and Community Hub Stage 3 project has reached a critical milestone following the endorsement of the concept design and successful outcomes of external funding. Progressing to the tender phase is essential to maintain project momentum, secure competitive pricing, and uphold Council’s commitment to delivering high-quality, youth-focused infrastructure.

Calling for tenders will enable the Town to engage the market, finalise construction planning, and ensure readiness for delivery in line with the project timeline.

Council’s continued support is now sought to proceed with the public Request for Tender for Stage 3 construction.

ATTACHMENTS

1. JD Hardie Youth & Community Hub Masterplan - Stage 3 - Endorsed Concept
[**12.4.2.1** - 2 pages]

12.5 Executive Services

12.5.1	Chief Executive Officer Recruitment
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Author: Interim Chief Executive Officer

Authorising Officer: Interim Chief Executive Officer

Disclosure of Interest: The Author declares that they do not have any conflicts of interest in relation to this item. The Authorising Officer has an interest by virtue of his position as Interim CEO.

OFFICER'S RECOMMENDATION 1

That council appoint members of the CEO Recruitment and Selection Committee as:

- **Chairperson Shaw,**
- **Deputy Chairperson Aldridge, and**
- **Commissioner Yuryevich,**

in accordance with the CEO Standards under Section 5.10 of the Local Government Act 1995 and the CEO Recruitment, Performance and Termination Policy and CEO Recruitment & Selection Committee Terms of Reference.

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 2

That Council appoint Candidate (A), as the Independent Person in accordance with the CEO Standards under Section 5.10 of the Local Government Act 1995 and the CEO Recruitment, Performance and Termination Policy and CEO Recruitment & Selection Committee Terms of Reference.

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to determine the next steps in the recruitment and selection of the new Chief Executive Officer and to provide direction to the external executive recruitment agency (McArthur).

DETAIL

On Monday 9 September 2024, Mr Carl Askew resigned from the position of Chief Executive Officer (CEO) of the Town of Port Hedland with his last day of employment, being Friday 29 November 2024.

The Council approved the process for the recruitment of the CEO including the establishment of the CEO Recruitment and Selection Committee with formal Terms of Reference.

The proposed method outlined below is consistent with the Department of Local Government Operational Guidelines for CEO recruitment and selection and Schedule 2 of the Local Government (Administration) Regulations 1996 as well as WALGA's CEO Recruitment Guide for Local Government Councils.

Council is required to approve the membership of the CEO Recruitment and Selection Committee to enable the recruitment process to commence for the position of Chief Executive Officer.

The Committee's Terms of Reference document defines an Independent Person as anyone other than any of the following:

- a) a current or previous Town of Port Hedland Elected Member;
- b) current Elected Members from other Local Governments;
- c) a current or previous employee of the Town; or
- d) a human resources consultant engaged by the local government.

On 15 January 2024, Natalie Lincolne, Senior Consultant and the Independent Facilitator from Price Consulting Group wrote a confidential email to Elected Members advising of the nominated names put forward by Elected Members for consideration and final selection at the 5 February 2025 Ordinary Council Meeting as a confidential item for discussion.

On 17 February 2024, Natalie Lincolne provided an updated list of Independent Persons for consideration by the Council. These persons are listed as A to E in confidential attachment (1).

At the Special Council Meeting on 12 December 2024, Council deferred the Officer's Recommendation 6, that Council appoints members of the CEO Recruitment and Selection Committee to be considered at the 5 February 2025 Ordinary Council Meeting. This decision was carried by simple majority (5/0).

At the 5 February 2025 Ordinary Council Meeting, this decision was again deferred to 26 February 2025 Ordinary Council Meeting. This decision was carried by simple majority (5/1).

The 26 February 2025 Ordinary Council Meeting was rescheduled to 8 March 2025 as a result of cyclone Zelia. At that meeting the Council was unable to resolve by absolute majority the appointment of Councillors and an independent member to the CEO Recruitment Committee. The following motion was deferred by procedural motion;

FORESHADOWED ALTERNATE MOTION 6	
MOVED: Cr Adrian McRae	SECONDED: Cr Lorraine Butson
That Council:	
1. Amend the CEO Recruitment Committee Terms of Reference item 5 (5.1) to '...up to four (4) Councillors to the committee.	
2. Appoint members of the CEO Recruitment and Selection Committee as,	
• Mayor Carter • Councillor McRae • Councillor Blanco • Councillor Rebello	
in accordance with the CEO Standards under Section 5.10 of the <i>Local Government Act 1995</i> and the CEO Recruitment, Performance and Termination Policy and CEO Recruitment & Selection Committee Terms of Reference.	
<i>ABSOLUTE MAJORITY VOTE REQUIRED</i>	

The following motion has been laid on the table by procedural motion until Council members are appointed to the committee;

CM202425/255 FORESHADOWED ALTERNATE MOTION 1	
MOVED: Cr Camilo Blanco	SECONDED: Cr Lorraine Butson
That Council appoint Candidate (A), as the Independent Person in accordance with the CEO Standards under Section 5.10 of the Local Government Act 1995 and the CEO Recruitment, Performance and Termination Policy and CEO Recruitment & Selection Committee Terms of Reference.	
<i>ABSOLUTE MAJORITY (0/0)</i>	
<i>For: Cr Camilo Blanco and Cr Lorraine Butson</i>	
<i>Against: Nil</i>	

The Council has implemented a structured approach to the recruitment of the CEO through the development of policy, a committee and terms of reference. Concurrent with the establishment of the Committee the position was advertised with applications closing on 27 January 2025. A number of applications were received, and the external consultant has been continuing to liaise with the candidates in the interim.

The Council further considered this report at the 28 May 2025 Ordinary Council Meeting. The Council passed a resolution to appoint the Mayor and Councillors Blanco and McRae to the Committee; however, no seconder could be identified for the resolution resulting in the requirements for a valid decision not being met. The Council did not consider the appointment of an independent member to the Committee.

A notice signed by four Councillors to hold a Special Council Meeting was received 30 May 2025 to reconsider the CEO Recruitment Committee. The purpose of special

meeting was coupled with the Extraordinary Election which could not be progressed without the advice of the West Australian Electoral Commission.

A subsequent notice signed by four Councillors to hold a Special Council Meeting was received on 16 June 2025 and was scheduled per the notice for Thursday 19 June 2025.

At the 19 June 2025 Special Council Meeting the Council were unable to constitute a CEO Recruitment Committee by absolute majority and deferred the matter to the 25 June 2025 Ordinary Council Meeting.

At the 25 June 2025 Ordinary Council Meeting the Council were unable to constitute a CEO Recruitment Committee by absolute majority, with the motion being lost;

CM202425/383 FORESHADOWED 6 ALTERNATE MOTION 1

MOVED: Cr Camilo Blanco

SECONDED: Cr Lorraine Butson

That Council appoints members of the CEO Recruitment and Selection Committee as:

- **Mayor Carter**
- **Councillor Blanco; and**
- **Councillor McRae,**

in accordance with the CEO Standards under section 5.10 of the *Local Government Act 1995* and the CEO Recruitment, Performance and Termination Policy and CEO Recruitment & Selection Committee Terms of Reference.

LOST FOR WANT OF ABSOLUTE (4/1)

For: Deputy Mayor Ash Christensen, Cr Camilo Blanco, Cr Lorraine Butson and Cr Adrian McRae

Against: Mayor Peter Carter

No foreshadowed motion had been made and therefore the matter was not returned to the Council.

Current Process

Peter Carter resigned his position as Mayor of the Town on 25 August 2025 resulting in a loss of a Council quorum (5). Following the resignation of a majority of Council members, the Hon. Peter Quinlan, Lieutenant Governor and deputy to the Governor of Western Australia, in the Executive Council on 2 September 2025, declared by order that all remaining offices of members of the Council be vacant and appointed Ms. Jessica Shaw (Chair), Mr. Martin Aldridge (Deputy Chair) and Mr. Ron Yuryevich to be Commissioners of the Town pursuant to sections 2.37(1), 2.37(4) and 2.40(1) of the *Local Government Act 1995*.

The Commissioners are to exercise the powers and discharge the duties of the Council of the local government jointly in accordance with section 2.40(2) *Local Government Act 1995*. The Commissioner's will now undertake the role of 'Council' or 'Councillor,' with the terms reflecting the relevant section of the *Local Government Act 1995*.

The *Local Government Act 1995* requires a committee to have 3 or more persons (section 5.8) who are appointed by absolute majority (section 5.10). There are no limits on the number of council members, or commissioners in this case, who may be

appointed, however in this case an independent member is also required under regulation 8 Local Government (Administration) Regulations 1996.

A Council decision to appoint all council members and an independent member by absolute majority will supersede the deferred alternate motions, nomination processes and is compliant with the requirements of the Local Government Act and subsidiary legislation.

It is recommended that the Commissioners appointed to discharge the duties of the Council continue the process of recruiting a suitably skilled and qualified CEO for the Town as the substantive position has been vacant since November 2024 and the election of a new Council is scheduled for March 2026.

Given the passage of time, it would be good practice to reopen the advertisement for the position.

LEVEL OF SIGNIFICANCE

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

- Significant - A decision that will significantly affect the cost to Council to carry out any activity identified in the strategic plan.

CONSULTATION

Councillor Consultation

Prior to the Ordinary Council meeting, these matters were discussed with Councillors via telephone and email with Natalie Lincolne, Senior Consultant from Price Consulting Group (appointed as independent facilitator).

Internal

- Commissioners
- Mayor and Elected Members

External Agencies

- Price Consulting Group
- McLeods Barristers and Solicitors
- WALGA

LEGISLATION AND POLICY CONSIDERATIONS

- Town of Port Hedland - CEO Recruitment & Selection Committee Terms of Reference
- *Local Government Act 1995*

5.8. Establishment of committees A local government may establish* committees of 3 or more persons to assist the council and to exercise the

powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b));

* Absolute majority required.

- *WA Industrial Relations Act 1979*
- Model Standards for CEO recruitment, performance and termination as outlined in Schedule 2 of the *Local Government (Administration) Regulations 1996*
- Department of Local Government Operational Guidelines – CEO recruitment and selection, performance review and termination
- *WA Salaries and Allowances Act 1975* Determination of the salaries and allowances tribunal on Local Government Chief Executive Officer (April 2024)
- WALGA CEO Recruitment – Guide for Local Government Councils

FINANCIAL AND RESOURCE IMPLICATIONS

- In line with the approved budget of \$100,000 to cover the recruitment, onboarding and legal costs associated with employing a new Chief Executive Officer.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A (Strategic Community Plan)

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

The appointment of the CEO is a critical aspect of the Town's leadership and operations and is responsible for the delivery of key performance indicators relating to the Town's Strategic Community Plan.

Council Plan Part B (Corporate Business Plan)

The following service of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

The appointment of the CEO is a critical aspect of the Town's leadership and operations and is responsible for the delivery of key performance indicators relating to the Town's corporate business plan.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Strategic
Risk Category	Compliance Reputational
Cause	Resignation of Chief Executive Officer (Carl Askew)
Effect (Consequence)	Vacant position of Chief Executive Officer
Risk Treatment	Adopting the officer's recommendation
There is an Operational, Strategic and Service interruption risk associated with this item. If Council does not support the recommendations, there will be a further disruption to the Town's organisation structure and ability to deliver services and projects. The risk rating is considered to be High (16) which is determined by a likelihood of Likely (4) and a consequence of Major (4). This risk will be mitigated by adopting the Officer's recommendation to commence recruitment for a CEO.	

OPTIONS

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

CONCLUSION

These recommendations cover the next stages of the recruitment process. The appointment of Commissioners to the CEO Recruitment Committee provides for the recruitment re-advertising and subsequent shortlisting in selection process of a replacement CEO in a timely manner. This is a priority for the Commissioners to ensure the selection of a suitable candidate with the skills and experience to deliver on the Town's vision and mission of creating a thriving, resilient and inclusive future for our diverse community and guiding the growth and development of the Hedland community, economy and environment through the provision of strong civic leadership, provision of high-quality services and facilitation of active community participation.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Attachment Independent Person for CEO R_ S Committee 250217_ [12.5.1.1 - 4 pages]
2. CEO Recruitment Selection Committee TOR - approved 12.12.24 [12.5.1.2 - 4 pages]

13 New Business of an Urgent Nature (Late Items)

14 Motions of Which Previous Notice has been given

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

PROCEDURAL MOTION

That Council close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995, to consider item 15.1 Port Hedland Visitor Centre Operating Model.

SIMPLE MAJORITY VOTE REQUIRED

15.1

Port Hedland Visitor Centre Operating Model

Reasons for Confidentiality

c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 26 November 2025 commencing at 5:30 pm.

16.2 Closure

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