

AGENDA

Dear Commissioners,

I respectfully advise that an **ORDINARY COUNCIL MEETING** be held in the Civic Centre **Chambers 13 McGregor Street, Port Hedland WA 6721**, on **Wednesday 24 September 2025**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully



Mark Dacombe

Interim Chief Executive Officer

19/09/2025

DISCLAIMER

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Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS*Local Government Act 1995 – Section 5.65, 5.70 and 5.71**Local Government (Model Code of Conduct) Regulations 2021*

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

Signature: _____ **Date:** _____

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

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

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

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1 Opening of Meeting

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

2 Acknowledgement of Traditional Owners and Dignitaries

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

3 Recording of Attendance

Important note:

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

3.1 Attendance

Scheduled Present:

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

Scheduled for Attendance:

Mark Dacombe (Interim Chief Executive Officer)
Stephen Leeson (Director Corporate Services)
Alison Banks (Director Community Services)
Chaz Roberts (A/Director Regulatory Services)
Grant Voss (A/Director Infrastructure Services)
Tom Kettle (Manager Governance)
Rhiannon Smith (Governance Support Officer)
Sophie Marlow (Governance Support Officer)

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Not applicable during appointment of Commissioners

3.4 Approved Leave of Absence

Not applicable during appointment of Commissioners.

3.5 Disclosures of Interest

Name	Item No	Interest	Nature

4 Applications for Leave of Absence

Not applicable during appointment of Commissioners.

5 Response to Previous Questions**5.1 Response to Questions taken on notice from Elected Member at the Council Meeting held on 30 July 2025**

Nil

5.2 Response to Questions taken on notice from Public at the Council Meeting held on 30 July 2025

5.2.1	Jillian Fisher
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- 1. Could we have a reason from the Mayor of what the offence that Councillor Butson is apologising for?*

The Mayor provided the following

Cr Butson was found by the Standards Panel to have breach Regulation 17 of the Local Government (Model Code of Conduct) Regulations 2021, when she used the Town of Port Hedland's logo in respect to advertising an event which was not held by, or sponsored by, the Town.

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

7 Questions from Members without Notice

8 Announcements by Presiding Member without Discussion

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

DATE	MEETING DETAIL	ATTENDANCE
05.08.2025	ToPH & Hon Julie Freeman MLC, Shane Love MLA	Mayor Peter Carter CEO Mark Dacombe Denise Mackay Orazio Santalucia Hon Julie Freeman MLC Shane Love MLA
12.08.2025	Regional Capitals Australia	Mayor Peter Carter Various stakeholders
13.08.2025	Development WA	Mayor Peter Carter Daniel Hazelbroek Gemma Bel Chris Forbes
21.08.2025	Regional Capitals Alliance WA	Mayor Peter Carter CEO Mark Dacombe Various stakeholders
22.08.2025	Regional Capitals Alliance WA	Mayor Peter Carter CEO Mark Dacombe Various stakeholders

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

The following Commissioners declared that they had given due consideration to all matters contained in the agenda:

10 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Council:

- 1. Approve an administrative amendment to the title of Item 12.4.2, 'RFT 2425-28 Port Hedland Yacht Club Kitchen', to 'RFT 2425-40 Port Hedland Yacht Club – Base Build & Kitchen Works', and**
- 2. Confirm the amended Minutes of the Ordinary Council Meeting held on 30 July 2025 are a true and correct record.**

SIMPLE MAJORITY VOTE REQUIRED

Disclaimer

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

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

11.1.1	Minutes of the Audit, Risk & Compliance Committee Meeting held on 12 August 2025
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Author: **Audit, Risk & Insurance 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.

COMMITTEE RECOMMENDATION

That Council:

- 1. Receives the unconfirmed minutes of the Audit, Risk and Compliance Committee Meeting held on 12 August 2025;**
- 2. pursuant to section 6.8 of the Local Government Act 1995 for the Enterprise Resource Planning Implementation project, carry over \$284,000 of 2024-2025 project funding into the 2025-2026 annual budget and endorse project variations V10 through V14 for \$341,430'; and**
- 3. endorses the recovery action by way of seeking a vesting order on 12 Chunking Crescent South Hedland and advises the State Solicitors Office of this intention (confidential attachment 11.1.1.2)**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to present the Unconfirmed Minutes of the Audit, Risk, and Compliance Committee (ARC Committee) meeting held on 12 August 2025, for Council's consideration.

DETAIL

Background

The Town's ARC Committee is a statutory body established under section 7.1A of the Local Government Act 1995. Its primary function is to assist the Council in fulfilling its governance and oversight obligations, specifically in the areas of financial reporting, internal controls, risk management, legislative compliance, ethical accountability, and internal audits.

12 August 2025 Meeting Overview

At its meeting held on 12 August 2025, the following items were considered:

12.1 Quarterly Internal Audit Log Review

The ARC Committee received an update on the progress of audit items, including those from the 2020-23 and 2023-26 Strategic Internal Audit Plans.

12.2 Quarter 4 Procurement Report on Panels Usage

The ARC Committee noted nil identified non-compliance with Policy 2/022 Panels of Pre-Qualified Suppliers for Quarter 4 Financial Year 2024-25.

12.3 Asset Management Framework Progress Report

The ARC Committee received the progress report on the Asset Management Framework.

12.4 Enterprise Resource Planning Implementation Progress Report

The ARC Committee received the progress report on the Enterprise Resource Planning Implementation Project and recommends Council; to carry over \$284,000 of 2024-2025 project funding into the 2025-2026 annual budget; and Endorse project variations V10 through V14 for \$341,430

12.5 Public Interest Disclosure Policies & Procedures Review

The ARC Committee noted the updated Policy 1/023 'Public Interest Disclosure Policy' and the updated IOP. The Committee also requested further clarification on sections 2.2 and 4.3 of the Policy, which will be provided to Councilors in due course.

12.6 Risk Register Review

The ARC Committee received the Quarterly Risk Report. The report included the strategic risks and highlighted the operational risks with high and extreme residual ratings and their status. The risks are to be reported to the ARC Committee in line with the reporting requirements defined in the Town's Risk Management Framework.

15.1 Confidential Item – Town Debtors

The ARC Committee received the report on Town Debt and endorsed the recovery action by way of seeking a vesting order on 12 Chunking Crescent and advise the State Solicitors Office of this intention.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of medium significance, due to the deliberation on financial and governance matters during the meeting. These discussions bear significance on the Town's ability to meet its compliance obligations and manage its finances.

CONSULTATION*Internal*

- ARC Committee
- Chief Executive Officer
- Director Corporate Services
- Manager Governance
- Manager Financial Services
- Manager ERP Project

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

The ARC Committee's functions, powers, and membership are governed by its Terms of Reference.

FINANCIAL AND RESOURCE IMPLICATIONS

There are financial implications associated with this item.

STRATEGIC SUSTAINABILITY IMPLICATIONS**Strategic Community Plan**

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

Our Leadership:

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

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

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

Access and Inclusion

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

Nil.

Corporate Business Plan

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

Our Corporate Services:

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

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

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Not reporting to Council
Effect (Consequence)	Non-compliance with best practice principles
Risk Treatment	Council receives the minutes from the 26 November ARC Committee Meeting.

There is an operational risk associated with this item caused by not reporting the activities of the ARC Committee to Council which could lead to non-compliance with best practice principles and to an extent Standing Orders Local Law 2014.

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 reporting the minutes of the ARC Committee to the Council for their consideration.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

This report presents the Unconfirmed Minutes of the Audit, Risk, and Compliance Committee meeting held on August 12, 2025, for Council’s review. The ARC Committee, established under section 7.1A of the Local Government Act 1995, assists Council with governance, oversight, and compliance matters.

Key discussions from the meeting included the Quarterly Internal Audit Log Review, Quarter 4 Procurement Report on Panels Usage, Asset Management Framework Progress Report, Enterprise Resource Planning Implementation Progress Report, Public Interest Disclosure Policies & Procedures Review, Quarterly Risk Report and Confidential Town Debtors Report.

ATTACHMENTS

1. Unconfirmed Minutes for the Audit, Risk and Compliance Committee Meeting held on 12 August 2025 [**11.1.1.1** - 59 pages]
2. CONFIDENTIAL REDACTED - confidential ARC Meeting Minutes [**11.1.1.2** - 14 pages]

12 Reports of Officers**12.1 Corporate Services**

12.1.1	Statement of Financial Activity - July 2025
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Author: Senior Financial Accountant**Authorising Officer:** Director Corporate Services

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

OFFICER'S RECOMMENDATION**That Council:**

- 1. Receive the Accounts paid under delegated authority for the period ended 31 July 2025 as shown in attachment 1;**
- 2. Receive the Purchasing Card statements for the period ended 31 July 2025, as shown in attachment 2; and**
- 3. Receive the Investment Summary Report for the period ended 31 July 2025, as shown in attachment 3.**

*SIMPLE MAJORITY VOTE REQUIRED***PURPOSE**

The purpose of this report is for Council to receive the Statement of Financial Activity for the period ended 31 July 2025. Due to the late adoption of the 2025 - 2026 annual budget there are no budget comparatives for the financial activity reports.

DETAIL

The 2025 - 2026 annual budget is expected to be adopted in late September 2025 and the information provided within will be made in compliance with the *Local Government Act 1995* and Financial Management Regulations. The statement of financial activity supports the budget to actual variance analysis.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION*Internal*

- *Nil*

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

Reserves:

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

STRATEGIC SUSTAINABILITY IMPLICATIONS**Strategic Community Plan**

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

Our Leadership:

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

Access and Inclusion

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

Nil

Corporate Business Plan

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	There is an operational risk associated with this item due to a reduction in income or increase in expense throughout the 2025/26 financial year.
Effect (Consequence)	Could impact on the Town's ability to meet service levels or asset renewal funding requirements.
Risk Treatment	The Town's financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.
The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).	

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The July 2025 reporting period has no annual budget comparatives until the 2025 - 2026 annual budget is adopted. This report seeks to include attachments of actuals purchases and investment transactions only for July 2025.

ATTACHMENTS

1. 1. The Accounts paid under delegated authority for the period ended 31 July 2025 [**12.1.1.1** - 54 pages]
2. 2. The Purchasing Card Statements for the period ended 31 July 2025 [**12.1.1.2** - 29 pages]
3. 3. Investment Summary Report for the period ended 31 July 2025 [**12.1.1.3** - 10 pages]

12.1.2	Statement of Financial Activity - August 2025
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Author: Senior Financial Accountant

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive the Accounts paid under delegated authority for the period ended 31 August 2025 as shown in attachment 1;**
- 2. Receive the Purchasing Card statements for the period ended 31 August 2025, as shown in attachment 2; and**
- 3. Receive the Investment Summary Report for the period ended 31 August 2025, as shown in attachment 3.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the Accounts paid under delegated authority, Purchase Cards statement and Investment Summary report for the period ended 31 August 2025. Due to the late adoption of the 2025 - 2026 Annual Budget there are no budget comparatives for the financial activity reports.

DETAIL

The 2025 - 2026 annual budget is expected to be adopted in September 2025 and the information provided within will be made in compliance with the *Local Government Act 1995* and Financial Management Regulations. The statement of financial activity supports the budget to actual variance analysis.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- *Nil*

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

Reserves:

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

STRATEGIC SUSTAINABILITY IMPLICATIONS**Strategic Community Plan**

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

Our Leadership:

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

Access and Inclusion

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

Nil

Corporate Business Plan

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	There is an operational risk associated with this item due to a reduction in income or increase in expense throughout the 2025/26 financial year.
Effect (Consequence)	Could impact on the Town's ability to meet service levels or asset renewal funding requirements.
Risk Treatment	The Town's financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.
The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).	

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The August 2025 reporting period has no annual budget comparatives until the 2025 - 2026 annual budget is adopted. This report seeks to include attachments of actuals purchases and investment transactions only for August 2025.

ATTACHMENTS

1. 1. The Accounts paid under delegated authority for the period ended 31 Aug 2025 [**12.1.2.1** - 48 pages]
2. 2. The Purchasing Card Statements for the period ended 31 Aug 2025 [**12.1.2.2** - 30 pages]
3. 3. The Investment Summary Report for the period ended 31 Aug 2025 [**12.1.2.3** - 10 pages]

12.1.3 2025/2026 Delegation Register Review**Author:** **Senior Governance Advisor****Authorising Officer:** **Director Corporate Services****Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.**OFFICER'S RECOMMENDATION****That Council adopt the 2025-2026 Town of Port Hedland Delegation Register as per Attachment 1.*****ABSOLUTE MAJORITY VOTE REQUIRED*****PURPOSE**

The purpose of this report is for Council to adopt the 2025-2026 annual review of the Town of Port Hedland (the Town) Delegation Register. The Town of Port Hedland has delegations in place from the Council to the Chief Executive Officer (CEO), other officers and the Audit Committee.

BACKGROUND

A workshop was hosted with Council on 18 June 2025 with further information requested and provided to the Council in relation to several delegations. The Delegation Register was presented to the Council at the 25 June Ordinary Council meeting to facilitate compliance with the requirement that the Delegation Register be reviewed by the Council at least once per financial year. The decision to adopt the 2025/2026 annual review of the Delegation Register was lost for want of an absolute majority.

A further workshop with the Council was hosted on 6 August 2025 with further information provided to the Council. The result of this workshop was the inclusion of two draft conditions to the Delegation Register and was not recommended by Town officers due to the impact of the operational burden and the lack of clarity on the purpose of reporting.

Following multiple attempts to progress the proposed amendments through Council, the matter was scheduled for consideration at the Ordinary Council Meeting on 27 August 2025. However, due to the resignation of the Mayor on 25 August 2025, Council was left without a quorum, resulting in the cancellation of the meeting. Subsequently, on 3 September 2025, Commissioners were formally appointed to assume the responsibilities of Council, following the declaration of all remaining council positions as vacant. In light of these developments, it is recommended that Council revert to the original proposal, which involves minimal amendments to the Delegation Register (detailed in the table below). This approach will enable the process to be finalised in accordance with the requirements of the *Local Government Act 1995*.

DETAIL

Delegations of authority are an effective and efficient means of carrying out the functions or discharging the duties of the local government, by allowing decisions of the Council to be made by the CEO who in turn can delegate to other staff where appropriate.

The Local Government Act 1995, Dog Act 1976, Cat Act 2011 and the Planning and Development (Local Planning Schemes) Regulations 2015 all require local governments to conduct an annual review of any delegations made under those Acts.

The delegation register annual review is facilitated through the Governance business unit, with managers and executives recommending updates for council to adopt. Meetings are conducted with all managers and directors, and then a final draft register is brought to the Executive Leadership Team (ELT) for review, prior to being adopted by Council.

Under s5.44 of the *Local Government Act 1995* (the Act), a CEO may delegate to any employee of the Town the exercise of any of the CEO's powers or the discharge of any of the CEO's duties. These changes will be implemented pending the outcome of Council's review of the statutory delegations.

The below table outlines the statutory changes made to the delegation register and references the delegation register at attachment 1:

Statutory Delegation	Changes Proposed	Reason for Change	Comments
Administration Review Amendments			
<i>Local Government Act 1995</i>			
1.2.18 Tenders for Goods and Services	Amendment to Function 13 (directors will have authority to appoint the next preferred tenderer up to their authorised expenditure as per item 22.3 of this register and within their directorate only.	Supply of goods and services market conditions. Efficiency and work processes	
<i>Dog Act 1976</i>			
8.1.3 Appoint Authorised Persons	Addition of role of Trainee Ranger to	Operational requirements	

	subdelegates with functions to 2(d) Issue an order regarding a nuisance dog, 2(f) Request personal details, 2(h) Veterinary services and 2(i) to issue an infringement notice.		
<i>Planning and Development Act 2005</i>			
20.2.3 Port Hedland West End Improvement Scheme No.1	Change to condition (i) to read: 'have development value or more than \$10,000,000;' (instead of ' <i>less</i> than')	Typographical error	

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION*Internal*

- Executive Leadership Team
- Senior Leadership Team
- Senior Governance Advisor
- Governance Officer
- Council Workshop

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Sections 5.16, 5.17, 5.18, 5.42, 5.43, 5.44, 5.45, 5.46, 7.1B and 9.10 of the *Local Government Act 1995* relate to delegations and the appointment of authorised persons.

Under s5.42 and 5.45 of the Act to delegate any powers to a Chief Executive Officer or amend or revoke a delegation an absolute majority is required.

Delegations under the following additional Acts are included in this Delegation Register:

- *Emergency Management Act 2005*
- *Building Act 2011*
- *Bush Fires Act 1954*
- *Cat Act 2011*
- *Dog Act 1974*
- *Food Act 2005*
- *Fines, Penalties and Infringement Notices Enforcement Act 1994*
- *Graffiti Vandalism Act 2016*
- *Litter Act 1979*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Liquor Control Act 1988*
- *Health (Miscellaneous Provisions) Act 1911*
- *Public Health Act 2015*
- *Caravan and Camping Grounds Act 1995*
- *Planning and Development Act 2005*
- *Road Traffic (Vehicles) Act 2012*
- *Environmental Protection Act 1986*
- *Animal Welfare Act 2002*

All delegations under each of the Town's Local Laws have been included in this Delegation Register as follows:

- Parking Local Law
- Bush Fire Brigades Local Law
- Public Places and Local Government Property Local Law
- Cemetery Local Law
- Dogs Local Law
- Health Local Law
- Animals, Environment and Nuisances Local Law
- Waste Local Law

The following policies are reflected within the delegation register:

- 1/009 Legal Representation for Council Members and Employees
- 1/014 Execution of Documents and Application of the Common Seal
- 2/005 Financial Hardship
- 2/007 Procurement Policy
- 2/010 Council Investments
- 2/022 Panels of Pre-Qualified Suppliers
- 6/003 Community Grants Program

FINANCE AND RESOURCE IMPLICATIONS

There are no identifiable costs associated with the adoption of the reviewed Delegation Register.

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

Our Leadership:

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

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

Access and Inclusion

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

- Outcome 3 – Accessible Information

Corporate Business Plan

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

Our Corporate Services:

Governance and Procurement - Provide high standards of governance and leadership
Council Support - Provide high standards of professional support and expert advice to the Council.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	If the Delegation Register is not adopted there is a compliance risk associated with the review not being conducted within the statutory timeframe
Effect (Consequence)	Ongoing non-compliance with statutory timeframes and potential negative impact on the Town's reputation
Risk Treatment	Council adopts the Delegation Register
There is an Operational risk associated with this item caused by the Delegation Register not being adopted leading to ongoing non-compliance with statutory timeframes and the potential for employees to be unable to continue operating in an effective and efficient manner. The risk rating is considered Medium (5) determined by a likelihood of Possible (3) and a result 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

The proposed adoption of the 2025/2026 Town of Port Hedland Delegation Register following its review seeks to maintain efficient decision-making and implementation processes. Delegations of authority are required to streamline local government review procedures, whilst adhering to legislative requirements.

A thorough review has been conducted, involving input from managers and the Executive Leadership Team. The Council's approval of these changes as recommended under attachment 1, enables the CEO and delegated officers to fulfill their duties effectively.

ATTACHMENTS

1. Att 1 Officer Recommended - Town of Port Hedland Delegation Register DRAFT
[12.1.3.1 - 216 pages]

12.1.4	Corporate Business Plan Quarterly Report - 2024-2025 Quarter 4
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Author: Senior Corporate Performance Advisor

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council receives the Corporate Business Plan Quarterly Report – 2024/2025 Quarter 4 as per Attachment 1.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Council to receive the Quarter 4 report on the progress of service delivery as outlined in the Corporate Business Plan (CBP) 2023-2027. The report captures the period April to June 2025.

DETAIL

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

The Town of Port Hedland's Corporate Business Plan 2023-2027 was adopted by the Council on 30th August 2023. It is the Town's 4-year planning document that comprises the services, service levels, any planned changes and major projects the Town aims to deliver over the four years, to achieve the deliverables listed in the Strategic Community Plan 2022-2032. It is reviewed and updated annually in line with the development of each year's annual budget. The Town is in the process of undertaking a minor review of its Strategic Community Plan and annual review of the Corporate Business Plan in accordance with the Integrated Planning and Reporting Framework (IPRF) requirement.

The quarterly report ensures that the Council and the community are aware of the Town's progress against the CBP's Actions and that services are being delivered. It is an effective means to update the Council and the community on progress against agreed priority actions. The report provides information on the progress made against these service levels and covers the period April to June 2025. The report identifies the key actions, the status of each action, the percent complete along with commentary on the progress where applicable. The majority of the services are being progressed and are on track. However, some of the actions have yet to start rare behind schedule and delays have been explained. Comments have been provided for such actions including details of their expected start dates.

Summary:

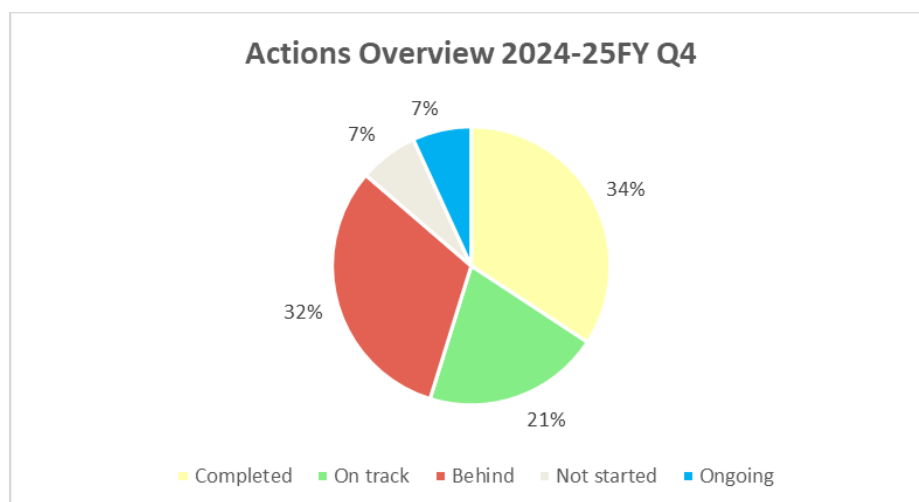
The table and chart below provide a summary of the overall progress of the 114 actions reported against:

Action Progress Status	Description	Number	%
Not started	This initiative/project is scheduled to start at a later time in the course of the Corporate Business Plan	5	4
On track	This initiative/project is in progress and expected to be completed in the scheduled time	15	13
Behind schedule	This initiative/project has not started at the scheduled time or is in progress but not expected to be completed in the scheduled time.	23	21
Completed	This initiative/project was completed during the prior quarters	66	58
Ongoing	This initiative/project is in progress and expected to continue for some time in the future	5	4
Total		114	100

2024/25 Financial Year – Q4

Of the 114 CBP actions, 43 actions were completed in 2023-24 Financial Year. These actions have been greyed in the report for ease of reference. 2 completed actions from 2023-24 FY were reopened in FY2024-25. Of the 73 CBP actions that were not completed in FY2023/24, 25 actions were completed, 15 are on track, 23 actions are behind schedule, 5 actions have not started and 5 are ongoing in Q4 of 2024-25FY.

The chart below shows the actions overview of the progress made in Q4 of FY2024/25:



Highlights of the period April to June include the progression of important projects including:

- Childcare Expansion and Development - Detailed design has been completed.
- ERP – Electronic Content Management passed the UAT Phase 1 testing milestone and is ready for deployment in August 2025.
- Community Safety – One Shopping Centre pop up and two social media posts done in Q4 to increase community awareness on logging safety issues.
- Key worker housing - Out for tender for design and construct proposals.
- South Hedland Civic and Community Hub – Value engineering is taking place for a refurbishment option

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- ELT
- SLT
- Senior Officers

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

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

Access and Inclusion

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

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

OPTIONS

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

CONCLUSION

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

ATTACHMENTS

1. To PH CBP Quarterly Report_ 2024-25 Q 4 V 7 [**12.1.4.1** - 33 pages]

12.1.5 Policy Review Program

Author: Senior Governance Advisor

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION 1

That Council adopt:

- 1. 2/004 Rating Policy as per attachment 2;**
- 2. 2/010 Council Investments Policy as per attachment 3;**
- 3. 2/019 Financial Reserves Policy as per attachment 6; and**
- 4. 2/005 Financial Hardship Policy as per attachment 7.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider and adopt the Town of Port Hedland (the Town) policies as part of the on-going review program:

- 2/004 Ratings Policy
- 2/010 Council Investments Policy
- 2/019 Financial Reserves Policy
- 2/005 Financial Hardship Policy

DETAIL

At the 25 September 2024 Ordinary Council Meeting, report 12.1.2 Council Policy – Policy Framework was adopted. Included as attachment 1 is a register of Town policies outlining their status for their proposed review, development and adoption.

The Town has more than 50 policies, along with requirements for some additional policies to meet new legislative requirements. Adopted policies require periodic review. Some of these existing policies have become outdated and lack relevance to contemporary times, while others appear more operational in nature and would serve the organisation more effectively as procedures.

A risk-based approach to the review cycle is being undertaken to ensure that policies that relate to higher risk matters are reviewed more regularly, to those which carry lower risks. A risk rating will be applied to Council policies as they are reported to the Council for review.

2/004 Ratings Policy

This policy was last reviewed and adopted by Council on 27 March 2024 (CM20324/234).

The changes between versions include:

- No content changes recommended
- Extending review frequency from annual to every 3 years to align with triennial rating valuation cycle

The Draft version has been included as Attachment 1. The 'marked changes' version previously adopted in 2024 has been included as Attachment 2.

2/010 Council Investments Policy

This policy was last reviewed and adopted by Council on 27 March 2024 (CM202223/233).

The changes between versions include:

- Minor change to replace outdated 'Strategic Community Plan 2018-28' reference with 'Council's objectives' in anticipation of new Council plan
- Formatting changes to align with corporate policy template

The Draft version has been included as Attachment 3. The 'marked changes' version previously adopted in 2024 has been included as Attachment 4.

2/019 Financial Reserves Policy

This policy was last reviewed and adopted by Council on 27 March 2024 (CM202223/233).

The changes between versions include:

- Establishing new Public Art Reserve (moving \$463k from balance sheet for transparency)
- Creating Kingsford Smith Development Reserve for land sale proceeds and construction funding
- Updating Employee Leave Reserve (removing outdated sick leave/redundancy references)
- Spoilbank Reserve expanded to include maintenance funding with rollover capability

The Draft version has been included as Attachment 5. The 'marked changes' version previously adopted in 2024 has been included as Attachment 6

2/005 Financial Hardship Policy

This policy was last reviewed and adopted by Council on 27 March 2024 (CM202223/234).

There are no changes proposed for this policy – the policy has been well-received since being rewritten from a debt collection focus to providing relief assistance.

The Draft version has been included as Attachment 7.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because it does not meet any of the criteria listed in the policy which deems it significant.

CONSULTATION

Internal

- ELT / SLT

External Agencies

- NIL

Community

- NIL

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act 1995*
- *Local Government (Functions and general) Regulations 1996*
- *Public Interest Disclosure Act 2003*
- *Public Interest Disclosure Regulations 2003*
- *Corruption, Crime and Misconduct Act 2003*

FINANCIAL AND RESOURCE IMPLICATIONS

No immediate impact forecast.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

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

Access and Inclusion

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

- Outcome 3 – Accessible Information

Corporate Business Plan

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial Compliance Reputational Fraud
Cause	Out of date or non-compliant policies and or gaps in policy framework.
Effect (Consequence)	Non-compliant decision making or not in line with best practice. Duplicitous and / or inconsistent policy positions.
Risk Treatment	Continuous review of policies following a risk-based approach.
There is an Operational risk associated with this item caused by not maintaining an effective policy framework which may lead to compliance concerns. 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 is considered acceptable due to the following controls in place: • An existing policy is currently in effect. • The risk falls within the Town's acceptable tolerance range.	

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The policy reviews have been considered to align with legislation, departmental guidance and best practice.

ATTACHMENTS

1. Att 1 - 2.004 Ratings Policy - V 05 - DRAFT [**12.1.5.1** - 5 pages]
2. Att 2 - 2.004 Ratings V 04 - Marked Changes [**12.1.5.2** - 6 pages]
3. Att 3 - 2.010 Council Investments V 09 - DRAFT [**12.1.5.3** - 6 pages]
4. Att 4 - 2.010 Council Investments V 08 - Marked Changes [**12.1.5.4** - 6 pages]

5. Att 5 - 2.019 Financial Reserves- V 06 - DRAFT [**12.1.5.5** - 7 pages]
6. Att 6 - 2.019 Financial Reserves- V 05 - Marked Changes [**12.1.5.6** - 7 pages]
7. Att 7 - 2.005- Financial- Hardship DRAFT - No changes from Version 1
[**12.1.5.7** - 4 pages]
8. Policy Review Register 2025 [**12.1.5.8** - 10 pages]

12.1.6	Adoption of the 2025-2026 Annual Budget
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Author: **Manager Financial Services**

Authorising Officer: **Director Corporate Services**

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

OFFICER'S RECOMMENDATION 1

GENERAL AND MINIMUM RATES

That Council:

- Pursuant to Section 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental (GRV) and Unimproved Values (UV) for the 2025-2026 financial year:**

General Rates:

I.	GRV Residential	4.3500 cents in the dollar
II.	GRV Commercial / Industrial	7.8533 cents in the dollar
III	GRV Mass Accommodation	13.0500 cents in the dollar
IV.	Airport	8.7000 cents in the dollar
V.	UV Pastoral & Other	13.2870 cents in the dollar
VI.	UV Mining	24.0000 cents in the dollar

Minimum Payments:

I.	GRV Residential	\$1,300
II.	GRV Commercial / Industrial	\$1,900
III	GRV Accommodation	\$1,900
IV.	UV Pastoral	\$1,900
V.	UV Mining	\$250

- Endorses the 2025-2026 Differential Rating Statement of Objects & Reasons as per attachment 1.**

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 2**CONCESSIONS AND EXEMPTIONS**

That Council grant the following concessions and exemptions included as attachment 2 and summarised below:

•Rate concessions total	\$ 208,094
•Rate Cap Gap total	\$ 7,731

As applied to the 2025-2026 rates charges and in accordance with s6.46 and s6.47 of the Local Government Act 1995 and the Rates and Charges (Rebates and Deferments) Act 1992.

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 3**INSTALMENT PAYMENT ARRANGEMENTS AND INTEREST**

That Council:

- 1. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment by instalments:**

- Option 1 (full Payment)**

Full amount of rates and charges including arrears, to be paid on or before 12 November 2025 or 35 days after the date of issue appearing on the rate notice whichever is the later.

- Option 2 (Four instalments)**

First Instalment to be made on or before 12 November 2025 or 35 days after the date of issue appearing on the rate notice, whichever is later, including all arrears and a quarter of the current rates and service charges;

Second instalment to be made on or before 19 January 2026, or 2 months after the due date of the first instalment, whichever is the later;

Third instalment to be made on or before 27 March 2026, or 2 months after the due date of the second instalment, whichever is the later; and

Fourth instalment to be made on or before 29 May 2026, or 2 months after the due date of the third instalment, whichever is the later.

- 2. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected**

to pay rates through an instalment option of \$15.00 for each instalment after the initial instalment is paid.

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.50% where the owner has elected to pay rates and service charges through an instalment option.
4. Pursuant to Section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 7.0% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 4

ELECTED MEMBERS FEES AND ALLOWANCES FOR 2025-2026

That Council, in accordance with policy 4/008 Elected Member Allowances, Facilities and Expenses and pursuant to:

1. Section 5.98(1)(b) of the *Local Government Act 1995* and regulation 30 of the *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

Mayor:	Councillors:
\$53,215	\$35,480

2. Section 5.98(5) and 5.98A(1) of the *Local Government Act 1995*, Regulation 33 and 33A *Local Government (Financial Management) Regulations 1996*, and Part 7.2(1) and 7.3(1) of the Determination for Local Government Elected Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, adopts the annual allowance to be paid in addition to the annual meeting allowance:

Mayor	\$100,514
Deputy Mayor	\$25,129

3. Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of

the Determination for Local Government Elected Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, adopts the following annual allowances for elected members:

Information Technology Allowance	\$2,000
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ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 5

COMMISSIONER REMUNERATION AND ALLOWANCES FOR 2025-2026

That Council, in accordance with the Local Government Act 1995, Schedule 2.4 clause 5(1)d, the Commissioners are entitled to remuneration, allowances and to be reimbursed for expenses, set out in the determination schedule included as Attachment 3.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 6

MATERIAL VARIANCE REPORTING FOR 2025-2026

That Council, in accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, regarding level of material variance for financial reporting in 2025-2026, adopts the following threshold:

- 1. A variance of 10% or \$50,000 whichever is greater, of the year-to-date budget of operational and capital expenditure, requires explanation.**

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 7

FEES AND CHARGES FOR 2025-2026

That Council, pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, adopts the Town of Port Hedland 2025-2026 Fees and Charges as detailed in Attachment 3.

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 8**MUNICIPAL FUND BUDGET FOR 2025-2026**

That Council, pursuant to provision of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the Budget as contained in Attachment 4, which includes the following:

- **Statement of Comprehensive Income**
- **Statement of Cash Flows**
- **Statement of Financial Activity**
- **Statement of Capital Works**
- **Notes to and forming part of the Budget.**

ABSOLUTE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION 9**PUBLISHED ANNUAL BUDGET 2025-2026**

That Council approves the Chief Executive Officer to oversee the final design of the published annual budget document.

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to consider and adopt the Town of Port Hedland (the Town) annual budget for the 2025-2026 financial year together with supporting schedules, including imposition of rates and minimum payments and other consequential matters arising from the budget papers.

BACKGROUND

The draft 2025-2026 Budget has been prepared based on guidance contained in the Strategic Community Plan and Long-Term Financial Plan with the aim to achieve strong financial sustainability and transparency. Twelve budget workshop presentations with associated documentation were held and provided to councillors as follows;

- 13 November 2024
- 4 March 2025
- 10 March 2025
- 17 March 2025
- 14 April 2025
- 19 May 2025

- 11 June 2025
- 18 June 2025
- 9 July 2025
- 16 July 2025
- 23 July 2025
- 6 August 2025

The Town's Rating Strategy 2025-2030 was approved for public consultation at the 20 May Special Council Meeting SCM202425/126.

Engagement with the Town's non-residential ratepayers was facilitated with the assistance of the Port Hedland Chamber of Commerce and Industry on 9 June 2025. An evening engagement session was held in the Council Chambers on 9 June 2025. Three written submissions were received when the public comment period ended.

Due to feedback from ratepayers, Council resolved to make an application to the Minister for Local Government for approval to impose a differential general rate under section 6.33(3) of the Local Government Act 1995 that is more than twice the lowest differential the being imposed. CM202425/373 on 25 June 2025. The Town sought to raise the Mass Accommodation Rate in the dollar to 13.050 cents in the dollar, which is Three (3) times the lowest (residential) Rate in the dollar for the GRV category, thus allowing for an equitable distribution of the rates burden.

A further engagement period began from 26 June 2025 to 21 July 2025 including a non-residential ratepayers information session at the Port Hedland Chamber of Commerce and an evening session at the Council Depot Office on 14 July 2025.

One written submission was received when the public comment period ended and these were presented to, considered and addressed at a Council workshop on 23 July 2025.

The Minister for Local Government approved to allow the Town to impose a differential general rate under section 6.33(3) of the Local Government Act 1995 that is more than twice the lowest differential the being imposed on 11 August 2025.

The 2025-2026 Annual Budget was scheduled to be adopted at the 27 August OCM and was reviewed again as part of the Agenda feedback session on 20 August. On 25 August the Mayor resigned resulting in the Council being no longer able to form a quorum and therefore were unable to formally meet and adopt the 2025-2026 Annual Budget. Under the *Local Government Act 1995*, a Commissioner(s) can be appointed to fulfil the role of council and exercise its powers, three commissioners were appointed effective 3 September 2025. The Commissioners were briefed on the 2025-2026 Annual Budget on 10 and 17 September.

The Department of Local Government, Industry Regulation and Safety advised in accordance with the authority delegated by the Minister for Local Government that an extension of time be granted to adopt the Annual Budget for 2025/26, to 30 September 2025.

The Town's Fees and Charges 2025-2026 were endorsed for advertising and invited submissions at the 20 May Special Council Meeting SCM202425/127 Alternative Motion.

One submission was received in addition to multiple unofficial comments on Facebook posts. The 26 May OCM also heard from 2 community members in public questions/statement time. The public comment period ended on 6 June 2025 and submissions were considered at a Council workshop on the 11 June 2025 and 18 June 2025.

COMMENT

The budget has been prepared to include information required by the *Local Government Act 1955*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

The amount of budget deficiency to be made up through rating, has been determined after considering all other sources of revenues and related available reserve funding, together with expenditure requirements and their efficiency and saving measures, plus associated cost increases, including;

- Local Government Cost Index as opposed to Consumer Price Index
- Employee Industrial Agreement
- Contracted increases under service delivery agreements
- Utility charge increases, and
- Insurance premium rises

The Town does not apply any automated indexation to its annual expenditure budget. Each service area is reviewed annually.

The 2025-2026 annual budget's financial strategy includes:

- Interest earnings. Additional earnings directed to reserves.
- Cash backing depreciation to the Asset Management and Plant Reserves to be drawn down to fund asset renewals and upgrades.
- Waste operations net proceeds transferred to the Waste Management Reserve
- Liquid waste net proceeds to the Landfill Remediation Reserve.
- Rating Strategy which quarantined new rates growth (\$8.1M) to the Strategic Reserve
- Establishing a Public Art reserve and a Kingsford Smith Development Reserve.
- Carry Overs to be adopted separately.
- Brought forward prior year surplus offsets 2025-2026 rating requirement.

The main features of the proposed budget include:

- 0% rates rise for residential, commercial / industrial, pastoral / other properties. No increase in minimum rates.
- New Airport GRV category
- Pensioner Rate Cap Gap remains, maximum limit of \$500.
- \$208K in rating concessions for community groups and sporting clubs.
- Spoilbank Marina playground \$2.1M
- JD Hardie pump track \$4.4M
- Wedgefield industrial area road upgrades \$7.8M
- Parks renewals and upgrades \$1.2M
- Aquatics facility design \$3.9M
- \$45.5M capital works program including new and existing asset renewals.
- Events program \$2.0M

Part A - General and Minimum Rates

Rates revenue is a substantial source of discretionary revenue for the Town of Port Hedland and accounts for approximately 72.2% of operating revenue in the 2025-2026 budget (up from 71.9%). Consistent with the Rating Strategy 2025-2030 \$8.1M of rating revenue has been quarantined from new development and uplift in mining valuations, transferred to the Strategic Reserve, towards the Town's forward capital works program intended as per the Long-Term Financial Plan.

The rates yield proposed in the 2025-2026 budget has been determined based on property valuations provided by the State Valuer General's Office (Landgate) as required per legislation, up until 17 June 2025.

Overview:

- The proposed differential rates model presented was prepared under the Department of Local Government, Sports and Cultural Industries guidelines of objectivity, fairness and equity, and transparency as set out in their Rating Policy-Differential Rates (s6.33).
- No increases are proposed on the 2025-2026 rate in the dollar charges for Residential, Commercial / Industrial, Pastoral / Other rating categories.
- A new differential rating category has been established for the airport and now includes two mass accommodation work camps, to return the same 2024-2025 rating amount, plus increase towards offsetting the Town's increased costs of service delivery
- Ministerial approval was granted for Mass accommodation work camp rating revenue at a rate in the dollar charge of three (3x) times the residential rate proposed.

Concessions and exemptions

The Town contacted recipients of 2024-2025 concessions to again apply. Council considers annual applications submitted by community groups, sporting clubs and other rate payers for rates concessions and exemptions between Feb and March each financial year, for between 50% to 100% relief. These are adopted by Council as part of the budget process.

Concessions

The 2025-2026 budget includes \$208,094 (prior year \$165,619) for rating concessions from applications received from community groups and sporting clubs.

Pensioner Cap Gap Remission

The 2025-2026 budget includes \$7,731 for pensioner Rate cap gap. The maximum support that will be provided in 2025-2026 will be capped at \$500.

Instalment Payment Arrangements

The council offers ratepayers a four-instalment payment option. Payment due dates proposed are set in accordance with regulations, weekday operations and public holidays.

Conditions apply including an instalment charge and interest.

For owners who elect to pay by instalment an instalment charge of \$15 for each instalment after the initial instalment is payable (excluding eligible pensioners and seniors), pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996.

An interest rate of 5.5% per annum where the owner has elected to pay rates and service charges through an instalment option (excluding eligible pensioners and seniors), pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996.

Elected Members Fees and Allowances and Commissioners Remuneration

As per policy 4/008 Elected Member allowances, facilities, and expenses, elected members are paid at 100% of the yearly maximum Salaries and Allowances Tribunal WA (SAT) determinations. SAT determined an increase in remuneration, fees, expenses, and allowance ranges provided for Elected Members as per Determination No 1 of 2024.

These Elected members fees and Commissioner remuneration has been reflected in the 2025-2026 budget documentation.

Mandatory superannuation for elected members of Tier 1 local governments is effective from 19th October.

As per Determination letter dated 3 September 2025 included as Attachment 3, Commissioners are entitled to remuneration and allowances, and to be reimbursed for expenses incurred. Travel, accommodation and reimbursables expenses are estimated at \$159,360 for the term of their appointment.

Material Variance Reporting For 2025-2026

Each year, it is required to adopt a percentage or value to be used in statements of financial activity for reporting material variances, as required by Clause 34(5) of the Local Government (Financial Management) Regulations 1996.

The recommendation for the 2025-2026 material variance threshold is to remain the same as 2024-2025 with a variance of 10% or \$50,000, whichever is greater, of the year-to-date budget of operational and capital expenditure requiring explanation.

Fees and Charges

The Town's 2025-2026 Fees and Charges were endorsed for advertising by Council at the 25 June OCM CM202324/294.

Municipal Fund Budget 2025-2026

In addition to the items noted above, the recurrent operating budget includes:

Expenditure forecast increases of 9.8%. Primarily due to;

- Employee cost increase of \$0.4M, under the existing industrial agreement of 4% with an increase in staff numbers of 7 FTE.
- Increases within materials and contracts agreements of \$7.3M, mostly associated with contracts for services as well as additional facilities such as maintaining the newly built Spoilbank.
- Increased utility costs forecasts.
- Increased annual depreciation charge of \$1.4M

Revenue forecasts changes include:

- Interest earnings of \$9.3M of which \$5.0M is being transferred to reserves.
- Capital works funding of \$19.9M, notably
 - LotteryWest \$2M Spoilbank Marina playground
 - State Government \$4M JD Hardie Pump Track

Capital Works

- A capital works program of \$45.5M for investment in infrastructure, land and buildings, plant and equipment, furniture and equipment is planned.
- \$33.4M on new works.

- \$12.1M on asset renewals, funded via reserves with cash backing of depreciation.
- 2024-2025 carry-over projects are recommended to be adopted independently of the 2025-2026 annual budget adoption process, for transparency and to continue ongoing project work deliverables.
- Projects are itemised within the Statement of Capital Works Program included as attachment 4.

Loans

- No new loans are proposed for 2025-2026

Grant Funding

- The Town is actively pursuing numerous additional funding sources to fund projects and operations.

New Accounting Standards

- There are no new Australian Accounting Standards and Interpretations expected to be compiled.

Published Annual Budget 2025-2026

The annual budget statements along with an overview and highlights, are produced into an online version available for public information. This will be supplemented with local pictures and graphics into a final version available on the Town's website. This requires time to produce. It is requested that the Council approve the CEO to oversee.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of high significance due to the financial implications of the budget.

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

CONSULTATION

Internal

- Consultation has occurred with all business units and through briefings and eleven workshops with Council members and Town Executive with inviting individual briefings as requested.

External

- Consultation has occurred as prescribed. Correspondence was sent to individual ratepayers for the categories GRV Mass Accommodation, UV Pastoral and GRV Airport (less than 30 ratepayers per category). Additionally, community groups were invited to advertised information sessions.

- Reference to Department of Local Government, Sport and Cultural Industries. Guidelines.

Commissioners

- Three workshop briefings have been held with the Commissioners to inform of the budget preparations undertaken to date, with follow up questions and areas of further focused prepared for as part of these sessions.

STATUTORY ENVIRONMENT

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* detail the form and content of the budget. The draft 2025-2026 budget as presented is considered to meet statutory requirements.

Section 7B (2) of the *Salaries and allowances Act 1975* requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine -

- The amount of fees to be paid to Council Members;
- The amount of expenses to be reimbursed to Council members;
- The amount of allowance to be paid to Council members.

The Determination on Local Government Chief Executive Officers and Elected Members requires local governments to set an amount within the relevant SAT range determined for fees, expenses or allowances.

Section 5.98 of the *Local Government Act 1995* sets out fees, expenses, and reimbursements etc. payable to Council members as determined by the Tribunal.

Section 5.98A of the *Local Government Act 1995* sets out fees etc. payable to sets out allowance which may be paid to deputy president or deputy Mayors up to a percentage determined by the Tribunal (Absolute Majority required).

Section 5.99 provides that a local government may pay an annual fee in lieu of fees for attending meetings, as determined by the Tribunal (Absolute Majority required).

Section 5.99A sets out a local government may pay an annual allowance for Council members in lieu of reimbursement of expenses, as determined by the Tribunal (Absolute Majority required).

Regulations 30, 31, 32 and 34ACA of the *Local Government (Administration) Regulations 1996* set the limits, parameters and types of allowances that can be paid to Council Members.

Section 6.36(1) requires a local government to give local public notice of its intention before imposing any differential general rates or a minimum payment under section 6.35(6)(c).

Section 6.36(4) requires a local government to consider any submissions received before imposing the proposed rate or minimum payment, with or without modification.

Section 2.38. Function of commissioner (1) The function of a commissioner of a local government is to exercise the powers and discharge the duties of the council of the local government and its mayor or president.

Schedule 2.4 clause 5(1)d, the Commissioners are entitled to remuneration, allowances and to be reimbursed for expenses as determined.

POLICY IMPLICATIONS

As part of the drafting process for the proposed 2025-2026 annual budget:

- Rating Strategy 2025-2030 was adopted CM202324/293
- Policy reviews undertaken:
 - 2/004 Rating
 - 2/010 Council Investments
 - 2/018 Borrowings
 - 2/019 Reserves
 - 2/005 Financial Hardship

FINANCIAL IMPLICATIONS

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2025-2026 budget attached for adoption.

The proposed 2025-2026 Annual Budget provides the Town with the ability to collect revenue and expend funds to provide essential services to the Town of Port Hedland residents.

The 2024-2025 comparative actuals are unaudited estimated calculations as best forecasts available at the time of preparing the budget documentation. These are subject to further year-end accounting routines and external audit confirmation.

Prior year surplus forecasts reduce the amount of rating requirements for the current year.

Prior year carry-over projects are not re-budgeted, now adopted independently as a separate process, following confirmation of actual project expenditure and committed amounts.

STRATEGIC IMPLICATIONS

The 2025-2026 Budget was developed considering the Town's Plan for the Future adopted by Council, as part of its integrated planning framework.

Strategic Community Plan 2022-2032

The following sections are applicable in the consideration of this item:

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

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

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

2.5.3 Invest and develop key community and recreation infrastructure.

2.5.5 Support tourism infrastructure development.

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

3.2.2 Prepare, educate, respond and recover in partnership with key agencies from emergencies such as cyclones.

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

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.

4.2.1 Sound long-term financial planning is implemented.

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

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

4.2.4 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.

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

Corporate Business Plan 2023-2027

The following sections are applicable in the consideration of this item:

Our Corporate Services:

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

Access and Inclusion

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

- Outcome 1-Events and Services
- Outcome 2-Buildings and Facilities
- Outcome 3-Accessible Information
- Outcome 4-Quality of Service
- Outcome 7-Employment Opportunities

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial Service Interruption Reputational
Cause	Not adopting the annual budget
Effect (Consequence)	Would delay the Town in delivering essential works to ratepayers and the community.
Risk Treatment	Adopting the annual budget.

There is an operational and Service interruption risk associated with this item caused through an extended time to adopt the Town's budget, leading to delays in procurement requirements for services and projects.

The risk rating is considered to be Medium (8) which is determined by a likelihood of Unlikely (2) and a consequence of Major (4).

This risk will be avoided by the adoption of the annual budget by the council.

OPTIONS

Option 1-Adopt officer's recommendation

Option 2-Amend officer's recommendation

Changes moved to the proposed statements and amounts

- It would be recommended, dependent on their nature and likely impact,
- Local Government Act 1995 s5.41 Functions of CEO, are to:
 - (d) manage the day-to-day operations of the local government

Changes to service delivery budget allocations are determined by Council by absolute majority. The CEO is responsible, upon advice to Council, for allocating the operational budget to achieve service delivery outcomes

Option 3-Not adopt the officer's recommendation

The Local Government Act 1995 requires a local government's annual budget to be adopted by 31 August each year or otherwise seek Ministerial approval to be later than this date.

CONCLUSION

The 2025-2026 annual budget has been prepared in a financially responsible manner to ensure a realistic and deliverable program of works. There has been a strong focus on ensuring consistent service levels and capital works program. The Town's Long Term Financial Plan continues its review process and will set parameters for the drafting of future years' annual budgets.

ATTACHMENTS

1. Statement-of- Objects-and- Reasons- FINAL [**12.1.6.1** - 12 pages]
2. 2025-26 Concessions and exemptions [**12.1.6.2** - 1 page]
3. 84-07060 - Determination of Remuneration and Allowances [**12.1.6.3** - 2 pages]
4. Fees And Charges Report 20250905 [**12.1.6.4** - 41 pages]
5. 2025-26 Draft Budget - V 23 - updated June act v 2 [**12.1.6.5** - 26 pages]

12.1.7 2024-2025 Carry Over Projects**Author:** **Manager Financial Services****Authorising Officer:** **Director Corporate Services****Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.**OFFICER'S RECOMMENDATION****That Council pursuant to section 6.8 of the Local Government Act 1995 amends the Town of Port Hedland 2025–2026 annual budget to include 2024–2025 carry over projects as detailed in Attachments 1 and 2.*****ABSOLUTE MAJORITY VOTE REQUIRED*****PURPOSE**

The purpose of this report is for Council/Commissioners to consider the Town of Port Hedland's (the Town) 2024-2025 carry over project expenditure and amend the 2025-2026 annual budget accordingly. The Local Government Act 1995 allows for expenditure incurred in a financial year prior.

Carry over projects are works which have been previously approved by Council, though yet to commence or be completed, may have purchase orders raised and/or grants secured but not yet expended. This resolution ensures that works which have commenced and not yet complete, have been accounted for and will continue to be reported upon within monthly financial reporting during 2025-2026.

DETAIL

As part of drafting the Town's annual budget, prior year carryover project funds are accounted for within the Town's Unfinished Works & Committed Works Reserve. Project amounts which have commenced and not yet completed are subject to confirmation as part of year end accounting routines. This enables the 2025-2026 budget to be drafted upon the basis for works and programs specific for and intended within that annual cycle. This creates greater transparency within the annual budget cycle.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Project managers

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995 s6.8

1. A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - b) is authorised in advance by resolution; or
 - c) is authorised in advance by the mayor or president in an emergency.

FINANCIAL AND RESOURCE IMPLICATIONS

Prior year projects which were not completed prior to 30 June 2025 from the 2024-2025 financial year are listed in attachments 1 and 2. These projects have been funded through prior year's budget and therefore have a net nil impact on Council's total cash balances in the 2025-2026 financial year. It is proposed that \$1,550,770 operating expenditure funding be carried over to 2025-2026 due to ongoing project work, mostly comprising IT projects, town planning and environmental initiatives and an extension of consultant support in Finance and Governance initiatives. These are included as attachment 1.

It is also proposed that \$29,229,673 gross capital expenditure be carried over to 2025-2026 due to unspent municipal and grant funding, for contracts and purchase orders issued with works not yet completed. These are included as attachment 2.

Capital Expenditure:	\$
2024-2025 Budget for Capital Works (PPE & Infrastructure)	50,338,171
2023-2024 Carried forward projects	19,955,855
Additional approved projects	2,235,354
Total Budgeted Payments	72,529,380
Actual SpendYTD	28,736,910
Project savings / discontinued / rescope	14,562,797
Carryovers Proposed	<u>29,229,673</u>

A listing of the 2024-2025 carried forward capital balances, by project, will become part of the September Monthly Financial Statements.

As these projects were previously approved, works are continuing to be progressed as intended. Commitments are in place for many project items, and any cancellation of works may result in financial liabilities.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

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

Access and Inclusion

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

Nil.

Corporate Business Plan

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Financial
Cause	Carry over project's details are not accounted for
Effect (Consequence)	There is no financial authority to continue with works and commitments, therefore projects will remain unfinished.
Risk Treatment	Confirmation of project balances and amend the annual budget.
There is a service delivery risk associated with this item caused through appropriate management of budgets, leading to financial and reputational risk of projects / works not being completed. The risk rating is considered to be Medium (9) which is determined by a likelihood of possible (3) and a consequence of moderate (3). This risk will be mitigated by accepting the recommendation.	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation - Carry over project budgets will not be amended into the current annual budget and reported upon.

CONCLUSION

Prior year projects have been reconciled and accounted for. The reports recommendation ensures these projects can continue to be reported upon as part of the amended 2025-2026 annual budget monthly financial reporting. These projects have been previously endorsed and are funded through prior year’s municipal and grant funds and therefore have a net nil impact on Council’s forecast 30 June 2026 financial position.

ATTACHMENTS

1. Att 1 -Carry over 25-26 Opex proposed [**12.1.7.1** - 1 page]
2. Att 2 -Capital expenditure 2024.25 detail - with net CF [**12.1.7.2** - 2 pages]

12.2 Community Services

Nil

12.3 Regulatory Services

Nil

12.4 Infrastructure Services

Nil

12.5 Executive Services**12.5.1 Commissioner Representation on External Committees****Author:** Executive Assistant to the CEO and 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****That Council appoint Commissioners as representatives of the Town of Port Hedland with the following external committees:**

Committee / Group	Organisation	Commissioner
BHP Stakeholder Engagement Group	BHP	Commissioner: Proxy:
East Pilbara District Health Advisory Committee	Western Australian Country Health Services (WACHS)	Commissioner: Commissioner:
Hedland Community Road Safety Group	Town of Port Hedland (ToPH)	Commissioner: Proxy:
Hedland Housing Solutions Steering Committee	Town of Port Hedland (ToPH)	Commissioner: Proxy:
Kimberley / Pilbara / Gascoyne Joint Development Assessment Panel (JDAP)	JDAP	Commissioner: Commissioner: Proxy:
Local Emergency Management Committee (LEMC)	Town of Port Hedland (ToPH)	Commissioner: Proxy:
North West Defense Alliance	City of Karratha	Commissioner: Proxy:
Pilbara Country Zone	WALGA	Commissioner: Commissioner: Proxy:
Pilbara Regional Road Group (RRG)	Mainroads WA	Commissioner: Proxy:

Port Hedland Industries Council – Community Industry Forum	Port Hedland Industries Council (PHIC)	Commissioner: Proxy:
Port Hedland Technical Advisory & Consultative Committee (TACC)	Pilbara Ports Authority	Commissioner: Proxy:
Regional Aviation Consultation Group (RACG)	Dept. of Transport	Commissioner: Proxy:
Regional Capitals Alliance WA (RCAWA)	NAJA Business Consulting Services	Commissioner: Proxy:
Port of Port Hedland Committee Consultative Committee (PHCCC)	Pilbara Ports Authority	Commissioner: Commissioner:
Regional Capitals Australia (RCA)	Regional Capitals Australia	Commissioner: Proxy:
WALGA RoadWise Recognised Advisory Committee	WALGA	Commissioner: Proxy:

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider formally appointing Commissioners as representatives of the Town of Port Hedland to various external groups/committees, following the order of the Local Government (Port Hedland – Declaration of Vacancies and Appointments of Commissioners) Order 2025.

DETAIL

Appointments to external groups/committees were reviewed and confirmed at the Ordinary Council Meeting held on 7 May 2025 with the intention to be made again immediately following the 18 October 2025 Elections. As the Town of Port Hedland Council received the Order 2025, Local Government (Port Hedland – Declaration of Vacancies and Appointments of Commissioners) Order 2025. A revision of the appointed representatives is required. This report is to formally nominate and appoint Commissioners to become members of various external groups / committees as the Town's representatives. This report covers the external groups/committees which the Town has been formally invited to take part in; and a Council resolution is required to formalise each appointment.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- Executive Leadership Team
- Governance

External Agencies

- Above mentioned external committees

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Policy 4/010 'Elected Member Professional Development;
- *Local Government Act 1995* – Regional Roads Group;
- *Main Roads Act 1930* - Regional Roads Group;
- *Road Traffic Act 1974* - Regional Roads Group;
- *Planning and Development (Development Assessment Panels) Regulations 2011* Joint Development Assessment Panel (JDAP); and

FINANCIAL AND RESOURCE IMPLICATIONS

If travel is required, costs associated with attendance at meetings with external agencies are included in the Town of Port Hedland 2025/2026 budget under 'Members of Council Accommodation and Travel Expenses'. Attendance via Teams/Zoom is also permitted where applicable.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

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

Access and Inclusion

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

- Outcome 1 – Events and Services
- Outcome 3 – Accessible Information

Corporate Business Plan

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

Our Corporate Services:

Strategic and Corporate Planning - Planning for the future (Integrated Planning and Reporting): community vision, clear strategic direction and financial sustainability.
Public Affairs and Communication - Enhancing and protecting the Town's reputation. Providing advice and support to the Council, Executive Leadership Team, and business units.

Council Support - Provide high standards of professional support and expert advice to the Council.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Reputational
Cause	Limitation of key partnerships with various external committees
Effect (Consequence)	Resulting in a reputational Risk
Risk Treatment	Eliminated risk through the approval and acceptance of Commissioners to the various external committees
There is a reputational risk associated with this item because this report aims to preserve the positive reputation of Council in the community and with stakeholders. If representatives are not appointed, the Town may miss important opportunities to represent Port Hedland at regional and/or State level. The risk rating is considered to be Low (4) which is determined by a likelihood of Rare (1) and a consequence of Minor (2). This risk will be avoided 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 aims to preserve the positive reputation of Council in the community and with stakeholders. The Town of Port Hedland has a vested interest in working in unison with various external organisations and community stakeholders with the aim to foster relationships, promote open communication, develop concepts, address concerns and provide services across the community. Formally appointing Commissioners to various external groups/committees ensures that the community's ambition of having Port Hedland represented on a regional, State and potentially Federal level is achieved.

ATTACHMENTS

External Committee List

12.5.2 Council Plan 2025-2035

Author: Senior Corporate Performance Advisor

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopts the Council Plan 2025-2035 which incorporates the Strategic Community Plan and the Corporate Business Plan as contained in Attachment 1; and**
- 2. Give discretion to the Chief Executive Officer to make minor editorial changes to the Council Plan, which do not affect the intent of its content.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is to seek Council adoption of the Town of Port Hedland's Council Plan 2025 – 2035 as per Attachment 1 (the Plan). The Plan is the outcome of a minor desktop review of the Town's Strategic Community Plan 2022-2032 and Corporate Business Plan 2023-2027, combining the two strategic planning documents into one.

DETAIL

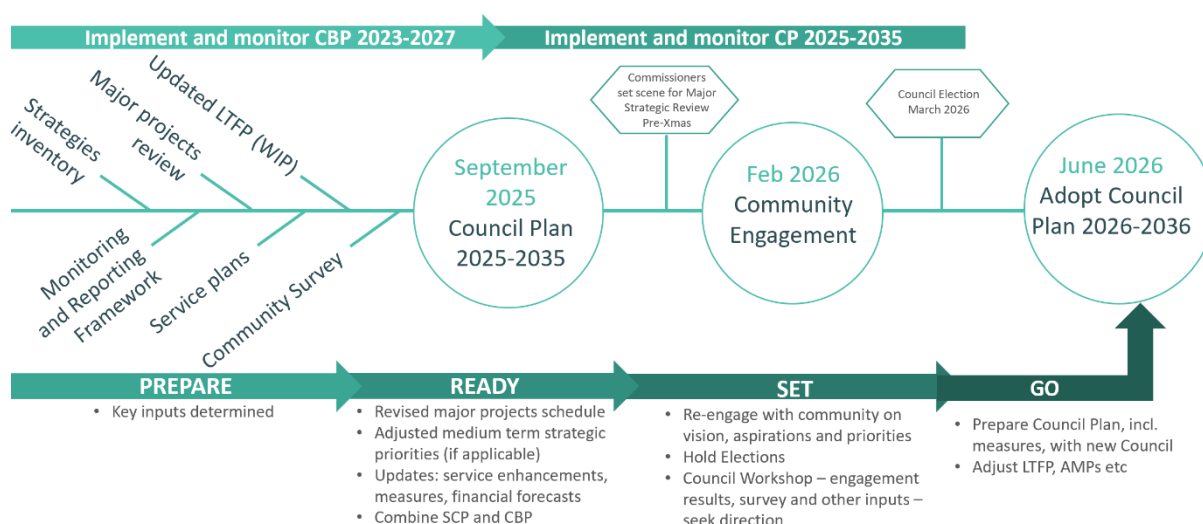
The Town undertook extensive community consultation in 2021/22 resulting in the development of its 2022-2032 Strategic Community Plan (SCP), which was adopted by the Council on 27 July 2022. It is from the SCP that the Corporate Business Plan (CBP) 2023-2027 was developed and adopted by the Council on 31 August 2023. The CBP is the implementation document for the SCP, and both are part of the Integrated Planning and Reporting Framework and Guidelines (IPRFG). The Integrated Planning and Reporting Framework (IPRF) requires that a strategic review of the Strategic Community Plan (SCP) be undertaken every two years alternating between a Minor desktop review and a Major strategic review. The Town's SCP 2022-2032 was due for a minor review in 2024.

In April 2024, the Town commenced the process of undertaking a minor desktop review of its Strategic Community Plan and annual review of the Corporate Business Plan in accordance with the Integrated Planning and Reporting Framework (IPRF) requirement. This minor review was an opportunity for the Town to combine the Strategic Community Plan and the Corporate Business Plan into a streamlined document as a precursor to the new "Council Plan" as anticipated in the State

Government reforms. These reforms propose that local governments prepare, adopt, and publish a Council Plan to plan for the future services and facilities.

The following diagram provides the provisional approach and timeline of the minor review while putting into consideration the Major review:

Provisional approach and timeline for Council Plan ¹



CBP 2023-2027 was updated to catch up with modifications that emerged from the development of the quarterly reports and any other routine updates.

Council Plan 2025-2035

The current Local Government reform program proposes that local government's "Plan for the Future" (SCP and CBP) be replaced by a "Council Plan". The core components of both the SCP and CBP will still be required with an increased focus on planning for services and facilities to be provided by the local government. As the legislation is not yet in force, the current legislation still applies. To align with both the current and the proposed future legislation, the Town proposed to publish the SCP and the CBP together to form the Town's first Council Plan.

The following parts form the Council Plan:

- Part A: Strategic Community Plan

The Town Strategic Community Plan (SCP) 2022-2032 was adopted by the Council on 27 July 2022 with a statutory minor review required to be completed in 2024. The Integrated Planning and Reporting Framework states that a minor strategic review is primarily a desktop exercise and usually focusses on resetting the Corporate Business Plan.

There were no major changes made to the SCP. The changes made are detailed in the table below:

Section	Change Made
Introduction	A section to introduce the Council Plan was included
Strategic Direction	This section was renamed from Our Strategic Community Plan: Vision, Mission, Guiding Principles and Goals
Our Themes and Goals	This section was updated to include a section on Our three key strategies
About our Community	This section was updated to summarize the SCP 2022-2032 sections below: Our Town of Port Hedland Our Heritage Our Community Our Economy Our built and natural environment

- Part B: Corporate Business Plan

The Corporate Business Plan section was revised and updated with input from across the organization including:

- Mapping the services across cost centres and aligning them with the strategic themes
- Revising the service matrix using the updates from the CBP quarterly report and the service plans

The table below presents the changes made to the Corporate Business Plan section:

Section	Change Made
Indicative Four Year priorities	This section was renamed from Highlights of the Plan
Local Government profile	The table was moved from the SCP and updated with the latest data
Roles	This section was moved from the SCP
Organizational Structure	No change
Services	The services were updated to reflect the services as mapped across cost centers and aligned with strategic themes
Themes	Each theme is presented with its outcomes, four-year priorities, informing strategies, success measures, service delivery, and, indicative projects/actions over the next four years Changes were made to Theme 2: Our Economy as follows: Outcome 2.1 Effective advocacy and partnerships was replaced with 2.1 Business and job growth

	• Outcome 2.3 An enabling attractive business environment was deleted and replaced with 2.3 Marketing and promotion • Outcome 2.4 Marketing and promotion was replaced with 2.4 Infrastructure for growth
New and reviewed strategies and plans	This section was introduced and includes all strategies and plans to be prepared and reviewed in the next four years
Resourcing the Plan	This section outlines the key mechanisms for resourcing the plan; Long Term Financial Plan, Asset Management Plans and Workforce Plan. Information and Communication Technology was deleted.
Staying on track	This section was renamed from Strategic Risk Management and presents the key strategic risks and their applicable controls to mitigate those risks
Monitoring and reporting	This section was renamed from Monitoring Implementation and explains how the Council will monitor the progress against the Council Plan.

Council Workshops

Several internal sessions were held with senior staff and Elected Members to develop the Council Plan over a one-year period. During this time, several workshops were facilitated by Localise to obtain clear guidance on the Council Plan, how it clearly links to the Strategic Community Plan, and having regard to the resource capacity of the organisation. These Workshops were based on a robust prioritisation process, where any service enhancements, new projects etc must realistically occur within a balanced budget. The following Table presents the Workshops undertaken during the review process:

Date	Workshop Title	Workshop focus
30 September 2024	Minor Strategic Review Workshop	This workshop was aimed at presenting the overall approach and proposed timeline for the Council Plan and Major Strategic Review and seeking the Elected Members' guidance on taking the Town's monitoring and reporting to the next level.
31 March 2025	Council Plan Workshop	This workshop was aimed at presenting the Integrated Planning and Reporting process work to date, financial overview and refresh the 4-year priority. During the workshop the Town sought Council's guidance on the 4-year strategic priorities and key actions
05 May 2025	Council Plan Monitoring and Reporting Reset Workshop	The workshop was aimed at reviewing the Town's monitoring and reporting as a key input to the Council Plan. During this workshop, the Town presented the outcomes of the Forward Capital Works Program

		priority assessment, which stemmed from a workshop held on March 24, 2025 (not related to Council Plan). Following this, the Elected Members requested an additional workshop to discuss Major Projects options and select an option for inclusion in the Council Plan/Long-Term Financial Plan (LTFP).
06 June 2025	Major Projects Packages - Internal Workshop	An internal workshop was held with the ELT and other key officers to develop packages for the Major Projects options as requested by the Council.
16 July 2025	Major Projects Packages Workshop	During this workshop, the Town provided a recap of the overall approach and timeline for the review and an update of the Minor review process since March 2025 workshop. In addition, principles that guide the construction of the Council Plan and LTFP were presented and agreed on with the Council. The Town then presented the packages of Major Projects options for the Council to select the option to put into the Council Plan/LTFP. The Council considered the Town's recommendation on the preferred Major Projects package to be included into the Council Plan and after some deliberation selected the preferred option with some changes.

A briefing with the Commissioners was held on 10 September 2025 to present the draft Council Plan. Following this briefing session, the Council Plan is now presented to the Commissioners for formal adoption.

LEVEL OF SIGNIFICANCE

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

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

CONSULTATION

Internal

- Manager Governance
- Director Corporate Services
- Executive Leadership team
- Senior Leadership team
- Elected Members
- Other key personnel

External Agencies

- Localise (Consultant)

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

All local governments are required to plan for the future through the development and adoption of Strategic Community Plan and Corporate Business under of the *Local Government Act 1995*, s.5.56(1) and the *Local Government (Administration) Regulations 1996* r.19DA. These are the minimum requirements under the Integrated Planning and Reporting Framework (IPRF).

The Local Government Act 1995 s.5.56(1) and the *Local Government (Administration) Regulations 1996*, r.19C(1) and r. 19DA require local government to undertake a major review of the Strategic Community Plan every four years with a desktop review every two years and prepare or review the Corporate Business Plan every year.

FINANCIAL AND RESOURCE IMPLICATIONS

All costs associated with the development of The Council Plan have been included in the FY24/25 Operational Budget. The consultancy part of The Plan was budgeted at \$40,000.00 (ex GST).

STRATEGIC SUSTAINABILITY IMPLICATIONS

Strategic Community Plan

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

Our Leadership:

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

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

Access and Inclusion

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Compliance
Cause	Not adopting the Council Plan
Effect (Consequence)	Non compliance with the statutory requirement to plan for the future through the development and adoption of Strategic Community Plan and Corporate Business Plan (Council Plan) and to undertake a major review of the Strategic Community Plan every four years with a desktop review every two years and prepare or review the Corporate Business Plan every year.
Risk Treatment	There is a compliance requirement to “Plan for the future” by adopting the Council Plan
There is a Strategic risk associated with this item caused by not adopting the Council Plan, leading to non-compliance with the legislation. The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2). This risk will be treated by adopting the Council Plan 2025-2035.	

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The Council Plan 2025-2035 has been developed through a minor desktop review of the Town’s Strategic Community Plan 2022-2032 and Corporate Business Plan 2023 – 2027. It sets out the Town’s long-term vision and goals, the medium-term priorities, themes and objectives, services, indicative projects that the Town will deliver in the first four years of the plan.

ATTACHMENTS

1. TOPH Council Plan V 10 [**12.5.2.1** - 30 pages]

13 New Business of an Urgent Nature (Late Items)

Nil

14 Motions of Which Previous Notice has been given

Nil

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

Nil

16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 29 October 2025 commencing at 5:30 pm.

16.2 Closure

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