



AGENDA

Dear Mayor and Councillors,

I respectfully advise that an **ORDINARY COUNCIL MEETING** will be held in the **Civic Centre, McGregor St, Port Hedland**, on **Wednesday, 28 June 2023**, commencing at **5:30pm**

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read "Craig Watts".

Craig Watts
Acting Chief Executive Officer

23 June 2023

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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Item 1 Opening of Meeting

The Presiding Member is to declare the meeting open at [Enter Time](#).

Item 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.

Item 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 Tim Turner
- Cr Renae Coles
- Cr Elmar Zielke
- Cr Jan Gillingham
- Cr Ash Christensen
- Cr Flo Bennett
- Cr David Eckhart
- Cr Jason Keller

Scheduled for Attendance:

- Carl Askew (Chief Executive Officer)
- Dale Putland (Interim Director Corporate Services)
- Josephine Bianchi (Director Community Services)
- Craig Watts (Director Regulatory Services)
- Lee Furness (Director Infrastructure Services)
- Tom Kettle (Manager Governance)
- Christine Fairbrother (Governance Officer)
- Karen Krollig (Governance Support Officer/ Minute Taker)
- Rhiannon Smith (Governance Support Officer/ Streaming)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

3.5 Disclosure of Interests

| Name | Item no. | Interest | Nature |
|-----------|----------|-----------|-------------------------------|
| Cr Zielke | 15.2 | Financial | Owns shares in De Grey Mining |

Item 4 Applications for Leave of Absence

Item 5 Response to Previous Questions

5.1 Response to Questions taken on notice from Elected Member at the Council held on Wednesday 31 May 2023**5.1.1 CR RENAE COLES**

The Lock Hospital site, as we're aware, China's Gym was destroyed just recently. I drive past this on a regular basis through pick-ups and drop-offs through my role at the moment. Who is responsible for the upkeep of the lot hospital site? It is very overgrown, it is quite dry, and it's very much a safety risk right now other buildings residing around it. If we're responsible or if heritage council is, could someone please reach out to find out who is responsible to upkeep and maintain that area? Because it's a safety hazard ready and waiting to take place.

The Mayor provided the following response:

Department Communities is responsible. We'll contact them.

The Director Regulatory Services has provided the following statement:

The Department of Communities has been contacted in relation to this matter, including condition of the site, security of the site and removal of overgrowth.

The Department of Communities (DoC) advised that they have requested the Department of Finance to engage a structural engineer to provide a Structural Engineers Report of the building damaged by the fire which will assist to determine the fate of the building. This request was to be given a priority and DoC have been assured by the Department of Finance that this will be the case. Temporary fencing installed by the Town will remain in situ until 9 July 2023 to enable DoC to source their own fencing for the site. Ranger Services will monitor the site and issue notices in relation to fire control if no action is taken and the site is not compliant with the Town's Fire Break Notice.

5.1.2 CR JAN GILLINGHAM

My other question from the public, is the Dome Café – regarding the building, the trellis shutters are in need of repair. Who is responsible for the maintenance of this heritage building?

The Director Regulatory Services has provided the following statement:

The Dome property is subject to a lease with the Town, which requires the lessee to undertake general maintenance work and upkeep to the building. This would include the lattice screen shutters. The Town has contacted the Lessee (Dome) to request they take action to undertake repairs to the shutters as per the provisions of the lease. Dome has confirmed receipt of this request and intend to action the works.

5.2 Response to Questions taken on notice from the Public at the Council held on Wednesday 28 June 2023

5.2.1 JOHN ASHENDEN

*My first question I would like to ask requires just a simple, truthful yes or no answer and is directed to the Mayor, Peter Carter and each sitting councillor, and especially Deputy Mayor Tim Turner, who is the Chair of the Audit, Risk and Finance committee.
Have you all gone through the 2022/23 Budget Review that was passed at the Special Council Meeting held on the 15th May 2023?*

The Manager Financial Services has provided the following response:

All councillors were fully briefed on the Budget review.

I'm not sure how any of us, rate payers and residents can understand that you operated in good faith when there is so many anomalies in the budget review. For one example, could you, Mayor Peter Carter, please explain staff housing, 85 Sutherland Street? There was \$450,000 allocated. The Q2 predicted budget went down to \$30,953. The budget net adjustment is \$1,044,347. Now, I've got a couple hundred grand in my pocket, if I can give that to you and you can bring \$1m odd back, I'll hand it straight over.

The Manager Financial Services has provided the following response:

There was a revision downwards of \$419,847, not \$1,044,347 as claimed. The revised budget reflects the expenditure that is anticipated to occur during the current financial year.

*In regard to rates, I would like to hand out this graph. I've printed from page 13 of the SCM minutes. Last year, we were told there was to be a 2.5% rate rise. Putting aside as stated in the minutes, the complex accounting that is needed to put together the rate amounts we are charged, my rates increased from \$1,889.62 to \$2,239.00 That's an 18.48% increase. If you have a look at the graph supplied, pink 20/21 agreed rate was zero percent. But the actual increase was 9.4%. The following column, 21/22 increase of 2%, actual 16.95%. Next column, agreed 2.5%, actual 7.81% and the last column doesn't have all the numbers yet, but agreed 3.5%, but already you've predicted 4.2% increase when you finalise that budget.
Could you please explain how that works? As I see it, you are compounding your interest on the new figures each year, so you're putting interest on interest and not on the original base figure.*

The Manager Financial Services has provided the following response:

Your rates increased due to GRV Increases which is carried out by Landgate and advised to the Town and not therefore determined by the Town of Port Hedland. The rate in the dollar charged decreased over this period by 2.783 cents in the Dollar. The explanation as to the % changes are explained in the 'Notes' section of the table you provided at the Ordinary Council Meeting on the 31 May 2023.

Could you please explain to me Mayor Carter, when the wider community consultation was done in regard to the whether the greater community agreed in the upcoming Drag Queen

Storytime's reading to our community's children? I don't recall seeing or hearing any notification regarding this. Is this one of the reasonings you use in revoking our motion, re the special elector's meeting?

The Director Community Services has provided the following response:

In relation to Drag Queen Storytime, these are events organised as part of 'Pilbara Pride Week' and intended to celebrate diversity and inclusion and help foster a more accepting and tolerant society by promoting understanding and empathy.

Drag Queen Storytime events are becoming increasingly popular across Australia, with many parents and children enjoying the fun and engaging storytelling sessions provided by drag performers.

5.2.2 MERRYLN BROWNING

The money you're putting towards this Pride event, could probably have helped out Sonic Health. What are we doing about the healthcare in this town?

The Director Community Services has provided the following response:

In relation to healthcare, although the Town does not provide these services directly to the community, it certainly has an important advocacy role to fulfill. The Town is aware of community concerns associated with the recent announcement of the closing of the Sonic Health Plus practice in South Hedland. The Town is now in the process of determining what led to this closure and what can be done to attract suitable and sustainable healthcare practitioners to Hedland.

In addition the Town provides 10 houses to GP's at below market rental value to attract GP's to the Hedland community.

5.2.3 JILLIAN FISHER

Drag Queen Story Time - I'd just like to know how much was awarded in kind, and fund's wise for this event in Port Hedland. I'd just like to know who approved of this funding and were the councillors aware of this event coming and up were they in agreeance with this? Did Port Hedland approve the advertising of a bearded drag queen on the poster at a Town of Port Hedland facility?

The Manager Events, Arts & Culture has provided the following response:

The event is organised as part of 'Pilbara Pride Week' and intended to celebrate diversity and inclusion and help foster a more accepting and tolerant society by promoting understanding and empathy. Drag Queen Storytime events are becoming increasingly popular across Australia, with many parents and children enjoying the fun and engaging storytelling sessions provided by drag performers.

The Drag Queens were not paid by the Town of Port Hedland, but rather supported by providing South Hedland Library as a venue and staff to assist. However, the Town did approve a \$10k community development grant submitted by PHLAGS to go towards events associated

with their 2023 Pilbara Pride week. All promotional material was designed and approved in line with ToPH Communication Protocols.

Item 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

Item 7 Questions from Members without Notice

Item 8 Announcements by Presiding Member without Discussion

The Mayor's meetings for the month of May 2023;

| DATE | MEETING |
|------------|--|
| 1/05/2023 | Meeting with Azzura |
| 3/05/2023 | WALGA State Council meeting |
| 4/05/2023 | Radio chat with Ecky |
| 4/05/2023 | Media Training |
| 5/05/2023 | Meeting with Hoabinh Group |
| 10/05/2023 | BHP SEG Meeting |
| 11/05/2023 | Radio Chat with Ecky |
| 11/05/2023 | Tour of South Hedland Street Art |
| 12/05/2023 | Welcome to Hedland event |
| 15/05/2023 | Special Council Meeting |
| 17/05/2023 | Aviair Regional Airline Launch |
| 18/05/2023 | Radio chat with Ecky |
| 18/05/2023 | Hedland Community Road Safety Group meeting |
| 18/05/2023 | Port Haven Tour |
| 19/05/2023 | Triple M Interview – Dempster St Workforce Accommodation |
| 20/05/2023 | ABC Breakfast show Interview – Community Centre Opening |

| | |
|------------|--|
| 20/05/2023 | Official Port Hedland Community Centre Opening |
| 20/05/2023 | Jury Art Prize event |
| 23/05/2023 | Intro meeting with PPA CEO |
| 25/05/2023 | Radio Chat with Ecky |
| 25/05/2023 | Australian Hydrogen Conference, Brisbane |
| 26/05/2023 | Australian Hydrogen Conference, Brisbane |
| 31/05/2023 | Meeting with PHIA CEO |
| 31/05/2023 | May Ordinary Council meeting |

Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting

Item 10 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Special Council Meeting held on Wednesday 15 May 2023 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 Wednesday 31 May 2023 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.

Item 11 Reports of Committees

Item 12 Reports of Officers

12.1 Corporate Services

| | |
|--------|---|
| 12.1.1 | STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 APRIL 2023 |
|--------|---|

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.

OFFICER'S RECOMMENDATION

That Council pursuant to section 6.4 of the *Local Government Act 1995*:

1. Receive the Statement of Financial Activity for the period ended 30 April 2023, as shown in Attachment 1;
2. Receive the Material Variance Report, as shown in Attachment 2;
3. Note the Accounts paid under delegated authority for the period ended 30 April 2023 , as shown in Attachment 3; and
4. Receive the Credit Card Statements for the period ended 30 April 2023, as shown in Attachment 4.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to present to Council the Statement of Financial Activity for the period ended 30 April 2023. Supplementary information is also presented to Council to provide further information regarding the Town's activities.

Detail

The information provided in this report is for the period ended 30 April 2023, with financial results included in Attachment 1. Statement of Financial Activity inclusive of Notes 1-15 prepared by the Town of Port Hedland (the "Town").

The statements are based on simpler and more streamlined financial reporting as recommended by the Office of the Auditor General and Department of Local Government, Sport and Cultural Industries. Initial changes to align with the recommendations have been implemented from 1 July 2023, with measures designed to be in full effect by the end of the 2023-2023 financial year. The main change thus far has been the removal of the presentation of Financial Activity by the programme.

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 2022/2023 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 \$86K presented in Year to Date Actual on the Statement of Financial Activity is as per the closing surplus of the audited June 2023 financial statements.

The net current funding position (surplus/(deficit) from the Statement of Financial Activity as at 30 April 2023 is a surplus of \$30.3M.

The breakdown of the cash position is displayed below:

| | 2023/23 Actuals |
|--|-----------------|
| Current Assets: Cash and Investments | \$188.5M |
| Restricted Cash – Reserves | \$155.2M |
| Unrestricted Cash Position as at 30 April 2023 | \$33.26M |

Previous Decisions

The Statements of Financial Activity are presented to Council each month for noting

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is of low significance, because this report is presented to Council for information purposes only.

CONSULTATION

Internal

- All consultation and engagement are conducted internally.

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 RESOURCES 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 AND SUSTAINABILITY IMPLICATIONS

The following section of the Town's Strategic Community Plan 2023-2032 is applicable in the consideration of this item:

- 4.2 Transparent and accountable governance and financial sustainability

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

RISK MANAGEMENT CONSIDERATIONS

As per the risk matrix contained in Policy 1/022 'Risk Management', the level of risk is considered to be Medium (6) .

There is a financial risk associated with this item because a reduction in income or increase in expense throughout the 2022/23 financial year could impact on the Town's ability to meet service levels or asset renewal funding requirements. 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 \$86K presented in YTD Actual on the Statement of Financial Activity, is as per the closing surplus presented in the audited financial statements from June 2023. The net current funding position is \$30.3M.

ATTACHMENTS

1. Statement of Financial Activity - April 2023 (under separate cover)
2. Material Variance Report - April 2023 (under separate cover)
3. Payments Made Under Delegated Authority - April 2023 (under separate cover)
4. Credit Card Statement - April 2023 (under separate cover)

12.1.2 PROPOSED POLICY 4/011 'ELECTRONIC MEETINGS AND ELECTRONIC ATTENDANCE'

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 adopts the 'Electronic Meetings and Electronic Attendance Policy' as per Attachment 1.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider policy 4/011 'Electronic Meetings and Electronic Attendance' and approve for adoption.

DETAIL

Policies are adopted by Council to set out agreed positions and to provide a framework for consistent decision making. Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) defines a key role of a local government is to determine the local government's policies. Policies are the decisions of council, which establish the agreed views and direction with respect to certain matters, and define the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue.

On 9 November 2022 the *Local Government Administration Regulations 1996* (Regulations) were amended to allow local governments the ability to continue to conduct Council and Committee meetings outside of emergency situations. The Department of Local Government, Sport, and the Cultural Industries (DLGSC) released "Guidelines for Developing Policies on Electronic Attendance and Meetings." These guidelines advise local governments to establish a policy regarding requests for electronic attendance at meetings and outline the council's expectations concerning equipment and location.

The Regulations provide for electronic attendance, approval for electronic attendance and specify that electronic attendance must be from a "suitable location" and using "suitable equipment".

Electronic Meetings and Electronic Attendance Policy (the Policy) outlined in Attachment 1 aims to establish guidelines for requesting electronic attendance at meetings and the expectations for Council and Committee members participating in meetings remotely. This policy applies to electronic attendance at various types of meetings, including Ordinary Council Meetings, Special Council Meetings, Committee Meetings, Confidential Briefings, Agenda Feedback Sessions, and Workshops for Elected Members.

Local governments have the flexibility to establish their own policies regarding requests for remote attendance at meetings. This policy can include further definition of what a suitable location is, what equipment is required for remote participation and the preferred electronic methods for remote access.

This policy clearly defines the areas that may be interpreted differently by the Legislation and specifies the expectations for Elected Members of the Town of Port Hedland. It includes a clear definition of the requirement that no more than half of the meetings in a year can be attended electronically, known as the "50% rule."

The policy in Attachment 1 also extends to electronic attendance by Elected Members at non-statutory meetings, including Agenda Feedback Sessions, Confidential Briefings, and Council Workshops. While there is no specific legislation governing electronic attendance at these meetings, it is important to include them in the policy to provide clear guidelines for Elected Members on applying for electronic attendance and ensuring confidentiality is upheld.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because approval of the policy will not have any significant impact on the community.

CONSULTATION

Internal

- Manager Governance
- Director Corporate Services
- Executive Leadership Team

External Agencies

- The Department of Local Government, Sport, and the Cultural Industries (DLGSC)
- The WA Local Government Association (WALGA)

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996, r.14C - r14E.*

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial and resources implications associated with the proposed policy.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section of the Town's Strategic Community Plan 2018-2028 is applicable in the consideration of this item:

- 4.b.3 Transparent and regular governance reporting and communication to the community is undertaken

Access and Inclusion Plan

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

- Outcome 3 – Accessible Information
- Outcome 4 – Quality of Service

Corporate Business Plan

The following action of the Town's Corporate Business Plan 2018-2022 apply in relation to this item:

- 2.b.3.1 – Regularly review policies and local laws to minimise red tape within statutory frameworks.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, as it may be perceived that the Town's policies are outdated, and do not reflect the requirements of the Act and the Regulations. A further reputational risk involves the possibility of encountering technical difficulties when an Elected Member participates in a meeting remotely, which could potentially raise questions about the professional standards of the Town, particularly due to the live streaming of these Meetings. The risk rating is considered to be low (1), which is determined by a likelihood of rare (1) and a consequence of insignificant (1).

This risk will be eliminated 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 proposed Electronic Meetings and Electronic Meetings Attendance policy, as presented in Attachment 1, provides a framework for the Town to establish guidelines and expectations regarding electronic attendance at meetings. By adopting this policy, Council can provide clarity for Elected Members on requesting remote participation. The policy aligns with the amended Regulations and the guidelines issued by DLGSC and includes meetings, both statutory and non-statutory. By approving this policy, Council demonstrates its commitment to enabling effective communication and participation while upholding confidentiality in the digital age.

ATTACHMENTS

1. **Electronic Meetings and Electronic Attendance Policy (under separate cover)**

12.2 Community Services

12.2.1 TOWN OF PORT HEDLAND FY22/23 COMMUNITY DEVELOPMENT ACTION PLAN PROGRESS REPORT

Author: Aboriginal Torres Strait Islander Officer
Authorising Officer: Director Community 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 notes the FY22/23 progress on achieving set initiatives in the Town of Port Hedland's Community Development Plan 2022-2027 as shown in Attachment 1.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to note the progress achieved for FY22/23 on the *Town of Port Hedland's Community Development Plan 2022-2027*.

DETAIL

This report outlines the progress that has been made since the endorsement of the *Town of Port Hedland Community Development Plan 2022-2027*. In 2021, the Town of Port Hedland (ToPH) commissioned Bank of I.D.E.A.S to assist with the development of the ToPH Community Development Plan (The Plan) as an expression of our commitment to the development of a vibrant, caring, connected and inclusive community.

The ToPH Community Development Plan encompasses the period 2022-2027 and provides the vision, framework and practical directions needed for positive community development.

Specifically, The Plan seeks to:

- Summarise the current socio-economic status of the Hedland community including existing realities, assets and challenges
- Express the aspirations of community members, businesses, organisations and groups
- Provide a framework for guiding community-led development activity in Hedland and how we can strengthen and support the community
- Specify a set of recommended priorities and actions for the next five years
- Identify specific community outcomes and performance

The FY22/23 Community Development Plan Action Plan reports on actions and outcomes achieved in the FY22/23 financial year against five key focus areas and strategic responses detailed in The Plan including:

- Focus Area 1: Liveability and Sustainability
- Focus Area 2: Inclusion, Social Connection and Accessibility

- Focus Area 3: Leadership, Capacity Building and Partnerships
- Focus Area 4: Recognition and Celebration of Cultural Diversity and Strengths
- Focus Area 5: Healthy Environments, Sustainability and Connection to Country

Major achievements for the FY22/23 financial year include:

Focus Area 1: Liveability and Sustainability

- Completion of the JD Hardie Stage 2 development increasing access for young people and community to multi-use sport courts.
- Completion of the South Hedland Skate Park shaded area encouraging increased use of this community space.
- Business case nearing completion for Service Worker Housing Development
- Current review of the Community Safety Plan, to inform the Town on how to improve the engagement, decision making, governance and implementation of outcomes
- Introduction of the inaugural Town's Nights Light Program funded by the DLGSCI
- Closing of Wise Terrace in South Hedland and transforming the space into a natural, cultural and activated space for families to enjoy

Focus Area 2: Inclusion, Social Connection and Accessibility

- Council endorsement of the ToPH Youth Development Plan 2022-2025 and its 61 recommended strategies
- Active Transport Strategy completed and going to Council for adoption at the 2023 June Ordinary Council Meeting
- Recognition and celebration of Pride Week through the support of PHLAGS+ through a community development grant, collaborative community events such as Drag Queen Storytime at local libraries and general events assistance throughout the week.
- Council endorsement of the ToPH Access and Inclusion Plan 2023-2026
- DLGSCI grant funding of \$34,000 to support the Town's Senior Adults Living Triumphantly program

Focus Area 3: Leadership, Capacity Building and Partnerships

- 2023 ToPH Community Grants Program Review completed.
- Establishment of the ToPH Youth Advisory Council (YAC) with the aim of creating a mutually respectful partnership with young people in Hedland.
- The execution of the 2023 MOU between the Town and RSL formalising our community partnership to support key Hedland events including ANZAC Day, Bombing Day, Veteran's day and Remembrance Day.

Focus Area 4: Recognition and Celebration of Cultural Diversity and Strengths

- In collaboration with Pilbara Community Legal Services, the Town supported Multicultural Harmony Week events through the donation towards a Family Social Sports event.
- Celebration of the 2022 NAIDOC Week with the Town collaboratively working with local community groups, businesses and organisations to support the week of planned activities in Hedland

Focus Area 5: Healthy Environments, Sustainability and Connection to Country

- Council endorsement of the ToPH Waste Management Strategy 2022-2027
- Completion of the Landfill Office as part of the Community Recycling Centre Masterplan
- Implementation of the 2023 Youth Week calendar of events including an On-Country cultural experience with Hedland youth and our Elders
- The Town's first Environmental Sustainability Strategy 2022-2027 was developed and endorsed by Council

It should also be noted that there are no actions which did not meet timeframe, with the remainder of the actions being those which have commenced and/ or extend over a number of years.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of high significance, because there are considerable long-term implications of the decisions including an impact on the ToPH Strategic Community Plan, Youth Development Plan, Hedland Aboriginal and Torres Strait Islander Partnership Plan and the Access and Inclusion Plan. The Plan required community consultation and engagement.

CONSULTATION*Internal*

The Community Development Team has worked with the whole organisation to provide outcome updates to report to Council on the achievements against each focus area and strategic responses to formulate a FY22/23 Community Development Action Plan Progress Report.

External Agencies

- Nil.

*Community***LEGISLATION AND POLICY CONSIDERATIONS**

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

This Community Development Plan can be considered as an important supporting document to the Town's Strategic Plans.

FINANCIAL AND RESOURCES IMPLICATIONS

All costs associated with the development of The Plan have been included in the FY21/22 Operational Budget in which Council endorsed a \$100,000.00 operational budget for the implementation of FY22/23 Community Development Plan strategic initiatives. The consultancy part of The Plan was budgeted at \$20,000.00 (ex GST).

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

All sections of the Town's Strategic Community Plan 2022-2032 are applicable in the consideration of this item.

Environmental

Hedland is respected as a community which enhances and protects our beautiful natural environment and diverse and prolific fauna and flora.

Economic

Hedland is viewed as a safe community where all residents feel connected to people, place and home. Hedland is recognised as a community that appreciates, supports and promotes active community participation, volunteerism, local leadership and strong partnerships.

Social

Hedland becomes a community where all members experience community connection, inclusion, and a sense of pride in our history, diversity, uniqueness, achievements, structures and future.

Hedland is known as a community that respects our Indigenous and Non-Indigenous diversity, heritage, cultures and contributions.

Access and Inclusion Plan

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 to Provide Feedback
- Outcome 6 – Public Consultation
- Outcome 7 – Employment Opportunities

Corporate Business Plan

All actions of the Town's Corporate Business Plan 2018-2022 apply in relation to this item.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because the plan represents an expression of our commitment to the development of a vibrant, caring, connected and inclusive community. The community development plan 2022-2027 provides the vision, framework and practical directions needed for positive community development. The risk rating is considered

medium (9), which is determined by a likelihood of possible (3) and a consequence of moderate (3).

OPTIONS

Option 1 – Adopt officer’s recommendation

CONCLUSION

The ToPH Community Development Plan 2022-2027 is a strategic planning document providing a framework for guiding community development activities within the local government area. The Plan is at the centre of Council’s business and priorities and is a roadmap for all place-based groups, service provider organisations, and businesses for strengthening our community. The FY22/23 Community Development Plan Action Plan reports on actions and outcomes achieved in the FY22/23 financial year against five key focus areas and strategic responses as detailed in the progress report attached.

ATTACHMENTS

1. ToPH Community Development Plan Progress Report 22-23

12.3 Regulatory Services

12.3.1 DRAFT ACTIVE TRANSPORT STRATEGY - ADOPTION FOR PUBLIC CONSULTATION

Author: Project Officer - Strategic Planning

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. Adopts the draft Active Transport Strategy, as presented in Attachment 1 of this item for the purpose of public consultation;
2. Advertises the draft Active Transport Strategy for a minimum of 28 days; and
3. Receives a final version of the Active Transport Strategy for consideration following public consultation.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider initiation of draft Active Transport Strategy (the draft Strategy) (**Attachment 1**). Should Council resolve to initiate the draft Strategy, it will be advertised for public comment before being presented to Council for final adoption (with or without modifications).

DETAIL

The Town of Port Hedland provides and maintains a path network to enable efficient and safe use of active transport modes (such as walking, cycling, and wheelchair use) across localities within Port and South Hedland. The active transport network is formed by a series of footpaths, shared paths and pedestrian access ways (PAWs). They aim to provide unimpeded movement of pedestrians and cyclists around residential neighbourhoods, as well as often being used to locate public infrastructure such as water, sewer, gas pipes and electrical cables. Many of the paths and PAWs were created as part of the historical subdivisions within Hedland that were often based on cul-de-sacs and loop roads. The draft Strategy has been prepared to analyse the current provision of footpaths and shared paths and identify missing links to guide future new paths and upgrades, as well as provide a strategic planning framework which will guide the management, upgrades, and closure of PAWs.

Background

The draft Active Transport Strategy was originally developed as Pedestrian Access Way (PAW) Strategy in the 2021-22 financial year. A PAW Strategy was determined to be required as a response to enquiries from community members regarding the closure of PAWs, normally on security grounds. Currently, the Town does not have a PAW Strategy and the closure of PAWs is undertaken in an ad hoc manner. The draft Active Transport Strategy aims to ensure PAW closure requests are reviewed in line with the *Land Administration Act 1997* and Department

of Planning Lands and Heritage (DPLH) 'Procedure for the Closure of Pedestrian Access Ways' (2009). These guidelines provide a streamlined approach for closure procedures in situations when the local authority has developed a WAPC endorsed pedestrian and cycle plan.

Through the PAW analysis it became apparent that the PAWs are only one component of a larger pedestrian and cycle network, and a review of the whole network was required. In 2021, the Department of Transport (DoT) prepared the 'Pilbara 2050 Cycling Strategy' which aims to deliver a safe, integrated and comfortable cycle network within the Town. The DoT undertook extensive consultation with the community and the Town and produced a blueprint for Pilbara's 2050 cycling network, including the identification of key missing links and priority projects for cycling in the Pilbara region over the following five years. The Pilbara 2050 Cycling Strategy was endorsed by Council, however since its implementation in 2021, there have been some projects have been completed and new missing links identified. The draft Strategy aims to provide an updated plan for future works associated with the missing links and priority projects outlined in the Pilbara 2050 Cycling Strategy.

Outcomes

The draft Active Transport Strategy is divided into four parts, with each reflecting one of the below objectives:

- A. Connected Network
- B. Functional Infrastructure
- C. Safer Pedestrian Access Ways (PAWs)
- D. Education and Promotion of Active Transport Modes

The first two objectives describe the existing path network and associated infrastructure, identify the route hierarchy and key missing links, and provide guidance on considerations for path design. The third objective looks at the outcomes of the PAW audit and community engagement to provide recommendations for the upgrades and closures of individual PAWs. The fourth objective identifies methods of education, promotion, and communication that can be used to ensure residents have access to information on smarter, healthier, more environmentally sustainable travel choices.

The draft Strategy puts forward 28 recommended actions across these objectives. The actions are designed to be practical and set clear guidance for priority projects to be completed over the next few years with the aim of creating a safer, more comfortable, and integrated active transport network. The full list can be found in on pages 6 and 7 of the draft Active Transport Strategy (**Attachment 1**). The final version of the strategy will include the Council and Town's role in the delivery of the objectives, whether this be as Advocate, Facilitator, Partner, Funder, Provider as aligned with the Strategic Community Plan 2022-2032.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because the active transport network impacts a broad section of the community and any submissions received from public advertising will be considered in the final version of the Active Transport Strategy.

CONSULTATION

Internal

- Executive Leadership Team
- All Managers

- Councillor Briefing 7 June 2023 – comments from Councillors attending the briefing will be noted and incorporated into the final version of the document. Councillors will also have opportunity to provide additional comment during the advertising period.

External Agencies

- The draft Strategy has yet to be consulted on externally. However, this is to be undertaken alongside the public advertising period.

Community

The draft Strategy has reviewed data from the previous community consultation undertaken by the Department of Transport for the 'Pilbara 2050 Cycling Strategy, 2021', and by the Town of Port Hedland for the 'Community Development Plan 2022-2027'.

In addition, between the 28 February to 28 March 2022, engagement was undertaken with the local community for the PAW component of the draft Strategy including:

- Interactive Exercise involving the placement of coloured dots on maps of the PAWs at the South Hedland Shopping Centre. There were 23 responses.
- Social Pinpoint Survey that depicted each PAW in the study area and then allowed the user to click on the relevant PAW and answer a series of questions. It also yielded 23 responses.

Further details of the public consultation undertaken can be found in Appendix 1 of the draft Active Transport Strategy (**Attachment 1**).

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Land Administration Act 1997*
- *Town of Port Hedland Local Planning Scheme No. 7*

FINANCIAL AND RESOURCES IMPLICATIONS

There is a financial cost of advertising the draft policy in the North West Telegraph with an approximate cost of \$600, which is budgeted.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Town's Strategic Community Plan 2022-2023 are applicable in the consideration of this item:

- 1.1.6 Town-wide health, safety, recreation and sporting activities and services are promoted.
- 1.2.4 Regular opportunities for the broad community to have input into the Town of Port Hedland plans and programs are provided for transparency, accountability and two-way interaction.
- 1.2.5 Opportunities to get involved and results of engagement are regularly 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.
- 1.4.2 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.
- 2.4.2 Market and promote Hedland for tourism.

- 2.4.4 Market and promote the local lifestyle of the Hedland community.
- 3.2.1 Identify, plan and develop the present and future needs for serviced land and infrastructure provision.
- 3.3.1 Urban and spatial planning is implemented to enhance human interaction with nature and industry.
- 3.3.2 The community has access to attractive natural habitats, built form, parks and amenities.
- 3.3.5 The greening and vegetation of streetscape verges are systematically implemented.
- 3.3.6 A Cultural Wayfinding and Public Art Implementation Plan is developed and implemented.
- 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

The draft Strategy will contribute to the protection and enhancement of the natural environment and improve access to natural habitats, parks and open space.

Economic

The draft Strategy will provide direction for the Town to establish realistic provision and maintenance costings and in turn effectively budget for current and future footpath infrastructure in line with the Town's Long Term Financial Plan.

Social

The draft Strategy will assist with the planning for and provision of future community infrastructure. Active transport opportunities and associated path network are highly valued by the community, so maintaining these assets to a high quality and making improvements where necessary directly contributes to achieving the Town's vision as outlined in the Strategic Community Plan.

Access and Inclusion Plan

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 2018-2022 apply in relation to this item:

- 1.d.2.1 – Develop, implement and review an asset management renewal program to ensure long-term sustainability of the Town's assets.
- 1.d.3.2 – Develop, implement and review a range of programs to enhance, activate and encourage usage of the Town's infrastructure.
- 3.b.1.1 – Develop, implement and review a Parks and Paths Strategy
- 3.b.1.3 – Advocate to and support State Government initiatives to resolve land use conflicts
- 3.c.1.1 – Liaise with industry, developers, business and community to provide advice on planning, building and land matters.
- 3.c.2.1 – Continue to maintain roads, footpaths, cycleways, beach access, carparks, verges, shade structures and signage.

Environmental Sustainability Strategy

The following actions of the Town's Environmental Sustainability Strategy 2022-2027 apply in relation to this item:

- 6 – Improve pedestrian and cycling connectivity, lighting, and signage aligned to the priorities in the Pilbara Cycling Strategy 2050 and prepare a five-year footpath and lighting plan to establish other pedestrian and cycling networks.
- 8 – Incorporate bicycle parking infrastructure in key locations and include information on cycling networks on the Town's website and relevant digital applications.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because having a fragmented approach to footpaths and pedestrian access ways may cause a decrease in the community's perception of the Town's services. The risk rating is considered to be medium (9), which is determined by a likelihood of possible (3) and a consequence of moderate (3).

These risks will be eliminated 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

This report has detailed the reasons for initiating the draft Active Transport Strategy. By initiating this strategy, Council will facilitate upgrades to path network infrastructure, promote more sustainable and active forms of transportation such as walking and cycling, support a strategic framework for addressing PAW closures, and facilitate greater collaboration with community on how their local networks can be improved.

ATTACHMENTS

1. **Draft Active Transport Strategy (under separate cover)**

12.3.2 2023/24 BUSINESS CONTINUITY PLAN

| | |
|--------------------------------|--|
| Author: | Director Regulatory 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. Endorse the Town of Port Hedland Business Continuity Plan 2023/24 as per Attachment 1.
2. Authorises the Chief Executive Officer to make any necessary minor and formatting changes to the Plan as required.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider endorsing the revised and updated 2023/24 Business Continuity Plan (BCP).

DETAIL

The Town's Business Continuity Plan was endorsed at the 25 May 2022 Ordinary Council Meeting, and identifies risks and impacts to the business, together with analysis of these risks, providing preventative actions and contingencies to address these. The BCP incorporates a business impact analysis which identifies critical risks together with the maximum acceptable outage of the business activity which is disrupted. The BCP was subject to further review as part of a targeted external audit undertaken by William Buck, which resulted in a number of minor changes to the document which were incorporated in January 2023. The BCP was also subject to a minor internal review which recommended amendments to further improve the plan.

These changes included:-

- 1) Removal of minor and low priority items from the business impact analysis spreadsheet (Auditors).
- 2) Identification of dependencies within the business impact analysis spreadsheet (Auditors).
- 3) Inclusion of a crisis communications plan, incorporating document templates (SLT).
- 4) Confirming "final decision" making powers are held by the Chief Executive Officer (Auditors).
- 5) Amending the training and testing schedule to incorporate three tests/scenarios and an annual review of the document (SLT).

The Officer recommendation again includes authorisation for the Chief Executive Officer to make minor amendments and updates to the BCP as required. These changes include but are not limited to, staffing changes, title changes, contact detail changes, changes in legislation, and any implementation of any recommendations arising from a future review by the Town's Auditors. Any significant changes will require approval of Council.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because the adoption of the BCP will ensure that the Town has procedures in place to recover from an emergency or incident that affects normal business operations and meets legislative obligations.

CONSULTATION

Internal

- The Audit and Risk Committee have been provided the draft for comment and inclusion within this report.
- The Executive Leadership and Senior Leadership Teams have been consulted and provided information for the BCP.

External Agencies

- Nil

Community

- Nil

Due to the confidential nature of the information within several areas of the plan, the BCP is listed as confidential within the report. Operational copies, including confidential contact information will be supplied to specific staff members when distributed. Redacted versions of the BCP will be made available to the public once endorsed by Council.

LEGISLATION AND POLICY CONSIDERATIONS

Regulation 17 of the Local Government (Audit) Regulations 1996 requires a review of the local government systems and procedures in relation to risk management. The Attachment (Attachment one) is confidential in accordance with Sections 5.23(2)(e)(iii) and (f)(ii) of the Local Government Act 1995.

FINANCIAL AND RESOURCES IMPLICATIONS

Nil – the BCP is an internal resource which support the organisation to recover business activities after an incident. No costs are required to implement the plan. Any costs attributed to testing the plan will be absorbed within the Regulatory Services Budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following section of the Town's Strategic Community Plan 2018-2028 is applicable in the consideration of this item:

- 3.b.2 Emergencies such as cyclones are prepared for, educated about, responded to and recovered from in partnership with key agencies

Environmental

The protection and recovery of the Town, including provision of services to manage the built and natural environment, are provided within the BCP.

Economic

The BCP has a key focus on returning the Town's financial and economic systems and operations back to pre-event levels.

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item because the Local Government (Audit) Regulations 1996 require local government risk management procedures to be reviewed and updated regularly. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

This risk will be eliminated 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

Endorsement of the updated Business Continuity Plan and testing it on a regular basis will minimise the impact of any unforeseen events and enable the Town to return to normal business operations in a timely manner.

ATTACHMENTS

1. 2023/24 Business Continuity Plan - Confidential (under separate cover)

12.4 Infrastructure Services

12.4.1 ENDORSEMENT OF THE DETAILED DESIGN FOR KOOMBANA LOOKOUT AND SURROUNDS

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

OFFICER'S RECOMMENDATION

That Council endorse the detailed design for the Koombana Lookout Refurbishment project noting that the lookout and walkway elements are subject to a design and construct tender process.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the further detailed design and Quantity Surveyor report for the refurbishment of Koombana Lookout.

DETAIL

As part of the Town of Port Hedland's FY2022/23 Capital Works program, Council approved a budget of \$1,300,000 for landscaping between Cemetery beach and the Koombana Lookout, and the refurbishment of Koombana Lookout itself.

At the December 2022 Ordinary Council Meeting, Council resolved the following

CM202223/085 COUNCIL DECISION

MOVED: CR CHRISTENSEN

SECONDED: CR BENNETT

That Council:

1. Note the Community Consultation report
2. Endorse the Concept Design for the refurbishment of Koombana Lookout
3. Note the intention to progress the concept to Detailed Design and report back to Council prior to tender and delivery

CARRIED BY SIMPLE MAJORITY (9/0)

Concept Design – Koombana Lookout

The proposed concept includes the three (3) main areas that were prioritised by the community during the consultation period. These areas are identified as:

- Increased shade
- Increased seating; and
- Increased access to the site

The concept design includes the proposed location of lookouts to enable visitors to see out towards the Indian Ocean and around towards Finucane Island. The locations for these lookouts are in response to the community feedback in wanting to provide viewing access to both the ocean and industry to the South. The included detail of the lookouts is conceptualised at present and will be further developed in schematic and detailed design, in line with the budget allocated for this project.

Additional site access is illustrated via a new stairway to the north of the site, and ramp access to the east, down to the Civic Centre carpark.

The Town proceeded with a detailed concept and quantity surveyor's report as per the Town's project management framework. The Quantity Surveyor's (QS) report indicated that the project would cost in the order of \$2,368,313. This amount exceeded the budget and further work was done to try and bring the cost within budget.

The project team reviewed the opportunities for delivery and this included the option to deliver the work as separate packages, under both the Town's panel contracts and Request for Quotes process. The Town has completed this review of the delivery of this project and is able to undertake the work within the budget as reflected in the latest QS report.

Detailed design cannot be provided for the walkway and access elements at this time as contractors are reluctant to share their intellectual property until they have been awarded a contract with the Town.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the project budget was adopted as part of the FY2022/23 Annual Budget Adoption

CONSULTATION

Internal

- Manager Town Planning and Development
- Manager Infrastructure Operations
- Community Engagement team
- Coordinator Parks & Gardens

External Agencies

- Water Corporation
- Vodaphone
- Hedland Hotel
- Landscape Planners Pty Ltd
- Yurra Pty Ltd

Community

Nil

Town-Hall Community Session

On 5 September 2022, the Town of Port Hedland hosted a community consultation session at the Town Hall in the Civic Centre. There were approximately ten Hedland residents which participated, which included Town of Port Hedland staff, and elected members. Unfortunately, due to the low number of participants, the outcomes of the community consultation session needed to be considered in conjunction with the online Social Pin Point Survey, an online survey, in order to gain holistic feedback from the community.

Community Pin Point Survey

The Town released a Community Pin Point Survey to increase the amount of feedback that could be obtained around what the community would like to see included at the site for the redevelopment.

The survey was open for a period of two (2) weeks, with one hundred and twenty nine (129) individual responses to both Survey Monkey Questionnaire and the community pin point survey.

The consultation report summarises the community feedback received, which prioritised:

- Shade;
- Seating; and
- Access

LEGISLATION AND POLICY CONSIDERATIONS

Procurement for the construction works will be considered under the Town's Procurement Policy. This consideration will include the use of the Town of Port Hedland Pre-qualified panel contracts to support the delivery of finalised detailed design.

FINANCIAL AND RESOURCES IMPLICATIONS

As part of the Town's Capital FY2022/23 Capital Project program, \$1,000,000 has been allocated specifically towards the lookout. The allocation of \$300,000 for the landscaping between Cemetery Beach and the Koombana Lookout has been combined with this project, bringing the total project budget to \$1,300,000

The QS report has provided an expected cost of \$1,115,060 which includes contingency and professional fees for the delivery of all aspects of the concept design. Costs have been obtained from external suppliers for the supply only of the ramp access and lookouts and have informed the QS report.

The completion of the civil works and upgrades of the remaining areas are expected to be delivered under the Town's contracted panel rates.

The opportunity to engage trades through the Pre-Qualified Panels will ensure the Town are able to deliver on the three (3) key targets, despite the current inflated construction markets.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 1.4 Well utilised and valued community facilities and services
- 3.3 An accessible, attractive and sustainable urban environment

Environmental

The final design will be submitted to the Department of Biodiversity, Conservation and Attractions (DBCA) for comment as part of the Town's Planning process. Consideration would need to be given to the proximity of the Flatback Turtle nesting rookery.

Economic

Nil

Social

Nil

Disability Access and Inclusion Plan

The following outcome of the Town's Disability Access and Inclusion Plan 2017-2022 apply in relation to this item:

- Outcome 1 – Services and Events
- Outcome 2 – Buildings and Facilities

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because of the local significance of the site. The Town are responsible for the management and care of the lookout, to support the promotion of the location as a tourist destination. Currently the inadequate facilities mean people are not staying there for long periods of time due to a lack of shade options and seating. The risk rating is considered to be medium (9), which is determined by a likelihood of possible (3) and a consequence of moderate (3).

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The Koombana Lookout is one of Port Hedland's main tourist attractions and provides the best view of the Port as well as Mining operations to the South. The refurbishment of this space will increase the number of people attending and utilising the space and encourage a larger variety of opportunities to activate the site.

ATTACHMENTS

1. Koombana 2204 -01 (under separate cover)
2. Koombana 2204 -02 (under separate cover)
3. Koombana 2204 -03 (under separate cover)
4. Koombana 2204 -04 (under separate cover)
5. Koombana 2204 -05 (under separate cover)
6. Koombana 2204 -06 (under separate cover)
7. Koombana 2204 -07 (under separate cover)

12.4.2 AWARD OF TENDER RFT2223-36 MCGREGOR STREET LIGHTING

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

OFFICER'S RECOMMENDATION 1

That Council:

1. Accepts the tender submitted by _____ in accordance with Tender RFT2223 McGregor Street Lighting, for the total amount of \$ _____ (excluding GST).
2. Allocate \$ _____ in the FY2023/24 budget from the Asset Management Reserve to cover the combined value of the contract award amount including an allocation of \$ _____ for Project Management costs and contingency.

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the assessment of submissions received for RFT2223 for McGregor Street Lighting and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL

At the time of the project initiation in 2021, the Long Term Financial Plan (LTFP) had the Port Hedland integrated Sports Hub (PHISH), which included the McGregor Street fields lighting, being undertaken within the next three (3) to five (5) years. This timeline was identified to support the groups that would need to be relocated temporarily, due to the construction of the South Hedland Integrated Sports Hub (SHISH). It was recommended that only the luminaries would need to be replaced at the fields, as the poles would be suitable for that period.

After the most recent review of the LTFP, the PHISH project is not due to commence until FY2036/37. The condition of the poles is such that they would reach end of life prior to this and so it would be more economically viable to replace the poles and luminaries at the same time. This would in effect be one mobilisation as opposed to two mobilisations, if poles and luminaries were to be replaced separately.

Request for Tender

The Town released a Request for Tender (RFT) on 5th April 2023, requesting a suitably qualified contractor to complete works under a Design and Construct contract, for the supply and installation of lighting to the McGregor Street fields.

The RFT was publicly released on Vendorpanel (the Town's e-tendering portal) on 5th April 2023 and was advertised in the West Australian and the North West Telegraph on 5th April 2023 with a closing date of 28th April 2023.

Addendum Details

| <i>Addendum No</i> | <i>Detail</i> |
|--------------------|--|
| 1 | <i>Performance requirements for the Lighting</i> |
| 2 | <i>Clarification on the requirements under AS2560.2 and Local Government installations</i> |
| 3 | <i>Details of current installations</i> |
| 4 | <i>Mandatory requirements within the tender</i> |

Tender Assessment

The Town received four (4) submissions for RFT 2223-32. The respondents were as follows:

1. BLU Electrical
2. Ertech
3. Pilbara Constructions
4. TEC Services

All submissions received from respondents were compliant.

All compliant tender submissions have been evaluated by a panel of four (4) Town employees whose main objectives were:

- 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.

Procurement Officer Title facilitated the evaluation meeting held on 17th May 2023.

The compliant submissions were assessed against the qualitative criteria as listed in the below table:

| Qualitative Criteria | (%) |
|--|-------------|
| Relevant Experience & Key Personnel | 40% |
| Capacity to Deliver & Resources | 30% |
| Demonstrated Understanding & Methodology | 30% |
| | 100% |

A summary of the assessment results 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 there is grant funding attached to this project that would need to be handed back if Council do not support the endorsement of this tender

CONSULTATION

Internal

- Sport and Recreation Team
- Infrastructure Operations Team
- Manager Infrastructure Projects and Assets

External Agencies

- Football West

Community

- Hedland Junior Soccer Association
- Hedland Touch Association
- Rovers Football Club

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 corresponding 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 tender:

1. 2/007 'Purchasing'
2. 2/016 'Regional Price Preference'
3. 2/022 'Panels of Pre-Qualified Suppliers'

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

FINANCIAL AND RESOURCES IMPLICATIONS

At the Ordinary Council Meeting in June 2022, Council endorsed the Annual Capital works program which included \$750,000 for the McGregor Street Levelling and Lights project.

In July 2022 and in conjunction with the HJSA, the Town engaged a consultant to complete a grant application for the Department of Sport and Recreations "Night Lights" program for funding in FY2023/24. The Town submitted quoted evidence of the required works of \$800,000 as part of the application, with half to be matched by the Town. It was expected that funds required to match any grant funding would be allocated from the McGregor Street Levelling and Lights project.

At the Ordinary Council Meeting in September 2022, Council endorsed the application for the Department of Sport and Recreations “Night Lights” program for funding in FY2023/24 for the McGregor Street Lighting upgrade.

In February 2022, the Town were advised that they were successful for the Night Lights” program for funding in FY2023/24 for the McGregor Street Lighting upgrade for a sum of \$176,000.

Failure to support this recommendation will mean the Town will be required to formally handback the funding to the Department of Sport and Recreation which may see it reallocated to another organisation. In addition, the poles at the site will reach end of life in the next three (3) to five (5) years and the fields be without lighting which will reduce the ability of the fields to be fully utilised.

The breakdown of the required funding for the lighting is located in the Confidential Evaluation report attached.

A summary breakdown of the sources of funding for the project is noted below:

| Budget – Funding source | Value |
|---|----------------|
| Grant funding – Club nightlights program | 176,000 |
| Carryover from 22/23 – Unfinished Works Reserve | 300,000 |
| New funds for 23/24 – Asset Management Reserve | 44,000 |
| Total Budget | 520,000 |

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Town’s Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 1.d.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.d.2 Facilities and community infrastructure are revitalised across the Town
- 3.b.1 The present and future needs for serviced land and infrastructure provision are identified, planned and developed

Environmental

The luminaries have a favourable environmental impact as they use less energy.

Economic

Nil

Social

The award of this tender improves the usability of the facility and expands the opportunities for year round utilisation of the fields.

Corporate Business Plan

The following actions of the Town’s Corporate Business Plan 2018-2022 apply in relation to this item:

- 1.a.5.1 – Support stakeholders to deliver sport and recreation services
- 1.d.3.1 Support the provision of cultural, sporting and recreational facilities which are fit for purpose

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because the Town has previously supported the grant application at a Council Meeting and would need to revoke the previous decision and return any funding that has been awarded. The risk rating is considered to be medium (9), which is determined by a likelihood of possible (3) and a consequence of moderate (3).

There is a service interruption risk associated with this item because the Town would need to remove the current lighting infrastructure there by reducing the level of service of the current fields and decreasing the utilisation. The risk rating is considered to be high (16), which is determined by a likelihood of likely (4) and a consequence of major (4).

There is likely to be significant community backlash if the lights are removed.

These risks will be eliminated 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 Award of this tender would ensure that the lighting at the McGregor Fields would be upgraded in line with the grant application submitted to the Department of Sports and Recreation as well as provide a fit for purpose facility for current and potential future user groups.

ATTACHMENTS

1. Multi Party Evaluation Report (under separate cover)
2. RFX Summary Report (under separate cover)
3. Confidential Evaluation Memo - Confidential (under separate cover)

12.5 Executive Services

12.5.1 CONFERENCES JULY 2023 - DECEMBER 2023

Author: Executive Assistant to the CEO & Mayor
 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 1

THAT COUNCIL

1. Nominate and approve the following Elected Members to attend the Climate Summit for Local Government on behalf of the Town of Port Hedland on 6 – 8 September 2023 in Melbourne:
 - a. XXXXXXXX;
 - b. XXXXXXXX; and
 - c. XXXXXXXX
2. Notes that the CEO may appoint Officers to attend the Climate Summit for Local Government on behalf of the Town of Port Hedland; and
3. Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 9 October 2023.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER’S RECOMMENDATION 2

THAT COUNCIL

1. Nominate and approve the following Elected Members to attend NT Resources Week on behalf of the Town of Port Hedland on 13 – 14 September 2023 in Darwin:
 - a. Mayor Peter Carter;
 - b. XXXXXXXX; and
 - c. XXXXXXXX
2. Notes the conference falls within the Caretaker Period and attendance at conferences is permitted by the Town’s policies;
3. Notes that the CEO may appoint Officers to attend the NT Resources Week on behalf of the Town of Port Hedland; and
4. Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 15 October 2023.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 3

1. Nominate and approve the following Elected Members to attend the 2023 WALGA Local Government Convention on behalf of the Town of Port Hedland on 17 – 19 September 2023 in Perth:
 - a. Mayor Peter Carter;
 - b. XXXXXXXX;
 - c. XXXXXXXX;
 - d. XXXXXXXX; and
 - e. XXXXXXXX
2. Notes the convention falls within the Caretaker Period and attendance at conferences is permitted by the Town's policies;
3. Notes that the CEO may appoint Officers to attend the 2023 WALGA Local Government Convention on behalf of the Town of Port Hedland; and
4. Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 20 October 2023.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 4

1. Nominate and approve the following Elected Members to attend the 2023 Kimberley Economic Forum on behalf of the Town of Port Hedland on 21 - 22 September 2023 in Broome/Derby:
 - a. Mayor Peter Carter;
 - b. XXXXXXXX; and
 - c. XXXXXXXX
2. Notes the forum falls within the Caretaker Period and attendance at conferences is permitted by the Town's policies;
3. Notes that the CEO may appoint Officers to attend the Kimberley Economic Forum on behalf of the Town of Port Hedland; and
4. Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 23 October 2023.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 5

1. Nominate and approve the following Elected Members to attend the Pilbara 2023 Summit on behalf of the Town of Port Hedland on 10 – 11 October 2023, in Karratha:
 - a. Mayor Peter Carter;
 - b. XXXXXXX; and
 - c. XXXXXXX
2. Notes the Summit falls within the Caretaker Period and attendance at conferences is permitted by the Town's policies;
3. Notes that the CEO may appoint Officers to attend the Pilbara 2023 Summit on behalf of the Town of Port Hedland; and
4. Notes that a report will be submitted by the Elected Members nominated above on their attendance to the Chief Executive Officer prior to 12 November 2023.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider the attendance of the Mayor and relevant Elected Members at the following conferences:

- Climate Summit for Local Government, 6-8 September 2023, Melbourne
- NT Resources Week, 13 – 14 September 2023, Darwin
- 2023 WALGA Local Government Convention, 17 – 19 September 2023, Perth
- Kimberley Economic Forum, 21-22 September 2023, Broome/Derby
- Pilbara 2023 Summit, 10-11 October 2023, Karratha

DETAIL**CLIMATE SUMMIT FOR LOCAL GOVERNMENT, 6 – 8 SEPTEMBER 2023, MELBOURNE**

As the level of government closest to the community, councils are at the heart of responding to climate impacts – to keep our communities safe and strengthen their resilience in the future.

The Cities Power Partnership's Climate Summit for Local Government will bring together elected officials and chief executives from councils across the country to identify key opportunities, inform practical actions, and inspire innovation, all at the local government level.

If you are a mayor, councillor or executive at any of Australia's 537 local governments and you are looking to embed climate action in council operations and capitalise on the clean economy, our first in-person Summit in five years is not to be missed!

Registration

Registration to attend the Climate Summit for Local Government is \$1150 plus GST per delegate.

Key topics

- Communication and influence
- Energy transformation

- Adaptation
- Clean Transport
- Local Government's Role
- Risk and Accountability

NT RESOURCES WEEK, 13 – 14 SEPTEMBER 2023, DARWIN

NT Resources Week combines 3 of the Northern Territory's foremost resource and construction industry events; South East Asia Australia Offshore & Onshore Conference (SEAAOC), Mining the Territory and the Environmental Management & Decarbonisation Forum. It has fast become the leading meeting point for captains of industry in mining, exploration, petroleum, oil/gas, engineering, construction and infrastructure.

Registration

- Registration to attend the SEAAOC Conference is \$2295 plus GST per delegate
- Registration to attend the Mining the Territory Conference is \$2295 plus GST per delegate
- Registration to attend the Environmental Management & Decarbonisation conference is \$2295 plus GST per delegate

Attendance at **ONE** of the above conferences only.

Key topics

SEAAOC

- Australia's energy transition and ambitions to develop a clean energy supply chain and manufacturing
- Net Zero Australia – What would a decarbonized Australian economy look like?
- Critical Minerals development
- The role that Australia, and the NT can play in ensuring energy, political and food security for South East Asia
- Outlook for the global energy industry
- Onshore & offshore gas – Project updates, reserves, economic benefits, investment, infrastructure, services & supply
- Energy Security – Demand for Australia's energy exports (LNG and hydrogen)
- Experiences developing the US shale industry, and implications for Australia
- The Middle Arm Industrial Sustainable Industrial Precinct– CCUS, the resurgence of manufacturing & supercharging development in the NT
- The role of gas role as a transition fuel and the investment climate for new oil and gas projects in Australia
- East coast gas supply state of play
- New opportunities "Exotic gas" exploration– hydrogen, helium & golden hydrogen
- Geological storage for hydrogen
- Legislative reform update & Federal and State government approvals for the resources sector
- Community engagement and social license
- The outlook for synthetic fuel development in Australia
- Service and supply issues and outlook for offshore, and the Beetalo

Mining the Territory

- Operational and development insights from our existing and near-term mines
- Updates from the Territory's prospective explorers and geological experts

- Government commentary on sector development, growth strategies and ongoing initiatives
- Opportunities for critical minerals in the NT
- A look at how the NT minerals sector is engaging with its locals, supporting its communities and ensuring local content
- The outlook for skills shortages in the NT
- The impact of equipment shortages
- A look at how mining operations can be decarbonised

Environmental Management & Decarbonisation Forum

- Government initiatives, approvals and investments
- Project and development environmental updates from major mining and onshore gas companies
- Accelerating the energy transition in resources & positioning NT for net-zero emissions
- Renewable energy projects – Hydrogen, CCUS, Battery Storage, Solar, Wind
- Community & Stakeholder / Indigenous landholder engagement
- Mine site rehabilitation
- Decarbonising operations for the future and key challenges of reducing emissions onsite
- Environmental Innovations, automation & electrification
- The world of offsets – ACCUs & Safeguard Mechanism
- Environmental stewardship, clean energy supply chain and the circular economy

2023 WALGA LOCAL GOVERNMENT CONVENTION, 17 – 19 SEPTEMBER 2023, PERTH

WALGA's annual Local Government Convention brings together hundreds of Elected Members and Local Government staff from across Western Australia to discuss and examine important issues and trends facing the sector.

Themed Local Futures, this year's Convention will explore how Local Governments can enact and drive change for the benefit of their communities and the diversity of solutions that can emerge when you start local.

There will be inspiring keynote speakers, plenary sessions delving into topical issues and, for the first time, a Supplier Showcase featuring WALGA preferred suppliers showcasing the latest innovations across service industries such as transport and waste management.

Registration

Registration to attend the 2023 Local Government is approximately \$1500 per delegate.

Key topics

- Business Disruption, Behavioural Change and Transformation
- The State of Play
- Diversity Panel
- Regional Housing
- Active Mobility

KIMBERLEY ECONOMIC FORUM, 21-22 SEPTEMBER 2023, BROOME/DERBY

The Kimberley Economic Forum was inaugurated in 2007 by the Broome Chamber of Commerce & Industry, in partnership between the East Kimberley and Derby Chambers of Commerce and Industry.

The Kimberley Economic Forum provides an opportunity for business leaders across the Kimberley to come together, obtain the latest information on industry trends and major developments, and discuss the future of the region and ways to expand agriculture, aquaculture, construction, mining, tourism and logistics.

This year, the Kimberley Economic Forum will be co-hosted by the Broome and Derby Chambers of Commerce and Industry who have prepared an extensive program of events designed to facilitate conversations and networking opportunities for delegates with trade organisations, government agencies, investors, industry and media.

Registration

Registration to attend the Kimberley Economic Forum is \$450 plus GST per delegate

Key Topics

- Sustainable Development
- Indigenous economic Empowerment
- Innovation, Technology & Resources
- International Trade
- Regional Resources
- Day tour to Derby

PILBARA 2023 SUMMIT, 10-11 OCTOBER 2023, KARRATHA

Following on from the sell-out event last year Pilbara 2023 will be looking at the economic growth, investment, development and diverse and dynamic industry across the region. This event further builds on 4 highly successful Pilbara Summits providing the perfect opportunity for the Pilbara regions senior industry, investors, businesses, community, and government representatives to re-join and reconnect for this unique networking and shared learning opportunity.

Registration

Registration to attend the Pilbara 2023 Summit is \$1450 plus GST per delegate.

Key topics

- Strategic Development, Investment Opportunities and Emerging Industries Driving Economic Growth – Hydrogen & Critical Minerals
- Clean Energy Transition and Transformation – How can the Pilbara become a global player?
- Industrial Decarbonisation
- A Diversifying Resources Powerhouse of WA – Growth & New Developments Including Mining and Processing Critical Minerals and Rare Earths
- First Nations and Traditional Owner Engagement and Economic Development
- Energy Security & Strategic Security in the North West of Australia
- Circular Economy- The lifecycle, recycling and decommissioning of renewable infrastructure
- Freight & Logistics – Major Growth and Opportunities
- Managing and Stimulating Economic Opportunity & Growth Creating Thriving and Diverse Communities

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of low significance, minimal impact to the community and public interest.

CONSULTATION

Internal

- Consultation with internal or external parties in the preparation of this report has been limited to information gathering.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Section 2.3 ‘Travel’ in the Town’s policy 4/008 ‘Elected Members Allowances, Facilities and Expenses’ is applicable as it sets out parameters associated with the booking of travel registration fees and accommodation arrangements.

Section 2.2 ‘Reimbursements’ in the Town’s policy 4/008 ‘Elected Members Allowances, Facilities and Expenses’ is applicable as it sets out parameters associated with meals and incidentals provided.

Section 7 ‘Attendance and Participation at Events / Functions / Meetings’ in the Town’s policy 4/006 ‘Elections Caretaker Period’ is applicable as allows for Elected Members to continue to attend events and functions hosted by external bodies during the Caretaker period.

Section 2.1.5 ‘Training during caretaker period and after Local Government Elections’ in the Town’s policy 4/010 ‘Elected Member Professional Development’ is applicable as sets out that training and conference will be approved for Elected Members standing for re-election. There are no legislative considerations in relation to this agenda item.

FINANCIAL AND RESOURCES IMPLICATIONS

Note that the below costs will be deducted from the 23/24 FY budget.

The following table outlines the approximate costs for attending the above conference:

| Climate Summit for Local Government, 6-8 September 2023, Melbourne | | |
|--|------------------------|-------------------------|
| Detail | Approximate Total Cost | Notes |
| Accommodation Darwin | \$720 | 4x nights accommodation |
| Flights | \$1500 | |

| | | |
|---------------------|---------------|--|
| Registration Fee | \$1150 | |
| Meals / Incidentals | \$515 | <u>Based on 4 days away: 5- 8 September</u> Breakfast \$27.05 Lunch \$30.45 Dinner \$51.85 Incidentals \$19.35 Total: \$128.70 |
| Total | \$3885 | Total approximate cost per person to attend Climate Summit for Local Government |

| NT Resources Week, 13 – 14 September 2023, Darwin | | |
|---|------------------------|---|
| Detail | Approximate Total Cost | Notes |
| Accommodation Darwin | \$720 | 4x nights accommodation |
| Flights | \$1500 | |
| Registration Fee | \$2295 | |
| Meals / Incidentals | \$515 | <u>Based on 4 days away: 12-15 September</u> Breakfast \$27.05 Lunch \$30.45 Dinner \$51.85 Incidentals \$19.35 Total: \$128.70 |
| Total | \$5030 | Total approximate cost per person to attend NT Resources Week |

| 2023 WALGA Local Government Convention, 17 – 19 September 2023, Perth | | |
|---|------------------------|---|
| Detail | Approximate Total Cost | Notes |
| Accommodation Perth | \$540 | 3x nights |
| Flights | \$800 | |
| Registration Fee | \$1500 | |
| Meals / Incidentals | \$386 | <u>Based on 3 days away: 17-20 September</u> Breakfast \$27.05 Lunch \$30.45 Dinner \$51.85 Incidentals \$19.35 Total: \$128.70 |

| | | |
|-------|--------|---|
| Total | \$3226 | Total approximate cost per person to attend WALGA Local Government Convention |
|-------|--------|---|

| Kimberley Economic Forum, 21-22 September 2023, Broome/Derby | | |
|--|------------------------|---|
| Detail | Approximate Total Cost | Notes |
| Accommodation Broome | \$1000 | 4x nights |
| Fuel | \$400 | |
| Registration Fee | \$450 | |
| Meals / Incidentals | \$514 | <u>Based on 4 days away: 20 - 23 September</u> Breakfast \$27.05 Lunch \$30.45 Dinner \$51.85 Incidentals \$19.35 Total: \$128.70 |
| Total | \$2364 | Total approximate cost per person to attend The Kimberley Economic Forum |

| Pilbara 2023 Summit, 10-11 October 2023, Karratha | | |
|---|------------------------|--|
| Detail | Approximate Total Cost | Notes |
| Accommodation Karratha | \$600 | 3x nights |
| Fuel | \$200 | |
| Registration Fee | \$1450 | |
| Meals / Incidentals | \$384 | <u>Based on 3 days away: 9 - 12</u> Breakfast \$27.05 Lunch \$30.45 Dinner \$51.85 Incidentals \$19.35 Total: \$128.70 |
| Total | \$2634 | Total approximate cost per person to attend Pilbara 2023 Summit |

The registration fee is to be deducted from the relevant Members of Council 'Individual Training and Development' budget, and accommodation, travel and incidentals will be deducted from the relevant Members of Council 'Accommodation and Travel' budget.

In accordance with 2/007 'Purchasing' policy, the Town must ensure the efficient and prudent expenditure of financial resources.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

The following sections of the Town's Strategic Community Plan 2018-2028 are applicable in the consideration of this item:

- 2.b.1 Forums are regularly provided to support industry and businesses, including Aboriginal and disability enterprises, in engaging with the community and stakeholders
- 2.b.2 The Town's economic development strategy is supported through engagement with key economic groups
- 2.c.1 Business and government agencies and other relevant stakeholders are engaged to:
 - 4.a.1 Town of Port Hedland is represented and advocated for in International, Federal, State and regional forums and policy development
 - 4.a.2 Town of Port Hedland is marketed and promoted locally, state-wide, nationally and internationally to tourists and investors
 - 4.b.4 Constructive forums are provided for discussion and the representation of the diversity of views and needs that impact on the Town's developments, programs and policies

RISK MANAGEMENT CONSIDERATIONS

As per the risk matrix contained in policy 1/022 'Risk Management', the level of risk is considered to be Low (2) for this agenda item. This is calculated as an insignificant consequence and unlikely likelihood. This report promotes good governance, transparency, accountability, the prudent expenditure of financial resources and informed decision making.

OPTIONS

- Option 1 – Adopt officer's recommendations.*
- Option 2 – That Council does not approve the representation of the nominated Elected Members at the various conferences.*
- Option 3 – That Council increases the number of attendees representing the Town of Port Hedland at the relevant conferences.*
- Option 4 – Do not adopt officer's recommendations.*

CONCLUSION

Attendance at the above conferences will ensure the implementation and maintenance of relationships with other local governments, influential individuals or Departments and other key stakeholders. These relationships will provide the opportunity of future benefit to our community through a vast range of knowledge and advice. It also allows the Town to gain insight into the unique factors affecting regional local governments, business and community sectors to share information and strategy

ATTACHMENTS

1. Climate Summit for LG 2023 - Information (under separate cover)

2. NT Resources Week - Information (under separate cover)
3. WALGA LG Convention 2023 - Information (under separate cover)
4. Kimberley Economic Forum 2023 - Information (under separate cover)
5. Pilbara 2023 Summit - Information (under separate cover)

Item 13 Motions of which Previous Notice has been given

Item 14 New Business of an Urgent Nature (Late items)

Item 15 Matters for Which Meeting May Be Closed (Confidential Matters)

RECOMMENDATION

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

SIMPLE MAJORITY VOTE REQUIRED

15.1 SERVICE WORKER ACCOMMODATION BUSINESS CASE

This report has been deemed confidential pursuant to Section 5.23(2) of the *Local Government Act 1995*, as the information to be received, discussed or considered in relation to this agenda item is in relation to clause (e(ii)) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government.

15.2 DE GREY MINING LEASES

This report has been deemed confidential pursuant to Section 5.23(2) of the *Local Government Act 1995*, as the information to be received, discussed or considered in relation to this agenda item is in relation to clause (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

15.3 ABORIGINAL HERITAGE MATTER

This report has been deemed confidential pursuant to Section 5.23(2) of the *Local Government Act 1995*, as the information to be received, discussed or considered in relation to this agenda item is in relation to clause (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

Item 16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 26 July 2023 commencing at 5:30pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at [enter time](#).