



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 11 December 2024**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink that reads "Mark Dacombe".

Mark Dacombe
Interim Chief Executive Officer

6 December 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

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

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

Signature: _____ **Date:** _____

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

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

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

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1 Opening of Meeting

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

2 Acknowledgement of Traditional Owners and Dignitaries

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

3 Recording of Attendance

Important note:

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

3.1 Attendance

Scheduled Present:

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

Scheduled for Attendance:

Mark Dacombe (Interim Chief Executive Officer)
Stephen Leeson (Director Corporate Services)
Alison Banks (I/Director Community Services)
Kylie Davies (Director Regulatory Services)
Lee Furness (Director Infrastructure Services)
Tom Kettle (Manager Governance)
Karen Krollig (Governance Officer)
Belinda Yull (Governance Support Officer)

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Cr Sven Arentz, Cr Ambika Rebello

3.5 Disclosures of Interest

Name	Item No	Interest	Nature

4 Applications for Leave of Absence

Nil

5 Response to Previous Questions

Due to holiday time constraints, public/Elected Member questions taken on notice at this meeting (11 December 2025) and from the 27 November Ordinary Council Meeting will be included in the *5 February Ordinary Council Meeting Agenda*.

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

Nil

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

Minutes from 13 November Special Council Meeting, 27 November Ordinary Council Meeting and of this evening's Ordinary Council Meeting (11 December 2024) will be confirmed by Elected Members at the Ordinary Council Meeting to be held on Wednesday, 5 February 2025.

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

12 Reports of Officers

12.1 Corporate Services

12.1.1	Kings Birthday Public Holiday 2024
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Author: Senior Governance Advisor
Authorising Officer: Director Corporate Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council make a proclamation of an alternate date for the birthday celebration of the Reigning Sovereign (King’s Birthday Public Holiday) being Monday, 4 August 2025.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider an alternate date for the birthday of the Reigning Sovereign (Kings Birthday Public Holiday) and initiate the process to proclaim the public holiday being Monday, 4 August 2025.

DETAIL

The Town of Port Hedland local district has a long history of observing the public holiday on the running of the Hedland Cup. The Mayor has received a request from the Port Hedland Turf Club to consider a change of date for the King’s Birthday Public Holiday in 2025, due to a change of date for the Port Hedland Cup Day to Sunday, 3 August 2025, with the proposed public holiday to fall on Monday 4 August 2025.

Pursuant to section 8 of the *Public and Bank Holidays Act 1972*, the proper instrument for establishing when a certain public holiday is to be celebrated is by proclamation by the Governor in Executive Council. A proclamation under this Act must be published in the Gazette at least three (3) weeks before the date chosen and needs to be counter signed by the Minister of Industrial Relations. The proclamation is, as a practice, initiated by the local government concerned. A Council decision provides the legitimacy to initiate the process of obtaining the proclamation.

LEVEL OF SIGNIFICANCE

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

- It is largely ceremonial in nature.

CONSULTATION

Internal

- Manager Governance
- Manager Events, Arts and Culture
- Director Community Services
- Executive Leadership Team

External Agencies

- Port Hedland Turf Club

Community

- Community engagement to be undertaken in 2025 to ascertain community feedback on the date of the King's Birthday public holiday in future years.

LEGISLATION AND POLICY CONSIDERATIONS

Section 8 of the *Public and Bank Holidays Act 1972* relates to the Power of Govern to alter day appointed for a public or bank holiday.

FINANCIAL AND RESOURCE IMPLICATIONS

There will be an approximate cost of \$115 associated with local public notice of the change of date of the Kings Birthday Public Holiday 2025.

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:

- 1.1.4 Partnerships with stakeholders to deliver sport and recreation are enhanced.
- 1.3.2 Events and activities to celebrate the Town's cultural heritage, arts and Pilbara lifestyle are consistently programmed and delivered.

Our Economy:

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

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 1 – Events and Services

Corporate Business Plan

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Failure to facilitate the proclamation
Effect (Consequence)	Will likely contribute to negative public sentiment
Risk Treatment	Eliminate
<p>There is an Operational, risk associated with this item caused by failure to facilitate the proclamation and will likely contribute to negative public sentiment.</p> <p>The risk rating is considered to be Low (1) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be eliminated by the adoption of the Officers Recommendation.</p>	

OPTIONS

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation

‘That Council:

- 1. That Council make a proclamation of an alternate date for the birthday celebration of the Reigning Sovereign (King’s Birthday Public Holiday) being Monday, 4 August 2025; and***
- 2. Request the CEO undertake consultation with to community to seek feedback on an alternate date for celebration of the King’s Birthday in 2026.’***

- Option 3 – Do not adopt officer’s recommendation

‘That Council do not adopt an alternate date for the King’s Birthday in 2025, and retain the date set by the Governor being Monday, 29 September 2025.’

CONCLUSION

It is recommended that Council endorse the request for the proclamation of an alternate date for the celebration of the Kings Birthday Public Holiday being Monday, 4 August 2025.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Port Hedland Cup - Public Holiday 20241111 0001
[**12.1.1.1** - 1 page]

12.1.2	Statement of Financial Activity - November 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 30 November 2024 as shown in attachment 1;**
- 2. Note the Accounts paid under delegated authority for the period ended 30 November 2024 as shown in attachment 2;**
- 3. Receive the Purchasing Card statements for the period ended 30 November 2024, as shown in attachment 3;**
- 4. Receive the Investment Summary Report for the period ended 30 November 2024, as shown in attachment 4;**
- 5. Receive the YTD Budget v Actual Report by Directorate, as shown in attachment 5;**
- 6. Receive the Capital Listing report for the period ending 30 November 2024, as shown in attachment 6;**

SIMPLE MAJORITY VOTE REQUIRED

OFFICER’S RECOMMENDATION 2

That Council grant rates concessions of \$17,287.01 to St Johns Ambulance; As applied to the 2024-2025 rates charges and in accordance with s6.46 and s6.47 of the Local Government Act 1995 and the Rates and Charges (Rebates and Deferments) Act 1992.

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the Statement of Financial Activity for the period ended 30 November 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 30 November 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 \$8.37M presented in Year to Date Actual on the Statement of Financial Activity is an estimate of the closing balance for 2023-2024 and is subject to change as finalisation of 30 June transactions occurs and financial end year audit is in progress.

The Town approved Rates concessions of \$165,619 in July 2024, all previous year recipients were contacted, at time of Budget approval, St John Ambulance had not applied. The Town has since received a late request for a Rates Concession from St Johns Ambulance. It is recommended that the Town approve a Rates Concession for 100% concession, due to being a not-for-profit organisation and a registered charity, amounting to \$17,287.01, which is in line with their prior year concession applied.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION*Internal*

- *Nil*

External Agencies

- *Nil*

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

Reserves:

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

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

The following section of the Town's *Strategic Community Plan 2022-2032* apply in relation to this item:

Our Leadership:

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

Access and Inclusion

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

Nil

Corporate Business Plan

The following service of the Town's *Corporate Business Plan 2023-2027* 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 \$8.37M presented in the YTD Actual on the Statement of Financial Activity, is as per the closing deficit presented in the unaudited financial statements from June 2024. The net current funding position is \$69.98M due to the practice of raising rate revenue of \$76M in August.

ATTACHMENTS

1. Monthly Financial Report - November 2024 [**12.1.2.1** - 8 pages]
2. Accounts paid under delegated authority - November 2024 [**12.1.2.2** - 62 pages]
3. Purchasing card statements - November 2024 [**12.1.2.3** - 24 pages]
4. Investment Summary Report - November 2024 [**12.1.2.4** - 10 pages]
5. YTD Budget v Actual Report by Directorate - November 2024 [**12.1.2.5** - 1 page]
6. Capital Listing Report - November 2024 [**12.1.2.6** - 7 pages]

12.1.3	Quarterly Action Register - Status of Council Decisions - December 2024
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Author: Governance 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 receive and note the ‘Action Register’ as at 6 December 2024 for the months of September through November 2024.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to update the Council on actions taken regarding decisions that have not yet been fully implemented, and to provide the status of decisions that are either in progress or have been completed.

DETAIL

The Council made the decision to accept the Action Register (AR) as a replacement to the former “Status of Council Decisions” register used by the Town at the 30 October Ordinary Council Meeting:

CM202425/168 EN BLOC COUNCIL DECISION

MOVED: Cr Tim Turner **SECONDED:** Deputy Mayor Ash Christensen

That Council:

- 1. Notes the ‘Action Register’ which was formerly entitled “Status of Council Decisions”, as of 1 September 2024, as per Attachment 1; and**
- 2. Notes that the Action Register will be distributed to Council again in December 2024; and**
- 3. Notes that the Action Register will be distributed to Council quarterly for noting beginning in March 2025.**

CARRIED BY SIMPLE MAJORITY (8/0)

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

The AR serves as a critical administrative tool for tracking the implementation of Council decisions. Any decision that has not been fully implemented will remain on the AR until completion.

Following the publication of the minutes from each Council meeting, the minute taker records the actions and assigns them to the appropriate officer using Harbour Doc Assembler software. The AR is accessible to all relevant Town officers for ongoing monitoring and updates.

The AR is presented on a quarterly basis to both the Council and the community, providing an overview of the progress and status of outstanding decisions, along with explanations for any delays. Additionally, the AR offers updates on actions taken since the decisions were made during Council meetings.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the AR is for information purposes only.

CONSULTATION

Internal

- All officers that have been deemed responsible for enacting each Council decision have provided an update on its status.

LEGISLATION AND POLICY CONSIDERATIONS

Section 2.7 of the *Local Government Act 1995* states how Council is responsible for directing the Local Government's affairs.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications in relation to this item.

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:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Not reporting on Actions taken following Council decisions.
Effect (Consequence)	The failure of officers to consistently review and update the Council and the community on decisions made at Ordinary Council Meetings may be perceived as a lack of transparency in the administration of the Town.
Risk Treatment	Action Register is provided to Council and Community to view.
<p>There is a reputational risk associated with failing to provide regular updates to the Council on decisions made, which may result in increased requests from Elected Members for updates on all reports, as well as public inquiries stemming from a lack of shared information.</p> <p>The risk rating is considered to be low (1) which is determined by a likelihood of rare (1) and a consequence of insignificant (1).</p> <p>This risk will be mitigated by the Council receiving the Action Register quarterly.</p>	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 –There are no alternative options in relation to this item, as it is for Council to receive.

CONCLUSION

The Action Register is a key tool used by Town officers to track and implement all Council decisions. This quarterly report provides an update to the Council on the status of decisions that remain incomplete or are ongoing.

ATTACHMENTS

1. Action Register Sep- Nov 2024 [**12.1.3.1** - 4 pages]

12.2 Community Services

Nil

12.3 Regulatory Services

12.3.1	Application for Development Approval for Serviced Apartments on 1-5 Byass Street and 2-12 Nairn Street, South Hedland
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Author: Senior Urban Planner
Authorising Officer: Manager Town Planning & Development Director Regulatory Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council approves the Development Application (Reference No: 2024/114) in accordance with Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Town of Port Hedland Local Planning Scheme No. 7, and Plans as per Attachment 1 and subject to the conditions and advice notes outlined under Attachment 2.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider an application for development approval for the proposed Serviced Apartments on Lot 5259 (3) Byass Street, Lot 5260 (1) Byass Street, Lot 268 (12-16) Nairn Street, Lot 267 (6-10) Nairn Street, and Lot 266 (2-4) Nairn Street, South Hedland. The application is referred to Council for determination due to staff delegation to deal with development applications limited to development with costs below \$10 Million. The development cost is \$15 Million.

DETAIL

Background

The subject site is within the South Hedland Town Centre (SHTC), located in the eastern corner of the South Hedland Town Centre Development Plan (SHTCDP) area. SHTC is a primary activity centre catering to the retail and service needs of the growing population in Hedland and serves as a visual focal point. The development of the SHTC is supplemented by the SHTCDP and the South Hedland Town Centre Design Guidelines (DG), alongside the Town of Port Hedland’s Local Planning Scheme No. 7 (LPS7) and other relevant Local Planning Policies (LPPs).

SHTCDP categorises SHTC into five precincts to facilitate community needs, retail services, health services, and commercial and residential needs. The proposed development is within the ‘Eastern Commercial Gateway’ precinct of SHTCDP and is not subject to the DG. The proposed lots of the development are all zoned ‘Mixed Use’ under LPS7.

As part of the development application, the following technical and supporting documents have been submitted:

1. Planning Report (Dynamic Planning, 2024)
2. Development Plans (Hodge Collard Preston, 2024)
3. Landscape Design (TDL, 2024)
4. Stormwater Management Plan (JCCE, 2024)
5. Sustainability Design Report (Emergen, 2024)
6. Traffic Impact Statement (Urbii, 2024)
7. Waste Management Plan (Urbii, 2024)

Summary of Proposal

The application seeks approval for the proposed serviced apartments under the 'Serviced Apartment' use class as per the Town's Local Planning Scheme No. 7 (LPS7) to be used for the purposes of short-term accommodation for tourists and any workers. The planning report highlights that the proposed facility will be leased/managed by a central organisation. The major work components proposed under this application include:

- 118 accommodation units across two storeys
 - 114 one-bed units
 - 4 two-bedroom units
 - 7 of the one-bedroom units are designed as accessible units
- Central landscaped communal area
- Staff amenities and reception
- Store area and bin yard
- Car parking area with 142 bays
- Balconies for each unit on the first floor;
- Stairways;

Local Planning Framework

The subject site is zoned 'Mixed Use' under the Town of Port Hedland Local Planning Scheme No. 7 (LPS7). As per LPS7, Clause 16 Zones, Objectives for the 'Mixed Use' zone are as follows:

- *To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels.*
- *To allow for the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents.*

The proposed land use is 'Serviced Apartments' under LPS7. As per LPS7, Clause 38 Land use terms used, 'Serviced Apartments' is defined as follows:

means a group of units or apartments providing - self-contained short-stay accommodation for guests; and any associated reception or recreational facilities;

'Serviced Apartments' is an 'A' use as per Clause 18, Interpreting zoning table of LPS7, meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with Clause 64 of the Deemed Provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development is considered to meet the objectives of the Town's Local Planning Strategy, which outlines that the South Hedland City Centre Precinct's objective is to 'attract private investment, provide an integrated transport network, ensure a modern built form, and foster a clear sense of place'.

Local Planning Policy 02 – Advertising Signs (LPP/02)

The proposal does not include any signage. Any future signage/s will be subject to LPP/02. An advice note has been included stating that any signage associated with the development shall be addressed in a separate development application if required.

Local Planning Policy 04 – Percent for Public Art (LPP/04)

The proposal is subject to assessment under LPP/04. In this instance, since the subject site is closer to the Town Centre, a public place that a wider population can access and enjoy, the Town considers that the owner/applicant shall coordinate and provide the public art themselves or engage an art consultant. However, a cash-in-lieu can be considered,

- The Town has the ability to work with a variety of artists, including promoting local and/or Indigenous art;
- The artwork would be located within a public place in which a wider population can access and enjoy; and
- The money will be used to contribute to an artwork that can celebrate the Hedland environment, industry and lifestyle, and promote awareness of the value of public art in the community.

A condition has been included in the Officer Recommendation for the applicant to either provide the art onsite themselves or \$150,000 for a public art contribution, 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 installed in a "publicly visible" location within the site.

Local Planning Policy 11 – Stormwater Management (LPP/11)

The development application is subject to assessment under LPP/11, which 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 assist with reducing the damaging effects of heavy rainfall events on private and public property and the public drainage network.

As part of this development application, the applicant submitted a Stormwater Management Plan (SMP) prepared by JC Consulting Engineers (Attachment 4). As part of the assessment process it has come to attention that the SMP requires amendments to meet the LPP/11 requirements. A suitable Condition has been included in the Officer Recommendation section requesting a revised stormwater management plan.

Local Planning Policy 14 – Design Review Panel (LPP/14)

On 28 July 2021, the 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 in relation to the design of the development and other relevant matters. The proposal met the criteria to be presented to the DRP and was presented for comments on the overall design of the development. The proposal was referred to the Town’s DRP on 19 July 2024, following a request from the applicant received on 26 June 2024 prior to lodging the development application. The DRP recommendations 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 the detailed report with comments and recommendation is provided in Attachment 8. Also, the applicant has addressed some of the DRP recommendations as part of the formal development application received by the Town on 7 October 2024 (refer to Attachment 3).

Design Review Panel Assessments		
Design quality evaluation		
		<i>Supported</i>
		<i>Pending further attention</i>
		<i>Not supported</i>
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>
Recommendation		<ol style="list-style-type: none"> 1. <i>Provide more detail on the fencing and landscape interface with the street.</i> 2. <i>Review and further justify the colour strategy as a contextual and character response.</i>
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>
Recommendation		<ol style="list-style-type: none"> 1. <i>Review the disposition of the communal landscaped amenity areas in the site layout, in conjunction with the car-parking layout.</i> 2. <i>Provide more shade to hard surfaces, especially to pedestrian routes and car park bays.</i> 3. <i>Focus on trees for shade rather than understorey planting.</i> 4. <i>Review stormwater management and how it can be integrated with the landscape design.</i> 5. <i>Use different materials to better explain and breakdown the homogeneity of paving.</i> 6. <i>Review the treatment of the disabled landing areas.</i>

		<ol style="list-style-type: none"> 7. <i>Provide more detail on the fencing and landscape interface with the street.</i> 8. <i>Extend the landscape design to the verge.</i> 9. <i>Identify a maintenance strategy for the landscape.</i>
Principle 3 - Built form and scale		<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>
Recommendation		<ol style="list-style-type: none"> 1. <i>Review the location and design of the upper-level walkway to enable bedrooms with windows that provide an outlook.</i> 2. <i>Break down the monotony of repetition in the expression of the built form.</i>
Principle 4 - Functionality and build quality		<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>
Recommendation		<ol style="list-style-type: none"> 1. <i>Review the waste management strategy to make it more convenient for staff and residents, rather than convenient for a waste-truck driver.</i> 2. <i>Review furniture sizes and layouts.</i> 3. <i>Review the size and layout of the living areas.</i> 4. <i>Confirm UA capability of the living areas.</i> 5. <i>Utilise self-finished materials to reduce maintenance and life-cycle costs.</i>
Principle 5 - Sustainability		<i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>
Recommendation		<ol style="list-style-type: none"> 1. <i>Identify sustainability commitments.</i> 2. <i>Review and enable longer-term EV charging capacity.</i> 3. <i>Maximise the extent of shading to hard surfaces.</i> 4. <i>Consider use of low embodied energy materials.</i> 5. <i>Include consideration of active transport benefits and initiatives in the sustainability strategy.</i>
Principle 6 - Amenity		<i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>
Recommendation		<ol style="list-style-type: none"> 1. <i>Review the reliance on high level windows to bedrooms by detaching the upper-level walkways from the buildings.</i> 2. <i>Provide greater continuity of shade to the ground level pedestrian routes by detaching the upper-level walkways from the buildings.</i> 3. <i>Review the impact of AC units on outdoor living areas, and the functionality of AC units in cabinets.</i> 4. <i>Review the extensive use of concrete and its contribution to thermal mass.</i> 5. <i>Check the effectiveness of east and west shading.</i>
Principle 7 - Legibility		<i>Good design results in buildings and places that are legible, with clear connections to help people find their way around.</i>
Recommendation		<p><i>Recommendations</i></p> <ol style="list-style-type: none"> 1. <i>Define a main entrance through thoughtful landscape, signage, and architectural elements.</i> 2. <i>Ensure continuity of pedestrian routes and demonstrate through a pedestrian network diagram.</i>
Principle 8 - Safety		<i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>
Recommendation		<ol style="list-style-type: none"> 1. <i>Improve passive surveillance of the central space using bedroom windows that provide an outlook.</i> 2. <i>Ensure continuity of pedestrian routes and demonstrate through a pedestrian network diagram.</i>

		<ol style="list-style-type: none"> 3. <i>Provide more detail on the fencing and landscape interface with the street.</i> 4. <i>Utilise different paving materials to highlight pedestrian crossing points.</i> 5. <i>Review the geometry of the Byass entrance.</i>
Principle 9 - Community		<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>
Recommendation		<i>Provide more detail on the public art strategy.</i>
Principle 10 - Aesthetics		<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>
Recommendation		<ol style="list-style-type: none"> 1. <i>Review the correlation between the cited precedents and the proposed design.</i> 2. <i>Provide more variety to the elevation expression to reduce repetition.</i> 3. <i>Review the detailing to provide a finer-grained architecture that responds to the human scale of the occupants.</i> 4. <i>Introduce texture and self-finishes rather than relying on paint.</i> 5. <i>Provide more detail on the fencing and landscape interface with the street.</i>

Car Parking and Access

The LPS7 prescribes the minimum required car parking bays for each land use. For 'Serviced Apartments', as per Schedule 1 – Car Parking Standards, the requirement is 1.5 bays per accommodation unit which equates to 177 bays required for this development. However, the proposed is 142 bays resulting in a shortfall of 35 bays which is justified as follows by the applicant:

- *"The proposed development is primarily single bedroom dwellings (114 units) which will realistically not have a demand greater than 1 bay per unit as there will be only one bed being provided so there will be a single occupant or a couple sharing a car. Should the two-bedroom units (4 units) require 2 bays, this would result in a 'real' maximum parking demand of 122 bays. In this regard the provision of 142 bays more than addresses the occupant demand with an addition provision of 20 bays for visitors which are not likely to be occupied regularly.*
- *The abovementioned maximum parking demand assumes the development is 100% occupied and each bedroom generates a demand for 1 car bay. In reality this situation is not likely to eventuate as 100% occupancy is considered to be rare and it is also likely that people travelling to the area will share vehicles or utilise a bus or similar as a means of travel, thereby reducing the parking demand further."*

In addition to this, a Traffic Impact Statement has been submitted as part of the development application (refer to Attachment 6).

Waste Management

The applicant provided a Waste Management Plan to the Town's satisfaction.

Construction Environmental Management Plan (CEMP)

There is potential for the construction phase of the development to have detrimental 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. A Condition has been included in the Officer Recommendation section 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 the proposal is consistent with the Town's Local Planning Framework.

CONSULTATION

Internal

- Infrastructure Services (Engineering)
- Environmental Health Services
- Building Services

External Agencies

- Water Corporation

A submission was received from Water Corporation following the external agency consultations, which included some comments on their requirements. Where relevant, the internal and external referral comments have been addressed in the detail section of the report, and a detailed outline and officer comments on this have been included in the Schedule of Submissions (refer to Attachment 9) of this report.

Community

Pursuant to Clause 64 of Schedule 2 of the Deemed Provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposal was advertised for a period of 21 days, between 17 October 2024 and 7 November 2024 to the nearby residents/landowners within 200m radius and on the Town's webpage. The Town received one submission from the nearby tenant raising some concerns on traffic which have been included in the Schedule of Submissions (refer to Attachment 9) of this report.

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- Town of Port Hedland Local Planning Strategy;

- Town of Port Hedland Local Planning Scheme No. 7;
- State Planning Policy 7.0 Design of the Built Environment;
- Local Planning Policy 02 Advertising Signs;
- Local Planning Policy 04 Percent for Public Art;
- Local Planning Policy 11 Stormwater Management;
- Local Planning Policy 14 Design Review Panel;

FINANCIAL AND RESOURCE IMPLICATIONS

The development application attracted an application fee of \$24,933. There will be no additional financial impacts for the Town.

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 Built and Natural Environment:

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

3.2.3 Provide and promote sustainable energy, waste and water management practices.

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

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

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 6 – Public Consultation
- 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 Corporate Services:

Customer Service - High quality and responsive customer service is provided.

Our Infrastructure Services:

Drainage - Drainage systems that provide effective disposal of stormwater to protect community and Town assets.

Verges and Street Trees - Increase the number of trees to provide a softer landscape, assist in dust suppression, cooling of public spaces and better shade to protect pedestrians and drivers.

Our Regulatory Services:

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
Cause	The developer not meeting the conditions of the development approval.
Effect (Consequence)	Development not being compliant with the planning framework and the development approval.
Risk Treatment	The risk is negated by the Town’s ability to undertake compliance action in accordance with the <i>Planning and Development Act 2005</i> .
<p>There is a/an Operational risk associated with this item caused by the developer not meeting the conditions of the development approval., leading to the development not being compliant with the planning framework and the development approval.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).</p> <p>This risk will be treated by the Town’s ability to undertake compliance action in accordance with the <i>Planning and Development Act 2005</i>.</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 an assessment of the proposed Serviced Apartments on Lot 5259 (3) Byass Street, Lot 5260 (1) Byass Street, Lot 268 (12-16) Nairn Street, Lot 267 (6-10) Nairn Street, and Lot 266 (2-4) Nairn Street, South Hedland. The proposed development will provide additional short-stay accommodation options within the

South Hedland Town Centre at a key location which will boost the local economy and businesses.

The proposed development is consistent with the planning framework, the LPS7 and the relevant policies. It is considered that the proposal is appropriately located in Mixed Use zone on the eastern side of the town centre. The application is recommended for approval subject to conditions and advice notes outlined under Attachment 2, per the Officer Recommendation.

ATTACHMENTS

1. Attachment 1 - DA Plans [**12.3.1.1** - 24 pages]
2. Attachment 2 - Conditions of Approval [**12.3.1.2** - 5 pages]
3. Attachment 3 - Planning Report [**12.3.1.3** - 15 pages]
4. Attachment 4 - Stormwater [**12.3.1.4** - 1 page]
5. Attachment 5 - ESD report [**12.3.1.5** - 22 pages]
6. Attachment 6 - TIS [**12.3.1.6** - 36 pages]
7. Attachment 7 - WMP [**12.3.1.7** - 26 pages]
8. Attachment 8 - DRP Report [**12.3.1.8** - 9 pages]
9. Attachment 9 - Schedule of Submissions [**12.3.1.9** - 3 pages]

12.4 Infrastructure Services

12.4.1	Award of RFT2425-23 - Cleaning and Sanitation Services - Ablutions and Outdoor Spaces
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Author: **Manager Infrastructure Operations**
Authorising Officer: **Director Infrastructure Services**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Approves the award of RFT2425-23 *Cleaning and Sanitation Services-Ablutions and Outdoor Spaces* to Pilbara Pressure Force Pty Ltd for an initial period of three (3) years to the total value of \$7,061,794 (ex GST).**
- 2. Approves the allocation of \$300,000 (ex GST) in operating budget for an initial period of three (3) years for discretionary and ad hoc cleaning services outside of the fixed servicing schedule.**
- 3. Authorises the Acting Chief Executive Officer to execute the administrative and legal instruments to enter into a contract between the Town of Port Hedland and Pilbara Pressure Force Pty Ltd for an initial period of three (3) years, with two (2) one (1) year extension options exercisable at the discretion of the Town of Port Hedland.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to consider and approve the award of RFT2425-23 Cleaning & Sanitation Services – Ablutions and Outdoor Spaces to Pilbara Pressure Force Pty Ltd. The basis of the recommendation to award is considered on value for money determined by cash and non-cash considerations including:

- The service provider is permanently based in Port Hedland and has presented a strong procurement plan with a focus on local buying.
- The service provider has demonstrated an exceptional understanding of this requirement and corresponding scheduling of works.
- The service provider has articulated a sustainable operational approach to this requirement that maintains the highest levels of business continuity planning, contingency and risk management incorporating emergent requirements.
- The service provider presented a fit-for-purpose staffing model that provides for sound contingency for staff turnover and continuity of service.
- The service provider will support this requirement with sufficient fit for purpose and well-maintained mobile plant and equipment.

- The commercial proposal is fixed and incorporates additional value-added services including Town access to real-time reporting and performance monitoring services.
- The proposal is holistic and incorporates all fixed and consumable costs to the Town. The proposal includes a highly developed understanding and approach to prevailing risk and incorporates several risk mitigation strategies.
- The service provider has demonstrated strong community participation and connection through the sponsorship of multiple local not for profit and sporting groups.
- The service provider has identified and planned for an unprecedented risk based alternate delivery model that intends to disrupt prevailing graffiti and anti-social behaviours in vulnerable parks and open spaces.
- This proposal is consistent with the delivery of relevant objectives defined within the Town of Port Hedland Strategic Community Plan.

The proposed initial period of performance is for three (3) years with an additional two (2), one (1) year option periods.

DETAIL

Background

The Town of Port Hedland owns and operates a significant portfolio of public open spaces including public ablutions, BBQs, outdoor furniture (including shades), public art, footpaths, playgrounds, equipment, bins, and water fountains. The portfolio also incorporates a significant register of public art and structures.

These assets are open to and extensively used by the community and visitors.

The cleaning and sanitation of open spaces, ablutions, fixtures, and public art assets are deemed a critical service and at the core of maintaining operational continuity and providing safe and sanitary amenity in Town facilities.

Existing service arrangements for the cleaning and sanitation of open spaces, ablutions, fixtures, and public art assets are nearing expiration and the purpose of this tender is to enter into a service agreement to develop a fit for purpose, localised and compliant planned and reactionary cleaning and sanitation regime to ensure the uninterrupted operation of outdoor assets.

Contract Scope

The scope of this requirement is the cleaning and sanitation of outdoor assets. This requirement now also includes extended services in litter picking, graffiti removal, and syringe collection and disposal. In addition to the scheduled services, the contract will provide ad hoc and discretionary services outside of the contracted scheduled services. Additional services are considered as being reactive and unquantifiable, therefore, it is further recommended that a discretionary sum of \$100,000 (ex GST) per annum of operational budget is allocated to ad hoc and discretionary cleaning requirements.

These additional works will be the subject of a separate work order, and any unused budget will be retained by the Town.

Request for Tender

The Town released RFT2425-23 Cleaning and Sanitation Services, Ablutions and Outdoor Spaces on 21 October 2024 via Vendorpanel (the Town’s e-tendering portal) with a closing date of 18 November 2024. The tender was advertised in the West Australian and the Northwest Telegraph.

Three (3) addendums were released during the tender period relating to scope and tender clarifications.

Tender Assessment

The Town received two (2) compliant responses.

The proponents included:

1. Unicorn Cleaning and Gardening Services Pty Ltd
2. Pilbara Pressure Force Pty Ltd

An evaluation meeting was held on 21 November 2024, facilitated by the Town’s procurement representative. The submissions were evaluated by a panel of six (6) Town employee’s whose main objectives were to:

- A) Make a recommendation to the Council
- B) Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- C) Ensure adherence to Local Government Policies and legislation; and
- D) Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the following qualitative criteria:

Qualitative Criteria	(%)
Relevant Experience	20%
Capacity to Deliver and Resources	20%
Quality / Suitability	15%
Key Personnel & Skills	15%
Demonstrated Understanding	25%
Pricing	5%
Total	100%

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

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Acting Chief Executive Officer
- Director Regulatory Services
- A/Director Infrastructure
- Manager Financial Services
- Senior Management Accountant
- Coordinator Property Management
- Coordinator Landscaping & Irrigation
- Coordinator Parks & Gardens

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

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

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

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

The contract for the initial period of performance is \$7,061,794 (ex GST) based on:

Year 1 \$2,353,931 (ex GST)

Year 2 \$2,353,931 (ex GST)

Year 3 \$2,353,931 (ex GST)

A discretionary allowance of an addition \$300,000 (ex GST) of operational funds is allocated to the contract to meet ad hoc, discretionary, and emergent cleaning requirements that are outside of the service schedule subject of this tender. Appropriate budget allocations are contained within the Parks & Gardens and Irrigation & Landscape operating budgets.

Detailed commercial proposal information is included within confidential attachments.

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:

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

Our Economy:

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

Our Built and Natural Environment:

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

Our Leadership:

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

Environmental

Maintaining clean and sanitary public open space environments.

Economic

Service costs associated with maintaining asset cleanliness and sanitation.

Social

Maintaining community spaces that promote social interaction, community use and diverse recreational spaces.

Access and Inclusion

Outcome 4– Quality of Service of the Town’s *Access and Inclusion Plan 2023-2026* applies in relation to this item.

Corporate Business Plan

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

Our Infrastructure Services:

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

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Reputational & Service Interruption
Cause	If the Council does not support the endorsement of RFT2425-23 to proceed with maintaining asset cleanliness and sanitisation.
Effect (Consequence)	The Town will fail to provide clean, functional, and attractive open spaces.
Risk Treatment	Adopt the officer’s recommendation

There is a reputational & service interruption risk associated with this item because if the Council do not support the endorsement of RFT2425-23 public open spaces and outdoor assets will not be sufficiently cleaned and sanitised.

The risk rating is considered Medium (9) determined by a likelihood of Possible (3) and a result of Moderate (3).

This risk will be eliminated by the adoption of the Officers recommendations.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

It is recommended that the Council support the officer's recommendation to award RFT2425-23 Cleaning and Sanitation Services – Ablutions and Outdoor Spaces to the preferred tenderer indicated in the tender evaluation.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Commercial Details - RFT 2425-23 - Open Spaces & Ablutions [**12.4.1.1** - 4 pages]
2. CONFIDENTIAL REDACTED - RFT 2425-23 - Request Summary Report [**12.4.1.2** - 8 pages]
3. CONFIDENTIAL REDACTED - RFT 2425-23- V P 434415 - Multi Party Evaluation Report [**12.4.1.3** - 12 pages]

12.4.2	Award of RFT2425-16 - Cleaning of Town of Port Hedland Buildings
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Author: **Manager Infrastructure Operations**
Authorising Officer: **Director Infrastructure Services**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Approves the award of RFT2425-16 Cleaning & Sanitation of Town of Port Hedland Buildings to Pilbara Pressure Force Pty Ltd for an initial period of three (3) years to the total value of \$6,760,146 (ex GST).**
- 2. Approves the allocation of \$300,000 (ex GST) in operating budget for an initial period of three (3) years for discretionary and ad hoc cleaning requirements outside of the fixed servicing schedule.**
- 3. Authorises the Acting Chief Executive Officer to execute the administrative and legal instruments to enter into a contract between the Town of Port Hedland and Pilbara Pressure Force Pty Ltd for an initial period of three (3) years, with two (2) one (1) year options to extend, exercisable at the discretion of the Town of Port Hedland.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider and approve the award of RFT2425-26 Cleaning & Sanitation of Town of Port Hedland Buildings to Pilbara Pressure Force Pty Ltd. The basis of the recommendation to award is considered on value for money determined by cash and non-cash considerations including:

- The service provider is permanently based in Port Hedland and has presented a strong procurement plan with a focus on local buying.
- The service provider has demonstrated an exceptional understanding of this requirement and corresponding scheduling of works.
- The service provider has articulated a sustainable operational approach to this requirement that maintains the highest levels of business continuity planning, contingency and risk management incorporating emergent requirements.
- The service provider presented a fit-for-purpose staffing model that provides for sound contingency for staff turnover and continuity of service.

- The service provider will support this requirement with sufficient fit for purpose and well-maintained mobile plant and equipment.
- The commercial proposal is fixed and incorporates additional value-added services including Town access to real-time reporting and performance monitoring services. The proposal is holistic and incorporates all fixed and consumable costs to the Town.
- The service provider has demonstrated strong community participation and connection through the sponsorship of multiple local not for profit and sporting groups.

The initial period of performance is three (3) years with an additional two (2), one (1) year options.

DETAIL

Background

The Town's portfolio of community and administrative buildings has grown exponentially over several years. These assets are open to and extensively used by the community and visitors.

The cleaning and sanitation of built assets is deemed as a critical service and is at the core of maintaining operational continuity and the provision of safe and sanitary amenity in Town buildings.

Existing service arrangements for building cleaning and sanitation are nearing expiration and the purpose of this tender is to enter into a service agreement to develop a fit for purpose, localised and compliant planned and reactionary cleaning and sanitation regime to ensure the uninterrupted operation of community and administrative buildings. The following Town assets are included in this tender:

1. Port Hedland Civic Centre.
2. Port Hedland Community Centre – Milpaku Kuma.
3. Gratwick Aquatic Centre and gymnasium.
4. Port Hedland Library.
5. Wedgefield Depot – Administration, Training, Workshop, Warehouse and Rangers facilities.
6. Waste Management Facility.
7. South Hedland Library.
8. South Hedland Aquatic Centre and Leisure Office.
9. Wanangkura Stadium.

10. Matt Dann Theatre and Cinema.

11. JD Hardie Youth and Community Hub.

The proposed contract term is for an initial period of performance of three (3) years with two (2), one (1) year option periods that will be determined upon the successful completion of the initial period of performance.

In addition to the scheduled building cleaning and sanitation services, the contract will provide ad hoc and discretionary services outside of the contracted scope of works. Additional services are considered as being reactive and unquantifiable, therefore, it is further recommended that a discretionary sum of \$100,000 (ex GST) per annum of operational budget is allocated to ad hoc and discretionary cleaning requirements. These additional works will be the subject of a separate work order, and any unused budget will be retained by the Town.

Request for Tender

The Town released a Request for Tender (RFT) on 2 October 2024 on Vendorpanel. The closing date for responses was 6 November 2024. A mandatory site inspection was conducted on 9 October 2024.

There were seven addendums released during the tender period relating to scope clarifications.

Tender Assessment

The Town received seven (7) responses. The respondents included:

1. FM Contract Solutions Pty Ltd
2. HT Cleaning Services Pty Ltd
3. JMD FM Pty Ltd
4. Pilbara Pressure Force Pty Ltd
5. Sana Cleaning Services Pty Ltd
6. Spick & Span Commercial Property Maintenance Pty Ltd
7. Unicorn Cleaning & Gardening Services Pty Ltd

An evaluation meeting was facilitated by the Town Procurement team on 19 November 2024.

The submissions were evaluated by a panel of six (6) Town employees whose objectives included:

- a. Make a recommendation to the Council

- b. Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- c. Ensure adherence to Local Government Policies and legislation; and
- d. Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The submissions were assessed against the following qualitative criteria:

Qualitative Criteria	Weighting
Relevant Experience	30%
Capacity to Deliver and Resources	40%
Demonstrated Understanding	30%
Total	100%

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

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Acting Chief Executive Officer
- Director Regulatory Services
- A/Director Infrastructure
- Manager Financial Services
- Senior Management Accountant
- Coordinator Property Management

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

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

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

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

Further to the above, "Part 4, Division 2 – Tender for providing goods or services" of the Local Government (Functions and General) Regulations 1996 also applies in relation to this item. Workplace Health and Safety Act (2020).

The following guidelines were consulted and considered:

- Western Australian Department of Health – Cleaning and Sanitation Guidelines
- Safework Australia – Cleaning and Sanitation Guidelines

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

FINANCIAL AND RESOURCE IMPLICATIONS

The total contract value of this requirement is \$6,760,146 (ex GST) based on:

Year 1 \$2,253,382 (ex GST)

Year 2 \$2,253,382 (ex GST)

Year 3 \$2,253,382 (ex GST)

A discretionary allocation of an additional \$300,000 (ex GST) is allocated to the contract to meet ad hoc, extraordinary and emergent cleaning requirements that are outside of the scheduled cleaning scope of works. Appropriate budget allocations are contained within the Property Management operating budget.

Detailed commercial proposal information is included within confidential attachments.

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:

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

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.

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

Our Built and Natural Environment:

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

Our Leadership:

4.3.4 Efficiency strategies across the town's infrastructure and amenity assets are implemented.

Environmental

Nil

Economic

Service costs associated with maintain Service costs associated with maintaining facility cleanliness and sanitation.

Social

Nil

Access and Inclusion

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

- Outcome 2 – Buildings and Facilities

Corporate Business Plan

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

Our Community Services:

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

Our Corporate Services:

Customer Service - High quality and responsive customer service is provided.

Our Infrastructure Services:

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

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Strategic
Risk Category	Health & Safety Service Interruption Reputational
Cause	A failure to maintain building cleanliness and sanitisation
Effect (Consequence)	Unclean community and administrative facilities.
Risk Treatment	The engagement of a suitably qualified, skilled and experienced contractor with the demonstrated capacity to undertake building cleaning and sanitation services on behalf of the Town.
<p>There is a/an Operational Strategic risk associated with this item caused by a failure to maintain building cleanliness and sanitisation, leading to unclean community and administrative facilities.</p> <p>The risk rating is considered to be Medium (8) which is determined by a likelihood of Likely (4) and a consequence of Moderate (3).</p> <p>This risk will be treated by the engagement of a suitably qualified, skilled and experienced contractor with the demonstrated capacity to undertake building cleaning and sanitation services on behalf of the Town.</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 owns and operates a significant portfolio of built community and administrative facilities. The cleaning and sanitisation of these assets is critical to service levels, community expectation and the maintaining of high-quality facilities that are open to and used by the community. The award of this tender to Pilbara Pressure Force Pty Ltd will assure the highest levels of certainty that operational continuity, cleanliness and functionality will continue across the Town estate.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Multi party evaluation report - Building and Sanitation [12.4.2.1 - 14 pages]
2. CONFIDENTIAL REDACTED - Request Summary - Building Cleaning and Sanitation [12.4.2.2 - 21 pages]
3. CONFIDENTIAL REDACTED - Commercial Details - Building Cleaning and Sanitation [12.4.2.3 - 3 pages]

12.5 Executive Services

12.5.1	CEO Recruitment
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Author: Executive Manager Human Resources
Authorising Officer: Mayor
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION 1
 That Council approve the Position Description for the recruitment of a new Chief Executive Officer as attached.
ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER’S RECOMMENDATION 2
 That Council adopt the CEO Recruitment, Performance and Termination Policy under Section 5.39A and 5.39B of the *Local Government Act 1995* and schedule 2 of the *Local Government Administration Regulations 1996*.
ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER’S RECOMMENDATION 3
 That Council establish a CEO Recruitment and Selection Committee under Section 5.8 of the *Local Government Act 1995* and adopt the CEO Recruitment and Selection Committee Terms of Reference as attached in accordance with the Town of Port Hedland CEO Recruitment, Performance, Performance and Termination Policy.
ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER’S RECOMMENDATION 4
 That Council offers the next CEO a contract of up to 5 years, in accordance with Section 5.39 of the *Local Government Act 1995*.
ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 5

That Council offers a sitting fee of \$410 for the independent committee member per meeting of the CEO Recruitment and Selection Committee, in accordance with Section 5.100 of the *Local Government Act 1995* and Section 6.13 of the Salaries and Allowances Tribunal Determination of April 2024.

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 6

That Council appoints members of the CEO Recruitment and Selection Committee,

- **The Mayor,**
- **Councillor X and**
- **Councillor X.**

under Section 5.10 of the *Local Government Act 1995* and the CEO Recruitment, Performance and Termination Policy.

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to approve the Position Description for the position of Chief Executive Officer (CEO), adopt the CEO Recruitment, Performance and Termination Policy, adopt the CEO Recruitment and Selection Committee Terms of Reference and determine the membership of the CEO Recruitment and Selection Committee to enable the recruitment process to commence.

DETAIL

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

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

Council is required to approve the Position Description for the position of Chief Executive Officer, adopt the CEO Recruitment, Performance and Termination Policy and adopt the CEO Recruitment and Selection Committee Terms of Reference to

enable the external executive recruitment agency (McArthur) to commence the recruitment and selection process of a new CEO for the Town of Port Hedland.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Councillor Consultation

Prior to the Ordinary Council meeting, these matters were discussed with Councillors at workshops held on 13 and 28 November 2024 and 2 December 2024 with Natalie Lincolne, Senior Consultant from Price Consulting Group (appointed as independent facilitator) and Steve Nolis and Catherine Carroll from McArthur Recruitment Agency.

Internal

- Acting CEO
- Mayor and Elected Members
- Executive Manager Human Resources
- Manager Governance

External Agencies

- WALGA
- State Government - DLGSC

LEGISLATION AND POLICY CONSIDERATIONS

- Local Government Act 1995
- CEO Contract of Employment
- WA Industrial Relations Act 1979
- Model Standards for CEO recruitment, performance and termination as outlined in Schedule 2 of the Local Government (Administration) Regulations 1996
- Department of Local Government Operational Guidelines – CEO recruitment and selection, performance review and termination
- WA Salaries and Allowances Act 1975 Determination of the salaries and allowances tribunal on Local Government Chief Executive Officer (April 2024)
- WALGA CEO Recruitment – Guide for Local Government Councils

FINANCIAL AND RESOURCE IMPLICATIONS

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

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

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

Corporate Business Plan

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

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

RISK MANAGEMENT CONSIDERATIONS

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

OPTIONS

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

CONCLUSION

These recommendations cover the next stages of the recruitment process. Advertising the role of a replacement CEO in a timely manner is a priority for Council to ensure the search commences for a candidate with the skills and experience to deliver on our vision and mission of creating a thriving, resilient and inclusive future for our diverse community and guiding the growth and development of the Hedland community, economy and environment through the provision of strong civic leadership, provision of high-quality services and facilitation of active community participation.

ATTACHMENTS

1. Proposed CEO Position Description [**12.5.1.1** - 10 pages]
2. Proposed CEO Recruitment, Performance and Termination Policy [**12.5.1.2** - 8 pages]
3. Proposed CEO Recruitment & Selection Committee Terms of Reference [**12.5.1.3** - 4 pages]
4. Information to support decision making about the payment of committee members [**12.5.1.4** - 2 pages]

12.5.2 Panel of pre-qualified suppliers for graphic design services

Author: **Manager Public Affairs**
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 awards the following successful respondents to the RFT 2425-11 – Panel of Pre-qualified Graphic Designers.

- 1. Bevin Creative**
- 2. Creative ADM**
- 3. Impact Digi**
- 4. Key2Creative**
- 5. Lateral Aspect**
- 6. Media Engine**
- 7. Scott Printers**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider awarding successful respondents to RFT 2425-11 to the Panel of Pre-qualified Graphic Designers.

The report provides a summarised assessment of the submissions received in response to (Tender) RFT2425-11 “Panel of pre-qualified Graphic Designers” (Panel), and for Council to endorse the evaluation panel’s recommendations of contractors to be appointed to the Panel.

DETAIL

The Town of Port Hedland contracts services from a range of external agencies that provide graphic design services. While there is some graphic design capability within the Town of Port Hedland administration, the volume of graphic design required by the organisation is of a level that it is not feasible to provide this service solely through in-house resources.

The Town has developed strong internal processes to support the supply of graphic design from external agencies, ensuring responsible investment of ratepayer funds and value for money, while also delivering high-quality marketing and communications materials.

The Town is seeking to establish a panel of Pre-qualified Graphic Designers to further improve efficiency when contracting graphic design services.

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.

Deliverables through the Panel include, but are not limited to:

- Logo design
- Flyers/posters
- Website graphics
- Social media assets
- Corporate documents

The Town will aim to distribute the goods or services required between each panel member so that the total value of works awarded to each contractor is similar at the end of the panel period.

TENDER RELEASE AND EVALUATION

The Request for Tender was released on VendorPanel on 18 September and closed on 23 October.

The Request for Tender outlined the Town was seeking qualified graphic designers to join the Panel of Pre-qualified Suppliers for a 12-month contract, with two 12-month options to extend.

There were a range of questions and five (5) addendums provided during the tender period. These were related to:

- Previous annual expenditure on graphic design
- Payment terms
- Whether sole traders can submit a tender
- How many suppliers are likely to be appointed to the panel
- Examples requested on different complexities of designs

- Insurance requirements

A total of 35 submissions were received from the following respondents:

- "Mathematics"
- Activ Brand Management
- Bevin Creative
- Bite
- By Ninja
- Creative ADM
- Element
- Harby Studios
- IGeek Team
- ImpactDigi
- Ivory Media
- Key2Creative
- Kim Elizabeth Trust
- Know-ledge Asset Management
- KRG Advisory
- L.E Roberts Building Design
- Lateral Aspect
- Make Better Documents
- Market Creations
- Media Engine
- Media Mortar Agency
- Media Shark
- Mo Works Creative
- Neon Logic
- Nicholas Aaron Bowen-Sant
- PowerData Group Consulting
- Scott Printers
- Soco Studios
- Studio 76
- Studio Lore
- The Trustee for the Bariesheff Family Trust
- The Trustee for the Peters Morrison Family Trust

- The Trustee for the Be Family Trust
- Whistling Moose Graphics
- Wilhelm Studio

The Tender Evaluation Panel consisted of:

- Manager Public Affairs
- Senior Public Affairs Officer
- Marketing and Communications Coordinator.

Each of the respondents were assessed against the below qualitative criteria:

Criteria	(%)
Relevant experience	25%
Capacity to deliver and resources	25%
Quality / suitability	25%
Key Personnel and skills	25%

Evaluation of the tenders also took into account the Town’s Procurement Policy and the principle of Value for Money. Notably, value for money does not mean accepting the lowest quote but also considers other factors such as past contractor performance.

The tenders were assessed individually by each member of the evaluation panel. The top scoring tenders based on the qualitative criteria were then further refined.

It was determined that a panel of seven (7) suppliers was appropriate to ensure adequate capability and capacity across the range of graphic design needs required by the Town, while also ensuring a spread of work across the Panel.

The successful respondents following this process were:

- Bevin Creative
- Creative ADM
- Impact Digi
- Key2Creative
- Lateral Aspect
- Media Engine
- Scott Printers

As a result of this evaluation process, it is recommended that Council approve the seven (7) suppliers listed above to the panel.

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*

- Governance/Procurement

External Agencies

- As per public tender

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Local Government (Functions and General) Regulations 1996

FINANCIAL AND RESOURCE IMPLICATIONS

The financial impact of establishing the Panel of Pre-qualified Graphic Designers is covered by existing operational budgets.

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:

4.1.2 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.

4.3.3 Innovative marketing to attract amenity usage is implemented.

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

Access and Inclusion

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

- 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:

Public Affairs and Communication - Enhancing and protecting the Town’s reputation
 Providing advice and support to the Council, Executive Leadership Team and business units.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not establishing a panel
Effect (Consequence)	Some noticeable temporary non-compliances, which may result in audit or regulator findings.
Risk Treatment	Establish a panel
<p>There is an Operational risk associated with this item caused by not establishing a panel of Pre-qualified Graphic Designers. Not establishing the panel may lead to non-compliance of the Town’s procurement policy.</p> <p>The risk rating is considered to be Low (1) which is determined by a likelihood of Possible (3) and a consequence of Minor (1).</p> <p>This risk will be mitigated by establishing the panel of Pre-qualified Graphic Designers.</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 regularly contracts graphic design services from external agencies. Robust internal processes have been established to ensure efficiency and responsible investment of ratepayer funds.

It is recommended that a panel of Pre-qualified Graphic Designers be established to further enhance efficiencies and support continued delivery of high-quality graphic design products.

ATTACHMENTS

- 1. RF T 2425-11 Invitation to Join a_ Panel [**12.5.2.1** - 33 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)

PROCEDURAL MOTION

That Council close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995, to consider items 15.1, 15.2 and 15.3.

SIMPLE MAJORITY VOTE REQUIRED

15.1	Lot 2 (No. 13) Leehey Street, Wedgefield - Legal Action
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Reasons for Confidentiality

f(i) a matter that if disclosed, could be reasonably expected to – impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

15.2	Business Plan for Major Land Transaction - Purchase of Residential Dwellings
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Reasons for Confidentiality

f(i) a matter that if disclosed, could be reasonably expected to – impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

15.3	Purchase of Residential Properties
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Reasons for Confidentiality

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

16 Closure

16.1 Date of Next Meeting

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

16.2 Closure

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