



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 25 February 2026**, commencing at **5:30pm**.

MEETING AGENDA ATTACHED

Yours faithfully

Kenneth Donohoe
Temporary Chief Executive Officer
20/02/2026

DISCLAIMER

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

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

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

Local Government Act 1995 – Section 5.65, 5.70 and 5.71

Local Government (Model Code of Conduct) Regulations 2021

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

Signature: _____ **Date:** _____

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

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

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

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1 Opening of Meeting

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

2 Acknowledgement of Traditional Owners and Dignitaries

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

3 Recording of Attendance

Important note:

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

3.1 Attendance

Scheduled Present:

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

Scheduled for Attendance:

Kenneth Donohoe (Temporary Chief Executive Officer)
Stephen Leeson (Director Corporate Services)
Alison Banks (Director Community Services)
Kylie Davies (Director Regulatory Services)
Lee Furness (Director Infrastructure Services)
Sophie Marlow (Acting Governance Officer)
Rhiannon Smith (Governance Support Officer)
Chloe Evans (Governance Services Trainee)

3.2 Attendance by Telephone / Instantaneous Communications

3.3 Apologies

3.4 Approved Leave of Absence

3.5 Disclosures of Interest

Name	Item No	Interest	Nature

4 Applications for Leave of Absence

5 Response to Previous Questions

5.1 Response to Questions taken on notice from Public at the Council Meeting held on 28 January 2026

Nil

5.2 Response to Questions taken on notice from Public at the Special Council Meeting held on 11 February 2026

Nil

6 Public Time

Important note:

In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.

If the Presiding Member determines that questions and statements are out of order due to the use of an offensive or objectionable expression or are defamatory, they will not be recorded or responded to.

6.1 Public Question Time

6.2 Public Statement Time

6.3 Petitions / Deputations / Presentations / Submissions

7 Questions from Members without Notice

8 Announcements by Presiding Member without Discussion

The Commissioner’s meetings for the month of January 2026:

DATE	MEETING DETAIL	ATTENDANCE
05.01.2026	Chief Executive Officer Recruitment & Selection Committee (Formal Committee Meeting)	CMM Jessica Shaw CMM Martin Aldridge Terry Hill Steve Nolis Shawn Law (ToPH) Carryl Price (ToPH)
13.01.2026	McLeods Pty Ltd	CMM Martin Aldridge Neil Douglas
14.01.2026	Elevate Management and Workplace Solutions	CMM Martin Aldridge David Price
16.01.2026	Kurlu Kurlu Wirri – Spoilbank Marina Playground Opening (Public Event)	CMM Martin Aldridge Various additional stakeholders
16.01.2026	JD Hardie Pump Track – Sod Turning Event	CMM Martin Aldridge Various additional stakeholders
19.01.2026	Melreef Pty Ltd	CMM Martin Aldridge T/CEO Kenneth Donohoe Kylie Davies (ToPH) Paul Brown
20.01.2026	Chief Executive Officer Recruitment & Selection Committee (Formal Committee Meeting)	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich Terry Hill Catherine Carroll Shawn Law (ToPH) Nancy Kiliswa (ToPH) Carryl Price (ToPH)

21.01.2026	Moore Australia (WA) Pty Ltd (Informal Meeting)	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich T/CEO Kenneth Donohoe Nick Goosen Duane Cloete
26.01.2026	Australia Citizenship & Citizen of the Year Awards	CMM Jessica Shaw Various additional stakeholders

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

10 Confirmation of Minutes of Previous Meeting

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Ordinary Council Meeting held on 28 January 2026 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRED

OFFICER'S RECOMMENDATION

That Council confirm that the Minutes of the Special Council Meeting held on 11 February 2026 are a true and correct record.

SIMPLE MAJORITY VOTE REQUIRE

Disclaimer

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

11 Reports of Committees

11.1 Audit, Risk and Compliance Committee

Nil

12 Reports of Officers

12.1 Corporate Services

12.1.1	Statement of Financial Activity - January 2026
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Author: Senior Financial Accountant

Authorising Officer: Director Corporate Services

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive the Monthly Financial Report for the period ended 31 January 2026 as shown in attachment 1;**
- 2. Receive the Accounts paid under delegated authority for the period ended 31 January 2026 as shown in attachment 2;**
- 3. Receive the Purchasing Card statements for the period ended 31 January 2026, as shown in attachment 3;**
- 4. Receive the Investment Summary Report for the period ended 31 January 2026, as shown in attachment 4;**
- 5. Receive the YTD Budget v Actual Report by Directorate for the period ended 31 January 2026, as shown in attachment 5; and**
- 6. Receive the Capital Listing report for the period ended 31 January 2026, as shown in attachment 6.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the Statement of Financial Activity for the periods ending 31 January 2026.

DETAIL

The information provided in this report is for the period ended 31 January 2026, with financial results included in Attachment 1. The preparation of the reports has been made in compliance with the *Local Government Act 1995 and* Financial Management Regulations.

The Town's financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

As part of the 2025-2026 Budget, Council adopted the following thresholds as levels of material variances for financial reporting:

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

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

- *Management*

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

Council Plan

The following sections of the Town’s Council Plan 2025-2035 are applicable in consideration of this item:

Our Leadership:

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

4.2 Transparent and accountable governance and financial sustainability

Access and Inclusion

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

Nil

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 opening funding surplus of \$5.95M presented in the YTD Actual on the Statement of Financial Activity, is as per the closing deficit presented in the audited financial statements from June 2025. The net current funding position is \$67.32M due to raising \$87.9M in General Rates in Quarter 1 of 2025-2026.

ATTACHMENTS

1. 1. Monthly Financial Report for the period ended 31 January 2026 [**12.1.1.1** - 8 pages]
2. 2. Accounts paid under delegated authority for the period ended 31 January 2026 [**12.1.1.2** - 49 pages]
3. 3. Purchasing Card statements for the period ended 31 January 2026 [**12.1.1.3** - 10 pages]
4. 4. Investment Summary Report for the report for the period ended 31 January 2026 [**12.1.1.4** - 10 pages]
5. 5. YTD Budget v Actual Report by Directorate for the period ended 31 January 2026 [**12.1.1.5** - 1 page]
6. 6. Capital Listing Report for the period ending 31 January 2026 [**12.1.1.6** - 6 pages]

12.1.2	Council Plan Progress Report - FY2025-26 Q2
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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:

- 1. Receives the Council Plan quarterly report for the period October to December 2025 as contained in this report and attachment 1, and;**
- 2. Amends Service Worker Housing title to Key Worker Housing in the Council Plan 2025-2035.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to receive the quarterly progress report against the Council Plan 2025-2035 projects and key actions for the period October 2025 to December 2025. For timeliness, the commentary may also include details of progress that occurred post this period.

DETAIL

The Town undertook a minor desktop review of its Strategic Community Plan and annual review of the Corporate Business Plan in 2024/25 resulting in the development of its first Council Plan 2025-2035, which was adopted by the Council on 24 September 2025. It outlines the organisation's themes, outlining outcomes, four-year priorities, informing strategies, success measures, service delivery, key projects/actions over the next four years for each theme.

The Council Plan will be reviewed this year through the Major Strategic Review and subsequently on an annual basis in line with the development of the annual budget.

The Quarterly Report

The quarterly progress report provides an opportunity for the Council and the community to note the organisation's progress against the Council Plan's key projects and actions. The 2025/26 Q2 Report is the first progress report against the Council Plan.

This report outlines the progress made against the key projects and actions outlined in the Council Plan for the period October to December 2025. The report will be presented to Council at the 26 February 2026 OCM.

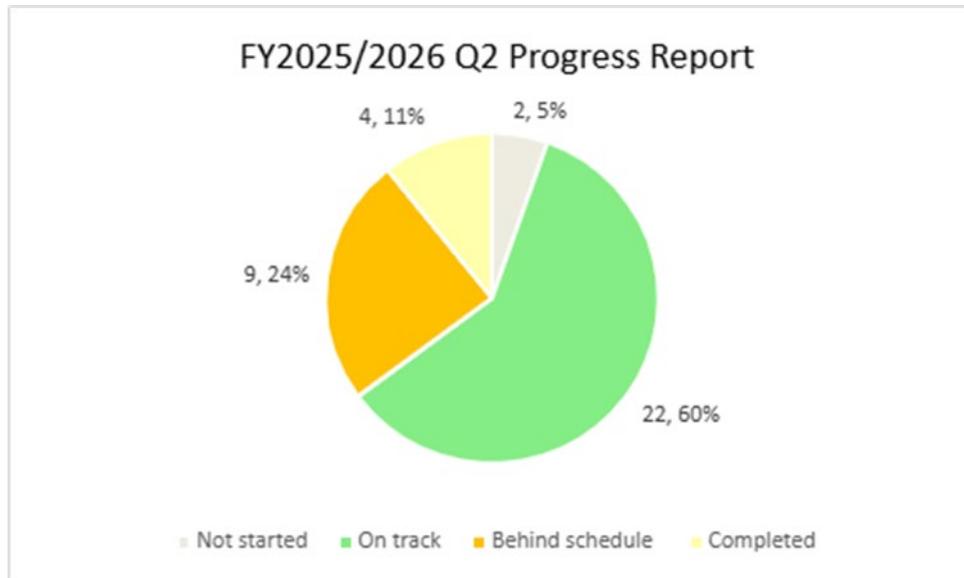
The Council Plan contains 52 projects/key actions to be delivered over the next 4years. Of the 52 Council Plan actions, 37 actions were scheduled to commence or progress in FY2025/2026. The progress of these actions is reported in this report.

Of the 37 actions, 26 are both on track and completed, 9 actions are behind schedule, and 2 actions have not started as at Q2 of FY2025/2026.

The table below provides a summary of the actions category, category description and the number and percentage of actions for each category.

Category	Description	Number	%oge
Not started	This initiative/project has not started at the scheduled time	2	5%
On track	This initiative/project is in progress and expected to be completed in the scheduled time	22	60%
Behind schedule	This initiative/project is in progress but not expected to be completed in the scheduled time or has not reached the desired milestone at the current reporting period.	9	24%
Completed	This initiative/project was completed during the reporting period or prior quarters	4	11%
Past Due	This initiative/project has not started at the scheduled time or is in progress but has past its scheduled completion date.	0	0
Not Proceeding	No longer proceeding as directed by Council resolution in response to external factors or change in direction	0	0
Total actions scheduled to commence in FY2025/2026.		37	100%

The chart below shows the actions overview of the progress made in Q2 of FY2025/2026:



FY2025/2026 Quarter 2 highlights

Highlights of the period October to December 2025 include the progression of important projects including:

- *JD Hardie Stage 3* – landscaping and pump track construction – Tender was awarded at the December 2025 SCM.
- *Community Safety* – Youth Food and Security Project (Problem-oriented Policing project) reached 60% completion milestone with notable progress in the backpack program, meal program, shopping centre relationships and Guardians of the pool project.
- *Transition of Visitor and Tourism Services in house* – Investigations were completed and supported by Council at the October 2025 OCM

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

- Senior Leadership Team
- Executive Leadership Team

*During consultations on progress updates, it was identified that Service Worker Housing has been referred to as Key Worker Housing. For the purpose of achieving consistency between council reporting and the Council Plan 2025-2035 it is recommended that this title be amended in the plan document.

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Local Government Act 1995 s5.56 Planning for the future
- Local Government (Administration) Regulations 19C / 19DA

FINANCIAL AND RESOURCE IMPLICATIONS

- Allocations as per Annual Budget 2025 - 2026

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

All sections of the Town's Council Plan 2025-2035 are applicable in consideration of this item:

Theme 1: Our Community

We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.

Theme 2: Our Economy

We build prosperity for all – enabling sustained and diversified economic and employment growth.

Theme 3: Our Natural and Built Environment

We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.

Theme 4: Our Leadership:

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

Access and Inclusion

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

- Outcome 3 – Accessible Information

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Compliance Reputational
Cause	Failure to report on progress against the Council Plan projects and key actions
Effect (Consequence)	Not delivering on the Council and community expectation to be informed of the Town’s performance against the projects and key actions as contained in the Council Plan. Non-compliance with the IPR (Integrated Planning and Reporting) requirement to have a system of monitoring and reporting performance of the Town’s Council Plan.
Risk Treatment	Quarterly progress report on the Town’s Council Plan performance is provided to Council
<p>There is a/an Strategic risk associated with this item caused by failure to report on progress against the Council Plan projects and key actions, leading to perception that the Town has not performed as expected by the community.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be treated by quarterly reporting to Council on performance against Council Plan projects and key actions.</p>	

OPTIONS

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

CONCLUSION

This report is provided to inform the Council of the progress the Town has made in regard to the adopted Council Plan 2025-2035. The Council Plan outlines the organisation’s themes, outlining outcomes, four-year priorities, informing strategies, success measures, service delivery, key projects/actions over the next four years for each theme. This report identifies the status of each project and key action that was scheduled to commence in 2025-2026 along with commentary on the progress where applicable.

ATTACHMENTS

1. Council Plan 2025-2035 Quarterly Report 2025-26 Q 2 V 5 [**12.1.2.1** - 18 pages]

12.1.3	2025-2026 Q2 Budget Review
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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

That Council:

- 1. Accepts the mid-year budget review report;**
- 2. Amends the Town of Port Hedland’s Annual Budget 2025-2026 financial activity statement included as Attachment 1.**
- 3. Authorises the Chief Executive Officer to submit the Budget Review to the Department of Local Government, Sport and Cultural Industries as per Regulation 33A(4) of the Local Government Act.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

To consider the Town’s financial position as at 31 December 2025 and performance for the period 1 July 2025 to 31 December 2025 in relation to the adopted 2025-2026 annual budget and projects estimated for the remainder of the financial year.

DETAIL

The budget review has been prepared to include information required by *Local Government Act 1995, Local Government Regulations 1996* (Financial Management) and Australian Accounting Standards.

Review Considerations

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

Features of the budget review include:

Additional grant and contribution revenue	\$676,736
Additional revenue – transferred to Kingsford Smith reserve	\$1,175,000
Additional interest revenue	\$50,000
Savings on employee costs	\$500,000

Savings in consultancy expenses	\$250,000
Increase in staff travel for training	\$(50,000)
Old TAFE site maintenance	\$(200,000)
Green waste management at Landfill	\$(450,000)
Increase in ad hoc (graffiti) cleaning	\$(80,000)
CEO projects and consultancy	\$(300,000)
OneConnect Project Lifecycle Management (PLM) & Building Management System (BMS)	\$(120,000)
PHIA water main review and road/footpath designs	\$(280,000)
Capture and valuation of gifted assets	\$(90,000)
Local business customer relationship management system	\$(17,000)
Scoreboard upgrade	\$(14,300)
Additional grants (Lotterywest, DFES, HSVPP, WAPOL, State Gov)	\$1,122,002
Return Matt Dann fire services upgrade	\$168,554
Playground renewal savings	\$323,270
Defer Wise Terrace upgrades to next year	\$2,060,313
Increase in unbudgeted CCTV project	\$(517,560)
Increase in rust and mould remediation	\$(481,000)
Increase in commercial building works	\$(100,000)
Landfill infrastructure (pond liner)	\$(450,000)
Road safety upgrades (blackspot co-funding)	\$(402,663)
Repairs to stadium roof	\$(110,000)
Repairs to pool infrastructure (sand filter and shade)	\$(300,000)
Cemetery Beach toilets and Shay Gap lighting upgrade	\$(1,150,000)
Transfer to reserve (grants)	\$(797,000)
Transfers to reserves additional revenue (Spoil)	\$(1,175,000)
Net Transfers from reserves	\$3,362,951
Transfer to Unfinished works & committed works reserve	\$(2,228,867)
Net change	\$375,433

Review Outcomes

In considering the above variances and projections within the attached budget review, the closing forecast position has increased from a deficit of \$352,414 to a surplus of \$23,019, as reflected in the Statement of Budget Review, attached.

LEVEL OF SIGNIFICANCE

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

- Budget reviews are vital to ensure the town is forecasting expected expenditure and revenue in line with current conditions and commitments. Budget reviews are used as a tool for decision making for current and future activities and they are a key component of prudent financial management practices to mitigate financial risk exposure to Council.

CONSULTATION

The 2025-2026 budget review has been reviewed by Managers and the Executive Leadership Team. They have considered the impact of the budget amendments presented, to benefit the community and keep within the budget guidelines of a balanced budget.

Internal

- Chief Executive Officer
- Manager Financial Services
- Senior Management Accountant
- Directorates Officers and Managers

External Agencies

- Nil

Community

- Nil

LEGISLATION AND POLICY CONSIDERATIONS

A local government is required to carry out a review of its annual budget between the 1 January and 28 February each financial year in accordance with regulation 33A(1) of the *Local Government (Financial Management) Regulations* 1996. The review must consider the financial performance between 1 July and 31 December and its financial position at the date of the review, also well as review the outcomes for the end of financial year forecast as stipulated in regulation 33A(2A).

The annual budget review must be submitted to Council on or before 31 March 33A(2), and determine whether or not to adopt the review by absolute majority as required by regulation 33A(3).

Within 14 days after the Council has made a determination, a copy of the review and determination is to be provided to the Department.

Section 6.8(1) (b) of the *Local Government Act 1995* provides that the expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

FINANCIAL AND RESOURCE IMPLICATIONS

Authorisation of expenditure through budget amendments is recommended. Other specific financial implications are as outlined in the body of this report.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

Our Leadership:

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

4.2 Transparent and accountable governance and financial sustainability

Access and Inclusion

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

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Council not adopting the 2025-2026 budget review
Effect (Consequence)	Reputational risk
Risk Treatment	Endorse the 2025-2026 budget review
<p>There is a compliance risk associated with this item if the council does not accept and or adopt the 2025-2026 budget review for the period ended 31 December 2025. The risk rating is considered medium (9), determined by a likelihood of possible (3) and a result of moderate (3).</p> <p>This risk will be eliminated by Council endorsing the 2025-2026 budget review.</p>	

Risk Type	Operational
Risk Category	Service Delivery
Cause	Council not adopting the 2025-2026 budget review
Effect (Consequence)	Delay or inability to perform specific operating and or capital works
Risk Treatment	Endorse the 2025-2026 budget review
<p>There is a risk rating of medium (9) assigned to the risk that the council does not adopt the 2025-2026 budget review for the period ended 31 December 2025, resulting in the delay or inability to perform specific operating and or capital works which are essential but do not currently have an approved budget item line. This risk is possible (3) with a moderate (3) impact in relation to compliance with significant regulatory requirements imposed.</p> <p>This risk will be eliminated by Council endorsing the 2025-2026 budget review.</p>	

OPTIONS

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

CONCLUSION

This report presents a summary of the 2025-2026 budget review for the period ended 31 December 2025.

Several budget amendments are proposed as part of this review to meet community and organisational requirements.

ATTACHMENTS

1. Statement of Budget review 31.12.2025 [**12.1.3.1** - 1 page]
2. Q 2 Budget review details - Opex [**12.1.3.2** - 1 page]
3. Q 2 Budget review details - Capex [**12.1.3.3** - 1 page]

12.2 Community Services

Nil

12.3 Regulatory Services

12.3.1	Local Planning Policy - Kingsford Smith Business Park Design Guidelines - Initiation for Advertising
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Author: Senior Strategic Planner
Authorising Officer: Manager Planning & Economic Development
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolves to:

- 1. Endorse the amended Local Planning Policy 09 – Kingsford Smith Business Park Design Guidelines (LPP/09), presented as Attachment 1 of this item for the purpose of public consultation;**
- 2. Advertise the amended LPP/09, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**
- 3. Note that a further report will be presented to Council at completion of the advertising period for consideration and adoption of LPP/09.**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for Council to consider adoption of amendments to Local Planning Policy 09 – Kingsford Smith Business Park Design Guidelines (LPP/09) under Local Planning Scheme No. 7 (the Scheme) for the purposes of advertising, as shown in Attachment 1.

DETAIL

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) enable local governments to prepare local planning policies on any matter relating to planning and development, provided they are consistent with the provisions of the Scheme. In accordance with this, a comprehensive review of LPP/09 – Kingsford Smith Business Park Design Guidelines has been undertaken.

While the majority of the existing policy provisions have been retained, there have been some key updates made to the policy (refer to **Attachment 1**). These include:

- Updated format to be consistent with other Town of Port Hedland LPP’s and to generally reflect the Department of Planning Lands and Heritage’s WA Planning Manual draft LPP in manner and form. The updated format also aims to improve the application of discretion and provide clarity around which provisions are design requirements and which are best practice guidance.

- Moved to an 'Outcome and Performance Based Assessment' to simplify the approvals process and provide a faster assessment for those that meet the 'Accepted Standard' provisions. The inclusion of the 'Performance Criteria' pathway offers an alternative merit-based approach when one or more of the Accepted Standards are not satisfied. This allows for innovative design responses that may be more context and site responsive.
- Removal of any duplication of provisions already within the Scheme or other LPPs.
- Provisions regarding setbacks have been simplified and reduced. The updated LPP/09 proposes a minimum setback of 25m from the primary street and 19m from the secondary street/s compared to the minimum 41m, 25m, and 19m setbacks in the current LPP. This better reflects the setbacks of existing developments and promotes a more consistent street character while maintaining enough setback to allow for two rows of car parking, landscaping and footpath.
- Addition of provision A.5.3.4 for 1 bicycle parking space to be provided, to better cater for alternative transport methods.
- Addition of provision A.5.4.2 for a minimum of 10% of the total property area to be landscaped, inclusive of the existing requirement for a 5m landscaped setback along the street boundaries. This approach is consistent with the requirements within the Scheme for other industrial zoned land.
- Addition of the Design Review Checklist (Appendix 7.4) to enable proponents to self-assess their proposals against the policy and reduce the time taken during assessment.

Attachment 2 presents the existing Policy.

These modifications are intended to improve clarity, streamline planning processes, and reduce regulatory barriers to support the growth of new and existing businesses. The amendments align with LPS7 and assist the local government in exercising its discretionary powers under the LPS.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because it has implications for development within Kingsford Smith Business Park.

CONSULTATION

Internal

- Town Planning and Development

External Agencies

- Nil

Community

- Should the Officer's Recommendation be supported, the draft amendments to LPP/09 will be advertised to the community in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum of twenty-one (21) days before any changes are made and a further report will be presented to Council for consideration and adoption.

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Town of Port Hedland Local Planning Scheme No. 7

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

Our Economy:

We build prosperity for all – enabling sustained and diversified economic and employment growth.

2.3 Marketing and promotion.

Our Natural and Built Environment

We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.

3.3 Accessible, attractive and sustainable urban environment.

Economic

Streamlining approvals reduces costs and delays for businesses and developers enabling timely delivery of low-impact developments that enhance local amenity and services, while providing clear guidance on the planning requirements.

Access and Inclusion

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

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Reduced clarity within the content and structure of the existing policy.
Effect (Consequence)	Proposed developments that are inconsistent with the vision for the area and reduced confidence for developers.
Risk Treatment	Amendments to LPP/09 set out clearer guidance on the acceptable standards for what types of development may be approved, including scale, location, and design requirements.
<p>There is a Strategic risk associated with this item caused by reduced clarity within the content and structure of the existing policy, leading to proposed developments that are inconsistent with the vision for the area and reduced confidence for developers.</p> <p>The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).</p> <p>This risk will be treated by the amendments to LPP/09 that set out clearer guidance on the acceptable standards for what types of development may be approved, including scale, location, and design requirements.</p>	

OPTIONS

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

CONCLUSION

It is recommended that Council resolve to endorse the amended Local Planning Policy 09 – Kingsford Smith Business Park Design Guidelines in Attachment 1 for the purpose of public advertising. The updated policy will improve clarity of policy provisions and streamline planning processes, while ensuring alignment with Local Planning Scheme No. 7 and maintaining appropriate development controls.

ATTACHMENTS

1. Current LPP/09 - Kingsford Business Park Design Guidelines [**12.3.1.1** - 38 pages]
2. Draft Amended LPP/09 - Kingsford Smith Business Park Design Guidelines [**12.3.1.2** - 37 pages]

12.3.2	Pilbara Kimberley University Centre - Request for Annual Scholarship/Bursary
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Author: Director Regulatory Services
Authorising Officer: Temporary Chief Executive Officer
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER’S RECOMMENDATION

That Council:

- 1. Approves an annual contribution of \$20,000 to the Pilbara Kimberley University Centres (PKUC) Scholarship Program commencing in the 2026-27 financial year and for four (4) financial years thereafter, to establish a “Town of Port Hedland Student Bursary” to support a Hedland-based student to undertake tertiary study while remaining living in the region.**
- 2. Authorises the Chief Executive Officer to enter into a funding agreement/MOU with PKUC to give effect to the bursary, including (as a minimum):**
 - a) the Town’s contribution being quarantined for a Hedland-based recipient (or recipients, if PKUC’s model permits splitting the funds);**
 - b) bursary intent being needs-based and applied to essential study-related costs (e.g. course materials, connectivity, travel required for residential schools where relevant, and/or other genuine study barriers); and**
- 3. An annual acquittal and outcomes report to the Town (recipient profile at a high level, field of study, and progress/outcomes).**

SIMPLE MAJORITY VOTE REQUIRED

PURPOSE

PKUC is seeking the Town’s support for its 2026 Scholarship Program, which aims to enhance access to tertiary education across the Pilbara and contribute to a sustainable and locally skilled workforce by enabling regional learners to pursue higher education without relocating from their communities, family support, or employment.

This recommendation is made in response to correspondence dated 17 December 2025 from PKUC’s Chief Executive Officer in which PKUC requested that the Town support the PKUC Scholarship Program for the 2026 academic year (now carried forward to 2027 academic year) and annually thereafter, noting the program’s role in enhancing access to tertiary education in the Pilbara and contributing to a sustainable and locally skilled workforce.

DETAIL

PKUC is seeking a Town contribution consistent with neighbouring local governments to support equitable access to higher education pathways for Hedland residents, and to reinforce local capacity-building and workforce readiness outcomes.

The proposed Town contribution would be structured as a Town of Port Hedland Student Bursary within PKUC's Scholarship Program, to provide direct support to a Hedland-based student (or students, if PKUC applies a split-award model) while they undertake their degree qualification and remain living in the region.

For the purposes of this report, a bursary is a form of financial assistance provided to a student primarily on the basis of financial need, intended to help cover essential study-related and living costs that may otherwise prevent the student from undertaking or continuing tertiary study.

LEVEL OF SIGNIFICANCE

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

CONSULTATION*Internal*

- Office of the CEO
- Governance
- Budget Owner (Learning & Development)
- Finance
- Director Community Services

External Agencies

- PKUC

LEGISLATION AND POLICY CONSIDERATIONS

Nil.

FINANCIAL AND RESOURCE IMPLICATIONS

It is recommended that budget code 100009-1050-1001 be increased by \$20,000 per annum for a period of 5 years, with a new ledger line to be created to reflect the Bursary allocation.

Further, A funding agreement is recommended to confirm:

- the purpose and category name (Town of Port Hedland Student Bursary);

- payment and reporting requirements; and
- acquittal/outcomes information to support transparency

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

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

Our Economy:

We build prosperity for all – enabling sustained and diversified economic and employment growth.

2.2 Enhanced local training and workforce opportunities

Environmental

Nil

Economic

Nil

Social

Nil

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

Access and Inclusion

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

Nil

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Strategic
Risk Category	Reputational
Cause	Not providing requested funding support
Effect (Consequence)	Loss of confidence in Town supporting community education and development
Risk Treatment	Approve financial support request
<p>There is a Strategic risk associated with this item caused by not supporting the financial request, leading to loss of confidence in Town supporting community education and development.</p> <p>The risk rating is considered to be Low (1) which is determined by a likelihood of Unlikely (2) and a consequence of Minor (2).</p> <p>This risk will be accepted by the granting of the bursary.</p>	

OPTIONS

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

CONCLUSION

PKUC has requested an annual contribution of \$20,000 to support local tertiary participation without requiring residents to relocate from Port Hedland. The proposed contribution would establish a Town of Port Hedland Student Bursary within PKUC’s Scholarship Program and would align with contributions already confirmed by neighbouring local governments. It is recommended Council approve the contribution subject to an appropriate funding agreement and acquittal/outcomes reporting.

ATTACHMENTS

1. PKUC Letter to the ToPH - Scholarship Grant 2026 [**12.3.2.1** - 1 page]

12.4 Infrastructure Services

Nil

12.5 Executive Services

Nil

13 New Business of an Urgent Nature (Late Items)

Nil

14 Motions of Which Previous Notice has been given

Nil

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

Nil

16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 25 March 2026 commencing at 5:30pm.

16.2 Closure

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