



AGENDA

Dear Mayor and Councillors,

I respectfully advise that an **ORDINARY COUNCIL MEETING** be held in the **Civic Centre Chambers 13 McGregor Street, PORT HEDLAND WA 6721**, on **Wednesday 28 August 2024**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read "Carl Askew".

Carl Askew

Chief Executive Officer

23/08/2024

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement, or intimation occurring during Council Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

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."

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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 Sven Arentz
Cr Flo Bennett
Cr Camilo Blanco
Cr Lorraine Butson
Cr Adrian McRae
Cr Ambika Rebello
Cr Tim Turner

Scheduled for Attendance:

Carl Askew (Chief Executive Officer)
Steve Leeson (Director Corporate Services)
Mark Dacombe (I/Director Community Services)
Michael Cuvalo (A/Director Regulatory Services)
Lee Furness (Director Infrastructure Services)
Stephanie Sikaloski (A/Manager Governance)
Karen Krollig (Governance Officer)
Rhiannon Smith (Governance Support Officer)
Belinda Yull (Governance Support Officer)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

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 31 July 2024.

Nil

5.2 Response to Questions taken on notice from Public at the Council Meeting held on 31 July 2024.

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

6.2 Public Statement Time

6.3 Petitions / Deputations / Presentations / Submissions

Nil

7 Questions from Members without Notice

8 Announcements by Presiding Member without Discussion

The Mayor's meetings for the month of July 2024

DATE	MEETING DETAIL
01.07.2024	WALGA WA Delegate Sundowner
02.07.2024	Regional Forum 2024 - Canberra
02.07.2024 - 04.07.2024	National General Assembly Canberra 2024
02.07.2024	Triple M – Talk of the Town Segment
05.07.2024	Australian Council of Local Government Forum (ACLG)
15.07.2024	Briefing with Department of Home Affairs
20.07.2024	2024 PHCCI Business Excellence Awards
23.07.2024	Regional Capitals Australia Board Meeting
25.07.2024	On-Country Bush Meeting @ Yule River Meeting Place
25.07.2024	Exhibition Opening – Ngurra-Wanga – Courthouse Gallery
26.07.2024	Spinifex Spree 2024
27.07.2024	Senator Fatima Payman & Mayor 1:1
29.07.2024	Special Council Meeting
31.07.2024	Ordinary Council Meeting

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

10 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Special Council Meeting held on 29 July 2024 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Ordinary Council Meeting held on 31 July 2024 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

Disclaimer

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

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

Nil

12 Reports of Officers

12.1 Corporate Services

12.1.1	Statement of Financial Activity - July 2024
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Author: Senior Financial Accountant

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive the Monthly Financial Report for the period ended 31 July 2024 as shown in attachment 1;**
- 2. Note the Accounts paid under delegated authority for the period ended 31 July 2024 as shown in attachment 2;**
- 3. Receive the Purchasing Card statements for the period ended 31 July 2024, as shown in attachment 3;**
- 4. Receive the Investment Summary Report for the period ended 31 July 2024, as shown in attachment 4;**
- 5. Receive the YTD Budget v Actual Report by Directorate, as shown in attachment 5;**
- 6. Receive the prior period Purchase (Credit) Card statements for the months of, as shown in attachments 6 – 9;**
 - August 2023**
 - September 2023**
 - October 2023**
 - March 2024 for card ending xxxx-6022**
- 7. Receive the Capital Listing report for the period ending 31 July 2024, as shown in attachment 7;**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the Statement of Financial Activity for the period ended 31 July 2024. 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 31 July 2024, 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 \$15.19M presented in Year to Date Actual on the Statement of Financial Activity is an estimate of the closing surplus for 2023-2024 and is subject to change as finalisation of 30 June transactions occurs.

It was brought to the Town’s attention that some prior period purchase card reporting was omitted and duplicated. The following months are attached for Council to receive retrospectively.

Purchasing card statements
Credit card statements – August 2023
Credit card statements – September 2023
Credit card statements – October 2023
Credit card statement for card ending xxxx-6022 - May 2024

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 of 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* apply 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 2023/2024 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 \$ 15.19M presented in YTD Actual on the Statement of Financial Activity, is as per the closing surplus presented in the unaudited financial statements from June 2024. The net current funding position is \$12.19M.

ATTACHMENTS

1. Monthly Financial Report - July 2024 [**12.1.1.1** - 9 pages]
2. Accounts paid under delegated authority - July 2024 [**12.1.1.2** - 36 pages]
3. Purchasing card statements - July 2024 [**12.1.1.3** - 29 pages]
4. Investment summary report - July 2024 [**12.1.1.4** - 10 pages]
5. YTD Budget v Actual Report by Directorate [**12.1.1.5** - 1 page]
6. Purchasing card statements - August 2023 to October 2023 [**12.1.1.6** - 84 pages]
7. Purchasing card statements for card ending 6022 - Mar to May 2024 [**12.1.1.7** - 4 pages]
8. Capital Listing report July 2024 [**12.1.1.8** - 8 pages]

12.1.2	Appointment of Councillors to the Town of Port Hedland's Audit, Risk and Compliance Committee
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Author: **Audit, Risk & Insurance Support Officer**
Authorising Officer: **Manager Governance**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Appoint one (1) Elected Member of Council to become a member of the Audit, Risk and Compliance Committee**
 - _____

- 2. In the event that the newly Elected Member of the Audit, Risk and Compliance Committee was previously a Proxy, appoint up to two (2) Elected Members of Council to become Deputy (Proxy) Members of the Audit, Risk and Compliance Committee.**
 - _____
 - _____

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider nominating and appointing a member to the Audit, Risk and Compliance Committee following the resignation of Councillor Tim Turner on 2 August 2024.

DETAIL

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

As stated in the Local Government Act 1995 s5.8, a local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

The ARC Committee currently consists of two Elected Members, Cr Ash Christensen and Cr Lorraine Butson, and two Deputy (Proxy) Members, Cr Ambika Rebello and Cr Adrian McRae. To meet compliance requirements, the Council is asked to appoint one Elected Member to become the third Committee Member for the ARC Committee.

In the event that one of the existing Deputy (Proxy) Members are appointed as a Committee Member for the ARC, Council will then be asked to appoint up to two Deputy (Proxy) Members to complete the Committee, as stated in the updated Terms of Reference, adopted on 29 May 2024.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

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

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995, section 7.1A (1), states that local government are to establish an Audit Committee of three (3) or more persons to exercise the powers and discharge the duties conferred on it;

Local Government Act 1995, section 7.1A (2), states that at least three (3) of the members, and the majority of the members, are to be council members and that an absolute majority resolution of Council is required in appointing members to the Committee; and

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

FINANCIAL AND RESOURCE IMPLICATIONS

There are no identifiable financial or resource implications associated with this item.

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 Leadership:

- 4.2.1 Sound long-term financial planning is implemented.
- 4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.
- 4.2.4 Constructive forums are facilitated for discussion and the representation of the diversity of community views and needs that impact on the town’s developments, programs and policies.

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

Access and Inclusion

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

- Outcome 3 – Accessible Information

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not appointing a member for the ARC Committee
Effect (Consequence)	Non-compliance with the <i>Local Government Act 1995</i> and lack of quorum.
Risk Treatment	Adopt the Officer’s Recommendation

There is a Compliance risk associated with this item caused by not appointing a third member to the ARC Committee, leading to non-compliance with the *Local Government Act 1995* and lack of quorum.

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

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

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The ARC Committee is a mandatory and integral element to a responsible Council and its delivery of services to the community. Council is requested to appoint membership of the ARC Committee. The current TOR of this Committee aims to reflect current practices and legislative compliance, whilst providing a more succinct framework to exercise thorough internal and external audit functions, ethical decision making, financial and risk management practices, and promote the provision of recommendations and advice to Council.

ATTACHMENTS

Nil

12.1.3	2023 - 2024 UV Rating
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Author: Director Corporate Services

Authorising Officer: Chief Executive Officer

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

OFFICER’S RECOMMENDATION

That Council authorise the CEO to make application to the State Administrative Tribunal to quash the Town of Port Hedland 2023 – 2024 UV Rate in the Dollar amounts.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the process required to correct an error in the 2023-2024 differential UV Mining category Rate in the Dollar (RID) charge, created through a discrepancy between the notice of intention to levy differential rating, the meeting minutes and the annual budget attachment.

DETAIL

It has come to our attention that a typing error occurred within the 26 July ordinary council meeting agenda, report:

12.1.2 ADOPTION OF THE 2023/24 ANNUAL BUDGET & RATING STRATEGY INCLUDING SCHEDULE OF FEES AND CHARGES

Mistakenly changing the differential UV Mining Rate in the Dollar (RID) and therefore, the effective minutes.

A summary of the intended UV Mining RID is as follows:

26 April Rating Strategy OCM deferred to SCM -	\$0.214754
15 May Rating Strategy SCM Mining RID adopted -	\$0.21469
24 May Notice of Intention to Levy consultation -	\$0.214754
5 June Readvertised Notice of Intention consultation - (Attachment 1)	\$0.21469
28 July 2023 OCM Budget Adoption Agenda report -	\$0.211469
28 July 2023 OCM Budget Attachments - (Attachment 2)	\$0.21469
28 July 2023 OCM CM202324/093 Minutes - (Attachment 3)	\$0.211469
2023 – 2024 Levied UV Mining RID -	\$0.21469

The unintended effect of the addition of an extra "1" within the report and in turn minutes, reduced the effective UV Mining RID downwards from what was the proposed rate. This implies the Town raised more money from its UV Mining RID differential than was approved and adopted by Council. This was not the intended outcome which the document trail demonstrates.

The Department of Local Government Sporting and Culture (DLGSC) advised there are existing provisions within the Local Government Act 1995 to correct the typing error in the council resolution. The matter requires an application be made to the State Administrative Tribunal (SAT) to have the rate quashed. Based on a precedent set by SAT (Shire of Toodyay), it will mean all UV differential rates for 2023-2024 will need to be quashed. Upon SAT approval, Council may then retrospectively adopt new corrected UV rate in the dollar charges for 2023-2024 and a budget for other circumstances to effect the correction.

LEVEL OF SIGNIFICANCE

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

- Significant - The extent to which the decision flows logically and consequently from a significant decision already made or from a decision in the strategic or annual corporate plans.

CONSULTATION

Internal

- Finance Team

External Agencies

- DLGSC

Community

- Nil: Already undertaken in 2023

LEGISLATION AND POLICY CONSIDERATIONS

s 6.82 of the Local Government Act 1995

General review of imposition of rate or service charge

- (3) The State Administrative Tribunal dealing with a matter referred to it under this section may make an order quashing a rate or service charge which in its opinion has been improperly made or imposed.

s 6.3 of the Local Government Act 1995

Budget for other circumstances

A local government is required to prepare and adopt* a budget in a form and manner similar to the annual budget with such modifications as are necessary to meet the case —

(a) where required to do so in consequence of the quashing of —

(ii) a rate or service charge, by a court or by the State Administrative Tribunal

Policy 2/004 Rating

FINANCIAL AND RESOURCE IMPLICATIONS

Based upon the 2023-2024 adopted annual budget’s UV Mining rateable valuation amount of \$214,659,701 the financial impact of this typing error equates to \$691,418 plus adjustments for interim rating amounts post budget adoption.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

Environmental

Nil

Economic

Nil

Social

Nil

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* apply 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	Incorrect Rate in the Dollar transposed in officer recommendation
Effect (Consequence)	Discrepancy between annual budget and Council minutes
Risk Treatment	Use provisions of the Local Government Act 1995 to correct
<p>There is a/an Operational risk associated with this item caused by the change to the RID amount, leading to a discrepancy in the RID adopted and that intended within the annual budget statements.</p> <p>The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).</p> <p>This risk will be treated by the proposed application to SAT and following adoption of a budget for other circumstances.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

An application to SAT will be made, followed by a further report to Council to adopt a corrective action being a budget for other circumstances

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

Credits and or refunds for the affected properties will be made.

CONCLUSION

The typing error was unintentional, and correction is necessary to ensure the intentions of the 2023-2024 annual budget outcomes are compliantly achieved. Legal representation is required. It is proposed to engage the same counsel that has represented the Town on rating matters.

ATTACHMENTS

1. NOILDR 2023-2024 [**12.1.3.1** - 1 page]
2. 2023-2024 Statement of Rating [**12.1.3.2** - 1 page]
3. 2023-2024 Annual Budget 26 July 2023 OCM Minute [**12.1.3.3** - 1 page]

12.1.4	Corporate Business Plan Quarterly Report - 2023-2024 Quarter 4
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Author: Senior Corporate Performance Advisor
Authorising Officer: Director Corporate Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council receives and notes the Corporate Business Plan Quarterly report, for the period April to June 2024 as contained in this report and attachment 1.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to provide the Council with a quarterly progress report against the Corporate Business Plan (CBP) 2023-2027 for the period April to June 2024.

DETAIL

The Integrated Planning and Reporting (IPR) provides local governments with a framework for establishing local priorities and linking these to operational functions as detailed in Strategic Community Plans and Corporate Business Plans. The IPR Framework requires that regular monitoring and reporting of these plans are undertaken. The Town of Port Hedland’s IPRF recommends implementing quarterly reports to inform the Council of the Town’s performance against the community outcomes, enabling the Town to respond to changing priorities.

The Town of Port Hedland’s CBP 2023-27 was adopted by Council on 30th August 2023. It outlines the organization’s services, service levels, any planned changes and major projects to achieve the deliverables listed in the Strategic Community Plan (SCP) 2022-2032 and is reviewed annually in line with the development of each year’s annual budget.

The Town reports on a quarterly basis to Council on the performance against all the services, major projects and capital works listed in the Corporate Business Plan. The report provides information on the achievements and performance against the CBP actions and indicates whether the project or program is on track. The quarterly report ensures that the Council and the community are aware of the Town’s progress against the CBP’s Actions and that services are being delivered. It is an effective means to update Council and the community on progress against agreed priority actions.

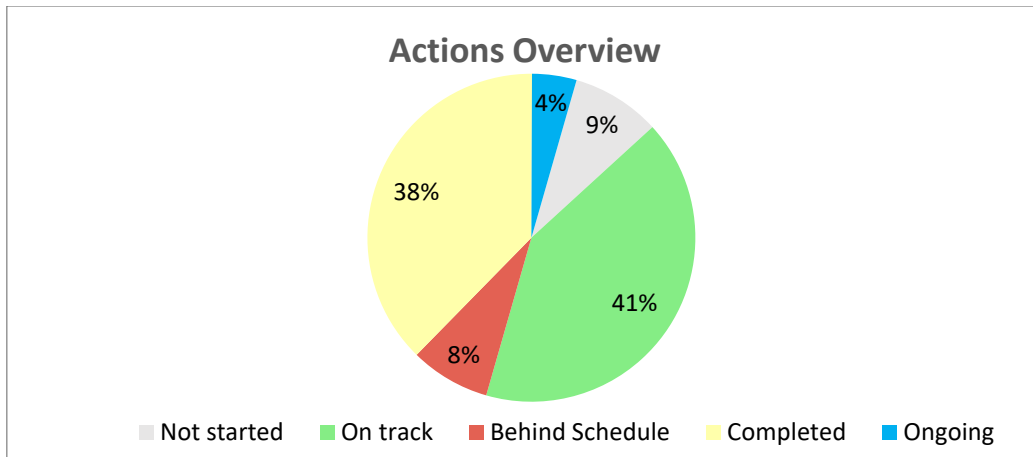
The 2023/24 Q3 Report was presented to Council at the 24 April 2024 OCM. This (Q4) report outlines the progress made against the service levels outlined in the CBP for the period April to June 2024.

The report identifies the key actions, the status of each action, the percent complete along with commentary on the progress where applicable. The majority of the services are being progressed and are on track. However, some of the actions have yet to start or behind schedule and delays have been explained. Comments have been provided for such actions including details of their expected start dates.

Summary:

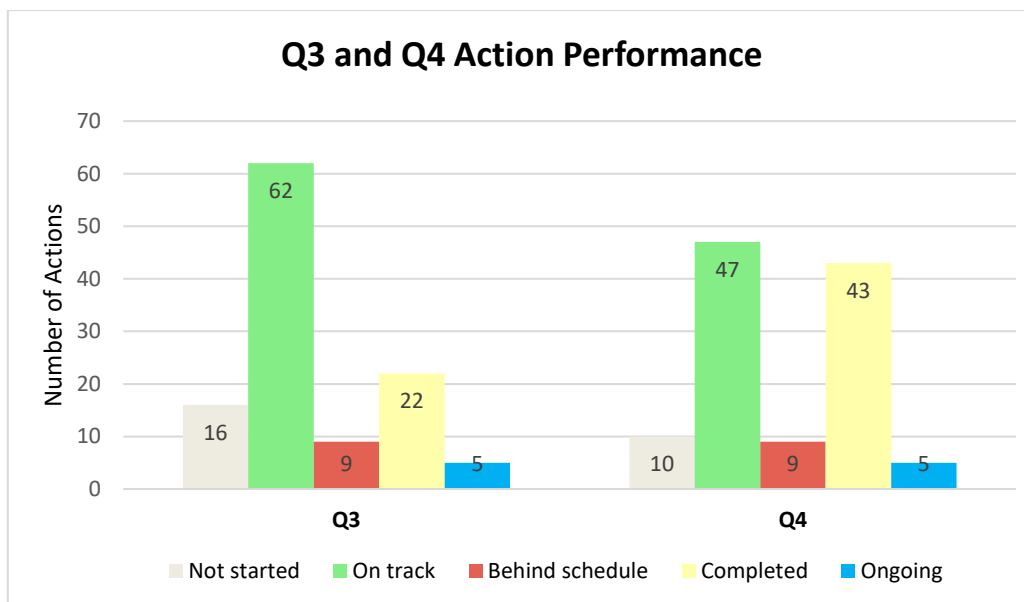
The report is grouped under each Directorate and provides a narrative update against each respective CBP action. The table and chart below provide a summary of the overall progress of the 114 actions reported against. Each action is allocated a status in accordance with the table below.

Action Progress Status	Description	Number	%ge
Not started	This initiative/project is scheduled to start at a later time in the course of the Corporate Business Plan	10	9
On track	This initiative/project is in progress and expected to be completed in the scheduled time	47	41
Behind schedule	This initiative/project has not started at the scheduled time or is in progress but not expected to be completed in the scheduled time. Please see the "comment" column for an explanation and management response	9	8
Completed	This initiative/project was completed during the last quarter	43	38
Ongoing	This initiative/project is in progress and expected to continue for some time in the future	5	4
Total		114	100



Q3 to Q4 Progress update:

The chart below shows the actions overview of the progress made from Q3 to Q4:



Of the 114 CBP actions, 90 actions are both on track and completed, 9 actions are behind schedule and 10 actions have not started in Q4 as compared to 84 actions on track and completed, 9 behind schedule and 16 not started. There were 5 ongoing actions in both Q3 and Q4. This indicates a progression in the right direction towards achieving the deliverables listed in the SCP.

Q4 Highlights:

Highlights of the period April to June include the progression of many important projects such as review of important informing plans and the early stages of important community projects including:

- Key worker housing – RFP evaluation process was concluded. Anticipated outcomes of this evaluation will be presented to council for endorsement during the July/August session.
- ERP – Budget module, Integrated Workplace Health and Safety system and Leisure Management system were completed and are in production.
- Community Safety – Ongoing engagement to create awareness of community safety initiatives.
- JD Hardie Youth Hub Stage 4 – Schematic concept design has been successfully completed.

Issues:

The following CBP actions have not progressed in Q4:

- Marina Community Building schematic concept design by June 2024 – This action is marked as complete in the report, however, the schematic concept design was presented to Council for endorsement at the May 2024 OCM, but the motion lapsed.
- Building community recycling centre by June 2025 – Tender was presented to Council at the May 2024 OCM and was not awarded.
- Adopt Ngalikuru Kuma-Marri Plan 2023-2027 (Hedland Aboriginal & Torres Strait Islander Partnership Plan) by March 2024 – The plan was completed and presented to Council at the June 2024 OCM but was not adopted.

Minor Changes:

The report has been updated with some minor changes from the previous version as follows:

- The table and chart have been updated to reflect the correct numbers and percentages.
- 1.2.3.1 – Status was changed from 'behind schedule' to 'completed'.
- 1.3.4.1 – Status was changed from 'on track' to 'completed' and comments realigned.
- 2.3.4.5 – Status changed from 'on track' to 'behind schedule'.
- 3.3.4.1 – status was changed from 'not started' to 'on track' and comments realigned.
- 3.2.3.1 – comments were changed to reflect the new completion date of September.
- 3.2.3.3 – The word "Placeholder" was deleted from the comments.
- 3.2.2.4 – status changed from "completed' to 'behind schedule' and comment updated.

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 is not of a nature or significance that requires engagement.

CONSULTATION

Internal

- ELT
- SLT
- Senior Officers

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Section 5.56 of Local Government Act 1995 outlines the requirement for Local Governments to plan for the future. The adoption, implementation and reporting of strategic community and CBP facilitate this requirement.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

Corporate Business Plan

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

Our Corporate Services:

Strategic and Corporate Planning - Planning for the future (Integrated Planning and Reporting): community vision, clear strategic direction and financial sustainability.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Compliance Reputational
Cause	Not reporting to Council
Effect (Consequence)	Not delivering on the Council and community expectation to be informed of the Town’s performance against the Corporate Business Plan. Non-compliance with the IPR (Integrated Planning and Reporting) requirement to have a system of monitoring and reporting performance of the Town’s Strategic Community Plan and the Corporate Business Plan.
Risk Treatment	Progress report on the Town’s CBP performance is provided to Council
<p>There is a Strategic, risk associated with this item caused by non-compliance with statutory requirement and the potential for the Town to be unable to meet community expectations, leading to perception that the Town has not performed as expected by the community.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be eliminated by receiving and noting the progress report.</p>	

OPTIONS

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

CONCLUSION

This report is provided to inform the Council of the progress the Town has made in regard to the adopted Corporate Business Plan 2023-2027. The Corporate Business Plan outlines the organization's services, service levels and major projects to achieve its deliverables in the Strategic Community Plan. The report identifies the status of each action along with commentary on the progress where applicable for the period April to June 2024.

ATTACHMENTS

1. To PH CBP Quarterly Report_ 2023-24 Q 4 V 4 [**12.1.4.1** - 29 pages]

12.2 Community Services

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

OFFICER’S RECOMMENDATION

That Council:

- 1. Receive and note the Town of Port Hedland Access and Inclusion Plan 2023- 2024 Annual Report.**
- 2. Receive and note the Department of Communities Disability, Access and Inclusion 2023- 2024 Progress Report.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose is to enable the Council to consider and receive and note the annual report on the implementation of *the Town of Port Hedland Access and Inclusion Plan 2023-2026* (The Plan) and further note the Department of Communities Disability, Access and Inclusion Progress Report 2023-2024.

The Plan is a strategic document for the Town of Port Hedland (ToPH) required by the Government of Western Australia and registered with the Department of Communities, Disability Services. It is a public document which is implemented over four years and reported on annually. This item recommends the Council receive and note the annual report on the *Town of Port Hedland Access and Inclusion Plan 2023-2026* for the year ended 30 June 2024.

DETAIL

The Access and Inclusion Plan 2023-2026 (The Plan) was developed by the Town as an expression of commitment to the development of a vibrant, caring, connected and inclusive community where people of all ages, abilities and backgrounds participate and contribute.

All public authorities in Western Australia are required under the Disability Services Act 1993 to develop, implement, review and report on a Disability Access and Inclusion Plan (DAIP). *The Town of Port Hedland Access and Inclusion Plan 2023-226* was adopted at the Ordinary Council Meeting held on 22 February 2023 (Minute Item 12.2.1 Page 17) and is a DAIP under the Act. This report is also included in this item under the attachments.

An effective Access and Inclusion Plan ensures that all people can access services, facilities, buildings, employment, complaints processes, services and information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community. The Plan outlines the strategies the Town will use to achieve this, including addressing barriers to access and promoting inclusion for people with disabilities, as required by the Act, over the next four years.

According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2022) over 21% of Australians have disability. This is a 3% increase from 2018. Almost 1 in 5 people identify themselves as having some form of disability. From this information it could be estimated that there are 2,671 people who identify as having a disability in Hedland.

In addition, according to the ABS Survey, the rate of disability in Aboriginal and Torres Strait Islander people is much higher than in the rest of the population across all age groups. 24% of Aboriginal and Torres Strait Islander people identify with a disability and 8.8% are likely for that disability to be a profound core activity limitation. The 2021 Census tells us that Aboriginal and Torres Strait Islander people make up 18.6% of the Town's community.

These statistics underline the importance of a robust approach addressing accessibility and inclusion which affects the whole population, including visitors. The Town's Access and Inclusion Plan 2023-2026 was adopted at the February 2023 Ordinary Council Meeting.

The detailed report on progress in implementing the Plan is presented in two formats attached to this report:

i) Department of Communities Disability Access and Inclusion Plan Progress Report 2023-2024

ii) Town of Port Hedland Access and Inclusion Plan 2023-2026 Annual Progress Report.

Some of the highlights of the Town's progress in implementing the Plan are:

- Establishment of the Access and Inclusion network engaging over 10 community groups working within the sector.
- The completion of the Milpaku Kuma/Port Hedland community centre, where practical and relevant, accessible features were included to ensure the communities' infrastructure is accessible to all community members abilities.
- New and redevelopment works provide access to people of all abilities including the Tennis and Hockey changeroom upgrades and Koombana lookout 1:14 ramp.
- Town events continue to include sensory friendly options - including 'Quiet Zone' Sensory Tent Activations and quiet zones.
- Implementation of weekly 'low-sensory' hours at ToPH leisure facilities Low sensory hours at Wanangkura Stadium give families the peace of mind that a daily time is accessible to experience low sensory stimulation in the gym.

- Investigation into improving access to the coast with the accessibility of beaches and foreshore environments.
- Improved amenity and recreational infrastructure for improved social inclusivity.
- Ensure maintenance repair and upgrades of pathways and kerb ramps.
- Continuation of the Senior Adults Living Triumphantly (SALT) community program.
- Programming at Town events considers the social inclusion needs of people with different abilities.
- Youth programs accommodate young people with disabilities.
- Make provision for additional accessible parking and alternatives at events.
- Install additional accessible seating in parks and along walking trails.
- Consider provision of appropriate ACROD parking bays to accommodate rear loading vehicles were safe and practical.
- The Town website refresh is in progress with completion due 2024-25. Will be in line with accessibility requirements.
- All Town websites are accessible and user friendly.
- Plain English and general accessible use of language employed across all communication channels.
- Professional graphic designers engage to ensure artwork meets accessibility requirements, such as font size in corporate documents.
- Improve community awareness on social and cultural inclusion and understanding of disability needs.
- Disability and Inclusion training is mandatory for all staff and is scheduled every quarter.
- The Town seeks community feedback through online and in person surveys to engage with a broad range of community members.
- The Town consults with disability support organisations and extends consultation invitations to clients and individuals with lived experience.
- The Town has developed a recruitment Diversity statement that reflects the Towns commitment to workplace diversity with this statement displayed on 100% of job vacancies.
- The Matt Dann Theatre and Cinema has run low sensory screening sessions, expanding. The accessibility of the movie going experience for more families.
- Increased financial support from the ToPH Community Grants Program to the Hedland community with a high focus on access and inclusion.
- Engagement with the Sensorium Theatre regional production.
- Improvement in the ToPH's promotion of access and inclusion initiatives and projects throughout the community.
- Development of the ToPH Community Development Plan and Asset Map.
- Improvements in ToPH governance initiatives with the introduction of AUSLAN Sign-Language considerations.
- Advocacy for improved wheelchair access and accessibility walkthroughs at South Hedland Shopping Centre.
- All staff compulsory training for bullying and discrimination in the workplace and Workshop.

- New policy development to reflect current legislative requirements and best practice commitment of the ToPH.
- Ensure that current feedback mechanisms are accessible to people of all abilities.

LEVEL OF SIGNIFICANCE

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

- Significant - The extent to which the decision flows logically and consequently from a significant decision already made or from a decision in the strategic or annual corporate plans.

CONSULTATION

During the 2023-2024 period, we engaged in consultations with both internal and external stakeholders to assess the outcomes achieved and to gather diverse perspectives. The community consultation and engagement phase of The Plan featured a variety of integrated activities, including both formal and informal interactions. These efforts facilitated a dynamic exchange of ideas, opinions, information, and knowledge among community members and stakeholders, fostering meaningful dialogues to identify common ground and evaluate options.

A notable initiative introduced by the Town was the establishment of the "Access & Inclusion Network." This network played a crucial role in hosting and facilitating community conversation sessions, engaging a broad spectrum of participants, including community members, businesses, and organizations. Through these sessions, the Access & Inclusion Network offered numerous opportunities for local citizens and groups to contribute to discussions on how to collectively build a more positive, stronger, and inclusive Port Hedland.

Internal Stakeholders:

- Executive Leadership Team
- Senior Leadership Team
- All Business Units at the Town of Port Hedland highlighted in the plan.

External Stakeholders:

- Lifestyle Solutions
- Department of Communities Disability Services
- EPIC
- Patches Pediatrics
- Hedland Home Education Group
- Silverchain
- Karlarra House
- Wangka Maya Pilbara Language Centre

- Cassia Education Support
- HCLA and Members

LEGISLATION AND POLICY CONSIDERATIONS

All public authorities in Western Australia are required under Part 5, sections 27-29C of the Disability Services Act (1993) to develop, implement, review and report on an Access and Inclusion Plan. Town of Port Hedland Policy 8/003 Access and Inclusion was considered in the preparation of this item.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

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.

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

Environmental

Nil

Economic

Nil

Social

Ongoing compliance with The Plan will provide a more accessible and inclusive community for people with disability, their families, and carers. There are no significant identifiable environmental or economic impacts relating to this item.

Access and Inclusion

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

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

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.

Youth and Community Development - Provide and/ or advocate for services and activities for youth and the wider community Engagement of the community to achieve sustainable outcomes, equitable decision making, and deepen relationships and trust between organisations and community.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Failure to prepare and submit the annual report on time
Effect (Consequence)	Breach of the Disability Services Act 1993
Risk Treatment	Report submitted to the Department of Communities on time
<p>This risk has been mitigated by submission of the report within the required time.</p>	

OPTIONS

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

CONCLUSION

The Town of Port Hedland, like all Western Australian government authorities, is required to have an Access and Inclusion Plan. The current Plan was adopted in February 2023. The first full year of the Plan was completed on 30 June 2024. The Council must prepare an annual report on progress in implementing the Plan and submit the report in the required format to the Department of Communities.

Significant progress on implementing the Access and Inclusion Plan has been made in the last year as detailed in the attachments below.

ATTACHMENTS

1. DAIP Progress Report 2023-2024 - Town of Port Hedland 1 [**12.2.1.1** - 13 pages]

2. TOPH Access and Inclusion Plan 2023-2026 Progress Report [**12.2.1.2** - 11 pages]

12.3 Regulatory Services

12.3.1	Readvertisement of Business Plan for Major Land Transaction - Kingsford Smith Business Park Stage 2
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Author: Senior Economic Development Officer
Authorising Officer: Director Regulatory Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Notes the revised Business Plan for a Major Land Transaction – Kingsford Smith Business Plan Stage 2;**
- 2. Notes that the Business Plan must be readvertised in accordance with Section 3.59 (6) of the *Local Government Act 1995*; and**
- 3. Endorses the public advertising of the Business Plan for a Major Land Transaction – Kingsford Smith Business Plan Stage 2 in accordance with section 3.59 (4) of the *Local Government Act 1995*.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider endorsing the revised Business Plan for Major Land Transaction – Kingsford Smith Business Park Stage 2 for public advertising in accordance with section 3.59 of the Local Government Act 1995.

DETAIL

Background

The Town of Port Hedland (Town) completed development of Stage 1 of Kingsford Smith Business Park in 2015. Since then, there has been interest from small and medium-sized businesses to operate out of Kingsford Smith to accommodate the service industry and bulky goods uses. All 36 lots developed as part of Stage 1 lots have been purchased as of 2022. Many of the Stage 1 lots remain undeveloped due to investor land banking or business plans being put on hold as a consequence of changed market conditions in Port Hedland and broader macroeconomic trends.

Stage 2

Demand for light industrial land remains strong. To cater to this demand, the Town has progressed development of Kingsford Smith Business Park Stage 2.

Stage 2 comprises of:

- Stage 2A

Consolidation of Titles of P404823/410 (Lot 410) and P404823/411 (Lot 411) and part of P404823/9006 (Lot 9006) into a single lot - Lot 801.

- Stage 2B

Subdivision of part of Lot 9006 and part of P404824/9008 (lot 9008) into:

- Lot 802
- Lot 803
- Lot 804
- Lot 805
- Lot 806
- Lot 807
- Lot 808

A map of the proposed subdivision and further detail regarding Stage 2 development is presented as part of the Business Plan (refer Attachment 1).

Major Land Transaction

Before undertaking a Major Land Transaction, the Town of Port Hedland under Section 3.59 of the Local Government Act 1995 is to prepare a business plan.

The business plan is required to include an overall assessment of the major land transaction and is to include details of:

- a. its expected effect on the provision of facilities and services by the local government; and
- b. its expected effect on other persons providing facilities and services in the district; and
- c. its expected financial effect on the local government; and
- d. its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
- e. the ability of the local government to manage the undertaking or the performance of the transaction; and
- f. any other matter prescribed for the purposes of this subsection.

The business plan presented to Council as Attachment 1 complies with these requirements.

Need for re-advertising the Major Land Transaction Business Plan

The Council previously endorsed the advertising of the Major Land Transaction Business Plan for Kingsford Smith Business Park Stage 2 at the 30 August 2023 Ordinary Council Meeting and subsequently adopted the Business Plan following public advertising at the 29 November 2023 Ordinary Council Meeting.

Since adoption of the business plan, further engineering advice received has resulted in a change in the expected financial impact of the development. The Town received

legal advice which advised that the Town is required to readvertise the revised business plan as the to the expected financial impact on Council was considered 'significant'. The expected financial impact has been revised from an approximate net income of \$1,763,799 million to expected net income between -\$344,717.55 and \$1,816,792.40 over a twenty-year period. The expected net income range considers the assessed costs of the works, cost of property disposal, land valuation, and potential variability of rates levied.

Subsection 6 of Section 3.59 of the *Local Government Act 1995* states '*If the local government wishes to commence an undertaking or transaction that is significantly different from what was proposed it can only do so after it has complied with this section [Section 3.59] in respect of its new proposal.*'

Public Advertising

If the Business Plan is endorsed by Council, the Town will make the plan accessible to the public through the Town of Port Hedland website and have hard copies available through the Town of Port Hedland Administration Office and the Town operated libraries for a period of at least six weeks.

The Town will present submissions made by the public to Council following the advertising period for Council to consider before deciding whether to adopt the Business Plan.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Executive Leadership Team
- Director of Regulatory Services
- Manager of Town Planning and Development
- Project Engineer
- Other relevant officers

External Agencies

- Mcleod Barristers and Solicitors
- Herron Todd White

Community

- The previous business plan was advertised in the West Australian with the public invited to make submission regarding the proposal up until Monday 23 October 2023.
No submissions were received in relation to the proposal.

LEGISLATION AND POLICY CONSIDERATIONS

- Section 3.59 (3) (4) and (6) of the Local Government Act 1995 and regulation 8A of the Local Government (Functions and General) Regulations 1996.

FINANCIAL AND RESOURCE IMPLICATIONS

The Financial Year 2024-2025 Capital Works budget includes an allocation of funds to undertake the works required to prepare the land comprising Stage 2B for subdivision.

It is expected the Town will generate net income within the range of -\$344,717.55 and \$1,816,792.40 over a twenty-year period from this project. Factors that may impact the net income received by the Town are discussed further in Major Land Transaction Business Plan attached as Attachment 1.

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 Economy:

2.2.3 Encourage innovation and new business creation to enhance the diversity of employment opportunities.

2.4.1 Market and promote Hedland for business investment opportunities.

2.5.1 Pursue investment in key infrastructure development such as the port, airport, service industry and logistics.

2.5.2 Ensure future supply of housing and serviced land for development.

2.5.6 Support regional growth initiatives.

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

Access and Inclusion

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

- Outcome 5 – Opportunities for Feedback
- Outcome 6 – Public Consultation

Corporate Business Plan

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

Our Regulatory Services:

Business and Economic Development - Lead an integrated and collaborative approach to achieve the community’s vision of ‘building prosperity for all – enabling sustained economic growth’

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	Failure to endorse advertising of the Business Plan
Effect (Consequence)	Development of Stage 2 would be put on hold until legislative requirements are met.
Risk Treatment	Adopting officer’s recommendations
<p>There is a reputational risk associated with this item as failure to endorse the Business Plan for public advertising would inhibit the sale of the lots under development.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be mitigated by adopting 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

This endorsement of the Business Plan for public advertising will allow the Town to meet its legislative responsibilities in seeking community feedback before undertaking a major land transaction.

ATTACHMENTS

1. Business Plan for Major Land Transaction - KSBP Stage 2B (v2) [**12.3.1.1** - 12 pages]

12.3.2	Port Hedland Visitor Centre - Quarterly Report 4: April - June 2024
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Author: Senior Economic Development Officer
Authorising Officer: Manager Planning & Economic Development
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council receives the quarterly report from the Port Hedland Peace Memorial Seafarers’ Centre Incorporated for the management of the Port Hedland Visitor Centre for the fourth quarter, April – June 2024.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the general operational report of the Port Hedland Visitor Centre, managed by the Port Hedland Peace Memorial Seafarers’ Centre Incorporated, for the fourth quarter from April – June 2024. This report addresses the reporting requirements outlined in the Management Agreement between the Port Hedland Peace Memorial Seafarers’ Centre Incorporated and the Town of Port Hedland for the management of the Port Hedland Visitor Centre.

DETAIL

The contract for the management of the Port Hedland Visitor Centre was agreed between the Town of Port Hedland and Port Hedland Peace Memorial Seafarers’ Centre Incorporated for the period 1 July 2019 to 30 June 2021 with a further three x 12-month extension options. Council has exercised all three of these extension options. At the 29 November 2023 Ordinary Council Meeting, Council agreed to vary the current contract by extending the third further term from 12 months to 16 months. The current management contract will end on 30 October 2024.

Under clause 24.2 of the agreement, Port Hedland Peace Memorial Seafarers’ Centre Incorporated is to provide the Town with a quarterly report which is to detail the following:

- Income and expenditure;
- Marketing and communication activities undertaken;
- Service Providers; and
- Maintenance and capital expenditure.

Desired outcomes of the agreement with the Port Hedland Peace Memorial Seafarers' Centre Incorporated are as follows:

- A friendly and professional face to face welcome to visitors with a consistently high quality, free information service to provide visitors to Port Hedland with insights into the region and distribute information about tourist product available in the region.
- A comprehensive range of local, regional and state-wide brochures, maps and directional information both in hard copy and available electronically.
- Information and booking service for accommodation and tours.
- Information on attractions, events, retail outlets, local services, road conditions and transport options.
- A web presence and digital strategy to educate and attract visitors to the local area.
- High quality customer service to visitors to the Visitor Centre.
- A focus on continuous improvement and service growth at the facility.
- A safe, clean and hygienic environment for staff, customers and other visitors.
- Strong, accountable financial management; and
- Clear, concise and accurate quarterly reporting on the operations of the facility.

The annual Key Performance Indicators (KPI) for the facility will be assessed at the end of the fourth quarter and are as follows:

- 15,000 visitors supported through the Visitor Centre.
- 1,000 people hosted on formal tours operated through the Visitor Centre.
- Gold/A1 Tourism accreditation maintained (or equivalent).
- Development of a web presence and digital strategy to educate and attract visitors to the local area.
- Development and distribution of up-to-date tourism documents promoting Port Hedland and the Pilbara region; and
- Execution of a program to greet and engage Cruise Ship visitors that also engages local businesses and community organisations.
- Adherence to minimum hours of operation.

The attached quarterly report outlines the progress made by the Port Hedland Peace Seafarers' Centre Incorporated in the period April – June 2024. The operational cost of the facility was reported to be within the parameters laid out in the management contract.

Notable events for the fourth quarter are described below:

- A total of 10,752 people were welcomed to the Centre during the reporting period. This represents a 10% increase compared to the same quarter the year before.
- 23,856 visitors to visitporthedland.com.au during the reporting period. This represents an 11% increase compared to the same quarter the year before.

- For this quarter, the Visitor Centre facilitated bookings for the Seafarers' Harbour Tour (500 participants) and the Twilight Industry Tour (450 participants). This is a decrease of 47% primarily due to reduced capacity on the Seafarers' Harbour Tour.
- Successful participation in the Pilbara Pride Festival which is attracting visitation from across the Pilbara, Kimberley, and wider Western Australia.
- Continuation of the Wedge Street Markets which attracted approximately 500 attendees.
- Collaboration with the Courthouse Art Gallery to host the Mother's Day Markets and Makers Markets which attracted approximately 1,800 attendees.
- Hosting Port Talks to provide information about the Port of Port Hedland to visitors who were unable to secure a spot on the Seafarers' Harbour Tour. The Port Talks attracted 1,065 people during the reporting period.
- Implementation of a photo exhibition based on Port Hedland's involvement in the World Wars in connection with ANZAC Day.
- Continuation of regular timeslot on Triple M Radio to promote activities, events, products and history.
- The Visitor Centre reported that the minimum operating hours were exceeded for the reporting period.
- The Visitor Centre reported they are fully staffed with three staff present during the busy tourist season.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because it relates to an existing contract between the Town and a third-party contractor.

CONSULTATION

Internal

- A/Director Regulatory Services
- Manager Planning and Economic Development

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

There are no legislative or policy considerations for this report.

FINANCIAL AND RESOURCE IMPLICATIONS

The management fee for the Port Hedland Visitor Centre was approved in the Town's Financial Year 2023-2024 budget.

The management fee relating to the contract variation was approved by Council by absolute majority at the 29 November 2023 Ordinary Council Meeting.

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:

1.2.1 Newcomers to Port Hedland are provided with inductions, information and opportunities to engage and get involved.

1.4.4 Community services and facilities are well promoted.

Our Economy:

2.4.2 Market and promote Hedland for tourism.

2.4.4 Market and promote the local lifestyle of the Hedland community.

Our Leadership:

4.3.1 High-quality and responsive customer service is provided.

4.3.2 Community members, businesses and tourists are engaged to provide feedback about local facilities and services.

Environmental

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

Economic

The economic benefits of having a well-managed Visitor Centre include developing a positive narrative about the town and attracting visitors to the region and increasing length of stay and visitor expenditure in the community.

Social

Nil

Access and Inclusion

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

- Outcome 2 – Buildings and Facilities
- Outcome 3 – Accessible Information
- Outcome 4 – Quality of Service

Corporate Business Plan

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

Our Regulatory Services:

Business and Economic Development - Lead an integrated and collaborative

approach to achieve the community’s vision of ‘building prosperity for all – enabling sustained economic growth’.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Perception that the Town has not performed its commitment to provide visitor services to tourist and the community.
Effect (Consequence)	Dissatisfaction among visitors and stakeholders, service disruptions, and a negative impact on the Town’s reputation and relationship with the community.
Risk Treatment	Council supports the officer’s recommendation.
<p>There is an operational risk associated with this item caused by the perception of a lack of commitment to the provision of visitor services, leading to dissatisfaction among visitors and other stakeholders.</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 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

This report is provided to inform Council of the operational progress made by Port Hedland Peace Memorials Seafarers’ Centre Incorporated from April – June 2024 in its role as operator of the Port Hedland Visitor Centre.

ATTACHMENTS

1. Quarterly Report - April - June 2024 [**12.3.2.1** - 15 pages]
2. Facebook insights - April - June 2024 [**12.3.2.2** - 6 pages]
3. Website analytics - April - June 2024 [**12.3.2.3** - 2 pages]
4. Visitor Comments - April - June 2024 [**12.3.2.4** - 5 pages]

12.3.3	Economic Development and Tourism Strategy - Bi-Annual Progress Report
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Author: **Business Engagement Officer**
Authorising Officer: **Manager Planning & Economic Development**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council receives and notes the Financial Year 2023-2024 Town of Port Hedland Economic Development and Tourism Strategy Bi-Annual Progress Report.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to inform Council on the progress of the action items identified in the Economic Development and Tourism Strategy.

DETAIL

The report details progress made by the Town regarding initiatives outlined the Economic Development and Tourism Strategy since its endorsement.

Council endorsed the Economic Development and Tourism Strategy at the 23 March 2022 Ordinary Council Meeting. The plan provides a long-term vision, aspiration and priorities and commits to ‘building prosperity for all – enabling sustained economic growth.’

Specifically, the plan seeks to:

- Provide a framework for the Town to lead and integrated and collaborative approach to achieve the community’s vision
- Guide the Town in supporting future economic development and tourism growth within the district
- Help relevant units within Town implement this strategy in partnership with the State Government, Federal Government, regional development bodies, and other strategic partners.

The Strategy identifies four pillars along with priority actions to meet the aspirational goals of creating 5,000 new jobs and growth on 11,600 residents by 2041. The four pillars and priority areas identified as part of the strategy are outlined below:

Pillar 1 - Advocacy

- Lobby State and Federal Government for Infrastructure
- Encourage and promote local procurement
- Lobby State Government Industry for policy change.

Pillar 2 - Marketing & Promotion

- Market and promote the area for business investment
- Market and promote the area for tourism
- Market and promote the local lifestyle

Pillar 3 - Infrastructure

- Ensure future supply of housing and services land for development
- Invest and develop community infrastructure
- Support tourism infrastructure development

Pillar 4 - Facilitating Growth

- Provide a supportive planning environment and support other local regional growth initiatives.
- Support other local and regional growth initiatives

Major Achievements for the Financial Year 2023/2024 include:

- The DAMA agreement in place has seen 315 people nominated and 41 businesses being endorsed. 38 endorsed applications have gone to labour agreements with the Department of Home Affairs as at 31 May 2024.
- The Town delivered several events to date including Spinifex Spree Carnival, Sunset Food Markets, Welcome to Hedland Community Expo, NAIDOC Concert, and Emma Donovan concert.
- The Town supported community led events such as TJC Events, PHTC Race Day, Scribblers Festival, Red Country Music and Pride in the Park.
- The Town secured funding from the Pilbara Development Commission to partially fund the Local Housing Strategy project.
- Government Relations Strategy developed and implemented.
- Government Advocacy Statement developed and endorsed.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because it addresses action achieved against a plan that involves the Hedland community and promotes economic growth.

CONSULTATION

Internal

- Town Planning and Development
- Public Affairs
- Procurement
- Events

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

All WA local governments are required to plan for future through adoption of strategic documentation under the Integrated Planning and Reporting Framework (IPRF).

The Economic Development and Tourism Strategy can be considered an important supporting document to the Town's Strategic Plans.

FINANCIAL AND RESOURCE IMPLICATIONS

All costs associated with the Economic Development and Tourism Strategy with the implementation of actions within the Economic Development and Tourism Strategy were approved through the relevant directorates' operational budget.

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 Economy:

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

2.1.2 Lobby State Government and industry for policy change.

2.1.3 Strengthen the levels of collaboration, partnership and active networking between industry and business operators and stakeholders.

2.1.4 Regularly engage local businesses, government agencies and other relevant stakeholders to:

- Identify strategic employment and economic development opportunities and priorities
- Assess and address market failures affecting the cost of living
- Assess and address cost of doing business challenges.

2.1.5 Encourage and support the development of industry specific value chains.

2.2.1 Engage and coordinate local training providers, business, industry, services, agencies, social sector and infrastructure providers in the development of training and employment opportunities.

2.2.2 Maintain strong partnerships with the private sector and government to fund projects and pursue job creation.

2.2.3 Encourage innovation and new business creation to enhance the diversity of employment opportunities.

2.2.4 Promote and support broader education and training options.

2.2.5 Continue to expand Council participation in initiatives that expand local training and employment opportunities, especially for young people and Indigenous residents.

2.3.1 Provide regular learning opportunities to enhance local business management skills and knowledge to enhance business performance.

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

2.3.3 Prioritise, encourage and promote local procurement.

- 2.3.4 Ensure business approval processes are transparent, and pathways streamlined.
- 2.3.5 Identify opportunities for new social enterprises, innovators, and small and medium-sized businesses and implement strategies to attract and support them.
- 2.4.1 Market and promote Hedland for business investment opportunities.
- 2.4.2 Market and promote Hedland for tourism.
- 2.4.3 Grow and promote existing and new local events that champion local culture and community.
- 2.4.4 Market and promote the local lifestyle of the Hedland community.
- 2.4.5 Promote major economic achievements and contributions of the Hedland economy at local, regional, state, national and international levels.
- 2.5.1 Pursue investment in key infrastructure development such as the port, airport, service industry and logistics.
- 2.5.2 Ensure future supply of housing and serviced land for development.
- 2.5.3 Invest and develop key community and recreation infrastructure.
- 2.5.4 Improve public transport services and frequencies throughout both residential and industrial estates, especially after hours.
- 2.5.5 Support tourism infrastructure development.
- 2.5.6 Support regional growth initiatives.

Environmental

- Nil

Economic

- As outlined in the Progress Report

Social

- Implementation of the Economic Development and Tourism Strategy improves the economic operating environment across the Town, providing additional services and amenity to local residents and improving overall liveability.

Access and Inclusion

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

- Outcome 4 – Quality of Service

Corporate Business Plan

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

Our Regulatory Services:

Business and Economic Development - Lead an integrated and collaborative approach to achieve the community's vision of 'building prosperity for all – enabling sustained economic growth'.

Housing - Provide for housing availability to meet the needs of the community and industry.

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance Reputational
Cause	If the Economic Development and Tourism Strategy is not effectively implemented and reported on, this may result in disengagement from investors, local businesses, and strategic partners.
Effect (Consequence)	Inefficiency in the monitoring and reporting of this strategy will negatively impact the diversification of the local economy and increase the reliance on the resource sector causing a rise in the cost of living which will affect the wider Hedland community.
Risk Treatment	Effective implementation and reporting on the Economic Development and Tourism Strategy.
<p>There is an Operational risk associated with this item caused by not efficiently implementing the strategy, leading to negative effect on the local economy. The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be mitigated and reduced by the continued implementation, monitoring and progress reporting on the Town of Port Hedland's Economic Development and Tourism Strategy.</p>	

OPTIONS

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

CONCLUSION

The Town of Port Hedland Economic Development and Tourism Strategy 2022 is a strategic planning document that provides a long-term vision, aspiration and priorities and commits to ‘building prosperity for all – enabling sustained economic growth.’

ATTACHMENTS

1. ED&T Strategy - Progress Report - August 2024 [**12.3.3.1** - 5 pages]

12.3.4	RFT2324-28 - Panel for Report Writing, Investigation and Response Consulting
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Author: **Business Engagement Officer**
Authorising Officer: **Manager Planning & Economic Development**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council awards the following successful Respondents to the panel RFT2324-28 ‘Pre-Qualified Panel for Report Writing, Investigation and Response consulting’ for an initial period of one (1) year, with two (2) x one (1) year extension options, exercisable at the discretion of the Town of Port Hedland for the following categories:

- 1. Feasibility studies/business cases**
 XxxX
 XxxX
 XxxX
 xxxX
- 2. Financial/economic analysis**
 XxxX
 XxxX
 XxxX
 xxxX
- 3. Urban and regional planning**
 XxxX
 XxxX
 XxxX
 XxxX

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The report provides a summarised assessment of the submissions received in response to (Tender) RFT2324-28 “Panel for Report Writing, Investigation and Response consulting” (Panel), and for Council to endorse the evaluation panel’s recommendations of contractors to be appointed to the Panel.

The Town has successfully used a panel before with the most recent report writing panel expiring in August 2024. Panels provide an avenue for suppliers to work directly with the Town without the Town needing to go through a vetting process for each and every request. The panels are set up to pre-qualified suppliers who provide hourly rates for their services.

DETAIL

The Town of Port Hedland is seeking to award a Panel for Report Writing with extensive expertise and skills to assist the Town with various report writing projects.

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers (Panel) may be created where the following factors apply:

- A range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local area, that would satisfy the test of 'value for money';
- The purchasing activity under the intended panel is assessed as being of a low to medium risk;
- The panel will streamline and improve procurement processes; and
- The Town of Port Hedland (the Town) can establish, manage the risks and achieve the benefits expected of the proposed panel.

The Panel will provide cost-effective and expertise for effective Report writing, investigation and response consulting consisting of the following categories:

- Feasibility studies/business cases
- Financial/economic analysis
- Urban and regional planning

REQUEST FOR TENDER

Invitation to Apply

Tender RFT2324-28 was released via VendorPanel (the Town's e-tendering portal) on 1 May 2024 and was publicly advertised in both the West Australian and the Northwest. The closing date for submissions was 3:00pm WST on 19 June 2024, as required by the Local Government Act 1995.

The tender included the option for respondents to apply to up to five categories, which were:

- Feasibility studies/business cases
The successful consultant will be required to undertake feasibility studies/business cases on behalf of the Town on a range of commercial or community projects.
- Financial/economic analysis
The successful consultant will be required to undertake financial, economic and/or social analysis on a range of commercial and community projects.
- Urban and regional planning
The successful consultant will be required to undertake projects and report writing that relates to urban and regional planning matters.
- Tourism and visitor economy
The successful consultant will be required to undertake studies, business planning and report writing on matters related to tourism and the visitor economy.
- Grant writing

The successful consultant will be required to compile data and documents and write submissions on behalf of the Town for State and Federal grant opportunities.

Addendum Details

There were nine (9) addendums throughout the process seeking clarification on the following,

1. Requested information on the Type of project to be expected.
2. Scope of work for the Tourism and Visitor Economy Panel.
3. Changes to application already submitted
4. Seeking the limit of consultant liability under the procurement policy.
5. Evidence of Insurance
6. Are financial referees required.
7. Are the requested insurances mandatory
8. Price Schedule
9. Conditions of Contract

Tender Closing

Tender RFT2324-22 closed on 19 June 2024 3:00pm WST, with twenty-four (24) submissions received from the following respondents:

1. A1 Strategy and Infrastructure
2. Acorn Project Advisory Pty Ltd
3. AEC Group Pty Ltd
4. Altus Planning Pty Ltd
5. APP Corporation Pty Ltd T/A The APP Group
6. CreativeIQ Pty Ltd ATF CreativeIQ Trust T/A Blusalt Consulting
7. Developed Property Pty Ltd
8. FTI Consulting (Australia) Pty Ltd INC
9. Harby Enterprises Pty Ltd
10. Hatch Pty Ltd
11. Infillr Pty Ltd T/A Haul Group
12. Ink Strategy Pty Ltd
13. Lake Advisory
14. Marketrade
15. Point8 Pty Ltd
16. Systems Edge Management Services T/A Pracsys Management Systems
17. Rhelm Pty Ltd
18. RPS AAP Consulting Pty Ltd
19. SHF Planning Pty Ltd
20. Stantec Australia Pty Ltd
21. Niche Planning Studio Pty Ltd ATF The Niche Planning Studio Unit Trust
22. Brightstone Productions T/A Tracker Development
23. Urbis Ltd
24. Mahjae Pty Ltd T/A Whitney Consulting

Tender Evaluation

The Town has adopted the best value for money approach to the request for this

Panel. This means that although price is considered, the responses containing the lowest price will not necessarily be accepted, nor will the lowest offer be ranked the highest on the qualitative criteria.

The evaluation for RFT2324-28 was conducted in accordance with the Town’s Procurement Policy, which requires at least three evaluation panel members, two (2) of which must be from the Town’s Executive team. In this instance, the panel consisted of:

- Director of Infrastructure Services
- Acting Director Regulatory Services
- Manager Planning and Economic Development
- Senior Economic Development Officer
- Business Engagement Officer

As no members of the evaluation panel declared any financial or proximity interests for this tender, they evaluated each response individually before the evaluation panel consensus meeting.

The qualitative criteria used to evaluate the responses to RFT2324-28 were weighted, as follows:

Criteria	(%)
Relevant Experience & Understanding	40%
Capacity to Deliver & Resources	30%
Key Personnel & Skills	30%
	100%

The scores for each criterion are multiplied by their respective weight, giving an overall aggregated score. This ensures that the evaluation of each response considers the varying importance of each criterion. The aggregate score of each response is then used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

Of the submissions received, one (1) response was deemed non-compliant, and as such was removed from the final assessment. The remaining respondents provided compliant tender responses.

The evaluation panel consensus meeting was facilitated and attended by the Town’s Procurement Team and held on Thursday 20 June 2024. The objectives of the panel consensus meeting were to:

- a) Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- b) Ensure adherence to Local Government policies and legislation;
- c) Ensure that the requirements specific in the request are evaluated in a way that can be measured and documented; and
- d) Make a recommendation to Council.

A summary of the assessment results of each submission received is included in the

confidential evaluation report (Evaluation Report) attached.

The Town's Procurement Policy (2/022) requires at least three contractors per category be appointed under a panel to be compliant with the policy (refer to section 2 of policy 2/022). This Panel included five (5) categories as part of the tender and assessment process, however, the following two categories either did not have enough contractors submit a response, or the Evaluation Panel determined there were not three respondents who submitted a response that aligned with the objectives of the categories. As a result, the following two categories will not be awarded under this panel:

- Tourism and visitor economy
- Grant writing

The Town is seeking to award the following three categories, which had a minimum of three compliant tender responses, to form a Panel of Pre-Qualified Contractors for report writing, investigation and response consulting:

1. Feasibility studies/business cases
2. Financial/economic analysis
3. Urban and regional planning

Operation of Panel

The Town's policy "2/022 Panels of Pre-Qualified Suppliers" governs the use of panel arrangements at the Town.

As stipulated in the Request for Tender, Town staff may either directly engage with or seek multiple quotes from any of the respective panel suppliers.

The Town will aim to distribute the goods or services required between each Panel Member so that the total value of the services awarded to each supplier is similar at the end of the term of the Panel Agreement. Care will be taken to ensure that no one Contractor is overloaded at any time by keeping accurate records of the timelines of each job

All purchases made via pre-qualified suppliers are to be made in line with any financial delegation limits imposed under the Town's Delegation Register.

Contract Term

Each supplier contract established under this panel will be for an initial term of one (1) year, with two (2) options to extend for a further one (1) year term. Extensions will be exercised at the sole discretion of the Town, by an appropriately delegated officer in line with delegation 1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services function 9.

LEVEL OF SIGNIFICANCE

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

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

- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Internal

- Director Infrastructure Services
- Acting Director Regulatory Services
- Manager Planning and Economic Development
- Senior Economic Development
- Business Engagement Officer

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Section 3.57 of the Local Government Act 1995, and division 2 of the Local Government (Functions and General) Regulations 1996 apply in relation to the invitation of tenders.

The Evaluation Report and correspondence details relating to the respondents offers are deemed confidential pursuant to section 5.23 (C) and (e) of the Local Government Act 1995.

The following Town policies were considered in relation to this Panel:

- 2/007 'Purchasing'
- 2/016 'Regional Price Preference'
- 2/022 'Panels of Pre-Qualified Suppliers'
- 4/009 'Significant Decision Making'

The successful suppliers must also abide by the Town's Code of Conduct while carrying out works for the Town.

FINANCIAL AND RESOURCE IMPLICATIONS

As this is a Panel Arrangement with no set orders, a fixed contract value will not be available.

The estimated spend under this panel over the three (3) years, is approximately \$500,000 annually utilising the operational budget. Expenditure will likely be across Economic Development and Tourism, Planning and other business units across the organisation. It is likely that the true spend will be less than \$500,000, however, in case there are years where the spend is \$500,000 or more, it is recommended that Council award the Tender to ensure compliance with the CEO's delegation under the Town's procurement policy.

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 Economy:

2.3.3 Prioritise, encourage and promote local procurement.

Our Built and Natural Environment:

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

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 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:

Strategic and Corporate Planning - Planning for the future (Integrated Planning and Reporting): community vision, clear strategic direction and financial sustainability.

Our Regulatory Services:

Housing - Provide housing availability to meet the needs of the community and industry.

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Increased internal administration pressure and lengthy timeframes to write complex reports and consult with key stakeholders.
Effect (Consequence)	Will likely cause delays in the provision of recommendations to Council on major projects and policy adoption.
Risk Treatment	Adopting the officer's recommendation will mitigate this risk by enabling the Town to work directly with pre-qualified contractors who have already been evaluated and deemed competent and capable of handling various types of work.

There is a current operational risk caused by the requirement to engage contractors at short notice, if required.

The risk rating is considered to be Low (1) which is determined by a likelihood of Likely (4) and a consequence of Minor (2).

This risk will be reduced by adopting the officer's recommendation as the contractors on the Panel have already been assessed for competency and are pre-qualified. All information is reviewed and considered before any decision or direction is made.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The Town is looking to appoint a panel with extensive expertise and skills to support various tasks, ensuring the timely delivery of report writing, investigations, and consulting responses. Tender RFT2324-28 responses have been thoroughly evaluated, leading to a recommendation of contractors for inclusion in the pre-qualified panel.

By adhering to procurement policies, using rigorous evaluation criteria, and consulting with internal stakeholders, the Town has ensured transparency, fairness, and accountability throughout the process.

Establishing this panel will enhance the Town's ability to execute report writing projects efficiently and effectively, with a broad range of expertise available to support its initiatives

ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFT 2324-28 Evaluation Memo to CEO [**12.3.4.1** - 6 pages]
2. CONFIDENTIAL REDACTED - VP410957 - Multi party Evaluation Report [**12.3.4.2** - 23 pages]
3. CONFIDENTIAL REDACTED - Request Summary Report [**12.3.4.3** - 59 pages]

12.3.5	Signage Strategy and Wayfinding Signage Style Guide - Initiation
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Author: Project Officer - Strategic Planner
Authorising Officer: Manager Planning & Economic Development
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Endorses the draft Signage Strategy and Wayfinding Style Guide, as presented in Attachment 1 and 2;**
- 2. Provides for a local public notice of the draft Signage Strategy and Wayfinding Style Guide for a minimum of 28 days;**
- 3. Subject to no adverse comments or feedback being received, adopts as the final version, the Signage Strategy and Wayfinding Style Guide.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to consider initiation of draft Signage Strategy (**Attachment 1**) and Wayfinding Style Guide (**Attachment 2**). Should the Council resolve to endorse the draft Strategy and Style Guide, it will be advertised for public comment before being adopted subject to no adverse comments or feedback being received.

DETAIL

The Town of Port Hedland provides and maintains a range of sign types across the local government area that are used to give directions, identify and promote locations, provide information and education, and to raise safety awareness. A well-designed signage system provides benefits including cohesive place branding, increased tourism and economic benefits, encourages active transport, celebrates unique features and stories associated with a place, assists with protection of natural ecosystems, and increase pedestrian and driver safety.

Background

In May 2023, the Town engaged Turner Design and CCS Strategic to develop a wayfinding signage strategy and wayfinding signage style guide. As part of this, an overview signage audit was undertaken. The audit identified a lack of wayfinding and tourism signage to attractions, services, and facilities, as well as inconsistent and out-dated interpretive/informational signage.

Following the audit, the Town, Turner Design and CCS Strategic undertook engagement with the community, including with internal stakeholders, town teams, local creative industries, tourism providers and tourists, community service providers, local business, State Government agencies, Aboriginal organisations, and the wider community.

In October 2023, Turner Design provided a draft wayfinding strategy and initial concept style guide for consideration by the Town. The design was derived from the outcomes of the community consultation phase of the project.

Review of the draft wayfinding strategy prompted an expansion of the project scope to include guidance on the Town's corporate signage style guide, Main Roads WA signage and the Spoilbank Marina signage style, and when each of the signage styles should be utilised. As such, a draft signage strategy that provides a holistic approach to sign types and designs within the Town has been prepared (**Attachment 1**). In addition, a Wayfinding Signage Style Guide details the proposed wayfinding signage design (**Attachment 2**).

The Draft Signage Strategy

Signage within the Town has been divided into six main categories including:

- Welcome Signs/ Entry Statements
- Vehicle Wayfinding Road Signs
- Pedestrian Wayfinding Signs and Interpretive Signs
- Town of Port Hedland Facility Signs
- Spoilbank Marina Signs
- Regulatory Signs

Each category is made up of different types of signs which form a role in the overall system. Generally, these roles can be described as locational, directional and/or informational.

The draft Signage Strategy and Wayfinding Style Guide will deliver a cohesive, legible, and clear signage system that connects visitors and residents with precincts and places. The pedestrian wayfinding signage design was derived from the outcomes of community consultation and reflects Hedland's unique character.

The implementation plan of the draft signage strategy outlines a staged approach to upgrading signage throughout the Town. This includes undertaking a detailed audit of the existing signage and then by removing, replacing, or installing new signage in a staged approach based on the assigned priority level and available budget. The full implementation plan can be found in Part 7 of the draft Signage Strategy (**Attachment 1**).

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of medium significance, because signage impacts a broad section of the community, and any submissions received from public advertising will be considered in the final version of the Signage Strategy and Wayfinding Style Guide.

CONSULTATION

Internal

- Executive Leadership Team
- Senior Leadership Team

External Agencies

- Pilbara Ports

Community

In August 2023, the following community engagement was undertaken:

- An online survey available to all residents
- One on one interviews with select key stakeholders
- Focus group sessions with groups of similar interests
- A workshop open to all residents and interested parties

Should the Council endorse the draft signage strategy and wayfinding style guide, it will be advertised for public comment for a minimum of 28 days before being adopted subject to no adverse comments or feedback being received.

LEGISLATION AND POLICY CONSIDERATIONS

- Mainroads WA Guideline: Sign Standards (2023)
- Main Roads WA Policy and Application Guidelines Tourist and Service Signs (2021)
- Main Roads WA Technical Library/Sign Index
- Australian Standards
- Town of Port Hedland Policy 12/010 Naming of Roads and Places
- Landgate Aboriginal and Dual Naming Guidelines

FINANCIAL AND RESOURCE IMPLICATIONS

Details on funding the strategy implementation can be found in the Funding section of the draft signage strategy (**Attachment 1**) on Page 56.

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.

Our Economy:

2.4.2 Market and promote Hedland for tourism.

Our Built and Natural Environment:

3.1.1 Inform and engage Traditional Owners, key stakeholders, and the community in the protection and enhancement of the natural environment.

3.1.2 Grow community understanding of local biodiversity and its protection.

3.1.4 Ensure natural resource assets are well-managed and enhanced.

3.3.6 A Cultural Wayfinding and Public Art Implementation Plan is developed and implemented.

Our Leadership:

4.1.2 Hedland is positively marketed and promoted locally, state-wide, nationally and internationally to tourists, investors and new residents.

4.1.3 A positive town narrative and a unique brand is developed and promoted.

Environmental

The Strategy and Style Guide provides signage types that can be implemented in line with the Town's Coastal Foreshore Management Plan 2021 and environmental-Sustainability Strategy 2022-2027 to better protect and manage conservation areas such as foreshore reserves.

Economic

The Strategy and Style Guide provides improved signage which will enable increased economic growth by improving navigation to local business. Clear and informative signage also enhances the tourist/ visitor experience by highlighting attractions and local culture, leading to higher satisfaction and repeat visits.

Social

The Strategy and Style Guide will deliver clear wayfinding signage that improves navigation and accessibility to everyone, including those with disabilities or unfamiliarity with the area. Interpretive signage educates the public about local history, culture, and environmental features, fostering a sense of connection and pride in the community. By enhancing visitor experiences, it encourages more community interaction and inclusivity. Additionally, effective signage can promote safety and awareness by providing crucial information about local services and regulations. Overall, well-designed signage systems contribute to a more informed, connected, and inclusive community.

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

Our Infrastructure Services:

Roads and Footpaths - Provide an effective road network through the construction,

maintenance and renewal of sealed and unsealed local roads and associated infrastructure.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Inconsistent and out of date and signage
Effect (Consequence)	Reduced overall experience and perceptions of Port Hedland
Risk Treatment	Adoption of the draft Signage Strategy.
<p>There is a Reputational risk associated with this item caused by inconsistent and out-of-date signage may lead to a reduced overall experience and perceptions of Port Hedland.</p> <p>The risk rating is considered to be Medium (8) which is determined by a likelihood of Likely (4) and a consequence of Minor (2).</p> <p>This risk will be eliminated by the adoption and implementation of the draft Signage Strategy.</p>	
Risk Type	Strategic
Risk Category	Financial
Cause	Not meeting Coastwest Grant funding agreement milestones.
Effect (Consequence)	The Town enters default on the grant funding.
Risk Treatment	Adoption of the Officer’s Recommendation.
<p>There is a financial risk associated with this matter because not meeting Coastwest Grant funding agreement milestones may lead to the Town entering default on the grant funding.</p> <p>The risk rating is low (3), which is determined by a likelihood of possible (3) and a consequence of insignificant (1).</p> <p>This risk will be eliminated by the adoption of the Officer’s Recommendation to progress the project.</p>	

OPTIONS

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

CONCLUSION

The draft Signage Strategy will deliver a cohesive, legible, and clear signage system that connects visitors and residents with precincts and places. The draft Wayfinding

Style Guide illustrates a pedestrian wayfinding signage design that was derived from the outcomes of extensive community consultation and reflects Hedland's unique character.

Officer Recommendation is for the draft Signage Strategy and Wayfinding Style Guide to be advertised for public comment before being adopted subject to no adverse comments or feedback being received.

ATTACHMENTS

1. Draft Signage Strategy 2024 [**12.3.5.1** - 64 pages]
2. Draft Wayfinding Signage Style Guide [**12.3.5.2** - 42 pages]

12.3.6	Response to the Western Australian Planning Commission (WAPC) - Proposed Seafarer's Centre - 3 Richardson Street, Port Hedland
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Author: Planner
Authorising Officer: Manager Environmental Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:
Advises WAPC that if it resolves to approve the development on Lot 4 (No. 3) Richardson Street Port Hedland, it is recommended that the following conditions and advice notes be applied:

Conditions

- 1. The developer shall provide public art within the development to a minimum value of 1% (\$100,500) of the estimated total development construction cost, in accordance with the Town of Port Hedland Local Planning Policy - 04 'Percent for Public Art'. Alternatively, a cash-in-lieu payment of this amount shall be made to the Town of Port Hedland, prior to the occupation or use of the development.**

To comply with the Policy, the developer or applicant on behalf of the developer shall, submit a statutory declaration within 60 days of the date of approval stipulating the choice of:

- a. Option 1: Applicant/developer chooses to co-ordinate the Public Art project themselves or by engaging an art consultant; or**
- b. Option 2: Applicant/developer chooses to pay cash-in-lieu to the Town of Port Hedland.**

- 2. Lodgment of a detailed Landscaping Plan to the satisfaction of the Town meeting the density as indicated on the landscape concepts including the following:**
 - a. The location, number and type of proposed trees and shrubs including planter and/or tree pit sizes and planting density;**
 - b. Planting species in consistence with the Town of Port Hedland Preferred Planting Guide;**
 - c. Feature shrubs at 1 per 1m2 and/or Feature groundcovers and grasses at 1 per 1m2;**
 - d. Mulch to be either woodchips or river shingle, to a minimum size of 20mm, spread at a minimum depth of 100mm;**

- e. All areas to be reticulated;
 - f. Garden bed edging to be kerbed;
 - g. Any existing landscaping to be retained;
 - h. Verge treatments;
 - i. Any lawns to be established;
 - j. Evidence that the proposed landscaping will not, at maturity, negatively impact the development or adjoining properties;
 - k. Details of any proposed fencing;
3. Lodgment of a revised Stormwater Management Plan in accordance with the Town's Local Planning Policy 11 – Stormwater Management to the satisfaction of the Town including the following:
- a. Locations of stormwater infrastructure;
 - b. Stormwater Capacity to be shown in rational calculation method;
 - c. Clarify the storage of 38m³ stormwater runoff capacity;
 - d. Details of proposed retaining walls;
 - e. Total span of box culvert and its requirement if all stormwater is being drained using subsoil drainage pits and pipes;
 - f. Details of box culverts and its connection to the PVC pipes;
 - g. Total number of soak wells/pits proposed along with the size of each pit;
 - h. Further details for relief pipe from soakwells to seawall. Please clarify if the pipe will be installed using boring;
 - i. Proposed hardstand finish for parking bays.
4. Lodgment of the following details with the Town of Port Hedland:
- a. Cross-section details for accessible ramp to ground floor;
 - b. Goods receipt driveway is in close proximity of the car park, turning templates are required to confirm safe maneuverings within the site;
 - c. Car parking bays designed to a 'User class 3A' with the B99 vehicle in accordance with AS 2890.1:2004 (2.7m x 5.4m).
5. Lodgment of the following details with the Town of Port Hedland for the future stage/s of the development:
- a. Details of future path connection for the proposed development to Marapikurrinya Park;
 - b. Details of the future carpark including the number of bays, specifications, and hardstand details;
 - c. Detailed site plan, elevations, and species list for the future stage of the proposed pocket park/public open space area.
6. Prior to the commencement of works, a Construction Environmental Management Plan is to be submitted to and approved by the Town of Port Hedland and thereafter be

implemented throughout the construction phase of the development. The Construction Environmental Management Plan shall include, but not be limited to, the following matters:

- a. Contact details of essential site personnel, construction period and operating hours;
- b. Community information, consultation and complaints management plan;
- c. Public safety, security and amenity;
- d. Traffic and parking management for the contractors and staff;
- e. Noise and dust management plan;
- f. Earthworks, excavation, land retention/piling methods and associated matters, all to be contained within the approved development site;
- g. Stormwater and sediment control;
- h. The delivery of materials and equipment to the site;
- i. The storage of materials and equipment on the site;
- j. Impact on traffic movement;
- k. Other matters likely to impact the surrounding properties.

Advice Notes

1. The development requires a Building Permit in accordance with *Building Act 2011* from the Town of Port Hedland prior to construction for any structural works, including fencing, retaining walls, signage, bin stores, light posts, and other temporary structures.
2. The development may require a Demolition Permit Application for the proposed removal of the structures and buildings. The applicant/developer shall liaise with the Town's Planning and Development Services in this regard.
3. The developer is reminded of its obligations to meet the provisions and requirements under the *Food Act 2008* and Standard 3 of the Food Standards Australia New Zealand. For any further information, please liaise with the Town's Environmental Health Services.
4. The Application for Food Business Activity shall be completed and submitted to the Town's Environmental Health Services prior to trading. For any further information, please liaise with the Town's Environmental Health Services.
5. All lodging houses are required to be registered under the *Health (Miscellaneous Provisions) Act 1911* and operate in accordance with that Act and the Town of Port Hedland Health Local Law 2016. Application for Registration of a Lodging House may be required. For any further information, please liaise with the Town's Environmental Health Services.
6. The developer is reminded of its obligations to meet the provisions and requirements under the *Environmental Protection (Noise) Regulations 1997*. For any further information, please liaise with the Town's Environmental Health Services.

- 7. The developer shall ensure all activities related to the construction of the development (such as but not limited to, storage of building materials and contractor vehicles) be contained wholly within the lot boundaries.**
- 8. The Signage/s proposed as part of the development shall comply with the Town's Local Planning Policy 02 – Advertising Signs. The developer/occupier shall liaise with the Town's Planning and Development Services in this regard.**
- 9. The developer is reminded of its obligations to meet the provisions and requirements under the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. For any further information, please liaise with the Town's Environmental Health Services.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to consider a mixed-use development for the Port Hedland Seafarer's Centre at Lot 4 (No. 3) Richardson Street, Port Hedland. The application has been referred to the Town by the Department of Planning, Lands and Heritage (DPLH) on 2 August 2024 for consideration. The subject site is within the West End precinct of Port Hedland with frontage to the harbour and adjacent Nelson Point tugboat haven. The development is to cater for the seafarers and associated activities, with some public access to the café and shop uses.

DETAIL

Background

The subject land is Lot 4 (No. 3) Richardson Street, Port Hedland (Refer to Location Plan and Aerial Photo below).



Location Plan



Aerial Photo

Proposal

The development consists of a two-storey mixed use building which includes:

- A chapel.
- Four short-stay accommodation rooms.
- A convenience stop.
- A café with public access.
- A commercial kitchen and server.
- Recreation areas.

- Office areas.
- Meeting rooms.
- Dining areas, ablution, shower facilities, breakout spaces and landscaped areas.
- Seven (7) on-site car parking bays including one universal access bay.

The proposal is supported by the following design and technical reports:

- Planning Report (RFF, 2024)
- Development Plans (Whitehaus, 2024)
- Landscape Concepts (Place Lab, 2024)
- Engineering Services Report (AIE Engineering, 2024)

Operational Details

- The mission to Seafarer's presently operates with 15 full-time, casual and volunteers with anticipation to expand up to 20 staff and 10 being present on site at any one time for the proposed development.
- Seafarer's office and administration – Monday to Friday 9 AM to 5 PM
- Seafarer's Hospitality function – 7 days a week 9 AM to 10 PM
- Cafe – 7 days a week between 11 AM to 8 PM and requiring a maximum of six staff at full capacity.

Port Hedland West End Improvement Scheme No. 1 (IS1)

The West End Improvement Scheme No. 1 (IS1) was gazetted on 18 September 2020. The Western Australian Planning Commission (WAPC) is the responsible authority for the enforcement and implementation of this Scheme and the execution of any works required to be executed under this Scheme. The aims of the Scheme are as follows:

- a) *"to provide a statutory planning instrument through which to implement the strategic planning framework and effectively guide the preparation of statutory plans, statutory referral documentation and policy (as may be required) to facilitate orderly and proper planning of the Scheme area;*
- b) *to implement the Government response to the Port Hedland Dust Management Taskforce Report to Government (2016) to prohibit sensitive land uses and restrict population growth in the West End of Port Hedland by prohibiting:*
 - a. *new residential development; and*
 - b. *development intended for use either exclusively or primarily by sensitive groups within the general population including:*
 - i. *older people (over 65 years);*
 - ii. *people with pre-existing cardiovascular or respiratory disease;*
 - iii. *children and adults with pre-existing respiratory conditions (asthma, bronchitis, chronic obstructive pulmonary disease); and*
 - iv. *children.*
- c) *to facilitate opportunities for investment in support of Port activities, and development of quality built form and public place design across the Scheme area and public foreshore reserve interfaces, that recognise the iconic location and heritage significance of the Port Hedland West End; and*
- d) *to recognise, protect and complement the primacy of the Port."*

Use Class / Permissibility

The proposed land use is 'Community Purpose'. Under IS1, community purpose is defined as '*premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.*'

Community purpose is a 'D (X)' use under the Scheme, which means that the use is not permitted unless the Commission has exercised its discretion by granting development approval.

OR

The use will be prohibited (X) where primarily occupied by susceptible people:

- *Older people (over 65 years);*
- *People with pre-existing cardiovascular or respiratory disease;*
- *Children and adults with pre-existing respiratory conditions (asthma, bronchitis, chronic obstructive pulmonary disease); and*
- *Children.*

In considering development application, the Improvement Scheme Text must be read in conjunction with the Improvement Scheme Report. The Report outlines the key issues and objectives for planning and development in the Scheme area and provides the basis for planning provisions under the Scheme.

As stated above, the proposal is considered a 'D (X)' use meaning that there would have to be no sensitive groups occupying the development to meet the requirements of IS1 and the Scheme Report. Due to the temporary occupancy nature and types of occupiers (assumed service workforce) for the accommodation, shop, café or office uses, it is considered that development would be suitable for the location.

Port Hedland West End Improvement Scheme No. 1 Improvement Scheme Policy No. 1 – West End Precincts

The policy provides a guide to land use and development within the West End, having regard to existing spatial arrangements of land uses, heritage, character, amenity, natural features and movement networks, and the longer-term intentions for development in specific locations of the West End.

The policy applies to all applications for development approval relating to land as depicted in the precinct plan below. There are four precincts within the Improvement

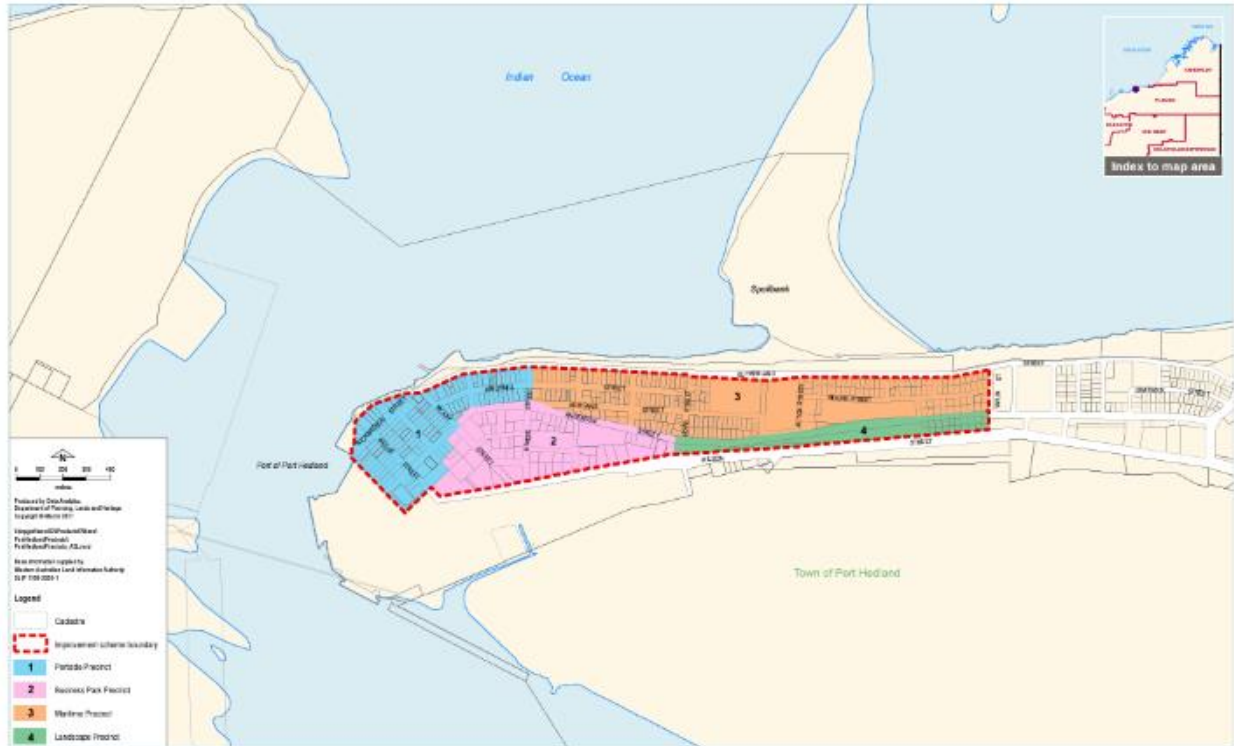
Scheme boundary:

- Portside
- Business Park
- Maritime
- Landscape

The proposed development is located within the Portside Precinct. Under the improvement scheme policy, this precinct aims to facilitate the following activities,

- *"provide a support service or have a synergistic relationship with port activity*
- *support the day to day commercial and services needs of the Port Hedland community*
- *respond to and conserve identified heritage values."*

Under Clause 7. Preferred land use options for each precinct, the proposed 'Community Purpose' is a preferred land use in the precinct and is consistent with the policy.



Precinct plan – Excerpt from the Port Hedland West End Improvement Scheme No. 1 - Improvement Scheme Policy No. 1

Signage

The Town’s Local Planning Policy on Advertising Signs LPP/02 provides guidance on signs and instances where development approval is not required from the Town. The policy also clarifies what signs are considered suitable by the Town for approval to provide certainty to businesses.

The development depicts a pylon sign near the primary entrance. It is recommended that the WAPC include an advice note, as detailed in the Officer Recommendation section requiring the pylon sign and any other signs (integrated into the building design) meet the requirements of the policy.

Public Art

The Town’s Local Planning Policy on Percent for Public Art LPP/04 applies to all new developments on zoned and reserved lands over the threshold value of \$2 million (two million dollars) shall set aside a minimum of one percent (1%) of the total project cost

to be put towards public art. The proposal for the proposed Seafarer's development is \$10,050,000 and is subject to the LPP/04.

In this instance, the Town considers that a preparation and implementation of a public art plan would be a suitable outcome to meet the policy requirements for the reasons:

- Some components of the development (cafe and future pocket park) is open to the Public and the development itself being in prominent location;
- The artwork as part of this development can lead a wider population to access and enjoy;

It is recommended that the WAPC request/ impose a condition as per the Officer Recommendation on requiring a public art plan be prepared and implemented or a public art contribution be made to the Town, in accordance with Clause 4.4 of LPP/04. This contribution will be for the specific purpose of providing a piece of public art within the Town boundaries or be installed in a "publicly visible" location within the site.

Landscape Designs

The proposed density of landscaping is consistent with the scale of development and complements the adjacent public open space (POS) / Marapikurrinya Park.

The detailed landscaping species list has not been included in the plans, and it needs to be provided and to be consistent with the Town's Preferred Planting Guide and the adjacent POS.

A detailed landscape design and species list will be required for the Town to comment any further including the details for the future stage, new pocket park and Marapikurrinya Park connection. It is recommended that the WAPC request/condition on requiring the same to be submitted to the Town as detailed in the Officer Recommendation section.

Coastal Planning

The Town's Local Planning Policy on Coastal Planning LPP/07 outlines the Town's considerations of land identified as being at risk from coastal erosion and inundation and avoiding inappropriate land use/s within the policy area. The proposed development is within the 2120 coastal erosion hazard line and the mapped extent of 100-year ARI-modelled (ARI - Average Recurrence Interval) inundation likelihood.

The Engineering Services Report prepared by AIE Engineering and Construction Management Pty Ltd (AIE) provides a detailed assessment of estimated inundations for the site within the context of expected Sea Level Rise (SLR) and wave attack during cyclonic storm surges. The sea wall provides protection to the site/proposed development and by raising the finished floor level to 6.1m AHD (AHD – Australian Height Datum) all the habitable areas of the building (shortstay rooms on the first floor) ensures the buildings have sufficient protection from inundation for a 100-year design life.

Stormwater Management

The Town's Local Planning Policy on Stormwater Management LPP/11 assists developers, engineers, landowners and the government in integrating suitable design measures into their own stormwater systems. The correct design and construction of appropriate systems will help reduce the damaging effects of heavy rainfall on private and public property and the public drainage network.

A Stormwater Management Plan prepared by AIE Engineering as part of the Engineering Services Report was submitted to support the proposal. As part of the Officer Recommendation, it is recommended that the WAPC request/condition on requiring an amended stormwater management plan to be submitted to the Town.

Access, Car Parking and Traffic Assessment

The site has frontages to both Richardson Street and the Port of Port Hedland. Most of the patrons accessing the development will arrive by boat via the Port's commercial Jetty. A western entrance and reception area fronting the Port is provided from where the cafe is accessed.

Schedule 1 of the West End Scheme No. 1 prescribes the parking requirements for any new developments within the West End zone. For the proposed 'Community purpose' the requirement is '1 bay for every 35m² floor area', meaning at least 49 bays are required in consideration of 1710m² proposed leading to a shortfall of 42 bays.

The subject site is well-serviced by public parking bays, with 28 bays within 100m and 152 bays within 200m of the site, however, these are often occupied by other surrounding land uses. The future stage for the new pocket park, connection to Marapikurrinya Park and parking bays on portion of lot 400 on plan 407880 will ease the pressure for parking bays. Considering this, amendments are not required and recommends WAPC the same in line with Schedule 1 of Improvement Scheme No.1 car parking variation provisions.

Town of Port Hedland Design Review Panel

On 28 July 2021, Council adopted Local Planning Policy 14 Design Review Panel (LPP/14). Subsequently, the Town appointed a Design Review Panel (DRP) to provide independent expert and technical advice to applicants, Town Officers and the Council on the development design and other relevant matters. The proposal met the criteria to be presented to the DRP and the applicant requested the proposal to be referred to the Town's DRP. The proposal was referred to the Town's DRP on 19th July 2024, prior to the lodgment of the development application with the Western Australian Planning Commission. The following is a synopsis of the DRP members on the proposed Seafarer's Centre:

'The Panel thanks the Applicant team for presenting to the DRP. The proposed design is commendable with only a few, relatively minor, refinements suggested by the DRP.

The design is an outstanding example how a thoughtful design approach can transform a building into a piece of architecture worthy of the name. The proposed

building takes advantage of the positive attributes of the site and the mission behind the brief and will be a great asset to the community. It also sets a new benchmark for design expectations in the region.

Of note is the use of the mesh screen that reinterprets the traditional veranda as a contemporary climatic response, the subtle but effective management of stormwater, the integration of landscape as a part of the design rather than an afterthought, the subtle use of nautical references, and the material and colour palette as a response to place and country.'

The DRP comments on their assessments against the 10 Design Principles in accordance with the State Planning Policy 7.0 – Design of the Built Environment (SPP7.0) are summarised below and provided in Attachment 14.

Design Review Panel Assessment	
	<i>Supported</i>
	<i>Pending further attention</i>
	<i>Not supported</i>
Design Principle	DRP Comments
Principle 1 Context and character	<i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
Comments and Recommendation	<p>Strengths</p> <ul style="list-style-type: none"> <i>a) An excellent response to the context in respect to water, country, maritime associations, iron/steel associations, climate, etc.</i> <i>b) The use of materials, colours, and architectural maritime references are thoughtful.</i> <i>c) The design has a positive relationship to the adjacent park and street.</i> <i>d) Reference to the precedent project was very useful.</i> <p>Areas for improvement</p> <ul style="list-style-type: none"> <i>e) Ensure that the narrative and the context of the brief are well documented, because it's such a good story to tell.</i> <p>Recommendations</p> <p>1. None.</p>
Principle 2 Landscape quality	<i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>
Comments and	Strengths

<p>Recommendation</p>	<p>a) The inclusion of landscape input at this stage is commendable. b) Landscape materials and plants appear appropriate.</p> <p>Areas for improvement</p> <p>c) The rock revetment that forms the building plinth could better accommodate casual seating, being a good place to sit in the building’s shade. d) More trees and shade are always welcome – particularly along the harsh western edge of the site. e) The stairs down from the western end of the al fresco to the park extension could be more generous.</p> <p>Recommendations</p> <p>1. Review the capacity to include more casual seating, shade trees and more generous stairs to the west.</p>
<p>Principle 3 Built form and scale</p>	<p><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The use of the mesh screen to ‘regularise’ what would otherwise be a motley collection of forms works well. b) The design presents a thoughtful contemporary interpretation of the traditional veranda, albeit without the same level of weather protection. c) The reference to the previous ‘prototype’ was useful and provides confidence that a reasonable degree of shade can be achieved in the ‘veranda’ space. d) The dynamic prow pointing out to sea gives meaning to the form. e) The building helps to frame the adjacent park. f) The main entrance is logically located on the corner of the street and park boundaries.</p> <p>Areas for improvement</p> <p>g) Whilst the use of a double height space is supported, it is questioned whether the void over the lobby/reception could be reduced to better define the lobby/reception space. h) Be bolder in the use of cross-sections to help explain the design.</p> <p>Recommendations</p>

	<p>1. Review the extent of the double height space over the lobby/reception area.</p> <p>2. Include more cross sections in the DA drawing package.</p>
<p>Principle 4 Functionality and build quality</p>	<p><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The design appears to be a functional and logical response to the design brief.</p> <p>b) The management of stormwater from the roofs in storm events is clear, simple and inventive.</p> <p>Areas for improvement</p> <p>c) The raised loading dock is suited to many forms of delivery/collection and helps to disguise the service area when viewed from ground level.</p> <p>Recommendations</p> <p>1. None.</p>
<p>Principle 5 Sustainability</p>	<p><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The notional PV indicated on roof is promising.</p> <p>b) The design has the bones for a good sustainability narrative, including consideration of a passive response to the climate.</p> <p>Areas for improvement</p> <p>c) Include a sustainability strategy as part of the document package (with input from an ESD consultant if required).</p> <p>d) Demonstrate through cross sections that the shading will work.</p> <p>Recommendations</p> <p>1. Prepare a sustainability strategy as part of the DA documentation.</p>

<p>Principle 6 Amenity</p>	<p><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The design generally provides a high level of amenity for occupants and visitors.</p> <p>Areas for improvement</p> <p>b) Show the mesh shading as discussed in the presentation on the plans and cross sections.</p> <p>Recommendations</p> <p>1. Add the mesh shading (as referred to in the presentation) to the veranda on the plans and cross sections.</p>
<p>Principle 7 Legibility</p>	<p><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The main entrance logically addresses the street. b) The grade separation of the service area helps to play down the visibility of the service area. c) The use of hardscape materials helps to explain how people move around the site. d) The seafarers’ entrance is visible from the jetty and distinguishes it from the main entrance e) Universal access is provided throughout, although in some cases the route is somewhat convoluted.</p> <p>Areas for improvement</p> <p>f) None.</p> <p>Recommendations</p> <p>1. None.</p>
<p>Principle 8 Safety</p>	<p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The design appears to engender high levels of safety for users and passers-by.</p>

	<p>Areas for improvement</p> <p>b) Make sure at the construction stage that the boulders in the revetment structure are bedded in or aren't large enough to throw.</p> <p>Recommendations</p> <p>1. Ensure safety remains a consideration at the detailed design and construction stage.</p>
<p>Principle 9 Community</p>	<p><i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p>
<p>Comments and Recommendation</p>	<p>Strengths</p> <p>a) The proposed development is a positive community asset and makes a strong civic gesture. b) The facility is open to the public as well as the seafaring community.</p> <p>Areas for improvement</p> <p>c) Check the need for public art and, if required, identify an art strategy and preferred location(s) for public art.</p> <p>Recommendations</p> <p>1. Confirm the need for public art and, if so, a public art strategy.</p>
<p>Principle 10 Aesthetics</p>	<p><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p>

Construction Environmental Management Plan (CEMP)

There is potential for the construction phase of the development to have impacts on the surrounding environment, and the amenity of occupants and visitors to the existing surrounding land uses. This can be mitigated through the preparation and implementation of a CEMP. As part of the Officer Recommendation, it is recommended that the WAPC request/condition on requiring a CEMP to be submitted to and approved by the Town prior to any construction beginning onsite.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Infrastructure Services (Engineering)
- Environmental Health Services
- Planning and Economic Development

External Agencies

- Town of Port Hedland Design Review Panel

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development (Local Planning Schemes) Regulations 2015*
- West End Improvement Scheme No. 1
- Scheme Report - Port Hedland West End Improvement Scheme No. 1
- Improvement Scheme Policy No. 1 - West End Precincts
- Local Planning Policy 02 – Advertising Signs
- Local Planning Policy 04 – Percent for Public Art
- Local Planning Policy 07 – Coastal Planning
- Local Planning Policy 11 – Stormwater Management
- Local Planning Policy 14 – Design Review Panel

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

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.

1.4.4 Community services and facilities are well promoted.

Our Built and Natural Environment:

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.

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

Access and Inclusion

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

- Outcome 2 – Buildings and Facilities
- Outcome 5 – Opportunities for Feedback
- Outcome 6 – Public Consultation

Corporate Business Plan

The following service 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	Operational
Risk Category	Reputational
Cause	The Town's failure to respond to the referral could lead to WAPC not considering the Town’s advice/recommendation.
Effect (Consequence)	The development being approved by the WAPC without the Town’s advice or requirements which may negatively impact the Town during the Hotel’s operations.
Risk Treatment	The Council adopts the Officer's Recommendation and advises the same to the WAPC.
<p>There is an Operational risk associated with this item caused by The Town's failure to respond to the referral could lead to WAPC not considering the Town’s advice/recommendation, leading to development being approved by the Department without the Town’s advice or requirements which may negatively impact the Town during the Hotel’s operations.</p> <p>The risk rating is considered to be Medium (8) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).</p> <p>This risk will be mitigated by the Council adopting the Officer's Recommendation and advising the same to the WAPC.</p>	

OPTIONS

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

CONCLUSION

This report has provided a detailed assessment against the State's Improvement Scheme framework and the other applicable Town's local planning policies where applicable, to the proposed Seafarer's Centre development. As the WAPC is the decision-making authority for the proposed development, it is recommended that the Council support the development in accordance with the Officer Recommendation.

ATTACHMENTS

1. Attachment 1 - Development Plans [**12.3.6.1** - 13 pages]
2. Attachment 2 - Planning Report [**12.3.6.2** - 31 pages]
3. Attachment 3 - Concept Landscape Plans [**12.3.6.3** - 14 pages]
4. CONFIDENTIAL REDACTED - Attachment 4 - Engineering Services Report [**12.3.6.4** - 64 pages]
5. Attachment 5 - DRP Report and Recommendations [**12.3.6.5** - 7 pages]

12.4 Infrastructure Services

12.4.1	Key Worker Housing Proposal
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Author: **Manager Infrastructure Projects & Assets**

Authorising Officer: **Director Infrastructure Services**
Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Decline all tenders for South Hedland Service Worker Housing Project.**
- 2. Request the CEO to investigate an alternative solution to enable Service Worker Housing to be delivered in a more cost-effective manner including an update of the current business case.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to decline all tenders for the design and construction of Service Worker Housing at Lot 5996, Cottier Drive in South Hedland and to request the CEO to investigate an alternative staged delivery of the project to enable the project to be delivered in a more cost-effective manner.

DETAIL

Context

Lack of affordable housing is a handbrake on Hedland's growth and development. It has the potential to limit our economic output and is having a detrimental impact on the livability of Hedland.

For example, services considered essential to make a regional location livable cannot be delivered because the key workers required to deliver the service cannot secure affordable housing. Research has indicated a lack of 1,031 service workers in Hedland. Without intervention, this is expected to increase to 1,444 by 2031.

The Hedland community called on the Town of Port Hedland Council to prioritise affordable housing in the 2023 MARKYT Community Scorecard; in response to the question "How would you rate access to housing that meets your needs" 73 per cent of respondents rated it "poor" or "terrible". This is a worse rating than what was received in the 2021 Scorecard, in which 66 per cent of respondents rated access to housing as "poor" or "terrible".

The April 2024 Acil Allen report "The Economic Significance of Port of Port Hedland" concluded that a lack of affordable housing can result in a higher proportion of work being contracted to businesses outside of the Pilbara region, as well as a larger FIFO workforce.

Service Worker Housing Project

The Town of Port Hedland Council prioritised the delivery of a Service Worker Housing Project in 2022 when setting the Long-Term Financial Plan 2022-2037. Within this Long-Term Financial Plan, a \$40 million project to address the shortfall of affordable housing was prioritised, with contributions expected from State and Federal Government.

CADDS Group conducted a land use analysis of the available land within South Hedland and provided the Town with two (2) options for its use as residential housing with a density of 76 - 79 units at Lot 5996 Cottier Drive, South Hedland.

In June 2023 the Council resolved:

That Council:

- Endorse the Proposed South Hedland Service Worker Housing Business Case;
- Continues to progress the acquisition of the lot identified in South Hedland for the purpose of constructing service worker accommodation; and
- Supports undertaking a procurement process to develop service worker accommodation within South Hedland.

In August 2023 Council endorsed the Service Worker Demand and Socio-Economic Impact Assessment.

Government Advocacy

Various initiatives have been undertaken to advocate for State and Federal funding to support the South Hedland Service Worker Housing project, with positive progress.

Advocacy has included:

- Face-to-face meetings with Minister for Housing, John Carey
- Continued engagement with Minister's Advisors
- Application to the State Government's Infrastructure Development Fund
- Housing roundtable hosted with (then) Federal Minister for Housing Julie Collins, during Federal cabinet visit
- Engagement with Housing Australia Future Fund
- Direct correspondence to (then) Minister for Housing Julie Collins, noting limitations with eligibility limitations.

The advocacy has so far resulted in \$4.5 million secured through the State Government's Infrastructure Development Fund. This is a positive outcome for 12 months of advocacy.

An application has been made to the Housing Support Program for \$10.1 million.

In addition, the State Government has allocated \$22 million from the Port Hedland Voluntary Buyback Scheme to housing developments in Port Hedland. The Town is lobbying relevant Ministers to direct funding to the South Hedland Service Worker Housing Project.

The recently endorsed Government Advocacy Statement places the Town of Port Hedland in a strong position for further advocacy with specific asks around housing investment. Of note, the Statement includes a call to the Federal Government to ease eligibility criteria for the Housing Australia Future Fund – this would see further funding

opportunities created. This will be a key discussion point with Federal Government representatives during a trip to Canberra in August.

Industry support

Similar to Government advocacy, the Town of Port Hedland has been advocating for financial contributions from the resources industry.

The Town has an existing Community Deed with De Grey Mining which presents an opportunity for investment into such a housing project, once its Hemi project comes into production (expected from 2027).

BHP has also indicated an interest in providing a contribution to the South Hedland Service Worker Housing Project – discussions are underway about the details of this agreement.

Procurement

A two-step procurement process commenced in October 2023 with an Expression of Interest (EOI) being released to the market, with shortlisted candidates progressing through to a more detailed Request for Proposal (RFP) process.

Three (3) shortlisted proponents were requested to further develop their vision for the South Hedland Service Worker Housing and present this vision to the evaluation panel in both a written submission and oral presentation.

The Evaluation Panel assessed the Tenderer's presentations against the Qualitative Criteria outlined in the RFP.

The presentations included

- Alternative floor plans with different frontages maximising 2 x bedroom and 1 x bedroom housing within the estate;
- Appropriate staged construction delivery models for endorsement;
- Identification for efficiencies and cost saving through design and sustainability;
- Detailed costings for the design and construction of the development in response to the price schedule attached; and
- Feedback and expertise regarding operational models and operating partners

The process outlined in the RFP is that the preferred proponent will enter an AS4902 Design and Construction contract with the Town for the South Hedland Service Worker Housing Development.

LEVEL OF SIGNIFICANCE

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

- Significant - A decision that will significantly affect the cost to Council to carry out any activity identified in the strategic plan.
- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Internal

- Planning
- ELT
- Manager Public Affairs

External Agencies

- APP Group
- Cadds Group
- Stantons

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

The Town has met all of its legislative obligations and also employed a probity advisor to provide probity support throughout the procurement processes.

FINANCIAL AND RESOURCE IMPLICATIONS

The proposal submitted by Thomas Building for the design and construction of Service Worker Housing development is \$58,630,000.00. This proposal is \$18,630,000.00 over the \$40,000,000.00 proposed in the Long-Term Financial Plan. The Council can award the tender however, they should note that this would commit the Town to undertaking the full work associated with the project, even if all grant funding was not secured.

Updated modelling based on the lowest risk proponent's submission was undertaken. The modelling shows the following key findings:

- Construction costs have significantly increased from previous modelling, impacting debt throughout the cashflow. Peak Debt Exposure has increased from \$13.5M to \$21.6M.
- Cashflow remains in the negatives for most of the 20-year holding becoming positive as units are sold off at the end of the cashflow. If the Town were to consider an equity injection this would be funded from the Strategic Reserve thereby providing less capacity for other strategic projects and decreasing interest revenue for the Town.
- Allowance for ongoing maintenance of the units throughout the holding period totals over \$30M. The costs do not include depreciation which would have to be funded by the Town on an annual basis.
- The Town would need to increase its debt ceiling limit with the WATC which is currently 20% of operating income.
- The annual cost to the Town for owning and operating the Service Worker Housing projects (including depreciation) would be approximately \$3.83 million which equates to a 5.17% annual rates increase over the holding period. This equates to an extra \$1.98 per week on the average residential rates bill. It

should be noted that the modelling has been completed on a hold and sale basis.

There are a range of possible external funding opportunities currently identified which would reduce the level of investment required from the Town. A current estimate would indicate external funding of more than \$30 million may be possible.

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:

1.2.2 A residential workforce is promoted to industry as the preferred option.

Our Economy:

2.1.4 Regularly engage local businesses, government agencies and other relevant stakeholders to:

- Identify strategic employment and economic development opportunities and priorities
- Assess and address market failures affecting the cost of living
- Assess and address cost of doing business challenges.

2.5.2 Ensure future supply of housing and serviced land for development.

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

Environmental

Nil

Economic

The Town commissioned a Socio-Economic Impact Assessment which articulates the benefits of the South Hedland Service Worker Housing project. It illustrates the following economic benefits to the Hedland community:

- \$19 million increase p.a to the Port Hedland economy
- \$152.4 million in total benefits to the Hedland community
- \$16.6m in labour cost savings
- 2.5% reduction in rental prices

Social

The Town commissioned a Socio-Economic Impact Assessment which articulates the benefits of the South Hedland Service Worker Housing project. It illustrates the following social benefits to the Hedland community:

- The project has the potential to reduce the social and community service worker gap by circa 12.6%, alleviating pressure on community services including childcare and NFP sectors.

- The project has the potential to unlock an enhanced offering of rental services via the expansion of operating hours and/or the delivery of new, or extension of existing, anchor or specialty stores.
- The project has the potential to provide additional volunteering with a value equivalent to \$70,230 p.a to the Town of Port Hedland.
- A more stable and permanent resident population will enable the development and/or reestablishment of community groups and services in addition to contributing to greater business confidence.
- The project has the potential to further increase community diversity.
- Local participation in sport to increase by 100 people.

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 services of the Town’s *Corporate Business Plan 2023-2027* apply 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.

Our Regulatory Services:

Housing - Provide for housing availability to meet the needs of the community and industry.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Financial
Cause	Cost of project is more expensive than originally budgeted.
Effect (Consequence)	The Town would either have to fund the increase from the strategic reserve or increase the Town’s debt ceiling limit with the WATC.
Risk Treatment	Is to review the project to come up with a more cost effective approach.

There is a Strategic risk associated with this item caused by the cost of the project being more expensive than was originally budgeted leading to further funding being required.

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

This risk will be mitigate by declining tenders and rescoping the project unless further external funding sources can be secured.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Adopt Alternate officer’s recommendation

ALTERNATE RECOMMENDATION

That Council approve the tender as listed subject to further external/grant funding being secured for the project.

ABSOLUTE MAJORITY VOTE REQUIRED

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

There is still undoubtedly a need for Service Worker Housing. The Town will continue with working towards a more cost-effective project for Council consideration. The RFP process yielded sound submissions, however the cost of the project does not present value for money for the Town without further external/grant funding being secured.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Service Worker Accommodation Business Case Update [**12.4.1.1** - 8 pages]
2. Service Worker Demand Analysis and Socio- Economic Impact Assessment - Final Report [**12.4.1.2** - 75 pages]
3. RFP 232425 Key Worker Housing Evaluation Report Final Signed [**12.4.1.3** - 23 pages]

12.4.2	CCTV Maintenance Contract Amendment
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Author: Director Infrastructure Services
Authorising Officer: Chief Executive Officer
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Rescinds Council resolution CM202425/101, ‘Award of RFT2324-29 Video Surveillance / Access control Maintenance & Upgrades’, and replaces the former with recommendation 2.**
- 2. Pursuant to Regulation 18 of the *Local Government (Functions and General) Regulations 1996I*, award tender RFT 2324-29, Video Surveillance/Access Control maintenance and Upgrades to Avantgarde Technologies Pty Ltd for a total value of \$987,595.00 (ex-GST), for an initial period of three (3) years, with two (2) extension options of one (1) year each, exercisable at the direction of the Chief Executive Officer.**
- 3. Authorises the Chief Executive Officer to amend, vary and execute the necessary legal instruments to implement this amendment.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to rescind Council resolution CM202425/101, ‘Award of RFT2324-29 Video Surveillance / Access control Maintenance & Upgrades’ and to replace the former resolution with the revised recommendations, corrected contract value and authority to award the contract.

DETAIL

At the Ordinary Meeting of Council on Wednesday 31 July 2024, Council passed resolution CM202425/101 to award RFT2324-29 Video Surveillance / Access Control Maintenance & Upgrades to Avantgarde Technologies Pty Ltd. The award included a corresponding commercial proposal in the amount of \$540,925.00 (ex-GST).

The commercial proposal presented was inadvertently miscalculated and this report seeks to amend the contract costs accordingly. The original planning for this requirement was based on the Town providing accommodation and equipment support. Competing priorities may not realise a capacity to accommodate contractors.

The revised costs now include accommodation, allowances and equipment hire and resolve a conflict between quarterly and annual charges. The amended fee for service for the life of the contract is \$987,595.00 (ex-GST). In consideration of the revised fee, a re-tender has not been considered based on the following:

- The tender process was conducted in accordance with the five sound principles of contracting.
- The execution and evaluation of the tender was conducted according to Town protocols and is endorsed by Council.
- No change to the operational or commercial proposal of Avantgarde or Blue Force was made, and the revision is based solely on the original commercial proposal submitted by Avantgarde which has been previously endorsed as the most competitive.
- The outcome of the tender process and evaluation is unchanged, and the selection criteria ratings remain unchanged.
- The revised pricing reflects an error in calculation that does not affect the material outcome of the tender process in any way.
- The contract value remains with budget allocations for 2024/2025 and will be included in subsequent years as a business-as-usual activity.

The following extract from the original report submitted by the Manager, Works & Services, is included as reference.

The Town of Port Hedland's (The Town's) Video Surveillance network is one of the most complex networks in regional WA due to the large enterprise wireless network. This consists of licensed and unlicensed radio frequencies. The following sites are all connected via direct high bandwidth connectivity ensuring all sites can be monitored anywhere in the Town of Port Hedland.

The following sites are connected to the existing surveillance network:

- South Hedland Landfill
- JD Hardie Youth Centre
- Marquee Park
- Wanangkura Stadium
- South Hedland Aquatic Centre
- South Hedland Skate Park
- Depot Operations Centre
- South Hedland Library
- Gratwick Aquatic Centre
- Civic Centre
- Port Hedland
- South Hedland
- Wedgefield Public Surveillance
- Port Hedland Community Centre

In 2023, all end-of-life infrastructure was upgraded, Port Hedland, South Hedland, and critical wireless links were replaced. This now means 90% of the Town's Public Surveillance network has a usable life of 5-7 years through to 2030. The Town is now looking to ensure existing assets are effectively maintained and plans to expand its current Video Surveillance network through the community and allow for future

upgrades & network expansion covering Town facilities, public open space, and state Automatic Number Plate Recognition (ANPR) projects. Any new projects would be subject to funding and future budget approval.

Town of Port Hedland Community Safety Plan 2023-2026

The Town's Community Safety Plan 2023-2026 was unanimously adopted by Council on 13 December 2023 via decision number CM202324/178.

Supporting the plan's community safety priority of 'safer spaces and places', the awarding of this tender directly aligns to strategic objective 1.1 of the Community Safety Plan, which outlines the Town's obligation to provide local CCTV infrastructure, investment and maintenance over the next three years of the strategy.

Scope of Tender

The scope of tender RFT2324-29 includes the provision of cost-effective Video Surveillance Maintenance support and upgrade services, for its Video Surveillance network, consisting of:

- 281 x Cameras at 35 individual sites
- 2 x 30m Communication towers
- 30 x 6m Standalone CCTV poles through Port & South Hedland
- 6 x CCTV Workstations
- 52 Wireless Links, 7 Servers, 80 Switches
- 24/7 Network cloud monitoring solution
- 280 Millstone licenses

The overall deliverables for the successful respondent will be:

- Periodic cleaning and re-alignment of CCTV cameras and associated equipment
- Respond to fault reports, detailing action required and estimated timing. Perform required repairs
- Respond to network administration and support requests
- Summary cleaning and maintenance report detailing cameras and equipment worked on, work performed, and issues identified based upon quarterly site visit
- Cleaning and maintenance schedule to track past and planned cleaning and maintenance activity of individual site visits
- Maintain asset register containing all CCTV related equipment including Asset description, Make and model, Serial number, Physical location, GPS co-ordinate, Installation date, Replacement date, Warranty expiry date
- Facilitate renewal of Milestone licensing and support agreements and any new video management software that may be used
- Development of 5-year CCTV Strategy

Tender Release

The Town released RFT2324-29 on 1 May 2024 via VendorPanel. The tender was open for a period of 21 days and closed on 22 May 2024. As required by the *Local*

Government Act 1995 the tender was publicly advertised in the West Australian, and the North West Telegraph.

Evaluation

A total of two (2) suppliers submitted a response to tender RFT2324-29:

- Avantgarde Technologies Pty Ltd
- Blue Force Pty Ltd

An evaluation of received responses was undertaken, based upon the following qualitative criteria:

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

LEVEL OF SIGNIFICANCE

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

- Significant - The extent to which the decision flows logically and consequently from a significant decision already made or from a decision in the strategic or annual corporate plans.

CONSULTATION

Internal

- Director Infrastructure Services
- Manager Waste & Services
- Manager Financial Services

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

The following Council policies are applicable to this item:

- 2/007 Procurement
- 2/016 Regional Price Preference
- 9/010 Asset Management
- 15/003 Video Surveillance policy

Other considerations include:

- AS/NZS62676:2020 – Police Recommendations for Video Surveillance Systems
- AS/NZS62676:2020 – Video Surveillance for use in security Applications
- Western Australian Closed Circuit Television Guidelines

FINANCIAL AND RESOURCE IMPLICATIONS

The costs associated with this contract will be factored into the Town's operational budgets between 2024/25 to 2028/29 respectively. Should the Town not exercise the extension options after the initial three (3) year period, the 2027/28 and 2028/29 the contract will be re-tendered.

Adequate budget exists to implement this amendment.

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:

1.1.5 Agencies and the community are fully engaged reducing anti-social behaviours and improve community safety.

1.1.6 Town-wide health, safety, recreation and sporting activities and services are promoted.

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

4.3.1 High-quality and responsive customer service is provided.

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

Corporate Business Plan

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

Our Community Services:

Community Safety - Initiatives to reduce the incidence of crime and enhance community safety and lifestyle.

Our Infrastructure Services:

Projects and Assets - Effective and efficient project and asset management.
 Work, Health and Safety - Workforce health and safety planned, implemented and risks managed.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Service Interruption
Cause	Increased internal administration pressure and lengthy timeframes to assess competent contractor to attend to video Surveillance network causing service interruption / downtime
Effect (Consequence)	Will likely cause delays in procuring qualified contractors to provide qualified services, resulting in multiple mobilization, increased prices and delays in operational works and capital projects.
Risk Treatment	Adopting the officer’s recommendation will reduce this risk by allowing the Town award the RFT & schedule in advance Maintenance visits future capital upgrade works to provide network continuity
<p>There is a/an Operational risk associated with this item caused by service interruption, leading to system downtime.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Likely (4) and a consequence of Minor (2).</p> <p>This risk will be treated by the award of this contract.</p>	

OPTIONS

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

CONCLUSION

The award of tender RFT2324-29 will further support the commitment that Council has already made to ensuring current Video Surveillance infrastructure is maintained to a high standard; and that any new sites integrate with the Towns current network assisting the reduction of antisocial behavior in our Town.

Awarding tender RFT2324-29 is a reaffirmation of Council’s commitment to creating safer space and places within our community. The award is consistent with the Town’s Community Safety Plan 2023-2026.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - RF T 2324-22 - CCTV Maintenance - Commercial Proposal [**12.4.2.1** - 2 pages]

12.4.3	Support Request from the TOPH for the Marine Rescue Port Hedland Facility Replacement Project
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Author: Director Infrastructure Services

Authorising Officer: Manager Planning & Economic Development
 Manager Waste & Services

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

OFFICER’S RECOMMENDATION

That Council decline the fee waiver request based on Council’s prior decision to not support the proposed change of Town’s Heritage Inventory 2017 in relation to lots 55, 56 and 57 (No. 10) McKay Street Port Hedland - Council report item no 12.3.2, Ordinary Council Meeting, 29 November 2023.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider a request from the Commander VMR – Volunteer Marine Rescue Port Hedland (VMRPH) in a letter dated 15 July 2024 requesting assistance with in-kind sponsorship from Town of Port Hedland for the approved VMRPH Facility Replacement Project at 10 McKay Street, Port Hedland.

Council did not support the proposed change of Town’s Heritage Inventory 2017 in relation to lots 55, 56 and 57 (No. 10) McKay Street Port Hedland. (Council report item no 12.3.2, Ordinary Council Meeting, 29 November 2023). An alternate motion to support the VMR request is included as option 2 at the end of this report.

The Demolition of the existing building and construction of the new marine rescue operations centre was approved by the State Administrative Tribunal on July 17 2024. (SAT Application DR47/2024)

DETAIL

Marine Rescue Port Hedland (MRPH) is embarking on a critical facility replacement project to construct a new, state-of-the-art facility. This project aims to enhance the safety and operational efficiency of their dedicated volunteer team, ensuring they can continue to provide essential maritime emergency services to the Port Hedland community. The Western Australian Planning Commission approved MRPH

Development Application on 14 May 2024, highlighting the project's importance and urgency.

MRPH are seeking in-kind support from the Town of Port Hedland to assist with landfill disposal costs and the waiving of building permit fees. The request for landfill disposal assistance (estimated to be \$42k) is particularly crucial, as the construction process will generate significant waste. MRPH have to date raised over \$2.7m which is 82% of the target funding.

Covering these costs will alleviate some of the financial burden on their project, enabling them to allocate more resources towards constructing a safer, more efficient facility. The support from TOPH will play a vital role in ensuring the successful and timely completion of our project, thereby enhancing the safety and resilience of the Port Hedland maritime community.

LEVEL OF SIGNIFICANCE

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

- Town of Port Hedland Regulatory Services
- Town of Port Hedland Waste & Services

External Agencies

- West Australian Planning Commission

Community

- Marine Rescue Port Hedland (MRPH)

LEGISLATION AND POLICY CONSIDERATIONS

- Town of Port Hedland Risk Management Framework
- Policy 1/022 Risk Management
- Local Government Act 1995
- Occupation Safety and Health Regulation 1996 (WA)

FINANCE AND RESOURCE IMPLICATIONS

- Loss of revenue from waste disposal and building permit fees

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following sections of the Town's Strategic Community Plan 2022-2032 are applicable in the consideration of this item:

Our Community:

1.1.4 Partnerships with stakeholders to deliver sport and recreation are enhanced.

1.1.6 Town-wide health, safety, recreation and sporting activities and services are promoted.

1.3.3 Partnerships with industry and government to support events and activities are enhanced.

1.4.2 Facilities and community infrastructure are revitalised across the town.

1.4.4 Community services and facilities are well promoted.

Our Economy:

2.4.3 Grow and promote existing and new local events that champion local culture and community.

2.5.3 Invest and develop key community and recreation infrastructure.

Environmental – better facilities for Hedland Marine Community

Economic – revitalised infrastructure in Hedland

Social – enhanced liveability for the Community

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 actions of the Town's Corporate Business Plan 2023-2027 apply in relation to this item:

Our Community Services:

Club Development - To assist sporting and recreation clubs and organisations to develop and thrive in the local Hedland community.

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	Project
Risk Category	Financial
Cause	Fee waiver for waste disposal and building permit fees
Effect (Consequence)	Loss of revenue from waste disposal and associated building permit fees
Risk Treatment	Acceptance
<p>There is a Project risk associated with this item caused by awarding the fee waiver request leading to loss of revenue for the Town.</p> <p>The risk rating is considered Low (4) determined by a likelihood of Unlikely (2) and a result of Minor (2).</p> <p>The acceptance of the risk is outweighed by the benefits the MRPH project will provide in enhancing MRPH volunteer team’s ability to serve and protect the Hedland maritime Community.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation to decline the fee waiver request.

Option 2 – Alternate officer’s recommendation:

ALTERNATE OFFICER’S RECOMMENDATION

‘That Council:

- 1. Waive building permit fees associated with the approved Development Application (WAPC Application No: 804- 51-1) at 10 McKay Street of \$110.00*
- 2. Waive Landfill disposal fees estimated at \$42,000 (GST Exclusive) for waste from MRPH Facility Replacement Project.’*

Option 3 – Adopt officer’s recommendation to approve the fee waiver request.

CONCLUSION

Approval of requested fee waiver will play a vital role in ensuring the successful and timely completion of MRPH project, thereby enhancing the safety and resilience of the Port Hedland Maritime Community, however it will be a direct conflict with prior council decision to not support the proposed change of Town’s Heritage Inventory 2017 in relation to lots 55, 56 and 57 (no. 10) McKay Street Port Hedland.

ATTACHMENTS

1. 2024.07.15 Support Request from the TOPH for the Marine Rescue Port Hedland Facility Replacement Pro [**12.4.3.1** - 2 pages]
2. Lots 55, 56, 57 proposed changes to Town's heritage inventory [**12.4.3.2** - 31 pages]

12.5 Executive Services

12.5.1	Response to Department of Local Government Concerns
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Author: **Manager Governance**

Authorising Officer: **Chief Executive Officer**

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

OFFICER’S RECOMMENDATION

That Council:

- 1. Adopt the Town of Port Hedland Council Improvement Plan (attachment 1) in response to the Department of Local Government, Sport and Cultural Industries letter of concerns dated 14 March 2024; and**
- 2. Request the CEO write to the Department of Local Government, Sport and Cultural Industries to provide a copy of the Council Improvement Plan.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to consider and adopt the improvement initiatives outlined in the ‘Town of Port Hedland Council Improvement Plan’ (attachment 2) in response to the Department of Local Government Sport and Cultural Industries (DLGSC) letter dated 14 March 2024 (attachment 1).

DETAIL

The Town hosted representatives from DLGSC on 6-7 February 2024 and meetings were held with the Town’s Executive Leadership Team, individual Councillors and the Council.

The Town received a letter from DLGSC outlining issues of concern arising from those meetings, which may have a detrimental impact on the Town’s delivery of effective local government for the Port Hedland community. The DLGSC letter outlines eight key areas of improvement for the Council to address, summarised as follows;

1. Improving governance practices and relationships between Council members and Town staff.
2. Establishing clear communication protocols and understanding of roles for Council members, CEO, and Town administration staff.
3. Developing communication models/protocols for specific situations, such as legal actions involving Mayor and councillors.

4. Reviewing and potentially opening agenda briefing sessions to the public.
5. Providing training on Standing Orders/Meeting Procedures for all Council members, with specific focus on the Mayor's role.
6. Establishing strategic forums to align expectations and protocols between Council, Council members, and Town staff on various aspects such as risk management, crisis management, communication protocols, and social media use.
7. Conducting relationship and leadership workshops to ensure clarity on roles and responsibilities and foster respectful interactions.
8. Reviewing complaint handling processes to ensure prompt addressing of Code of Conduct complaints.

The Town wrote to DLGSC on 14 March 2024 seeking a one-month extension to formally respond to the letter with a Council decision and this was granted.

At the 24 April 2024 Ordinary Council Meeting the Council formally considered the DLGSC letter and resolved;

CM202324/258 COUNCIL DECISION

MOVED: Deputy Mayor Ash Christensen

SECONDED: Cr Sven Arentz

That Council:

- 1. Receive the letter from the Department of Local Government, Sport and Cultural Industries dated 14 March 2024 (attachment 1); and**
- 2. Agree to develop an improvement plan outlined in the letter for endorsement at the July 31, 2024 Ordinary Meeting of Council.**

CARRIED BY SIMPLE MAJORITY (7/1)

*For: Mayor Peter Carter, Deputy Mayor Ash Christensen, Cr Sven Arentz, Cr Lorraine Butson, Cr Ambika Rebello, Cr Adrian McRae and Cr Tim Turner
Against: Cr Camilo Blanco*

The Town administration considered the action items as corporate governance issues (1-6 and 8) and leadership and relationship issues (7). A scope of work was developed to address points 1-6 and 8 of the DLGSC Letter, with point 7 subject to ongoing work with an external consultant.

Hammond Woodhouse Advisory (HWAdvisory) were appointed to support the Council to develop the Improvement Plan. HWAdvisory attended the Town on 11-12 June 2024 and interviewed individual Councillors and members of the Executive team.

HWAdvisory produced a report including a draft Improvement Plan (confidential attachment 2). HWAdvisory attended the Town and presented their report to the Council at a workshop on 8 July 2024.

Council requested an extension to present the Improvement Plan to the Council at the 28 August 2024 Ordinary Council Meeting from DLGSC which was approved. A subsequent workshop was hosted on 7 August 2024 and the Council's Improvement Plan was discussed (attachment 3), including timelines for implementation.

The Improvement Plan lists initiatives developed through engagement with the Council to address the matters raised by the DLGSC. The Council will be required to undertake considerable work in the implementation of the Improvement Plan over the next 3-12 months and it is recommended that a quarterly report be provided to DLGSC through reports to Ordinary Council Meetings.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Executive Leadership Team
- The Council

External Agencies

- Department of Local Government Sport and Cultural Industries
- Hammond Woodhouse Advisory
- Inspired Development Pty Ltd

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Section 2.7 Role of Council

2.8 Role of the Mayor or President

2.10 Role of Councillors

3.1 General function

5.41 Functions of CEO

Part 8 – Scrutiny of the affairs of local governments

*Local Government (Model Code of Conduct) Regulations 2021***FINANCIAL AND RESOURCE IMPLICATIONS**

This item has financial and human resource implications, with monies provided for in the 2024/25 budget. \$28,500 has been allocated to the development of the Improvement Plan, with a further \$25,900 know expenditure throughout implementation.

The implementation of the Improvement Plan is not accounted for in the current service delivery area of Council support and may require additional human resourcing.

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 Leadership:

4.1.1 Town of Port Hedland is represented and is an active contributor in international, national, state and regional forums and policy development.

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:

Nil

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	Strategic
Risk Category	Compliance Reputational
Cause	Failure to respond to DLGSC direction.
Effect (Consequence)	Non-compliance with DLGSC direction may result in further intervention or suspension of the local government with associated reputational impacts.
Risk Treatment	Accept the officer’s recommendation and contribute to the implementation of the Improvement Plan.
<p>There is a Strategic, risk associated with this item caused by the failure of the Council to accept the direction of DLGSC outlined in the letter leading to further action by DLGSC as the industry regulator.</p> <p>The risk rating is considered to be Extreme (20) which is determined by a likelihood of Almost certain (5) and a consequence of Major (4).</p> <p>This risk will be mitigated by implementing the Improvement Plan.</p>	

OPTIONS

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

CONCLUSION

The Council is required by DLGSC to develop an improvement plan to address issues outlined in its’ letter dated 14 March 2024. The Council Improvement Plan has been developed through a series of interviews and workshops to develop action items that address the causes of the outlined issues. The Council Improvement Plan is presented to the Council for adoption prior to provision to DLGSC. The Improvement Plan requires a series of initiatives to be undertaken over the next 3-12 months with quarterly updates sent to DLGSC.

ATTACHMENTS

1. E 24018195 Letter from DLGSC to Town of Port Hedland re meeting and governance concerns [**12.5.1.1** - 3 pages]
2. CONFIDENTIAL REDACTED - Report - Port Hedland - final - 11 July 2024 [**12.5.1.2** - 29 pages]
3. Draft Council Governance Improvement Plan [**12.5.1.4** - 14 pages]

13 New Business of an Urgent Nature (Late Items)

Nil

14 Motions of Which Previous Notice has been given

Nil

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

Nil

16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 25 September commencing at 5:30 pm.

16.2 Closure

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