

AGENDA


Dear Commissioner Chair and Commissioners,

I respectfully advise that a SPECIAL COUNCIL MEETING will be held in the Civic Centre, McGregor St, Port Hedland, on **Monday 22 December 2025**, commencing at **5:30pm**.

The purpose of the Special Meeting is consideration of:

- Adoption of the 9 December 2025 Special ARC Meeting Minutes including the adoption of the FY2025 Audited Financial Statements, Independent Auditor's Closing Report and Management Letter of Audit Findings
- Award of Tender RFT202526-10 JD Hardie Youth & Community Hub Masterplan – Stage 3
- Acceptance of the FY2025 Annual Report and Setting the Date for the Annual General Meeting of Electors
- Appointment of the Presiding/Deputy Presiding member of the CEO Recruitment Committee
- Confidential – Key Worker Housing Proposal

MEETING AGENDA ATTACHED

Yours faithfully


Kenneth Donohoe
Temporary Chief Executive Officer

19 December 2025

Enquiries:

Tom Kettle, Manager Governance

Direct Line:

(08) 9158 9331



Mr Kenneth Donohoe
Temporary Chief Executive Officer
Town of Port Hedland
PO Box 41
PORT HEDLAND
WA 6721

Dear Mr Donohoe

NOTICE PURSUANT TO SECTION 5.4(a)(i) – SPECIAL MEETING OF COUNCIL

Pursuant to section 5.4(a)(i) of the *Local Government Act 1995*, I give notice of a Special Meeting of the Council to be convened on Monday, 22 December 2025 at 5:30 pm in the Council Chambers.

The purpose of the Special Meeting is to consider the following items:

- Award of Tender RFT202526-10 JD Hardie Youth & Community Hub Masterplan – Stage 3
- Adoption of the 9 December 2025 Special ARC Meeting Minutes including the adoption of the FY25 Audited Financial Statements, Independent Auditor's Closing Report and Management Letter of Audit Findings
- Adoption of the FY25 Annual Report
- Appointment of Presiding and Deputy Presiding Members of the CEO Recruitment Committee
- Confidential - Key Worker Housing Proposal

Yours sincerely

A handwritten signature in black ink, appearing to read "Jessica Shaw", written over the typed name and title.

Jessica Shaw
Commissioner (Chair)

18 December 2025

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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***

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

Signature: _____ **Date:** _____

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

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

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

Order of Business

1	Opening of Meeting	7
2	Acknowledgement of Traditional Owners and Dignitaries	7
3	Recording of Attendance	7
3.1	Attendance	7
3.2	Attendance by Telephone / Instantaneous Communications	7
3.3	Apologies	7
3.4	Approved Leave of Absence	7
3.5	Disclosures Of Interest	8
4	Public Time	8
4.1	Public Question Time.....	8
5	Questions from Members without Notice	8
6	Announcements by Presiding Member without Discussion	8
7	Declarations of All Members to have given due consideration to all matters contained in the Business Paper before the Meeting	8
8	Reports of Officers.....	9
8.1	Corporate Services	9
8.1.1	Minutes of the Special Audit, Risk and Compliance Committee Meeting held on 10 August 2025 & FY2024-25 Audited Financial Statements	9
8.2	Community Services.....	15
8.3	Regulatory Services	15
8.4	Infrastructure Services	16
8.4.2	Award of Tender - RFT2526-10 JD Hardie Youth & Community Hub Masterplan - Stage 3	16
8.5	Executive Services.....	26
8.5.1	Acceptance of the 2024/2025 Annual Report and Setting the Date of the Annual General Meeting of Electors	26
8.5.2	Appointment of the Presiding/Deputy Presiding Member of the CEO Recruitment Committee	30
9	New Business of an Urgent Nature (Late Items)	35
10	Matters for Which Meeting May be Closed (Confidential Matters)	35
10.1	Key Worker Housing Proposal	35
11	Closure.....	36

11.1 Date of Next Meeting	36
11.2 Closure.....	36

1 Opening of Meeting

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

2 Acknowledgement of Traditional Owners and Dignitaries

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

3 Recording of Attendance

Important note:

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

3.1 Attendance

Scheduled Present:

Commissioner (Chair) Jessica Shaw
Commissioner (Deputy Chair) Martin Aldridge
Commissioner Ronald Yuryevich AM

Scheduled for Attendance:

Kenneth Donohoe (T/Chief Executive Officer)
Florian Goessmann (A/Director Corporate Services)
Anna Savill (A/Director Community Services)
Kylie Davies (Director Regulatory Services)
Grant Voss (A/Director Infrastructure Services)
Nancy Kiliswa (A/Manager Governance)
Sophie Marlow (Governance Support Officer)
Emily Richardson (Audit, Risk and Insurance Officer)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

3.5 Disclosures Of Interest**4 Public Time****4.1 Public Question Time**

Reminder that any questions during public question time must be in relation to the items for consideration this evening.

4.2 Public Statement Time

Reminder that any statements made during public statement time must be in relation to the items for consideration this evening.

5 Questions from Members without Notice**6 Announcements by Presiding Member without Discussion****7 Declarations of All Members to have given due consideration to all matters contained in the Business Paper before the Meeting**

8 Reports of Officers

8.1 Corporate Services

8.1.1	Minutes of the Special Audit, Risk and Compliance Committee Meeting held on 10 August 2025 & FY2024-25 Audited Financial Statements
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Author: Senior Audit, Risk and Insurance Advisor
Manager Financial Services

Authorising Officer: Director Corporate Services

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

RECOMMENDATION 1: OFFICER'S RECOMMENDATION

That Council receives the Unconfirmed Minutes from the Special Audit, Risk and Compliance Committee Meeting held on 10 December 2025.

SIMPLE MAJORITY VOTE REQUIRED

RECOMMENDATION 2: COMMITTEE RECOMMENDATION

That Council:

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

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The Audit, Risk and Compliance Committee (the Committee) is required to report to Council and provide advice and recommendations on matters within its Terms of Reference. A key responsibility of the Committee is to assist Council in fulfilling its oversight obligations regarding external audit reporting.

RSM Australia Pty Ltd (RSM), the Town's appointed auditors, have advised that the Office of the Auditor General (OAG) intends to issue an unmodified audit opinion for the financial year ended 30 June 2025. This opinion confirms that the Town's financial statements present fairly, in all material respects, in accordance with the applicable financial reporting framework.

A Special meeting of the Audit, Risk and Compliance Committee was held on 10 December 2025. At this meeting, the Committee unanimously resolved to report to Council in accordance with Recommendation 2 of this report. For completeness, the minutes of the meeting are attached and addressed through Recommendation 1 of this report.

DETAIL

The Town of Port Hedland (the "Town") is required annually to prepare general purpose financial statements and refer them to its Auditors as soon as practicable, no later than 30 September following the end of the financial year (Section 6.4 of the *Local Government Act 1995*). The draft Annual Financial Report for the year ended 30 June 2025 was submitted to its Auditors on 30 September 2025

The Annual Financial Report is prepared in accordance with Australian Accounting Standards; the Local Government Act 1995; and the Local Government (Financial Management) Regulations 1996. Management is responsible for preparing the Annual Financial Report in accordance with the Standards, Act and Regulations and to ensure that it fairly reflects the financial performance and position of the Town.

The Town's Auditors conducted the end of year audit offsite between 6-10 October 2025 and onsite between 13-17 October 2025. The role of the Auditor is to provide an opinion based on their audit as to whether Management has fulfilled these obligations. The Auditors also prepare a separate, more detailed report for Management, identifying any issues arising from the conduct of the audit, and recommending any corrective actions.

An Emphasis of Matter has been included to highlight the restatement of prior year figures. In the current reporting period, the Town has undertaken a comprehensive process to confirm the existence of 670 assets which were subject to the 2023-2024 qualification and obtained valuations to restate the prior periods to clear the qualification. The ultimate restatement to assets back in 2023 was \$10.3M and the errors have been corrected retrospectively, and prior year asset management weaknesses have been resolved.

Under section 5.54 of the Local Government Act 1995, the Annual Financial Report and Independent Auditor's Report must be accepted by the local government by 31 December.

The Audited Annual Financial Report and Management Letters were signed off by the Auditors on 9 December 2025, during the Exit Meeting. The Audit Risk and Compliance Committee has delegated authority to liaise with the Auditor, receive and examine the Auditor's report and any Management issues arising from the conduct of the audit.

SUMMARY OF FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2025*Continuing Operations*

The Town reports a net surplus of \$30.79 million (refer to page 3 of the Annual Financial Report), this is favourable to the budget by \$9.12 million

The Town's operating revenue streams in financial year 2024/25 is favourable to the budget by \$9.2 million or 8.6%. This mostly relates to additional waste fee income from large commercial disposals at the landfill site and interest revenue on the Town's term deposits.

The Town's operating expenses are unfavourable to the budget by \$7.0 million or 6.9%. This mostly relates to an increase in Materials and Contracts due to the addition of the Spoilbank landside marina into our care and maintenance regime as well as Depreciation which is a non-cash expenditure recognising the diminishing value of nearly \$650M worth of Town's assets including buildings, roads and bridges.

AUDIT FINDINGS

The Town's Auditors have identified several matters for consideration to be addressed by Management. Please refer to Confidential Attachment 3 for these findings.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium as it summarises the financial position of the Town for the financial year ended 30 June 2025.

CONSULTATION*Internal*

- ARC Committee
- ELT
- Financial Services

External Agencies

- RSM Australia
- The Office of the Auditor General

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Part 7 of the *Local Government Act 1995* and the Local Government (Audit) Regulations 1996 details the requirements for audit.

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* details the CEO's duties in relation to financial management.

Under section 5.54 of the *Local Government Act 1995*, the annual financial statements and audit report must be accepted by 31 December, provided the auditor's report is available. If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

FINANCE AND RESOURCE IMPLICATIONS

The costs associated with conducting the interim and end of financial year audit are included in the annual budget and financial statements.

The auditor's closing report indicated a \$22,000 to \$25,000 variation to the audit fee in recognition of the substantial amount of time and effort of both the Town and the Audit team.

STRATEGIC SUSTAINABILITY IMPLICATIONS**COUNCIL PLAN PART A**

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

Our Leadership:

4.2 Transparent and accountable governance and financial sustainability.

Access and Inclusion

There are no significant outcomes of the Town's Access and Inclusion Plan 2023-2026 relating to this item.

COUNCIL PLAN PART B

The following actions of the Town's *Council 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.

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	Regulated financial and reporting requirements
Effect	Non-compliance
Risk Treatment	Management controls and external support and overview
There is an Operational risk associated with this item caused by Regulated financial and reporting requirements, leading to potential for non-compliance.	
The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).	
This risk will be accepted by the management accounting practices, with external support services and overview by audit agencies.	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Not adopt the officer’s recommendation

CONCLUSION

The 2024-2025 Financial Year Annual Financial Report, Independent Auditor’s Closing Report and Management Letters are attached for the Committee’s review.

RSM Australia Pty Ltd have advised that the Office of the Auditor General has issued an unmodified audit opinion for the financial year ended 30 June 2025, indicating that the financial statements are presented fairly and in all material respects, in accordance with the applicable financial reporting framework.

The Town’s administration have worked collaboratively together and with the support of both RSM and the OAG to achieve this.

ATTACHMENTS

1. Unconfirmed Minutes for the 10 December 2025 Special Audit, Risk & Compliance Committee Meeting [**8.1.1.1** - 24 pages]
2. 2024-25 Annual Financial Report [**8.1.1.2** - 50 pages]
3. CONFIDENTIAL - Town of Port Hedland Final Audit Management Letter [**8.1.1.3** - 5 pages]
4. CONFIDENTIAL - Town of Port Hedland ITGC Audit Management Letter [**8.1.1.4** - 7 pages]
5. CONFIDENTIAL - Town of Port Hedland - Closing Report (30 June 2025) - Issued 12.12.25 [**8.1.1.5** - 19 pages]

8.2 Community Services

Nil

8.3 Regulatory Services

Nil

8.4 Infrastructure Services

8.4.2	Award of Tender - RFT2526-10 JD Hardie Youth & Community Hub Masterplan - Stage 3
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Author: 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.

OFFICER'S RECOMMENDATION 1

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

Account	Description	Current Budget	Amendment	Amended Budget
Strategic Reserve 30132	Transfer from Reserve	(13,398,162)	(4,300,000)	(17,698,162)
10044	JD Hardie Stage 3	4,400,000	4,300,000	8,700,000

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 2

That Council authorise Chief Executive Officer to enter a Contract for the award of RFT2526-10 JD Hardie Youth & Community Hub – Stage 3 – Adventure Park Construction to the preferred tenderer.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to consider bringing forward the FY2026/27 budget allocation as noted within the Council Plan to support the assessment of submissions received for RFT2526-10 JD Hardie Youth & Community Hub – Stage 3 – Adventure Park Construction (The Tender) and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL*Background*

The JD Hardie Youth and Community Hub is a key strategic asset for the Town of Port Hedland, offering inclusive, multi-use spaces for youth, community, and recreational activities. Stage 3 of the redevelopment builds on previous upgrades and will deliver enhanced indoor and outdoor facilities, including:

- Construction of BMX pump/jump tracks and parkour areas;
- Installation of shade structures and hardscape elements; and
- Landscaping works (turfing, irrigation, and soft landscaping).

This project aligns with the Town's adopted JD Hardie Youth & Community Hub masterplan and supports broader objectives in youth engagement, community wellbeing, and infrastructure renewal.

A draft operational management plan has been developed for the Adventure Park, with programming considerations incorporated into the design. The facility is intended primarily as a public open space, encouraging informal community use and activation through everyday recreation. The design supports this purpose by providing accessible, safe, and inclusive spaces for families and young people, while also ensuring flexibility for a range of activities.

While community use will remain the primary focus, the administration will from time to time deliver programmed events such as skills clinics, competitions, and community activations. The design has been developed to accommodate these events, with features such as shaded seating, BBQ facilities, lighting, and open turfed areas to support gatherings and enhance the user experience. This approach ensures the Adventure Park remains a vibrant, multi-purpose space that promotes social connection and active lifestyles.

Contract Scope

The scope of this contract is for the construction of the Stage 3 Adventure Park located at the JD Hardie Youth & Community Hub. The contract will be delivered in a single package and will include:

- 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

Contractor Responsibilities

The successful contractor must deliver works in accordance with the provided specifications, comply with current Australian Standards, and meet wind region D and terrain requirements. Key obligations include:

- Preparation of a dilapidation report
- Securing all relevant building approvals and permits
- Attendance at project commencement meetings and mandatory risk workshops
- Development of a project risk register
- Submission of management plans:
 - Safety Management Plan
 - Quality Management Plan
 - Traffic Management Plan
 - Construction Management Plan (including methodologies)
- Provision and ongoing management of a detailed delivery program Performance will be monitored against KPIs for workplace health and safety, quality, financial management, and overall delivery.

Project Timeline

The successful tenderer is proposed to complete works by the end of October 2026 (practical completion); however, it is important to note that the date for practical completion is subject to change should any extension of time claims be awarded. A defect liability period of 12 months will be in place from the date of practical completion.

PROCUREMENT PROCESS

At its meeting on 29 October 2025, Council resolved to call tenders for the Stage 3 construction works. The tender was advertised on 31 October 2025 and closed on 28 November 2025, in accordance with the Local Government Act 1995 and the Town's Procurement Policy.

Request for Tender

The Town released a Request for Tender (RFT) on 31 October 2025 on Vendorpanel (the Town's e-tendering portal) and was advertised in the West Australian and the North West Telegraph with a closing date of 28th November 2025. The RFT number

for this project is RFT2526-10. There were eight (8) addendums that were released during the tender period relating to scope clarifications.

Four (4) tenders were received by the closing date from:

1. TEC Services Group Pty Ltd
2. Byblos Constructions Pty Ltd
3. Yurra Pty Ltd
4. Street & Garden Furniture Company Pty Ltd

Of these, two (2) were deemed non-compliant, as they responded with non-conforming submissions. The remaining compliant submissions were assessed by a five (5) member evaluation panel comprising of the following:

- Director Infrastructure Services
- Director Community Services
- A/Manager Infrastructure Projects & Assets
- Project Manager
- Senior Project Officer and;
- Design consultant for technical advice (non-voting member)

Tender Assessment

The tenders were first assessed for compliance with the tender documents, then against the qualitative criteria:

Criteria	(%)
Relevant Experience	30
Demonstrated Understanding	40
Capacity to Deliver & Resources	30
Total	100%

Evaluation Panel Members were asked to complete Conflict of Interest declarations prior to accessing the responses, individual assessments were undertaken, and an evaluation panel consensus meeting was conducted on 3rd December 2025 facilitated by the Town's procurement representatives

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.

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

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

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

A financial viability assessment was also undertaken during the evaluation phase, to confirm suitability for the scope of the project. The Preferred Tenderer's Ilion report assesses their level of risk as "minimal risk", this demonstrates their financial capacity to deliver this project scope.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

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.

The Administration will continue to provide updates to the relevant stakeholders and community regarding the progress of the project.

In alignment with the Town's Project Management Framework, Council will be provided with regular project performance reports which will include a project update, identified risks, emerging issues, project cost forecasting, and compliance.

LEGISLATION AND POLICY CONSIDERATIONS

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

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

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

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

The pre-tender estimate for JD Hardie Stage 3 was based on the Quantity Surveyor's design estimate. This figure includes allowances for civil works, landscaping, BMX and parkour facilities, shade structures, electrical services and contingencies. The pre-tender estimate has been included within this report as a confidential attachment.

The project has received a total of \$4,300,000 in external grant funding to support the delivery of this project, with the Town contributing \$4,400,000 from its Strategic Reserve.

Within the 2025-2026 Annual Budget, \$4,300,000 has been allocated to fund this project and proposed budget allocation of \$4,400,000 in FY 2026/2027 as identified in the Council Plan.

Budget Implications

This contract will be awarded under the JD Hardie Stage 3 capital works budget (project code 10044). A summary of this budget is shown below.

Source	FY2025/26	FY2026/27	Total
External Funding	4,000,000	400,000	4,400,000
Strategic Reserve	400,000	3,900,000	4,300,000
TOTAL	4,400,000	4,300,000	8,700,000

The external funding as shown in the above table is made up of:

- Community Sporting and Recreation Facilities Fund (CSRFF) \$2,000,000 and;
- Lotterywest \$2,297,000

The Lotterywest funding will be acquitted progressively upon achieving two (2) milestones of \$1,148,500 each throughout construction and CSRFF will be paid in increments of 25%, 50% with the final 25% at the completion of the project.

Proposed Forecast Expenditure

Expenditure incurred to date and outstanding commitments for this project include internal project management activities, site investigations, and specialist consultancy services.

The construction contingency has been established in accordance with the Quantity Surveyor's recommendations to ensure sufficient provision for potential variations during project delivery.

To facilitate the award of the tender, this Council decision incorporates a budget amendment to bring forward the allocation identified within the Council Plan. This adjustment will be reconciled at project completion once external funding has been fully acquitted.

Based on current forecasting, the project is expected to deliver a surplus. Ongoing financial performance will be closely monitored, with detailed reporting provided monthly through the project performance report to maintain transparency and accountability.

Lifecycle Costs

A lifecycle cost analysis has been completed to assess the long-term financial implications of the Adventure Park over its 20-year economic life. The analysis incorporates capital costs, operating costs, and replacement costs, adjusted for inflation. Key Findings:

- Capital Costs: Initial construction and major replacements total approximately \$9.27 million, including allowances for future refurbishments and site remediation in year 20.
- Operating Costs: Ongoing maintenance, cleaning, and administrative overheads are projected at \$4.87 million over the lifecycle, averaging around \$240,000 annually.
- The asset depreciation is estimated to be approximately \$128,500 per year based on a 20-year asset life of the BMX track, Parkour equipment and structures.

This analysis confirms that the design and operational strategy provide a sustainable approach to asset management, balancing upfront investment with predictable maintenance and renewal costs. Regular monitoring and scheduled maintenance through the asset management plan will minimise risk and extend the facility's useful life.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A

The following sections of the Town's *Council Plan 2025-2035* apply 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.

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.

2.5.5 Support tourism infrastructure development.

Our Built and Natural Environment:

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

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

Council Plan: Part B

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

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 & Financial
Cause	Tender for JD Hardie Stage 3 construction works is not awarded
Effect (Consequence)	Damaged reputation with external funding bodies such as Lotterywest and CSRFF, potentially impacting current and future funding opportunities.
Risk Treatment	Adopt the officer's recommendation
<p>Failure to progress the project as planned may lead to a perception of poor delivery capability, reducing confidence from key funding partners. This could impact existing grant agreements and limit the Town's ability to secure future funding for community infrastructure projects.</p> <p>Risk Rating: High (12) – Likelihood: Possible (3), Consequence: Major (4)</p> <p>This risk will be eliminated by awarding the contract as recommended.</p>	

Risk Type	Project
Risk Category	Reputational
Cause	Tender for JD Hardie Stage 3 construction works is not awarded
Effect (Consequence)	Community perception of project delays and lack of progress may damage the Town's reputation and confidence in delivering strategic infrastructure projects
Risk Treatment	Adopt the officer's recommendation
<p>Failure to award the contract could lead to negative community sentiment, as the JD Hardie Youth & Community Hub is a highly visible facility. Extended delays may undermine trust in the Town's ability to deliver on its commitments, impacting future engagement and project support.</p> <p>Risk Rating: High (12) – Likelihood: Possible (3), Consequence: Major (4)</p> <p>This risk will be eliminated by awarding the contract as recommended.</p>	
Risk Type	Project
Risk Category	Reputational
Cause	Tender for JD Hardie Stage 3 construction works is not awarded
Effect (Consequence)	The Town fails to deliver on the adopted JD Hardie Youth & Community Hub masterplan, despite previous stages being successfully completed
Risk Treatment	Adopt the officer's recommendation
<p>Non-award of the contract would result in incomplete delivery of the masterplan, undermining the Town's long-term vision for the precinct. This could erode stakeholder confidence and diminish the perceived value of prior investments in earlier stages.</p> <p>Risk Rating: High (12) – Likelihood: Possible (3), Consequence: Major (4)</p> <p>This risk will be eliminated by awarding the contract as recommended.</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 the Council support the officer's recommendation to award RFT2526-10 JD Hardie Youth & Community Hub – Stage 3 – Adventure Park Construction to the preferred tenderer indicated in the tender evaluation. The preferred tenderer has demonstrated the capability, experience, and resources necessary to successfully deliver the full scope of work to the required standards and within the agreed timeframe.

JD Hardie Stage 3 construction works is critical to delivering on the Town's adopted masterplan and maintaining momentum following the successful completion of previous stages. Failure to award the contract would present significant strategic, financial, and reputational risks.

This project has received significant support provided by Lotterywest and the Community Sporting and Recreation Facilities Fund (CSRFF). These contributions have been instrumental in enabling this project and reflect a shared commitment to creating vibrant, inclusive spaces for our community.

ATTACHMENTS

1. CONFIDENTIAL - JD Hardie Youth & Community Hub Masterplan – Stage 3 - Tender Evaluation & Authorisation Report [**8.4.2.1** - 49 pages]
2. CONFIDENTIAL - JD Hardie Youth & Community Hub Masterplan - Stage 3 - Draft Operational Management Plan [**8.4.2.2** - 26 pages]
3. CONFIDENTIAL - JD Hardie Youth & Community Hub Masterplan - Stage 3 - Lifecycle Cost [**8.4.2.3** - 1 page]

8.5 Executive Services

8.5.1	Acceptance of the 2024/2025 Annual Report and Setting the Date of the Annual General Meeting of Electors
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Author: Manager Public Affairs

Authorising Officer: Temporary Chief Executive Officer

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

OFFICER'S RECOMMENDATION

That Council:

- 1. That Council accepts the Annual Report 2024-2025 as per Attachment 1 in accordance with section 5.53 and 5.54 of the *Local Government Act 1995*.**
- 2. Delegates the Temporary Chief Executive Officer to finalise the Annual Report 2024-2025, including design and creative treatment.**
- 3. That Council convenes the Annual General Meeting of Electors commencing at 5:30pm on 10 February 2026 in Council Chambers at the Civic Centre.**
- 4. That Council advertises the Annual General Meeting of Electors, giving at least 14 days of local public notice in accordance with section 5.29 of the *Local Government Act 1995*.**
- 5. That Council advertises the availability of the Annual Report 2024-2025 in accordance with section 5.55 of the *Local Government Act 1995*.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

This report's purpose is for the Council to consider the acceptance of the Annual Report 2024-2025 and confirm the date of the Annual General Meeting of Electors.

DETAIL

The *Local Government Act 1995* (the Act) requires local governments to prepare an Annual Report for each financial year.

The Act, section 5.54, states that the annual report for the financial year is to be accepted, by absolute majority, by the local government no later than 31 December after that financial year, unless the auditor's report is not available in time. In which case, the annual report is to be accepted by the local government no later than two months after the auditor's report.

The Town must host the Annual General Meeting of Electors within 56 days (8 weeks) of the Annual Report being accepted by Council, so the Annual Electors Meeting must be held on or before 10 February 2026. The suggested date for the Annual Electors Meeting is 10 February 2026.

The process for accepting the Annual Report and holding the Annual General Meeting of Electors is as follows:

1. On Tuesday 9 December 2025 the Audit, Risk and Compliance Committee members held an audit exit meeting with auditors RSM and the Office of the Auditor General.
2. On Wednesday 10 December 2025 a Special Audit, Risk and Compliance (SARC) Committee meeting considered and accepted the audited Annual Financial Report, Auditor's Closing Report and Management Letter for the year 2024-2025.
3. The Council then decides to accept the Annual Report 2024-2025, alongside with accepting the 2024-2025 Annual Financial Statements as part of endorsing the SARC minutes.
4. The Annual Report, including the financial statements, forms the main item of business to be discussed at the Annual General Meeting of Electors.

The Town of Port Hedland Annual Report 2024-2025 has been developed in alignment with reporting requirements set out in the Act, with further comprehensive reporting on the Town's performance against the Strategic Community Plan 2022-2032.

Key highlights and achievements, as noted in the Annual Report 2024-2025 include:

- Strong financial position with cash and investments totalling slightly over \$197 million against total liabilities of \$94 million
- 1,594 community program and activities delivered
- 48,965 people attended community events
- 90,000 visits to aquatics facilities
- 5,605 swim school enrolments
- 35,430 visits to Hedland libraries
- A 13% increase in website traffic
- 15 Council meetings
- Two elections for Town of Port Hedland councillors
- 584 tonnes co-mingled dry recycling diverted from landfill
- Seven building permits, on average, approved every week
- \$33 million value of development applications
- \$112 million value of building approvals

- \$2 million invested in road and carpark reseals
- Almost \$35 million funding from State and Federal Government confirmed to fund Council infrastructure and facilities
- The Records Digitisation Project completed, digitising approximately 80,000 property records
- Opened the Cooke Point footpath
- Continued the greening program with 70 new trees planted in South Hedland, and Cyclone Zelia damaged trees replaced throughout the community
- The Town was awarded a range of accolades:
 - o Parks and Leisure Australia Commendation for Yikarra Park
 - o Local Government Team of the Year – Band 1 by the Planning Institute of Australia
 - o South and Port Hedland recognised at the 2024 Tidy Town awards as the overall State Title Winner
 - o A Platinum Certificate of Achievement from WorkSafe, which is the highest level of recognition
 - o A commendation at the State Library of Western Australia's 2024 Library Board Awards for innovation and collaboration.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of medium significance, because it is a statutory document which outlines the Town's activities and highlights for the 2024-2025 financial year.

CONSULTATION

Internal

- All Directors, Managers, and relevant Officers were consulted during the development of the Annual Report 2024-2025.

LEGISLATION AND POLICY CONSIDERATIONS

Section 5.27 of the *Local Government Act 1995* sets out the requirements for an elector's general meeting to be held once every financial year and this meeting must be held within 56 days of the Annual Report being accepted by Council.

Regulation 15 of the *Local Government (Administration) Regulations 1996* details the matters for discussion at the Annual General Meeting of Electors. They include the contents of the Annual Report for the previous financial year and then any other general business.

Section 5.29 of the *Local Government Act 1995* requires for a local public notice to be given stating details of the Annual General Meeting of Electors.

Section 5.53 of the *Local Government Act 1995* provides for the Annual Reports to contain certain provisions, which have been included in the Town's Annual Report 2024-2025.

Section 5.54 of the *Local Government Act 1995* sets out the process for accepting Annual Reports.

Section 5.55 of the *Local Government Act 1995* states that the Chief Executive Officer is to give local public notice of the availability of the Annual Report as soon as practicable after the report has been accepted by the local government. There are no Town policies to consider in relation to this item.

Section 6.4 of the *Local Government Act 1995* sets out the obligations of local governments with regards to their annual financial reporting.

FINANCIAL AND RESOURCE IMPLICATIONS

The Annual Report 2024-2025 will be available in digital format on the Town's website. The costs associated with producing the annual report have been accounted for in the 2024-2025 budget.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A

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

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

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

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

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

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

Our Corporate Services:

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

Financial Management and Rates - Financial management services compliant with

legislation to enable the Town to sustainably provide services to the community. Public Affairs and Communication - Enhancing and protecting the Town's reputation, providing advice and support to the Council, Executive Leadership Team and business units.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not preparing and making available an Annual Report as per the Local Government Act 1995.
Effect (Consequence)	Non-compliance, impact on stakeholder trust and confidence in the Town.
Risk Treatment	Adoption of the Annual Report
There is an Operational risk associated with this item caused by not adopting the Annual Report 2024-2025, leading to non-compliance. The risk rating is considered Low (4) determined by a likelihood of Possible (3) and a result of Insignificant (1). This risk will be avoided by adopting the Annual Report 2024-2025.	

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

The Town of Port Hedland Annual Report 2024-2025 has been developed in line with the *Local Government Act 1995*. It provides an overview of key achievements throughout the financial year, alongside financial performance.

The Annual Report must be accepted by the Town of Port Hedland Council before 31 December, with the Annual General Meeting of Electors held within 56 days of the Annual Report being accepted by Council.

ATTACHMENTS

1. To PH AR 2425 final draft 1 Dec 25 [**8.5.1.1** - 45 pages]

8.5.2	Appointment of Presiding/Deputy Presiding Member of the CEO Recruitment Committee
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Author: **Manager Governance**

Authorising Officer: **Temporary Chief Executive Officer**

Disclosure of Interest: The Author and/or Authorising officer declare that they have a financial interest in relation to this item.

OFFICER'S RECOMMENDATION

That Council:

- 1. Appoint Commissioner _____ to the position of Presiding Member of the CEO Recruitment and Selection Committee under section 5.12(1) *Local Government Act 1995*.**
- 2. Appoint Commissioner _____ to the position of Deputy Presiding Member of the CEO Recruitment and Selection Committee under section 5.12(2) *Local Government Act 1995*.**
- 3. Endorse the CEO Recruitment and Selection Committee Terms of Reference with amended clauses 5.1 and 5.3 to be appointed by absolute majority decision of the Council and remove clause 5.2, as per attachment 1.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider appointing Commissioners to be the Presiding Member and Deputy Presiding Member of the CEO Recruitment and Selection Committee (the Committee), and to ensure the Committee operates in compliance with legislative requirements by aligning its Terms of Reference with the *Local Government Act 1995* and incorporating the amendments introduced under the *Local Government Amendment Act 2024*.

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, which was Friday 29 November 2024.

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

The ToR states that the appointment of a Presiding Member and Deputy Presiding Member is to be undertaken by the Committee at its first meeting. In the time since the ToR were adopted the *Local Government Amendment Act 2024* has been promulgated, requiring the appointment of Presiding Members and Deputy Presiding Members to be made by absolute majority decision of the Council. (Attachment 1)

These appointments will provide compliance so as a formal meeting of the CEO Recruitment and Selection Committee in the new year can finalise a recommendation for Council consideration.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

Commissioners
Temporary CEO
Manager Governance
A/Executive Manager Human Resources

External Agencies

Nil

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

5.12 Presiding members and deputies

1. The local government must appoint* a member of a committee to be the presiding member of the committee.
2. The local government may appoint* a member of a committee to be the deputy presiding member of the committee.

* Absolute majority required.

Local Government (Administration) Regulations 1996

Schedule 2 — Model standards for CEO recruitment, performance and termination

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan: Part A

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

Our Leadership:

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

4.2 Transparent and accountable governance and financial sustainability

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

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

Our Leadership:

Executive and Council Support: Support Council decision-making; policies and procedures; Councillor inductions, training and development; Electoral roll and election administration; Executive Assistant to CEO and Mayor.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not appointing a Presiding Member and Deputy Presiding Member of the CEO Recruitment Committee by absolute majority.
Effect (Consequence)	Non-compliance with the <i>Local Government Act 1995</i>
Risk Treatment	Adopt the Officer's Recommendation
<p>There is an Operational risk associated with this item caused by not appointing a Presiding Member and Deputy Presiding Member to the CEO Recruitment and Selection Committee by absolute majority, leading to non-compliance with the <i>Local Government Act 1995</i> and an inability for the Committee to meet.</p> <p>The risk rating is considered to be High (12) which is determined by a likelihood of Likely (4) and a consequence of Moderate (3).</p> <p>This risk will be treated by the adoption of the officer's recommendation.</p>	

OPTIONS

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

CONCLUSION

Appointment of a Presiding Member and Deputy Presiding Member of the CEO Recruitment and Selection Committee is essential to allow for a formal meeting of the Committee in the new year to continue and finalise the CEO Recruitment process.

Endorsement of the legislative amendment to the CEO Recruitment and Selection Committee Terms of Reference ensures the process aligns with the *Local Government Act 1995* and incorporates the changes introduced by the *Local Government Amendment Act 2024*.

ATTACHMENTS

1. Attachment 1 - FINAL - CEO Recruitment Selection Committee TOR [**8.5.2.1** - 4 pages]
2. Attachment 2 - Original Tracked Changes TOR [**8.5.2.2** - 4 pages]

9 New Business of an Urgent Nature (Late Items)**10 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 10.1 Key Worker Housing Proposal.

SIMPLE MAJORITY VOTE REQUIRED

10.1	Key Worker Housing Proposal
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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.

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.

11 Closure

11.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 28 January 2026 commencing at 5:30pm.

11.2 Closure

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