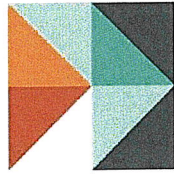


Town of
Port Hedland



Confirmed
MINUTES

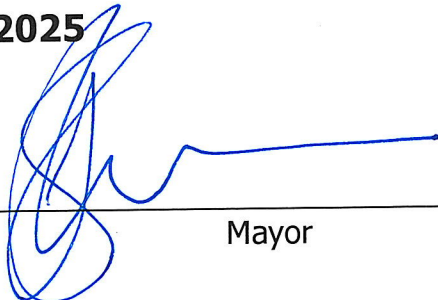
Ordinary Council Meeting
Wednesday, 30 July 2025

Date: Wednesday 30 July 2025

Time: 5:30pm

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

Distribution Date: 26/09/2025



Mayor

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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:

Mayor Peter Carter
Deputy Mayor Ash Christensen
Cr Camilo Blanco
Cr Lorraine Butson
Cr Adrian McRae

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)
Rhiannon Smith (Governance Support Officer)
Sophie Marlow (A/Governance Support Officer)

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosures of Interest

Name	Item No	Interest	Nature

4 Applications for Leave of Absence

Nil

5 Response to Previous Questions

5.1 Response to Questions taken on notice from Elected Member at the Council Meeting held on 25 June 2024

5.1.1	Cr Camilo Blanco
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1. *RE: Statement of Financial Activity: The creditor 10104 Avantgarde Technologies PTY LTD; and on the 8th of May, JD Hardie installed Starlink for \$4000. And there is an invoice for \$396,000 for video surveillance access control. There is no reference to any tenders for those or anything at all on that. Why are we having payments that are listed in there that haven't got any references for us to look up how the money was obviously approved to be paid out.*

The Director Corporate Services provided the following further response:

The Avantgarde payment is for 50% of the total contract value for the Automatic Number Plate Recognition (ANPR) Project RFT2324-29.

2. *The next one is Remote Construction Group. There is a payment there for \$655,000. The explanation is on the 5th of May, 'generated from contract claim' and then it has \$650,000. Again, I have talked about these many times. The regulations state that the list of payments should have enough information so we can identify what it is for. And I don't believe that there is enough information in there. I don't need an answer right now, but I would like some sort of answer.*

The Director Corporate Services provided the following further response:

The Remote Construction Group payment was generated based on claim and relates to the Cooke Point Shared Footpath Construction for April 2025 RFT2425-15.

3. *3.Creditor 10467 - the Department of Fire and Emergency Services. Contribution 4 of \$144,000, which seems low. Is that the final piece of the of the total contribution that we are issuing for this financial year?*

The Director Corporate Services provided the following further response:

It is the 4th instalment of Emergency Services Levy collected for the Department of Fire and Emergency Services, being the remaining 10% under Option B arrangements.

5.2 Response to Questions taken on notice from Public at the Council Meeting held on 25 June 2025

Nil

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

6.1.1	Jillian Fisher
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1. *Could we just have a reason from the Mayor of what was the offence that Councillor Butson Apologising for?*

Mayor provided the following response:

I'll take that on notice.

6.1.2	John Ashenden
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1. *This question is for you Mayor, there is some rumours going about that you might be resigning, is that case?*

Mayor provided the following response:

I'm not resigning, thank you.

6.2 Public Statement Time

There were no public statements.

6.3 Petitions / Deputations / Presentations / Submissions

Nil

7 Questions from Members without Notice

7.1.1	Deputy Mayor Christensen
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1. *Mr. Mayor. My question is to yourself, I draw your reference to the email sent to yourself on the 30th of the 6th, 2025, in relation to yourself unilaterally signing some contracts or a contract. When will I have some feedback from yourself in relation to that matter please, Mr. Mayor?*

Mayor provided following response.

I'll see and arrange it for you.

Deputy Mayor Christensen

I don't want to organize anything with the CEO. It's a question directly for your understanding. Can you please provide me with an expected time when you are going to provide it to me?

Mayor provided the following response

In the next four weeks

8 Announcements by Presiding Member without Discussion

The Mayor's meetings for the month of July 2025:

DATE	MEETING DETAIL	ATTENDANCE
03.06.2025	RCA Board Meeting	Various stakeholders
04.06.2025	NAA Solutions	Mayor Peter Carter Victoria Zeng Chris Bailey Jonah Fidler Rod Fidler
09.06.2025	Qantas Airways Limited	Mayor Peter Carter CEO Mark Dacombe Paul Clarke Sherre Pekovich
19.06.2025	Pilbara Country Zone	Various stakeholders
24.06.2025	Joint Regional Cities NSW & Regional Capitals Australia Member Dinner, Canberra as presiding member	Various stakeholders
27.06.2025	Mitsubishi Heavy Industries	Mayor Peter Carter CEO Mark Dacombe Lee Furness Orazio Santalucia Ryo Nishida Teruyuki (Teru) Moriwaki

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

All Elected Members declared their interest by show of hands, with the exception of Deputy Mayor Christensen.

10 Confirmation of Minutes of Previous Meeting

CM202526/100 COUNCIL DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That Council confirm that the Minutes of the Special Council Meeting held on 19 June 2025 are a true and correct record.

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

CM202526/101 COUNCIL DECISION

MOVED: Cr Camilo Blanco SECONDED: Cr Lorraine Butson

That Council confirm that the Minutes of the Special Council Meeting held on 25 June 2025 are a true and correct record.

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

Disclaimer

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

CM202526/102 EN BLOC COUNCIL DECISION

MOVED: Cr Lorraine Butson

SECONDED: Cr Camilo Blanco

- 1. 12.3.2 Policy 12/010 Naming of Roads and Places – Adoption of Amendments and**
- 2. 12.3.3 Initiation of Local Planning Policy 01 - Exemptions from Development Approval (Red Tape Reduction)**

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

Nil

12 Reports of Officers

12.1 Corporate Services

12.1.1	Continuing Professional Development Policy Review
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Author: Senior Governance Advisor

Authorising Officer: Director Corporate Services

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

ORIGINAL OFFICER'S RECOMMENDTION

That Council:

- 1. That Council adopts policy 4/001 Continuing Professional Development; and**
- 2. Rescind policy 4/010 Elected Member Professional Development.**

SIMPLE MAJORITY VOTE REQUIRED

CM202526/103 DEFER ITEM

MOVED: Cr Camilo Blanco

SECONDED: Cr Lorraine Butson

That Council defer this item until the next Ordinary Council Meeting held on 27 August 2025 with the spelling error amended.

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

PURPOSE

The purpose of this report is for Council to consider the adoption of the newly created policy 4/001 Continuing Professional Development, which will rescind a previous similar policy, 4/010 Elected Member Professional Development.

DETAIL

The Town administration engaged HWA Advisory (HWA) to support the development and implementation of actions to address high-medium risk matters in the Council Improvement Plan, as agreed with the Department of Local Government, Sport and Culture, now Department of Local Government, Industry Regulation and Safety (LGIRS).

A review of Elected Member professional development was identified as a key action of the plan, and a review of the existing policy and processes was carried out by HWA, resulting in the generation of proposed policy 4/001 Continuing Professional Development.

This review has been completed with the engagement of Council and key administrative personnel. During these discussions, and following a briefing with Council on the 18 June 2025, key components for improvement were identified as being;

- Clarity around continuing professional development (CPD),
- Removal of content relating to mandatory training,
- Removal of unjust financial authority for out of training budget expenditure, and
- Review provisions relating to training expenses during the caretaker period.

Attachment 1 of this report is the HWA discussion paper presented at briefing with Council and makes the basis for the review.

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
- Manager Governance
- Senior Governance Advisor
- Council Support Officer

External Agencies

- HWAdvisory
- LGIRS

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

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	Reputational
Cause	Failure to comply with Council Improvement Plan requirements agreed with LGIRS.
Effect (Consequence)	Compliance – Failure to comply with LGIRS agreement may result in further intervention by LGIRS. Reputational – Further intervention will affect the public’s confidence in the local government’s operations.
Risk Treatment	Adopt the policy as a deliverable of the Council Improvement Plan

There is a Strategic risk associated with this item caused by failure to comply with the Council Improvement Plan requirements agreed with LGIRS, which will lead to compliance and reputational consequences.

The risk rating is considered to be High (16) which is determined by a likelihood of Possible (4) and a consequence of Major (4).

This risk will be avoided by adopting the revised policy.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The review of the Elected Member Professional Development policy has been conducted and resulted in the creation of a new proposed policy 4/001 Continuing Professional Development (attachment 2) to better support the ongoing development of Elected Members for the Town of Port Hedland.

ATTACHMENTS

1. HWA Briefing Paper - Continuing Professional Development policy review [12.1.1.1 - 4 pages]
2. 4 001 DRAFT Elected Member Professional Development 2025 [12.1.1.2 - 4 pages]

12.1.2	Statement of Financial Activity - June 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.

CM202526/104 COUNCIL DECISION

MOVED: Cr Adrian McRae

SECONDED: Cr Camilo Blanco

That Council:

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

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

PURPOSE

The purpose of this report is for Council to receive the Statement of Financial Activity for the period ended 30 June 2025. 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 June 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 2024-2025 original 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 \$8.37M presented in Year to Date Actual on the Statement of Financial Activity is as per the closing surplus of the audited June 2024 Financial Statements.

Balance day adjustments for the Final 30 June 2025 Financial Statements are still being reconciled and reviewed, and the 30 June 2025 surplus will be amended to include accruals as well as adjustments for reserve transfers.

A note has been incorporated into the Monthly Financial Report included as attachment 1, with details of grant funds received and applied, at the request of Council.

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

Strategic Community Plan

The following section of the Town’s *Strategic Community Plan 2022-2032* apply in relation to 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

Corporate Business Plan

The following service of the Town’s *Corporate Business Plan 2023-2027* applies in relation to this item:

Our Corporate Services:

Financial Management and Rates - Financial management services compliant with legislation to enable the Town to sustainably provide services to the community

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 2024/25 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 \$8.37M presented in the YTD Actual on the Statement of Financial Activity, is as per the closing deficit presented in the audited financial statements from June 2024. The net current funding position is \$48.6M, which is favourable to budget by \$48.3M, this is mostly due recognising \$8.7M of unbudgeted gifted assets and a distribution pending to reserves as at 30 June. The 2025-2026 draft annual budget incorporates the use of surplus funds from 2024-2025.

ATTACHMENTS

1. 1. Monthly Financial Report for the period ended 30 June 2025 [**12.1.2.1** - 10 pages]
2. 2. Accounts paid under delegated authority for the period ended 30 June 2025 [**12.1.2.2** - 74 pages]
3. 3. Purchasing Card statements for the period ended 30 June 2025 [**12.1.2.3** - 29 pages]
4. 4. Investment Summary Report for the period ended 30 June 2025 [**12.1.2.4** - 11 pages]
5. 5. YTD Budget v Actual Report by Directorate for the period 30 June 2025 [**12.1.2.5** - 1 page]
6. 6. Capital Listing report for the period ending 30 June 2025 [**12.1.2.6** - 10 pages]

12.2 Community Services

Nil

12.3 Regulatory Services

12.3.1 Public Open Space and Street Tree Strategy - Adoption

Author: Senior Strategic Planner
Authorising Officer: Manager Planning & Economic Development
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.

COUNCIL DECISION

MOVED: Cr Camilo Blanco

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.**

LOST FOR WANT OF A SECONDER

CM202526/105 FORSHADOW MOTION

MOVED: Deputy Mayor Ash Christensen **SECONDED:** Cr Lorraine Butson

That Council:

- 1. Do not adopt 12.3.1 Public Open Space and Street Tree Strategy; and**
- 2. Request the CEO to arrange a briefing with Elected Members prior to it being returned to a Council Meeting.**

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

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. This review is now recommended for adoption.

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 summarised below:

- Grammar, formatting and mapping updates throughout the document to correct errors
- Additional clarification of how percentage data was determined
- Added recommendation that developers be responsible for maintaining public open space for five years, rather than the current two generally required by the Western Australian Planning Commission at subdivision approval stage
- Update of recommendation to remove request POS contributions for residential subdivisions with five lots or less in POS-deficient areas such as South Hedland
- Combine Action G7, Q2, and Q7 into a single revised action that encompasses all three
- Updated Audit Report recommendations to reflect any works that have been implemented since the commencement of the project and provide clarity for future parks where masterplans will be required

A further summary of these modifications is 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 significance, because the strategy has a ten year lifespan.

CONSULTATION

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)

FINANCIAL 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 prioritizing important town and tourism areas of importance over a multi-year strategy.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

The following sections of the Town's *Strategic Community Plan 2022-2032* are/is applicable in the 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.

3.3.1 Urban and spatial planning is implemented to enhance human interaction with nature and industry.

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

- Outcome 2 – Buildings and Facilities

Corporate Business Plan

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

Our Infrastructure Services:

Parks and Gardens - Manage parks, ovals and open space (natural reserves)
 Maintain tidy and attractive townsites and centres.

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. Attachment 1 - Public Open Space and Street Tree Strategy 2025-2035
[**12.3.1.1** - 218 pages]
2. Attachment 2 - Schedule of Modifications [**12.3.1.2** - 2 pages]
3. Attachment 3 - Schedule of Submissions [**12.3.1.3** - 1 page]

12.3.2	Policy 12/010 Naming of Roads and Places - Adoption of Amendments
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Author:	Strategic Planner
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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.

CM202526/102 COUNCIL DECISION

MOVED: Cr Lorraine Butson

SECONDED: Cr Camilo Blanco

That Council adopt amended Policy 12/010 Naming of Roads and Places, as seen in Attachment 1.

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

PURPOSE

The purpose of this report is for Council to consider and adopt amendments to Policy 12/010 Naming of Roads and Places.

DETAIL

The 12/010 Naming of Roads and Places Policy was last adopted by Council on 19 December 2019 (CM2019/20/126).

The policy provides guidelines to regulate the naming of geographic features within the Town’s jurisdiction. It also ensures that the naming protocols are culturally respectful and consistent with the standards set by Landgate Policies and Standards for Geographical Naming in Western Australia.

The policy has been reviewed in June 2025, and the following minor changes are recommended to ensure compliance with the *Land Administration Act 1997* and Geographic Names Committee Policies and Standards for Geographic Naming in Western Australia:

- 28 days advertisement period changed to 30 days as reflected in Landgate Policies and Standards for Geographical Naming in Western Australia
- Omit the reference to register from the policy as it no longer meets the current Landgate Naming Policy requirements
- Addition of a sentence in the policy stating the Town shall refer commemorative naming applications to the Hedland Historical Society and RSL to ensure accuracy and to provide additional guidance on compliance with the Policy and Standards for Geographic Naming in Western Australia

- Update the link to Geographic Names Committee Policies and Standards for Geographic Naming in Western Australia.

The amended policy is provided as Attachment 1, and the tracked changes version of the policy with proposed changes is provided as Attachment 2 for reference.

LEVEL OF SIGNIFICANCE

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

- No substantial expenditure or resource allocation is required.
- Road and reserve naming decisions do not directly impact long-term planning outcomes, land use, or economic development priorities.
- No impact on operational function or governance of the assets being named.

CONSULTATION

Internal

- Coordinator Urban Planning
- Senior Strategic Planner
- Planning and Development Support Officer
- Stakeholder Engagement Officer

LEGISLATION AND POLICY CONSIDERATIONS

- *Land Administration Act 1997*
- Geographic Names Committee Policies and Standards for Geographic Naming in Western Australia

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

Corporate Business Plan

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

Our Regulatory Services:

Planning and Development - Strategic land use planning and regulation to ensure the best development and land use outcomes.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Not amending Policy 12/010 Naming of Roads and Places
Effect (Consequence)	Reputational damage due to perceived poor governance
Risk Treatment	Council adopting the amended Policy 12/010 Naming of Roads and Places
<p>The risk rating is considered to be Low (2) which is determined by a likelihood of Unlikely (2) and a consequence of Insignificant (1).</p> <p>This risk will be treated through Council adopting the amended Policy 12/010 Naming of Roads and Places.</p>	

OPTIONS

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

CONCLUSION

A review of the 12/010 Naming of Roads and Places has been undertaken. The report recommends minor changes to the to ensure the name of roads and places within the Town of Port Hedland remains consistent with community expectations and relevant legislation.

ATTACHMENTS

1. Attachment 1 - Policy 12010- Naming-of- Roads-and- Places - Amended [12.3.2.1 - 7 pages]
2. Attachment 2 - Policy 12010- Naming-of- Roads-and- Places - Tracked Changes [12.3.2.2 - 6 pages]

12.3.3	Initiation of Local Planning Policy 01 - Exemptions from Development Approval (Red Tape Reduction)
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Author: Senior Strategic Planner

Authorising Officer: Manager Planning & Economic Development
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.

CM202526/102 COUNCIL DECISION

MOVED: Cr Lorraine Butson

SECONDED: Cr Camilo Blanco

That Council pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolves to:

- 1. Endorse the amended Local Planning Policy 01 – Exemptions from Development Approval, presented as Attachment 1 of this item for the purpose of public consultation;**
- 2. Advertise the amended Local Planning Policy 01 – Exemptions from Development Approval, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**
- 3. Note that a further report will be presented to Council at completion of the advertising period for consideration and adoption of Local Planning Policy 01 – Exemptions from Development Approval.**

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

PURPOSE

The purpose of this report is for Council to consider adoption of amendments to Local Planning Policy 01 – Exemptions from Development Approval (LPP/01) under Local Planning Scheme No. 7 (LPS 7) for the purposes of advertising, as shown in Attachment 1.

DETAIL

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) enable local governments to prepare local planning policies on any matter relating to planning and development, provided they are consistent with the provisions of the Town of Port Hedland Local Planning Scheme No. 7 (LPS7). In

accordance with this, a comprehensive review of Local Planning Policy 01 – Exemptions from Development Approval (LPP/01) has been undertaken.

The LPP/01 has been expanded to include additional land uses and building works that are considered low impact and unlikely to impact the amenity of surrounding properties or generate issues of community concern. These modifications are intended to streamline planning processes and reduce regulatory barriers, particularly for developments that make a positive contribution to the local community and support the growth of new and existing businesses. **Attachment 2** presents the existing Policy with the proposed amendments outlined as tracked changes.

The policy provides clear and consistent guidance to applicants, developers, and the community regarding the circumstances in which development approval is not required, while emphasising that other statutory approvals under separate legislation may still be necessary. The amendments align with LPS7 and assist the local government in exercising its discretionary powers under the LPS.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because it has implications for development within Port Hedland.

CONSULTATION

Internal

- Town Planning and Development
- Environmental Health

External Agencies

- Nil

Community

- Should the Officer's Recommendation be supported, the draft amendments to LPP/01 will be advertised to the community in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum of twenty-one (21) days before any changes are made and a further report will be presented to Council for consideration and adoption.

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

The following section/s of the Town’s *Strategic Community Plan 2022-2032* are/is applicable in the consideration of this item:

Our Economy:

2.3.2 Minimise red tape for business through regular review and reform of relevant policies and by-laws.

2.3.4 Ensure business approval processes are transparent, and pathways streamlined.

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.

Economic

Streamlining approvals reduces costs and delays for businesses and developers enabling timely delivery of low-impact developments that enhance local amenity and services, while providing clear guidance on the planning requirements.

Access and Inclusion

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

Nil

Corporate Business Plan

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

Our Regulatory Services:

Planning and Development - Strategic land use planning and regulation to ensure the best development and land use outcomes.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Reduced ability to control land use outcomes
Effect (Consequence)	Developments that are inconsistent with community expectations and have an adverse impact on adjoining properties.

Risk Treatment	LPP/01 sets enforceable conditions for what types of development can be exempt, including scale, location, and design requirements.
<p>There is a strategic risk associated with this item caused by a reduced ability to control land use outcomes, potentially resulting in developments that are inconsistent with community expectations and have an adverse impact on adjoining properties.</p> <p>The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).</p> <p>This risk will be accepted by the LPP/01 outlining conditions for what types of development can be exempt, including scale, location, and design requirements.</p>	

OPTIONS

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

CONCLUSION

It is recommended that Council resolve to endorse the amended Local Planning Policy 01 – Exemptions from Development Approval advertising process, as outlined in Attachment 1 for the purposes of public advertising. The updated policy will streamline processes by exempting low-impact developments, while ensuring alignment with Local Planning Scheme No. 7 and maintaining appropriate controls.

ATTACHMENTS

1. Attachment 1 - LPP/01 Exemptions from Development Approval [**12.3.3.1** - 7 pages]
2. Attachment 2 - LPP/01 Exemptions from Development Approval Tracked Changes [**12.3.3.2** - 8 pages]

12.4 Infrastructure Services

12.4.1	Hedland Aquatic Centre Site Selection
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Author: Senior Project Manager
Authorising Officer: Manager Waste & Services
 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.

CM202526/106 COUNCIL DECISION

MOVED: Cr Camilo Blanco

SECONDED: Cr Adrian McRae

OFFICER'S RECOMMENDATION

That Council:

- 1. Note the evaluation of South Hedland Aquatic Centre Site selection and endorse Option B Stadium South Site per attachment 12.4.1.3 as the preferred option.**
- 2. Authorise Officers to commence a more comprehensive investigation, concept design and cost plan for Option B.**
- 3. Note that South Hedland Integrated Sports Hub Masterplan and staging plan will be reviewed in line with Option B being adopted.**
- 4. Note that a further report will be provided detailing how consultation, project governance and approvals will be undertaken to enable a concept design proposal including project planning to be presented by December 2025 for Council approval to proceed.**

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

PURPOSE

The purpose of this report is for Town of Port Hedland Council to consider the outcomes of the site selection evaluation and provide directions on the preferred location for Hedland Aquatic Centre. The recommendation is that Council support Option B which would see the aquatics facility located adjacent to Wanangkura Stadium where the current car park is.

DETAIL

In 2024, Elected Members advised officers of a desire to better understand the South Hedland Integrated Sports Hub (SHISH) including scope, staging and budgetary impacts. A series of information focused workshops were undertaken with Elected Members from July to October 2024. Following this process, Elected Members identified that an aquatics facility needed to be prioritised over delivery of other elements of the SHISH Masterplan.

At the October 2024 Ordinary Council Meeting, Council resolved to remove the aquatic facility from the SHISH staging plan and prioritise its delivery by establishing it as a standalone project. In late 2024 and early 2025, an aquatics site analysis and site selection process has been undertaken to determine the best and preferred location for a new aquatic facility.

An evaluation panel was formed and was open to all Elected Members and consisted of important internal stakeholders including members of the Senior Leadership Team and Executive Leadership Team.

The evaluation panel considered the merits of the current proposal to co-locate at the rear of the stadium (Kevin Scott Oval) and the ability to deliver this proposal within the current funding strategy while meeting the Town's need for a new Aquatic Facility. The review also considered other sites including Lot 500 Forrest Circle (old TAFE site), the redevelopment and expansion of the existing South Hedland Aquatics Centre site and, two locations within the SHISH site which may better align with meeting the Town's short-term needs for a new Aquatics Facility.

These five (5) different sites were shortlisted and assessed for their suitability for an aquatic facility. The site assessment criteria looked at several characteristics related to location such as land size, ownership, ease of access, supporting infrastructure, ability to maintain existing services, etc.

The Elected Members ruled out any further development of the South Hedland Aquatic Centre, as development on this site would require a shutdown of this facility for anywhere up to two years. The strong feedback from the Hedland Amateur Swimming Club and Hedland Water Polo Association following consultation is that these clubs is that they would fold if the pool was closed down to rebuild and develop a new facility. This feedback was considered when ruling out this location as a potential future facility.

Two (2) locations were clearly scored more favorably by the evaluation panel. The existing location identified in the SHISH Masterplan which requires the relocation of Kevin Scott Oval; and the Lot 500 Forrest Circle site (old TAFE site). The third location identified in order of preference is the location adjacent to the Wanangkura Stadium which could provide the benefits of an integrated facility without the need to relocate Kevin Scott Oval. The last site in order of preference was the site within the SHISH precinct adjacent to Hamilton Camp off Hudson Way. For this reason, the Hudson Way site has been discounted for further investigation.

As there has been significant cost planning and design development completed for the existing adopted location of an aquatic facility, there is no requirement to further investigate this site. For this reason, the officer recommended that a comprehensive

investigation, conceptual design and overlay; and high-level magnitude of costs be completed for the following locations.

- i. Lot 500 Forrest Circle site (old TAFE site), and
- ii. The location adjacent to the Wanangkura Stadium could provide the benefits of an integrated facility without the need to relocate Kevin Scott Oval.

This further investigation would allow the Council to make an informed decision regarding which location and site is best for developing the new Hedland Aquatic Facility.

A draft facility component list (or otherwise called accommodation schedule) has been provided by leisure consultant Dave Lanfear from Otium Planning. The draft component list has been informed through key stakeholder engagement; as well as identifying facility benchmarking of similar aquatic centres throughout regional Western Australia as well as a national review of facilities with similar population bases. Otium Planning coordinated one-to-one meetings with the identified stakeholders, which help to inform the facility mix. Review and direction is required on the required accommodation schedule, as this has direct impact on the cost planning and concept design for the facility. The current direction to the consultants for cost planning and concept design, is to make allowance for all of the draft facility mix recommendations listed by Otium Planning.

In June 2025 the options design was completed by Carabiner Architects along with high level costs by Rawlinsons that have been benchmarked against similar projects taking place currently.

Carabiner Architects were commissioned to undertake a test fit study of the three sites identified. Work to develop these test fit plans have been based on the brief they received from The Town of Port Hedland.

For consistency, each of the three options A,B & C had the same brief applied so that the resulting analysis could be apples for apples and exceptions then identified.

The current masterplan site for the aquatics (Option A) provides for the greatest connectivity between the facilities although is the most expensive and disruptive and would mean significant:

- costs (circa \$70 million) for shifting of the Kevin Scott Oval
- time delay of 2-3 years before the aquatics construction could commence.
- disruption to club sports and stadium users as a result of joining the facilities during construction.

Option B (Adjacent to Wanangkura stadium) site:;

- Is Largely unencumbered
- The creation of the plaza creates a people centric space
- The plaza can be used to connect other buildings and sports.
- The Entry complements both current pedestrian access and provides good vehicle access and parking options. The car park options are not limited to what is shown and could include finishing the parking provision around the Oval that is an unfinished programme of works.

- The presence of the building on Hamilton Road is positive. It will have challenges as the current stadium is a strong design element to build adjacent to.
- The use of this site makes the Tafe site and the Optus mast site available for other planning and use.

Alternatively, the Option C Tafe site was;

- Lacking connection to the sports hub or any future works at the Tafe site
- Would require Parola Court Road extension to be realigned and the work to be brought into this works programme. This was not factored into the cost plan ultimately.
- The site is encumbered by the mast, and while this could be removed, the brief was to take all known issues into consideration.
- Discussion on a design without the mast did highlight that planning rules would require a 30-50m set back from the boundary for noise issues where this land would become vacant. These are the current noise mitigation applied to other facilities in Port Hedland.

This recommendation to adopt Option B Stadium South side as the preferred option has been a consistent outcome across all the groups presented to and is the recommendation now being presented to The Council.

SIGNIFICANT DECISION MAKING

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

CONSULTATION

Internal

- Elected Members
- Executive Leadership Team
- Manager Infrastructure Projects and Assets
- Manager Recreation & Leisure Facilities
- Manager Public Affairs
- Manager Town Planning and Economic Development
- Project Team

External Agencies

- To be consulted once an option has been approved by the Council on appropriate matters.

Community

- To be consulted once an option has been approved by the Council on matters agreed relevant to the project's success.

LEGISLATION AND POLICY CONSIDERATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

There are numerous financial matters to be considered.

- Further analysis will be required and will be undertaken during the next stages of the project development.
- State funding & commitment for the new Aquatic facility requires an option to be progressed.
- Other projects such as Hamilton Road upgrade (SHISH 1C) have conditional funding with critical timelines. Works need to start by 30th June 2026. Integrated design that runs concurrent to the Aquatic preferred option is needed. Design must start in December to achieve the timeline for this funding agreement.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

The following sections of the Town's *Strategic Community Plan 2022-2032* are applicable in the 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.

1.4.1 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:

2.1.1 Lobby State and Federal Governments and private sector for improved infrastructure investment.

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

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

Corporate Business Plan

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

Our Community Services:

Recreation Leisure Facilities and Programs - Provide and promote, with key stakeholders recreation and sporting activities for healthy lifestyles.

Our Infrastructure Services:

Projects and Assets - Effective and efficient project and asset management.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Service Interruption
Cause	Failure for Council to adopt officers' recommendation
Effect (Consequence)	Current facilities will have reached end of life prior to new facilities being constructed and commissioned
Adopt Officers recommendation	Adopt Officers recommendation
<p>There is a Service Interruption/Reputational risk associated with this item caused by failure to adopt Officers' recommendation, leading to prolonged interruption of services to the community.</p> <p>The risk rating is considered to be High (16), which is determined by a likelihood of Likely (4) and a consequence of Major (4).</p> <p>This risk will be treated by the adoption of the Officers' recommendation.</p>	
Risk Type	Financial
Risk Category	Cost Escalation
Cause	Failure for Council to adopt officers' recommendation
Effect (Consequence)	Failure to meet funding agreement milestones on Hamilton Road results in funding review and delays or loss.
Adopt Officers recommendation	Adopt Officers recommendation
<p>There is a financial risk associated with this item caused by the failure to adopt Officers recommendation, leading to change management on agreed funding.</p> <p>The risk rating is High (16) which is determined by a likelihood of Likely (4) and a consequence of Major (4).</p> <p>This risk will be treated by the adoption of the Officers' recommendation.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

The option B Stadium South side is interchangeable with Option C Tafe site. While this is not recommended if it was chosen, the implications could be worked through in a similar way to the recommended option.

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

Council and Community have made it clear that prioritization of a new Aquatic facility is desired. A significant first step is to settle on the preferred site for this facility.

Next steps to undertake are to engage the Architects and develop a project plan. This will identify a schedule of works and consultation to be able to refine and confirm the brief for the option chosen. Work streams in this process can be identified such as;

- Qualitative benchmarking
- Review of the accommodation schedules
- Develop equipment schedules
- Risk assessment for this site and considering Hamilton Road and the Stadium in any assessment and planning to mitigate the risks.
- Feasibility and funding for each stage as the Masterplan as the current stages 1-5 will need to be varied as will the costs resulting
- Procurement planning as this will shape the level and quality of the documentation to be developed by a full design team once engaged.
- Preliminary concept design suitable for budgeting and engaging other designers once it is agreed that this stage gives the confidence to proceed.

The above works programme needs to take place through the Council caretaker period to be ready to present to the new Council at briefings in November and to be considered at Council in December 2025.

ATTACHMENTS

1. Option A - SHISH Master Plan Site- Rev B [**12.4.1.1** - 1 page]
2. Option A - Schedule Of Accommodation - SHISH Master Plan Site [**12.4.1.2** - 1 page]
3. Option B - Stadium South Site - Rev B [**12.4.1.3** - 1 page]
4. Option B - Schedule Of Accommodation - Stadium South Site [**12.4.1.4** - 1 page]
5. Option C - Tafe Site - Rev B [**12.4.1.5** - 1 page]
6. Option C - Schedule Of Accommodation - TAFE Site [**12.4.1.6** - 1 page]
7. CONFIDENTIAL - South Hedland Aquatic Centre Site Selections- Cost Estimates - abridged [**12.4.1.7** - 9 pages]

12.4.2	Award of Tender RFT2425-40 Port Hedland Yacht Club Kitchen Refurbishment, New Fit Out and Bathroom Renovations - Deferred from 25 June OCM
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Author: Project Manager
Authorising Officer: Director Infrastructure Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

MOVED: Cr Camilo Blanco	SECONDED: Cr Lorraine Butson			
OFFICER’S RECOMMENDATION 1				
That Council:				
Pursuant to section 6.8 of the <i>Local Government Act 1995</i> , amend in the 2024/25 Annual Budget as follows:				
Account	Description	Current Budget	Amendment	Amended budget
Strategic Reserve 30132	Transfer from Reserve	(\$9,053,854)	(\$631,648)	(\$9,685,502)
10224	Port Hedland Yacht Club Renovations	\$1,560,000	\$631,648	\$2,191,648
<i>ABSOLUTE MAJORITY VOTE REQUIRED</i>				

The Presiding Member adjourned the meeting at 6:15.

The Presiding Member reconvened the meeting at 6:20pm.

CM202526/107 MOTION LIE ON THE TABLE
MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson
That Council lay the motion on the table to be decided behind closed doors.
<i>CARRIED BY SIMPLE MAJORITY (5/0)</i>
<i>For: Mayor Peter Carter, Deputy Mayor Ash Christensen, Cr Camilo Blanco, Cr Lorraine Butson and Cr Adrian McRae</i>
<i>Against: Nil</i>

CM202526/108 COUNCIL DECISION

MOVED: Cr Camilo Blanco

SECONDED: Cr Lorraine Butson

OFFICER'S RECOMMENDATION 1

That Council:

Pursuant to section 6.8 of the *Local Government Act 1995*, amend the 2024/25 Annual Budget as follows:

Account	Description	Current Budget	Amendment	Amended budget
Strategic Reserve 30132	Transfer from Reserve	(\$9,053,854)	(\$631,648)	(\$9,685,502)
10224	Port Hedland Yacht Club Renovations	\$1,560,000	\$631,648	\$2,191,648

CARRIED BY ABSOLUTE MAJORITY (5/0)

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

Against: Nil

CM202526/109 COUNCIL DECISION

MOVED: Cr Camilo Blanco

SECONDED: Cr Lorraine Butson

OFFICER'S RECOMMENDATION 2

That Council:

Authorise the Chief Executive Officer to enter into a Contract for the award of ~~RFT2425-28~~ RFT 2425-40 Port Hedland Yacht Club Kitchen Refurbishment, New Fit out and Bathroom Renovations to TEC Services Group Pty Ltd for the total amount of \$ 1,575,060 (excluding GST).

Correction as per council resolution Item No.10 date 24 September 2025- Decision #CM202526/113.

CARRIED BY SIMPLE MAJORITY (5/0)

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

Against: Nil

PURPOSE

The purpose of this report is for the Council to consider allocating sufficient budget to support the assessment of submissions received for RFT2425-40 Port Hedland Yacht Club Kitchen Refurbishment, New Fit out and Bathroom Renovations (the Tender) and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

This item was first presented to Council at their Ordinary meeting of 25 June 2025, and was deferred for further consideration.

DETAIL*Background*

The Port Hedland Yacht Club Incorporated entered administration in February 2022 and liquidation in May 2022, leading to the revocation of its community lease with the Town. In May 2024, Council endorsed an allocation of funds in the 24/25FY for refurbishment works to prepare the premises for lease and authorised an application for Regional Economic Development (RED) grant funding. The grant application, submitted in June 2024, was unsuccessful, and a total of \$1,560,000 was allocated for the refurbishment of the facility, funded by the Town's strategic reserve as part of the 24/25 annual budget. In July 2024, Council endorsed a draft business plan for the lease, which was publicly advertised for six weeks. With no submissions received, the business plan was formally adopted in October 2024, and Council authorised the lease execution with the preferred proponent.

By late 2024, the refurbishment scope was finalised and released to the market, with this item addressing the award of these works.

Additional works have commenced for landscaping, awarded under delegation of the CEO, and future works will also commence for replacement of the playground.

Strategic Considerations

Return on investment – in May 2024 Council were presented with financial modelling that demonstrated that the initial investment in the base build and repairs of the building would be recovered within the first 10 years of the lease, without considering rental income triggered by the "percentage of revenue" clause. This represents sound investment by the Town. Even with the budget increase required, the ROI is extended by 4 years, presenting minimal risk to the Town, given it is still within the total length of the lease term.

Activation of Marina Precinct – bringing this premium location back up to standard to match the world-class SpoilBank precinct would activate the Marina, further justifying the investment into infrastructure in Port Hedland.

Demonstrating Town's commitment – to supporting State investment in the town by ensuring the State's investment is reflected in the activated use of the premium waterfront destination for residents, professionally operated by an experienced commercial operator to a high standard of service.

Social Licence and Public Perception - there is strong community interest in revitalising iconic and accessible social spaces, particularly with the recent announcement of the closure of the Esplanade Hotel. Council support for this project

signals a commitment to the waterfront’s activation and helps build trust and optimism in the Town’s ability to deliver complex, place-making projects.

Increasing Leasing Viability and Tenancy Success - delivering a fit-for-purpose facility increases the likelihood of lease longevity and commercial success.

Inadequate investment at this stage risks a substandard facility, tenant dissatisfaction, and potential reputational and financial consequences should the tenancy fail due to poor amenities.

Cost Estimate

First Budget Estimate – the original budget approval was based on a Quantity Surveyors report which the Town relied upon to guide the budget estimate. However, the QS Report did not provide for regional loading, which, for the Pilbara region, generally adds an additional 70% to Perth equivalent pricing. The estimate also did not factor in any allowance for contingency and project management costs, which is also around 10-20% of the total construction cost.

Second Budget Estimate – a second QS report was procured which more accurately considered the challenges of building in the Pilbara. It also considered fixtures and fittings which, further to negotiation with the lease proponent, have been removed from the budget request and as such, this budget increase is seeking the cost of Capital items only.

Full details of the revised estimated project costs are detailed in the budget implications section of this report.

Contract Scope

The scope of this contract is for the refurbishment and fit-out of the kitchens, bar areas and bathrooms at the Port Hedland Yacht Club. The contract will be delivered in a single package.

Scope of Works	
Ground floor kitchen & bar works	<ul style="list-style-type: none"> • New services connections to suit kitchen equipment layout
First floor kitchen & bar works	<ul style="list-style-type: none"> • Demolition and removal of existing flooring, skirting and existing kitchen equipment • Retain existing equipment for return to the Town • Terminate and cap existing services • Preparation of areas for new kitchen fit out to comply with AS 4674:2004 (Design, Construction & Fit out of food premises) and National Construction Code standards (NCC) • Removal of existing walls, cabinets and sundry items - with associated making good
Ground & first floor bathroom renovations	<ul style="list-style-type: none"> • Isolation, capping and complete removal of existing services, fixtures and fixed articles to area of works • Demolition of existing walls, floors and ceilings

	<ul style="list-style-type: none"> • New flooring, walls and ceilings to comply AS 1428.1:2021 (Access & Mobility), National Construction Code (NCC) & Town of Port Hedland DAIP standards • New services connections • Fit-out bathrooms with new fixtures
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Contractor Responsibilities

All works are to be constructed in line with the specifications provided, comply with any current Australian Standards, and be constructed to comply with wind region D and terrain requirements.

Other key requirements of the successful tenderer will include:

- Preparation of dilapidation report
- Application and receipt of any relevant building approvals/ permits
- Attendance at key project commencement meetings
- Attendance and contribution at mandatory risk workshop for the development of the project risk register
- Provision of the following Management plans
 - Safety Management Plan
 - Quality Management Plan
 - Traffic Management Plan
 - Construction management plan (including construction methodologies)
- Supply and ongoing management of detailed delivery program

The successful tenderer will also be subject to key performance indicators relating to workplace health and safety, quality, financial management and performance.

Project Timeline

Following award by Council, works will likely commence in August 2025 take approximately five (5) months to complete.

PROCUREMENT PROCESS

First Tender Release

RFT2425-28 was released on 11 December 2024 to the public market with a closing date of 29 January 2025. On 23 January 2025, the closing date was extended by four (4) weeks, to 14 March 2025. Tenderers were required to attend at least one (1) of two (2) mandatory site briefings held on site, these were held on 18 December 2024 and 29 January 2025 respectively.

Upon closing, no compliant tenders were received.

Second Tender Release

Following the disappointing result of the first tender, the request documentation was revised and allocated reference RFT2425-40 and re-released to the open market again on 9 April 2025 for a period of three (3) weeks closing on 30 April 2025.

Addenda

There were 2 addenda issued during the tender period, relating to preparing a response and confirming the scope requirements.

Tender Compliance Review

Upon closing, the Town received two (2) compliant responses. The respondents were as follows:

1. GBSC Yurra Pty Ltd
2. TEC Services Group Pty Ltd

Tender Evaluation

The evaluation panel consisted of the following Town employees in line with the minimum requirements under the Towns Procurement Policy:

- Director Infrastructure Services
- Director Regulatory Services
- Project Manager
- Principal Economic Development; and
- Design consultant for technical advice

Following no conflict of interests being declared by the panel members, individual assessments of the responses were undertaken, and an evaluation panel consensus meeting was conducted on 12th May 2025 facilitated by the Town’s procurement representative. The evaluation panel’s objectives were to make a recommendation to Council, ensure the tender submissions are assessed fairly in accordance with the predetermined weighting schedule; ensure adherence to policies and legislation, and ensure that the requirements specified in the tender are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the following qualitative criteria:

Qualitative Criteria	%
Relevant Experience & Methodology	40%
Capacity to Deliver & Resources	20%
Demonstrated Understanding	40%
Total	100%

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

Following the first evaluation meeting, the evaluation panel determined that short listing and clarification were required to further understand pricing elements. Both tenderers provided responses to these clarifications, and the evaluation panel reconvened to determine the preferred tenderer.

As part of the procurement process an external credit check performed by Illion has been undertaken to confirm suitability for the scope of the project.

Due to the deferring of the award at the June OCM, and the validity of the responses being restricted to 90 days from closing, the Tenderers were requested to confirm their acceptance to hold their tendered pricing to 31 August 2025. This was accepted by both Tenderers.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

During the development of this scope for this tender, internal consultation was sought from the following:

- Director Infrastructure Services
- Director Regulatory Services
- Manager Planning and Economic Development
- Principal Economic Development
- Manager Environmental Services
- Manager Infrastructure Projects & Assets
- Coordinator Property Management
- Senior Procurement Officer
- Procurement Officer

External Agencies

- NORDA Architects
- Hospitality Total Services
- Yacht Club commercial proponent

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

1/014 Execution of Documents

1/022 Risk Management

2/007 Procurement

2/019 Financial Reserves

4/009 Significant Decision Making

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

3.57 Tenderer for providing goods or services

6.8 Expenditure from municipal fund not included in annual budget

9.49A Execution of documents

9.49B Contract formalities

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

Budget Implications

This contract will be awarded under the Port Hedland Yacht Club capital works budget (project code 10224). A summary of this budget is shown below. In order to award this tender a budget adjustment will be required, funded by the Town’s Strategic Reserve.

Budget Breakdown		
Contributor	Description	Value
Town of Port Hedland	Strategic Reserve – 24/25 allocation	\$1,560,000
	Strategic Reserve – proposed increase	\$631,648
Total proposed budget		\$2,191,648

Forecast Expenditure

Costs to date incurred under this budget include internal project management costs, consultant design services, landscaping and repairs to fencing.

Existing commitments include consultancy services and landscaping works which were awarded under the CEO’s delegation.

In an effort to further reduce the budget increase it is proposed that the below renewal budget is utilised to deliver the playground scope.

Scope Description	Renewal Budget	Value
Playground equipment & softfall	Annual Playground & Softfall Renewal FY25/26	\$150,000
Total		\$150,000

The below table outlines this budget’s forecast expenditure:

Forecast Final Cost	
Description	Value
Costs to date	178,546
Current commitments - consultancy services and landscaping works	288,042
Forecast - RFT2425-40 contract award	\$1,575,060

Forecast - Contingency and internal project management costs (10%)	\$150,000
Total forecast costs	\$2,191,648

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

The following sections of the Town’s *Strategic Community Plan 2022-2032* are applicable in the 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

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

Our Economy:

2.5.3 Invest and develop key community and recreation infrastructure.

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 2 – Buildings and Facilities

Corporate Business Plan

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

Our Infrastructure Services:

Projects and Assets - Effective and efficient project and asset management.

Property Management and Maintenance - Ensure facilities are well maintained in line with the Town’s asset management program.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational
Cause	RFT2425-40 is not awarded
Effect (Consequence)	Delays to project completion
Risk Treatment	Adopt the officer’s recommendation

There is a reputational risk associated with this item. Should Council not award the contract to refurbish the Port Hedland Yacht Club, this will cause further delays to the completion of the project and subsequent re-opening of the Port Hedland Yacht Club for the community.

The risk rating is High (12) which is determined by a likelihood of Likely (4) and a consequence of Moderate (3).

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

Risk Type	Project
Risk Category	Reputational
Cause	RFT2425-40 is not awarded
Effect (Consequence)	Endorsed proponent withdraws from the lease due to delays and uncertainty around facility suitability
Risk Treatment	Adopt the officer’s recommendation

There is a strategic risk if the contract is not awarded that the endorsed proponent may reconsider their involvement in leasing the Port Hedland Yacht Club, as extended delays and reduced facility upgrades may render the building unsuitable for their intended use. This could compromise the long term activation for the site and require the Town to undertake a new EOI process to secure a new proponent, likely to result in cost escalations.

The risk rating is High (12), which is determined by a likelihood of Possible (3) and a consequence of Major (4).

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

Risk Type	Project
Risk Category	Reputational
Cause	RFT2425-40 is not awarded
Effect (Consequence)	Loss of Community trust due to perceived inaction or delay
Risk Treatment	Adopt the officer’s recommendation

There is a reputational risk associated with the community's perception of project delivery. Further delays to the Yacht Club refurbishment may be seen as lack of responsiveness or priority, negatively impacting the Town’s relationship with the community and residents eager for the facility to be reopened. The risk rating is Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).

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

Risk Type	Project
Risk Category	Financial
Cause	RFT2425-40 is not awarded
Effect (Consequence)	Further cost escalation due to the market conditions
Risk Treatment	Adopt the officer’s recommendation
<p>There is a financial risk associated with delaying the award of this contract. Market conditions, material cost and contractor availability may change unfavorably during the re-tendering period, which may result in further increased costs.</p> <p>The risk rating is High (12) which is determined by a likelihood of Possible (3) and a consequence of Major (4).</p> <p>This risk will be eliminated by the adoption of the officer’s recommendation.</p>	

OPTIONS

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

CONCLUSION

Following a comprehensive evaluation of the submissions received for RFT242-40 the preferred tenderer has been identified as the most suitable contractor to undertake the refurbishment works at the Port Hedland Yacht Club. The preferred tenderer has demonstrated the necessary expertise, experience, and capacity to successfully deliver the project.

Approval of the officer’s recommendation will ensure that the refurbishment works commence promptly with completion by the end of the year, supporting the Town’s objectives of revitalising key community infrastructure and fostering local economic development.

ATTACHMENTS

1. CONFIDENTIAL - RFT2425-40 Tender Evaluation Memo - Port Hedland Yacht Club Kitchen Refurbishment, New Fit out and Bathroom Renovations [**12.4.2.1** - 24 pages]

12.5 Executive Services

Nil

13 New Business of an Urgent Nature (Late Items)

Nil

14 Motions of Which Previous Notice has been given

Nil

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

CM202526/110 COUNCIL DECISION

MOVED: Cr Camilo Blanco SECONDED: Deputy Mayor Ash Christensen

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

CARRIED BY SIMPLE MAJORITY (5/0)

*For: Mayor Peter Carter, Deputy Mayor Ash Christensen, Cr Camilo Blanco, Cr Lorraine Butson and Cr Adrian McRae
Against: Nil*

15.1	Town Debtors
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Reasons for Confidentiality

e (ii) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government

e (iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government

CM202526/111 COUNCIL DECISION

MOVED: Cr Camilo Blanco SECONDED: Deputy Mayor Ash Christensen

That Council, pursuant to s6.64 of the Local Government Act 1995 endorses the actions prescribed within the report for land sale by public auction of 15 Somerset Crescent South Hedland for unpaid rates.

CARRIED BY SIMPLE MAJORITY (5/0)

*For: Mayor Peter Carter, Deputy Mayor Ash Christensen, Cr Camilo Blanco, Cr Lorraine Butson and Cr Adrian McRae
Against: Nil*

CM202526/112 COUNCIL DECISION**MOVED: Cr Camilo Blanco****SECONDED: Cr Lorraine Butson****Council reopen the meeting to members of the public.***CARRIED BY SIMPLE MAJORITY (5/0)**For: Mayor Peter Carter, Deputy Mayor Ash Christensen, Cr Camilo Blanco, Cr Lorraine Butson and Cr Adrian McRae**Against: Nil***16 Closure****16.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 27 August 2025 commencing at 5:30 pm.

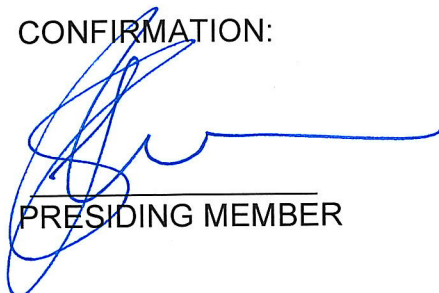
16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:45pm.

DECLARATION OF CONFIRMATION OF MINUTES

I certify that these Minutes were confirmed by the Council at the Ordinary Council Meeting on 24 September 2025.

CONFIRMATION:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

PRESIDING MEMBER

24/09/2025

DATED