



MINUTES

Ordinary Council Meeting Wednesday, 28 April 2021

Date: Wednesday, 28 April 2021

Time: 5:30pm

Location: Civic Centre
McGregor St
Port Hedland

Distribution Date: 11 May 2021

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Item 1 Opening of Meeting

The Presiding Member declared the meeting open at 5.30pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledged the Kariyarra people as the Traditional Custodians of the land that we met on and recognised their strength and resilience and paid respect to elders past, present and emerging.

Item 3 Recording of Attendance

Important note:

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

3.1 Attendance

Scheduled Present: Mayor Peter Carter
Cr Jan Gillingham
Cr Warren McDonogh
Cr Tim Turner
Cr Kylie Unkovich
Cr Elmar Zielke

Scheduled for Attendance: Carl Askew (Chief Executive Officer)
Karren MacClure (Director Corporate Services)
Josephine Bianchi (Director Community Services)
Craig Watts (Director Regulatory Services)
Lee Furness (Director Infrastructure Services)
Mark Dawson (Manager of Governance)
Joshua Brown (Governance Advisor)
Lisa Duggan (Corporate Support Officer / Minute Taker)

Staff: 3
Public: 5
Media: 1

3.2 Attendance by Telephone / Instantaneous Communications

Nil.

3.3 Apologies

Deputy Mayor Coles.

Councillor Kew Ming.

3.4 Approved Leave of Absence

Councillor Bartho (22 April 2021 until 9 May 2021).

3.5 Disclosure of Interests

Nil.

Item 4 Applications for Leave of Absence

4.1 COUNCILLOR UNKOVICH

Councillor Unkovich requested a leave of absence from 14 May until 22 May 2021 and 26 May until 30 May 2021.

CM202021/151 COUNCIL DECISION

MOVED: CR GILLINGHAM

SECONDED: CR MCDONOGH

That Council approve the leave of absence request for Councillor Unkovich from 14 May until 22 May 2021 and 26 May until 30 May 2021.

CARRIED 6/0

Item 5 Response to Previous Questions

Responses to questions received prior to the Ordinary Council Meeting held on 24 March 2021 and questions taken on notice at the Ordinary Council Meeting held on 24 March 2021 are provided below.

5.1 MS JAN FORD

The below questions were received from Ms Jan Ford on behalf of the Port Hedland Community Progress Association, by e-mail, prior to the Ordinary Council Meeting and a written response was provided to Ms Jan Ford on 26 March 2021:

- 1. The Draft Coastal Foreshore Management Plan submissions close today, and strongly identifies the importance of building two seawalls at the spoilbank marina and Richardson Street Boat ramp, before building this proposed path on the eroded road reserve area, so the proposed path will not be eroded, yet Council has secured funding of \$1,000,000 (\$500,000 from Council and \$500,000 from Commonwealth). Does that mean Council intends to build the path for a million dollars prior to building the seawalls to protect the path? If so, how can Council ensure the seawalls are built first, so the path is protected as per the Coastal Foreshore Recommendations?*

Response provided by Director of Infrastructure Services:

Seawalls are proposed to be constructed at Richardson St, Sutherland St (between Mosely & Crawford) and Goode St. There is currently no proposal to build a seawall at the Sutherland St Shared Path Extension location. The Draft Coastal Foreshore Management Plan recommends that along the Kingsmill Street section, a coastal pathway be constructed, and paths be carefully formalised and managed to improve the current ad-hoc crossing of the dunes leading to disrepair and further coastal erosion. The path is likely to be completed prior to the aforementioned seawalls.

- 2. Council has identified the location for the proposed path is at high risk of erosion. What current flood studies have Council undertaken prior to recommending the proposed plan adopted prior to the seawalls being built, given other high risk coastal areas are currently conducting a current minimum 1/100 year flood study, and exploring 1/500 year flood studies?*

Response provided by Director of Infrastructure Services:

The Town of Port Hedland has undertaken a number of studies that relate to coastal hazards, including:

- Flora and Vegetation Reconnaissance Survey of Spoilbank Reserve - February 2020 (Strategen);
- Spoilbank Marina Coastal Hazard Risk Management & Adaptation Plan - April 2020 (MP Rogers);
- Pretty Pool Creek Concept Path, Boardwalk & Bridge Design (MP Rogers);
- Port Hedland Marina Artificial Lighting Impact Assessment Report - February 2020 (RPS);
- Goode St Dune Erosion Concept Adaptation Options Study - January 2020 (MP Rogers);

- Sutherland St Erosion Concept Adaptation Options Study - December 2019 (MP Rogers);
- Tropical Cyclone Veronica Coastal Assessment & Recommendation - April 2019 (MP Rogers);
- Marapikurrinya Park, Richardson Street & Gap Seawalls Design Report - December 2019 (MP Rogers);
- Port Hedland Marina and Waterfront Master Plan and Place Plan - December 2019;
- Town of Port Hedland Port Hedland Townsite CHRMAP - April 2019 (GHD);
- Town of Port Hedland Public Open Space Strategy - August 2019;
- Port Hedland Foreshore Master Plan - Environmental Synopsis (Acacia Springs Environmental);
- Port Hedland Coastal Geomorphological Study - May 2013 (Cardno);
- Port Hedland Coastal Vulnerability Study Final Report - August 2011 (Cardno);
- Urban Development Program - Regional Hotspots - Port Hedland 2011;
- Improvement Plan 50 - Port Hedland West End, and Improvement Scheme No.1;
- Pilbara Coast - Geology, Geomorphology and Vulnerability (WAPC, 2013);
- Pilbara Coast - Geology, Geomorphology and Vulnerability (WAPC, 2013);
- National Light Pollution Guidelines for Wildlife Including Marine Turtles, Seabirds and Migratory Shorebirds; and
- Draft Port Hedland Parks and Paths Strategy.

Erosion protection is to be incorporated into the design of the Sutherland Street Shared Path Extension, as this was particular feedback that has been provided by the Kingsmill Street residents.

3. *Can Council please postpone adoption of the proposed design for the Sutherland Street Shared Extension Path until a full understanding of the all of the risks of building a path for public use along the eroded road reserve on high risk sensitive coastal land are fully proven and understood?*

Response provided by Director of Infrastructure Services:

The Town has undertaken the due diligence required for construction of the Sutherland Street Shared Path Infrastructure.

The response above highlights the significant work undertaken by the Town over the last 10 years. Postponement of the project is at the discretion of Council. At the Ordinary Council Meeting held on Wednesday 24 March 2021, Council resolved to defer the matter to be considered at a later date.

5.2 MR ARNOLD CARTER

The following question was asked in relation to Item 11.4.5 Council Endorsement of Detailed Design of Sutherland Street Shared Path Extension for the Ordinary Council Meeting held on 24 March 2021 and a written response was provided to Mr Arnold Carter on 16 April 2021:

1. *Does this item refer to the recommendation made by the previous Commissioner Hon Fred Reibling for discussion by the incoming Council? If so, have the Councillors visited*

or discussed the relevant submissions and objections for their consideration? Does the estimated cost of \$1,000,000 include the design?

Response provided by Acting Director Infrastructure Services:

Commissioner Fred Riebeling AM JP deferred his decision to the newly elected council. The Agenda item at the March 2021 Ordinary Council Meeting, was the first time the item went to council for discussion.

Councillors were provided a confidential briefing by the Projects Team on Tuesday 9 February 2021. Initial feedback was sought from residents via written correspondence from the Communication/compliance letter drop which occurred on 24 and 25 June 2020 (An attached example was provided). Concerns raised by Kingsmill Street residents were addressed in the Confidential Briefing with Councillors on the aforementioned date.

Currently this is a cost estimate, subject to market rates at the time of the works being undertaken and has included design costs.

The following question was asked in relation to Item 12.2 Financial Statements FY2019/20 for the Ordinary Council Meeting held on 24 March 2021 and a written response was provided to Mr Arnold Carter on 16 April 2021:

- 2. It is pleasing to note that you have at last received the annual financial statements and is included on the agenda for discussion at tonight's meeting under confidentiality. Would you please advise when the audit report scheduled for presentation at the electors meeting for 29 April 2021 is available for the ratepayers' perusal prior to this meeting?*

Response provided by Director of Corporate Services:

The 2019/2020 audited financial statements are included in the 2019/2020 Annual Report which was adopted at the March Ordinary Council meeting and published in the agenda for that meeting.

A copy of the 2019/2020 Annual Report and audited financial statements may be accessed at: <https://www.porthedland.wa.gov.au/documents/public-documents/annual-reports>.

5.3 MR BILL DZIOMBAK

The following questions were asked in relation to Item 11.4.5 Council Endorsement of Detailed Design of Sutherland Street Shared Path Extension for the Ordinary Council Meeting held on 24 March 2021 and a written response was provided to Mr Bill Dziombak on 15 April 2021:

- 1. Is this Council aware of the multitude of objections that the Town of Port Hedland has received when this path was first proposed last year by the then Commissioner, who then deferred it to this Council, which has received many more objections in the last few weeks to the same, and is on tonight's agenda, once again involving no public consultation?*

Response provided by Acting Director Infrastructure Services:

The construction of shared paths and footpaths is a core deliverable for the Town of Port Hedland. The delivery of these works is based on recommendations made within Council endorsed Strategic Plans, including but not limited to:

- Town of Port Hedland Cycle Plan (2008);
- Port Hedland Foreshore Master Plan (2013);
- Port Hedland Parks and Paths Strategy (2018); and
- Pilbara Cycling Strategy 2050 (2020).

As part of the formulation of these documents, community wide consultation was undertaken that underpin the outcomes of the strategic documents prior to endorsement of the Council.

Consultation and notification in relation to the Sutherland Street Shared Path Extension was undertaken in a manner similar to that which has delivered in excess of 6.5km of footpaths within the Town road reserves, and in some cases adjacent to property boundaries. In planning the Sutherland Street works, significant compliance issues were encountered within the road reserve and referred to the Regulatory compliance team. The process undertaken summarised as follows:

- Consultation letters or Compliance Letters were issued in a letter drop to residents and mailed to affected land owners on 24 and 25 June 2020 (letter dependent on where encroachment was observed);
- Compliance deadlines for the encroachments were given to the 31 July 2020; and
- Construction at that time, was programed for August 2020.

The above outlines that at least an additional month of notice was provided to the affected stakeholders for public works within the road reserve. (An attached example was provided).

Historically, targeted consultation is not standard practice for the delivery of shared paths in road reserves throughout the community.

As requested by the Elected Members and in this instance, further consultation with the community, and in particular Kingsmill Street Land Owners will be undertaken. If you are a Kingsmill resident you will be contacted shortly.

2. *Has this Council seen or considered the content of the previous comprehensive Foreshore Management Plan, which was adopted by Council in August 2013 after much public consultation, engineering and environmental approvals that included a beautifully designed eco friendly boardwalk closer to the beach, similar to the stairway to the moon platform, which is currently at Cooke Point?*

Response provided by Acting Director Infrastructure Services:

In planning the Sutherland Street Shared Path Extension, the Foreshore Management Plan 2013 was considered. References to a boardwalk have since been superseded by more recent Council endorsed strategies as outlined below:

- Port Hedland Parks and Paths Strategy (2018); and
- Pilbara Cycling Strategy 2050 (2020).

The new Council endorsed strategies consider the infrastructure needs across the community, the changing coastal conditions and Port Hedland's economic environment. Additionally, as

per the Council endorsed Strategic Resources Plan, which guides infrastructure spending across the Town from 2019 to 2034, no boardwalk project has been budgeted for. The 2013 document did not include engineering, environmental approvals or asset life cycle costings. This work has not been completed since the endorsement of the document, and the strategy has since been superseded.

5.4 MR GEORGE DACCACHE

The following questions were asked in relation to the Discovery Caravan Park in Cooke Point, for whom Mr Daccache is an employee and a written response was provided to Mr George Daccache on 15 April 2021:

1. *The Discovery Caravan Park is owned by the Town of Port Hedland but leased to Discovery Park, is that right?*

The Presiding Member advised that this is correct.

2. *Under the lease agreement by the Town and Discovery (which I believe has been extended to 21 years, plus another 21 if agreed by both parties). Does it not state that the park will be kept in a clean, safe, properly maintained, weed free and enjoyable place for tourists, contractors and any other personnel, who stay there in the short term or long term? I am just trying to say that there are rules and regulations in their lease that they have to maintain it to the best possible place, is that right?*

The Presiding Member advised that this is correct.

3. *If these and other conditions are not met, does that mean that the lease will be terminated and other parties can lease the park and who from the Town checks on a regular basis that all of the conditions are met, just like Council does on checking the swimming pool at the caravan park?*

Response provided by Director Regulatory Services:

The process by which a lease can be terminated is complex and would only be considered in certain circumstances and only as a last resort. All tenancies are inspected in accordance to terms & conditions outlined within the lease agreement.

5.5 DEPUTY MAYOR COLES

A written response was provided to Deputy Mayor Coles on 16 April 2021 to the following question:

I understand that the Charter Hall carpark in the West End is not owned by Council; it is private property. Can Council advise to the Community on when Charter Hall is planning on the upgrade to the west end car park, I know that we have had correspondence with them and Centre Management who are planning a trial to put the seating back into the centre in the coming months as well?

Response provided by Director Regulatory Services:

The Town wrote a letter to Charter Hall on 15 December 2020 advising that works are required to the west end car park to bring it into line with the Town's approval for the property. Charter Hall have advised they have been actively seeking to resolve the issue, however there has been some delay in finding appropriate contractors to undertake the extent of works required. They are currently out to tender to obtain costs for the works required, and are confident they will appoint someone through the current tender process. They will keep the Town informed as to when a contractor will be appointed and works scheduled.

5.6 COUNCILLOR TURNER

A written response was provided to Councillor Turner on 16 April 2021 to the following question:

I have had the opportunity to meet with members of South Hedland Owners and Trainers Association (SHOATA), which is part of a larger group that supports the racing industry and horse ownership) one of four groups. They currently hold two leases, one with Town of Port Hedland and one with Department of Planning, Lands and Heritage (DPLH). They approached me in regards to the lease with DPLH.

It appears that there may have been some consultation that they have not been invited to, between Town of Port Hedland and DPLH regarding that lease and they have come to me seeking support to get a commitment from Council that moving forward that we would support consultation and have a commitment to work with all stakeholders and that future conversations with DPLH and Town of Port Hedland include all stakeholders.

If we can have that noted and I would like to clarify what action has been taken to date in relation to that lease and get a commitment to have a meeting with the stakeholders.

Response provided by Director Regulatory Services:

There are 2 separate leases which cover the land utilised by the SHOATA. The lease for the Town managed lands (under Management Order from DPLH) used by SHOATA expire on 31 December 2025.

The Town has been approached for its comments in relation to the DPLH leased SHOATA area and advised the following:

- The Town supported a lease extension for the DPLH Lease to 31 December 2025 to align with the Town Lease;
- There are compliance issues related both lease areas which require further investigation by both DPLH and Town staff. The Town intends to contact SHOATA to discuss these once a joint inspection between ToPH and DPLH staff has occurred and the compliance issues are clarified; and
- Firebreaks are required to be maintained for the duration of the lease.

DPLH requested permission from the Town to forward our comments to SHOATA which was agreed to. A copy of this correspondence can be made available to Councillors on request.

While the Town has indicated that it sees benefits in combining the leases, these are preliminary discussions between officers of both agencies. At this time there has been no need to include SHOATA committee or other SHOATA representatives in these discussions as these are too early in the process, and these are the Towns opinions. These opinions are based on legislation.

DPLH is has indicated that it is willing to explore the amalgamation of the 2 lots, however as the lead agency (and land owner) we are expecting them to drive any community consultation including that with the SHOATA committee. The Town in its role as the Permit Authority will address any compliance issues directly with SHOATA representatives as they are separate from the leasing issues.

Staff at the Town of Port Hedland intend to meet with the Committee of SHOATA shortly to discuss their future aspirations for the site.

Item 6 Public Time

Important note:

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

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

6.1 Public Question Time

The Presiding Member declared Public Question Time open at 5:35pm.

6.1.1 MR BILL DZIOMBAK

- 1. In relation to Item 5.3 and the letter I received from Acting CEO Craig Watts, dated 15 April 2021, titled 'Response to Questions Submitted on 24 March 2021,' I refer to one sentence therein and quote "As requested by the Elected Members and in this instance, further consultation with the Community and in particular Kingsmill Street Land Resident Owners, will be undertaken. If you are a Kingsmill Street resident, you will be contacted shortly."*

Can I ask the Town of Port Hedland when this consultation regarding the pathway/linkage between the World Class Marina and Historic West End is going to begin?

The Presiding Member advised very shortly and advised Mr Dziombak that he will be contacted.

- 2. In relation to the Town of Port Hedland media release on Thursday 22 April 2021, titled 'Restricted Access Program Stabilises Dunes at 4 Mile and Pretty Pool' which talks about protecting the sand dunes at 4 mile and Pretty Pool and I quote, "The Town's Coastal*

Hazard Risk Management and Adaption Plan guides us to implement measures which strengthen and protect the integrity of our dune systems, which are susceptible to the impacts of erosion and inundation into the future.”

Can the Town of Port Hedland provide us with an up to date copy of this?

The Presiding Member thanked Mr Dzimombak for his question and advised that this question will be taken on notice.

- 3. In relation to the proposed connection between our World Class Marina and Historic West End of Town, has the Town of Port Hedland made any approach of a partnership with the State Government, which as a previous Council, we originally did to fund the Marina Project? This would provide sufficient funding so that the connection can be built to a consistently high standard and quality as the Marina and would beautify this unique stretch of coastline to promote tourism and make our community proud for years into the future.*

The Presiding Member thanked Mr Dzimombak for his question and advised that this question will be taken on notice.

6.1.2 MR ERROL WILKINSON

- 1. My main concern is firstly I have not received anything in the mail from the Town of Port Hedland in the two and half years that I have been in Kingsmill Street. I have not received any mail of any sort and so there is something wrong there.*
- 2. I think that with the boardwalk idea, why can we not temporarily defer funds from the marina project to do the boardwalk properly, as originally proposed? If necessary pending funds, grants applications, Council funding, similar to the proposed question here by Mr...(Mr Dziomback).*

As an Owner Occupier on the north side, I object to anything other than the original proposed boardwalk to be constructed.

The Presiding Member thanked Mr Wilkinson for his questions and advised that these questions will be taken on notice.

The Presiding Member declared Public Question Time closed at 5:39 pm.

6.2 Public Statement Time

The Presiding Member declared Public Statement Time open at 5:40 pm.

6.2.1 MR BILL DZIOMBAK

My public statement relates to Item 5.3 (response to previous questions asked at the Ordinary Council Meeting held on 24 March 2021).

I personally and sincerely would like to thank Councillors Tim Turner and Elmar Zielke and on a separate occasion Councillor Lewis Kew Ming, for taking the time and initiative to meet me and walk the proposed pathway location along the foreshore of Kingsmill Street.

This quite challenging walk along the foreshore covers approximately 1 km of undulating sand dunes which vary in height by up to 7 metres.

By doing the walk along the current proposed pathway location on the top of unstable sand dunes, it becomes abundantly clear that it would require substantial earthworks and still then potentially not even survive the first severe cyclone, making the whole current proposal structurally unviable.

It also becomes clear that by building the pathway/linkage closer to the beach above the cyclone surge high tide line, which would allow it to be anchored into the bed rock as previously designed, would make it extremely stable and would also stabilise and protect the sandunes, making it a long term piece of infrastructure that would last for many years to come.

This would then give us a world class connection between our world class marina and historic West End for tourists to enjoy and our whole community to be proud of for generations to come.

The Presiding Member thanked Mr Dziombak for his statement.

6.2.2 MR CAMILLO BLANCO

Tonight you have got a proposal that is being put forward by Administration advising the State Planning Commission on the West End. I would have thought that a couple of people from the West End would have had something to say about this one.

In the attachments, it says some of the amendments to the proposal on the future of the West End may include workers accommodation. That is a broad term used but I am assuming workers accommodation is effectively a FIFO camp? It could possibly be that but we don't know as it is not outlined in depth. So putting this proposal to the State Planning Commission to allow workers accommodation in the West End defeats the purpose of the whole system of sorting out the West End issues and the conflict with residential and industry. The arguments were based on whether people can work in the industry zone for 12 hours and then go home and live in the same area for another 12 hours and so effectively 24 hours, creating a risk to health due to the dust. So now you put a proposal forward to the Planning Commission that allows people to work on the industry site and have a workers accommodation based in the West End. It defeats the purpose of all of the arguments that were put forward in the first place, where we reduced the risk to the rest of Port Hedland and allow industry to grow, create the jobs and maintain and build our population.

I am totally against having workers accommodation put in our proposal. It goes against everything that we have done over the last few years.

Secondly, the Strategic Community Plan was very clear in my opinion. It was based around building population, helping businesses to flourish and grow and be able to have an income to keep going and be viable in Hedland.

Some people may argue that I was the one that allowed the BHP camp on the airport site to go ahead. Total different circumstances. That was a camp that was already in situ and it was going to create a financial drama if we did not approve the extension to that camp being on the airport land, effectively BHP was going to put it 30 km down the road, so wouldn't have had any financial benefit to the Town. But this is a new proposal to allow workers accommodation on the Marine Area of the West End and that is something that should be removed from the Recommendation to the Planning Commission. It is the Council's responsibility to set the direction of the Town based on this particular Community Plan. Now if you have read it....

The Presiding Member advised Mr Blanco that his time limit for statement time and been reached.

Mr Blanco requested a further five minutes, which was granted by the Presiding Member.

Based on the Strategic Community Plan, which obviously you should know about, that is not the direction that we want to go in for Hedland. This is a new proposal and at the moment it is just a proposal, but if you allow this proposal to go forward, in a couple of years, someone is going to put a Planning proposal in and allow for another camp to be built in the West End. And I am sure that the people that are living there now, that think that the Government are trying to push them out, will not be very happy, when they found out that you have allowed workers accommodation to be built, or a workers camp potentially to be built in the West End. It shouldn't happen, just delete it from the proposal tonight and save yourselves some grief.

The Presiding Member thanked Mr Blanco for his statement.

6.2.3 MR ERROL WILKINSON

Again, I just want to register my protest about the possibility of a concrete path going through as opposed to a boardwalk. I can tell you over many, many years of campdrafting and water tank industry, I have seen a lot of cases of erosion around concrete foundations and we are talking remote sites, we are not talking coastal, we are talking mine sites. I can honestly tell you that unless you are going to drill concrete pilings to support that concrete path, you are going to be asking for a lot of headache. A proper boardwalk is the only viable option and it will save you money in the long run....much more than a concrete path will ever do.

My wife and I are concerned that a concrete path is going to be too close to our house and is going to cause de-valuation to our house, privacy and security risks and I just cannot strongly emphasise enough, please give us a boardwalk. Do the right thing by the marina project and keep in with what they have done in Karratha and how well they did. Don't allow the Government or whoever, to put pressure on us to accept something less than what we deserve and what we have been pushing for. Previous residents have advised me that they have been pushing for many years. Thank you for your time.

The Presiding Member thanked Mr Wilkinson for his statement.

The Presiding Member declared Public Statement Time closed at 5:50pm.

6.3 Petitions/Deputations/Presentations/Submissions

Nil.

Item 7 Questions from Members without Notice

7.1 COUNCILLOR UNKOVICH

I have been sent an e-mail from a concerned person at the airport, with the new signage that has gone up in terms of the smoking area being closer to the RFDS and School of the Air and if we can maybe investigate if this can be either eliminated or removed on our behalf?

The Presiding Member thanked Councillor Unkovich for her question. This question was taken on notice.

7.2 COUNCILLOR GILLINGHAM

1. *With regards to Item 11.3.6 – Demolition of Stevens Street Retirement Village, I have asked this question before and I would just like to make sure it gets listened to. We have some amazingly well established mango trees in that area and if they will be taken into consideration? I have been told before that they will be but I just wanted to make sure.*

The Presiding Member advised that they will be removed and re-housed.

The Director of Infrastructure Services advised that they will be coming to the Depot.

2. *With regards to the West End and the drafts, I noticed on the maps that you have got the green belt area presently going up to Taplin Street. Will the green belt be continued further on up to Boulevard? There is a little bit of green belt there. The trees were dying in the dry season but with the rain coming in they will bounce back but there is obviously a reticulation problem there, but just something to keep in mind for that.*

With the West End, I have also been asked by some of the public about people wanting to do small businesses in the West End and issues finding out about plumbing, about sewerage and that they can't go ahead if they rent or buy premises down there and people who actually own those buildings have even come back to say that they didn't even know about this problem with the sewerage and that there is different regulations. This is a little bit over my head but can someone please look into this?

3. *Regarding to Item 11.2.1 Hedland Arts and Culture Precinct, has any consultation been done yet leading up to this panel that is going to be paid for, to do with the performing arts, dance, theatre arts etc. I just have to make sure that nobody gets missed and that everybody gets together and talks about this. Some of these Performing Arts places don't have their own premises, they find it very expensive. Spending \$80,000.00 to do this consultation and we have been down this track before over the years and it is a lot of money. Some of these Organisations that put on all of these performing arts etc don't ask for a lot of money and yet it is costing a lot more to try and get this on and it is for the entertainment of the town. So I just want to make sure that when this consultation goes ahead, can that please be considered and that you have representation from the Community and make sure that everyone has their say and that it gets done properly, especially with a lot of money being spent for consultation and I agree, that we do need to move ahead and have a fantastic Performing Arts Centre etc.*

The Presiding Member thanked Councillor Gillingham for her questions. These questions were taken on notice.

Item 8 Announcements by Presiding Member without Discussion

The Mayor's meetings for the month of March 2021:

Date	Meeting	Topic
02/03/21	Weekly Talk of Town radio segment	Weekly radio chat
04/03/21	PHCCI Business Breakfast	Attended as guest
04/03/21	Fortnightly ABC chat	Fortnightly radio chat
05/03/21	Meet with Hon. Melissa Price MP	General update meeting
08/03/21	WALGA Professionally Speaking Course	Training
09/03/21	Weekly Talk of Town radio segment	Weekly radio chat
09/03/21	PHCCI / ToPH Business Afterhours	Future Projects & Economic Development
10/03/21	Audit Risk and Compliance Meeting	As per agenda on the Town's Website
11/03/21	Meet with Development WA	General update meeting
13/03/21	Matt Dann Launch of rebrand	Official opening of event
15/03/21	WALGA Elected Member Training: Serving on Council (Part 1)	Training
16/03/21	WALGA Elected Member Training: Serving on Council (Part 2)	Training
16/03/21	Weekly Talk of Town radio segment	Weekly radio chat
17/03/21	BHP Stakeholder Engagement Group Meeting	General Update meeting
17/03/21	Meet with Port Hedland Yacht Club	Sailing Club matters
18/03/21	Fortnightly ABC chat	Fortnightly radio chat
19/03/21	Citizenship Ceremony	Officiating Ceremony
20/03/21	Harmony Week Community Event	Opening of Community Event Celebrations
24/03/21	Meet with PHIC	General update meeting
24/03/21	March Ordinary Council Meeting	As per agenda on the Town's website
25/03/21	Meet with Hedland Gymnastics	Club update
26/03/21	Meet with Hon. Stephen Dawson MLC	General update meeting
29/03/21	Meet with Development WA Board	General update on land and development opportunities
31/03/21	Meet with Chamber of Minerals & Energy	General project update
31/03/21	Chamber of Minerals & Energy Sundowner	Stakeholder event

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

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

Mayor Peter Carter
Cr Jan Gillingham
Cr Warren McDonogh
Cr Tim Turner
Cr Kylie Unkovich
Cr Elmar Zielke

Item 10 Confirmation of Minutes of Previous Meeting

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.

CM202021/152 COUNCIL DECISION

MOVED: CR UNKOVICH

SECONDED: CR ZIELKE

That Council confirms that the Minutes of the Ordinary Council Meeting held on Wednesday 24 March 2021 are a true and correct record.

CARRIED 6/0

Item 11 Reports of Officers

The term 'en bloc' is used to describe the practice of adopting the recommendations of a committee, or a number of officer recommendations, by the use of only one resolution or the adoption of the recommendations in groups, without a separate resolution for each recommendation.

The practice of adopting recommendations 'en bloc' expedites the resolution of the business of the meeting where Council or Committee Members have no reason to disagree with particular recommendations.

Councillors proposed that Council consider a number of recommendations 'en bloc' at the Ordinary Council meeting held on 28 April 2021.

CM202021/153 COUNCIL DECISION

MOVED: CR MCDONOGH

SECONDED: CR TURNER

That Officer Recommendations in Items 11.1.2, 11.1.3, 11.1.4, 11.2.1, 11.3.1, 11.3.3, 11.3.4, 11.3.5 and 11.3.6 be endorsed.

CARRIED 6/0

The following items were adopted by 'en bloc' resolution:

Item Number	Item Description
11.1.2	2020/2021 Budget Half Year Review
11.1.3	Policy Review – 13/012 'Licensing of Funeral Directors'
11.1.4	Statement of Financial Activity for the period ended 31 March 2021
11.2.1	Hedland Arts and Culture Precinct
11.3.1	Local Planning Policy 14 – Design Review Panel
11.3.3	Future of Stevens Street Retirement Village site
11.3.4	Proposed Road Dedication on Lot 501 on Deposited Plan 406818 – Marina Haulage Road
11.3.5	Award of Tender RFT2021-13 'Cleanfill for South Hedland Landfill'
11.3.6	Award of Tender RFT1920-24 'Demolition of Stevens Street Retirement Village'

11.1 Corporate Services

11.1.2 2020/2021 BUDGET HALF YEAR REVIEW - CLARIFICATION

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.

CM202021/153 COUNCIL DECISION

MOVED: CR MCDONOGH

SECONDED: CR TURNER

That Council notes the clarification to the Statement of Financial Activities and Reserves for the 2020/21 Budget Half-Year Review adopted by Council on the 24 February 2021 as per CM202021/121.

CARRIED 6/0

PURPOSE

The Q2 review process was completed as at the end of December of each year in order to ensure the business units have sufficient funding allocated to specific projects and services to complete the goals for the respective year.

The review is mandated by the Local government legislation and is a requirement to fulfil compliance.

DETAIL

In preparing the Q2 Budget review, the capital amendments that were approved at Council throughout the year were inadvertently not added into the amendments column. This resulted in the capital figure in the Statement of Financial Activity not aligning to the capital works program sheet.

These items were all reserve funded so this retains the surplus figure at the amount approved by Council in the February Ordinary Council Meeting.

The model took into account the budget amount of \$80,807,479 which included the \$4,506,108 approved through the year. It should have had an opening amount of \$76,301,371 and the amount of \$4,506,108 added to the amendment in order to achieve the correct capital total of \$57,324,466.

As a result there were two amounts transposed in the Statement of Financial Activity as indicated in the adjustment column on the attachment.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance as it has no financial impact to the net ending position.

CONSULTATION

Internal

- Director Corporate Services; and
- Finance.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Act (1995).*

FINANCIAL AND RESOURCES IMPLICATIONS

The net effect to the bottom line is nil and the closing surplus still remains at \$749,429 so it does not affect the original Council Decision.

Nil financial impacts – this note is to advise the Council and Executive Team and ensure the statements reflect the correct figures.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 4.b.2 Transparent and regular financial reporting and communication to the community is undertaken
- 4.b.3 Transparent and regular governance reporting and communication to the community is undertaken

Environmental

- Nil.

Economic

- Nil.

Social

- Nil.

Corporate Business Plan

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

- 4.b.2.1 – Ensure the Town's finances are managed efficiently and effectively in line with legislated requirements; and
- 4.b.3.1 – Ensure governance information provided to the community is in line with legislated requirements.

RISK MANAGEMENT CONSIDERATIONS

As per the risk matrix contained in policy 1/022 'Risk Management', there is a risk rating of low (2) assigned to the risk that there are any implications from the figures being transposed. This risk has a rare (1) likelihood and a minor (2) impact in relation to compliance with significant regulatory requirements imposed.

This risk will be eliminated by endorsing 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 is a note to advise the transposed figures so that the Council have transparency in the financial reporting.

The municipal surplus of \$749,429 remains the same as at 30 June 2021.

ATTACHMENTS

1. Statement of Financial Activity (under separate cover)
2. Reserves (under separate cover)

11.1.3 POLICY REVIEW - 13/012 'LICENCING OF FUNERAL DIRECTORS'

Author: 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.

CM202021/153 COUNCIL DECISION**MOVED: CR MCDONOGH****SECONDED: CR TURNER**

That Council amends Policy 13/012 'Licencing of Funeral Directors', as per Attachment 1.

*CARRIED 6/0***PURPOSE**

The purpose of this report is for Council to consider amendments to Policy 13/012 'Licencing of Funeral Directors'.

DETAIL

Policy 13/012 'Licensing of Funeral Directors' was last reviewed and amended at the 26 August 2020 Council Meeting.

This Policy was created to allow officers to apply a consistent approach to assessing applications and ensuring that applicants have an understanding of the implications should their actions not meet the specified requirements. The policy also ensures that applicants are aware that Licensing of Funeral Directors is a requirement under the Town of Port Hedland's (Town) Cemetery Local Law 2015, Part 4 – Funeral Directors and the *Cemeteries Act 1986*, Division 3 – Licensing of Funeral Directors.

The Policy was reviewed by the Governance business unit. The review revealed the need for improvements to meet industry best practice and these can be implemented by way of amendments to the policy. The proposed amendments are provided in Attachment 1.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, as the policy is to be updated with potential improvements.

CONSULTATION*Internal*

- Director Corporate Services;
- Manager Environmental Health and Community Safety; and
- Manager Governance.

External Agencies

- Shire of Wyndham East Kimberley;

- Shire of Mundaring; and
- Department of Health.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

The role of Council, as stated in section 2.7(2)(b) of the *Local Government Act 1995*, is to determine policies appropriate for the Local Government.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial resource implication with the proposed changes.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

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

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

Disability Access and Inclusion Plan

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

- Outcome 3 – Information; and
- Outcome 4 – Quality of Service.

Corporate Business Plan

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

- 1.b.4.2 Inform the community on Town projects, operations, services and events; and
- 4.b.3.1 Ensure governance information provided to the community is in line with legislated requirements.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because regular reviews were not conducted to ensure that the policy remains suitable to the Town's current practises. The policy was last reviewed in 2006. The risk rating is considered to be low (1), which is determined by a likelihood of rare (1) and a consequence of insignificant (1).

The 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

In amending the policy, the process for managing and issuing of Funeral Director’s Licences will be clear, streamlined and ethically sound.

ATTACHMENTS

1. 13/012 Licencing of Funeral Directors Policy Review (under separate cover)

11.1.4 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2021

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.

CM202021/153 COUNCIL DECISION**MOVED: CR MCDONOGH****SECONDED: CR TURNER**

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

1. Receives the Statement of Financial Activity for the period ended 31 March 2021;
2. Receives the Material Variance Report for the period ended 31 March 2021;
3. Notes the Accounts paid under delegated authority for period ended 31 March 2021; and
4. Receives the Credit Card Statements for period ended 31 March 2021.

*CARRIED 6/0***PURPOSE**

The purpose of this report is to present to Council the Statement of Financial Activity for the period ended 31 March 2021. Supplementary information is also presented to Council to provide further information regarding the Town's activities.

DETAIL

The information provided in this report is for the period ended 31 March 2021, with financial results included in *Attachment 1. Statement of Financial Activity Notes 1-11* prepared by the Town of Port Hedland (Town).

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 2020/21 original budget, Council adopted the following thresholds as levels of material variances for financial reporting:

- With regards to expenditure classified as capital projects, a variance of 10% or \$10,000, whichever is greater, of the year to date budget, with individual project as the level that requires explanation; and
- With regards to all other items, excluding capital projects identified above, a variance of 10% or \$50,000, whichever is greater, of the year to date budget, with Nature and Type as the level that requires explanation.

The opening funding deficit of (\$209K) presented in YTD Actual on the Statement of Financial Activity is as per the closing deficit for the audited June 2020 financial statements.

The net current funding position as at 31 March 2021 was \$22.30 M. The breakdown of the cash position is displayed below:

	2020/21 Actuals
Current Assets: Cash and Investments	\$257.37 M
Restricted Cash – Reserves	\$236.51 M
Unrestricted Cash Position as at 31 March 2021	\$20.86 M

Previous Decisions

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

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal

- All consultation and engagement is conducted internally.

External Agencies

- Nil.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

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

FINANCIAL AND RESOURCES IMPLICATIONS

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

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

Reserves:

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

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 4.b.1 Sound long-term financial planning is implemented
- 4.b.2 Transparent and regular financial reporting and communication to the community is undertaken
- 4.b.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.

RISK MANAGEMENT CONSIDERATIONS

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

There is a risk rating of medium (6) assigned in 2020/21 budget to the risk that a reduction in income or increase in expense throughout the 2020/21 financial year, is likely to have an impact on the Town's ability to meet service levels or asset renewal funding requirements. The risk action plan is to monitor revenue and expenditure on a regular basis, ensure in line with budget and amend as needed.

OPTIONS

Option 1 – Adopt officer's recommendation

Note the Statement of Financial Activity and reports for the period ended 31 March 2021 in accordance with regulation 34(1) of the Local Government (Financial Management) Regulations 1996.

Option 2 – Amend officer's recommendation

That Council receive the Statement of Financial Activity for the period ended 31 March 2021 and request further information or clarification.

Option 3 – Do not adopt officer's recommendation

That Council do not note or receive the Statement of Financial Activity for the period ended 31 March 2021.

CONCLUSION

The opening funding deficit of \$209 K presented in YTD Actual on the Statement of Financial Activity, is as per the closing deficit presented in the audited financial statements. The net current funding position is \$22.30 M.

ATTACHMENTS

1. Credit Cards - March 2021 (under separate cover)
2. Material Variance Report - March 2021 (under separate cover)
3. Payments made under authority - March 2021 (under separate cover)
4. Monthly Financial Statements - March 2021 (under separate cover)

11.2 Community Services**11.2.1 HEDLAND ARTS AND CULTURE PRECINCT**

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

CM202021/153 COUNCIL DECISION**MOVED: CR MCDONOGH****SECONDED: CR TURNER****That Council:**

1. Authorises the CEO or his delegate to engage an appropriate consultant to identify future entertainment, arts and cultural infrastructure requirements and investigate opportunities for an arts and culture precinct for Hedland; and
2. Requests that the outcomes of the consultancy be presented to Council.

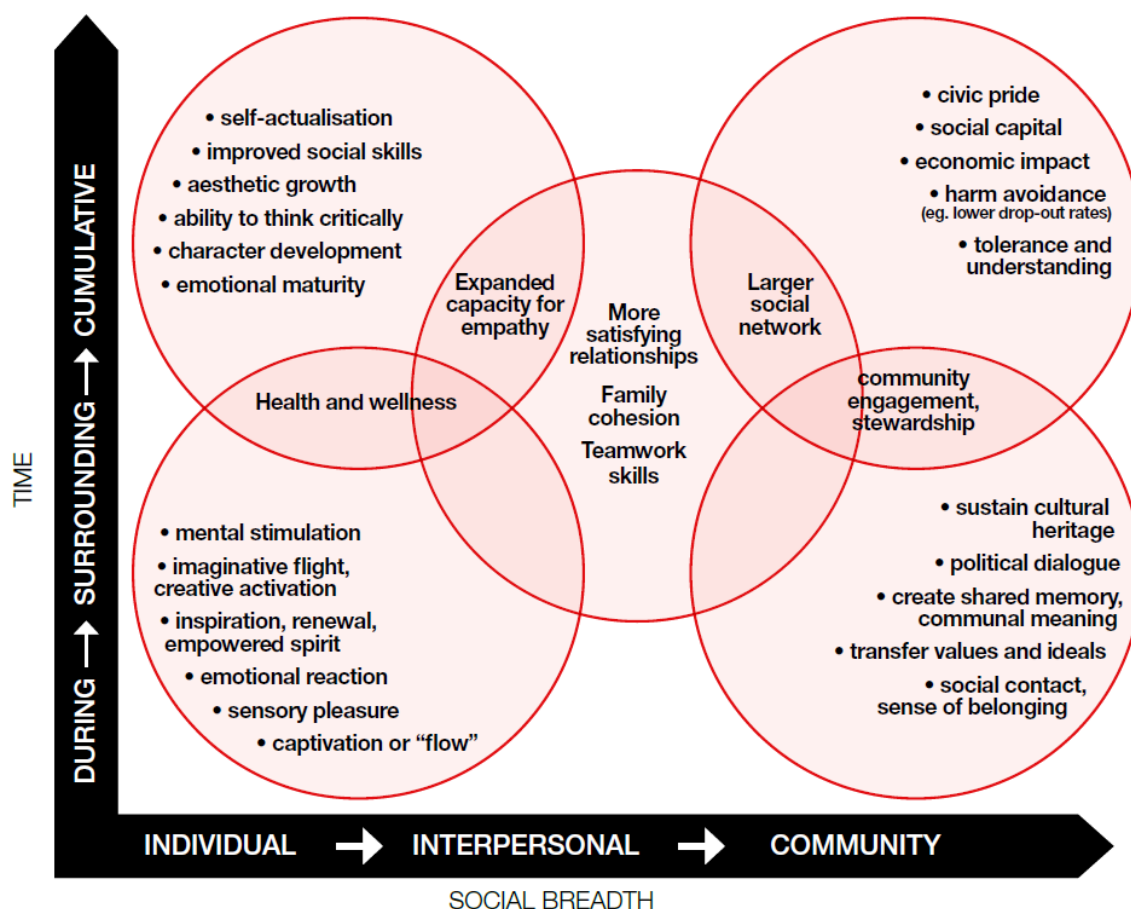
*CARRIED 6/0***PURPOSE**

The purpose of this report is for Council to acknowledge the value that Hedland's arts scene brings to the social fabric of the community and the limitations of the existing arts and cultural infrastructure. This report also requests the CEO or his delegate engage a consultancy to identify opportunities for an Arts and Culture Precinct to address this need.

DETAIL

Arts and culture play a vital role in bringing communities together. They help build common understanding and civic pride by helping communities understand and celebrate their heritage as well as provide a space to discuss and solve difficult social issues. Engaging with arts and cultural activities impacts the social determinants of health, enhances educational impacts, mitigates disadvantage particularly for students who are 'at-risk' and can make significant contributions to the economy.

Map of arts benefits (Performing Spaces: Local government guide to growing community wellbeing through the performing arts, Circuit West, 2018)



Town of Port Hedland arts and cultural facilities and venues

Matt Dann Theatre and Cinema

The Matt Dann Theatre and Cinema is a shared teaching/performance facility located on the South Hedland Senior High School site. It was built in 1986 and has a seating capacity of 302. The current management agreement of 21 years is due to expire in July this year and a new agreement is currently being finalised, with a 5 plus 5 year term being considered.

Courthouse Gallery

The Courthouse Gallery is a permanent, heritage listed gallery space in Port Hedland and hosts well-attended exhibitions, workshops and supports local artists. The Junction Co. have managed the Gallery for the Town of Port Hedland since 2019.

Libraries

The Town of Port Hedland has had a public library in Port Hedland since the early 1960s. The South Hedland Library in Leake Street opened in the early 1980s and the new, small shopfront library opened in Port Boulevard in May 2020, following the repurposing of the Dempster Street Port Hedland Library into a childcare space in late 2019.

South Hedland Town Square

Located adjacent to the South Hedland Shopping Centre, South Hedland Town Square includes a grassed outdoor amphitheatre, interactive public art structures, public toilets and open space for community events.

Town of Port Hedland events program and outdoor locations

The Town also coordinates many events throughout the year from large scale events such as the North West Festival which brings renowned musicians to Hedland to the smaller scale events such as the Twilight Movies, Sunset Food Markets and Welcome to Hedland. The Town endeavours to share these events between both Port and South Hedland within the constraints of existing infrastructure and venue capacities. Events are currently held at a number of different outdoor parks and ovals, primarily the McGregor Street Town Oval, Marapikurrinya Park, Civic Centre Gardens, South Hedland Town Square and Kevin Scott Oval. A new programmable community events space is planned for development in late 2021 along Hamilton Road adjacent to the Spinifex Hill Studio.

Other arts spaces not owned or operated by the Town

Spinifex Hill Studio

Spinifex Hill Artists were formed in 2008 with FORM to facilitate community workshops and professional development of Hedland's Aboriginal artists. In March 2014 the Spinifex Hill Artists opened the Studio on Hedditch Street in South Hedland. This studio is currently being extended to include an exhibition space.

Wangka Maya Pilbara Aboriginal Language Centre

Wangka Maya is an Aboriginal language and resource centre working to record and foster Aboriginal languages, culture and history. The organisation was officially formed in 2009 and the Language Centre on Hamilton Road, South Hedland was opened in 2008.

Dalgety House Museum

The Dalgety House Museum on Anderson Street, Port Hedland is managed by volunteers with the Port Hedland Historical Society and contains a collection of artefacts and documentation as part of an interactive museum.

Port Hedland arts and cultural organisations and groups

Hedland is home to a number of talented organisations and groups that contribute to the local arts scene. These include a range of small and large organisations which provide opportunities for the community to participate in:

- Performing arts including theatre, music and dance;
- History and heritage;
- Language and Aboriginal culture;
- Visual arts; and
- Multicultural events and practices.

Gaps in arts and cultural infrastructure in Hedland

The *Arts and Culture Strategy 2019-2022* highlighted that Hedland's arts and cultural infrastructure was spread out and that there was a need for one major hub. In addition to this, key Town-owned facilities are aging and no longer fulfilling their role in being able to provide appropriate spaces for performance and community use.

The *Matt Dann Theatre and Cinema* is the main performance venue in Hedland but is thirty-five years old and with a capacity of 302. There are further issues around the co-location with Hedland Senior High School related to programming and the student/public interface. Due to the high demand for theatre, dance, music and film in Hedland, sharing the operation of the Theatre between the Town and the school can constrain these activities. The stage and theatre are used as a teaching space and so the theatre seasons are constrained by restricted access and rigging and bump in requirements of many productions cannot be undertaken outside school hours.

Similarly, the South Hedland Library is also old, rundown and too small to provide all the services of a modern library. The *Library Strategy 2021-2025* highlighted the need for a new library in a central location in South Hedland which is designed with flexible, inclusive and multi-functional spaces. It should also be focused as a community hub and co-located with other complementary facilities.

Proposed Consultancy

Over the last decade, a number of feasibility studies and needs analyses have been undertaken for the Town of Port Hedland to determine the best approach to providing modern entertainment, recreation and community amenities for Hedland's current and future needs. In order to assist the Council in addressing this need, it is proposed to engage a suitably qualified consultancy to:

- Consolidate the work undertaken to date;
- Review and update the work against other significant projects planned or underway (ie. Town's three masterplans, Town's aquatics masterplan, Spoilbank Marina, West End, Town's Civic and Administration Centre, Place Planning) to determine suitable and contemporary infrastructure opportunities;
- Consider future economic and demographic projections;
- Utilise other similar successful projects for comparison;
- Review available and most suitable sites for co-location opportunities; and
- Provide an indication of costings and associated funding opportunities.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because it will require community consultation and engagement.

CONSULTATION

Internal

- Executive Leadership Team;
- Arts, Culture and Events Team; and
- Manager Corporate Affairs.

External Agencies

- Will be consulted as part of the consultancy work.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

- *Local Government Financial Management Regulations 1996*;
- Building codes and standards; and
- Local Planning Scheme.

FINANCIAL AND RESOURCES IMPLICATIONS

To engage a suitably qualified consultant to undertake the work noted above, a provision of \$80K was made in the 2020/21 Second Quarterly Budget Review. However it is estimated that only a portion of these funds (approximately \$20k) will be expended in FY2020/21, and the remaining \$60,000 in FY2021/22.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 1.c.1 The community, industry, arts and cultural organisations are engaged to identify, plan and coordinate events and activities
- 1.c.2 Events and activities to celebrate the Town's cultural heritage, arts and Pilbara lifestyle are consistently programmed and delivered
- 1.d.1 The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs
- 1.d.2 Facilities and community infrastructure are revitalised across the Town
- 1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities
- 3.b.1 The present and future needs for serviced land and infrastructure provision are identified, planned and developed
- 3.b.4 Innovation and resilience of the built form are encouraged, assessed and implemented
- 3.b.5 The protection and valuing of amenities and urban space is enhanced through community engagement
- 4.a.3 A positive narrative and unique brand is developed and promoted
- 4.b.1 Sound long-term financial planning is implemented
- 4.b.2 Transparent and regular financial reporting and communication to the community is undertaken
- 4.c.2 Community members, business and tourists are engaged to provide feedback about local facilities and services
- 4.c.4 Efficiency strategies across the Town's infrastructure and amenity assets are implemented

There are no significant identifiable environmental, social or economic impacts relating to this particular agenda item at this stage, however there will be future impacts in these areas should a future Council determine to move ahead with the development of an Arts and Culture Precinct.

Disability Access and Inclusion Plan

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

- Outcome 1 – Services and Events;
- Outcome 2 – Buildings and Facilities;
- Outcome 3 – Information;
- Outcome 4 – Quality of Service;
- Outcome 5 – Complaints;
- Outcome 6 - Consultation Process; and
- Outcome 7 – Employment.

Corporate Business Plan

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

Arts and Culture Strategy

The following priorities from the Town's Arts and Culture Strategy 2019-2022 apply in relation to this item:

- South Hedland locations through programming and investment in additional infrastructure as required.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item related to the provision of adequate services and support for the community in the arts and culture sector as well as the sport and recreation sector. 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 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

Arts and culture play a fundamental role in contributing to the social fabric of a community. The Town's existing arts and cultural infrastructure are aging and outdated. The Council is required to determine a future plan for the development of an Arts and Culture Precinct for the whole community to enjoy and for arts and cultural practitioners to showcase their work.

ATTACHMENTS

Nil

11.3 Regulatory Services

11.3.1 LOCAL PLANNING POLICY 14 - DESIGN REVIEW PANEL

Author: Projects Officer – Planning and Development
Authorising Officer: Director Regulatory Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM202021/153 COUNCIL DECISION

MOVED: CR MCDONOGH

SECONDED: CR TURNER

That Council:

1. Advertises the draft *Local Planning Policy 14 – Design Review Panel*, as attached, for 21 days pursuant to Schedule 2, Part 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* for the purpose of public consultation; and
2. Refers the draft *Local Planning Policy 14 – Design Review Panel* to the West Australian Planning Commission.

CARRIED 6/0

PURPOSE

The purpose of this report is for Council to consider advertising *Local Planning Policy 14 – Design Review Panel* ('LPP14') as attached to this item. The objective of the LPP is to establish a Design Review Panel ('Panel') for particular significant development applications and sets out the administration of that Panel. The purpose of the LPP is to facilitate an improvement in design and built form outcomes in Hedland.

DETAIL

Western Australian Planning Commission framework

The Department of Planning, Lands and Heritage and Office of the Government Architect recently reviewed its Design of the Built Environment policy framework through the DesignWA process. As a result in May 2019, the WAPC adopted the Design Review Guide and *State Planning Policy 7.0 – Design of the Built Environment* ('SPP7') (Attachments 2 and 3 respectively).

The Design Review Guide recommends local governments establish a Design Review Panel ('Panel'). Design review is the process of independently evaluating the design quality of a built environment proposal. It is carried out by a panel of appropriately-trained, multi-disciplinary built environment professionals, who are experienced in offering objective and constructive design advice. Design review provides independent expert advice and informed assessment of proposals, guided by a performance based set of design quality principles. It offers feedback and observations that will lead to the improvement of proposals, but does not redesign them.

A performance approach to evaluation provides the flexibility needed for the assessment of complex, multi-faceted projects.

With a recent uplift in economic and development activity and Town delivered community projects, there is an opportunity for the Town to facilitate the development of high quality built form outcomes.

Operation of LPP14

The Town reviewed several other local planning policies for design review adopted by other local governments in drafting LPP14 and has tailored the policy to suit the Town's requirements. The salient parts of the operation of LPP14 are summarised as follows:

- LPP14 provides that the following types of development applications would be subject to the design review process, at the Town's discretion:
 - South Hedland Centre and any entry statement;
 - Workforce accommodation, hotels or motels;
 - New developments in the West End;
 - Grouped and multiple dwellings with twelve or more dwellings;
 - Mixed use development;
 - Community infrastructure; and
 - Proposals or applications that the Town considers would benefit from guidance on the review or input due to the site, size of the development, use, community impact or would otherwise benefit from independent design review;
- The Panel provides independent expert and technical advice to proponents, Town officers and Council in relation to the design of development and other related matters. The Panel only makes recommendations and does not have any decision making powers, which remains vested in the Council or Town officers with delegation;
- The panel will comprise up to ten members with qualifications, expertise and experience in either urban design, landscape architecture, architecture, civil engineering and/or hydrology, and sustainability;
- The quorum for a Panel meeting is two experts and the Presiding Member (Director Regulatory Services or their delegate), and only one expert where the development has reached the building permit stage to review whether the design of the building application is consistent with the development approval. This gives the Town the flexibility to have only two panel members for less significant development and the ability to increase the panel members depending on the significance and complexity of the development;
- The Panel will meet when required either at the pre-lodgement referral of development at the concept stage, post lodgement of developments as part of the development application process, or at the building permit stage at the Town's discretion; and
- The Panel will take into consideration the design principles set out in State Planning Policy 7.0 – Design of the Built Environment, namely context and character, landscape quality, built form and scale, functionality and build quality, sustainability, amenity, legibility, safety, community and aesthetics (see Attachment 3 for further details).

Implementation

After advertising LPP14, the Town will be required to take into consideration any external agency or public comments received and potentially amend draft LPP14. It will then be presented to Council for final adoption.

Provided budget is approved by the Council for the 2021-22 financial year, the Town will issue an invitation to join a panel of pre-qualified suppliers in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996* to be advertised for 30 days.

Other local governments fund the Panel with no cost recovery (i.e. proponent or applicant fee) as design review is considered by the industry an optional process for consideration. The fees for panel members will be determined through the invitation to join a panel process.

Pursuant to draft LPP14 the Director of Regulatory Services will appoint panel members for a term of three years. It is anticipated the Panel will be effective in August or September 2021.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because it will result in improvements in design and built outcomes in Hedland. It is anticipated that the Design Review Panel will only be used a few times a year for the types of development applications set out in Part 1 – Application of LPP14.

CONSULTATION

Internal

- Executive Leadership Team;
- Town Planning and Development team; and
- Infrastructure Projects team.

External Agencies

- External Agencies will be consulted as part of public advertising of the draft policy.

Community

- The community will be consulted as part of public advertising of the draft policy.

LEGISLATION AND POLICY CONSIDERATIONS

- *Planning and Development (Local Planning Scheme) Regulations 2015 – Schedule 2, Part 2*: requires the Town to advertise draft local planning policies for at least 21 days;
- WAPC Design Review Guide published February 2019; and
- State Planning Policy 7.0 – Design of the Built Environment.

FINANCIAL AND RESOURCES IMPLICATIONS

It is intended to include \$50,000 in the 2021-22 annual budget for payment of the panel members review of information and attendance at the Design Review Panel meetings.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 3.c.2 The community is surrounded by and has access to attractive natural habitats, built form, parks and amenities
- 1.b.5 Opportunities to get involved and results of engagement are regularly promoted

Environmental

- The establishment of a design review panel will result in an improvement in design and built form outcomes in Hedland.

Economic and Social

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

Disability Access and Inclusion Plan

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

- Outcome 2 – Buildings and Facilities; and
- Outcome 6 - Consultation Process.

RISK MANAGEMENT CONSIDERATIONS

There is a built environmental risk associated with this item because failure to establish a Design Review Panel will result in poorer design and built form outcomes in Hedland. 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 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

Advertisement of LPP14 is the initial step to establish a Design Review Panel, which will ultimately result in an improvement in design and built form outcomes in Hedland for eligible development proposals and applications.

ATTACHMENTS

1. LPP14 - Draft Design Review Panel (under separate cover)
2. SPP - Design Review Guide (under separate cover)
3. SPP 7.0 - Design of the Built Environment (under separate cover)

11.3.3 FUTURE OF THE STEVENS STREET RETIREMENT VILLAGE SITE
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Author: Director Regulatory Services
Authorising Officer: Chief Executive Officer
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM202021/153 COUNCIL DECISION

MOVED: CR MCDONOGH

SECONDED: CR TURNER

That Council:

1. Notes the advice received from the Department of Planning, Lands and Heritage; and
2. Defers any further consideration to commence construction of an aged persons accommodation facility at the Stevens Street site until such time as the Department of Water and Environmental Regulation's review of the short-term objectives of its Port Hedland Dust Program are completed.

CARRIED 6/0

PURPOSE

The purpose of this report is for Council to consider the future use of the Stevens Street Retirement Village site, and whether to defer any reconstruction of aged persons accommodation facility.

DETAIL

Stevens Street Retirement Village commenced operation in 1981, on land provided by the State to the Town of Port Hedland via a Management Order. The Management Order specifies the use of the land as being "Aged Persons Homes".

The Stevens Street Retirement Village has been subject to numerous Council reports, the most recent being 26 February 2020. At that meeting, Council resolved to:

- *"Confirm support for the redevelopment of the Stevens Street Site, including demolition and replacement of the existing buildings, for the purposes of seniors' accommodation, subject to the relevant state authorisations being obtained and settlement of the terms of dispute set out in the Department of Communities' notice;*
- *Reaffirm that budget provision was made for the next stage of the project (feasibility study and detailed design) as part of the FY2019/20 budget adoption; and*
- *Commence appropriate tenant and community consultation on the future development of the Stevens Street Site once the relevant state authorisations are obtained and the notice of dispute is settled".*

Since that time, the Town has undertaken a number of works to progress the resolution of Council including:

- Settled the notice of dispute with the Department of Communities, and has terminated the Joint Venture with the Department of Communities by mutual agreement;

- Relocating all tenants from the premises to suitable alternative properties either within the District (including the Town renovating Department of Communities properties to make them suitable) or assisting with relocation outside of the District at the residents request;
- Commenced the tender process to demolish and remove all structures from the Stevens Street site, with Council to consider awarding the tender; and
- Made contact with the Department of Health, Department of Communities, Department of Planning, Lands & Heritage, and Department of Mines, Industry Regulation and Safety. Responses were received from the Department of Planning, Lands & Heritage, and Department of Mines, Industry Regulation and Safety (refer to attached).

The response received from the Department of Mines, Industry Regulation and Safety confirmed that the Town cannot operate a “Retirement Village” unless this is done-so in accordance with the provisions of the *Retirement Villages Act 1992*, including taking pre-payments for accommodation and lodgement of memorials on land title. The Town could provide aged persons accommodation subject to a lease/residential tenancy arrangement, however could utilise the term “Retirement Village” to name or describe the premises.

The response received from the Department of Planning, Lands & Heritage confirmed that although the property is not located within the West End Improvement Scheme Area, future decisions in the Government’s land use planning response to the issue of air quality will be informed by the Department of Water and Environmental Regulation’s (DWER) review of the short-term objectives of its Port Hedland Dust Program, nominally expected during 2024. The Department recommended that the Town apply a precautionary approach and delay its decision on whether to redevelop the Stevens Street site for aged persons accommodation until such time as the DWER regulatory and dust management framework is known.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of medium significance, because of previous community sentiment expressed in relation to the Stevens Street Retirement Village.

CONSULTATION

Internal

- Executive Leadership Team;
- Manager Corporate Affairs;
- Manager Town Planning and Development; and
- Manager Infrastructure Services.

External Agencies

- Department of Health;
- Department of Communities;
- Department of Planning, Lands & Heritage; and
- Department of Mines, Industry Regulation and Safety.

Community

- Nil.

Community consultation on the future development of the site should occur once relevant State authorisations are obtained, and all impediments to development of the site are addressed (including but not limited to the DWER Port Hedland Dust Program).

LEGISLATION AND POLICY CONSIDERATIONS

Council needs to be cognisant of the ongoing air quality issues which have resulted in the application of the West End Improvement Scheme No1 which is adjacent to the property. The dust investigation, monitoring and management is subject to the Port Hedland Dust Program conducted by DWER.

FINANCIAL AND RESOURCES IMPLICATIONS

There are minimal funding and resourcing implications associated with the recommendations contained within this report. If the Council resolves to defer construction on site, minor maintenance of vegetation (including fire control) will be required to be undertaken by the Town's Infrastructure Services.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 1.a.6 Town-wide health, safety, recreation and sporting activities and services
- 1.d.1 The present and future facilities and requirements of the Town are planned for and developed in-line with relevant facility standards and community needs

Environmental

There are environmental health implications associated with developing a dedicated facility for susceptible persons (ie aged persons) within an area of known health risk. There are environmental implications associated with maintenance of vegetation on site, in particular fire control.

Social

The vacant land will need to be maintained to a standard which enables passive surveillance to minimise any potential antisocial behaviour including graffiti, vandalism or squatting on site.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item because of the high levels of sentiment from some areas of the community in relation to the provision of accommodation for seniors. This property and its ongoing use have been subject to numerous Council reports and is an emotive topic within the community. There is a higher reputational risk however if the Council decides to reconstruct aged accommodation on site against the advice of the relevant state authorities. The risk rating is considered to be medium (8), which is determined by a likelihood of likely (4) and a consequence of minor (2). This risk will be managed by the adoption of the Officer's Recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

The Town has sought advice from relevant state authorities in relation to the reconstruction of aged persons accommodation at the Stevens Street site. Advice received recommends deferral of any decision to re-build until such time as the DWER regulatory and dust management framework is known.

ATTACHMENTS

1. DPLH Response - Stevens Street (under separate cover)
2. DMIRS response - Stevens Street (under separate cover)

**11.3.4 PROPOSED ROAD DEDICATION ON LOT 501 ON DEPOSITED PLAN 406818
- MARINA HAULAGE ROAD**

Author: Projects Officer – Planning and Development
Authorising Officer: Director Regulatory Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM202021/153 COUNCIL DECISION**MOVED: CR MCDONOGH****SECONDED: CR TURNER**

That Council:

1. Supports the dedication of Lot 501 as a public road;
2. Authorises a request being made to the Minister for lands pursuant to section 56 of the *Land Administration Act 1997* for the dedication of Lot 501 as a public road;
3. Authorises the Chief Executive Officer to execute such documents as are required by the Minister for Lands to effect the dedication of Lot 501 as a public road;
4. Indemnifies the Minister for Lands against any claim for compensation arising out of the road dedication;
5. Notes the subject dedicated road and existing portion of Morgans Street running north to south connecting to Anderson Street will be renamed in the future;
6. Notes the subject dedicated road will be temporarily closed to the public for the duration of the marina construction to allow marina haulage access and maintain public safety during this period; and
7. Authorises the Chief Executive Officer to execute a licence with the Pilbara Ports Authority to allow lawful access to the subject dedicated road for the above duration and purpose.

*CARRIED 6/0***PURPOSE**

The purpose of this report is for Council to consider the dedication of Lot 501 as a public road, note its temporary closure to the public, and enter into a licence with the Pilbara Ports Authority ('PPA') to enable its lawful access to the marina for the duration and purpose of its construction.

DETAIL

Lot 501 is currently Unallocated Crown Land and traverses north to south between Sutherland Street and Morgans Street (Attachment 1). Lot 501 was originally depicted in the subdivision plan as a proposed road reserve (Attachment 2).

The Department of Transport commenced works on the truck haulage road late last year in accordance with the Spoilbank Marina Trucking Route plans (Attachment 3) and lawful access was granted pursuant to a licence between the Department of Planning, Lands and Heritage and the Department of Transport.

During the March 2021 Spoilbank Project Delivery Working Group, the PPA suggested that upon practical completion of the truck haulage road, the Town dedicate the haulage road as a public road, close the road to the public during construction of the marina, and enter a licence with the PPA for its use during and for the purposes of construction.

The Town and PPA have since agreed this is the best tenure mechanism subject to the PPA undertaking a road condition report at both the Department of Transport's practical completion of the road and the expiry of the PPA's licence, and to the extent of any inconsistency, carry out remedial works to ensure the road infrastructure is to an acceptable standard for public use.

The new road will be temporarily closed by order of the Town under s3.50(1a) of the *Local Government Act 1995* ("the LG Act"), subject to public notice being given in the terms provided by s3.50(4) and (5).

Upon completion of construction of the marina the road will be reopened to the public. The Spoilbank Marina Working Group intend for Lot 501 and the portion of Morgan Street running north to south connecting Lot 501 and Anderson Street to be renamed in accordance with a Spoilbank Marina naming program, which will be presented to Council at a later date.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because as the proposed dedication is both necessary and consistent with the long term planning for the construction of the Spoilbank marina. The item is an administrative land tenure matter to enable lawful access for the purpose of construction and also handover of the road to an acceptable standard.

CONSULTATION

Internal

- Infrastructure Services, Planning and Development team.

External Agencies

- Meetings between the Town, PPA and Department of Planning, Lands and Heritage.

Community

- No public consultation regarding the proposed dedication itself is required under the *Land Administration Act 1997*. Regardless, the truck haulage road forms part of the overall Spoilbank marina development which was subject to extensive community consultation.

LEGISLATION AND POLICY CONSIDERATIONS

Section 56 of the *Land Administration Act 1995* requires the Town to make a request to the Minister to dedicate land as a road.

FINANCIAL AND RESOURCES IMPLICATIONS

Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 3.b.1 The present and future needs for serviced land and infrastructure provision are identified, planned and developed

Environmental, Economic and Social

As this is an administrative item, there are no significant identifiable environmental, social or economic impacts relating to this item. The environmental impacts concerning the construction of the haulage routes is dealt with separately under the conditions of marina JDAP approval.

RISK MANAGEMENT CONSIDERATIONS

There is a financial risk associated with this item because if the road is handed back in an unacceptable standard the Town will be responsible for its repair. The risk rating is considered to be medium (8), which is determined by a likelihood of likely (4) and a consequence of minor (2). However, the inclusion of a road condition report in the PPA licence will ameliorate that risk.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The dedication of Lot 501 as a public road, its temporary closure to the public and entering an appropriate licence with the Pilbara Ports Authority ('PPA') will enable lawful access to the marina for the purpose of its construction, and result in the road being handed back to the Town to an acceptable standard for public use.

ATTACHMENTS

1. Landgate map of Lot 501 on DP406818 (under separate cover)
2. Draft subdivision plan (under separate cover)
3. Extract of Spoilbank Marina Trucking Routes plans (under separate cover)

11.3.5 AWARD OF TENDER RFT2021-13 – ‘CLEANFILL FOR SOUTH HEDLAND LANDFILL’

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

CM202021/153 COUNCIL DECISION**MOVED: CR MCDONOGH****SECONDED: CR TURNER**

That Council, in regard to Tender 2021-13 ‘Cleanfill for South Hedland Landfill’:

1. Accepts the tender from BJ Young Earthmoving Pty Ltd for a period of three (3) years commencing from 1 May 2021, in accordance with:
 - a) The schedule of rates detailed in confidential attachment 1; and
 - b) Council’s contract documentation, budget and Strategic Resource Plan estimates;
2. Authorises the Chief Executive Officer to sign the form of contract appointing BJ Young Earthmoving Pty Ltd as the contractor for Tender 2021-13, together with any variations, amendments or discharging thereof; and
3. Authorises the Chief Executive Officer to approve or reject all contract extension options for Tender 2021-13 ‘Cleanfill for South Hedland Landfill’.

CARRIED 6/0

PURPOSE

The purpose of this report is for Council to consider the assessment of submissions received for RFT2021-13 ‘Cleanfill for South Hedland Landfill’ and consider the evaluation panel’s recommendation to award the tender to the preferred tenderer.

DETAIL*Request for Tender*

The Town released a Request for Tender (RFT) on 20 January 2021, requesting bids for the supply of cleanfill. Cleanfill material is required under South Hedland Landfill’s License L6917/1997/8 to cover putrescible and general waste on a daily basis. The South Hedland Landfill requires approximately 1,100 tonnes of cleanfill every fortnight for daily cover, fire suppression, cell construction and for immediate covering of hazardous waste materials such as asbestos, quarantine and medical waste. Additional loads may be required from time to time depending on these requirements.

The specification for this Tender included the definition of cleanfill, cleanfill properties, materials testing and delivery parameters.

The RFT was released on VendorPanel (the Town's e-tendering portal), West Australian and the North West Telegraph on 20 January 2021 with a closing date of 17 February 2021.

Tender Assessment

The Town received 3 submissions for RFT2021-13. The respondents were as follows:

1. BJ Young Earthmoving Pty Ltd;
2. North West Quarries Pty Ltd; and
3. WA Limestone Contracting Pty Ltd.

Clarification was sought from the following suppliers to assist in finalising the evaluation process:

- BJ Young Earthmoving Pty Ltd.

All compliant tender submissions have been evaluated by a panel of three (3) Town employees whose main objectives were:

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

Procurement facilitated an evaluation meeting held on 3 March 2021. The compliant submissions were assessed against the qualitative criteria as listed in the below table:

Qualitative Criteria	(%)
Relevant Experience	30%
Capacity to Deliver & Resources	30%
Quality / Suitability	40%
	100%

A summary of the assessment results of each submission received is included in the confidential evaluation report attached. The contract is for a three (3) year period, with three (3) x one (1) year extension options, exercisable at the absolute discretion of the Principal.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because application and use of cleanfill is an ongoing licence requirement and is required to maintain the safe operation of the site.

CONSULTATION

Internal

- Director Regulatory Services;
- Site Supervisor Waste Operations; and
- Town Procurement Officers.

External Agencies

- Department of Water and Environmental Regulation (Landfill Regulator).

Community

- No direct consultation required.

LEGISLATION AND POLICY CONSIDERATIONS

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

The evaluation report and corresponding details relating to the respondents offers are deemed confidential pursuant to section 5.23 (c) and (e) of the *Local Government Act 1995*.

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

- 2/007 'Purchasing'; and
- 2/016 'Regional Price Preference'.

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

FINANCIAL AND RESOURCES IMPLICATIONS

Provision of cleanfill for use at the South Hedland Landfill is already included within the Landfill Operational Budget. Tonnage rates for additional cleanfill may be required in the event that extra fire suppression material or cell construction material, both of which provided for within the existing budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 3.b.3 Sustainable energy, waste and water management practices are provided and promoted

Environmental

Covering waste with cleanfill is important to provide a safe working environment for staff and the public, minimise fly litter, minimise erosion, reduce vermin harbourage and breeding, fire suppression and to build the structure of the landfill to support future vegetation growth, remediation works and utilisation for a new purpose.

Corporate Business Plan

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

- 3.b.3.2 – Promote sustainable initiatives with encourage waste avoidance, reduction, recovery and reuse.

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item because waste is required to be covered with cleanfill under South Hedland Landfill's License L6917/1997/8 to provide a safe working environment for staff and the public, prevent windblown litter and vermin, minimise likelihood

of fire, and provide a supply of fire suppression material. The risk rating is considered to be medium (6), which is determined by a likelihood of unlikely (2) and a consequence of moderate (3). This risk will be eliminated by the adoption of the Officer's Recommendation.

There is a financial risk associated with this item in the event that delivery amounts are not correct. The risk rating is considered to be low (4), which is determined by a likelihood of unlikely (2) and a consequence of minor (2). To reduce this risk, the action plan is to ensure contractor loads are randomly weighed on weighbridge to verify "Loadrite" dockets or similar. If it continues to occur, each load will be required to be weighed on the weighbridge.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 – Do not adopt officer's recommendation

CONCLUSION

The award of this contract will secure a suitable contractor to provide cleanfill cover for the South Hedland Landfill, enabling the continued operation of the facility in a manner compliant with the Department of Water and Environmental Regulation license conditions.

ATTACHMENTS

1. Evaluation Report and Endorsement Memo - Confidential (under separate cover)

11.3.6 AWARD OF TENDER RFT1920-24 - 'DEMOLITION OF STEVENS STREET RETIREMENT VILLAGE'

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

CM202021/153 COUNCIL DECISION**MOVED: CR MCDONOGH****SECONDED: CR TURNER**

That Council, in regard to Tender 1920-24 'Demolition of Stevens Street Retirement Village':

1. Accepts the Tender from Pilbara Construction Pty Ltd for an amount of \$495,570 (excluding GST) in accordance with Council's contract documentation, budget, and Strategic Resource Plan estimates; and
2. Authorises the Chief Executive Officer to sign the form of contract appointing Pilbara Construction Pty Ltd as the contract together with any variations, amendments or discharging thereof.

*CARRIED 6/0***PURPOSE**

The purpose of this report is for Council to consider the assessment of submissions received for RFT1920-24 for the Demolition of Stevens Street Retirement Village and consider the evaluation panel's recommendation to award the tender to the preferred tenderer.

DETAIL*Request for Tender*

The Stevens Street retirement village was opened in January 1981 comprising single residential units together with a central meeting building. It was then refurbished in 2001. The premises was subject to a Joint Venture with the Department of Communities (which has now ceased) and managed by the "Port Hedland Retirement Village Incorporation". The Department of Communities issued the Town with a notice of Breach, resulting in the Town commissioning a building audit of the site which concluded that several of the residential buildings and other structures onsite were structurally unsound. Due to ongoing building safety concerns and confirmation that the replacement of entire buildings would be less costly than upgrades/repairs, Council determined to relocate the residents to alternative accommodation and at its 26 February 2020 meeting, confirmed its support for the demolition of the existing buildings on site.

The Town released a Request for Tender (RFT) on Wednesday 24 March 2021, requesting the demolition and disposal of the Stevens Street Retirement Village site, including:

- Demolition of all structures on site;

- Removal of all demolition waste;
- Removal of all underground services;
- Removal of all concrete and asphalt; and
- Safe and compliant management of, and disposal of all Asbestos Containing Material (ACM).

The RFT was released on Vendorpanel (the Town’s e-tendering portal) on 24 March 2021 and was advertised in the West Australian and the North West Telegraph on 24 March 2021 with a closing date of 14 April 2021.

Addendum Details

Addendum was issued in response to questions raised at the 1 April 2021 site meeting, together with additional information requested from the attendees at that time. Site Inspection/Briefing details

Date: 1 April 2021
 Time: 10.00AM
 Location: Onsite at the Stevens Street Retirement Village

Tender Assessment

The Town received four submissions for RFT 1920-24. The respondents were as follows:

1. KANZ Construction;
2. MD Holdings Australia;
3. Pilbara Construction Pty Ltd; and
4. Roelandts Group Pty Ltd.

All compliant tender submissions have been evaluated by a panel of three (3) Town employees whose main objectives were:

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

The Town’s Procurement Officer facilitated the evaluation meeting held on 23 April 2021. The compliant submissions were assessed against the qualitative criteria as listed in the below table:

Qualitative Criteria	(%)
Relevant Experience & Key Personnel	40%
Capacity to Delivery and Resources	30%
Demonstrated Understanding & Methodology	30%

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

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the premises has reached end of life and is no longer considered viable to repair to a habitable condition.

CONSULTATION

Internal

- Executive Team;
- Procurement Officers;
- Building Maintenance Officers; and
- Manager Environmental Health and Community Safety.

External Agencies

- Department of Communities.

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

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

The evaluation report and corresponding details relating to the respondents offers are deemed confidential pursuant to section 5.23 (c) and (e) of the *Local Government Act 1995*.

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

- 2/007 'Purchasing'; and
- 2/016 'Regional Price Preference'.

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

FINANCIAL AND RESOURCES IMPLICATIONS

The Town has allocated a capital budget for these works within the 2020/21 budget.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 1.d.3 Facilities and community infrastructure are well maintained, managed and fit for purpose to provide a range of lifestyle opportunities

Environmental There are environmental implications associated with asbestos, termites and the current structural damage to the infrastructure.

Social Demolishing and removing all structures from the site will limit opportunities for vandalism, squatting and other antisocial behaviour.

Corporate Business Plan

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

- 1.d.3.4 – Ensure that the Town's commercial, community and residential properties are fit for purpose, compliant and maintained to the appropriate standards.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, as leaving the site in its current state will provide opportunity for vandalism, squatting and other antisocial behaviour. Furthermore, the degraded state of the buildings may collapse during a cyclonic event causing further damage to surrounding properties presenting a financial risk. 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 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 Stevens Street Retirement Village has reached end of life and presents a potential hazard to the community in its current condition. It is recommended that Council endorse the award of RFT1920-24 'Demolition of Stevens Street Retirement Village' to the preferred tenderer as noted in the officer's recommendation in order to commence these works and minimise further risk to the community.

ATTACHMENTS

1. Evaluation Report and Endorsement Memo - Confidential (under separate cover)

11.1 Corporate Services

11.1.1 MODEL CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Author: 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.

CM202021/154 COUNCIL DECISION

MOVED: CR UNKOVICH

SECONDED: CR TURNER

That Council, pursuant to section 5.103 of the *Local Government Act 1995*:

1. Adopts the Model Code of Conduct as per attachment 1 and as prescribed by the *Local Government (Model Code of Conduct) Regulations 2021*;
2. Authorises the Chief Executive Officer to approve the complaint form (and any future amendments to the form) pursuant to regulation 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*;
3. Delegates all local government powers under clauses 12 and 13 of the Model Code of Conduct to the Chief Executive Officer;
4. Designates the Chief Executive Officer as the Rules of Conduct Complaints Officer; and
5. Further notes, that the 2019 Code of Conduct remains in effect for the purposes of section 5.51A of the *Local Government Act 1995*, until such time as a new Code of Conduct for Employees is implemented by the Chief Executive Officer.

CARRIED BY ABSOLUTE MAJORITY 6/0

PURPOSE

The purpose of this report is to recommend the adoption of the Model Code of Conduct (“the Model Code”) as prescribed by the *Local Government (Model Code of Conduct) Regulations 2021* (“the Model Code Regulations”).

DETAIL

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed in Parliament. This Act introduced new requirements, including the need to adopt a mandatory model code of conduct for council members, committee members and candidates.

The new Model Code Regulations outline acceptable standards of behaviour and the rules governing alleged conduct breaches. The new Model Code, which must be adopted by each local government in Western Australia by 3 May 2021, provides Elected Members, members

of Council committees and candidates for election to Council, guidance on decision making, appropriate actions and behaviour.

The Town has previously developed its own codes of conduct and rules governing the management of complaints, with recent reviews undertaken in 2016 and 2019. The Model Code provides a Statewide uniform approach to conduct and consistent decision making with respect to the resolution of reported breaches. The Model Code mandates a preferred approach to the management of poor conduct through education rather than sanctions. However, where there is non-compliance with action determined by the local government, matters may be referred to the Standards Panel, which has the authority to make binding decisions on elected members, committee members and candidates.

The Model Code is made up of four divisions. The first provides the context and sets out the preliminary provisions. The second division sets out the general principles of the Model Code, including provisions governing personal integrity, relationships with others and accountability.

Division 3 outlines the standard of behaviour required by those subject to the Model Code as they are particular to integrity, relationships with others and conduct at meetings. Included in this Division are provisions around the making of a complaint about alleged breaches of the Model Code and the management of such complaints. Division 4 sets the rules of conduct.

Council is permitted to include additional behaviours under Division 3, provided they are not inconsistent with the Model Code. There are no additional measures recommended by staff.

Clause 12(1) of the Model Code states:

After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

It is recommended that Council delegates the powers associated with the management of a complaint made under the Model Code to the Chief Executive Officer, to provide a process that is consistent with the Town's other complaints handling practices. A draft policy, prepared in consultation with the Western Australia Local Government Association (WALGA), will be presented to Council in the coming months proposing a formal process in which complaints are to be dealt with.

Section 5.104(1) of the Act requires that the adoption of the Model Code must be by Absolute Majority.

Whilst adoption of the Model Code will supersede the current Code of Conduct ("the 2019 Code"), which was adopted by Council on 19 December 2019 (decision CM201920/121), the 2019 Code will need to be retained on an interim basis to provide a behaviour and conduct framework for the Town's employees. This will remain the case until the implementation by the Chief Executive Officer of a new code of conduct for employees, pursuant to section 5.51A of the *Local Government Act 1995* ("the Act"). A separate code of conduct for employees, volunteers and contractors is under development and will be approved by the Chief Executive Officer and Executive Leadership Team in the coming months.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because this item will not significantly impact the community or Council as a whole, nor have any significant financial implications.

CONSULTATION

Internal

- Manager Governance; and
- Senior Organisational Development Advisor.

External Agencies

- Western Australia Local Government Association (WALGA); and
- Department of Local Government, Sport and Cultural Industries (DLGSC).

Community

- Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Legislation Amendment Act 2019 introduces the new requirements for a mandatory Code of Conduct and CEO Standards.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial implications in relation to this item.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 4.b.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.

Corporate Business Plan

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

- 2.b.3.1 – Regularly review policies and local laws to minimise red tape within statutory frameworks; and
- 4.b.3.1 – Ensure governance information provided to the community is in line with legislated requirements.

RISK MANAGEMENT CONSIDERATIONS

There are no significant community, Council or financial risks associated with this item because the risk rating is considered to be Low (2). This is determined by an unlikely (2) likelihood and an insignificant (1) consequence. This report promotes good governance, transparency, accountability and informed decision making.

OPTIONS

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

CONCLUSION

It is recommended that the Model Code be adopted to meet the Town’s statutory obligations with respect to s5.103 of the Act. Further, it is noted that the 2019 Code be superseded only insofar as it applies to elected members, committee members and candidates, until such time as the Chief Executive Officer implements a new code of conduct for employees.

ATTACHMENTS

1. **Model Code of Conduct for Elected Members, Members of Committees and Candidates (under separate cover)**

11.3 Regulatory Services

11.3.2 RESPONSE TO WESTERN AUSTRALIAN PLANNING COMMISSION - DRAFT IMPROVEMENT SCHEME POLICY NO.1 - WEST END PRECINCTS

Author: Projects Officer – Planning and Development
Authorising Officer: Director Regulatory Services
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM202021/155 COUNCIL DECISION

MOVED: CR MCDONOGH

SECONDED: CR TURNER

That Council endorses the recommendations and comments in Attachment 2 to the Western Australian Planning Commission regarding the draft West End Improvement Scheme No.1 – West End Precincts.

For the motion: Cr McDonogh, Cr Turner, Mayor Peter Carter

Against the motion: Cr Unkovich, Cr Gillingham, Cr Zielke

The vote was tied and the Presiding Member exercised his casting vote for the motion.

CARRIED 4/3

PURPOSE

The purpose of this report is for Council to consider the Town's recommendations to the Western Australian Planning Commission ('WAPC') regarding the West End Improvement Scheme Policy No.1 – West End Precinct ('draft West End Policy'), as attached in Attachment 2.

DETAIL

As Council are aware, the Port Hedland West End Improvement Scheme No.1 ('Improvement Scheme') was gazetted on 18 September 2020 and is now operative. The WAPC is the responsible authority for the Improvement Scheme, and the Town's local planning scheme now ceases to apply.

The draft West End Policy is a policy prepared by the WAPC under the Improvement Scheme to guide land use and development within the West End. It aims to assist in the implementation of the State Government response to the Port Hedland Dust Management Report to Government (2016) and will have regard to existing spatial arrangements of land uses. The draft West End Policy is currently being advertised for public comment.

Broadly speaking, the Policy divides the West End into four (4) sub-precincts: the Portside Precinct (historic Town Centre area), Business Park Precinct (West End existing light industrial area), Maritime Precinct (West End existing residential area) and Landscape Precinct (buffer area between Wilson and Anderson Streets). The policy provides further guidance to land use

permissibility in each sub-precinct with the aim of ensuring appropriate land use compatibility and an appropriate transition of land uses over time.

The Town proposes to provide the recommendations and comments on the draft Policy as detailed in Attachment 2 to the WAPC, summarised as follows:

- Inclusion of the Town's Heritage List and Coastal Hazard and Risk Management and Adaptation plan as specific matters required in considering development applications in the West End;
- Addition of various land uses that are unlisted in the draft Policy being included as preferred land uses in specific precincts for the reasons outlined in the table in Attachment 2;
- Deletion of a night club from the Maritime Precinct until sufficient residential retreat has occurred;
- Agreeing with the draft Policy for workforce accommodation to be a preferred use in the Maritime Precinct, subject to any such development complying with Design Guidelines for workforce accommodation;
- Further provisions to provide a clear framework to guide the determination of car parking variations in the West End;
- Further provisions regarding the extent to which applicants can make alterations or extensions to a non-conforming use; and
- Further provisions regarding building design and mechanical devices that may be used to mitigate dust exposure.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because the Town is only making recommendations as the WAPC is the decision maker.

CONSULTATION

Internal

- Planning and Development and Environmental Health team.

External Agencies

- This Policy is currently being advertised by the WAPC for public consultation.

Community

- As above.

LEGISLATION AND POLICY CONSIDERATIONS

- West End Improvement Scheme No.1 – Part 6, Division 2 – Improvement Scheme Policies; and
- *Planning and Development Act 2005* – Part 8 – Improvement Plans and Schemes.

FINANCIAL AND RESOURCES IMPLICATIONS

- Nil.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

- 3.c.1 Urban and spatial planning is implemented to enhance human interaction with nature and industry

Environmental

There are no environmental health consequences as the recommendations do not undermine the *Port Hedland Dust Management Report to Government (2016)*.

Economic and Social

The recommendations promote appropriate social and economic activation of the West End precinct.

RISK MANAGEMENT CONSIDERATIONS

There is an environmental and reputational risk associated with this item because the Town's recommendations incorporate a local and technical understanding of both the West End Precinct itself, and how the proposed land uses interact with other areas of the whole of the Town of Port Hedland, and failure to provide comment would render that local and technical understanding unrepresented. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2).

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

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Amend officer's recommendation

Option 3 - Not adopt officer's recommendation

CONCLUSION

The recommendations and comments in Attachment 2 provide a local and technical understanding of the West End Precinct itself, and how the proposed land uses interact with other precincts across the whole of Hedland. It is recommended Council endorse these comments being provided to the Western Australian Planning Commission in response to the draft Policy.

ATTACHMENTS

1. Draft Improvement Scheme Policy No.1 - West End Precincts (under separate cover)
2. Draft Letter to WAPC RE:West End Policy (under separate cover)

11.4 Infrastructure Services

Nil.

11.5 Executive Services

Nil.

Item 12 Reports of Committees

Nil.

Item 13 Motions of which Previous Notice has been given

Nil.

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

Nil.

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

Nil.

Item 16 Closure

16.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 26 May 2021 commencing at 5:30pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:11pm.



ATTACHMENTS

Under Separate Cover

Ordinary Council Meeting
Wednesday, 28 April 2021

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Town of Port Hedland Code of Conduct

**for Council Members, Committee Members
and Candidates**

Adopted xx April 2021

pursuant to

Local Government (Model Code of Conduct) Regulations 2021

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Division 1 – Preliminary provisions

1. Citation

This is the Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code –

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 – General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should –

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should –

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision making in an honest, fair, impartial and timely manner; and

- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.

- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
- (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised

event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
- document** includes a part of a document;
- non confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or

- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
 - (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
 - (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
 - (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
 - (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

DRAFT

**TOWN OF PORT HEDLAND
STATEMENT OF FINANCIAL ACTIVITY
2020/2021 BUDGET HALF YEARLY REVIEW
BY NATURE AND TYPE**

	Original 2020/21 Adopted Budget	YTD Actual 31 December 2020	Half Yearly Budget Amendments	Revised Budget	Adjustments
	(a) \$	\$	(b)-(a)	(b) \$	\$
OPERATING ACTIVITIES					
Opening Funding Surplus(Deficit)	721,525	2,509,398	1,787,873	2,509,398	
Revenue from operating activities					
Rates	49,218,633	49,018,984	4,200,000	53,418,633	
Operating grants, subsidies and contributions	3,159,029	465,992	(990,139)	2,168,890	
Fees and charges	14,431,113	8,285,534	697,571	15,128,684	
Interest earnings	1,298,483	703,605	(228,960)	1,069,523	
Other revenue	893,334	442,193	3,211,087	4,104,421	
Profit/(Loss) on disposal of assets	43,649	21,825	0	43,649	
	69,044,241	58,938,133	6,889,559	75,933,800	
Expenditure from operating activities					
Employee costs	(26,208,708)	(12,783,264)	(481,493)	(26,690,201)	
Materials and contracts	(41,983,647)	(21,105,160)	(1,705,959)	(43,689,606)	
Utility charges (electricity, gas, water etc.)	(4,018,995)	(1,959,458)	(70,508)	(4,089,503)	
Depreciation on non-current assets	(10,656,786)	(4,853,951)	0	(10,656,786)	
Interest expense	(911,176)	(459,996)	230,000	(681,176)	
Insurance expense	(1,023,977)	(558,081)	(5,182)	(1,029,159)	
Other expenditure	(1,442,728)	(772,109)	(236,388)	(1,679,116)	
	(86,246,017)	(42,492,019)	(2,269,530)	(88,515,547)	
Non-cash amounts excluded from operating activities					
Add back depreciation	10,656,786	4,853,951	0	10,656,786	
Adjust (Profit)/loss on disposal	(43,649)	0	0	(43,649)	
Transfer to /(from) non current	(924,160)	0	0	(924,160)	
	9,688,977	4,853,951	0	9,688,977	
Amount attributable to operating activities	(7,512,799)	21,300,065	4,620,029	(2,892,770)	-
INVESTING ACTIVITIES					
Non- operating Grants, Subsidies and Contributions	6,960,458	1,480,212	0	6,960,458	
Capital Works	(76,301,371)	(20,310,782)	18,976,905	(57,324,466)	(4,506,108)
Proceeds from disposal of assets	439,800	388,630	0	439,800	
Proceeds from self supporting loans	72,799	13,511	0	72,799	
Amount attributable to investing activities	(68,828,314)	(18,428,429)	18,976,905	(49,851,409)	
FINANCING ACTIVITIES					
Repayment of borrowings	(706,650)	0	0	(706,650)	
Principal elements of finance lease payments	(302,801)	(72,380)	0	(302,801)	
Proceeds from new borrowings	17,800,000	0	(17,000,000)	800,000	
Transfer from cash backed reserves	66,262,179	0	1,608,658	67,870,837	4,506,108
Transfer to cash backed reserves	(7,239,053)	0	(9,438,123)	(16,677,176)	
Amount attributable to financing activities	75,813,675	(72,380)	(24,829,465)	50,984,210	
Closing funding surplus(deficit)	194,087	5,308,654	555,342	749,429	-

TOWN OF PORT HEDLAND STATEMENT OF FINANCIAL ACTIVITY 2020/2021 BUDGET HALF YEARLY REVIEW BY PROGRAMME					
	2020/21 Adopted Budget	YTD Actual 31 December 2020	Half Yearly Budget Amendments	Revised Budget	Adjustment
	(a) \$	\$	(b)-(a)	(b) \$	\$
OPERATING ACTIVITIES					
Opening Funding Surplus(Deficit)	721,525	2,509,398	1,787,873	2,509,398	
Revenue from operating activities					
General Purpose Funding	52,013,151	49,018,984	3,989,746	56,002,897	
Law, Order & Public Safety	85,127	45,646	3,607	88,734	
Health	451,132	195,853	(27,494)	423,638	
Education & Welfare	174,372	65,630	154,791	329,163	
Housing	0	0	54,334	54,334	
Community Amenities	10,149,050	6,520,009	(502,254)	9,646,796	
Recreation & Culture	2,655,358	757,053	281,941	2,937,299	
Transport	2,182,500	0	1,072,126	3,254,626	
Economic Services	1,025,702	537,030	1,857,500	2,883,202	
Other Property & Services	307,848	203,177	4,763	312,611	
	69,044,241	58,938,133	6,889,559	75,933,800	
Expenditure from operating activities					
General Purpose Funding	(121,698)	(97,144)	(3,000)	(124,698)	
Governance	(2,539,166)	(1,272,078)	(27,940)	(2,567,106)	
Law, Order & Public Safety	(2,063,666)	(1,032,176)	6,207	(2,057,459)	
Health	(903,254)	(451,127)	(17,994)	(921,248)	
Education & Welfare	(2,367,305)	(1,120,636)	(224,914)	(2,592,219)	
Housing	(3,179,173)	(733,741)	52,573	(3,126,600)	
Community Amenities	(35,185,729)	(18,023,959)	879,918	(34,305,811)	
Recreation & Culture	(22,423,904)	(11,167,159)	(736,112)	(23,160,016)	
Transport	(9,657,216)	(4,753,990)	(1,357,562)	(11,014,778)	
Economic Services	(853,867)	(400,884)	(301,300)	(1,155,167)	
Other Property & Services	(6,951,039)	(3,439,128)	(539,407)	(7,490,446)	
	(86,246,017)	(42,492,019)	(2,269,530)	(88,515,547)	
Non-cash amounts excluded from operating activities					
Add back depreciation	10,656,786	4,853,951	0	10,656,786	
Adjust (Profit)/loss on disposal	(43,649)	0	0	(43,649)	
Transfer to /(from) non current	(924,160)	0	0	(924,160)	
	9,688,977	4,853,951	0	9,688,977	
Amount attributable to operating activities	(7,512,799)	21,300,065	4,620,029	(2,892,770)	-
INVESTING ACTIVITIES					
Non- operating Grants, Subsidies and Contributions	6,960,458	1,480,212	0	6,960,458	
Capital Works	(76,301,371)	(20,310,782)	18,976,905	(57,324,466)	(4,506,108)
Proceeds from disposal of assets	439,800	388,630	0	439,800	
Proceeds from self supporting loans	72,799	13,511	0	72,799	
Amount attributable to investing activities	(68,828,314)	(18,428,429)	18,976,905	(49,851,409)	
FINANCING ACTIVITIES					
Repayment of borrowings	(706,650)	0	0	(706,650)	
Principal elements of finance lease payments	(302,801)	(72,380)	0	(302,801)	
Proceeds from new borrowings	17,800,000		(17,000,000)	800,000	
Transfer from cash backed reserves	66,262,179	0	1,608,658	67,870,837	4,506,108
Transfer to cash backed reserves	(7,239,053)	0	(9,438,123)	(16,677,176)	
Amount attributable to financing activities	75,813,675	(72,380)	(24,829,465)	50,984,210	
Closing funding surplus(deficit)	194,087	5,308,654	555,342	749,429	-

**TOWN OF PORT HEDLAND
RESERVES
2020/2021 BUDGET HALF YEARLY REVIEW**

	Opening Balance	Transfers In & Interest		Budget	Transfers Out		Q2 Proposed Budget	Current Closing Balance of Reserve	
	Actual	Budget	Q2 Proposed Budget		Opex	Capital		Budget	Q2 Proposed Budget
Current									
Airport Reserve	14,792,463	0	0	0	(1,042,000)	(2,000,000)	(3,042,000)	14,792,463	11,750,463
Asset Management - Community Facilities and Infrastructure Reserve	3,158,190	300,000	2,000,000	(500,000)	0	(500,000)	(500,000)	2,958,190	4,658,190
Cyclone Emergency Support Response	80,410	0	0	0	0	0	0	80,410	80,410
Employee Leave Reserve	1,375,612	0	0	0	0	0	0	1,375,612	1,375,612
Financial Risk Reserve	21,939,752	0	12,607,176	(3,915,000)	0	(10,044,183)	(10,044,183)	18,024,752	24,502,744
Plant Reserve	914,717	800,000	1,470,000	(721,700)	0	0	0	993,017	2,384,717
Spoilbank Reserve	36,458,866	0	0	(24,000,000)	(24,000,000)	(172,835)	(24,172,835)	12,458,866	12,286,031
Housing Reserve	583,965	0	0	(300,000)	0	0	0	283,965	583,965
Strategic Reserve	148,100,578	5,539,053	0	(25,239,346)	0	(23,208,416)	(23,208,416)	128,400,285	124,892,162
Unfinished Works & Committed Works Reserve	6,047,125	0	0	(7,406,133)	0	(5,373,403)	(5,373,403)	(1,359,008)	673,722
Waste Management Reserve	6,634,973	600,000	600,000	(4,180,000)	0	(1,530,000)	(1,530,000)	3,054,973	5,704,973
Financial Statements	240,086,651	7,239,053	16,677,176	-66,262,179	-25,042,000	-42,828,837	-67,870,837	181,063,525	188,892,990

13/012 Licencing of Funeral Directors**Objective**

The purpose of this policy is to outline Council's commitments for managing and issuing of Funeral Director's Licences and to outline the process by which licence applications are assessed, granted, cancelled and/or suspended.

Content

In pursuance of its responsibilities under the *Cemeteries Act 1986* ("the Act"), the Council adopts the following policy for issuing a Funeral Director's Licence and the Standard Requirements it will consider when assessing an application.

It is recommended that all applicants be a member of the Australian Funeral Directors Association and/ or National Funeral Directors Association and/or other appropriate associations;

Standard Requirements

Prior to a new licence being issued or an existing licence renewed, in accordance with clause 2.1 of the Town of Port Hedland *Cemetery Local Law 2015*, the Chief Executive Officer will assess applications against the following criteria:

1. The applicant has complied with all requirements of the Act and the Town of Port Hedland *Cemeteries Local Law 2015*;
2. The applicant has completed and submitted an application in the form specified in Appendix 1 of this policy;
3. The applicant has provided a statutory declaration and supporting evidence that all standard requirements, as contained in this policy, have been met (Appendix 1);
4. The applicant has provided three (3) satisfactory character and/or professional referees are submitted by the applicant;
5. The applicant has provided Australian National Police Check Certificates no more than three (3) months old for all employees providing funeral director services;
6. Satisfactory results of any inspections made of the applicant's premises;
7. The applicant must have a transfer vehicle suitable for the proper and dignified transportation of human remains. That vehicle must have; an efficiently operating roller device and coffin clamping facility, blinds, treated

windows, curtains or other screening to ensure vision into the body storage area is blocked from all external angles;

8. The applicant must provide a commitment to the use of proper and dignified means of transport for when it is necessary to transport human remains outside the boundaries of the Town;
9. The applicant must have a dignified viewing area available for public access;
10. The applicant must have appropriate office space and/or suitable space available in which to make funeral arrangements;
11. The applicant must have access to facilities appropriate for the purposes of the proper care and treatment of human remains, including:
 - (a) Refrigerated body storage facilities;
 - (b) Body preparation facilities including:
 - A ready supply of hot and cold running water;
 - Easily cleansed surfaces;
 - Ventilation;
 - Waste disposal;
 - Lighting;
 - Basic mortuary equipment;
 - (c) Hygienic environment; and
 - (d) Safe and dignified equipment
12. The applicant shall provide satisfactory evidence from relevant authorities, certifying that all facilities, premises and equipment conform to appropriate Public Health authority requirements;
13. The applicant shall provide a satisfactory audited set of financial accounts;
14. The applicant shall provide satisfactory evidence that they, their employees and agents will conform with the provisions of the Metropolitan Cemeteries Board of WA Code of Conduct.

Cancellation or suspension of a funeral director's licence

1. The Town may cancel or suspend a funeral director's licence in accordance with section 18(1) of the Act.
2. Under section 18(1)(d) of the Act the Town may by notice in writing delivered to the holder of a licence, cancel or suspend the licence if it is no longer satisfied in relation to the holder of the licence of the matters referred to in section 17(2) being that the licence holder:
 - (a) is of good repute and is fit to hold a funeral director's licence; and

- (b) has suitable facilities and equipment for handling and storing dead bodies and conducting funerals.
3. Without limiting the Town's discretion under section 18(1), the Town will have regard to the following criteria for the purposes of sections 18(1)(d) and 17(2)(a) in determining whether the licence holder remains of good repute and is fit to hold a funeral director's licence:
- (a) whether the licence holder has breached any condition of the licence and whether any such breach has been rectified;
 - (b) whether any written complaints have been received by the Town in relation to the licence holder and whether the response of the licence holder to such complaint(s) was satisfactory;
 - (c) whether the licence holder has committed any breach of the licence holder's Code of Conduct and whether any such breach has been rectified;
 - (d) whether the licence holder has ceased to be a member of either the Australian Funeral Directors Association or the National Funeral Directors Association;
 - (e) whether the licence holder has failed to comply with any professional or ethical standard of the Australian Funeral Directors Association or the National Funeral Directors Association;
 - (f) whether the licence holder has failed to comply with any provision of the Act, the *Cremation Act 1929* or the Town of Port Hedland's *Cemeteries Local Law 2015*;
 - (g) whether the licence holder has become bankrupt or financially insolvent;
 - (h) whether the conduct of the licence holder or any employee of the holder in directing or attempting to direct a funeral within a cemetery or in undertaking any other activity ancillary or incidental to a funeral was in the opinion of the Town inappropriate or unbecoming; or
 - (i) any other consideration relevant in the Town's opinion to determining whether the licence holder remains of good repute and fit to hold a funeral director's licence.
4. Without limiting the Town's discretion under section 18(1), the Town will have regard to the following criteria for the purposes of sections 18(1)(d) and 17(2)(b) in determining whether the licence holder continues to have suitable facilities and equipment for handling and storing dead bodies and conducting funerals:
- (a) the results of any inspections made of the licence holder's premises;
 - (b) whether the licence holder continues to comply with paragraphs 9, 10, 11, 12, 13, and 14 of the Standard Requirements set out in this Policy;
 - (c) whether the licence holder has at any time failed to utilise suitable facilities or equipment in the handling, transport and storage of dead bodies and conducting funerals;
 - (d) whether any facilities, premises or equipment has failed at any time to conform with any public health or local government authority requirements;

- (e) whether any complaints have been made to the Town or the licence holder in relation to the facilities, premises or equipment of the licence holder and whether the response of the licence holder to such complaint(s) was satisfactory; or
- (f) any other consideration relevant in the Town's opinion to determining whether the licence holder continues to have suitable facilities and equipment for handling and storing dead bodies and conducting funerals.

Definitions

'**Council**' refers to the Town of Port Hedland.

'**Funeral**' means a ceremony or service held after a person's death, including the person's burial or cremation.

'**Satisfactory**' means meeting the reasonable discretion of the Chief Executive Officer of the Town of Port Hedland.

<i>Relevant legislation</i>	<i>Cemeteries Act 1986 Cremations Act 1929 Cemeteries Local Law 2015</i>
<i>Delegated authority</i>	-
<i>Business unit</i>	<i>Governance</i>
<i>Directorate</i>	<i>Corporate Services</i>

<i>Governance to complete this section</i>			
<i>Version Control</i>	<i>Version No.</i>	<i>Resolution No.</i>	<i>Adoption date</i>
	<i>V01</i>	-	<i>25 September 2005</i>
	<i>V02</i>	-	<i>25 January 2006</i>
	<i>V03</i>	<i>CM202021/018</i>	<i>26 August 2020</i>
	<i>V04</i>		
<i>Review frequency</i>	<i>Annually</i>		

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.

Application for Funeral Director's Licence

Cemeteries Act 1986
Town of Port Hedland Cemetery Local Law 2015



APPENDIX 1

1. APPLICANT

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Surname:	
First name:	
Trading Name of Business:	
Business Address(es):	
Postal Address:	
Work Phone:	
Email	
Mobile Phone:	
Home Phone:	

2. SPECIFIC FUNERAL DIRECTOR INFORMATION:

For Annual Period:	From:	To:
Number of years Applicant has held a Funeral Directors Licence:		Years
Have you been convicted of any offence, anywhere?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' provide details:		
Have you ever been declared bankrupt or placed in receivership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' provide details:		

Application for Funeral Director's Licence

Cemeteries Act 1986
Town of Port Hedland Cemetery Local Law 2015



3. BUSINESS INFORMATION:

COMPANIES:	
Full Name and Addresses of:	
Director/s:	
Manager/s:	
Registered Office:	
PARTNERSHIPS:	
Full Name and Addresses of Partners:	

4. APPLICATION:

I hereby apply to the Town of Port Hedland for a funeral director's licence in accordance with the *Cemeteries Act 1986*, *Town of Port Hedland Cemetery Local Law 2015* and Policy 13/012 Licencing of Funeral Directors and acknowledge that my application may be refused or my licence may be suspended or cancelled by the Town if the Town is no longer satisfied that I am of good repute and fit to hold a funeral director's licence; or that my facilities and equipment for handling and storing dead bodies and conducting funerals are no longer suitable.

Full Name and Capacity of Person Completing this Application:	
Full Name (Print):	
Position Title:	
Applicant signature:	
Date (DD/MM/YY):	

Application for Funeral Director's Licence

*Cemeteries Act 1986
Town of Port Hedland Cemetery Local Law 2015*



5. OFFICE USE ONLY:

Received on:	/ /	Referred to CEO:	/ /
Approved on:	/ /	Licence Issued on:	/ /
Licence Fee Paid on:	/ /	Receipt Number:	

DRAFT

Western Australia

Oaths, Affidavits and Statutory Declarations Act 2005

Statutory Declaration

I, _____ {name of person making declaration}

of _____ {address of person making declaration}

occupation _____ {occupation of person making declaration}

sincerely declare that I have met the standard requirements of Town of Port Hedland *Policy 13/012 Licencing of Funeral Directors* as part of my application for a funeral directors licence:

Standard requirements	Confirmation	Evidence attached
Three (3) character or professional references		
Current National Police Certificate		
Well-presented dignified hearse or other vehicle presented as a hearse with efficiently operating roller device and coffin clamping facility		
Transfer vehicle suitable for the proper and dignified transportation of human remains		
Dignified viewing area		
Appropriate office space		
Access to hygienic facilities and equipment appropriate for the proper care and treatment of human remains, as follows:		
• Refrigerated body storage facilities		
• Hot and cold running water		
• Easily cleansed surfaces		
• Ventilation		
• Waste disposal		
• Lighting		
• Basic mortuary equipment		
Safe and dignified handling written procedures		
Certification by public health authority that all facilities, premises and equipment conform to public health authority requirements		
Audited set of current financial accounts		
Statement of compliance with Metropolitan Cemeteries Board of WA Code of Conduct		

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

At _____ {place}

On _____ {date}

By _____ {Signature of person making the declaration}

In the presence of

_____ {Signature of authorised witness}

_____ {Name of authorised witness}

_____ {Qualification as such a witness}

An authorised witness for a statutory declaration that is made at a place in Western Australia is:

- any person described in the second column of Schedule 2 of the OASD Act; or
- any person before whom, under the *Commonwealth Statutory Declarations Act 1959*, a statutory declaration may be made.

The informal descriptions of persons described in Schedule 2 of the OASD Act are listed below:

Authorised Witnesses¹

Academic (post-secondary institution)	Engineer	Patent attorney
Accountant	Industrial organisation secretary	Physiotherapist
Architect	Insurance broker	Podiatrist
Australian Consular Officer	Justice of the Peace	Police officer
Australian Diplomatic Officer	Landgate officer	Post office manager
Bailiff	Lawyer	Psychologist
Bank manager	Local government CEO or deputy CEO	Public notary
Chartered secretary, governance adviser or risk manager	Local government councillor	Public servant (Commonwealth)
Chemist	Loss adjuster	Public servant (State)
Chiropractor	Marriage celebrant	Real estate agent
Company auditor or liquidator	Member of Parliament	Settlement agent
Court officer	Midwife	Sheriff or deputy sheriff
Defence force officer	Minister of religion	Surveyor
Dentist	Nurse	Registered teacher
Doctor	Optometrist	Tribunal officer
Electorate officer of a member of State Parliament	Paramedic	Veterinary surgeon

¹[Table updated on 03/04/2020]

Note: For the full formal description of authorised witnesses for statutory declarations refer to Schedule 2 of the Oaths, Affidavits and Statutory Declarations Act 2005.



**Town of Port Hedland
Summary of
Credit Card Statements
March 2021**

Account Name	Account Number	Debit Balance (\$)
Town of Port Hedland	xxxx-xxxx-xxxx-2287	\$ 4,220.22
Town of Port Hedland	xxxx-xxxx-xxxx-2572	\$ 10,497.44
Town of Port Hedland	xxxx-xxxx-xxxx-9998	\$ 13,193.03
Town of Port Hedland	xxxx-xxxx-xxxx-4201	\$ 10.00
Town of Port Hedland	xxxx-xxxx-xxxx-6593	\$ 6,530.85
Town of Port Hedland	xxxx-xxxx-xxxx-0004	\$ 77.27
Town of Port Hedland	xxxx-xxxx-xxxx-0885	\$ 274.90
Town of Port Hedland	xxxx-xxxx-xxxx-4193	\$ 359.56
Town of Port Hedland	xxxx-xxxx-xxxx-6577	\$ 500.98
Town of Port Hedland	xxxx-xxxx-xxxx-5921	\$ 169.00
Total \$		35,833.25

At the Town of Port Hedland, the Council’s Corporate Services Directorate and Finance Team have an overriding objective of providing quality corporate governance; accountability; transparency and compliance and welcome any questions or queries on the credit card statements from not just Elected Members, but the public in general.



NAB Connect

Transaction History Report

Account details

Account name
CC
Account number
4336-xxxx-xxxx-2287
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 4,220.22 DR
Closing balance: 0.00 CR

Date from: 01 March 2021
Date to: 31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
04/03/2021	CREDIT CARD PURCHASE DEPARTMENT OF FIRE & COCKBURN CENT		2,628.19 DR		2,628.19 DR
11/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		782.67 DR		782.67 DR
19/03/2021	CREDIT CARD PURCHASE MWA*CHEF BISTRO South Hedland		357.81 DR		357.81 DR
24/03/2021	CREDIT CARD PURCHASE NJAMAL SERVICES PTY PORT HEDLAND		305.00 DR		305.00 DR
26/03/2021	CREDIT CARD PURCHASE PERTH ASCOT CENTRAL PERTH		146.55 DR		146.55 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name	Opening balance:	0.00 CR
CC	Total credits:	0.00 CR
Account number	Total debits:	10,497.44 DR
4336-xxxx-xxxx-2572	Closing balance:	0.00 CR
Currency		
AUD	Date from:	01 March 2021
	Date to:	31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151174509BRISB ANE		7.76 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151174411BRISB ANE		7.76 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151174369BRISB ANE		7.76 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151174191BRISB ANE		7.76 DR		
01/03/2021	CREDIT CARD PURCHASE QANTAS GROUP HOTELS MASCOT		270.00 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216637922BRISB ANE		758.01 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216637406BRISB ANE		758.01 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216637791BRISB ANE		758.01 DR		
01/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216638078BRISB ANE		758.01 DR		3,333.08 DR
03/03/2021	CREDIT CARD PURCHASE PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK		479.93 DR		
03/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		737.18 DR		1,217.11 DR
04/03/2021	CREDIT CARD PURCHASE ZOOM.US 888-799-9666 WWW.ZOOM.US CA		209.90 DR		209.90 DR

Transaction History Report (Continued)

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
08/03/2021	CREDIT CARD PURCHASE LATHLAIN DOCTORS SUR RIVERVALE		55.00 DR		55.00 DR
10/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		625.28 DR		625.28 DR
11/03/2021	CREDIT CARD PURCHASE DYNAMICGIFT TUNCURRY		566.34 DR		
11/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		1,348.47 DR		1,914.81 DR
15/03/2021	CREDIT CARD PURCHASE THE FISH COURSE ONLINE SOUTHPORT		48.95 DR		
15/03/2021	CREDIT CARD PURCHASE LATHLAIN DOCTORS SUR RIVERVALE		50.00 DR		
15/03/2021	CREDIT CARD PURCHASE ABORIGINAL INSIGHTS ROEBOURNE		218.90 DR		
15/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		368.59 DR		686.44 DR
16/03/2021	CREDIT CARD PURCHASE REGIONAL EXPRESS MASCOT		320.39 DR		
16/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		414.08 DR		
16/03/2021	CREDIT CARD PURCHASE SurveyMonkey 0035315920752		828.00 DR		1,562.47 DR
18/03/2021	CREDIT CARD PURCHASE AMAZON MKTPLC AU SYDNEY SOUTH		26.99 DR		
18/03/2021	CREDIT CARD PURCHASE AMAZON MKTPLC AU SYDNEY SOUTH		53.98 DR		80.97 DR
19/03/2021	CREDIT CARD PURCHASE PATHWEST LABORATORY NEDLANDS		35.00 DR		
19/03/2021	CREDIT CARD PURCHASE AMAZON MKTPLC AU SYDNEY SOUTH		53.98 DR		88.98 DR
23/03/2021	CREDIT CARD PURCHASE SAI GLOBAL LIMITED SYDNEY		105.40 DR		105.40 DR
26/03/2021	CREDIT CARD PURCHASE THE HEDLAND HOTEL PORT HEDLAND		618.00 DR		618.00 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name	CC	Opening balance:	0.00 CR
Account number	4336-xxxx-xxxx-9998	Total credits:	16.66 CR
Currency	AUD	Total debits:	13,193.03 DR
		Closing balance:	0.00 CR
		Date from:	01 March 2021
		Date to:	31 March 2021

Transaction details					
Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/03/2021	CREDIT CARD PURCHASE FACEBK BB26PZESY2 fb.me/ads		697.84 DR		
01/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		782.67 DR		1,480.51 DR
03/03/2021	CREDIT CARD PURCHASE EB *Port Hedland Chamb 801- 413-7200		100.00 DR		100.00 DR
04/03/2021	CREDIT CARD PURCHASE SAI GLOBAL LIMITED NSW SYDNEY		726.79 DR		726.79 DR
05/03/2021	CREDIT CARD PURCHASE RGR ROAD HAULAGE MIDVALE		825.00 DR		825.00 DR
08/03/2021	CREDIT CARD PURCHASE Dropbox PQ8HH7L8ZVG8 db.ti/cchelp		231.00 DR		231.00 DR
09/03/2021	CREDIT CARD PURCHASE WEB*NETWORKSOLUTION S 888-6429675 FL		17.02 DR		
09/03/2021	CREDIT CARD PURCHASE WEB*NETWORKSOLUTION S 888-6429675 FL		17.02 DR		
09/03/2021	CREDIT CARD PURCHASE ZOOMUS 888-799-9666 WWW.ZOOM.US CA		20.99 DR		
09/03/2021	CREDIT CARD PURCHASE MailChimp 000-0000000 GA		178.48 DR		233.51 DR
10/03/2021	CREDIT CARD PURCHASE WEB*NETWORKSOLUTION S 888-6429675 FL		13.11 DR		
10/03/2021	CREDIT CARD PURCHASE SUPPORT@FOURSQUARE.C OM 6463804068 NY		26.25 DR		39.36 DR
11/03/2021	CREDIT CARD PURCHASE QT PERTH PERTH		380.06 DR		
11/03/2021	CREDIT CARD PURCHASE QT PERTH PERTH		380.06 DR		760.12 DR
15/03/2021	CREDIT CARD REFUND WEB*NETWORKSOLUTION S 888-6429675 FL			16.66 CR	
15/03/2021	CREDIT CARD PURCHASE ZOOMUS 888-799-9666 WWW.ZOOM.US CA		20.99 DR		4.33 DR

Transaction History Report (Continued)

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
16/03/2021	CREDIT CARD PURCHASE SMP*C and Hais Cafe Port Hedland		49.30 DR		
16/03/2021	CREDIT CARD PURCHASE BLS*MONDAY.COM 12017784567		804.00 DR		853.30 DR
18/03/2021	CREDIT CARD PURCHASE LOCAL GOVERNEMENT MANA EAST PERTH		1,540.00 DR		1,540.00 DR
19/03/2021	CREDIT CARD PURCHASE EG GROUP/150 ANDERSON STRPORT HEDLAND		46.45 DR		46.45 DR
23/03/2021	CREDIT CARD PURCHASE AMZN Mktg US*AN47L5UB3 Amzn.com/bill		38.24 DR		38.24 DR
24/03/2021	CREDIT CARD PURCHASE WOOLWORTHS 4316 POSR HEADLAND		73.68 DR		
24/03/2021	CREDIT CARD PURCHASE METACDN PTY LTD MELBOURNE		2,756.14 DR		2,829.82 DR
25/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151202686BRISB ANE		5.58 DR		
25/03/2021	CREDIT CARD PURCHASE CREATIONS BY AMBER ROS SOUTH HEDLAND		75.00 DR		
25/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216694748BRISB ANE		545.00 DR		625.58 DR
26/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795151203732BRISB ANE		3.44 DR		
26/03/2021	CREDIT CARD PURCHASE VIRGIN AUSTR0795216697050BRISB ANE		336.00 DR		339.44 DR
30/03/2021	CREDIT CARD PURCHASE BLS*MONDAY.COM 12017784567		522.92 DR		522.92 DR
31/03/2021	CREDIT CARD PURCHASE Informa PLC SYDNEY		1,980.00 DR		1,980.00 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name
CC
Account number
4336-xxxx-xxxx-4201
Currency
AUD

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 10.00 DR
Closing balance: 0.00 CR

Date from: 01 March 2021
Date to: 31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
18/03/2021	CREDIT CARD PURCHASE POST SOUTH HEDLAND PSO SOUTH HEDLAND		10.00 DR		10.00 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name	CC	Opening balance:	0.00 CR
Account number	4336-xxxx-xxxx-6593	Total credits:	23.96 CR
Currency	AUD	Total debits:	6,530.85 DR
		Closing balance:	0.00 CR
		Date from:	01 March 2021
		Date to:	31 March 2021

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
02/03/2021	CREDIT CARD REFUND SPOTLIGHT SOUTH MELBOUR			7.00 CR	
02/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		59.87 DR		52.87 DR
04/03/2021	CREDIT CARD PURCHASE TRANSMITSMS.COM 60 CARRINGTON		101.90 DR		101.90 DR
08/03/2021	CREDIT CARD PURCHASE KMART ONLINE 03		95.00 DR		
08/03/2021	CREDIT CARD PURCHASE SQ *NOSH N BOX Port Hedland		1,680.00 DR		1,775.00 DR
09/03/2021	CREDIT CARD PURCHASE SQ *CIK JALZZ DAPUR South Hedland		200.00 DR		
09/03/2021	CREDIT CARD PURCHASE WHENIWORK.COM WHENIWORK.COMMN		548.21 DR		748.21 DR
10/03/2021	CREDIT CARD PURCHASE AAA WHOLESALERS P/L BURLEIGH HEAD		799.60 DR		799.60 DR
12/03/2021	CREDIT CARD PURCHASE SPOTLIGHT SOUTH MELBOUR		468.24 DR		468.24 DR
15/03/2021	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOUTH HEDLAND		236.00 DR		236.00 DR
16/03/2021	CREDIT CARD REFUND JBHiFi.com.au 0395777000			16.96 CR	16.96 CR
25/03/2021	CREDIT CARD PURCHASE SPOTLIGHT SOUTH MELBOUR		40.49 DR		40.49 DR
31/03/2021	CREDIT CARD PURCHASE QANTAS AIRW MASCOT		2,301.54 DR		2,301.54 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name

CC

Account number

4336-xxxx-xxxx-0004

Currency

AUD

Opening balance:

0.00 CR

Total credits:

0.00 CR

Total debits:

77.27 DR

Closing balance:

0.00 CR

Date from:

01 March 2021

Date to:

31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
09/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		15.00 DR		15.00 DR
26/03/2021	CREDIT CARD PURCHASE SPOTTO WA DARLINGHURST		29.40 DR		29.40 DR
29/03/2021	CREDIT CARD PURCHASE CabFare Payments North Melbour		16.17 DR		
29/03/2021	CREDIT CARD PURCHASE DELAWARE NORTH RETAI REDCLIFFE		16.70 DR		32.87 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name

CC

Account number

4336-xxxx-xxxx-0885

Currency

AUD

Opening balance:

0.00 CR

Total credits:

0.00 CR

Total debits:

274.90 DR

Closing balance:

0.00 CR

Date from:

01 March 2021

Date to:

31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
19/03/2021	CREDIT CARD PURCHASE EZI*Big Box Products BEAUMARIS		262.90 DR		262.90 DR
31/03/2021	CREDIT CARD PURCHASE PILBARA TOOLS AND FAST WEDGEFIELD		12.00 DR		12.00 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name
CC
Account number
4336-xxxx-xxxx-4193
Currency
AUD

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 359.56 DR
Closing balance: 0.00 CR

Date from: 01 March 2021
Date to: 31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
05/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		2.52 DR		
05/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		19.39 DR		21.91 DR
09/03/2021	CREDIT CARD PURCHASE KMART 1103 SOUTH HEDLAND		129.00 DR		129.00 DR
16/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		9.00 DR		9.00 DR
17/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		72.53 DR		72.53 DR
23/03/2021	CREDIT CARD PURCHASE Bronson Safety Pty Ltd 1300095701		87.12 DR		87.12 DR
24/03/2021	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		40.00 DR		40.00 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name
CC
Account number
4336-xxxx-xxxx-6577
Currency
AUD

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 500.98 DR
Closing balance: 0.00 CR

Date from: 01 March 2021
Date to: 31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
15/03/2021	CREDIT CARD PURCHASE Vistaprint B.V. Venlo		74.98 DR		74.98 DR
16/03/2021	CREDIT CARD PURCHASE WESTERN AUSTRALI EAST PERTH		131.00 DR		131.00 DR
25/03/2021	CREDIT CARD PURCHASE WOOLWORTHS 4316 POSR HEADLAND		100.00 DR		100.00 DR
26/03/2021	CREDIT CARD PURCHASE SNAKEHANDLER PTY LTD MOORABBIN		195.00 DR		195.00 DR

Transaction History Report (Continued)

Account details

Account balance summary

Account name
CC
Account number
4336-xxxx-xxxx-5921
Currency
AUD

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 169.00 DR
Closing balance: 0.00 CR

Date from: 01 March 2021
Date to: 31 March 2021

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
09/03/2021	CREDIT CARD PURCHASE COMPASSESPLANADEHOT EL PORT HEDLAND		10.00 DR		10.00 DR
23/03/2021	CREDIT CARD PURCHASE POST SOUTH HEDLAND PSO SOUTH HEDLAND		159.00 DR		159.00 DR

End of report

Asset Details - P1098.ARASSETFILE PickList

Appendix 4 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								NON-OPERATING ACTIVITIES
For the period ended 31 March 2021								MATERIAL VARIANCE BY INDIVIDUAL PROJECT
With regards to expenditure classified as capital projects, a variance of 10% or \$10,000, whichever is greater, of the year to date budget, with individual project as the level that requires explanation								For the period ended 31 March 2021
Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Variance (Under)/Over %	Variance	Explanation of variance
CIF108046	Dual-use Path and Lighting Masterplan	500,000	375,003	22,152	(352,851)	(94%)	▲	Funding anticipated to be used for Sutherland St – This has been deferred at the March OCM. This is expected to result in significant delays. Funding will also be utilised for Redbank Bridge and Wilson St development.
CPP141059	Depot Masterplan	7,845,000	5,883,750	2,747,694	(3,136,056)	(53%)	▲	Weather delays have impacted timeline of some works as well as delays in consultant review of key drawings prior to structural fabrication. Project Practical completion date delayed by 6 weeks currently.
CIF118054	Finucane Island Boat Ramp Improvement	1,000,000	749,997	58,591	(691,406)	(92%)	▲	Project was delayed after consultation with the Kariyarra Corporation necessitated the completion of a land heritage survey prior to initiation of works, YTD actual is for the payment of the heritage survey. Works have been awarded and are expected to be completed this financial year.
CIF108045	Transfer Station / Community Recycling Centre	900,000	675,000	51,413	(623,587)	(92%)	▲	Currently in detailed design – funding to be rolled over
CIF117074	JD Hardie Multipurpose Courts	4,550,000	3,412,503	664,676	(2,747,827)	(81%)	▲	Design complete currently in construction, contractor claims to be submitted. Structural Steel delays may require a small portion to be rolled over.
CIF118075	JD Hardie Earthworks, Drainage and Carparks	1,000,000	749,997	0	(749,997)	(100%)	▲	Rolled into budget above
CIF118076	South Hedland Sports Earthworks, Drainage and Carparks	1,500,000	1,125,000	15,241	(1,109,759)	(99%)	▲	Works are on hold until the lease issue rectified
CPP11060	South Hedland Sports Parital Stage 1 Multiuser pavilion	50,000	37,494	14,951	(22,543)	(60%)	▲	Works are on hold until the lease issue rectified
CIF128001	Restricted access control programme (Rocks & Bollards)	330,980	248,229	219,739	(28,490)	(11%)	▲	4 mile works are complete and we are continuing the roll out of the program to the locations identified on our schedule.
CIF124056	RRG Pippingarra Road	300,000	225,000	174,915	(50,085)	(22%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CIF124026	Road Renewal Program - Yandeyarra Road	400,000	299,997	232,655	(67,342)	(22%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Variance (Under)/Over %	Variance	Explanation of variance
CIF124059	Remote Community Roads - Yandeyarra	150,000	112,500	0	(112,500)	(100%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CIF124035	Road Reseal Program	2,295,000	1,721,250	1,314,385	(406,865)	(24%)	▲	Resheeting program scheduled for Q4 following wet season to align with contractor availability.
CIF125071	Wilson street shared path project	60,000	45,000	2,637	(42,363)	(94%)	▲	Currently in Detailed Design – On track to spend budget this financial year
CIF125011	Footpath renewal program	1,272,745	954,558	817,984	(136,574)	(14%)	▲	Project has been slightly delayed due to contractor availability.
CIF124064	Kerb Renewals	955,712	716,778	598,872	(117,906)	(16%)	▲	Project has been slightly delayed as awaiting responses from concrete crushing and recycling RFT to be awarded in mid-April.
CIF117021	Playground renewal program	365,000	273,744	365,320	91,576	33%	▼	Waiting for contractor to amend the bank guarantee to be able to process the final invoice for payment.
CIF117015	Irrigation inground renewal	180,000	135,000	112,291	(22,709)	(17%)	▲	Works 70% complete with additional upgrades to control cabinet in west end due late April 2021 & Civic Center Irrigation works Tender has been awarded and is expected to commence on site within the coming weeks which will utilise the remainder of the budget.
CIF126010	Drainage Renewal Program	1,308,000	981,000	655,943	(325,057)	(33%)	▲	Final works for program being oval fertilising in late April to complete
CIF117066	Turf Renewal	220,000	164,997	145,735	(19,262)	(12%)	▲	Project has been delayed pending negotiations with grant funding partners.
CIF117077	Cooke Point/Pretty Pool pedestrian link	250,000	187,497	0	(187,497)	(100%)	▲	No claims yet made by construction contractor. Works beginning 19 April.
CIF117067	Shade Structure at South Hedland Skate Park Stage 1	1,550,000	1,162,494	79,004	(1,083,490)	(93%)	▲	The RFT process was completed and the submissions rejected. The new RFQ was released on the 10/03/21. Works are still expected to be finalised by the end of the financial year.
CPP113058	Marapkirurrinya Pops ups	631,065	473,292	139,552	(333,740)	(71%)	▲	Works not progressing no grant funding applied for as yet ; Works only to proceed if suitable shelter that meets PTA requirements
CIF108069	Bus Shelters	60,000	45,000	0	(45,000)	(100%)	▲	Work to be undertaken in Q4
CIF124062	Preliminary works, Road Safety Audit and Compliance Improvement	100,000	74,997	21,202	(53,795)	(72%)	▲	Works on track to be competed awaiting manufacture of sail shades for cemetery beach.
CIF117027	Shade Structures	120,000	90,000	115,426	25,426	28%	▼	Contractual issues have delayed construction project
CPP091001	Staff Housing construction	5,400,000	4,050,000	1,786,295	(2,263,705)	(56%)	▲	Contract execution delays have delayed incoming progress claims for this project. Most recent claim will bring the YTD actual up in line with the YTD budget. Works expected to be completed this FY.
CPP111009	South Hedland Sports Precinct Stage 1 - Detailed Design	644,000	482,994	247,413	(235,581)	(49%)	▲	Project delayed due to accreditation from engineers on the integrity of the light poles being required. Project will be completed by June.
CPP091039	Stevens Street Retirement Village	750,000	562,500	0	(562,500)	(100%)	▲	On track to complete new BBQ a SHAC , Redbank Depot removals at GAC replacement fat trays ,
CIF117078	Colin Matheson Oval Floodlights and Cricket pitch	482,000	361,494	42,111	(319,383)	(88%)	▲	
CIF117079	BBQ Renewal Program	140,100	105,075	4,075	(101,000)	(96%)	▲	

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Variance (Under)/Over %	Variance	Explanation of variance
CIF117080	Forrest Circle Gardens Renewal	88,000	65,997	4,568	(61,429)	(93%)	▲	Project Scope completed products ordered & works planned for late May 2021
CIF124016	Kerb and disability ramp improvements and renewal	49,500	37,125	0	(37,125)	(100%)	▲	To be rolled into 'Changing Places' ablation on the Multi-User Courts
CPP111063	Civic Centre and Gratwick Hall refurbishment Stage 5 - Partial	125,000	93,744	40,833	(52,911)	(56%)	▲	Works came in under budget for the external painting. Funds to be used on external landscaping upgrades
CPP111064	Wanangkura Stadium repurpose of 24hr access doors	100,000	74,997	650	(74,347)	(99%)	▲	Project has been delayed due to the scope finalisation internally, it is anticipated that the project will commence mid-April 2021
CIF108081	Recycling Bins Rollout	630,000	472,500	0	(472,500)	(100%)	▲	Invoices expected at completion of project
CPP091065	Community/Commercial Building Condition Reports	102,000	76,500	0	(76,500)	(100%)	▲	All inspections complete and waiting for report before invoice issued
CPP142048	Synergy Replacement and system review	500,000	374,994	0	(374,994)	(100%)	▲	Revised to \$500,000 in 20/21 Q2 forecast review with balance to be carried forward. RFQ for ERP software currently being prepared and projected anticipated to be implemented over 3 years
CIF128082	Seawalls Preliminary Works	250,000	187,497	105,620	(81,877)	(44%)	▲	Design complete. Construction support section of this budget will not be required until works go to construction.
CIF117022	Port Hedland boat ramp sandblast and repaint	500,000	374,994	14,822	(360,172)	(96%)	▲	Delays are a result of extensive stakeholder engagement, development approval and contractual clarifications required. Works are proposed for June 2021.
CIF118083	South Hedland Street Furniture Renewal	180,000	135,000	0	(135,000)	(100%)	▲	Currently working with the Planning department to develop a place plan for SH Town Centre which will provide a comprehensive framework for the delivery of the remainder of the program.
CIF117085	Drinking Fountain Renewal	68,400	51,300	13,238	(38,062)	(74%)	▲	Audit undertaken remedial works underway to fix broken units 5x new units ordered & due to be installed in May 21
CPP101069	South Hedland Cemetery - Stage 1	900,000	675,000	38,146	(636,854)	(94%)	▲	The works are still in design phase and were delayed due to accessing the correct path locations. Expected to commence construction phase in April.
CPP111070	Gratwick Aquatic Centre Gas Storage Room upgrade	310,000	232,497	0	(232,497)	(100%)	▲	Project delayed for the results of an audit report to arrive. Works for design are about to be awarded
CPP142071	IT Renewal Program	425,800	319,347	42,996	(276,351)	(87%)	▲	Timing difference. ICT assets are procured regularly throughout the year. Note that individual assets that cost less than \$5,000 are treated as operating expense and ICT assets are often below this threshold
CPP123029	Plant Replacement Program	921,700	691,272	472,394	(218,878)	(32%)	▲	Delivery of vehicles received prior to phase program. Lead times are significant on vehicles in the current environment so difficult to program receipt dates.

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT85086	12/02/2021	Aaron Smith	Payment	1		71.35
IV 01022021	01/02/2021	Aaron Smith	Training consumables	1	71.35	
		Aaron Smith Total			71.35	71.35
FT85235	26/02/2021	Acelect	Payment	1		2,458.05
IV 16600	22/01/2021	Acelect	Smoke detector replacement	1	507.11	
IV 16602	22/01/2021	Acelect	Smoke detector replacement	1	797.48	
IV 16603	22/01/2021	Acelect	Smoke detector replacement	1	539.00	
IV 16601	22/01/2021	Acelect	Smoke detector replacement	1	614.46	
		Acelect Total			2,458.05	2,458.05
FT85221	26/02/2021	Active Discovery	Payment	1		108,318.10
IV 00182133	20/12/2020	Active Discovery	Variation 002 - RFT1920-35 Playground Renewal Program - Gratwick Aquatic Centre	1	3,998.50	
IV 00182127	21/12/2020	Active Discovery	Final invoice for RFT 1920-35 Playground Renewal Program - Gratwick Aquatic Centre	1	104,319.60	
		Active Discovery Total			108,318.10	108,318.10
FT85039	12/02/2021	AFGRI Equipment Australia Pty Ltd	Payment	1		2,689.35
IV 1995193	06/01/2021	AFGRI Equipment Australia Pty Ltd	Hydraulic Cylinder Kit	1	305.86	
IV 1995422	07/01/2021	AFGRI Equipment Australia Pty Ltd	Oil Filters	1	148.90	
IV 1996913	15/01/2021	AFGRI Equipment Australia Pty Ltd	Dipsick	1	93.87	
IV 1997305	18/01/2021	AFGRI Equipment Australia Pty Ltd	Blade	1	1,031.09	
IV 1998815	27/01/2021	AFGRI Equipment Australia Pty Ltd	Filler Cap	1	78.57	
IV 1999040	27/01/2021	AFGRI Equipment Australia Pty Ltd	Blade	1	1,031.09	
FT85206	26/02/2021	AFGRI Equipment Australia Pty Ltd	Payment	1		1,488.35
IV 2000345	02/02/2021	AFGRI Equipment Australia Pty Ltd	Alternator	1	1,363.29	
IV 2001760	10/02/2021	AFGRI Equipment Australia Pty Ltd	Side Light	1	95.68	
		AFGRI Equipment Australia Pty Ltd Total			4,148.35	4,148.35
FT85197	26/02/2021	Ahrens Group Pty Ltd	Payment	1		10,642.68
IV 193176	18/12/2020	Ahrens Group Pty Ltd	Variation 01- 04 - Additional Painting of Civic Centre	1	10,642.68	
		Ahrens Group Pty Ltd Total			10,642.68	10,642.68
FT84973	12/02/2021	Air BP	Payment	1		31,906.57
IV 5005471570	21/01/2021	Air BP	Fuel Delivery of the Month of Jan 2021	1	31,906.57	
		Air BP Total			31,906.57	31,906.57
FT85098	26/02/2021	All Rid Pest Management	Payment	1		1,087.00

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV INV-12761	14/01/2021	All Rid Pest Management	Anti/Rodent treatment to Kiosk/Office area at GAC	1	900.00	
IV INV-13307	29/01/2021	All Rid Pest Management	Internal General Pest Treatment	1	187.00	
		All Rid Pest Management Total			1,087.00	1,087.00
FT85125	26/02/2021	Allied Pickfords - Sirva Pty Ltd - Port Herdland	Payment	1		8,338.00
IV PER2168643	16/12/2020	Allied Pickfords - Sirva Pty Ltd - Port Herdland	Removal costs	1	8,338.00	
		Allied Pickfords - Sirva Pty Ltd - Port Herdland Total			8,338.00	8,338.00
FT85062	12/02/2021	Anglicare WA	Payment	1		265.00
IV 19012020	19/01/2021	Anglicare WA	Refund of cancelled hire Wanangkura Stadium	1	265.00	
		Anglicare WA Total			265.00	265.00
D41817.15	02/02/2021	Anz Retirement Portfolio Service	Payment	1		762.70
IV DEDUCTION	02/02/2021	Anz Retirement Portfolio Service	Payroll Deductions	1	185.52	
IV SUPER	02/02/2021	Anz Retirement Portfolio Service	Superannuation Contributions	1	577.18	
D41845.16	16/02/2021	Anz Retirement Portfolio Service	Payment	1		758.00
IV DEDUCTION	16/02/2021	Anz Retirement Portfolio Service	Payroll Deductions	1	184.39	
IV SUPER	16/02/2021	Anz Retirement Portfolio Service	Superannuation Contributions	1	573.66	
		Anz Retirement Portfolio Service Total			1,520.75	1,520.75
D41817.27	02/02/2021	ANZ Smart Choice Super	Payment	1		1,601.20
IV SUPER	02/02/2021	ANZ Smart Choice Super	Superannuation Contributions	1	1,447.44	
IV DEDUCTION	02/02/2021	ANZ Smart Choice Super	Payroll Deductions	1	153.79	
D41845.27	16/02/2021	ANZ Smart Choice Super	Payment	1		1,596.60
IV SUPER	16/02/2021	ANZ Smart Choice Super	Superannuation Contributions	1	1,444.06	
IV DEDUCTION	16/02/2021	ANZ Smart Choice Super	Payroll Deductions	1	152.58	
		ANZ Smart Choice Super Total			3,197.87	3,197.87
FT84972	12/02/2021	APACA	Payment	1		780.00
IV INV-5585	19/01/2021	APACA	2021 PAC Australia Membership fees	1	780.00	
		APACA Total			780.00	780.00
FT85040	12/02/2021	APV Valuers and Asset Management	Payment	1		385.00
IV 00014974	29/01/2021	APV Valuers and Asset Management	Desktop Update Valuation - Land at Kingsford Smith Business Park	1	385.00	
		APV Valuers and Asset Management Total			385.00	385.00
D41817.25	02/02/2021	Asgard	Payment	1		966.90
IV SUPER	02/02/2021	Asgard	Superannuation Contributions	1	827.82	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV DEDUCTION	02/02/2021	Asgard	Payroll Deductions	1	139.16	
D41845.25	16/02/2021	Asgard	Payment	1		962.9
IV SUPER	16/02/2021	Asgard	Superannuation Contributions	1	823.39	
IV DEDUCTION	16/02/2021	Asgard	Payroll Deductions	1	139.54	
		Asgard Total			1,929.91	1,929.9
FT85024	12/02/2021	Assetval Pty Ltd	Payment	1		2,750.0
IV 062-210462	25/01/2021	Assetval Pty Ltd	Desktop Valuation for Crown Land at Port Hedland	1	2,750.00	
		Assetval Pty Ltd Total			2,750.00	2,750.0
FT85121	26/02/2021	Auslec (L&H Group) - TJA Pacific Datacom	Payment	1		377.5
IV 1877297	17/12/2020	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	18.95	
IV 1921766	05/01/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	4.10	
IV 1931122	07/01/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	7.36	
IV 1970284	15/01/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	127.33	
IV 1998639	21/01/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	52.16	
IV 2006254	22/01/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	14.97	
IV 2053561	02/02/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	21.25	
IV 2061186	03/02/2021	Auslec (L&H Group) - TJA Pacific Datacom	Junction Boxes	1	32.67	
IV 2074022	05/02/2021	Auslec (L&H Group) - TJA Pacific Datacom	Jack	1	58.30	
IV 2071375	05/02/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	24.82	
IV 2092032	09/02/2021	Auslec (L&H Group) - TJA Pacific Datacom	Materials and parts	1	16.19	
		Auslec (L&H Group) - TJA Pacific Datacom Total			377.50	377.5
FT84984	12/02/2021	Australian (aust) Pest Management & Consultancy - Philin Hetherington	Payment	1		750.0
IV 00003211	16/12/2020	Australian (aust) Pest Management & Consultancy - Philin Hetherington	Mosquito control to rear of the Port Hedland Skate Park	1	750.00	
		Australian (aust) Pest Management & Consultancy - Philin Hetherington Total			750.00	750.0
D41817.2	02/02/2021	Australian Catholic Superannuation & Retirement Fund	Payment	1		389.1
IV SUPER	02/02/2021	Australian Catholic Superannuation & Retirement Fund	Superannuation Contributions	1	389.11	
D41845.2	16/02/2021	Australian Catholic Superannuation & Retirement Fund	Payment	1		382.4
IV SUPER	16/02/2021	Australian Catholic Superannuation & Retirement Fund	Superannuation Contributions	1	382.46	
		Australian Catholic Superannuation & Retirement Fund Total			771.57	771.5
D41817.6	02/02/2021	Australian Ethical Retail Superannuation Fund	Payment	1		939.2
IV DEDUCTION	02/02/2021	Australian Ethical Retail Superannuation Fund	Payroll Deductions	1	117.25	

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W SUPER	02/02/2021	Australian Ethical Retail Superannuation Fund	Superannuation Contributions	1	822.03	
D41845.8	16/02/2021	Australian Ethical Retail Superannuation Fund	Payment	1		890.9
W DEDUCTION	16/02/2021	Australian Ethical Retail Superannuation Fund	Payroll Deductions	1	107.61	
W SUPER	16/02/2021	Australian Ethical Retail Superannuation Fund	Superannuation Contributions	1	783.36	
		Australian Ethical Retail Superannuation Fund Total			1,830.25	1,830.2
FT85163	26/02/2021	Australian Institute Of Company Directors	Payment	1		8,648.0
W 11042890	05/02/2021	Australian Institute Of Company Directors	Company Directors Course 12-18 May 2021	1	7,823.00	
W 11042889	05/02/2021	Australian Institute Of Company Directors	AICD Membership Application for Director Infrastructure	1	825.00	
		Australian Institute Of Company Directors Total			8,648.00	8,648.0
FT85146	26/02/2021	Australian Institute Of Management - Western Australian Human Resource	Payment	1		2,574.0
W 7126744	22/01/2021	Australian Institute Of Management - Western Australian Human Resource	Diploma of Project Management for Senior Project Officer	1	2,574.00	
		Australian Institute Of Management - Western Australian Human Resource Total			2,574.00	2,574.0
FT84974	12/02/2021	Australian Local Government Job Directory	Payment	1		742.5
W 214026JW	03/02/2021	Australian Local Government Job Directory	Employment advertisements	1	247.50	
W 214027JW	03/02/2021	Australian Local Government Job Directory	Employment advertisements	1	247.50	
W 214048JW	03/02/2021	Australian Local Government Job Directory	Employment advertisements	1	247.50	
		Australian Local Government Job Directory Total			742.50	742.5
FT85176	26/02/2021	Australian Safety Group Trust t/as Australian Safety Engineers (WA)	Payment	1		82.5
W 0151038W	05/02/2021	Australian Safety Group Trust t/as Australian Safety Engineers (WA)	Pressure gauge	1	82.50	
		Australian Safety Group Trust t/as Australian Safety Engineers (WA) Total			82.50	82.5
D41845.4	16/02/2021	Australian Super	Payment	1		8,428.1
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	176.36	
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	225.37	
W SUPER	16/02/2021	Australian Super	Superannuation Contributions	1	7,129.73	
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	201.30	
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	321.22	
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	199.23	
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	70.36	
W DEDUCTION	16/02/2021	Australian Super	Payroll Deductions	1	104.57	
D41817.11	02/02/2021	Australian Super	Payment	1		8,280.1
W DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	236.35	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV SUPER	02/02/2021	Australian Super	Superannuation Contributions	1	7,005.81	
IV DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	201.30	
IV DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	321.22	
IV DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	197.76	
IV DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	52.43	
IV DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	110.71	
IV DEDUCTION	02/02/2021	Australian Super	Payroll Deductions	1	154.61	
		Australian Super Total			16,708.33	16,708.33
D41817.18	02/02/2021	Australian Super Administration	Payment	1		3,908.30
IV SUPER	02/02/2021	Australian Super Administration	Superannuation Contributions	1	3,908.30	
D41845.18	16/02/2021	Australian Super Administration	Payment	1		3,952.91
IV SUPER	16/02/2021	Australian Super Administration	Superannuation Contributions	1	3,952.91	
		Australian Super Administration Total			7,861.21	7,861.21
FT84942	08/02/2021	Australian Taxation Office	Payment	1		219,317.00
IV DEDUCTION	02/02/2021	Australian Taxation Office	Payroll Deductions		586.00	
IV DEDUCTION	02/02/2021	Australian Taxation Office	Payroll Deductions		1,261.00	
IV DEDUCTION	02/02/2021	Australian Taxation Office	Payroll Deductions		217,432.00	
IV DEDUCTION	02/02/2021	Australian Taxation Office	Payroll Deductions		38.00	
FT85093	18/02/2021	Australian Taxation Office	Payment	1		215,253.40
IV DEDUCTION	16/02/2021	Australian Taxation Office	Payroll Deductions		215,215.47	
IV DEDUCTION	16/02/2021	Australian Taxation Office	Payroll Deductions		38.00	
D41853.1	22/02/2021	Australian Taxation Office	Payment	1		171,450.00
IV 16022021	16/02/2021	Australian Taxation Office	Payment for January BAS including fuel tax credit	1	171,450.00	
		Australian Taxation Office Total			606,020.47	606,020.47
FT85011	12/02/2021	Avantgarde Technologies Pty Ltd	Payment	1		25,525.54
IV ES 00001539	22/01/2021	Avantgarde Technologies Pty Ltd	Electrical contractor block hours for CCTV electrical repairs	1	1,430.00	
IV 00001968	29/01/2021	Avantgarde Technologies Pty Ltd	Depot new switches - DELL Power switch N2248PX-ON	1	10,242.96	
IV 00001969	29/01/2021	Avantgarde Technologies Pty Ltd	Networking electrical supplies	1	6,592.58	
IV ES 00001545	08/02/2021	Avantgarde Technologies Pty Ltd	CCTV maintenance and support - Mar 21	1	7,260.00	
		Avantgarde Technologies Pty Ltd Total			25,525.54	25,525.54
FT85271	26/02/2021	Aventedge Pty Ltd	Payment	1		3,187.90

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV INV-22201	12/02/2021	Aventedge Pty Ltd	HR Law Masterclass Conference - Perth 17-18/03/21	1	3,187.80	
		Aventedge Pty Ltd Total			3,187.80	3,187.80
D41817.1	02/02/2021	Aware Super	Payment	1		43,549.40
IV SUPER	02/02/2021	Aware Super	Superannuation Contributions	1	37,168.96	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	200.00	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	153.85	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	38.85	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	348.30	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	6.87	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	347.87	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	715.00	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	799.34	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	2,023.34	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	435.94	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	697.50	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	64.40	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	104.44	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	384.61	
IV DEDUCTION	02/02/2021	Aware Super	Payroll Deductions	1	60.22	
D41845.1	16/02/2021	Aware Super	Payment	1		42,856.60
IV SUPER	16/02/2021	Aware Super	Superannuation Contributions	1	36,690.06	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	200.00	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	56.23	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	153.85	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	168.90	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	348.30	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	4.70	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	347.87	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	715.00	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	544.63	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	1,973.90	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	435.94	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	674.04	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	61.03	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	102.53	
IV DEDUCTION	16/02/2021	Aware Super	Payroll Deductions	1	379.63	
		Aware Super Total			86,406.10	86,406.10
FT84967	12/02/2021	Baileys Fertilisers	Payment	1		17,837.75
IV 20411	25/01/2021	Baileys Fertilisers	Fertilisers	1	17,837.75	
		Baileys Fertilisers Total			17,837.75	17,837.75
FT85089	12/02/2021	Baydon Rae	Payment	1		1,000.00
IV 03022021	03/02/2021	Baydon Rae	Cash prize for winning 2021 Community Citizen Award	1	1,000.00	
		Baydon Rae Total			1,000.00	1,000.00
FT85194	26/02/2021	Beacon Equipment	Payment	1		858.40
IV 57756 #21	02/02/2021	Beacon Equipment	Forestry Harness Advance Plus	1	858.40	
		Beacon Equipment Total			858.40	858.40
FT85060	12/02/2021	Benjamin Mcneil	Payment	1		1,600.00
IV 178273	25/01/2021	Benjamin Mcneil	Rent reimbursement	1	800.00	
IV 179502	08/02/2021	Benjamin Mcneil	Rent reimbursement	1	800.00	
FT85233	26/02/2021	Benjamin Mcneil	Payment	1		800.00
IV 180601	22/02/2021	Benjamin Mcneil	Rent reimbursement	1	800.00	
		Benjamin Mcneil Total			2,400.00	2,400.00
FT84956	12/02/2021	BHP Billiton Iron Ore Pty Ltd	Payment	1		1,778.47
IV A117670	10/02/2021	BHP Billiton Iron Ore Pty Ltd	Rates refund		1,778.47	
FT85269	26/02/2021	BHP Billiton Iron Ore PTY LTD	Payment	1		882.00
IV 08022021	08/02/2021	BHP Billiton Iron Ore PTY LTD	Refund of overpayment of GST- refer Invoice#82249	1	882.00	
		BHP Billiton Iron Ore Pty Ltd Total			2,660.47	2,660.47
FT85132	26/02/2021	BJ Young Earthmoving Pty Ltd	Payment	1		27,170.00
IV CF517	31/01/2021	BJ Young Earthmoving Pty Ltd	Jan 2021 - Supply and delivery of 2600 tonnes of clean fill to South Hedland Landfill	1	27,170.00	
		BJ Young Earthmoving Pty Ltd Total			27,170.00	27,170.00
FT84954	12/02/2021	Blackwoods - BBC	Payment	1		3,055.40
IV PH1384YS	14/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	154.90	

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W PH2542YS	14/01/2021	Blackwoods - BBC	Shovel	1	21.96	
W PH4465YP	14/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	125.14	
W PH2269YR	15/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	194.36	
W PH6662YS	15/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	64.88	
W PH7709YS	16/01/2021	Blackwoods - BBC	Deodoriser Sanitiser	1	137.13	
W PH6777YQ	18/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	226.95	
W PH6900YR	18/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	83.42	
W PH1030YS	18/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	208.56	
W PH2656YT	19/01/2021	Blackwoods - BBC	Dustpan set	1	70.31	
W PH0203YU	20/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	134.40	
W PH9070YT	20/01/2021	Blackwoods - BBC	Ansell-Disposable Gloves	1	77.25	
W PH9537YT	20/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	122.40	
W PH0725YT	20/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	826.53	
W PH0217YU	21/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	83.42	
W PH0775YT	21/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	125.14	
W PH1994YU	21/01/2021	Blackwoods - BBC	Locking Cable Tie-Weather resistant	1	246.47	
W PH5329YV	27/01/2021	Blackwoods - BBC	Supplies for South Hedland Landfill	1	152.21	
FT85107	26/02/2021	Blackwoods - BBC	Payment	1		4,219.6
W PH9494YM	17/12/2020	Blackwoods - BBC	Materials and parts	1	21.41	
W PH7345YR	12/01/2021	Blackwoods - BBC	Materials and parts	1	21.03	
W PH8971YR	13/01/2021	Blackwoods - BBC	Materials and parts	1	20.24	
W PH2034YT	18/01/2021	Blackwoods - BBC	Materials and parts	1	5.08	
W PH5952YT	19/01/2021	Blackwoods - BBC	Staple fencing	1	7.60	
W PH9408YT	20/01/2021	Blackwoods - BBC	Cyclone equipment for sandbagging	1	290.93	
W PH4152YU	21/01/2021	Blackwoods - BBC	Cyclone supplies - Broom Poly yard	1	84.35	
W PH7449YU	22/01/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	390.37	
W PH6620YU	22/01/2021	Blackwoods - BBC	Materials and parts	1	39.31	
W PH7759YV	28/01/2021	Blackwoods - BBC	Materials and parts	1	53.59	
W PH8160YV	28/01/2021	Blackwoods - BBC	Materials and parts	1	58.87	
W PH3102YW	29/01/2021	Blackwoods - BBC	Trolley Platform-300kg	1	875.19	
W PH3128YW	29/01/2021	Blackwoods - BBC	Materials and parts	1	136.97	

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W PH1547YW	29/01/2021	Blackwoods - BBC	Materials and parts	1	14.62	
W PE6238YW	01/02/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	230.36	
W PH7206YW	02/02/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	71.32	
W PH9209YV	02/02/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	22.26	
W PH0751YX	02/02/2021	Blackwoods - BBC	Materials and parts	1	72.19	
W PH7336YX	04/02/2021	Blackwoods - BBC	Materials and parts	1	260.17	
W PH7747YX	04/02/2021	Blackwoods - BBC	Staff Uniforms & Personal Protective Equipment	1	83.42	
W PH8492YX	04/02/2021	Blackwoods - BBC	Hardware supplies for South Hedland Landfill	1	700.03	
W PH8787YX	04/02/2021	Blackwoods - BBC	Disinfectant for Wanangkura Stadium	1	64.36	
W PH7996YX	04/02/2021	Blackwoods - BBC	Materials and parts	1	45.55	
W PH8125YY	08/02/2021	Blackwoods - BBC	Sandbag-Synthetic Woven Polypropylene-White	1	598.40	
W PH1583YZ	09/02/2021	Blackwoods - BBC	Combination Plier with Cutter-Heavy Duty-160mm-PVC Grip	1	31.79	
W PH0362YZ	09/02/2021	Blackwoods - BBC	Fly Nets-Camo	1	20.46	
		Blackwoods - BBC Total			7,275.32	7,275.32
FT84949	12/02/2021	BOC Limited	Payment	1		244.88
W 4027542759	29/01/2021	BOC Limited	Jan 2021 Rental fee	1	244.88	
		BOC Limited Total			244.88	244.88
FT85117	26/02/2021	Bridgestone Australia Ltd.	Payment	1		717.99
W 85278342	22/01/2021	Bridgestone Australia Ltd.	Tyres & repairs	1	717.99	
		Bridgestone Australia Ltd. Total			717.99	717.99
FT85187	26/02/2021	Brooks Hire	Payment	1		2,997.80
W 174477	31/01/2021	Brooks Hire	Hire of Water Cart (truck) for dust suppression and fire control at Landfill	1	2,997.80	
		Brooks Hire Total			2,997.80	2,997.80
D41817.20	02/02/2021	BT Lifetime Super - Employer Plan (Retirement Wran)	Payment	1		1,086.60
W SUPER	02/02/2021	BT Lifetime Super - Employer Plan (Retirement Wran)	Superannuation Contributions	1	486.82	
W DEDUCTION	02/02/2021	BT Lifetime Super - Employer Plan (Retirement Wran)	Payroll Deductions	1	600.00	
D41845.20	16/02/2021	BT Lifetime Super - Employer Plan (Retirement Wran)	Payment	1		1,071.78
W SUPER	16/02/2021	BT Lifetime Super - Employer Plan (Retirement Wran)	Superannuation Contributions	1	471.76	
W DEDUCTION	16/02/2021	BT Lifetime Super - Employer Plan (Retirement Wran)	Payroll Deductions	1	600.00	
		BT Lifetime Super - Employer Plan (Retirement Wran) Total			2,158.58	2,158.58
D41817.13	02/02/2021	BT Super For Life	Payment	1		1,035.20

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
 LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
W DEDUCTION	02/02/2021	BT Super For Life	Payroll Deductions	1	157.80	
W SUPER	02/02/2021	BT Super For Life	Superannuation Contributions	1	877.40	
D41845.13	16/02/2021	BT Super For Life	Payment	1		1,030.6
W DEDUCTION	16/02/2021	BT Super For Life	Payroll Deductions	1	143.55	
W SUPER	16/02/2021	BT Super For Life	Superannuation Contributions	1	887.06	
		BT Super For Life Total			2,065.81	2,065.8
D41817.43	02/02/2021	BT Super For Life (Retirement Wrap)	Payment	1		1,055.9
W DEDUCTION	02/02/2021	BT Super For Life (Retirement Wrap)	Payroll Deductions	1	181.26	
W SUPER	02/02/2021	BT Super For Life (Retirement Wrap)	Superannuation Contributions	1	874.73	
D41845.45	16/02/2021	BT Super For Life (Retirement Wrap)	Payment	1		1,046.4
W DEDUCTION	16/02/2021	BT Super For Life (Retirement Wrap)	Payroll Deductions	1	178.75	
W SUPER	16/02/2021	BT Super For Life (Retirement Wrap)	Superannuation Contributions	1	867.71	
		BT Super For Life (Retirement Wrap) Total			2,102.45	2,102.4
FT84988	12/02/2021	Cannon Hygiene	Payment	1		1,787.7
W 96961982	14/01/2021	Cannon Hygiene	Hygiene Servicing	1	113.22	
W 96961983	14/01/2021	Cannon Hygiene	Hygiene Servicing	1	1,674.54	
FT85141	26/02/2021	Cannon Hygiene	Payment	1		174.0
W 96956175	14/01/2021	Cannon Hygiene	Hygiene Servicing	1	25.16	
W 96956176	14/01/2021	Cannon Hygiene	Hygiene Servicing	1	50.33	
W 96956177	14/01/2021	Cannon Hygiene	Hygiene Servicing	1	85.94	
W 96956174	14/01/2021	Cannon Hygiene	Hygiene Servicing	1	12.58	
		Cannon Hygiene Total			1,961.77	1,961.7
D41817.22	02/02/2021	Care Super	Payment	1		1,089.4
W SUPER	02/02/2021	Care Super	Superannuation Contributions	1	839.50	
W DEDUCTION	02/02/2021	Care Super	Payroll Deductions	1	249.99	
D41845.22	16/02/2021	Care Super	Payment	1		976.7
W SUPER	16/02/2021	Care Super	Superannuation Contributions	1	726.77	
W DEDUCTION	16/02/2021	Care Super	Payroll Deductions	1	249.99	
		Care Super Total			2,066.25	2,066.2
D41817.45	02/02/2021	CBUS	Payment	1		3,718.6
W SUPER	02/02/2021	CBUS	Superannuation Contributions	1	3,139.08	

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
W DEDUCTION	02/02/2021	CBUS	Payroll Deductions	1	168.06	
W DEDUCTION	02/02/2021	CBUS	Payroll Deductions	1	411.41	
D41845.47	16/02/2021	CBUS	Payment	1		3,565.6
W SUPER	16/02/2021	CBUS	Superannuation Contributions	1	3,021.03	
W DEDUCTION	16/02/2021	CBUS	Payroll Deductions	1	149.59	
W DEDUCTION	16/02/2021	CBUS	Payroll Deductions	1	395.01	
		CBUS Total			7,284.18	7,284.1
FT85099	26/02/2021	Centurion Transport Co Pty Ltd	Payment	1		62.9
W SI0333847	10/01/2021	Centurion Transport Co Pty Ltd	Freight charges	1	62.91	
		Centurion Transport Co Pty Ltd Total			62.91	62.9
FT85259	26/02/2021	Charismatic Photography	Payment	1		875.0
W IV00000000004	01/02/2021	Charismatic Photography	Australia Day Event Photography - BHP Community Pool Party	1	350.00	
W IV00000000003	01/02/2021	Charismatic Photography	Photographer for Citizen of the Year Awards and Citizenship Ceremony	1	525.00	
		Charismatic Photography Total			875.00	875.0
FT84971	12/02/2021	Charmers Jewellers	Payment	1		270.0
W 226	29/01/2021	Charmers Jewellers	Native floral arrangements for Australia Day Morning Tea	1	270.00	
		Charmers Jewellers Total			270.00	270.0
FT85213	26/02/2021	Chaz Roberts	Payment	1		193.2
W 9010415614_0124	12/02/2021	Chaz Roberts	Reimbursement of water charges	1	113.27	
W 55	13/02/2021	Chaz Roberts	Reimbursement of internet charges	1	79.99	
		Chaz Roberts Total			193.26	193.2
FT84944	08/02/2021	Child Support Agency	Payment	1		1,091.2
W DEDUCTION	02/02/2021	Child Support Agency	Payroll Deductions		1,091.24	
FT85095	18/02/2021	Child Support Agency	Payment	1		1,194.4
W DEDUCTION	16/02/2021	Child Support Agency	Payroll Deductions		1,194.48	
		Child Support Agency Total			2,285.72	2,285.7
FT85101	26/02/2021	Children's Book Council of Australia WA Branch (Inc.)	Payment	1		75.0
W 00007006	04/01/2021	Children's Book Council of Australia WA Branch (Inc.)	Children's Book Council of Australia Institutional Membership (WA284) for 2021	1	75.00	
		Children's Book Council of Australia WA Branch (Inc.) Total			75.00	75.0
FT85055	12/02/2021	Christine Pidgeon	Payment	1		90.0
W 160 0462 151	02/01/2021	Christine Pidgeon	Reimbursement of internet charges	1	90.00	

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
		Christine Pidgeon Total			90.00	90.00
FT85120	26/02/2021	City Of Karratha	Payment	1		2,062.52
IV 123926	04/02/2021	City Of Karratha	Certification Services January 2021	1	2,062.52	
		City Of Karratha Total			2,062.52	2,062.52
FT85220	26/02/2021	Civica	Payment	1		6,652.80
IV C/LA019558	19/11/2020	Civica	Conversion of data from Mosaic into Spydus Archives Records (library management system)	1	6,652.80	
		Civica Total			6,652.80	6,652.80
FT85084	12/02/2021	Clair Morrison	Payment	1		4,739.81
IV 22012021	22/01/2021	Clair Morrison	Employee Relocation	1	4,739.81	
		Clair Morrison Total			4,739.81	4,739.81
FT85026	12/02/2021	Cleanaway Co (Previously trading as Tox Free Australia Pty Ltd)	Payment	1		2,073.50
IV 2076117	19/01/2021	Cleanaway Co (Previously trading as Tox Free Australia Pty Ltd)	Drain clean septic pits	1	2,073.50	
		Cleanaway Co (Previously trading as Tox Free Australia Pty Ltd) Total			2,073.50	2,073.50
FT85002	12/02/2021	Cleanaway Pty Ltd - 73291687	Payment	1		81,313.00
IV 18980126	19/01/2021	Cleanaway Pty Ltd - 73291687	December 2020 - Municipal Waste Service	1	81,313.00	
FT85160	26/02/2021	Cleanaway Pty Ltd - 73291687	Payment	1		151,770.33
IV 18965413	28/11/2020	Cleanaway Pty Ltd - 73291687	October 2020 - Municipal Waste Service	1	66,540.19	
IV 18972132	16/12/2020	Cleanaway Pty Ltd - 73291687	240LT Co-Mingle C - Puppet event	1	171.60	
IV 18972307	17/12/2020	Cleanaway Pty Ltd - 73291687	November 2020 - Municipal Waste Service	1	70,301.38	
IV 18979601	14/01/2021	Cleanaway Pty Ltd - 73291687	Credit for Invoice#18972307	1	-99.00	
IV 18973957	31/01/2021	Cleanaway Pty Ltd - 73291687	Daily servicing of Skip Bins - Jan 2021	1	13,162.53	
IV 18980903	31/01/2021	Cleanaway Pty Ltd - 73291687	Australia Day 2021 - 1 x front lift bin	1	396.00	
IV 18978784	31/01/2021	Cleanaway Pty Ltd - 73291687	Supply and removal of 4.5m Front Load Bin - Jan 2021	1	325.11	
IV 18979790	31/01/2021	Cleanaway Pty Ltd - 73291687	Service 10M Skip Bins	1	972.53	
		Cleanaway Pty Ltd - 73291687 Total			233,083.34	233,083.33
D41817.40	02/02/2021	Club Plus Superannuation Scheme	Payment	1		323.07
IV SUPER	02/02/2021	Club Plus Superannuation Scheme	Superannuation Contributions	1	323.07	
D41845.41	16/02/2021	Club Plus Superannuation Scheme	Payment	1		289.91
IV SUPER	16/02/2021	Club Plus Superannuation Scheme	Superannuation Contributions	1	289.91	
		Club Plus Superannuation Scheme Total			612.98	612.98
FT85156	26/02/2021	Coca-Cola Amatil (Aust) Pty Ltd - JD Hardie Centre Annunt	Payment	1		714.50

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 224188765	27/11/2020	Coca-Cola Amatil (Aust) Pty Ltd - JD Hardie Centre Account	Coke Order for JD Hardie Youth and Community Hub Vending Machines	1	714.54	
		Coca-Cola Amatil (Aust) Pty Ltd - JD Hardie Centre Account Total			714.54	714.54
FT85157	26/02/2021	Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan C/C Account	Payment	1		1,110.86
IV 224729819	03/02/2021	Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan C/C Account	Drink order - Kiosk	1	1,110.86	
		Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan C/C Account Total			1,110.86	1,110.86
D41817.23	02/02/2021	Colonial First State	Payment	1		1,458.46
IV SUPER	02/02/2021	Colonial First State	Superannuation Contributions	1	1,458.46	
D41845.23	16/02/2021	Colonial First State	Payment	1		1,489.37
IV SUPER	16/02/2021	Colonial First State	Superannuation Contributions	1	1,489.37	
		Colonial First State Total			2,947.83	2,947.83
D41845.43	16/02/2021	Colonial Super Retirement Fund	Payment	1		225.00
IV SUPER	16/02/2021	Colonial Super Retirement Fund	Superannuation Contributions	1	225.06	
		Colonial Super Retirement Fund Total			225.06	225.00
FT85175	26/02/2021	Complete Hire & Sales Pty Ltd t/as Complete Portables	Payment	1		6,678.72
IV NW/199771	31/01/2021	Complete Hire & Sales Pty Ltd t/as Complete Portables	Lease of office building, toilets & blocks for Infrastructure Services Jan 2021	1	6,678.72	
		Complete Hire & Sales Pty Ltd t/as Complete Portables Total			6,678.72	6,678.72
D41817.14	02/02/2021	Complete Super	Payment	1		878.72
IV DEDUCTION	02/02/2021	Complete Super	Payroll Deductions	1	219.69	
IV SUPER	02/02/2021	Complete Super	Superannuation Contributions	1	659.08	
D41845.14	16/02/2021	Complete Super	Payment	1		878.72
IV DEDUCTION	16/02/2021	Complete Super	Payroll Deductions	1	219.69	
IV SUPER	16/02/2021	Complete Super	Superannuation Contributions	1	659.08	
		Complete Super Total			1,757.54	1,757.54
FT85153	26/02/2021	Comscentre Pty Ltd	Payment	1		8,292.99
IV 1059128	06/02/2021	Comscentre Pty Ltd	Managed network services - Feb 21	1	8,292.99	
		Comscentre Pty Ltd Total			8,292.99	8,292.99
FT85133	26/02/2021	Connect Call Centre Services	Payment	1		383.96
IV 00105081	15/02/2021	Connect Call Centre Services	Overcalls fee for contract CA0139 for month of January 2021	1	383.96	
		Connect Call Centre Services Total			383.96	383.96
FT85053	12/02/2021	Continental Tyres Wedgefield Pty Ltd	Payment	1		460.00
IV 45967	18/01/2021	Continental Tyres Wedgefield Pty Ltd	Tyres & repairs	1	340.00	

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 45989	20/01/2021	Continental Tyres Wedgefield Pty Ltd	Tyres & repairs	1	120.00	
FT85219	26/02/2021	Continental Tyres Wedgefield Pty Ltd	Payment	1		535.00
IV 46038	02/02/2021	Continental Tyres Wedgefield Pty Ltd	Tyres & repairs	1	55.00	
IV 46067	09/02/2021	Continental Tyres Wedgefield Pty Ltd	Tyres & repairs	1	150.00	
IV 46072	10/02/2021	Continental Tyres Wedgefield Pty Ltd	Tyres & repairs	1	330.00	
		Continental Tyres Wedgefield Pty Ltd Total			995.00	995.00
FT85027	12/02/2021	CPC Pilbara Pty Ltd	Payment	1		12,100.00
IV P82525-01	25/01/2021	CPC Pilbara Pty Ltd	Testing & Tagging	1	12,100.00	
FT85189	26/02/2021	CPC Pilbara Pty Ltd	Payment	1		10,802.00
IV P82556-01	10/02/2021	CPC Pilbara Pty Ltd	Remove shade sail - SHAC as per cyclone prep process	1	10,802.00	
		CPC Pilbara Pty Ltd Total			22,902.00	22,902.00
FT84975	12/02/2021	Cr Jan Gillingham	Payment	1		2,931.50
IV 10022021	10/02/2021	Cr Jan Gillingham	Elected Member allowance for February 2021		2,931.50	
		Cr Jan Gillingham Total			2,931.50	2,931.50
FT85046	12/02/2021	Cr Warren Mcdonogh	Payment	1		2,931.50
IV 10022021	10/02/2021	Cr Warren Mcdonogh	Elected Member allowance for February 2021		2,931.50	
		Cr Warren Mcdonogh Total			2,931.50	2,931.50
FT85075	12/02/2021	Craig Watts	Payment	1		650.00
IV 516521_21 008 50295	21/01/2021	Craig Watts	Reimbursement of electricity charges	1	575.01	
IV 706324539	03/02/2021	Craig Watts	Reimbursement of internet	1	74.99	
FT85247	26/02/2021	Craig Watts	Payment	1		51.10
IV 9008351578_0164	11/02/2021	Craig Watts	Reimbursement of water charges	1	51.16	
		Craig Watts Total			701.16	701.10
FT85223	26/02/2021	Craig Zanotti	Payment	1		574.11
IV 18198	01/12/2020	Craig Zanotti	Reimbursement of electricity charges	1	175.54	
IV 19232	30/12/2020	Craig Zanotti	Reimbursement of electricity charges	1	186.57	
IV 20493	02/02/2021	Craig Zanotti	Reimbursement of electricity charges	1	212.00	
		Craig Zanotti Total			574.11	574.11
FT85003	12/02/2021	Crawford Realty	Payment	1		750.00
IV 889-0-34	18/01/2021	Crawford Realty	22 Huxtable Rent from 17/02/2021 to 23/02/2021	1	750.00	
FT85161	26/02/2021	Crawford Realty	Payment	1		2,250.00

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 889-0-35	25/01/2021	Crawford Realty	Rent from 24/02/2021 to 2/03/2021	1	750.00	
IV 889-0-36	01/02/2021	Crawford Realty	Rent from 3/03/2021 to 9/03/2021	1	750.00	
IV 889-0-37	08/02/2021	Crawford Realty	Rent from 10/03/2021 to 16/03/2021	1	750.00	
		Crawford Realty Total			3,000.00	3,000.00
FT85063	12/02/2021	CSO Group Pty Ltd	Payment	1		5,451.60
IV INV-0654	31/01/2021	CSO Group Pty Ltd	Symantec Email Safeguard Cloud Service Subscription with Support	1	5,451.60	
		CSO Group Pty Ltd Total			5,451.60	5,451.60
FT85261	26/02/2021	Cubispec Washroom Systems	Payment	1		3,554.65
IV INV-11103	29/01/2021	Cubispec Washroom Systems	Supply of seating for change room Exemption no. 19295F	1	3,554.65	
		Cubispec Washroom Systems Total			3,554.65	3,554.65
FT85092	12/02/2021	Dalila Maria De Freitas Loreto	Payment	1		379.95
IV A152501	10/02/2021	Dalila Maria De Freitas Loreto	Rates refund		379.95	
		Dalila Maria De Freitas Loreto Total			379.95	379.95
FT85068	12/02/2021	Daniels Printing Craftsmen Pty Ltd	Payment	1		1,467.40
IV 70374	21/01/2021	Daniels Printing Craftsmen Pty Ltd	Printing charges	1	1,467.40	
		Daniels Printing Craftsmen Pty Ltd Total			1,467.40	1,467.40
FT84998	12/02/2021	Data#3 Ltd	Payment	1		4,812.50
IV 01980992	27/01/2021	Data#3 Ltd	Creative Cloud ALL MLP SW Subscription	1	4,812.50	
		Data#3 Ltd Total			4,812.50	4,812.50
FT85266	26/02/2021	Dean William Marsters t/a Marster Movers	Payment	1		3,226.10
IV 22	29/01/2021	Dean William Marsters t/a Marster Movers	Removalist charges	1	2,326.10	
IV 23	29/01/2021	Dean William Marsters t/a Marster Movers	Removalist charges	1	900.00	
		Dean William Marsters t/a Marster Movers Total			3,226.10	3,226.10
FT85054	12/02/2021	Department of Mines, Industry Regulation And Safety	Payment	1		12,792.37
IV 05022021	05/02/2021	Department of Mines, Industry Regulation And Safety	BSL Levy for January 2021	1	12,792.37	
		Department of Mines, Industry Regulation And Safety Total			12,792.37	12,792.37
FT84957	12/02/2021	Department of the Premier and Cabinet	Payment	1		978.30
IV 1000210	22/01/2021	Department of the Premier and Cabinet	Printing of the Towns adopted Waste Local Law 2020 (WLL) in the State Government Gazette	1	978.30	
FT85109	26/02/2021	Department of the Premier and Cabinet	Payment	1		4,782.80
IV 1000246	28/01/2021	Department of the Premier and Cabinet	Publication of Local Planning Scheme No. 7 in the Government Gazette	1	4,782.80	
		Department of the Premier and Cabinet Total			5,761.10	5,761.10

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT85230	26/02/2021	Desiree Grossmith	Payment	1		1,050.00
IV 7121567	10/12/2020	Desiree Grossmith	50% payment for Diploma Management assessment fee	1	1,050.00	
		Desiree Grossmith Total			1,050.00	1,050.00
FT85239	26/02/2021	Distributions West Pty Ltd t/a Mad Slush WA	Payment	1		968.30
IV 1543	16/01/2021	Distributions West Pty Ltd t/a Mad Slush WA	Consumables	1	968.30	
		Distributions West Pty Ltd t/a Mad Slush WA Total			968.30	968.30
FT85071	12/02/2021	Domenica Marvelli	Payment	1		1,116.60
IV 444865_21 008 35536	29/01/2021	Domenica Marvelli	Reimbursement of electricity charges	1	388.28	
IV 29012021	29/01/2021	Domenica Marvelli	Housing Allowance	1	728.57	
FT85242	26/02/2021	Domenica Marvelli	Payment	1		479.20
IV 10022021	10/02/2021	Domenica Marvelli	Refund due to overpayment of membership	1	179.20	
IV 8730	11/02/2021	Domenica Marvelli	Rent	1	300.00	
		Domenica Marvelli Total			1,596.05	1,596.00
FT85228	26/02/2021	Doris Teufel	Payment	1		1,000.00
IV 03022021	03/02/2021	Doris Teufel	Cash prize for winning 2021 Community Citizen of the Year Award	1	1,000.00	
		Doris Teufel Total			1,000.00	1,000.00
FT85124	26/02/2021	Dulux	Payment	1		135.19
IV 486297497	16/12/2020	Dulux	Materials & parts	1	12.50	
IV 486499103	07/01/2021	Dulux	Materials & parts	1	44.90	
IV 486499115	07/01/2021	Dulux	Materials & parts	1	50.99	
IV 486579332	13/01/2021	Dulux	Materials & parts	1	26.80	
		Dulux Total			135.19	135.19
FT85104	26/02/2021	E & MJ Rosher Pty Ltd	Payment	1		2,197.16
IV 1424819	09/02/2021	E & MJ Rosher Pty Ltd	Major Blade	1	2,197.16	
		E & MJ Rosher Pty Ltd Total			2,197.16	2,197.16
FT85015	12/02/2021	Edge Digital Technology Pty Ltd	Payment	1		558.99
IV 6/082069	20/01/2021	Edge Digital Technology Pty Ltd	Jan 2021 - Service contract for the Projector at the Matt Dann Theatre & Cinema	1	558.99	
FT85181	26/02/2021	Edge Digital Technology Pty Ltd	Payment	1		1,334.30
IV WA200803A	03/08/2020	Edge Digital Technology Pty Ltd	Part Replacements - Power supply to Cinema Projector	1	1,334.30	
		Edge Digital Technology Pty Ltd Total			1,893.29	1,893.29
FT85188	26/02/2021	Elise Batchelor	Payment	1		300.00

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 90	05/02/2021	Elise Batchelor	MC for Australia Day Fireworks Event on Tuesday 26 January 2021 at Kevin Scott Oval	1	300.00	
		Elise Batchelor Total			300.00	300.00
FT84969	12/02/2021	ELMAR ZIELKE	Payment	1		2,931.50
IV 10022021	10/02/2021	ELMAR ZIELKE	Elected Member allowance for February 2021		2,931.50	
		ELMAR ZIELKE Total			2,931.50	2,931.50
FT85013	12/02/2021	Enlocus Pty Ltd	Payment	1		35,475.00
IV 1819 CD02	18/12/2020	Enlocus Pty Ltd	Professional services	1	35,475.00	
FT85178	26/02/2021	Enlocus Pty Ltd	Payment	1		11,253.00
IV 1819 AW01	16/02/2021	Enlocus Pty Ltd	Professional services	1	11,253.00	
		Enlocus Pty Ltd Total			46,728.00	46,728.00
FT84983	12/02/2021	Environmental Health Australia (WA/NT Branch)	Payment	1		198.00
IV 01328573	12/05/2020	Environmental Health Australia (WA/NT Branch)	Environmental Health Officer - Website Advertising	1	198.00	
		Environmental Health Australia (WA/NT Branch) Total			198.00	198.00
D41817.21	02/02/2021	Equipsuper	Payment	1		979.66
IV SUPER	02/02/2021	Equipsuper	Superannuation Contributions	1	794.71	
IV DEDUCTION	02/02/2021	Equipsuper	Payroll Deductions	1	113.18	
IV DEDUCTION	02/02/2021	Equipsuper	Payroll Deductions	1	71.78	
D41845.21	16/02/2021	Equipsuper	Payment	1		979.66
IV SUPER	16/02/2021	Equipsuper	Superannuation Contributions	1	794.71	
IV DEDUCTION	16/02/2021	Equipsuper	Payroll Deductions	1	113.18	
IV DEDUCTION	16/02/2021	Equipsuper	Payroll Deductions	1	71.78	
		Equipsuper Total			1,959.34	1,959.34
D41817.12	02/02/2021	Essential Super (Commonwealth)	Payment	1		964.96
IV DEDUCTION	02/02/2021	Essential Super (Commonwealth)	Payroll Deductions	1	123.70	
IV DEDUCTION	02/02/2021	Essential Super (Commonwealth)	Payroll Deductions	1	50.15	
IV SUPER	02/02/2021	Essential Super (Commonwealth)	Superannuation Contributions	1	791.13	
D41845.12	16/02/2021	Essential Super (Commonwealth)	Payment	1		952.66
IV DEDUCTION	16/02/2021	Essential Super (Commonwealth)	Payroll Deductions	1	122.07	
IV DEDUCTION	16/02/2021	Essential Super (Commonwealth)	Payroll Deductions	1	49.38	
IV SUPER	16/02/2021	Essential Super (Commonwealth)	Superannuation Contributions	1	781.23	
		Essential Super (Commonwealth) Total			1,917.66	1,917.66

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT85058	12/02/2021	Eva Monica Bartho	Payment	1		2,931.50
IV 10022021	10/02/2021	Eva Monica Bartho	Elected Member allowance for February 2021		2,931.50	
		Eva Monica Bartho Total			2,931.50	2,931.50
FT85028	12/02/2021	Far Northwest Electrical Contractors	Payment	1		2,895.20
IV 1418	08/02/2021	Far Northwest Electrical Contractors	Replace light switch	1	145.20	
IV 1420	08/02/2021	Far Northwest Electrical Contractors	Civic Centre - Relocate power and data in directors office	1	264.00	
IV 1415	08/02/2021	Far Northwest Electrical Contractors	Replace ceiling fan	1	220.00	
IV 1412	08/02/2021	Far Northwest Electrical Contractors	Repair lights	1	242.00	
IV 1416	08/02/2021	Far Northwest Electrical Contractors	Adjust sensor ladies toilet Gratwick Hall.	1	132.00	
IV 1421	08/02/2021	Far Northwest Electrical Contractors	Relocate power and data points in West Wing at Civic Centre	1	517.00	
IV 1424	08/02/2021	Far Northwest Electrical Contractors	Install power and data to projector, screen and cabinet in Gratwick Hall Civic Centre	1	1,375.00	
FT85190	26/02/2021	Far Northwest Electrical Contractors	Payment	1		5,449.40
IV 1422	08/02/2021	Far Northwest Electrical Contractors	South Hedland Library - Replace faulty light switch.	1	145.20	
IV 1411	08/02/2021	Far Northwest Electrical Contractors	Remove faulty oven and install new oven	1	1,045.00	
IV 1417	08/02/2021	Far Northwest Electrical Contractors	Bollard lights investigation	1	110.00	
IV 1419	08/02/2021	Far Northwest Electrical Contractors	Replace all lighting points internal and external plus smoke detector	1	2,420.00	
IV 1423	08/02/2021	Far Northwest Electrical Contractors	Inspection of generators at Australia Day 2021	1	176.00	
IV 1413	08/02/2021	Far Northwest Electrical Contractors	Marquee Park - Remove old hot water heater and replace	1	1,210.00	
IV 1414	08/02/2021	Far Northwest Electrical Contractors	Replace light in kitchen	1	198.00	
IV 1410	08/02/2021	Far Northwest Electrical Contractors	Check new stove not working at Childcare South Hedland Tafe	1	145.20	
		Far Northwest Electrical Contractors Total			8,344.60	8,344.60
FT84947	08/02/2021	Fiona Smith	Payment	1		150.00
IV 9279	02/02/2021	Fiona Smith	Paying funds that bounced back	1	150.00	
		Fiona Smith Total			150.00	150.00
FT85217	26/02/2021	Firesafe Service And Maintenance Pty Ltd	Payment	1		2,836.24
IV 59914	29/01/2021	Firesafe Service And Maintenance Pty Ltd	Investigate & replaced smoke alarm at Courthouse Gallery	1	265.10	
IV 59886	29/01/2021	Firesafe Service And Maintenance Pty Ltd	Fire equipment monthly servicing - Dec 2020	1	1,077.09	
IV 59887	29/01/2021	Firesafe Service And Maintenance Pty Ltd	Fire equipment monthly servicing - Jan 2021	1	1,077.09	
IV 59983	02/02/2021	Firesafe Service And Maintenance Pty Ltd	Firesafe attendance for activated fire alarm at Wanangkura Stadium	1	416.96	
		Firesafe Service And Maintenance Pty Ltd Total			2,836.24	2,836.24
D41817.8	02/02/2021	First State Superannuation Scheme	Payment	1		1,025.90

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
W DEDUCTION	02/02/2021	First State Superannuation Scheme	Payroll Deductions	1	96.70	
W SUPER	02/02/2021	First State Superannuation Scheme	Superannuation Contributions	1	928.66	
D41845.11	16/02/2021	First State Superannuation Scheme	Payment	1		941.2
W DEDUCTION	16/02/2021	First State Superannuation Scheme	Payroll Deductions	1	101.22	
W SUPER	16/02/2021	First State Superannuation Scheme	Superannuation Contributions	1	840.07	
		First State Superannuation Scheme Total			1,966.65	1,966.6
FT84995	12/02/2021	FORM Contemporary Craft and Design Inc.	Payment	1		9,940.0
W CC00013	21/01/2021	FORM Contemporary Craft and Design Inc.	Annual Community Collaboration grant - Smartygrants	1	9,940.00	
		FORM Contemporary Craft and Design Inc. Total			9,940.00	9,940.0
FT85216	26/02/2021	Four Oceans Photography	Payment	1		13,200.0
W 461	21/01/2021	Four Oceans Photography	Artist Fee	1	13,200.00	
		Four Oceans Photography Total			13,200.00	13,200.0
FT85241	26/02/2021	Foxtel Cable Television Pty Limited	Payment	1		210.0
W 383313374	01/02/2021	Foxtel Cable Television Pty Limited	Foxtel subscription 01 Feb 2021 - 28 Feb 2021	1	210.00	
		Foxtel Cable Television Pty Limited Total			210.00	210.0
FT85087	12/02/2021	Freedom Fairies Pty Ltd	Payment	1		1,135.7
W INV-1576	11/01/2021	Freedom Fairies Pty Ltd	Entertainers fee	1	937.75	
W INV-1610	25/01/2021	Freedom Fairies Pty Ltd	Entertainers fee	1	198.00	
FT85264	26/02/2021	Freedom Fairies Pty Ltd	Payment	1		1,705.0
W INV-1577	11/01/2021	Freedom Fairies Pty Ltd	Travel fees for Australia Day 2021	1	1,705.00	
		Freedom Fairies Pty Ltd Total			2,840.75	2,840.7
FT85020	12/02/2021	Gadget Locksmiths	Payment	1		449.5
W 6571	03/02/2021	Gadget Locksmiths	Key and lock change outs for JD Hardie following renovation	1	449.52	
		Gadget Locksmiths Total			449.52	449.5
FT85118	26/02/2021	Galvins Plumbing Plus	Payment	1		102.2
W P 532193	30/01/2021	Galvins Plumbing Plus	Plumbing supplies	1	102.20	
		Galvins Plumbing Plus Total			102.20	102.2
FT85171	26/02/2021	Garnama Pty Ltd t/as Les Mills Asia Pacific	Payment	1		833.1
W 1115779	01/02/2021	Garnama Pty Ltd t/as Les Mills Asia Pacific	Les Mills Licensing	1	833.13	
		Garnama Pty Ltd t/as Les Mills Asia Pacific Total			833.13	833.1
FT84996	12/02/2021	Gary Edwards Plumbing & Gas Pty Ltd	Payment	1		694.7

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 10141	15/01/2021	Gary Edwards Plumbing & Gas Pty Ltd	Stadium - call out - Gas HWS	1	551.75	
IV 10177	24/01/2021	Gary Edwards Plumbing & Gas Pty Ltd	Blocked toilet at Cemetery Beach Park Exeloo	1	143.00	
FT85151	26/02/2021	Gary Edwards Plumbing & Gas Pty Ltd	Payment	1		1,879.1
IV 10178	24/01/2021	Gary Edwards Plumbing & Gas Pty Ltd	Andrew McLaughlin Centre - Water leak repairs	1	619.74	
IV 10166	24/01/2021	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing - Cleared blockage in laundry tub	1	541.67	
IV 10207	31/01/2021	Gary Edwards Plumbing & Gas Pty Ltd	Inspected leaking toilet	1	176.00	
IV 10208	31/01/2021	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing repairs	1	214.50	
IV 10259	08/02/2021	Gary Edwards Plumbing & Gas Pty Ltd	Plumbing repairs	1	184.27	
IV 10258	08/02/2021	Gary Edwards Plumbing & Gas Pty Ltd	Inspected blocked toilet at Visitors Centex	1	143.00	
		Gary Edwards Plumbing & Gas Pty Ltd			2,573.93	2,573.9
FT85168	26/02/2021	Goldline Distributors	Payment	1		1,784.1
IV C5738757.BRO	25/01/2021	Goldline Distributors	Credit for Invoice# I51343321.BRO	1	-41.15	
IV I51460111.BRO	02/02/2021	Goldline Distributors	Shack Kiosk stocks	1	1,381.23	
IV I51460110.BRO	02/02/2021	Goldline Distributors	GAC - Kiosk stocks	1	444.03	
		Goldline Distributors Total			1,784.11	1,784.1
FT85268	26/02/2021	Graeme Hunter	Payment	1		1,000.0
IV 08022021	08/02/2021	Graeme Hunter	Cash Prize for winning the Community Citizen Award 2021	1	1,000.00	
		Graeme Hunter Total			1,000.00	1,000.0
FT85082	12/02/2021	Greg Hire	Payment	1		5,000.0
IV 18122020	18/12/2020	Greg Hire	Two days of community engagement	1	5,000.00	
		Greg Hire Total			5,000.00	5,000.0
FT85005	12/02/2021	Groch Ashlee	Payment	1		260.7
IV 28012021	28/01/2021	Groch Ashlee	Reimbursement for event purchases for Australia Day 2021	1	260.70	
		Groch Ashlee Total			260.70	260.7
FT85231	26/02/2021	Hai's Coffee	Payment	1		1,000.0
IV 03022021	03/02/2021	Hai's Coffee	Cash prize for winning 2021 Community Citizen Award	1	1,000.00	
		Hai's Coffee Total			1,000.00	1,000.0
FT85019	12/02/2021	Hedland Auto Electrics	Payment	1		232.9
IV 17695	20/01/2021	Hedland Auto Electrics	Air conditioner repairs	1	232.98	
		Hedland Auto Electrics Total			232.98	232.9
FT84960	12/02/2021	Hedland Bus Lines Pty Ltd	Payment	1		2,805.0

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 301	01/12/2020	Hedland Bus Lines Pty Ltd	SALT Bus Hire - July 2020	1	561.00	
IV 302	01/12/2020	Hedland Bus Lines Pty Ltd	SALT Bus Hire - Aug 2020	1	1,122.00	
IV 304	01/12/2020	Hedland Bus Lines Pty Ltd	SALT Bus Hire - Nov 2020	1	1,122.00	
FT85111	26/02/2021	Hedland Bus Lines Pty Ltd	Payment	1		442.20
IV 303 A	01/12/2020	Hedland Bus Lines Pty Ltd	SALT Bus Hire - September 2020	1	442.20	
		Hedland Bus Lines Pty Ltd Total			3,247.20	3,247.20
FT84962	12/02/2021	Hedland Emporium & Office Supplies	Payment	1		924.50
IV 301224	14/01/2021	Hedland Emporium & Office Supplies	DYMO D1 Labelling Tape	1	39.95	
IV 302125	27/01/2021	Hedland Emporium & Office Supplies	A3 Printing paper order & yearly planner	1	884.55	
		Hedland Emporium & Office Supplies Total			924.50	924.50
FT85174	26/02/2021	Hedland First National - Commercial Account	Payment	1		463.00
IV 0000874	27/01/2021	Hedland First National - Commercial Account	Property Condition Report & Inventory	1	463.00	
		Hedland First National - Commercial Account Total			463.00	463.00
FT85127	26/02/2021	Hedland Water Polo Assoc	Payment	1		90.00
IV 15022021	15/02/2021	Hedland Water Polo Assoc	Overpayment of invoice no. 83077	1	90.00	
		Hedland Water Polo Assoc Total			90.00	90.00
FT85018	12/02/2021	Herbert Smith Freehills	Payment	1		58,499.50
IV 51019303	30/09/2020	Herbert Smith Freehills	Legal Services	1	13,967.55	
IV 51020611	18/12/2020	Herbert Smith Freehills	Legal Services	1	2,383.92	
IV 51020797	23/12/2020	Herbert Smith Freehills	Legal Services	1	42,148.04	
FT85182	26/02/2021	Herbert Smith Freehills	Payment	1		1,866.00
IV 51021173	29/01/2021	Herbert Smith Freehills	Legal Services	1	1,866.04	
		Herbert Smith Freehills Total			60,365.55	60,365.55
D41817.3	02/02/2021	HESTA Super Fund	Payment	1		618.10
IV DEDUCTION	02/02/2021	HESTA Super Fund	Payroll Deductions	1	88.46	
IV DEDUCTION	02/02/2021	HESTA Super Fund	Payroll Deductions	1	21.82	
IV SUPER	02/02/2021	HESTA Super Fund	Superannuation Contributions	1	508.63	
D41845.5	16/02/2021	HESTA Super Fund	Payment	1		618.10
IV DEDUCTION	16/02/2021	HESTA Super Fund	Payroll Deductions	1	88.46	
IV DEDUCTION	16/02/2021	HESTA Super Fund	Payroll Deductions	1	21.05	
IV SUPER	16/02/2021	HESTA Super Fund	Superannuation Contributions	1	508.63	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
D41817.34	02/02/2021	Hesta Super Fund	Payment	1		73.64
IV SUPER	02/02/2021	Hesta Super Fund	Superannuation Contributions	1	73.64	
D41845.35	16/02/2021	Hesta Super Fund	Payment	1		71.05
IV SUPER	16/02/2021	Hesta Super Fund	Superannuation Contributions	1	71.05	
HESTA Super Fund Total					1,381.74	1,381.74
FT85250	26/02/2021	HFM Asset Management Pty Ltd	Payment	1		34,954.35
IV 16558	31/01/2021	HFM Asset Management Pty Ltd	Port Hedland Solar Power Strategic Planning	1	34,954.35	
HFM Asset Management Pty Ltd Total					34,954.35	34,954.35
FT85142	26/02/2021	Hodge Collard Preston Architects	Payment	1		36,366.00
IV 682008	23/12/2020	Hodge Collard Preston Architects	Progress claim no. 08 for RFT1920-20 Port Hedland Community Centre Design	1	36,366.00	
Hodge Collard Preston Architects Total					36,366.00	36,366.00
FT84992	12/02/2021	Horizon Power	Payment	1		15,838.95
IV 127504_21 008 54087	26/01/2021	Horizon Power	Power charges	1	396.84	
IV 143945_21 008 54257	26/01/2021	Horizon Power	Power charges	1	114.37	
IV 261715_21 008 54448	26/01/2021	Horizon Power	Power charges	1	346.32	
IV 379569_21 008 54420	26/01/2021	Horizon Power	Power charges	1	8.32	
IV 267563_21 008 63147	02/02/2021	Horizon Power	Power charges	1	14,719.87	
IV 367155_21 008 64570	03/02/2021	Horizon Power	Power charges	1	253.27	
FT85145	26/02/2021	Horizon Power	Payment	1		389,082.20
IV 529261_21 008 23990	22/12/2020	Horizon Power	Power charges	1	114.88	
IV 118694_21 008 54231	26/01/2021	Horizon Power	Power charges	1	175.80	
IV 437025_21 008 56322	28/01/2021	Horizon Power	Power charges	1	198.97	
IV 269581_21 008 60530	02/02/2021	Horizon Power	Power charges	1	206.40	
IV 273354_21 008 60519	02/02/2021	Horizon Power	Power charges	1	62,179.13	
IV 510142_21 008 60583	02/02/2021	Horizon Power	Power charges	1	40,677.29	
IV 117495_21 008 63222	03/02/2021	Horizon Power	Power charges	1	3,367.56	
IV 300268_21 008 63415	03/02/2021	Horizon Power	Power charges	1	185.23	
IV 507126_21 008 69922	08/02/2021	Horizon Power	Power charges	1	207.50	
IV 526261_21 008 72238	10/02/2021	Horizon Power	Power charges	1	543.96	
IV 430115_21 008 78171	16/02/2021	Horizon Power	Power charges	1	240.39	
IV 227817_21 008 78286	16/02/2021	Horizon Power	Power charges	1	33,121.73	

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 LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 248536_21 008 76327	16/02/2021	Horizon Power	Power charges	1	18,269.58	
IV 265447_21 008 79117	16/02/2021	Horizon Power	Power charges	1	13,604.26	
IV 293835_21 008 78856	16/02/2021	Horizon Power	Power charges	1	1,462.13	
IV 338773_21 008 76389	16/02/2021	Horizon Power	Power charges	1	10,186.21	
IV 432391_21 008 76173	16/02/2021	Horizon Power	Power charges	1	141.07	
IV 447660_21 008 76216	16/02/2021	Horizon Power	Power charges	1	176.95	
IV 510143_21 008 76126	16/02/2021	Horizon Power	Power charges	1	29,792.40	
IV 188091_21 008 76355	16/02/2021	Horizon Power	Power charges	1	5,182.08	
IV 297225_21 008 76789	16/02/2021	Horizon Power	Power charges	1	240.57	
IV 414417_21 008 76170	16/02/2021	Horizon Power	Power charges	1	124.70	
IV RPDDB0043443	17/02/2021	Horizon Power	Power charges	1	123,587.15	
IV 133872_21 008 81204	19/02/2021	Horizon Power	Power charges	1	6,381.35	
IV 208114_21 008 81217	19/02/2021	Horizon Power	Power charges	1	2,571.53	
IV 209022_21 008 81196	19/02/2021	Horizon Power	Power charges	1	2,319.96	
IV 261715_21 008 81197	19/02/2021	Horizon Power	Power charges	1	668.98	
IV 293178_21 008 81207	19/02/2021	Horizon Power	Power charges	1	21,708.39	
IV 367245_21 008 81199	19/02/2021	Horizon Power	Power charges	1	3,604.62	
IV 382316_21 008 81200	19/02/2021	Horizon Power	Power charges	1	7,791.48	
		Horizon Power Total			404,871.24	404,871.2
FT84961	12/02/2021	Hospitality Inn Port Hedland	Payment	1		378.0
IV 104302	18/10/2020	Hospitality Inn Port Hedland	Accommodation for Electoral Commission staff - 16 October - 18 October	1	378.00	
FT85113	26/02/2021	Hospitality Inn Port Hedland	Payment	1		318.0
IV 106494	14/02/2021	Hospitality Inn Port Hedland	Accommodation	1	318.00	
		Hospitality Inn Port Hedland Total			696.00	696.0
D41817.4	02/02/2021	HostPlus Superannuation Fund	Payment	1		7,253.2
IV DEDUCTION	02/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	111.78	
IV SUPER	02/02/2021	HostPlus Superannuation Fund	Superannuation Contributions	1	6,067.04	
IV DEDUCTION	02/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	224.42	
IV DEDUCTION	02/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	63.37	
IV DEDUCTION	02/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	94.72	
IV DEDUCTION	02/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	609.22	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
W DEDUCTION	02/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	82.72	
D41845.6	16/02/2021	HostPlus Superannuation Fund	Payment	1		6,375.8
W DEDUCTION	16/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	58.72	
W SUPER	16/02/2021	HostPlus Superannuation Fund	Superannuation Contributions	1	5,436.56	
W DEDUCTION	16/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	220.18	
W DEDUCTION	16/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	63.37	
W DEDUCTION	16/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	94.72	
W DEDUCTION	16/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	427.49	
W DEDUCTION	16/02/2021	HostPlus Superannuation Fund	Payroll Deductions	1	74.78	
		HostPlus Superannuation Fund Total			13,629.09	13,629.0
FT85000	12/02/2021	House of Tickets	Payment	1		240.0
W INV-00023816	27/01/2021	House of Tickets	Ticket orders	1	240.00	
FT85158	26/02/2021	House of Tickets	Payment	1		169.0
W INV-00023866	19/02/2021	House of Tickets	Wrist Bands for Juveniles at movies	1	169.00	
		House of Tickets Total			409.00	409.0
FT85001	12/02/2021	ILHA Pty Ltd As Trustee For The Osborne Truck Rentals T/as Thrifty Car Rental	Payment	1		47.2
W 1103129	02/12/2020	ILHA Pty Ltd As Trustee For The Osborne Truck Rentals T/as Thrifty Car Rental	Filter Fuel Secondary Hino 300 Euro 5	1	47.27	
		ILHA Pty Ltd As Trustee For The Osborne Truck Rentals T/as Thrifty Car Rental			47.27	47.2
FT85047	12/02/2021	Inspire Change Consulting Group	Payment	1		1,606.0
W 0001/21	01/02/2021	Inspire Change Consulting Group	Facilitator Cancellation Fee - Hedland Community Safety Advisory Forum 02 February 2021	1	1,606.00	
		Inspire Change Consulting Group Total			1,606.00	1,606.0
FT85215	26/02/2021	Interclamp Pty Ltd	Payment	1		133.1
W 310378	07/12/2020	Interclamp Pty Ltd	Security Screws Pk50	1	133.10	
		Interclamp Pty Ltd Total			133.10	133.1
FT85180	26/02/2021	J.D Caffey & Caffey Family Trust t/as Westbooks	Payment	1		597.1
W 318218	26/11/2020	J.D Caffey & Caffey Family Trust t/as Westbooks	Special order children's items	1	187.08	
W 319254	09/02/2021	J.D Caffey & Caffey Family Trust t/as Westbooks	Library acquisitions list - order from Westbooks	1	410.03	
		J.D Caffey & Caffey Family Trust t/as Westbooks Total			597.11	597.1
FT85203	26/02/2021	Jailah Aripin	Payment	1		987.8
W 18	27/01/2021	Jailah Aripin	Supply of Morning Tea and Lunch for Drone Training	1	277.75	
W 19	28/01/2021	Jailah Aripin	Supply of Morning Tea and Lunch for Drone Training	1	350.00	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 20	29/01/2021	Jailah Aripin	Supply of Morning Tea and Lunch for Drone Training	1	360.10	
		Jailah Aripin Total			987.85	987.85
FT85017	12/02/2021	Janis Lynette Tate t/as Hedland Garden Centre & Fish Without Chins	Payment	1		200.00
IV 062540695	22/01/2021	Janis Lynette Tate t/as Hedland Garden Centre & Fish Without Chins	Succulent Plants (20) - Gifts for Australian Citizenship Ceremony 26 January 2021	1	200.00	
		Janis Lynette Tate t/as Hedland Garden Centre & Fish Without Chins Total			200.00	200.00
FT85073	12/02/2021	Jessica Twaddle	Payment	1		152.53
IV 525429_21 008 68180	05/02/2021	Jessica Twaddle	Reimbursement of electricity charges	1	152.53	
		Jessica Twaddle Total			152.53	152.53
FT85128	26/02/2021	JH Computer Services Pty Ltd	Payment	1		5,390.00
IV 0000197638-D01	29/01/2021	JH Computer Services Pty Ltd	Tp-Link TL-SG1005P 5-Port Gigabit Desktop Switch	1	154.00	
IV 0000197691-D02	04/02/2021	JH Computer Services Pty Ltd	Fujifilm Lto7 - 6.0/15.0Tb Data Cartridge	1	1,980.00	
IV 0000197742-D01	08/02/2021	JH Computer Services Pty Ltd	Apc 5x Rack 42U 600Mm Wide Black Rack Netshelter	1	2,857.80	
IV 0000197735-D02	08/02/2021	JH Computer Services Pty Ltd	Logitech C922 Pro Stream Webcam	1	398.20	
		JH Computer Services Pty Ltd Total			5,390.00	5,390.00
FT85083	12/02/2021	Joseph Golden	Payment	1		720.00
IV 22012021	22/01/2021	Joseph Golden	Housing Allowance	1	720.00	
FT85260	26/02/2021	Joseph Golden	Payment	1		720.00
IV 176895	12/01/2021	Joseph Golden	Housing Allowance	1	360.00	
IV 177583	19/01/2021	Joseph Golden	Housing Allowance	1	360.00	
		Joseph Golden Total			1,440.00	1,440.00
FT85004	12/02/2021	Josephine Bianchi	Payment	1		229.60
IV 442903_21 008 47244	18/01/2021	Josephine Bianchi	Reimbursement of electricity charges	1	182.36	
IV 1680333471	17/02/2021	Josephine Bianchi	Reimbursement of gas cylinder charges	1	47.30	
FT85162	26/02/2021	Josephine Bianchi	Payment	1		366.00
IV 0363845723	27/01/2021	Josephine Bianchi	Reimbursement of gas	1	194.30	
IV 9008350102_0160	12/02/2021	Josephine Bianchi	Reimbursement of water charges	1	171.74	
		Josephine Bianchi Total			595.70	595.70
FT85227	26/02/2021	Justine Maree Celebrations	Payment	1		500.00
IV 0048	26/01/2021	Justine Maree Celebrations	MC for Australia Day Morning Tea on Tuesday 26 January 2021	1	500.00	
		Justine Maree Celebrations Total			500.00	500.00
FT85226	26/02/2021	Kariyarra Aboriginal Corporation	Payment	1		1,612.50

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 293855	04/02/2021	Kariyarra Aboriginal Corporation	Bond refund for Gratwick Hall	1	1,000.00	
IV 17022021	17/02/2021	Kariyarra Aboriginal Corporation	Refund of bond hire fees	1	612.50	
		Kariyarra Aboriginal Corporation Total			1,612.50	1,612.50
FT85192	26/02/2021	Karl Daybell	Payment	1		360.28
IV 18022021	18/02/2021	Karl Daybell	Protective cases for ToPH iPad and iPhone	1	360.28	
		Karl Daybell Total			360.28	360.28
FT85085	12/02/2021	Karren MacClure	Payment	1		1,070.85
IV 528105_21 008 55503	27/01/2021	Karren MacClure	Reimbursement of electricity charges	1	1,070.85	
		Karren MacClure Total			1,070.85	1,070.85
FT85240	26/02/2021	Katherine Mary Galvin t/a Edge Writing Solutions	Payment	1		770.00
IV 28	18/01/2021	Katherine Mary Galvin t/a Edge Writing Solutions	Pastoral Lease Research	1	770.00	
		Katherine Mary Galvin t/a Edge Writing Solutions Total			770.00	770.00
FT85191	26/02/2021	Keith Heffernan Pty. Ltd. t/a Q Play	Payment	1		129.35
IV 2455	02/11/2020	Keith Heffernan Pty. Ltd. t/a Q Play	MPA01 Poly Group Round including 3/8" x 15mm bolt and T-nut	1	129.35	
		Keith Heffernan Pty. Ltd. t/a Q Play Total			129.35	129.35
FT85059	12/02/2021	Kelly Andrews	Payment	1		201.88
IV 28012021	28/01/2021	Kelly Andrews	Materials for Event kits	1	14.88	
IV 28012021	28/01/2021	Kelly Andrews	Meals for Traffic Management staff for PPA Fireworks Spectacular Event	1	187.00	
		Kelly Andrews Total			201.88	201.88
FT85208	26/02/2021	Kennards Hire Pty Ltd	Payment	1		1,929.30
IV 22196372	29/12/2020	Kennards Hire Pty Ltd	Hire of Fencing Panels for Shay Gap Park (vandalised) Playground	1	316.80	
IV 22273642	28/01/2021	Kennards Hire Pty Ltd	Equipment Hire for Australia Day Event 2021	1	1,612.50	
		Kennards Hire Pty Ltd Total			1,929.30	1,929.30
FT84976	12/02/2021	Kestrel Cleaning Services & Supplies Pty Ltd	Payment	1		132.66
IV INV-19355	14/01/2021	Kestrel Cleaning Services & Supplies Pty Ltd	4 x 5L Spicesan for pound cleaning	1	132.66	
		Kestrel Cleaning Services & Supplies Pty Ltd Total			132.66	132.66
FT85032	12/02/2021	Kimberley Wholohan	Payment	1		300.00
IV 120	27/01/2021	Kimberley Wholohan	Face Painting at Australia Day 2021	1	300.00	
		Kimberley Wholohan Total			300.00	300.00
FT84950	12/02/2021	Kmart - 1103	Payment	1		1,714.20
IV 256075	06/01/2021	Kmart - 1103	Materials for Salt Program	1	127.50	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 258435	29/01/2021	Kmart - 1103	Craft Supplies	1	484.25	
IV 258659	01/02/2021	Kmart - 1103	Desk fan and CD player for Port Library	1	94.00	
IV 258815	02/02/2021	Kmart - 1103	Materials for the Bright Girls Program	1	269.00	
IV 258972	03/02/2021	Kmart - 1103	Stationery for JD Hardie	1	93.00	
IV 259102	04/02/2021	Kmart - 1103	Prizes for SLAM	1	250.00	
IV 259326	05/02/2021	Kmart - 1103	Boxfit Program Glove Inners and phone charger for youth services phone lightening cable	1	128.00	
IV 259334	05/02/2021	Kmart - 1103	Supplies for children's programming	1	214.50	
IV 259318	05/02/2021	Kmart - 1103	Torches for JD Hardie	1	54.00	
FT85100	26/02/2021	Kmart - 1103	Payment	1		613.00
IV 252247	03/12/2020	Kmart - 1103	Christmas Decorations	1	98.00	
IV 258477	29/01/2021	Kmart - 1103	Consumables	1	271.00	
IV 259227	05/02/2021	Kmart - 1103	SHAC - Towels	1	90.00	
IV 259235	05/02/2021	Kmart - 1103	GAC - Towels	1	90.00	
IV 259954	10/02/2021	Kmart - 1103	Foyer Decorations for Season Launch	1	64.00	
		Kmart - 1103 Total			2,327.25	2,327.25
FT85030	12/02/2021	KSCE Pty Ltd	Payment	1		715.00
IV INV-190185	21/01/2021	KSCE Pty Ltd	Footings solution for Sea Container at Landfill	1	715.00	
		KSCE Pty Ltd Total			715.00	715.00
FT85080	12/02/2021	Kylie Unkovich	Payment	1		2,931.50
IV 10022021	10/02/2021	Kylie Unkovich	Elected Member allowance for February 2021		2,931.50	
		Kylie Unkovich Total			2,931.50	2,931.50
FT85106	26/02/2021	Landgate	Payment	1		69.20
IV 362170 - 10001102	27/01/2021	Landgate	Gross rental valuations chargeable G 2021/1 & M 2021/1	1	69.20	
		Landgate Total			69.20	69.20
FT85044	12/02/2021	Laura Hawes	Payment	1		945.00
IV 508986_21 008 49158	20/01/2021	Laura Hawes	Reimbursement of electricity charges	1	945.05	
		Laura Hawes Total			945.05	945.00
FT84989	12/02/2021	Lewis Kew Ming	Payment	1		2,931.50
IV 10022021	10/02/2021	Lewis Kew Ming	Elected Member allowance for February 2021		2,931.50	
		Lewis Kew Ming Total			2,931.50	2,931.50
FT85079	12/02/2021	Libraries Alive! Pty Ltd	Payment	1		4,437.60

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 2602147	04/02/2021	Libraries Alive! Pty Ltd	50% progress payment - Library Strategy for the ToPH	1	4,437.68	
		Libraries Alive! Pty Ltd Total			4,437.68	4,437.68
FT84955	12/02/2021	Lil's Retravision	Payment	1		600.00
IV 00049359	25/01/2021	Lil's Retravision	Charcoal 2 seater lounge	1	600.00	
		Lil's Retravision Total			600.00	600.00
D41845.31	16/02/2021	Lindley Super Pty Ltd	Payment	1		52.16
IV SUPER	16/02/2021	Lindley Super Pty Ltd	Superannuation Contributions	1	52.16	
		Lindley Super Pty Ltd Total			52.16	52.16
FT84999	12/02/2021	Links Modular Solutions	Payment	1		3,080.00
IV 24634	28/01/2021	Links Modular Solutions	1000 x RFID 7bit Red Mifare Branded Fobs	1	3,080.00	
		Links Modular Solutions Total			3,080.00	3,080.00
FT85251	26/02/2021	Lisa's Kangaroo Retreat	Payment	1		400.00
IV 54	03/02/2021	Lisa's Kangaroo Retreat	Repayment of creditors payment due to incorrect bank details	1	400.00	
		Lisa's Kangaroo Retreat Total			400.00	400.00
FT85114	26/02/2021	Local Government Professionals Australia WA	Payment	1		1,055.00
IV 29327	10/02/2021	Local Government Professionals Australia WA	Finance Professionals Conference 2021	1	1,055.00	
		Local Government Professionals Australia WA Total			1,055.00	1,055.00
D41817.42	02/02/2021	Local Government Super NSW	Payment	1		1,608.00
IV DEDUCTION	02/02/2021	Local Government Super NSW	Payroll Deductions	1	213.36	
IV DEDUCTION	02/02/2021	Local Government Super NSW	Payroll Deductions	1	128.02	
IV SUPER	02/02/2021	Local Government Super NSW	Superannuation Contributions	1	1,266.65	
D41845.44	16/02/2021	Local Government Super NSW	Payment	1		1,533.97
IV DEDUCTION	16/02/2021	Local Government Super NSW	Payroll Deductions	1	196.53	
IV DEDUCTION	16/02/2021	Local Government Super NSW	Payroll Deductions	1	117.92	
IV SUPER	16/02/2021	Local Government Super NSW	Superannuation Contributions	1	1,219.52	
		Local Government Super NSW Total			3,142.00	3,142.00
D41817.5	02/02/2021	Local Government Super Qld	Payment	1		1,821.00
IV DEDUCTION	02/02/2021	Local Government Super Qld	Payroll Deductions	1	184.14	
IV SUPER	02/02/2021	Local Government Super Qld	Superannuation Contributions	1	1,636.86	
D41845.7	16/02/2021	Local Government Super Qld	Payment	1		1,742.80
IV DEDUCTION	16/02/2021	Local Government Super Qld	Payroll Deductions	1	166.27	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV SUPER	16/02/2021	Local Government Super Qld	Superannuation Contributions	1	1,576.53	
		Local Government Super Qld Total			3,563.80	3,563.80
FT84948	08/02/2021	Lorraine Butson	Payment	3		80.00
IV T1735	08/02/2021	Lorraine Butson	Election Bond Refund	3	80.00	
		Lorraine Butson Total			80.00	80.00
FT85061	12/02/2021	M2M One Pty Ltd	Payment	1		13.20
IV 161632-17836	03/02/2021	M2M One Pty Ltd	Emergency Phone - Elevator Wanangkura Stadium	1	13.20	
		M2M One Pty Ltd Total			13.20	13.20
FT85152	26/02/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Payment	1		1,413.21
IV 22202	29/01/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Steel plate angle and parts for installing wheel stopper/concrete sleeper at Transfer Station - Landfill	1	233.52	
IV 22260	02/02/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Fabricate & paint light brackets for Marapikurrinya Park lighting	1	1,159.93	
IV 22294	04/02/2021	Maanen Holdings Pty Ltd T/as Munda Steel	Pipe 32Nb @6.5Mtr Med Gal 3.20Wt	1	19.76	
		Maanen Holdings Pty Ltd T/as Munda Steel Total			1,413.21	1,413.21
FT85245	26/02/2021	Maid2shine Cleaning Solutions Pty Ltd	Payment	1		2,337.50
IV INV-10894	21/01/2021	Maid2shine Cleaning Solutions Pty Ltd	Vacate clean	1	907.50	
IV INV-10903	01/02/2021	Maid2shine Cleaning Solutions Pty Ltd	Vacate clean	1	1,430.00	
		Maid2shine Cleaning Solutions Pty Ltd Total			2,337.50	2,337.50
FT85012	12/02/2021	Mailing Solutions	Payment	1		1,007.96
IV 507556	14/01/2021	Mailing Solutions	3rd Instalment Rates Notices Printing and Posting x 1305	1	1,007.96	
FT85177	26/02/2021	Mailing Solutions	Payment	1		2,742.31
IV 507588	29/01/2021	Mailing Solutions	Mailing Solutions - Mailout of Mayoral letter - Introduction of recycling bins	1	2,742.31	
		Mailing Solutions Total			3,750.27	3,750.27
FT85069	12/02/2021	Marapikurrinya Heritage Services Pty Ltd	Payment	1		62,723.24
IV 2021TOPH2701B	28/01/2021	Marapikurrinya Heritage Services Pty Ltd	Final claim - Heritage Survey	1	18,330.30	
IV 2021TOPH2801B	28/01/2021	Marapikurrinya Heritage Services Pty Ltd	Final claim - Heritage Survey of the Goode Street, Sutherland Street and Richardson Street Seawalls	1	22,196.47	
IV 2021TOPH2901B	29/01/2021	Marapikurrinya Heritage Services Pty Ltd	Final claim - Heritage Survey for the Finucane Island Boat Ramp Groyne	1	22,196.47	
		Marapikurrinya Heritage Services Pty Ltd Total			62,723.24	62,723.24
FT85074	12/02/2021	Mark Dawson	Payment	1		218.90
IV 529991_21 008 45109	15/01/2021	Mark Dawson	Reimbursement of electricity charges	1	218.90	
		Mark Dawson Total			218.90	218.90
FT85196	26/02/2021	Marketforce Pty Ltd	Payment	1		21,905.70

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 36681	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	466.31	
IV 36683	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	386.91	
IV 36682	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	437.22	
IV 36678	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	214.72	
IV 36673	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	252.16	
IV 36679	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	233.44	
IV 36684	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	408.13	
IV 36674	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	233.44	
IV 36680	21/12/2020	Marketforce Pty Ltd	Advertising charges	1	222.42	
IV 36070	06/01/2021	Marketforce Pty Ltd	Early settlement discount for Invoice# 36253, 36254 & 36255	1	-57.80	
IV 37034	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	233.44	
IV 37035	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	393.60	
IV 37031	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	233.44	
IV 37037	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	415.42	
IV 37033	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	16,890.50	
IV 37036	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	466.31	
IV 37032	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	261.40	
IV 37030	27/01/2021	Marketforce Pty Ltd	Advertising charges	1	214.72	
		Marketforce Pty Ltd Total			21,905.78	21,905.7
FT85258	26/02/2021	Marsh Pty Ltd	Payment	1		324.5
IV 060-1303933	02/12/2020	Marsh Pty Ltd	Contract Risk Webinar Registration - Marsh Pty Ltd (Leasing and Insurance Advisor)	1	324.50	
		Marsh Pty Ltd Total			324.50	324.5
FT85049	12/02/2021	Matthew Tattis	Payment	1		1,150.0
IV 151	28/01/2021	Matthew Tattis	DJ set at Australia Day Fireworks	1	250.00	
IV 150	29/01/2021	Matthew Tattis	DJ all inclusive set/services at Australia Day Pool Party	1	900.00	
		Matthew Tattis Total			1,150.00	1,150.0
FT84945	08/02/2021	Maxxia Salary Packaging	Payment	1		7,381.7
IV DEDUCTION	02/02/2021	Maxxia Salary Packaging	Payroll Deductions		6,211.41	
IV DEDUCTION	02/02/2021	Maxxia Salary Packaging	Payroll Deductions		1,170.31	
FT85096	18/02/2021	Maxxia Salary Packaging	Payment	1		6,100.5
IV DEDUCTION	16/02/2021	Maxxia Salary Packaging	Payroll Deductions		4,930.06	

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IV DEDUCTION	16/02/2021	Maxxia Salary Packaging	Payroll Deductions		1,170.31	
		Maxxia Salary Packaging Total			13,482.09	13,482.09
FT84968	12/02/2021	McLeods Barristers & Solicitors	Payment	1		526.20
IV 116914	23/12/2020	McLeods Barristers & Solicitors	Legal Services	1	526.20	
FT85126	26/02/2021	McLeods Barristers & Solicitors	Payment	1		4,989.00
IV 117525	29/01/2021	McLeods Barristers & Solicitors	Legal Services	1	3,368.67	
IV 117527	29/01/2021	McLeods Barristers & Solicitors	Legal Services	1	1,620.33	
		McLeods Barristers & Solicitors Total			5,515.20	5,515.20
FT85199	26/02/2021	MCS Security Group Pty Ltd	Payment	1		3,984.75
IV 1-00054947	31/01/2021	MCS Security Group Pty Ltd	Security Services for 2021 Australia Day even	1	3,984.75	
		MCS Security Group Pty Ltd Total			3,984.75	3,984.75
FT85081	12/02/2021	MDM Entertainment Pty Ltd	Payment	1		543.90
IV 95409	04/12/2020	MDM Entertainment Pty Ltd	DVDs for Libraries	1	295.91	
IV 95627	11/12/2020	MDM Entertainment Pty Ltd	DVDs order for December 2020	1	247.99	
FT85257	26/02/2021	MDM Entertainment Pty Ltd	Payment	1		230.95
IV 96088	09/01/2021	MDM Entertainment Pty Ltd	DVDs for Libraries	1	230.95	
		MDM Entertainment Pty Ltd Total			774.85	774.85
D41817.28	02/02/2021	Mercer Super Trust	Payment	1		1,698.90
IV SUPER	02/02/2021	Mercer Super Trust	Superannuation Contributions	1	1,108.98	
IV DEDUCTION	02/02/2021	Mercer Super Trust	Payroll Deductions	1	590.00	
D41845.28	16/02/2021	Mercer Super Trust	Payment	1		1,704.50
IV SUPER	16/02/2021	Mercer Super Trust	Superannuation Contributions	1	1,114.58	
IV DEDUCTION	16/02/2021	Mercer Super Trust	Payroll Deductions	1	590.00	
		Mercer Super Trust Total			3,403.56	3,403.56
D41817.36	02/02/2021	Mercy Super	Payment	1		340.94
IV SUPER	02/02/2021	Mercy Super	Superannuation Contributions	1	340.94	
D41845.37	16/02/2021	Mercy Super	Payment	1		340.94
IV SUPER	16/02/2021	Mercy Super	Superannuation Contributions	1	340.94	
		Mercy Super Total			681.88	681.88
FT84997	12/02/2021	Michael Cuvalo	Payment	1		717.03
IV 441085_21 008 53560	25/01/2021	Michael Cuvalo	Reimbursement of electricity charges	1	717.03	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount	
Michael Cuvalo Total						717.03	717.03
FT85169	26/02/2021	Mine Survey Services t/a Survey Group	Payment	1		4,002.90	
W 00005335	09/02/2021	Mine Survey Services t/a Survey Group	Completion of further contour survey for Dempster Street	1	1,551.00		
W 00005336	09/02/2021	Mine Survey Services t/a Survey Group	Completion of further feature survey for design of culvert across Lot 5269 #7 Munda Way Wedgefield	1	2,451.90		
Mine Survey Services t/a Survey Group Total						4,002.90	4,002.90
FT85057	12/02/2021	Mitie Construction	Payment	1		30,914.40	
W 577	05/02/2021	Mitie Construction	Progress claim no. 02 for RFT1920-42 - Construction of staff housing	1	30,914.40		
Mitie Construction Total						30,914.40	30,914.40
FT85034	12/02/2021	MJW Building Pty Ltd	Payment	1		577,856.50	
W 000958	25/01/2021	MJW Building Pty Ltd	Progress claim no. 04 for RFT1920-40 Depot Masterplan	1	470,340.75		
W 000961	04/02/2021	MJW Building Pty Ltd	Progress claim no. 07 for RFT 1920-14 Residential (Staff) House Builds	1	107,515.76		
FT85200	26/02/2021	MJW Building Pty Ltd	Payment	1		101,863.40	
W 000962	08/02/2021	MJW Building Pty Ltd	Additional costs for the TAFE works due to increase in synthetic turf required	1	8,433.70		
W 000964	18/02/2021	MJW Building Pty Ltd	Retention Release for Refurbishment of Civic Centre Stage 3	1	32,338.85		
W 000965	18/02/2021	MJW Building Pty Ltd	Retention Release Childcare Refurbishments	1	46,219.68		
W 000966	18/02/2021	MJW Building Pty Ltd	Civic Centre Stage 4 - 50% Retention Release	1	5,658.52		
W 000967	18/02/2021	MJW Building Pty Ltd	Gym Refurbishment - 50% Retention Release	1	9,212.70		
MJW Building Pty Ltd Total						679,719.96	679,719.96
FT85051	12/02/2021	MKT Taxation Advisors	Payment	1		429.00	
W 43066	22/01/2021	MKT Taxation Advisors	Tax advice	1	429.00		
MKT Taxation Advisors Total						429.00	429.00
D41817.7	02/02/2021	MLC Master Key Super Fundamentals	Payment	1		1,679.30	
W DEDUCTION	02/02/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	150.00		
W DEDUCTION	02/02/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	397.08		
W SUPER	02/02/2021	MLC Master Key Super Fundamentals	Superannuation Contributions	1	1,132.22		
D41845.9	16/02/2021	MLC Master Key Super Fundamentals	Payment	1		1,552.10	
W DEDUCTION	16/02/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	150.00		
W DEDUCTION	16/02/2021	MLC Master Key Super Fundamentals	Payroll Deductions	1	346.66		
W SUPER	16/02/2021	MLC Master Key Super Fundamentals	Superannuation Contributions	1	1,055.50		
MLC Master Key Super Fundamentals Total						3,231.46	3,231.46
D41817.37	02/02/2021	MLC Masterkey Business Super	Payment	1		294.20	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV SUPER	02/02/2021	MLC Masterkey Business Super	Superannuation Contributions	1	294.24	
D41845.38	16/02/2021	MLC Masterkey Business Super	Payment	1		289.91
IV SUPER	16/02/2021	MLC Masterkey Business Super	Superannuation Contributions	1	289.91	
		MLC Masterkey Business Super Total			584.15	584.15
FT85165	26/02/2021	Modus Compliance Pty Ltd	Payment	1		220.00
IV C3787	09/12/2020	Modus Compliance Pty Ltd	Amending CDC designs	1	220.00	
		Modus Compliance Pty Ltd Total			220.00	220.00
FT85010	12/02/2021	Monumental Services Pty Ltd t/as ABV Leisure Consultancy Services	Payment	1		18,823.75
IV 361	18/12/2020	Monumental Services Pty Ltd t/as ABV Leisure Consultancy Services	56 hours Business Cases for Hedland Recreation Hubs - November 2020	1	11,396.00	
IV 364	05/02/2021	Monumental Services Pty Ltd t/as ABV Leisure Consultancy Services	36.50 hours Business Cases for Hedland Recreation Hubs - December 2020 & January 2021	1	7,427.75	
		Monumental Services Pty Ltd t/as ABV Leisure Consultancy Services Total			18,823.75	18,823.75
FT84946	08/02/2021	Mountsville Pty Ltd T/As Easifleet Management	Payment	1		1,021.35
IV DEDUCTION	02/02/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		495.25	
IV DEDUCTION	02/02/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		433.25	
IV FE 02/02/21	02/02/2021	Mountsville Pty Ltd T/As Easifleet Management	GST on instalment payable for FE 02/02/21	1	92.85	
FT85097	18/02/2021	Mountsville Pty Ltd T/As Easifleet Management	Payment	1		928.50
IV DEDUCTION	16/02/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		495.25	
IV DEDUCTION	16/02/2021	Mountsville Pty Ltd T/As Easifleet Management	Payroll Deductions		433.25	
		Mountsville Pty Ltd T/As Easifleet Management Total			1,949.85	1,949.85
FT85154	26/02/2021	MP Rogers & Associates Pty Ltd	Payment	1		12,298.10
IV 21373	31/01/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Finucane Island Concept Design	1	3,570.71	
IV 21372	31/01/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Finucane Island Boat Ramp	1	714.12	
IV 21371	31/01/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Finucane Island Groyne Construction	1	1,141.80	
IV 21345	31/01/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Marapikurrinya Park	1	389.79	
IV 21347	31/01/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Goode St Seawall	1	1,732.28	
IV 21346	31/01/2021	MP Rogers & Associates Pty Ltd	Provision of professional coastal engineering services on the Sutherland Seawall	1	4,749.40	
		MP Rogers & Associates Pty Ltd Total			12,298.10	12,298.10
FT85025	12/02/2021	MPS Unit Trust	Payment	1		275.00
IV MPSINV22516	21/01/2021	MPS Unit Trust	Attend to leaking AC unit	1	275.00	
FT85185	26/02/2021	MPS Unit Trust	Payment	1		26,301.60
IV MPSINV21000	16/12/2020	MPS Unit Trust	HVAC Routine Maintenance and Servicing	1	9,809.39	

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LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV MPSINV23475	31/01/2021	MPS Unit Trust	Stadium - Ref: N20T24 Multiple works	1	15,398.90	
IV MPSINV23353	09/02/2021	MPS Unit Trust	Investigate A/C water leak in main bedroom	1	206.25	
IV MPSINV23447	10/02/2021	MPS Unit Trust	Repair to aircon unit	1	887.15	
		MPS Unit Trust Total			26,576.69	26,576.69
D41817.38	02/02/2021	MTAA Super	Payment	1		325.40
IV SUPER	02/02/2021	MTAA Super	Superannuation Contributions	1	325.40	
D41845.39	16/02/2021	MTAA Super	Payment	1		459.64
IV SUPER	16/02/2021	MTAA Super	Superannuation Contributions	1	459.64	
		MTAA Super Total			785.04	785.04
D41812.2	01/02/2021	National Australia Bank - Business Visa	Payment	1		10,873.40
IV NOV2020/PGOLDEN	30/11/2020	National Australia Bank - Business Visa	Credit card purchases	1	10,873.40	
		National Australia Bank - Business Visa Total			10,873.40	10,873.40
FT85052	12/02/2021	National Cleaning & Gardening Services Pty Ltd	Payment	1		41,305.00
IV 951	01/02/2021	National Cleaning & Gardening Services Pty Ltd	Cleaning services - January 2021	1	41,305.00	
FT85218	26/02/2021	National Cleaning & Gardening Services Pty Ltd	Payment	1		4,862.00
IV 957	04/02/2021	National Cleaning & Gardening Services Pty Ltd	External cleaning - Wanangkura Stadium	1	4,400.00	
IV 958	09/02/2021	National Cleaning & Gardening Services Pty Ltd	Cleaning after Australia Day morning tea	1	462.00	
		National Cleaning & Gardening Services Pty Ltd Total			46,167.00	46,167.00
D41845.32	16/02/2021	Nationwide Superannuation Fund	Payment	1		135.07
IV SUPER	16/02/2021	Nationwide Superannuation Fund	Superannuation Contributions	1	135.07	
		Nationwide Superannuation Fund Total			135.07	135.07
D41817.41	02/02/2021	Netwealth Superannuation Master Fund	Payment	1		44.62
IV SUPER	02/02/2021	Netwealth Superannuation Master Fund	Superannuation Contributions	1	44.62	
D41845.42	16/02/2021	Netwealth Superannuation Master Fund	Payment	1		44.71
IV SUPER	16/02/2021	Netwealth Superannuation Master Fund	Superannuation Contributions	1	44.71	
		Netwealth Superannuation Master Fund Total			89.33	89.33
FT84987	12/02/2021	Neverfail Springwater	Payment	1		296.50
IV 225196	20/01/2021	Neverfail Springwater	Water supplies & cooler rental	1	95.75	
IV 237388	27/01/2021	Neverfail Springwater	Water supplies & cooler rental	1	200.75	
FT85140	26/02/2021	Neverfail Springwater	Payment	1		566.10
IV 645701	06/05/2020	Neverfail Springwater	Water supplies & cooler rental	1	127.25	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 143337	04/12/2020	Neverfail Springwater	Water supplies & cooler rental	1	43.25	
IV 225188	20/01/2021	Neverfail Springwater	Water supplies & cooler rental	1	32.75	
IV 233549	25/01/2021	Neverfail Springwater	Water supplies & cooler rental	1	36.75	
IV 239841	28/01/2021	Neverfail Springwater	Water supplies & cooler rental	1	29.65	
IV 256129	04/02/2021	Neverfail Springwater	Water supplies & cooler rental	1	116.75	
IV 268090	10/02/2021	Neverfail Springwater	Water supplies & cooler rental	1	179.75	
		Neverfail Springwater Total			862.65	862.6
D41817.30	02/02/2021	NGS Super	Payment	1		229.7
IV SUPER	02/02/2021	NGS Super	Superannuation Contributions	1	229.72	
D41845.30	16/02/2021	NGS Super	Payment	1		186.0
IV SUPER	16/02/2021	NGS Super	Superannuation Contributions	1	186.00	
		NGS Super Total			415.72	415.7
FT85066	12/02/2021	North West Entertainment Services	Payment	1		150.0
IV 203	28/01/2021	North West Entertainment Services	Hire of cable tray 1m	1	150.00	
		North West Entertainment Services Total			150.00	150.0
FT85139	26/02/2021	North West Signs	Payment	1		5,970.8
IV 00075898	25/01/2021	North West Signs	Trafolyte name labels	1	811.80	
IV 00029735	29/01/2021	North West Signs	Bin number stickers for recycling bin rollout	1	5,159.00	
		North West Signs Total			5,970.80	5,970.8
FT85173	26/02/2021	Northwest Quarries	Payment	1		59,633.4
IV 00003596	31/01/2021	Northwest Quarries	Supply of Large Armour Rocks for Restricted Vehicle Access	1	73,534.69	
IV 3596CREDIT	31/01/2021	Northwest Quarries	Credit note for Invoice no. 00003596	1	-13,901.29	
		Northwest Quarries Total			59,633.40	59,633.4
FT85272	26/02/2021	NWMC North West Mining & Civil	Payment	1		2,762.6
IV 15022021	15/02/2021	NWMC North West Mining & Civil	Double payment of Invoice#81571	1	2,762.65	
		NWMC North West Mining & Civil Total			2,762.65	2,762.6
D41817.39	02/02/2021	Onepath Super	Payment	1		315.8
IV SUPER	02/02/2021	Onepath Super	Superannuation Contributions	1	315.80	
D41845.40	16/02/2021	Onepath Super	Payment	1		315.8
IV SUPER	16/02/2021	Onepath Super	Superannuation Contributions	1	315.80	
		Onepath Super Total			631.60	631.6

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT85252	26/02/2021	Oracle Corporation Australia Pty Limited	Payment	1		17,968.50
IV 1026084	31/12/2020	Oracle Corporation Australia Pty Limited	South Hedland Integrated Sports Hub - Yearly Service Fee	1	17,968.50	
		Oracle Corporation Australia Pty Limited Total			17,968.50	17,968.50
FT85031	12/02/2021	Oresome Aircon Cleaning Pty Ltd	Payment	1		272.80
IV 190538	03/02/2021	Oresome Aircon Cleaning Pty Ltd	Deep coil strip clean, service and application of tea tree mould inhibitor to split system a/c unit	1	272.80	
FT85195	26/02/2021	Oresome Aircon Cleaning Pty Ltd	Payment	1		1,227.60
IV 190455	27/01/2021	Oresome Aircon Cleaning Pty Ltd	Attended site & diagnosed leaking air con in Landfill crib room	1	143.00	
IV 189894	01/02/2021	Oresome Aircon Cleaning Pty Ltd	Supply and install new PCB board and fan motor	1	1,084.60	
		Oresome Aircon Cleaning Pty Ltd Total			1,500.40	1,500.40
D41817.35	02/02/2021	Panorama Super	Payment	1		669.23
IV SUPER	02/02/2021	Panorama Super	Superannuation Contributions	1	669.23	
D41845.36	16/02/2021	Panorama Super	Payment	1		669.23
IV SUPER	16/02/2021	Panorama Super	Superannuation Contributions	1	669.23	
		Panorama Super Total			1,338.46	1,338.46
FT85115	26/02/2021	Paramount Pictures - United International Pictures	Payment	1		550.00
IV R2114489	23/01/2021	Paramount Pictures - United International Pictures	Movie Booking - Independent	1	275.00	
IV R2114488	06/02/2021	Paramount Pictures - United International Pictures	Movie Booking - Buddy Games	1	275.00	
		Paramount Pictures - United International Pictures Total			550.00	550.00
FT85065	12/02/2021	PCC Productions Pty Ltd	Payment	1		1,683.00
IV 1927	27/01/2021	PCC Productions Pty Ltd	Staging, Truss Top Plates, Delivery & Pick up fee	1	1,534.50	
IV 1928	04/02/2021	PCC Productions Pty Ltd	Sennheiser Microphone XSW e835 Kit, Desktop Mic Stand & clip	1	148.50	
FT85237	26/02/2021	PCC Productions Pty Ltd	Payment	1		440.00
IV 1931	13/02/2021	PCC Productions Pty Ltd	Voice recording for event announcements	1	176.00	
IV 1932	15/02/2021	PCC Productions Pty Ltd	Truck Hire including surround fencing for Twilight Movie	1	264.00	
		PCC Productions Pty Ltd Total			2,123.00	2,123.00
FT85270	26/02/2021	Perth Commercial Fridges	Payment	1		13,140.60
IV 00010196	03/02/2021	Perth Commercial Fridges	Purchase of two fridges for Depot Office	1	13,140.60	
		Perth Commercial Fridges Total			13,140.60	13,140.60
FT85045	12/02/2021	Peter Carter	Payment	1		12,181.50
IV 10022021	10/02/2021	Peter Carter	Mayoral allowance for February 2021		11,730.76	
IV 10022021	10/02/2021	Peter Carter	Reimbursement of cab charge fares	1	450.55	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount	
Peter Carter Total						12,181.31	12,181.31
FT85198	26/02/2021	Phoenix Security, Training And Event Group Pty Ltd	Payment	1		2,807.20	
W INV-20162472	29/01/2021	Phoenix Security, Training And Event Group Pty Ltd	Wanangkura Stadium South Hedland Security	1	1,403.60		
W INV-20162463	02/02/2021	Phoenix Security, Training And Event Group Pty Ltd	Wanangkura Stadium South Hedland Security	1	1,403.60		
Phoenix Security, Training And Event Group Pty Ltd Total						2,807.20	2,807.20
FT85090	12/02/2021	Pilbara Aboriginal Corporation for Traditional Owners	Payment	1		1,000.00	
W 10122020	10/12/2020	Pilbara Aboriginal Corporation for Traditional Owners	Approved Community Grants Program - Special Events Grant	1	1,000.00		
Pilbara Aboriginal Corporation for Traditional Owners Total						1,000.00	1,000.00
FT85033	12/02/2021	Pilbara Copy Service	Payment	1		1,235.12	
W 43580	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Job for Matt Dann Theatre & Cinema	1	62.10		
W 43581	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Period: 20/12/2020 - 20/01/2021	1	339.82		
W 43582	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Job for Town Library	1	102.43		
W 43583	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Job for Main Office	1	539.86		
W 43584	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Job for JD Hardie	1	39.98		
W 43585	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Job for JD Hardie	1	4.97		
W 43586	25/01/2021	Pilbara Copy Service	Monthly Meter plan Billing Job for Library	1	145.96		
Pilbara Copy Service Total						1,235.12	1,235.12
FT85007	12/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Payment	1		501.60	
W 354465	15/01/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00		
W 354468	15/01/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60		
W 354469	15/01/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00		
FT85164	26/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Payment	1		3,144.60	
W 355937	22/01/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60		
W 355953	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00		
W 355956	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60		
W 355964	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60		
W 355965	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00		
W 355961	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00		
W 355960	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60		
W 355959	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00		
W 355955	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00		

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 355984	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00	
IV 355985	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60	
IV 355983	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00	
IV 355963	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00	
IV 355940	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00	
IV 355936	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00	
IV 356090	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	176.00	
IV 356089	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	138.60	
IV 356088	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Pre employment medical	1	187.00	
IV 356137	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Immunisations	1	45.00	
IV 356130	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Immunisations	1	45.00	
IV 356135	09/02/2021	Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre	Immunisations	1	45.00	
		Pilbara Medical Holdings Pty Ltd t/a Port Hedland Medical Centre Total			3,646.20	3,646.20
FT85150	26/02/2021	Pilbara Meta Maya Regional Aboriginal Corp	Payment	1		930.00
IV P42008497	29/01/2021	Pilbara Meta Maya Regional Aboriginal Corp	Accommodation for Drone Training	1	620.00	
IV P42008496	29/01/2021	Pilbara Meta Maya Regional Aboriginal Corp	Accommodation for Manager of Planning & Analysis	1	310.00	
		Pilbara Meta Maya Regional Aboriginal Corp Total			930.00	930.00
FT85043	12/02/2021	Pilbara Pressure Force Pty Ltd	Payment	1		25,795.78
IV INV-9125	12/01/2021	Pilbara Pressure Force Pty Ltd	Jan 2021 - Cleaning of public ablutions	1	25,795.78	
FT85210	26/02/2021	Pilbara Pressure Force Pty Ltd	Payment	1		3,544.60
IV INV-9082	31/12/2020	Pilbara Pressure Force Pty Ltd	Kevin Scott Oval Playground - High pressure clean and sanitise	1	825.00	
IV INV-9141	07/01/2021	Pilbara Pressure Force Pty Ltd	Ingoing House Clean - cleaning 2 x techs	1	395.96	
IV INV-9140	19/01/2021	Pilbara Pressure Force Pty Ltd	Koombana Park Exeloo & Daylesford Park Exeloo - Graffiti removal from walls, roof and tiles	1	990.00	
IV INV-9161	03/02/2021	Pilbara Pressure Force Pty Ltd	Spot Clean Matt Dann foyer carpet	1	313.50	
IV INV-9107	05/02/2021	Pilbara Pressure Force Pty Ltd	Hand Soap Dispense	1	145.75	
IV INV-9110	05/02/2021	Pilbara Pressure Force Pty Ltd	Replace broken hand soap dispensers Pretty Pool ablutions	1	335.49	
IV INV-0071	08/02/2021	Pilbara Pressure Force Pty Ltd	2 x Hand soap dispensers	1	192.49	
IV INV-9168	08/02/2021	Pilbara Pressure Force Pty Ltd	In-going clean	1	346.47	
		Pilbara Pressure Force Pty Ltd Total			29,340.44	29,340.44
FT85009	12/02/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Payment	1		1,100.00
IV 3093	20/01/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Supply and Install Front Windscreen	1	550.00	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 3109	20/01/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Supply and Install Front Windscreen	1	550.00	
FT85172	26/02/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Payment	1		1,595.00
IV 25262	05/02/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Supply and Install Front Right Hand Side Door Glass	1	495.00	
IV 25285	09/02/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Supply and Install Rear Left Hand Side (Passenger) Door Glass	1	605.00	
IV 25283	09/02/2021	Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens	Supply and Install Front Left Hand Door Glass	1	495.00	
		Pilbara Solutions Pty Ltd t/as Hedland Mobile Windscreens Total			2,695.00	2,695.00
FT85212	26/02/2021	Pilbara Tools and Fasteners Pty Ltd	Payment	1		302.30
IV 10049149	15/12/2020	Pilbara Tools and Fasteners Pty Ltd	Consumables	1	36.47	
IV 10049189	15/12/2020	Pilbara Tools and Fasteners Pty Ltd	Materials & parts	1	82.90	
IV 10050160	14/01/2021	Pilbara Tools and Fasteners Pty Ltd	Materials & parts	1	14.59	
IV 10051893	20/01/2021	Pilbara Tools and Fasteners Pty Ltd	Consumables	1	0.85	
IV 10050826	27/01/2021	Pilbara Tools and Fasteners Pty Ltd	Materials & parts	1	50.02	
IV 10051701	08/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials & parts	1	43.37	
IV 10051785	09/02/2021	Pilbara Tools and Fasteners Pty Ltd	Materials & parts	1	74.10	
		Pilbara Tools and Fasteners Pty Ltd Total			302.30	302.30
FT84994	12/02/2021	Pirtek Port Hedland	Payment	1		1,634.30
IV PH-T00049940	14/01/2021	Pirtek Port Hedland	Parts & Repairs	1	864.45	
IV PH-T00049995	16/01/2021	Pirtek Port Hedland	Parts & Repairs	1	969.94	
FT85147	26/02/2021	Pirtek Port Hedland	Payment	1		5,207.33
IV PH-T00050298	31/01/2021	Pirtek Port Hedland	Materials and parts	1	5,207.33	
		Pirtek Port Hedland Total			7,041.72	7,041.72
FT84951	12/02/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	Payment	1		28,291.90
IV J130130509	22/01/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	30,000KM Service	1	519.16	
IV J133018043	27/01/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	Carried out inspection on transmission fault and checked as per workshop manual	1	275.00	
IV RI10052161	27/01/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	Toyota Corolla	1	27,497.82	
FT85102	26/02/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	Payment	1		493.00
IV J130130777	02/02/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	Carried out 6 months/10,000km service as per handbook	1	343.60	
IV J130130648	04/02/2021	PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan)	Replace antenna	1	149.42	
		PMG - Pilbara Motor Group Pty Ltd (Pilbara Toyota & Pilbara Nissan) Total			28,785.00	28,785.00
FT84985	12/02/2021	Port Hedland Cricket Association	Payment	1		3,000.00
IV 26112020	26/11/2020	Port Hedland Cricket Association	Approved Community Grants Program - Community Sports Grant	1	3,000.00	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount	
Port Hedland Cricket Association Total						3,000.00	3,000.00
FT85016	12/02/2021	Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance	Payment	1		19,041.83	
W 18836	06/01/2021	Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance	Stadium - September Insurance Claim	1	13,482.70		
W 18837	06/01/2021	Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance	Stadium double glazed with check print - Glass repairs	1	4,576.00		
W 18840	07/01/2021	Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance	Replace fixed pane in laundry door	1	983.13		
Port Hedland Glass & Aluminium t/as Port Hedland Glazing & Building Maintenance						19,041.83	19,041.83
FT85263	26/02/2021	Port Shipping Containers Pty Ltd	Payment	1		132,454.30	
W 1083	15/02/2021	Port Shipping Containers Pty Ltd	Commercial cafe container with all internal inclusions to be fabricated	1	130,694.30		
W 1162	23/02/2021	Port Shipping Containers Pty Ltd	Engineered Drawing and Certification for Construction	1	1,760.00		
Port Shipping Containers Pty Ltd Total						132,454.30	132,454.30
D41817.31	02/02/2021	Praemium Sma Superannuation Fund	Payment	1		375.85	
W SUPER	02/02/2021	Praemium Sma Superannuation Fund	Superannuation Contributions	1	375.85		
Praemium Sma Superannuation Fund Total						375.85	375.85
FT85255	26/02/2021	Prestige Jointing & Electrical Pty Ltd	Payment	1		12,819.77	
W 00000128	29/01/2021	Prestige Jointing & Electrical Pty Ltd	Koombana Park Pole and shelter lights upgrade	1	4,070.00		
W 00000127	29/01/2021	Prestige Jointing & Electrical Pty Ltd	Marapikurrinya Park Pole and shelter lighting	1	8,749.77		
Prestige Jointing & Electrical Pty Ltd Total						12,819.77	12,819.77
D41817.24	02/02/2021	Public Sector Superannuation Accumulation Plan	Payment	1		321.31	
W SUPER	02/02/2021	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	1	321.31		
D41845.24	16/02/2021	Public Sector Superannuation Accumulation Plan	Payment	1		284.55	
W SUPER	16/02/2021	Public Sector Superannuation Accumulation Plan	Superannuation Contributions	1	284.55		
Public Sector Superannuation Accumulation Plan Total						605.86	605.86
D41817.16	02/02/2021	Q Super	Payment	1		2,212.11	
W SUPER	02/02/2021	Q Super	Superannuation Contributions	1	1,644.24		
W DEDUCTION	02/02/2021	Q Super	Payroll Deductions	1	174.08		
W DEDUCTION	02/02/2021	Q Super	Payroll Deductions	1	393.81		
D41845.15	16/02/2021	Q Super	Payment	1		1,907.99	
W SUPER	16/02/2021	Q Super	Superannuation Contributions	1	1,415.39		
W DEDUCTION	16/02/2021	Q Super	Payroll Deductions	1	116.46		
W DEDUCTION	16/02/2021	Q Super	Payroll Deductions	1	376.09		
Q Super Total						4,120.07	4,120.07

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT85246	26/02/2021	Radio Industries Australia Pty Ltd	Payment	1		225.50
IV 9072	23/10/2020	Radio Industries Australia Pty Ltd	Reprogramming of existing 2 ways	1	225.50	
		Radio Industries Australia Pty Ltd Total			225.50	225.50
D41817.32	02/02/2021	Rain Lover Enterprises Pty Ltd Atf Rain I over Super Fund	Payment	1		47.94
IV SUPER	02/02/2021	Rain Lover Enterprises Pty Ltd Atf Rain I over Super Fund	Superannuation Contributions	1	47.94	
D41845.33	16/02/2021	Rain Lover Enterprises Pty Ltd Atf Rain I over Super Fund	Payment	1		14.22
IV SUPER	16/02/2021	Rain Lover Enterprises Pty Ltd Atf Rain I over Super Fund	Superannuation Contributions	1	14.22	
		Rain Lover Enterprises Pty Ltd Atf Rain I over Super Fund Total			62.16	62.16
FT85134	26/02/2021	Ready Workforce - Chandler Macleod Ltd	Payment	1		8,133.59
IV 93460784	20/01/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire - Contract Labourer	1	2,226.80	
IV 93464273	27/01/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire - Contract Labourer	1	2,762.43	
IV 93468233	03/02/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire - Contract Labourer	1	943.49	
IV 93473027	10/02/2021	Ready Workforce - Chandler Macleod Ltd	Labour Hire - Contract Labourer	1	2,200.87	
		Ready Workforce - Chandler Macleod Ltd Total			8,133.59	8,133.59
FT85072	12/02/2021	Rebecca Walter	Payment	1		171.60
IV 4341456	01/01/2021	Rebecca Walter	Reimbursement of gas facility fee	1	128.70	
IV 518072_21 008 53466	25/01/2021	Rebecca Walter	Reimbursement of electricity charges	1	43.14	
FT85243	26/02/2021	Rebecca Walter	Payment	1		280.20
IV 9008354680_0159	12/02/2021	Rebecca Walter	Reimbursement of water charges	1	230.20	
		Rebecca Walter Total			402.04	402.04
FT85088	12/02/2021	Rebecca Wilkinson	Payment	1		7.25
IV 22012021	22/01/2021	Rebecca Wilkinson	Reimbursement for purchasing materials for Australia Day Citizenship Ceremony	1	7.25	
		Rebecca Wilkinson Total			7.25	7.25
FT85205	26/02/2021	Recharge Petroleum	Payment	1		2,937.36
IV STATEMENT_31/01/20:31/01/2021	31/01/2021	Recharge Petroleum	Fuel card transactions for the month of January 2021	1	2,937.36	
		Recharge Petroleum Total			2,937.36	2,937.36
FT85029	12/02/2021	Reddings Electrical Pty Ltd	Payment	1		495.00
IV 00004972	20/01/2021	Reddings Electrical Pty Ltd	Landfill Generator Hire for cyclone preparation	1	495.00	
FT85193	26/02/2021	Reddings Electrical Pty Ltd	Payment	1		5,143.40
IV 00004856	01/12/2020	Reddings Electrical Pty Ltd	South Hedland Skate Park - Electrical box repairs	1	2,623.00	
IV 00004955	05/01/2021	Reddings Electrical Pty Ltd	Electrical Repairs	1	510.44	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 00004957	06/01/2021	Reddings Electrical Pty Ltd	Electrical Repairs	1	235.00	
IV 00004970	20/01/2021	Reddings Electrical Pty Ltd	Shay Gap Park Supply Locks	1	1,375.00	
IV 00004975	23/01/2021	Reddings Electrical Pty Ltd	Repairs to Depot rear gate	1	400.00	
		Reddings Electrical Pty Ltd Total			5,638.44	5,638.44
FT85014	12/02/2021	Reece Pty Ltd	Payment	1		290.2
IV 443103180	18/01/2021	Reece Pty Ltd	Gasket	1	19.40	
IV 443103210	19/01/2021	Reece Pty Ltd	Gasket	1	13.76	
IV 443103219	19/01/2021	Reece Pty Ltd	Gasket	1	8.81	
IV 443103310	21/01/2021	Reece Pty Ltd	Hunter NODE-BT Controller	1	248.25	
FT85179	26/02/2021	Reece Pty Ltd	Payment	1		3,892.6
IV 443102416	16/12/2020	Reece Pty Ltd	Materials & parts	1	922.32	
IV 443102523	18/12/2020	Reece Pty Ltd	Materials & parts	1	21.35	
IV 443102521	18/12/2020	Reece Pty Ltd	Materials & parts	1	70.53	
IV 443102538	18/12/2020	Reece Pty Ltd	Materials & parts	1	132.86	
IV 443102596	23/12/2020	Reece Pty Ltd	Materials & parts	1	14.87	
IV 443102844	07/01/2021	Reece Pty Ltd	Materials & parts	1	26.58	
IV 443102830	07/01/2021	Reece Pty Ltd	Materials & parts	1	1,534.50	
IV 443102938	11/01/2021	Reece Pty Ltd	Materials & parts	1	56.61	
IV 443103022	13/01/2021	Reece Pty Ltd	Materials & parts	1	18.08	
IV 443103116	15/01/2021	Reece Pty Ltd	Materials & parts	1	21.35	
IV 443103595	29/01/2021	Reece Pty Ltd	Materials & parts	1	27.52	
IV 443103789	04/02/2021	Reece Pty Ltd	Materials & parts	1	18.33	
IV 802907337	09/02/2021	Reece Pty Ltd	Credit note relates to Invoice#802907337	1	-312.99	
IV 443103907	09/02/2021	Reece Pty Ltd	Materials & parts	1	312.99	
IV 443103918	09/02/2021	Reece Pty Ltd	Materials & parts	1	65.47	
IV 443104001	10/02/2021	Reece Pty Ltd	Freight	1	462.00	
		Reece Pty Ltd Total			3,682.59	3,682.59
FT85056	12/02/2021	Renae Ann Coles	Payment	1		4,801.33
IV 10022021	10/02/2021	Renae Ann Coles	Deputy Mayor Attendance fee for February 2021		4,801.33	
		Renae Ann Coles Total			4,801.33	4,801.33
FT84970	12/02/2021	Repco Auto Parts	Payment	1		1,823.9

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 4660871418	08/01/2021	Repco Auto Parts	TX6160- GME UHF 5W Handheld radios with remote microphone x 3	1	911.99	
IV 4660871838	10/01/2021	Repco Auto Parts	TX6160- GME UHF 5W Handheld radios with remote microphone x 3	1	911.99	
		Repco Auto Parts Total			1,823.98	1,823.98
D41817.9	02/02/2021	Rest Super	Payment	1		7,033.00
IV DEDUCTION	02/02/2021	Rest Super	Payroll Deductions	1	122.07	
IV DEDUCTION	02/02/2021	Rest Super	Payroll Deductions	1	144.62	
IV SUPER	02/02/2021	Rest Super	Superannuation Contributions	1	6,160.04	
IV DEDUCTION	02/02/2021	Rest Super	Payroll Deductions	1	241.87	
IV DEDUCTION	02/02/2021	Rest Super	Payroll Deductions	1	35.89	
IV DEDUCTION	02/02/2021	Rest Super	Payroll Deductions	1	205.66	
IV DEDUCTION	02/02/2021	Rest Super	Payroll Deductions	1	122.93	
D41845.3	16/02/2021	Rest Super	Payment	1		7,643.90
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	122.93	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	122.07	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	127.62	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	10.44	
IV SUPER	16/02/2021	Rest Super	Superannuation Contributions	1	6,638.91	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	102.76	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	285.97	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	35.89	
IV DEDUCTION	16/02/2021	Rest Super	Payroll Deductions	1	197.38	
		Rest Super Total			14,677.05	14,677.05
FT85131	26/02/2021	Rexel Electrical Supplies Pty Ltd	Payment	1		556.48
IV 10636127	12/01/2021	Rexel Electrical Supplies Pty Ltd	3 ceiling fans	1	556.48	
		Rexel Electrical Supplies Pty Ltd Total			556.48	556.48
FT84991	12/02/2021	Ribshire PL T/A Goodline	Payment	1		12,205.80
IV 153196	19/01/2021	Ribshire PL T/A Goodline	Marquee Park - temporary fill in current excavated area	1	869.00	
IV 153269	20/01/2021	Ribshire PL T/A Goodline	Plumbing repairs	1	4,857.67	
IV 153253	20/01/2021	Ribshire PL T/A Goodline	Marquee Park - water leak under grate	1	6,479.22	
FT85144	26/02/2021	Ribshire PL T/A Goodline	Payment	1		6,294.70
IV 153268	20/01/2021	Ribshire PL T/A Goodline	South Hedland Town Square Water Leak Repair	1	329.82	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 153260	20/01/2021	Ribshire PL T/A Goodline	Plumbing repairs	1	459.86	
IV 153514	27/01/2021	Ribshire PL T/A Goodline	Supply and Install 50mm RPZ Marquee Park	1	2,088.90	
IV 153516	28/01/2021	Ribshire PL T/A Goodline	Attend to clear out the drains at the Pound	1	756.80	
IV 153770	02/02/2021	Ribshire PL T/A Goodline	Stage 2 Pump Flange Repair	1	363.00	
IV 153768	02/02/2021	Ribshire PL T/A Goodline	Gratwick Pool Playground Water Feature - Fix blocked drain	1	165.00	
IV 153971	09/02/2021	Ribshire PL T/A Goodline	Attend to remove the ice machine to outside the kitchen	1	904.83	
IV 153967	09/02/2021	Ribshire PL T/A Goodline	JD Hardie Centre Staff Toilet repairs	1	1,226.50	
		Ribshire PL T/A Goodline Total			18,500.60	18,500.60
FT85091	12/02/2021	Richard Azar	Payment	1		2,409.76
IV 10022021	10/02/2021	Richard Azar	Relocation costs for Senior Contracts and Procurement Officer	1	2,409.76	
		Richard Azar Total			2,409.76	2,409.76
FT85137	26/02/2021	Risk Management Technologies	Payment	1		12,014.20
IV 100490	15/02/2021	Risk Management Technologies	ChemAlert Training for Workplace Health and Safety Coordinator	1	1,639.00	
IV 100484	15/02/2021	Risk Management Technologies	Chem Alert System License renewal	1	10,375.20	
		Risk Management Technologies Total			12,014.20	12,014.20
FT85273	26/02/2021	Robinson Family Aboriginal Corporation t/as KRD Group Heritage Services	Payment	1		3,300.00
IV 017	16/02/2021	Robinson Family Aboriginal Corporation t/as KRD Group Heritage Services	Heritage Monitoring Services	1	3,300.00	
		Robinson Family Aboriginal Corporation t/as KRD Group Heritage Services Total			3,300.00	3,300.00
FT84965	12/02/2021	Royal Life Saving Society WA	Payment	1		488.23
IV 01022021	01/02/2021	Royal Life Saving Society WA	Reimbursement of BBQ costs for Pool party	1	488.23	
FT85122	26/02/2021	Royal Life Saving Society WA	Payment	1		6,811.00
IV 131902	29/01/2021	Royal Life Saving Society WA	Swim and Survive Certificates for Swim School	1	750.00	
IV 132058	03/02/2021	Royal Life Saving Society WA	Staffing to run BBQ at Australia Day Pool Party	1	825.00	
IV 125067	08/02/2021	Royal Life Saving Society WA	Enrolment Fee Class for Pool Operations	1	2,249.50	
IV 125061	08/02/2021	Royal Life Saving Society WA	Enrolment Fee Class for Pool Operations	1	2,249.50	
IV 125464	16/02/2021	Royal Life Saving Society WA	PLG Requalification Training x 3	1	737.00	
		Royal Life Saving Society WA Total			7,299.23	7,299.23
FT85244	26/02/2021	Russell Building Approvals	Payment	1		1,100.00
IV INV-2040	29/01/2021	Russell Building Approvals	CBC/ Occupancy Permit for GAC Gym Expansion	1	715.00	
IV INV-2075	05/02/2021	Russell Building Approvals	Certificate of Design Compliance	1	385.00	
		Russell Building Approvals Total			1,100.00	1,100.00

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT84986	12/02/2021	SAI Global Limited	Payment	1		7,594.10
IV SAIG11S-1083817	25/11/2020	SAI Global Limited	Sai Global Sub Australian Standards	1	7,594.10	
		SAI Global Limited Total			7,594.10	7,594.10
FT85225	26/02/2021	Sarah Blair	Payment	1		107.10
IV 10112020	10/11/2020	Sarah Blair	Refund of membership fees	1	107.10	
		Sarah Blair Total			107.10	107.10
FT85170	26/02/2021	Scholastic Australia Pty Limited	Payment	1		3,380.00
IV INV-AU00281900	29/01/2021	Scholastic Australia Pty Limited	High quality children's books	1	3,380.00	
		Scholastic Australia Pty Limited Total			3,380.00	3,380.00
FT85067	12/02/2021	Schweppes Australia Pty Ltd	Payment	1		270.67
IV 9008895850	22/01/2021	Schweppes Australia Pty Ltd	GAC - Drinks	1	270.67	
FT85238	26/02/2021	Schweppes Australia Pty Ltd	Payment	1		1,199.40
IV 9008937767	29/01/2021	Schweppes Australia Pty Ltd	Drinks for Wanangkura Stadium kiosk	1	750.63	
IV 9008938350	29/01/2021	Schweppes Australia Pty Ltd	Drinks for Wanangkura Stadium Kiosk	1	448.79	
		Schweppes Australia Pty Ltd Total			1,470.09	1,470.09
FT85232	26/02/2021	Sentinel Countrywide Retail Ltd	Payment	1		5,991.39
IV 2217290	01/03/2021	Sentinel Countrywide Retail Ltd	Base rent for Port Library rental at Port Boulevard	1	5,991.39	
		Sentinel Countrywide Retail Ltd Total			5,991.39	5,991.39
FT85204	26/02/2021	Shakira Levi	Payment	1		500.00
IV 26112020	26/11/2020	Shakira Levi	Approved Community Grants Program - Athlete Development Grant	1	500.00	
		Shakira Levi Total			500.00	500.00
FT85249	26/02/2021	Shane Hayes	Payment	1		107.46
IV 18022021	18/02/2021	Shane Hayes	Reimbursement for fuel	1	107.46	
		Shane Hayes Total			107.46	107.46
FT84979	12/02/2021	Shawmac Pty Ltd	Payment	1		4,345.00
IV 00010166	29/01/2021	Shawmac Pty Ltd	Concept Design of Sutherland Street Shared Path Extension	1	4,345.00	
		Shawmac Pty Ltd Total			4,345.00	4,345.00
FT84964	12/02/2021	Sigma Chemicals	Payment	1		5,816.76
IV 145011/01	06/01/2021	Sigma Chemicals	Chemical order for SHAC	1	4,557.76	
IV 145012/01	06/01/2021	Sigma Chemicals	Chemical order for GAC	1	1,259.01	
FT85119	26/02/2021	Sigma Chemicals	Payment	1		550.99

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 144639/01	25/01/2021	Sigma Chemicals	Backstroke flags SHAC	1	550.90	
		Sigma Chemicals Total			6,367.67	6,367.67
FT84982	12/02/2021	Signswest	Payment	1		228.80
IV 00075914	24/12/2020	Signswest	2 x 300x450mm aluminium sign - No Standing - non reflective	1	228.80	
		Signswest Total			228.80	228.80
FT85267	26/02/2021	Simone Bell	Payment	1		137.70
IV 01022021	01/02/2021	Simone Bell	Refund of swimming school fees	1	137.70	
		Simone Bell Total			137.70	137.70
FT85036	12/02/2021	Skipper Transport Parts	Payment	1		6.59
IV 3241132	21/01/2021	Skipper Transport Parts	Pilot Lmp 12V Chrome Led	1	6.59	
FT85202	26/02/2021	Skipper Transport Parts	Payment	1		2,530.10
IV 3230972	12/01/2021	Skipper Transport Parts	Consumables	1	2,530.10	
		Skipper Transport Parts Total			2,536.69	2,536.69
FT85293	26/02/2021	Smartrak Aust Pty Ltd	Payment	1		299.20
IV INW-4774	01/02/2021	Smartrak Aust Pty Ltd	Monthly service fee for 2 cabinets	1	299.20	
		Smartrak Aust Pty Ltd Total			299.20	299.20
FT85167	26/02/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Payment	1		1,190.20
IV 2246524	28/01/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	595.10	
IV 2252581	04/02/2021	Sonic Healthplus Pty Ltd T/as Kinetic Health	Pre employment medicals	1	595.10	
		Sonic Healthplus Pty Ltd T/as Kinetic Health Total			1,190.20	1,190.20
FT85129	26/02/2021	Sony Pictures Releasing Pty Ltd	Payment	1		301.99
IV 773809-1	08/02/2021	Sony Pictures Releasing Pty Ltd	Movie Booking - Monster Hunter 30/01/21	1	301.99	
		Sony Pictures Releasing Pty Ltd Total			301.99	301.99
FT85078	12/02/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Payment	1		1,389.25
IV 115207106	14/01/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Staff kitchen stock	1	87.72	
IV 115256427	15/01/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Fruit for the workplace	1	141.25	
IV 115495668	21/01/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Crib room supplies	1	97.10	
IV 115290950	25/01/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Catering for Australian Citizenship Ceremony 26 January 2021	1	812.85	
IV 115553018	25/01/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Fruit for the workplace	1	77.43	
IV 115717517	28/01/2021	South Hedland Coles Supermarkets Australia Pty Ltd	JD Hardie kiosk order	1	172.86	
FT85254	26/02/2021	South Hedland Coles Supermarkets Australia Pty Ltd	Payment	1		357.80

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 113770902	11/12/2020	South Hedland Coles Supermarkets	Consumables	1	46.50	
IV 115047275	13/01/2021	Australia Pty Ltd South Hedland Coles Supermarkets	Consumables	1	181.90	
IV 115695777	27/01/2021	Australia Pty Ltd South Hedland Coles Supermarkets	Matt Dann Kiosk Order	1	129.46	
		South Hedland Coles Supermarkets Australia Pty Ltd Total			1,747.07	1,747.00
FT85224	26/02/2021	Southern Cross Treasury	Payment	1		869.00
IV 65351-1	31/01/2021	Southern Cross Treasury	Radio adverts for Australia Day 2021	1	869.00	
		Southern Cross Treasury Total	28 x 30 sec adverts to air 11/01/2021 - 25/01/2021 plus production		869.00	869.00
FT85006	12/02/2021	St John Ambulance Western Australia Ltd - Payment		1		425.00
IV FAINV00721620	01/02/2021	Herland St John Ambulance Western Australia Ltd - St John Services for Australia Day Fireworks Spectacular		1	425.00	
		Herland St John Ambulance Western Australia Ltd - Herland Total			425.00	425.00
FT85262	26/02/2021	Stara learning & Development	Payment	1		1,540.00
IV 12794	30/10/2020	Stara learning & Development	Superannuation Contributions	1	1,540.00	
		Stara learning & Development Total			1,540.00	1,540.00
D41817.29	02/02/2021	Statewide Super	Payment	1		367.20
IV SUPER	02/02/2021	Statewide Super	Superannuation Contributions	1	367.20	
D41845.29	16/02/2021	Statewide Super	Payment	1		367.20
IV SUPER	16/02/2021	Statewide Super	Superannuation Contributions	1	367.20	
		Statewide Super Total			734.40	734.40
FT85048	12/02/2021	Stats WA	Payment	1		2,640.00
IV 617E2395	02/02/2021	Stats WA	Geo-technical surveying	1	2,640.00	
		Stats WA Total			2,640.00	2,640.00
FT84963	12/02/2021	Studiocanal Pty Ltd	Payment	1		192.50
IV AU058588	30/01/2021	Studiocanal Pty Ltd	Movie Booking - The Secret Garden	1	192.50	
FT85116	26/02/2021	Studiocanal Pty Ltd	Payment	1		357.50
IV AU059316	15/02/2021	Studiocanal Pty Ltd	Movie Booking - Music	1	357.50	
		Studiocanal Pty Ltd Total			550.00	550.00
FT85136	26/02/2021	Sunny Sign Company Pty Ltd	Payment	1		447.10
IV 448414	12/01/2021	Sunny Sign Company Pty Ltd	Signage	1	121.00	
IV 448421	12/01/2021	Sunny Sign Company Pty Ltd	ONE WAY Signs Arrow to the Left	1	165.00	
IV 448893	20/01/2021	Sunny Sign Company Pty Ltd	Signage	1	80.85	
IV 449124	22/01/2021	Sunny Sign Company Pty Ltd	Stop sign	1	80.30	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount	
Sunny Sign Company Pty Ltd Total						447.15	447.15
D41817.10	02/02/2021	Sunsuper Superannuation Fund	Payment	1		7,803.4	
IV SUPER	02/02/2021	Sunsuper Superannuation Fund	Superannuation Contributions	1	5,860.09		
IV DEDUCTION	02/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	865.25		
IV DEDUCTION	02/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	90.84		
IV DEDUCTION	02/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	900.00		
IV DEDUCTION	02/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	87.30		
D41845.10	16/02/2021	Sunsuper Superannuation Fund	Payment	1		6,407.8	
IV SUPER	16/02/2021	Sunsuper Superannuation Fund	Superannuation Contributions	1	4,889.39		
IV DEDUCTION	16/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	463.98		
IV DEDUCTION	16/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	71.12		
IV DEDUCTION	16/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	900.00		
IV DEDUCTION	16/02/2021	Sunsuper Superannuation Fund	Payroll Deductions	1	83.98		
Sunsuper Superannuation Fund Total						14,211.35	14,211.35
D41817.17	02/02/2021	Super Directions Fund	Payment	1		144.0	
IV DEDUCTION	02/02/2021	Super Directions Fund	Payroll Deductions	1	3.83		
IV SUPER	02/02/2021	Super Directions Fund	Superannuation Contributions	1	140.20		
D41845.17	16/02/2021	Super Directions Fund	Payment	1		124.4	
IV DEDUCTION	16/02/2021	Super Directions Fund	Payroll Deductions	1	7.66		
IV SUPER	16/02/2021	Super Directions Fund	Superannuation Contributions	1	116.76		
Super Directions Fund Total						268.45	268.45
FT85149	26/02/2021	T - Quip	Payment	1		757.3	
IV 98430 #12	29/01/2021	T - Quip	Parts	1	757.30		
T - Quip Total						757.30	757.30
FT85042	12/02/2021	TechnologyOne	Payment	1		14,410.0	
IV 196642	27/01/2021	TechnologyOne	Intramaps Subscription	1	14,410.00		
TechnologyOne Total						14,410.00	14,410.00
FT84953	12/02/2021	Telstra	Payment	1		5,240.2	
IV 133 5539 233_07 JAN : 07/01/2021		Telstra	Telephone charges	1	45.00		
IV 205 4805 813_12 JAN : 12/01/2021		Telstra	Telephone charges	1	50.00		
IV 220 6796 985_18 JAN : 18/01/2021		Telstra	Telephone charges	1	135.00		

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 220 6796 902_25 JAN : 25/01/2021		Telstra	Telephone charges	1	5,010.29	
FT85105	26/02/2021	Telstra	Payment	1		5,056.00
IV 380 2305 000_29 JAN : 29/01/2021		Telstra	Telephone charges	1	4,961.04	
IV 133 5539 233_07 FEB : 07/02/2021		Telstra	Telephone charges	1	45.00	
IV 205 4805 813_12 FEB : 12/02/2021		Telstra	Telephone charges	1	50.00	
		Telstra Total			10,296.33	10,296.33
FT85064	12/02/2021	The Junction Co.	Payment	1		3,000.00
IV 28012021	28/01/2021	The Junction Co.	Approved Community Grants Program - Community Arts & Culture Grant	1	3,000.00	
		The Junction Co. Total			3,000.00	3,000.00
FT85038	12/02/2021	The Landing Port Hedland (CMS No 2 Pty Ltd)	Payment	1		532.00
IV 00004676	16/12/2020	The Landing Port Hedland (CMS No 2 Pty Ltd)	Catering for Council Christmas dinner on 16 December 2020	1	532.00	
		The Landing Port Hedland (CMS No 2 Pty Ltd) Total			532.00	532.00
FT85022	12/02/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Payment	1		2,250.14
IV 519646	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	1,010.77	
IV 519644	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	189.98	
IV 519647	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	51.61	
IV 519651	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	69.54	
IV 519650	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	342.30	
IV 519649	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	55.59	
IV 519648	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	256.53	
IV 519645	31/01/2021	The Trustee for B & T Unit Trust t/as Scope Business Imaging	Photocopier copy charges & preventative service plan charges	1	273.82	
		The Trustee for B & T Unit Trust t/as Scope Business Imaging Total			2,250.14	2,250.14
FT85041	12/02/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Payment	1		46.70
IV B121517	12/01/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	16.05	
IV B121734	13/01/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	15.70	
IV B122525	22/01/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	14.99	
FT85209	26/02/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Payment	1		1,092.50
IV B121605	10/01/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	88.00	
IV B122666	27/01/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	15.59	
IV B123046	29/01/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	16.86	
IV B123681	05/02/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	388.84	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV B123680	05/02/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	117.61	
IV B123679	05/02/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	333.59	
IV B123678	05/02/2021	The Trustee for GBT Services Trust t/a G Rishons Transport services	Freight charges	1	131.87	
		The Trustee for GBT Services Trust t/a G Rishons Transport services Total			1,139.10	1,139.10
FT85222	26/02/2021	The Trustee For Porthedavit No. 2 Trust t/a Harvey Norman	Payment	1		95.00
IV 628734	22/01/2021	The Trustee For Porthedavit No. 2 Trust t/a Harvey Norman	MS Mouse & Tablet holder for the Drone Controller	1	95.00	
		The Trustee For Porthedavit No. 2 Trust t/a Harvey Norman Total			95.00	95.00
D41817.19	02/02/2021	The Trustee For REI Super	Payment	1		680.50
IV SUPER	02/02/2021	The Trustee For REI Super	Superannuation Contributions	1	514.98	
IV DEDUCTION	02/02/2021	The Trustee For REI Super	Payroll Deductions	1	165.53	
D41845.19	16/02/2021	The Trustee For REI Super	Payment	1		538.90
IV SUPER	16/02/2021	The Trustee For REI Super	Superannuation Contributions	1	407.86	
IV DEDUCTION	16/02/2021	The Trustee For REI Super	Payroll Deductions	1	131.10	
		The Trustee For REI Super Total			1,219.47	1,219.47
FT85184	26/02/2021	The Trustee for Scarboro Painting Services (Northwest) Unit Trust	Payment	1		49,500.00
IV 00055045	22/01/2021	The Trustee for Scarboro Painting Services (Northwest) Unit Trust	Progress Claim 2 for External Painting works to Residential Properties	1	29,700.00	
IV 00055074	29/01/2021	The Trustee for Scarboro Painting Services (Northwest) Unit Trust	Residential Internal Painting	1	19,800.00	
		The Trustee for Scarboro Painting Services (Northwest) Unit Trust Total			49,500.00	49,500.00
FT85155	26/02/2021	The Trustee for The Northstar Asset Trust t/as Jaffa Room	Payment	1		2,640.00
IV 00011096	09/10/2020	The Trustee for The Northstar Asset Trust t/as Jaffa Room	Screening Rights for Twilight Movie	1	1,320.00	
IV 00011223	20/01/2021	The Trustee for The Northstar Asset Trust t/as Jaffa Room	Movie screening rights for Twilight Movie	1	1,320.00	
		The Trustee for The Northstar Asset Trust t/as Jaffa Room Total			2,640.00	2,640.00
FT85265	26/02/2021	The Walkabout	Payment	1		370.00
IV 00001045	14/01/2021	The Walkabout	Catering provided for function on 30th January 2021	1	370.00	
		The Walkabout Total			370.00	370.00
FT85008	12/02/2021	The Workwear Group Pty Ltd	Payment	1		1,020.40
IV 12806023	17/12/2020	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	105.70	
IV 12855356	12/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	242.00	
IV 12856264	12/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	151.29	
IV 12856937	12/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	104.15	
IV 12864454	15/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	81.60	

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
W 12885040	27/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	335.73	
FT85166	26/02/2021	The Workwear Group Pty Ltd	Payment	1		1,010.6
W 12804862	11/12/2020	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	558.10	
W 833719	11/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	-1,155.05	
W 835428	25/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	-59.95	
W 12893149	28/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	77.99	
W 12899615	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	39.00	
W 12899493	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	214.20	
W 12899616	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	63.20	
W 12899710	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	254.41	
W 12899494	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	77.99	
W 12899617	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	127.20	
W 12899492	29/01/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	117.99	
W 12899793	01/02/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	254.41	
W 12906389	03/02/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	282.32	
W 12934001	09/02/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	69.00	
W 12918913	09/02/2021	The Workwear Group Pty Ltd	Staff uniforms & Personal Protective Equipment	1	90.00	
		The Workwear Group Pty Ltd Total			2,031.28	2,031.2
FT85070	12/02/2021	Think Teamwork Pty Ltd	Payment	1		1,062.0
W 00005873	27/11/2020	Think Teamwork Pty Ltd	Security system licence for WANA to November 2020	1	1,062.00	
		Think Teamwork Pty Ltd Total			1,062.00	1,062.0
FT85021	12/02/2021	Thomson Reuters (Professional) Australia Ltd	Payment	1		21,577.6
W 843547062	10/12/2020	Thomson Reuters (Professional) Australia Ltd	Big Red Sky Subscription	1	21,577.64	
		Thomson Reuters (Professional) Australia Ltd Total			21,577.64	21,577.6
FT85023	12/02/2021	Tim Turner	Payment	1		2,931.5
W 10022021	10/02/2021	Tim Turner	Elected Member allowance for February 2021		2,931.50	
		Tim Turner Total			2,931.50	2,931.5
FT84977	12/02/2021	TNT Express	Payment	1		206.6
W 60267704	16/01/2021	TNT Express	Freight charges	1	138.48	
W 60316679	23/01/2021	TNT Express	Freight charges	1	68.35	
FT85130	26/02/2021	TNT Express	Payment	1		153.4

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Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 60370835	30/01/2021	TNT Express	Freight charges	1	153.48	
		TNT Express Total			360.31	360.31
FT84952	12/02/2021	Toll Transport Pty, Limited	Payment	1		209.00
IV 1120-GUJ527	22/12/2020	Toll Transport Pty, Limited	Freight charges	1	93.81	
IV 0036-80569988	10/01/2021	Toll Transport Pty, Limited	Freight charges	1	25.66	
IV 1123-GUJ527	10/01/2021	Toll Transport Pty, Limited	Freight charges	1	89.54	
FT85103	26/02/2021	Toll Transport Pty, Limited	Payment	1		1,318.90
IV 0214-80828791	13/12/2020	Toll Transport Pty, Limited	Freight charges	1	25.03	
IV 0216-80828791	17/01/2021	Toll Transport Pty, Limited	Freight charges	1	25.03	
IV 1124-GUJ527	17/01/2021	Toll Transport Pty, Limited	Freight charges	1	90.66	
IV 1125-GUJ527	24/01/2021	Toll Transport Pty, Limited	Freight charges	1	173.41	
IV 1125-GUJ527	24/01/2021	Toll Transport Pty, Limited	Freight charges	1	25.03	
IV 0217-80828791	31/01/2021	Toll Transport Pty, Limited	Freight charges	1	25.03	
IV 1126-GUJ527	31/01/2021	Toll Transport Pty, Limited	Freight charges	1	752.98	
IV 1127-GUJ527	07/02/2021	Toll Transport Pty, Limited	Freight charges	1	201.78	
		Toll Transport Pty, Limited Total			1,527.96	1,527.96
FT85138	26/02/2021	Total Electrical & Communications Services - TFC	Payment	1		10,711.50
IV 41536	30/01/2021	Total Electrical & Communications Services - TFC	Adjustment for design for the doors installed	1	1,435.50	
IV 41534	30/01/2021	Total Electrical & Communications Services - TFC	Completion of rectification works for vandalism	1	3,227.40	
IV 41520	30/01/2021	Total Electrical & Communications Services - TFC	Installation of additional data points	1	6,048.63	
		Total Electrical & Communications Services - TFC Total			10,711.53	10,711.53
FT85050	12/02/2021	Total SFS Pty Ltd	Payment	1		418.00
IV 21-00000520	14/01/2021	Total SFS Pty Ltd	Crow Foot X 14	1	418.00	
FT85214	26/02/2021	Total SFS Pty Ltd	Payment	1		77.00
IV 21-00001214	29/01/2021	Total SFS Pty Ltd	Alloy Adaptor	1	77.00	
		Total SFS Pty Ltd Total			495.00	495.00
FT85211	26/02/2021	Tovey Shearwood Pty Ltd T/A Creative ADM	Payment	1		9,484.75
IV 2580	28/01/2021	Tovey Shearwood Pty Ltd T/A Creative ADM	Kerbside Recycling - animated video development	1	7,810.00	
IV 2595	28/01/2021	Tovey Shearwood Pty Ltd T/A Creative ADM	Communication templates	1	1,674.75	
		Tovey Shearwood Pty Ltd T/A Creative ADM Total			9,484.75	9,484.75
FT84958	12/02/2021	Town of Port Hedland	Payment	1		210.00

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IV 05022021	05/02/2021	Town of Port Hedland	BSL Levy commission for January 2021	1	210.00	
		Town of Port Hedland Total			210.00	210.00
FT84943	08/02/2021	Town of Port Hedland Social Club	Payment	1		410.00
IV DEDUCTION	02/02/2021	Town of Port Hedland Social Club	Payroll Deductions		410.00	
FT85094	18/02/2021	Town of Port Hedland Social Club	Payment	1		400.00
IV DEDUCTION	16/02/2021	Town of Port Hedland Social Club	Payroll Deductions		400.00	
		Town of Port Hedland Social Club Total			810.00	810.00
FT85186	26/02/2021	Trisleys Hydraulic Services Pty Ltd	Payment	1		13,811.41
IV 100209373	12/01/2021	Trisleys Hydraulic Services Pty Ltd	Supply and install a new leisure pool features pump	1	1,569.50	
IV 100209374	12/01/2021	Trisleys Hydraulic Services Pty Ltd	Aquatic Servicing & Maintenance SHAC services January 2021	1	12,221.91	
		Trisleys Hydraulic Services Pty Ltd Total			13,811.41	13,811.41
FT85183	26/02/2021	Trustee For McMorrow Grimes Family Trust	Payment	1		5,212.98
IV 00029354	12/02/2021	Trustee For McMorrow Grimes Family Trust	Quarterly lift servicing	1	5,212.98	
		Trustee For McMorrow Grimes Family Trust Total			5,212.98	5,212.98
FT85256	26/02/2021	TTT Water Pty Ltd	Payment	1		1,815.00
IV ZC8680089	30/12/2020	TTT Water Pty Ltd	Semi Water Cart Hire	1	1,815.00	
		TTT Water Pty Ltd Total			1,815.00	1,815.00
D41817.26	02/02/2021	TWU Super	Payment	1		579.62
IV SUPER	02/02/2021	TWU Super	Superannuation Contributions	1	427.23	
IV DEDUCTION	02/02/2021	TWU Super	Payroll Deductions	1	152.58	
D41845.26	16/02/2021	TWU Super	Payment	1		579.62
IV SUPER	16/02/2021	TWU Super	Superannuation Contributions	1	427.23	
IV DEDUCTION	16/02/2021	TWU Super	Payroll Deductions	1	152.58	
		TWU Super Total			1,159.62	1,159.62
D41817.44	02/02/2021	Unisuper	Payment	1		3,302.74
IV DEDUCTION	02/02/2021	Unisuper	Payroll Deductions	1	680.45	
IV DEDUCTION	02/02/2021	Unisuper	Payroll Deductions	1	163.90	
IV SUPER	02/02/2021	Unisuper	Superannuation Contributions	1	2,458.44	
D41845.46	16/02/2021	Unisuper	Payment	1		1,451.44
IV DEDUCTION	16/02/2021	Unisuper	Payroll Deductions	1	193.26	
IV DEDUCTION	16/02/2021	Unisuper	Payroll Deductions	1	163.90	

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IV SUPER	16/02/2021	Unisuper	Superannuation Contributions	1	1,094.31	
		Unisuper Total			4,754.26	4,754.26
FT84980	12/02/2021	Universal Pictures (Australasia) Pty Ltd	Payment	1		2,592.50
IV 5410162928-1	22/01/2021	Universal Pictures (Australasia) Pty Ltd	Movie Booking - The War with Grandpa	1	436.90	
IV 5410163632-1	03/02/2021	Universal Pictures (Australasia) Pty Ltd	Movie Booking - The Croods	1	2,153.60	
		Universal Pictures (Australasia) Pty Ltd Total			2,592.50	2,592.50
FT85077	12/02/2021	Up Your Grass Garden Maintenance	Payment	1		231.00
IV INV-1340	28/01/2021	Up Your Grass Garden Maintenance	Yard clean up	1	231.00	
FT85248	26/02/2021	Up Your Grass Garden Maintenance	Payment	1		825.00
IV INV-1290	13/01/2021	Up Your Grass Garden Maintenance	Tree clean up - Verge Tree	1	550.00	
IV INV-1373	04/02/2021	Up Your Grass Garden Maintenance	Yard clean up	1	275.00	
		Up Your Grass Garden Maintenance Total			1,056.00	1,056.00
D41817.33	02/02/2021	Vision Super	Payment	1		734.46
IV SUPER	02/02/2021	Vision Super	Superannuation Contributions	1	734.46	
D41845.34	16/02/2021	Vision Super	Payment	1		697.42
IV SUPER	16/02/2021	Vision Super	Superannuation Contributions	1	697.42	
		Vision Super Total			1,431.88	1,431.88
FT85159	26/02/2021	Visy Packaging	Payment	1		376.20
IV 138542308	25/11/2020	Visy Packaging	Archive Boxes	1	376.20	
		Visy Packaging Total			376.20	376.20
FT85076	12/02/2021	WA Distributors Pty Ltd	Payment	1		1,895.90
IV 614130	11/01/2021	WA Distributors Pty Ltd	Kiosk Order - January 21	1	13.60	
IV 613801	11/01/2021	WA Distributors Pty Ltd	Kiosk Order - January 21	1	1,882.30	
		WA Distributors Pty Ltd Total			1,895.90	1,895.90
FT85112	26/02/2021	WA Electoral Commission	Payment	1		46,077.12
IV 3273	19/01/2021	WA Electoral Commission	Fees for Section 4.13 Other Election - 17 October 2020	1	46,077.12	
		WA Electoral Commission Total			46,077.12	46,077.12
FT85148	26/02/2021	WA Hino	Payment	1		210.27
IV 270798	01/02/2021	WA Hino	Element Set Oil Filter	1	69.19	
IV 270880	03/02/2021	WA Hino	Flasher Assy - Turn Signal	1	141.08	
		WA Hino Total			210.27	210.27

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FT85035	12/02/2021	Waste Water Services Pty Ltd	Payment	1		19,261.00
IV 00008372	21/01/2021	Waste Water Services Pty Ltd	Monthly charge for landfill waste water treatment plant - January 2021	1	19,261.00	
FT85201	26/02/2021	Waste Water Services Pty Ltd	Payment	1		9,440.20
IV 00008402	28/01/2021	Waste Water Services Pty Ltd	Additional flowmeter supplied and installed for WWTP with remote monitoring capability	1	9,440.20	
Waste Water Services Pty Ltd Total					28,701.20	28,701.20
FT85108	26/02/2021	Water Corporation - Perth	Payment	1		248,035.40
IV 9008348969_0384	25/01/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	9,938.42	
IV 9016226777_0173	25/01/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	41,763.28	
IV 9008359166_0148	09/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,876.71	
IV 9017233119_0069	09/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	625.15	
IV 9019376711_0093	09/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9023629881_0008	09/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008348942_0161	10/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	957.33	
IV 9017233098_0065	10/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	87.70	
IV 9008357494_0153	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	5,976.35	
IV 9008353557_0157	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,123.92	
IV 9019376682_0097	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9017233135_0069	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9017233143_0069	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9017233151_0068	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9017233178_0067	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	324.21	
IV 9017233098_0064	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9017233127_0068	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9023629873_0008	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9017502630_0058	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	45.68	
IV 9017233100_0071	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9015824273_0049	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	13,499.00	
IV 9008357574_0157	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,162.26	
IV 9008350495_0163	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008350583_0159	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008351930_0157	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	446.62	

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 9013515557_0079	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	194.33	
IV 9016508344_0062	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	644.20	
IV 9008342823_0075	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	56.10	
IV 9008342815_0146	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,766.16	
IV 9009150495_0106	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	3,178.43	
IV 9009843208_0095	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	912.23	
IV 9020301557_0044	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	4,262.68	
IV 9008348950_0096	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	473.01	
IV 9008346808_0167	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,494.64	
IV 9008350102_0159	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008420828_0130	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	44.56	
IV 9009842678_0105	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,216.53	
IV 9016299351_0065	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,804.84	
IV 9016298332_0063	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	984.94	
IV 9009148336_0109	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	11,871.43	
IV 9008342911_0148	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	5,314.99	
IV 9008351578_0163	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9016508336_0061	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,520.00	
IV 9009150866_0109	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,304.38	
IV 9009150786_0110	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	77.20	
IV 9009371191_0108	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	574.99	
IV 9008344933_0126	11/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	3,101.23	
IV 9008343076_0167	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	281.18	
IV 9008355106_0160	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	241.99	
IV 9010410880_0121	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9010410872_0120	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008353522_0164	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,292.56	
IV 9010415614_0123	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9010415606_0125	12/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9020896538_0032	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	217.14	
IV 9020371555_0044	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	300.81	

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 9018541893_0055	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,605.29	
IV 9019637432_0050	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	5,480.32	
IV 9020443133_0006	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	416.32	
IV 9009843136_0095	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,822.62	
IV 9016429638_0063	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,628.95	
IV 9018496180_0058	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,149.47	
IV 9009158710_0114	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	10,862.75	
IV 9021895211_0066	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	28,623.66	
IV 9008363974_0154	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	838.88	
IV 9008351228_0161	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	244.91	
IV 9008358630_0097	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008358198_0150	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	563.32	
IV 9008354680_0158	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008344984_0147	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	937.30	
IV 9019376746_0051	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,295.34	
IV 9019376623_0122	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9020775234_0065	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9019376658_0100	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9019376690_0091	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	353.44	
IV 9019376703_0105	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9019376738_0092	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9020775218_0070	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9020775226_0067	15/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008365806_0167	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	3,264.37	
IV 9017557471_0060	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	77.20	
IV 9008395562_0182	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	3,142.45	
IV 9009352660_0116	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	10,419.22	
IV 9009158163_0112	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	11,705.91	
IV 9008395837_0148	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,703.26	
IV 9015246485_0068	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	74.54	
IV 9017164774_0060	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	710.75	

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV 9008395781_0148	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	1,116.64	
IV 9008419907_0152	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	289.54	
IV 9020896423_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	719.84	
IV 9020896458_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	226.62	
IV 9020896466_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	217.14	
IV 9020896474_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	217.14	
IV 9020896482_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	217.14	
IV 9020896490_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	226.62	
IV 9020896503_0033	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	217.14	
IV 9020896511_0032	16/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	217.14	
IV 9009843179_0097	17/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	85.18	
IV 9008359430_0129	17/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,805.67	
IV 9018256291_0070	17/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	6,360.26	
IV 9009157718_0106	17/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	713.42	
IV 9008385858_0158	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9008391342_0155	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	175.07	
IV 9008381048_0153	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	236.51	
IV 9009257874_0100	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	29.04	
IV 9008758159_0147	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	238.54	
IV 9016429531_0080	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	7.99	
IV 9008381451_0048	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	85.18	
IV 9008366139_0162	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	2,175.89	
IV 9008382526_0160	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	895.01	
IV 9008377786_0247	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	9,675.40	
IV 9008391350_0164	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	215.51	
IV 9008391334_0169	18/02/2021	Water Corporation - Perth	Water Use and Service Charge Account	1	172.13	
		Water Corporation - Perth Total			248,035.49	248,035.4
FT85234	26/02/2021	Water2Water	Payment	1		119.2
IV INV218965	01/01/2021	Water2Water	Monthly rental of a 4 Stage Reverse Osmosis System at GAC	1	59.60	
IV INV220050	01/02/2021	Water2Water	Service fee for water cooler at GAC	1	59.60	
		Water2Water Total			119.20	119.2

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT84993	12/02/2021	Waterchoice (Aust) Pty Ltd	Payment	1		59.60
IV INV-4518	01/02/2021	Waterchoice (Aust) Pty Ltd	Osmosis water filter system for South Hedland Library	1	59.60	
		Waterchoice (Aust) Pty Ltd Total			59.60	59.60
FT85236	26/02/2021	Waterlorque Group Pty Ltd	Payment	1		27,560.75
IV WT0007167	12/01/2021	Waterlorque Group Pty Ltd	Controller X2 14 Station Hunter X2-1401-A	1	650.30	
IV WT0007400	22/01/2021	Waterlorque Group Pty Ltd	December 2020 - Supply of irrigation consumables	1	16,149.52	
IV WT0007498	29/01/2021	Waterlorque Group Pty Ltd	Consumables order January 2021	1	10,760.93	
		Waterlorque Group Pty Ltd Total			27,560.75	27,560.75
FT85037	12/02/2021	West Coast Fireworks Pty Ltd	Payment	1		26,400.00
IV 264	27/01/2021	West Coast Fireworks Pty Ltd	Provision of fireworks display for Port Hedland Australia Day Event	1	26,400.00	
		West Coast Fireworks Pty Ltd Total			26,400.00	26,400.00
FT84959	12/02/2021	Western Australian Local Government Association	Payment	1		10,120.00
IV I3085535	14/01/2021	Western Australian Local Government Association	Road Report Module with Notifications for TOPH Website	1	5,500.00	
IV I3085536	14/01/2021	Western Australian Local Government Association	30 x support hours for the Town's website and intranet	1	4,620.00	
FT85110	26/02/2021	Western Australian Local Government Association	Payment	1		3,084.00
IV I3086009	31/01/2021	Western Australian Local Government Association	Matt Dann website customisation	1	3,084.00	
		Western Australian Local Government Association Total			13,204.00	13,204.00
FT84966	12/02/2021	Westrac Pty Ltd	Payment	1		6,260.50
IV PI 5362417	14/01/2021	Westrac Pty Ltd	Lubricants	1	158.51	
IV PI 5362418	14/01/2021	Westrac Pty Ltd	205L Drum 7X7855 Tfto 30	1	724.83	
IV PI 5362419	14/01/2021	Westrac Pty Ltd	Air Freight	1	60.97	
IV PI 5366679	15/01/2021	Westrac Pty Ltd	Air Freight	1	83.86	
IV PI 5367851	16/01/2021	Westrac Pty Ltd	Parts	1	259.77	
IV PI 5373260	18/01/2021	Westrac Pty Ltd	Parts	1	417.59	
IV PI 5381685	20/01/2021	Westrac Pty Ltd	Battery	1	217.59	
IV PI 5381686	20/01/2021	Westrac Pty Ltd	Filter	1	60.15	
IV PI 5381687	20/01/2021	Westrac Pty Ltd	Clip	1	19.15	
IV PI 5386854	21/01/2021	Westrac Pty Ltd	Filter Fuel	1	131.12	
IV PI 5386855	21/01/2021	Westrac Pty Ltd	Parts	1	10.37	
IV SI 1532957	25/01/2021	Westrac Pty Ltd	8500 Hr Service (Parts Provided)	1	4,116.59	
FT85123	26/02/2021	Westrac Pty Ltd	Payment	1		785.80

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
IV PI 5407317	28/01/2021	Westrac Pty Ltd	Lubricants	1	724.83	
IV PI 5431645	04/02/2021	Westrac Pty Ltd	Air Freight	1	60.97	
		Westrac Pty Ltd Total			7,046.30	7,046.30
FT84981	12/02/2021	White Knight Industries	Payment	1		2,150.50
IV 00036199	31/01/2021	White Knight Industries	Cash in transit services for all facilities - Jan 2021	1	2,150.50	
FT85135	26/02/2021	White Knight Industries	Payment	1		567.90
IV 00036040	13/01/2021	White Knight Industries	Lock replacement	1	86.00	
IV 00036131	22/01/2021	White Knight Industries	Supply and install new lock to a roller door near Basketball Courts at Wanangkura Stadium.	1	290.40	
IV 00036195	31/01/2021	White Knight Industries	Keys & Locks	1	191.55	
		White Knight Industries Total			2,718.45	2,718.45
FT84978	12/02/2021	Winc Australia (Staples Australia Pty Ltd)	Payment	1		522.78
IV 9034864982	15/01/2021	Winc Australia (Staples Australia Pty Ltd)	December 2020 - Stationery	1	5.39	
IV 9034890594	18/01/2021	Winc Australia (Staples Australia Pty Ltd)	Stationary Order	1	517.39	
		Winc Australia (Staples Australia Pty Ltd) Total			522.78	522.78
FT84990	12/02/2021	Woolworths Limited - Supermarket Division	Payment	1		698.22
IV 78082391	03/12/2020	Woolworths Limited - Supermarket Division	Salt Program consumables	1	92.64	
IV 78229742	04/12/2020	Woolworths Limited - Supermarket Division	Fruits for the workplace	1	43.84	
IV 3815851	16/12/2020	Woolworths Limited - Supermarket Division	Drinks for Council Christmas Dinner for Elected Members	1	29.10	
IV 80263479	08/01/2021	Woolworths Limited - Supermarket Division	Fruits for the workplace	1	42.82	
IV 80758941	18/01/2021	Woolworths Limited - Supermarket Division	Fruit for the workplace	1	44.14	
IV 3815938	19/01/2021	Woolworths Limited - Supermarket Division	Catering for AFS Meeting	1	77.89	
IV 3815959	22/01/2021	Woolworths Limited - Supermarket Division	Catering for Citizenship Ceremony	1	38.30	
IV 81036557	28/01/2021	Woolworths Limited - Supermarket Division	Fruit for the workplace	1	43.00	
IV 82150647	09/02/2021	Woolworths Limited - Supermarket Division	Catering for Confidential Briefing	1	107.11	
IV 82383318	10/02/2021	Woolworths Limited - Supermarket Division	Civic Centre morning tea and stationery supplies	1	114.70	
FT85143	26/02/2021	Woolworths Limited - Supermarket Division	Payment	1		324.60
IV 78039543	03/12/2020	Woolworths Limited - Supermarket Division	Catering Verbal De-escalation Training	1	165.10	
IV 82435479	11/02/2021	Woolworths Limited - Supermarket Division	Catering staff amenities tool box meeting	1	93.42	
IV 3816042	11/02/2021	Woolworths Limited - Supermarket Division	Fruits for the workplace	1	31.36	
IV 3816113	16/02/2021	Woolworths Limited - Supermarket Division	Fruit for the workplace	1	34.80	
		Woolworths Limited - Supermarket Division Total			958.22	958.22

CEO'S Delegated Payments List - Regulation 13(1) Local Government (Financial Management) Regulations 1996
 LIST OF PAYMENTS - Payment Detail for Month of February 2021

Reference Number	Date	Name	Description	Bank	Invoice Amount	Payment Amount
FT65207	26/02/2021	XCy Pty Ltd	Payment	1		11,880.00
IV XCYS07312	31/01/2021	XCy Pty Ltd	ICT MSA - Jan 21	1	11,880.00	
		XCy Pty Ltd Total			11,880.00	11,880.00
FT65229	26/02/2021	Zebri Duke	Payment	1		3,579.44
IV A804051	10/02/2021	Zebri Duke	Rates refund		3,579.44	
		Zebri Duke Total			3,579.44	3,579.44
		Grand Total			4,149,947.38	4,149,947.38
EXPORT TOTALS						
Bank Code	Bank Name					Total
	MUNI 086905 508364446					4,149,867.38
	TRUST 086905 508364489					80.00
Total						4,149,947.38
Other						
Bank fees						3,557.78
ER fee - annual						6,083.00
Smart Rider						210.65
Total						9,851.43
Investments						
Total						-
Payroll						
	02/02/2021					- 1,969.60
	02/02/2021					- 3,926.40
	02/02/2021					-628431.90
	16/02/2021					-632289.60
Total						- 1,266,017.50

TOWN OF PORT HEDLAND
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 March 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 20 April 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Town controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,509,398	2,509,398	(209,785)	(2,719,183)	(108%)	▼
Revenue from operating activities							
Governance		0	369	398	29	7.86%	
General purpose funding - general rates	6	53,418,633	52,260,996	53,663,701	51,527,197	2412%	▲
General purpose funding - other		2,584,264	2,136,504	3,229,738	(49,031,258)	(94%)	▼
Law, order and public safety		88,734	66,510	92,960	26,450	40%	▲
Health		423,638	269,460	379,195	109,735	41%	▲
Education and welfare		329,163	259,861	244,625	(15,236)	(6%)	
Housing		54,334	40,743	55,259	14,516	38.63%	
Community amenities		9,646,796	8,499,418	8,310,342	(189,076)	(2%)	
Recreation and culture		2,937,299	1,887,302	2,370,708	483,406	26%	▲
Transport		3,254,626	804,087	221,276	(582,811)	(72%)	▼
Economic services		2,883,202	2,167,126	2,771,103	603,977	38%	▲
Other property and services		312,611	(95,028)	305,166	21,166	(4.21%)	
		75,933,800	68,297,348	71,644,471	3,347,123		
Expenditure from operating activities							
Governance		(2,567,106)	(1,940,917)	(1,587,735)	359,182	18%	▲
General purpose funding		(124,698)	(116,269)	(84,515)	31,754	27%	
Law, order and public safety		(2,057,459)	(1,487,524)	(1,407,350)	80,174	5%	
Health		(921,248)	(691,673)	(636,364)	55,098	8%	
Education and welfare		(2,592,219)	(1,926,024)	(1,824,831)	103,193	5%	
Housing		(3,126,600)	(1,028,397)	(713,474)	314,923	31%	▲
Community amenities		(34,305,811)	(26,389,749)	(7,822,181)	18,567,568	70%	▲
Recreation and culture		(23,160,016)	(17,202,897)	(16,617,913)	584,984	3%	
Transport		(11,014,778)	(8,403,843)	(7,168,977)	1,234,866	15%	▲
Economic services		(1,155,167)	(863,079)	(2,481,198)	(1,618,119)	(187%)	▼
Other property and services		(7,490,446)	(5,435,355)	(1,048,121)	4,387,234	81%	▲
		(88,515,547)	(65,485,727)	(41,392,659)	24,093,068		
Non-cash amounts excluded from operating activities	1(a)	9,688,977	9,688,977	9,387,501	(301,476)	(3%)	
Amount attributable to operating activities		(2,892,770)	12,500,598	39,639,313	27,138,715		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	6,960,458	2,220,318	833,914	(1,386,404)	(62%)	▼
Proceeds from disposal of assets	7	439,800	388,630	478,257	89,627	23%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	72,799	31,051	31,051	0	0%	
Payments for property, plant and equipment and infrastructure	8	(52,818,358)	(42,993,135)	(21,872,111)	21,121,024	49%	▲
Amount attributable to investing activities		(45,345,301)	(40,353,136)	(20,528,889)	19,824,247		
Financing Activities							
Proceeds from new borrowings	9	800,000	0	0	0	0%	
Transfer from reserves	11	63,364,729	0	8,328,891	8,328,891	0%	▲
Payments for principal portion of lease liabilities	10	(302,801)	(175,311)	(175,311)	0	0%	
Repayment of borrowings	9	(706,650)	0	0	0	0%	
Transfer to reserves	11	(16,677,176)	0	(4,752,778)	(4,752,778)	0%	▼
Amount attributable to financing activities		46,478,102	(175,311)	3,400,802	3,576,113		
Closing funding surplus / (deficit)	1(c)	749,429	(25,518,451)	22,301,441			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$50,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTE: The opening surplus/deficit Actual YTD is an un-audited opening position

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 31 MARCH 2021****REVENUE****RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS**EXPENSES****EMPLOYEE COSTS**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,509,398	2,509,398	(209,785)	(2,719,183)	(108%)	▼
Revenue from operating activities							
Rates	6	53,418,633	52,260,996	53,663,701	1,402,705	3%	
Operating grants, subsidies and contributions	13	2,168,890	1,532,116	1,002,667	(529,449)	(35%)	▼
Fees and charges		15,128,684	10,651,457	11,238,495	587,038	6%	
Interest earnings		1,069,523	834,642	2,592,608	1,757,966	211%	▲
Other revenue		4,104,421	3,018,137	3,147,000	128,863	4%	
Profit on disposal of assets	7	43,649		0	0	0%	
		75,933,800	68,297,348	71,644,471	3,347,123		
Expenditure from operating activities							
Employee costs		(26,690,201)	(19,697,024)	(18,066,679)	1,630,345	8%	
Materials and contracts		(43,689,606)	(32,789,384)	(9,893,418)	1,630,345	70%	▲
Utility charges		(4,089,503)	(3,035,573)	(2,904,526)	131,047	4%	
Depreciation on non-current assets		(10,656,786)	(7,270,261)	(7,056,586)	213,675	3%	
Interest expenses		(681,176)	(512,499)	(6,575)	505,924	99%	▲
Insurance expenses		(1,029,159)	(571,060)	(661,404)	(90,344)	(16%)	▼
Other expenditure		(1,679,116)	(1,312,812)	(2,558,319)	(1,245,507)	(95%)	▼
Loss on disposal of assets	7		(297,114)	(245,152)	51,962	17%	▲
		(88,515,547)	(65,485,727)	(41,392,659)	24,093,068		
Non-cash amounts excluded from operating activities	1(a)	9,688,977	9,688,977	9,387,501	(301,476)	(3%)	
Amount attributable to operating activities		(2,892,770)	12,500,598	39,639,313	27,138,715		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	6,960,458	2,220,318	833,914	(1,386,404)	(62%)	▼
Proceeds from disposal of assets	7	439,800	388,630	478,257	89,627	23%	▲
Proceeds from financial assets at FV - self supporting loans	9	72,799	31,051	31,051	0	0%	
Payments for property, plant and equipment	8	(52,818,358)	(42,993,135)	(21,872,111)	21,121,024	49%	▲
Amount attributable to investing activities		(45,345,301)	(40,353,136)	(20,528,889)	19,824,247		
Financing Activities							
Proceeds from new borrowings	9	800,000		0	0	0%	
Transfer from reserves	11	63,364,729	0	8,328,891	8,328,891	0%	▲
Payments for principal portion of lease liabilities	10	(302,801)	(175,311)	(175,311)	0	0%	
Repayment of borrowings	9	(706,650)	0	0	0	0%	
Transfer to reserves	11	(16,677,176)	0	(4,752,778)	(4,752,778)	0%	▼
Amount attributable to financing activities		46,478,102	(175,311)	3,400,802	3,576,113		
Closing funding surplus / (deficit)	1(c)	749,429	(25,518,451)	22,301,441			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 16 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTE: The opening surplus/deficit Actual YTD is an un-audited opening position

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash on hand							
Municipal account	Cash and cash equivalents	2,726,434	0	2,726,434	National Australia Bank		
At Call	Cash and cash equivalents	18,134,434	0	18,134,434	National Australia Bank	0.60%	At call
At Call	Cash and cash equivalents	0	3,214,249	3,214,249	National Australia Bank	0.60%	At call
Cash Restricted: Reserve Fund	Cash and cash equivalents		24,400,000.00	24,400,000	National Australia Bank	0.99%	At call
Cash Restricted: Reserve Fund	Cash and cash equivalents		27,246,877.42	27,246,877	Macquarie Bank	1.70%	14/04/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		5,000,000.00	5,000,000	National Australia Bank	0.89%	23/04/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		6,000,000.00	6,000,000	National Australia Bank	0.89%	23/04/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		3,500,000.00	3,500,000	ANZ	0.85%	21/05/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		1,000,000.00	1,000,000	ING	0.97%	17/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		6,322,666.85	6,322,667	Westpac	1.05%	18/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		14,000,000.00	14,000,000	ANZ	0.78%	22/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		6,000,000.00	6,000,000	ANZ	0.78%	22/06/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		64,326,744.71	64,326,745	Westpac	1.08%	13/07/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		3,500,000.00	3,500,000	ANZ	0.88%	10/08/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		15,000,000.00	15,000,000	ANZ	0.80%	13/09/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		7,000,000.00	7,000,000	Westpac	0.70%	14/10/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		20,000,000.00	20,000,000	CBA	0.65%	28/10/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,500,000.00	2,500,000	AMP Bank	0.75%	09/11/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,000,000.00	2,000,000	AMP Bank	0.75%	23/11/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		20,000,000.00	20,000,000	AMP Bank 31 Day Notice Acco	0.80%	31 days notice
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,000,000.00	2,000,000	AMP Bank	0.75%	11/01/2022
Cash Restricted: Reserve Fund	Cash and cash equivalents		1,000,000.00	1,000,000	AMP Bank	0.70%	18/08/2021
Cash Restricted: Reserve Fund	Cash and cash equivalents		2,500,000.00	2,500,000	AMP Bank	0.70%	18/08/2021
Total		20,860,868	236,510,538	257,371,406			
Comprising							
Cash and cash equivalents		20,860,868	236,510,538	257,371,406			
		20,860,868	236,510,538	257,371,406			

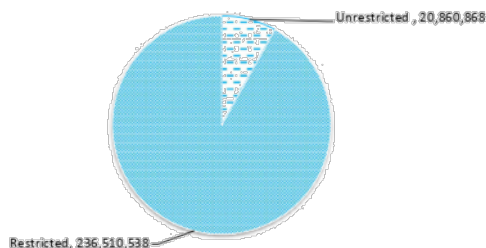
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

OPERATING ACTIVITIES

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(43,649)		
Less: Movement in non current contract liabilities		(924,160)		
Movement from operating to non-current assets				(26,339)
Movement in inventory - cost of land held for sale				1,650,977
Movement in inventory (non-current) land held for sale				415,536
Movement in lease liabilities (current)				45,589
Add: Loss on asset disposals	7			245,152
Add: Depreciation on assets		10,656,786	7,270,261	7,056,586
Total non-cash items excluded from operating activities		9,688,977	7,270,261	9,387,501

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	Year to Date 31 March 2021
Adjustments to net current assets			
Less: Reserves - restricted cash	11	(240,086,651)	(236,510,538)
Less: land held for resale		(1,650,977)	0
Less: Self Supporting loans		(60,872)	(29,821)
Adjustment of land held for sale		456,051	456,051
Add: PHIA Premium prepaid	9	924,160	924,160
Add: Cash Backed Employee Provision		1,375,612	1,375,612
Add: Provision for Airport works		14,809,530	14,809,530
Add: Current portion of lease liabilities	10	242,094	137,777
Total adjustments to net current assets		(223,991,053)	(218,837,229)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	36,712,077		20,860,868
Financial assets	2	205,356,462		236,510,538
Rates receivable	3	4,601,770		4,643,278
Receivables	3	3,285,166		3,494,980
Other current assets		2,679,100		1,051,071
Less: Current liabilities				
Trade and other payables	5	(11,002,064)		(4,184,444)
Contract liabilities	12	(444,789)		(3,989,011)
Lease liabilities	10	(242,094)		(137,777)
Provisions	12	(17,164,360)		(17,110,834)
Less: Total adjustments to net current assets	1(b)	(223,991,053)		(218,837,229)
Closing funding surplus / (deficit)		(209,785)		22,301,441

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

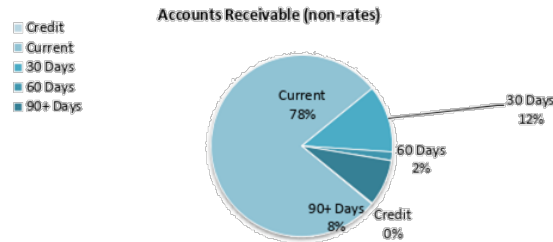
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2020	31 Mar 2021
	\$	\$
Opening arrears previous years	3,766,074	4,601,770
Levied this year	53,699,529	53,663,701
Less - collections to date	(52,863,833)	(53,622,193)
Equals current outstanding	4,601,770	4,643,278
Net rates collectable	4,601,770	4,643,278
% Collected	92%	92%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,202)	1,290,491	197,482	25,690	136,005	1,646,466
Percentage	(0.2%)	78.4%	12%	1.6%	8.3%	
Balance per trial balance						
Sundry receivable						1,646,466
GST receivable						162,977
Allowance for impairment of receivable not relating to contracts with customers			(1)			(11,705)
Accrued Income						1,697,242
Total receivables general outstanding						3,494,980
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 March 2021
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	60,872	0	(31,051)	29,821
Inventory				
Current Inventories - Depot	586,945	0	0	586,945
Current Inventories - J D Hardie	2,000	0	0	2,000
Current Inventories - Leisure	7,056	0	0	7,056
Current Inventories - Matt Dann	5,873	0	0	5,873
Land held for resale				
Cost of acquisition	1,650,977	(1,650,977)		0
Prepayments				
Prepayments	365,377	53,999		419,376
Total other current assets	2,679,100	(1,596,978)	(31,051)	1,051,071
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Town classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

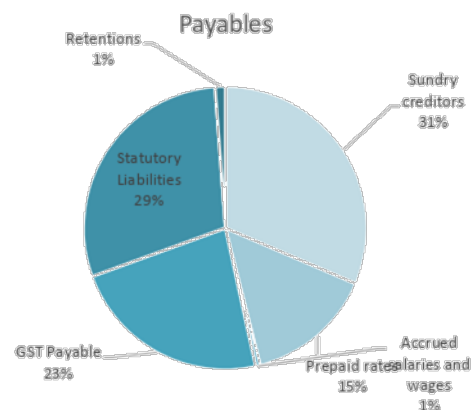
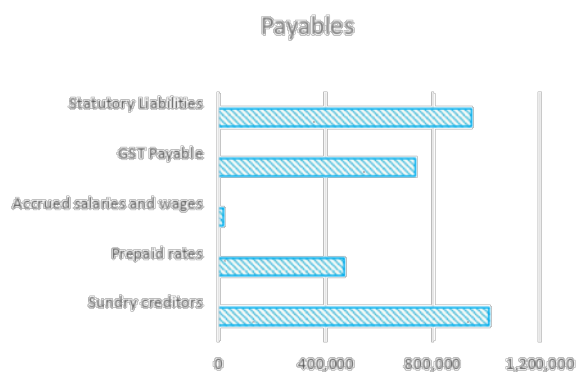
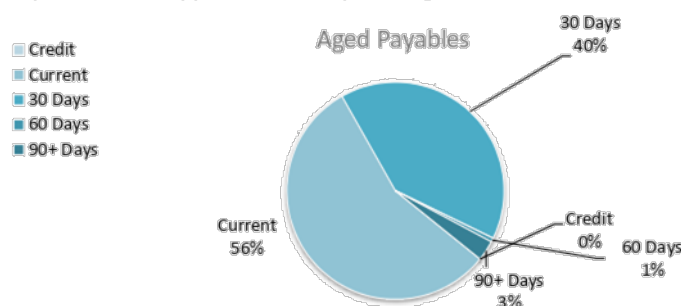
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	565,443	408,147	5,802	30,692	1,010,083
Percentage	0%	56%	40.4%	0.6%	3%	
Balance per trial balance						
Sundry creditors						1,010,083
Prepaid rates						468,982
Accrued salaries and wages						17,391
GST Payable						734,943
Statutory Liabilities						944,686
Retentions						36,812
Income in advance						924,160
Sundry Suspense						47,387
Total payables general outstanding						4,184,444

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



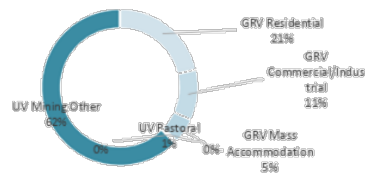
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	9.62890	4,770	114,310,108	11,006,806	4,200,000		15,206,806	11,006,806	(35,650)		10,971,156
GRV Commercial/Industrial	9.62870	511	51,149,484	4,925,030			4,925,030	4,925,030	445,883		5,370,913
GRV Mass Accommodation	19.2093	18	14,441,360	2,774,084			2,774,084	2,774,084	(54,835)		2,719,249
							0				0
							0				0
Unimproved value											
UV Pastoral	11.0785	9	2,193,561	243,014			243,014	243,014			243,014
UV Mining Other	19.75130	235	141,504,609	27,949,000			27,949,000	27,949,000	4,086,387		32,035,387
Sub-Total		5,543	323,599,122	46,897,934	4,200,000	0	51,097,934	46,897,933	4,441,785	0	51,339,719
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,300	1,587	14,301,858	2,063,100			2,063,100	2,063,100			2,063,100
GRV Commercial/Industrial	1,900	199	1,659,265	378,100			378,100	378,100			378,100
GRV Mass Accommodation	1,900	0	0	0			0				0
Unimproved value											
UV Pastoral	1,900	1	17,000	1,900			1,900	1,900			1,900
UV Mining Other	200	248	49,600	49,600			49,600	49,600			49,600
Sub-total		2,035	16,027,723	2,492,700	0	0	2,492,700	2,492,700	0	0	2,492,700
Concession							(172,001)				(168,718)
Total general rates							53,418,633				53,663,701

KEY INFORMATION

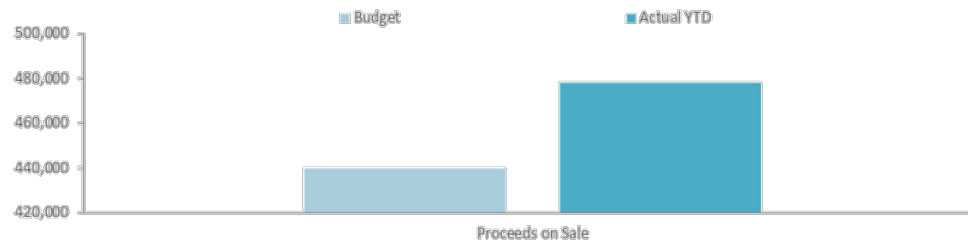
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	
	Plant and equipment	396,151	439,800	43,649	0	711,409	468,020	26,139	(269,527)
VEH004	Kubota Tractor M105XDC 1DFK508 VEH004			0	0	10,000	13,427	3,427	0
VEH097	VEH097 Hino 300 Series 616 Long Crew Auto Tray Rego: 1DZD868 Signs Maintenance Truck			0	0	36,496	42,500	6,004	0
VEH129	VEH129 Iveco Rubbish truck - 1EOG441			0	0	50,000	43,209	0	(6,791)
VEH130	VEH130 2013 Iveco Acco F 2350			0	0	50,000	49,601	0	(399)
VEH140	VEH140 Iveco Side Loader Compactor Rubbish Truck - 1EUO663			0	0	228,186	57,594	0	(170,592)
VEH163	HINO FG1628 AUTO BUCHER REAR LOADER 1GRL296			0	0	234,592	143,490	0	(91,101)
VEL093	2011 Toyota Corolla Sedan - PH12076			0	0	6,000	6,164	164	0
VEL100	2012 Toyota Camry Sedan Altise PH12446			0	0	6,000	7,800	1,800	0
VEL113	Toyota Camry 2012 2.5L Sedan Altise PH12617 VEL113			0	0	6,000	7,982	1,982	0
VEL115	TOYOTA CAMRY 2.5L SEDAN PH12576 VEL115			0	0	6,000	9,073	3,073	0
VEL119	VEL119 Holden Colorado Tray Top 4x2 Single Cab Ute 2012 1EBT263 BUILDING MAINT OFFICER			0	0	6,135	6,073	0	(62)
VEL125	HOLDEN CDX CRUZE 1EBO079 VEL125 Coordinator Recreation			0	0	6,000	5,618	0	(382)
VEL130	TOYOTA LANDCRUISER VX7 1ECL661 VEL130 FOR CEO			0	0	45,000	52,527	7,527	0
VEL135	2013 Toyota Camry Sedan Altise PH13218 VEL135			0	0	6,000	8,164	2,164	0
VEL111	Holden Colorado 2012 2.8L 4x2 Ute VEL111 REGO 1EAW661			0	0	15,000	14,800	0	(200)
VEL124	2012 HOLDEN CDX CRUZE SEDAN 1EBO078 VEL124			0	0	6,000	5,164	0	(836)
VEL091	2011 Toyota 2.4L Camry PET Sedan A/T Altise PH12056 VEL091			0	0	6,000	5,073	0	(927)
		396,151	439,800	43,649	0	711,409	478,257	26,139	(271,290)
									(245,151)



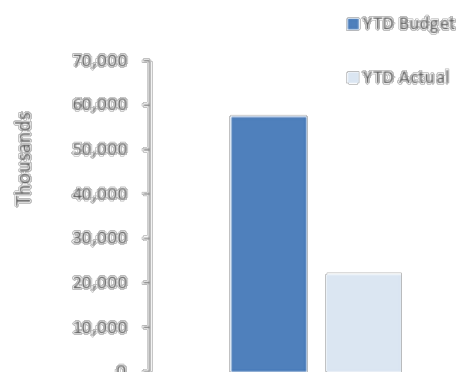
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
PPE - Buildings	7,020,000	5,264,991	2,262,955	(3,002,036)
PPE - Buildings - specialised	20,700,095	15,524,964	11,760,433	(3,764,531)
PPE - Furniture and equipment	925,800	694,341	42,996	(651,345)
PPE - Plant and equipment	3,567,765	2,675,808	626,614	(2,049,194)
Infrastructure - roads and bridges	6,047,781	4,535,811	3,205,496	(1,330,315)
Infrastructure - parks and ovals	8,193,000	6,144,723	1,821,325	(4,323,398)
Infrastructure - footpaths	1,652,745	1,239,552	868,674	(370,878)
Infrastructure - other	7,909,280	5,931,945	627,675	(5,304,270)
Infrastructure - drainage	1,308,000	981,000	655,943	(325,057)
Payments for Capital Acquisitions	57,324,466	42,993,135	21,872,111	(21,121,024)
Right of use assets	290,123	320,570	320,570	0
Total Capital Acquisitions		43,313,705	22,192,681	(21,121,024)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	6,960,458	2,220,318	833,914	(1,386,404)
Borrowings	800,000	0	0	0
Lease liabilities	290,123	320,570	320,570	0
Other (disposals & C/Fwd)	439,800	388,630	478,257	89,627
Cash backed reserves				
Reserves Cash Backed - Unfinished Works	11,483,000	8,612,250	2,827,602	(5,784,648)
Reserves Cash Backed - Airport Works	2,000,000	1,500,000	0	(1,500,000)
Reserves Cash Backed - Spoilbank	172,835	129,626	0	(129,626)
Reserves Cash Backed - Asset Management	500,000	375,000	22,273	(352,727)
Reserves Cash Backed - Waste	1,530,000	1,147,500	7,111	(1,140,389)
Reserves Cash Backed - Strategic	21,323,060	15,992,295	5,101,653	(10,890,642)
Reserves Cash Backed - Financial Risk	1,492,000	1,119,000	370,253	(748,747)
Contribution - operations	10,333,190	11,187,945	11,910,479	722,534
Capital funding total	57,324,466	42,993,135	21,872,111	(21,121,024)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)**

Capital expenditure total

Level of completion indicator, please see table at the end of this note for further detail.

Adopted

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
CPP101046	Ablutions Facilities At Town Parks (Pretty Pool)	176,000	131,994	0	(131,994)
CPP111083	Access Control System Shac	120,000	90,000	0	(90,000)
CPP103082	Airport Wastewater Infrastructure	2,000,000	1,499,994	0	(1,499,994)
CIF117079	Bbq Renewal Program	140,100	105,075	4,075	(101,000)
CIF124072	Blackspot	603,000	452,250	0	(452,250)
CIF108069	Bus Shelters	60,000	45,000	0	(45,000)
CIF128041	Carpark Renewals Program	389,280	291,960	351,254	59,294
CPP081047	Child Care Strategy Implementation	104,260	78,192	111,927	33,735
CPP111063	Civic Centre And Greatwick Hall Refurbishment Stage 5 - Partial	125,000	93,744	40,833	(52,911)
CIF117078	Colin Matheson Oval Floodlights And Cricket Pitch	482,000	361,494	42,111	(319,383)
CPP101043	Community Building - Facilities Renewal Program	500,000	374,994	5,508	(369,487)
CPP111061	Community Building - Mcgregor Street Soccer Clubrooms	480,000	360,000	440,789	80,789
CPP091065	Community/Commercial Building Condition Audits	102,000	76,500	0	(76,500)
CIF117077	Cooke Point/Pretty Pool Pedestrian Link	250,000	187,497	0	(187,497)
CPP141059	Depot Masterplan	7,845,000	5,883,750	2,747,694	(3,136,056)
CIF126010	Drainage Renewal Program	1,308,000	981,000	655,943	(325,057)
CIF117085	Drinking Fountain Renewal	68,400	51,300	13,238	(38,062)
CIF108046	Dual-Use Path And Lighting Masterplan (Executing The Plan)	500,000	375,003	22,152	(352,851)
CIF118054	Finucane Island Boat Ramp Improvement	1,000,000	749,997	58,591	(691,406)
CPP103084	Flow Meter For The Waste Water Treatment Plant	0	0	8,582	8,582
CIF125011	Footpath Renewal Program	1,272,745	954,558	817,984	(136,574)
CIF117080	Forrest Circle Gardens Renewal	88,000	65,997	4,568	(61,429)
CPP091081	Gp Housing - Design	118,000	88,497	7,226	(81,271)
CPP111066	Gratwick Aquatic Centre - Dive Pool Works	260,000	194,994	250,174	55,180
CPP111070	Gratwick Aquatic Centre Gas Storage Room Upgrade	310,000	232,497	0	(232,497)
CPP111051	Gym Renovation Gratwick Aquatic Centre	0	0	95	95
CIF117015	Irrigation Inground Renewal	180,000	135,000	112,291	(22,709)

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
CPP142071	It Renewal Program	425,800	319,347	42,996	(276,351)
CPP111036	Jd Hardie Air-Conditioning Upgrades	2,600,000	1,949,994	2,595,096	645,102
CIF118075	Jd Hardie Earthworks, Drainage And Carparks	1,000,000	749,997	0	(749,997)
CPP111062	Jd Hardie Internal Works	1,897,000	1,422,747	1,805,949	383,202
CPP111075	Jd Hardie Masterplan - Stage 2 Design - Outdoor Elements & Childcare Cent	48,000	36,000	0	(36,000)
CPP111076	Jd Hardie Masterplan- Outdoor Elements & Childcare Centre Design	108,000	81,000	0	(81,000)
CIF117074	Jd Hardie Multipurpose Courts	4,550,000	3,412,503	664,676	(2,747,827)
CPP111037	Jd Hardie Roof Upgrade	2,315,700	1,736,775	2,212,799	476,024
CPP111034	Jd Hardie Youth Zone - Detailed Design	263,300	197,469	197,272	(197)
CIF124016	Kerb And Disability Ramp Improvements And Renewal	49,500	37,125	0	(37,125)
CIF124064	Kerb Renewals	955,712	716,778	598,872	(117,906)
CPP111056	Kevin Scott Ablution	79,000	59,247	78,467	19,220
CPP111074	Landscaping - Cemetery Beach To Koombana Lookout	157,000	117,747	0	(117,747)
CPP113058	Marapikurrinya Pop Ups	631,065	473,292	139,552	(333,740)
CIF117087	Marquee Park - Inground Water Mains Replacement	105,000	78,750	0	(78,750)
CIF117084	Park Lighting Upgrade Program	120,000	90,000	114,109	24,109
CPP123031	Phase 2 Digital - Installation Of Digital Radio System In Vehicles And Heavy	15,000	11,250	14,668	3,418
CPP111077	Phsch - Stage 2 Design - Sports Field And Pavilion	107,000	80,244	0	(80,244)
CPP111078	Phsch - Stage 3 Design - Tennis & Hockey Club And Dog Park	23,000	17,244	0	(17,244)
CPP111079	Phsch - Stage 4 Design - Pump Track, Shelters And Ablutions	36,000	27,000	0	(27,000)
CPP123029	Plant Replacement Program	921,700	691,272	472,394	(218,878)
CIF117021	Playground Renewal Program	365,000	273,744	365,320	91,576
CIF117022	Port Hedland Boat Ramp Sandblast And Repaint	500,000	374,994	14,822	(360,172)
CPP111008	Port Hedland Community Facilities (Turf Club) - Detailed Design	350,000	262,494	413,159	150,665
CIF125073	Pretty Pool/Cooke Point Bridge	70,000	52,497	48,054	(4,443)
CIF108081	Recycling Bins Rollout	630,000	472,500	0	(472,500)
CIF124059	Remote Community Roads - Yandeyarra	150,000	112,500	0	(112,500)
CIF128001	Restricted Access Control Programme (Rocks & Bollards)	330,980	248,229	219,739	(28,490)
CIF124025	Road Renewal Program - Shoata Road	863,589	647,685	643,728	(3,957)
CIF124026	Road Renewal Program - Yandeyarra Road	400,000	299,997	232,655	(67,342)
CIF124035	Road Reseal Program	2,295,000	1,721,250	1,314,385	(406,865)
CIF124062	Road Safety Audit And Compliance Improvement - Preliminary Works	100,000	74,997	21,202	(53,795)
CIF124056	Rrg Pippingarra Road	300,000	225,000	174,915	(50,085)
CIF128086	Seawalls Construction	1,000,000	749,997	0	(749,997)
CIF128082	Seawalls Preliminary Works	250,000	187,497	105,620	(81,877)

Job	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
CPP111072	Sh Aquatic Centre Leak	141,000	105,750	0	(105,750)
CPP081068	Sh Lotteries House - Accessible Ablution Refurbishment	130,000	97,497	126,487	28,990
CPP081054	Shac Fencing	250,000	187,497	249,179	61,682
CIF117067	Shade Structure At South Hedland Skate Park Stage 1	1,550,000	1,162,494	79,004	(1,083,490)
CIF117027	Shade Structures	120,000	90,000	115,426	25,426
CPP111067	Shay Gap Ablution Renewals	150,000	112,500	82,035	(30,465)
CPP111080	Shish - Design - Regional Adventure Playground	70,000	52,497	0	(52,497)
CPP101069	South Hedland Cemetery - Stage 1	900,000	675,000	38,146	(636,854)
CIF118076	South Hedland Sports Eathworks, Drainage And Carparks	1,500,000	1,125,000	15,241	(1,109,759)
CPP111060	South Hedland Sports Multiuser Pavilion	50,000	37,494	14,951	(22,543)
CPP111009	South Hedland Sports Precinct Stage 1 - Detailed Design	644,000	482,994	247,413	(235,581)
CIF118083	South Hedland Street Furniture Renewal	180,000	135,000	0	(135,000)
CPP101033	Spoilbank Marina Landside Buildings	172,835	129,618	101,809	(27,809)
CPP091001	Staff Housing Construction	5,400,000	4,050,000	1,786,295	(2,263,705)
CPP091004	Staff Housing Renewal And Upgrade Program	650,000	487,494	469,434	(18,060)
CPP091039	Stevens Street Retirement Village	750,000	562,500	0	(562,500)
CPP142048	Synergy Replacement And System Review	500,000	374,994	0	(374,994)
CIF108045	Transfer Station / Community Recycling Centre	900,000	675,000	51,413	(623,587)
CIF117066	Turf Renewal	220,000	164,997	145,735	(19,262)
CPP111073	Wanangkura Stadium And Faye Gladstone Outdoor Court Refurbishments	188,000	140,994	0	(140,994)
CPP111064	Wanangkura Stadium Repurpose Of 24Hr Access Doors	100,000	74,997	650	(74,347)
CIF108053	Waste - Public Place Bin Enclosures Renewal Project	204,500	153,369	160,772	7,403
CIF125071	Wilson Street Shared Path Project	60,000	45,000	2,637	(42,363)
		57,324,466	42,993,135	21,872,111	(21,121,024)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS/LENDING**

Borrowings and lending

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Staff Housing				9,100,000		361,270	0	8,738,730		
Other property and services										
Depot Building				8,700,000		345,380	0	8,354,620		901,713
Total Borrowings		0	0	17,800,000	0	706,650	0	17,093,350	0	901,713
Information on Lending		New Loans			Repayments		Outstanding		Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Self Supporting Loans										
Recreation and culture										
South Hedland Bowling Club	138	418,418	0	0	9,372	18,744	409,045	400,381	11,047	10,405
Port Hedland Yacht Club	126	228,679	-228,679	0	0	36,764	-0	189,116	0	11,156 Consolidated to new SSL
Port Hedland Yacht Club	128	133,227	-133,227	0	0	17,291	-0	114,957	0	6,782 Consolidated to new SSL
Port Hedland Yacht Club	145	0	361,906	0	21,679	0	340,227	0	4,337	0
B/Fwd Balance		780,323	0	0	31,051	72,799	749,272	704,454	15,384	28,343
Total		780,323	0	17,800,000	31,051	779,449	749,272	17,797,804	15,384	930,056
Budget										
Current borrowings		706,650					0			
Non-current borrowings		17,093,350				Self Supporting Loans	749,272			
		17,800,000					749,272			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Private rental		36,373			32,521		3,852		1,618	
Recreation and culture										
Port Hedland Library		143,906			35,892	45,869	108,014	98,037	1,480	
Gratwick Gym Equipment			320,570	290,123	74,074	98,219	246,497	191,904	852	
Other property and services										
Depot Operations		158,713			32,824	158,713	125,889	0	2,626	
Total		338,992	320,570	290,123	175,311	302,801	484,252	289,941	6,576	0
Current lease liabilities		242,094					137,777			
Non-current lease liabilities		98,036					346,761			
		340,130					484,538			

All lease repayments were financed by general purpose revenue.
Variance written off this FY (lease increase not initiated by lessor) 1,138

KEY INFORMATION

At inception of a contract, the Town assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Town uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 11
CASH RESERVES**

Cash backed reserve

Reserve name	Budget Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves Cash Backed - Leave Reserve	1,375,612				0		0	1,375,612	1,375,612
Reserves Cash Backed - Plant	914,717			1,470,000	490,314		0	2,384,717	1,405,031
Reserves Cash Backed - Unfinished Works	6,047,125				0	(5,373,403)	(2,827,602)	673,722	3,219,523
Reserves Cash Backed - Housing	583,965				0		0	583,965	583,965
Reserves Cash Backed - Airport Works	14,792,463				0	(3,042,000)	0	11,750,463	14,792,463
Reserves Cash Backed - Spoilbank	36,458,866				0	(24,172,835)	0	12,286,031	36,458,866
Reserves Cash Backed - Asset Management	3,158,190			2,000,000	2,111,750	(500,000)	(22,273)	4,658,190	5,247,667
Reserves Cash Backed - Waste	6,634,973			600,000	0	(1,530,000)	(7,111)	5,704,973	6,627,862
Reserves Cash Backed - Strategic	148,100,578				2,150,713	(18,702,308)	(5,101,653)	129,398,270	145,149,639
Reserves Cash Backed - Cyclone	80,410				0		0	80,410	80,410
Reserves Cash Backed - Financial Risk	21,939,752			12,607,176	0	(10,044,183)	(370,253)	24,502,745	21,569,499
	240,086,651	0	0	16,677,176	4,752,778	(63,364,729)	(8,328,891)	193,399,098	236,510,538

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 12
OTHER CURRENT LIABILITIES**

		Opening	Liability	Liability	Closing
	Note	Balance	Increase	Reduction	Balance
Other current liabilities		1 July 2020			31 March 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	13	98,541	450,607	(200,594)	348,552
- non-operating	14	346,248	4,317,877	(1,023,669)	3,640,459
Total unspent grants, contributions and reimbursements		444,789	4,768,484	(1,224,263)	3,989,010
Provisions					
Annual leave		1,564,390		(63,960)	1,500,430
Long service leave		790,440		10,434	800,874
Total Provisions		2,354,830	0	(53,526)	2,301,304
Total other current liabilities		2,799,619	4,768,484	(1,277,789)	6,290,314

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Town has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Town's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Town's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Town's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Town does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Town are recognised as a liability until such time as the Town satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Mar 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies							
General purpose funding				0			
Grants Commission - General Purpose Grant				0	383,358	287,514	575,036
Grants Commission - Formula Local Road Grant				0	344,920	258,690	0
Law, order, public safety				0			0
AWARE		3,600		3,600			0
State Emergency Services Operating Grant		7,884		7,884	0	0	0
DFES Volunteer Bush Fire Brigade - Revenue	8,212			8,212	0	0	0
Pest Control Revenue				0	7,006	5,247	7,006
Health				0			
Cash for trash	17,519		(17,519)	0			
Education and welfare				0			
Senior Adults Living Triumphantly Program (Salt)	34,000			34,000	34,000	34,000	0
Community amenities				0			
Department of Planning - Coastal Access	8,795			8,795	0	0	0
Coastal Reserves Management Plan	6,800			6,800	25,000	25,000	15,000
Recreation and culture				0			
Boxfit Financial Assistance Term 3 - FMG				0	809	603	809
Christmas Carols		20,000		20,000	0	0	0
Libraries - Childrens Book Week Grant				0	4,500	4,500	0
North West Festival		225,000		225,000		0	0
OWLS (Older Living	9,722			9,722	0	0	0
Puppets in the Pilbara				0	73,755	73,755	0
WA Ballet Revenue				0	0	0	120,000
WA History Foundation Grant		6,048		6,048	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Mar 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Welcome to Hedland		5,000		5,000			
Transport				0			
Infrastructure Construction - MRWA : Direct Grant		183,075	(183,075)	0	180,000	0	183,075
Cyclone response				0	1,000,000	749,997	0
Other property and services				0			
Human Resources Revenue				0	9,092	6,819	5,455
	85,048	450,607	(200,594)	335,061	2,062,440	1,446,125	906,381
Operating contributions							
Law, order, public safety				0			
Community Development Project	7,765			7,765			
Recreation and culture				0			
Australia Day				0	40,000	40,000	40,000
Citizen Of The Year				0	6,000	6,000	6,000
Community Awards - Sponsorship Revenue				0	10,000	7,497	10,000
Festival Lights & Decorations Competition	796			796	2,500	2,500	2,500
Living Libraries	3,031			3,031	0	0	0
Mothers Day Classic				0	6,950	3,000	0
Outdoor Movies				0	10,000	10,000	10,000
Puppets In The Pilbara				0	20,000	14,994	20,286
Sunset Events - Revenue				0	0	0	7,500
Youth Week Program				0	9,000	0	0
Youth Engagement	1,900			1,900	2,000	2,000	0
	13,492	0	0	13,492	106,450	85,991	96,286
TOTALS	98,540	450,607	(200,594)	348,553	2,168,890	1,532,116	1,002,666

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

NOTE 14

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Inspent non operating grants, subsidies and contributions liability				Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Mar 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies							
Education and welfare				0			
Carpark Renewal Program (Department of Education)	112,000			112,000	112,000	83,997	0
Community amenities				0			0
Transfer Station / Community Recycling Centre	83,957			83,957			0
Marapikurrurrinya Pop Ups				0	631,065	473,292	0
Recreation and culture				0			0
The Hub Business Case: Combine Multiple Facilities to Jd Hardie Community Sporting And Recreation Grant	150,291		(150,291)	0	750,000	562,500	0
				0			0
Transport				0			0
Department of Infrastructure - Roads to Recovery		268,182		268,182			0
Road Renewal Program - Shoata Road		500,042	(500,042)	0	575,726	431,793	460,581
Road Reseal Program - Revenue				0	295,000	221,247	0
Rrg Pippingarra Road		160,000	(160,000)	0	200,000	149,994	160,000
Remote Community Roads - Yandeyarra		213,334	(213,334)	0	266,667	199,998	213,333
Main roads		170,319		170,319		0	0
Blackspot Funding		6,000		6,000	130,000	97,497	0
West End Park Link - (Marapikurrurrinya Seawall)		3,000,000		3,000,000		0	
	346,248	4,317,877	(1,023,667)	3,640,459	2,960,458	2,220,318	833,914
Non-operating contributions				0			
Recreation and culture				0			
South Hedland Sports Multiuser Pavillion				0	4,000,000	0	0
	0	0	0	0	4,000,000	0	0
TOTALS	346,248	4,317,877	(1,023,667)	3,640,459	6,960,458	2,220,318	833,914

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Operating grants, subsidies and contributions	(529,449)	(34.56%)	▼	Timing of grant revenue is related to the performance obligations of the grant. The amount received and recognised does not always align to the budget because of compliance with accounting standards.
Interest earnings	1,757,966	210.63%	▲	Funds invested have exceeded the anticipated amount as the funds for the Marina project are still invested in Term Deposits.
Expenditure from operating activities				
Materials and contracts	1,630,345	69.83%	▲	Spoilbank project budget has not yet commenced but the budget needs to be in place for when the project begins. Materials and contracts are profiled to be spent across the year, however this is not always reflected in the actual spend which may vary according to need
Interest expenses	505,924	98.72%	▲	Budgeted loans have not been drawn down hence there has been no interest expense
Insurance expenses	(90,344)	(15.82%)	▼	Interim charges received for Workers Compensation from prior year. Premium is calculated and finalised when confirmation of wages expense is known.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(1,386,404)	(62.44%)	▼	Timing of grant revenue is related to the performance obligations of the grant. The amount received and recognised does not always align to the budget because of compliance with accounting standards.
Proceeds from disposal of assets	89,627	23.06%	▲	Sales proceeds of plant exceeded budget resulting in an unexpected increase in proceeds.
Payments for property, plant and equipment and infrastructure	21,121,024	49.13%	▲	Detailed explanations in Material Variance Report
Financing activities				
Transfer from reserves	8,328,891	0.00%	▲	
Transfer to reserves	(4,752,778)	0.00%	▼	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 15
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 Mar 2021
	\$	\$	\$	\$
Mosquito Control	1,633	771	0	2,404
Public Open Space	376,379	0	0	376,379
Nomination bonds		160		160
	378,012	931	0	378,943

LPP 14 Design Review Panel**Purpose**

To set out the administration of the Design Review Panel.

Objective

To facilitate an improvement in the design and built form outcomes in Port Hedland.

Content**1 APPLICATION**

1.1 This policy applies to the following development or works at the Town's discretion:

- (a) South Hedland Centre and its entry statement;
- (b) workforce accommodation, hotels or motels;
- (c) new developments in the Port Hedland West End Improvement Scheme No.1 area;
- (d) grouped and multiple dwelling developments with twelve or more dwellings;
- (e) mixed use developments;
- (f) community infrastructure;
- (g) any development eligible for consideration by the Joint Development Assessment Panel; and
- (h) proposals or applications that the Town considers would benefit from guidance on the review or input due to the site, size of the development, use, community impact or would otherwise benefit from independent design review.

2 STATUS AND ROLE

2.1 The Design Review Panel provides expert and technical advice to proponents, Town Officers and Council in relation to the design of development and other related matters.

2.2 The Design Review Panel, or its members, is not to provide advice directly (outside of the process of formal design review) to a proponent or Council Member in respect of any item under consideration.

2.3 The Design Review Panel is to provide comments and advice to Town officers to assist in the formulation of recommendations to the Council on particular applications for development approval, or in determining applications under delegated authority.

3 MEMBERSHIP

3.1 The Director of Regulatory Services or their delegate will be the Presiding Member of Design Review Panel meetings, and shall convene the meeting ensuring it is run in an orderly and proper manner and within the timeframes set by the Design Review Panel under clause 4.9.

3.2 One member of the Design Review Panel shall be the Chairperson of the Panel for the purpose of managing and facilitating interactive design review, discussions and identifying key recommendations for reporting.

3.3 The membership of the Design Review Panel shall be drawn from a pool of up to ten members.

3.4 Selection criteria for membership on the Design Review Panel shall include, but not be limited to:

(a) demonstrated knowledge of the composition, character and desired built form for the Town of Port Hedland;

(b) Possession of relevant qualifications, expertise and experience in the following disciplines:

(i) urban design;

(ii) landscape architecture;

(iii) architecture;

(iv) civil engineering and/or hydrology; and

(v) sustainability.

3.5 Design Review Panel members are appointed by the Director Regulatory Services following an invitation to join a panel request. Any nominations with respect to the request for quote will be referred to the Director Regulatory Services for consideration.

3.6 Membership is for a three year period (one term), although the Director Regulatory Services may reappoint any member and members can serve more than one term.

3.7 Following selection of the panel members, the Town may arrange an induction site visit for any panel members that are not familiar with Hedland locality.

- 3.8 The Director Regulatory Services may terminate the appointment of any member of the Design Review Panel prior to the expiry of the term of office, including where:
- (a) the Town considers that the member is not making a positive contribution to the Design Review Panel;
 - (b) the member is found to have breached the Town's Code of Conduct or in a serious contravention of the *Local Government Act 1995*;
 - (c) a member's conduct, actions or comments brings the Town into disrepute.
- 3.9 A panel member may resign at any time in writing in the form of a letter to the Director Regulatory Services.
- 3.10 Where a vacancy in the Design Review Panel occurs, eligible persons shall be drawn from previous nominations for the Design Review Panel, and shall be presented to the Director Regulatory Services for selection and approval. Failing this, the process is set out in item 3.5 above should be followed. The term for any new appointment is up to the three year date previously determined by the Director Regulatory Services, irrespective of how long that time remaining is.
- 3.11 The attendance and/or participation of all Design Review Panel members for each proposal to be assessed is not essential and will depend on the nature of the proposal and the issues to be considered.

4 MEETINGS

- 4.1 Meetings of the Design Review Panel shall be convened when required by the Town and may include any or all of the following, at the Town's discretion:
- (a) pre-lodgement referral of developments at the concept stage;
 - (b) post-lodgement referral of developments as part of the development application assessment process; or
 - (c) at the building permit stage.
- 4.2 Design Review Panel meetings are not open to the public and will be held by way of videoconference. Site inspections are not required, unless the Town determines otherwise.
- 4.3 A Design Review Panel meeting cannot proceed without a quorum of the following present:
- (a) the Director Regulatory Services, or their delegate, in the role of the Presiding Member;

- (b) one member of the Design Review Panel, in the role of the Chairperson;
and
 - (c) one other member of the Design Review Panel.
- 4.4 Design Review Panel meetings at the building permit stage may either proceed to a meeting under clause 4.3 above, or be referred to one panel member for independent advice.
- 4.5 The Town will provide a support officer who will be responsible for providing administrative support to the Panel including preparation and distribution of agendas, notice of meeting, recording of notes, contacting alternative panel members as required covering an absence or other administrative matters.
- 4.6 The proponent or applicant is required to provide the information pursuant to clause 5 before a meeting is convened. The Town will set a meeting within 14 days of the information being received.
- 4.7 Notice of meetings is to be given by way of distribution of agendas to each panel member one week in advance of the meeting date.
- 4.8 The Town shall prepare an agenda for the Design Review Panel meeting, including:
- (a) preliminary assessment of the proposal against the relevant statutory planning framework; and
 - (b) an indication of aspects of the proposal requiring comments from the Design Review Panel meeting.
- 4.9 The proponent may present plans and relevant information relating to a proposal at the Design Review Panel meeting for a maximum duration of 10 minutes, or other time agreed by the Design Review Panel. The following matters may be included in presentations:
- (a) the aspirations of the proposal, as well as a contextual understanding of the site and how the project sits within and relates to its surroundings;
and
 - (b) how the proposal addresses:
 - (i) relevant development requirements, including rationale for any variations to these; and
 - (ii) design principles of State Planning Policy 7 – Design of the Built Environment.
- 4.10 The Design Review Panel is to provide advice and recommendations on proposals, having regard for matters contained in clause 6 of this policy.

- 4.11 Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the Chairperson, and approved by the Presiding Member, and provided to the proponent or applicant within a week of the meeting occurring.

5 INFORMATION

- 5.1 With respect to pre-lodgement at the concept plan stage the proponent shall provide the following:
- (a) development details
 - (b) design quality statement outlining how the proposal responds to the ten principles outlines in clause 6 of this policy;
 - (c) Context and Site Analysis that has informed the design proposal;
 - (d) site plan;
 - (e) floor plan;
 - (f) elevations of the proposal in context;
 - (g) sections of the proposal in context; and
 - (h) 3D images or visualisations.
- 5.2 With respect to the development application assessment stage the applicant must provide the following:
- (a) all information required in the Town's planning application checklist;
 - (b) supporting documentation, such as perspective drawings and reports or certifications addressing discretionary matters.
 - (c) design quality statement outlining how the proposal responds to the ten principles at clause 6 of this policy or, for developments undergoing a further review, a statement of how the Design Review Panel's previous comments have been addressed.
- 5.3 With respect to the building permit stage, the applicant must provide a statement of how the design quality of the proposal is consistent with the approved development application and any relevant conditions related to design.

6 DESIGN PRINICIPLES

The Design Review Panel will take into consideration the design principles set out in State Planning Policy 7.0 Design of the Built Environment (Appendix 1).

7 FINANCIAL

- 7.1 A fee is payable to each member of the Panel for preparation and attendance at a Panel meeting. The fee will be reviewed annually.
- 7.2 When a member of the Panel is required to appear on the Town’s behalf as an expert witness at the State Administrative Tribunal, the member is to be paid at the mutually agreed hourly rate between the member and Chief Executive Officer, which is consistent with the qualifications, experience and professional status of the member.

8 CONFLICT OF INTEREST

- 8.1 Where a member of the panel has a financial interest, as defined by the *Local Government Act 1995*, in a matter to be considered by the Design Review Panel, the member must provide written disclosure of the interest to the convenor of the meeting and must not participate or be present during any discussion on the matter.
- 8.2 Where a member of a panel has an impartiality interest in a matter to be considered by the Design Review Panel, as defined by the *Local Government Act 1995*, the member must disclose the nature of the interest to the convenor of the meeting, prior to any discussion on the matter.

9 CONFIDENTIALITY

- 9.1 Proceedings of a meeting of the panel and details of any proposal before the Design Review Panel are to remain confidential unless such details are disclosed in an authorised manner by an officer to the proponent or applicant, or presented in a report which is available to the public.

10 CODE OF CONDUCT

- 10.1 All panel members are required to abide by the Town’s Code of Conduct.

Relevant legislation	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
Delegated authority	Nil
Business unit	Town Planning and Development
Directorate (choose one)	Regulatory Services

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
Review frequency			

Document Control Statement – *The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.*

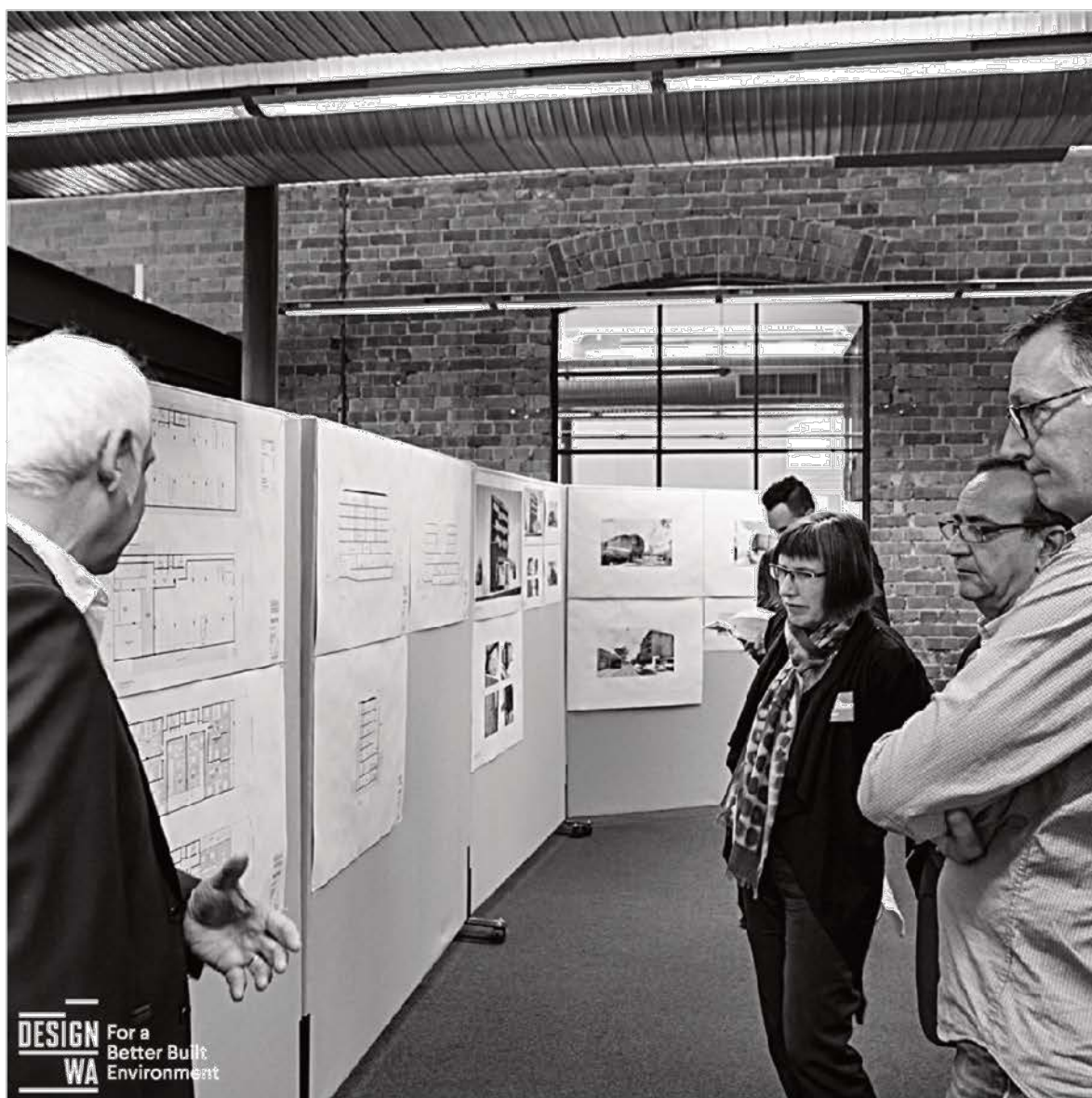


Department of Planning, Lands and Heritage
Office of the Government Architect



Design Review Guide

Guidance for local governments to set up and operate design review processes



The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Acknowledgment

This document was developed as a collaboration between the Department of Planning, Lands and Heritage and the Office of Government Architect, drawing on best practice models from South Australia, Victoria, New South Wales and the UK (CABE).

An extensive consultation process with existing design review panels, local governments and practitioners has informed the content.

Disclaimer

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© State of Western Australia

Published by the
Western Australian Planning Commission

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Perth WA 6000
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Version 1 published February 2019

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications branch at media@dplh.wa.gov.au.

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ODASA Design Review [Image: courtesy of the Office for Design and Architecture SA (ODASA); credit: Sam Noonan Photographer]

Design Review Guide

**Guidance for local governments to set up and operate
design review processes**

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1

About this document

➤ Planning reform

Previous planning reform identified the need for initiatives and actions to improve design and development, now being delivered as Design WA. Stage 1 will deliver elements with a direct planning reform mandate, including:

- State Planning Policy 7.0 Design of the Built Environment
- State Planning Policy 7.3 Residential Design Codes Volume 2 - Apartments
- Design Review Guide (this document)

➤ About good design

Good design is not a subjective idea; it can be defined and measured. Notions of design quality extend beyond taste, style and appearance to encompass functionality, sustainability, response to context, structural integrity, flexibility in use, and cost efficiency, both during construction and over the life of the building. Most importantly, good design results in an environment that performs well for all users and the broader community.¹

Good design endeavours to reconcile multiple concurrent and often competing objectives, and outcomes vary according to the circumstances of each site and project. The logic and rigour of the design process of a project may be more important than whether it meets predefined outcomes. This needs to be acknowledged in the conventions and methods for guidance, discussion and evaluation of design in the planning system.

➤ Planning for design

Planning is often focussed on compliance with specific standards and metrics, but there are limits to how these prescriptive controls can be formulated and applied, especially for complex and site-specific developments. Performance-based controls offer greater flexibility and promote positive development outcomes, rather than simply defending against negative impacts. Flexible controls need to be applied with rigour and consistency to determine where standards could be appropriately varied or should be enforced. Well-managed design review processes can facilitate this evaluation to inform statutory planning.

1. *Better Places and Spaces, a policy for the built environment in Western Australia*, Office of the Government Architect, 2013

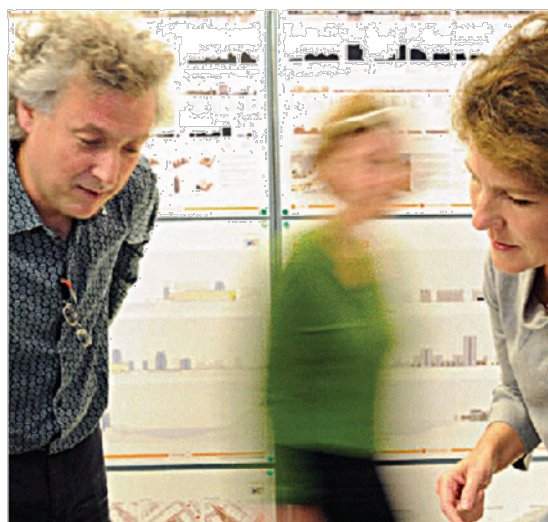
➤ **Purpose of this guide**

Design review involves obtaining independent, expert advice on the design quality of a proposal for the purpose of achieving good design outcomes. Local governments in Western Australia are increasingly using design review processes, via the establishment of design review panels, to review design proposals prior to lodgement.

This guide sets a best-practice model for the establishment of new design review panels offering practical advice on how to establish and operate a panel and to encourage consistency, as existing design review processes evolve.

It has been prepared to assist local governments in meeting the requirement for design review outlined in State Planning Policy 7.0 Design of the Built Environment, and local planning schemes and policies.

The guide has been based on design review methodology developed by the UK Commission for Architecture and the Built Environment (CABE), which is widely considered to represent international best practice and is utilised in successful design review processes throughout Australia.



CABE Design Review (Image source: Centre for Architecture and the Built Environment (CABE) Design review, Principles and practice, 2009; credit: CABE)



ODASA Design Review (Image: courtesy of the Office for Design and Architecture SA (ODASA); credit: Sam Noonan Photographs)

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What is design review?

Design review is the process of independently evaluating the design quality of a built environment proposal. It is carried out by a panel of appropriately-trained, multi-disciplinary built environment professionals, who are experienced in offering objective and constructive design advice.

Design review provides independent expert advice and informed assessment of proposals, guided by a performance-based set of design quality principles. It offers feedback and observations that will lead to the improvement of proposals, but does not redesign them. A performance approach to evaluation provides the flexibility needed for the assessment of complex, multi-faceted projects.

Design review must also offer consistently high standards in the quality of its advice which gives decision makers the confidence and information to support innovative, high quality designs that meet the needs of all stakeholders and to resist poorly designed proposals.

The process of design review is typically applied to proposals that are significant – due to their size, use, location and/or community impact – where it is considered essential to ensure that minimum levels of design quality are being achieved. Suggested thresholds for when and where design review should occur are outlined in this document and can be adapted to suit local needs in local planning schemes and policies.

➤ 2.1 The role of design review in the planning system

Integrating design review into the planning system is a key component of the implementation and operation of State Planning Policy 7.0 Design of the Built Environment, as well as the State's 'Better Places and Spaces: a policy for the built environment in Western Australia' (adopted 2013).

Good design should be indivisible from good planning if better buildings and places are to be provided.

State Planning Policy 7.0 Design of the Built Environment includes performance-based design principles, which provide a guide to achieving good design, and the means for evaluating the merit of proposed solutions by professionals with appropriate levels of design expertise.

Performance-based design principles identify the objectives to be met without prescribing how to achieve them. They allow flexibility for developers and designers to provide innovative solutions to design challenges and better reconcile design requirements against the complexities of site and context.

Design review is an essential component of this approach, as qualitative assessment is required to determine whether the required performance outcomes have been achieved in a given proposal.

This approach provides flexibility for developers to deliver improved project and site-specific outcomes as well as benefits for the broader community. It provides latitude for skilled and experienced proponents to pursue innovative solutions. It also offers the opportunity for efficiency, as it allows for solutions to be considered collaboratively, generally enabling a smoother determination phase following the submission of an application. Skilled and experienced designers, working collaboratively with expert reviewers, typically require fewer design reviews.

➤ **2.2 Ten principles of effective design review**

For design review to be effective, it must be resourced appropriately and conducted in a manner that is fair, robust and credible. The following ‘best practice’ principles of design review should be used to guide the review process and set an appropriately high standard of conduct from panel members.

Design review should be:

Independent – It is conducted by people who are not connected with the proposal’s promoters and decision-makers and ensures that conflicts of interest do not arise.

Expert – It is carried out by suitably trained people who are experienced in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project designers, because their standing and expertise will be acknowledged.

Multi-disciplinary – It combines the different perspectives of architects, urban designers, planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – The Design Review Panel, and the advice that it provides to the local government (or other approval authority) must be clearly seen to work for the benefit of the public.

Transparent – The Design Review Panel’s remit, membership, governance processes and funding should always be in the public domain.

Proportionate – It is used on projects whose significance (either at local or State level) warrants the investment needed to provide the service.

Timely – It takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – The Design Review Panel does not make decisions, but it offers impartial advice that informs recommendations to the people who do.

Objective – It appraises proposals according to measures that are reasoned and objective, rather than the stylistic tastes of individual panel members.

Accessible – The recommendations arising from design review are clearly expressed in terms that design teams, decision-makers and the public can all understand and make use of.

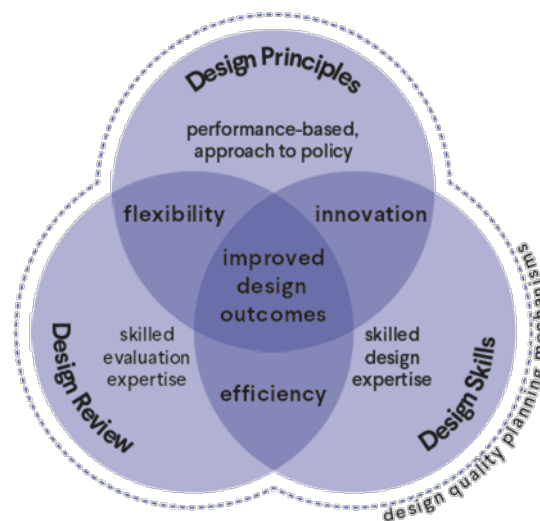
➤ **2.3 State Design Review Panel**

The State Design Review Panel is a highly-experienced, multi-disciplinary panel of built environment professionals from industry and government tasked with undertaking design review on major projects of the State Government and significant or strategic private sector projects.

The State Design Review Panel operates in accordance with the best practice model of design review outlined within this guide.

In providing a working model of a design review panel in practice, the State panel has also established a pool of appointed design review professionals in whose skills local governments can have confidence in delivering appropriate design review outcomes.

The State Design Review Panel may also offer an interim means of design review for significant projects where mutually agreed with a local government until a local panel is operational, or on an “as needed” basis where demand for design review is, and will likely remain, low.



Effective design quality planning mechanisms

3

Why undertake design review?

▶ 3.1 The benefits of good design

Improving the design quality of the built environment is proven to have a positive impact on local communities.

Research from the UK, Europe and the US demonstrates that investment in good design generates significant economic and social value. Collectively, the studies provide evidence that good design has positive impacts in the areas of crime prevention, housing amenity and resident well-being, healthcare and patient recovery, education outcomes, and business productivity.

It is clear that the benefits of good design are multiple and varied. Assessing design quality as part of the planning approval process allows local authorities to fully harness the opportunities offered by new development and ensure that maximum benefit is delivered to all.

DESIGN REVIEW HELPS ACHIEVE GOOD DESIGN OUTCOMES

“Good design results from a clearly discernible approach and must reconcile a number of often competing priorities – function, budget, site, performance and aesthetics... Well-designed buildings add more than aesthetic value to the public realm and have the potential to contribute positively to social interaction, economic activity, cultural vitality and deliver sound environmental performance.”

Better Places and Spaces: a policy for the built environment in Western Australia, 2013

“Good design is not just about the aesthetic improvement of our environments, it is as much about improved quality of life, equality of opportunity and economic growth.”

The Value of Good Design, CABE UK, 2002



Victorian Design Review Panel (VDRP) (Images courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA)

➔ **3.2 The benefits of design review**

Engaging in design review improves the design quality of projects and can speed up the planning process, leading to quicker delivery of high-quality buildings and places that provide a wide range of benefits to occupants, neighbours and the broader community.

Design teams can benefit from design review by:

- confirming the validity of design approaches early, before detailed design occurs
- receiving constructive independent advice including recommendations for change early, when it is most likely to be useful and more easily implemented i.e. before too many project variables are set
- receiving support for good design and innovative proposals

Developers can benefit from design review by:

- receiving expert independent advice on the design quality of their project
- providing the flexibility needed to pursue improved outcomes
- reducing risks and costs of delays in the planning process that can result from inadequate design quality by identifying weaknesses within the design at the earliest possible opportunity, when changes are less costly
- increasing the confidence of clients and designers to pursue innovative solutions

Local governments can benefit from design review by:

Whether it is carried out at the pre-application stage or after an application has been lodged, design review enables local government to ensure that developers and design teams prioritise design quality producing high-quality, inspiring buildings and public spaces that are of benefit to their communities. It helps local government recognise outstanding and innovative design, supports them in resisting poor design and gives them a practical means of understanding where improvements need to be made.

The establishment of a Design Review Panel makes a public statement that design quality is an important consideration and gives local government access to independent expertise that may not otherwise be available in evaluating proposals. Design review allows for solutions to be considered collaboratively, generally enables a smoother determination phase following the submission of an application and promotes confidence in assessing and dealing with design issues. Design review also offers a valuable training opportunity for local government officers on design quality considerations.

In addition to the assessment of applications, design review panels can provide advice on the development of local policy, plans and strategy based on best practice knowledge and understanding of context, history and future desired character of the locality. Design review can also support local government in improving the design quality of public buildings (for example, libraries and community facilities) and in the streets and open spaces for which they are responsible.

Decision-makers (State and local government, Development Assessment Panels and the State Administrative Tribunal) can benefit from design review by:

- gaining expert, independent advice on the design quality of a proposal
- enabling the recognition of good design outcomes and, when exercising discretion, the appropriate weight that might be applied to outstanding or innovative solutions that benefit the area
- having confidence in resisting poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions

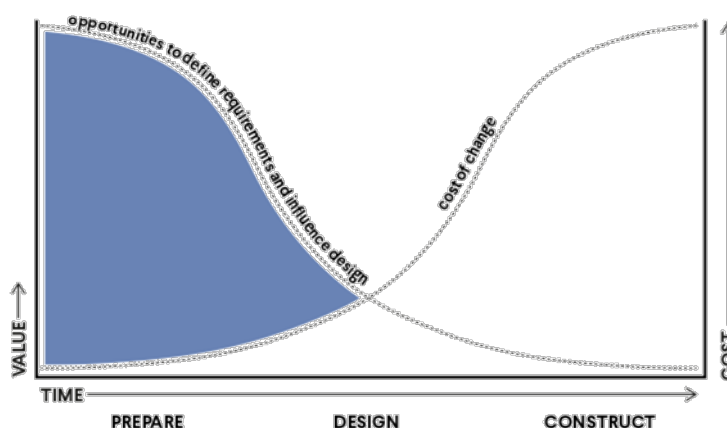
Communities benefit from design review by:

- gaining assurance that new developments will make a positive contribution to the public realm, adjacent development and the surrounding community
- developing confidence in urban infill development which will support the development and viability of neighbourhood centres

➔ **3.3 Value of engaging in early design review**

Early design review offers the opportunity to increase the value and quality of a design proposal, before the cost of changes outweighs the benefits gained.

Well-run design review processes that promote early design review have been shown to improve the design quality of built outcomes and reduce project costs by identifying risks early, providing support for design concepts before investment in detailed design and expedited development application approvals following panel endorsement.



Opportunity to increase value. [source: CABE, *Creating Excellent Buildings: A Guide for Clients, 2003*]

4

SPP 7.0 Design Principles

State Planning Policy 7.0 Design of the Built Environment (SPP7.0) outlines a set of performance-based Design Principles that – used together – create a broad definition of what is meant by ‘good design’. These have been developed from well-recognised national and international precedents and adjusted to the Western Australian context. These principles establish a definition of design quality and form the basis for design review.

Individual principles may not apply equally to all projects, due to their location or type. At the commencement of a design review, the panel should determine which principles should be prioritised in the evaluation process.

1. Context and character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

The distinctive characteristics of a local area include its prominent natural and built features, social, economic and environmental conditions, the overall qualities of its built environment, local Aboriginal culture and history and significant post-settlement heritage. Successful places are distinctive and memorable, with a character that people can appreciate easily.

Good design responds intelligently and sensitively to these factors in order to positively contribute to the identity of an area including adjacent sites, streetscapes and the surrounding neighbourhood. Interpretative responses to context are encouraged; imitation of existing features should be avoided. New development should integrate into its landscape/ townscape setting, reinforcing local distinctiveness and responding sympathetically to local building forms and patterns of development. Building materials, construction techniques and details should, where appropriate, enhance local distinctiveness.

Good design also responds positively to the intended future character of an area. It delivers appropriate densities that are consistent with projected population growth, and able to be sustained by existing or proposed transport, green and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change. Context is also important for greenfield development, to ensure a site-specific response to existing landscape and topographical features.

2. Landscape quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Outdoor spaces are important. Public spaces can include parks and nature reserves, as well as more formal squares, paved areas and streets. Designed with people in mind, they should be attractive and comfortable, offering opportunities for people to meet and socialise, bringing vitality and identity to a place.

Good landscape design protects existing environmental features and ecosystems, promotes biodiversity, offers a variety of habitats for flora and fauna, enhances the local environmental context and restores lost or damaged ecosystems, where possible. It considers environmental factors such as water and soil management, ground and site conditions, solar access, microclimate, tree canopy, urban heat island impacts, habitat creation and preservation of green infrastructure – balancing these against social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while encouraging social inclusion, equitable access and respect for the public and neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built form and scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Buildings can define open spaces by enclosing them. Good design delivers buildings and places of a scale that responds to landform characteristics and existing built fabric in a considered manner, mitigating the potential for negative amenity impacts on both private land and the public realm.

The scale, massing and height of new development should respond positively to that of the adjoining buildings, the topography, the general pattern of heights, and the views, vistas and landmarks of the place, reinforcing a coherent local identity. The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes and parks, and provides good amenity for people at ground level.

4. Functionality and build quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

Well-designed functional environments provide spaces that are suited to their intended purpose and arranged to facilitate good relationships to other spaces, and ease of use. Good design provides flexible and adaptable spaces to maximise their utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using durable materials, finishes, elements and systems that are easy to maintain and weather well over time. The outcome should be a development that is well-detailed, resilient to the wear and tear expected from its intended use, is easy to upgrade and without excessive maintenance requirements. Consideration should be given to the full life-cycle of the proposal and mitigation of potential climate change impacts.

Good design accommodates services in an integrated manner, without detriment to the appearance, functionality and serviceability of the final outcome.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable landscape and urban design adheres to established water-sensitive urban design principles, minimises negative impacts on existing natural features and ecological processes and facilitates green infrastructure at all project scales.

Sustainable built environments use passive environmental design measures at various scales, responding to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the life-cycle of the project.

Sustainable design also includes the use of sustainable construction materials, recycling, good waste management practices, re-use of materials and existing structures, harnessing of renewable energy sources, and total water cycle management.

6. Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

Places should incorporate a mix of uses that work together to create viable environments that respond to the diversity of the local community and its culture. New development should offer a range of uses and activities that contribute to the vitality of the place at different times of the day and week and provide choices of housing, shopping, employment and entertainment.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

4 SPP 7.0 Design Principles

7. Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points. Movement through a place should always be easy for everyone who uses it, whether they are on foot or by bicycle, public transport or private vehicle. Efforts should always be made to giving pedestrian movement priority over vehicular movement.

Good design provides environments that are logical and intuitive to use, at the scales of building, site and precinct. Consideration should be given to how the urban design of street environments can provide visual cues as to the street hierarchy.

Access and circulation within developments should contribute to a fine-grain network of direct and connected routes within and beyond the site and avoid creating large non-permeable blocks.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to the adjacent public realm.

The design of vehicular transport routes should integrate safety requirements in a manner that mitigates negative impacts on pedestrian amenity.

9. Community

Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive, equitable manner and considers how the activities inside buildings can bring life and activity to public spaces. Places should be able to accommodate change over time, create continuity with the past and respond to new social, market or environmental demands.

New development should have some capacity to adapt to changing demographics, an ageing population, new uses and people with disability. In residential proposals, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Good design resolves the many competing challenges of a project into an elegant and coherent outcome. At the precinct scale, good design delivers outcomes that are logical and guided by a consideration of the experiential qualities that it will provide. Consideration should be given to how the arrangement of built form and spaces can contribute to the setting of important buildings and landmarks, including public art. A well-conceived design addresses all scales, from the articulation of building form through to the selection and detailing of materials and building elements, enabling sophisticated, integrated responses to the character of the place.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; the coherence of the design concept and the cultural relevance of the proposal should also be taken into account.



CABE design review [credit: Centre for Architecture and the Built Environment (CABE)]



CABE Design Review [image source: Centre for Architecture and the Built Environment (CABE) Design review, Principles and practice, 2009; credit: CABE]



City of Vincent Design Review [image: Department of Planning, Lands and Heritage/Office of the Government Architect]



[image: Office of the Government Architect/DPLH]

5

How to establish design review processes

Once the decision is made to form a Design Review Panel, resources must be committed to make it happen. It is important to be clear how the panel is run, the processes by which design review is accessed and how the advice and recommendations are provided and used.

It is critical that the Design Review Panel remains impartial, apolitical and independent. The panel's role is to provide information and advice to decision makers, not to make a decision. For this reason, a panel should not be a committee of Council under the *Local Government Act 1995* but should be established as an independent panel with separate membership and terms of reference. The Council should endorse the terms of reference for the panel and may endorse panel appointments through reports presented by the Chief Executive Officer.

Consistent terminology is encouraged with regard to the naming of 'Design Review Panels'. It is also recommended that the model templates included within this guide are used for consistency in the reporting of advice and recommendations from panels. This will help foster and maintain a common understanding of language, terminology and reporting used in design review processes across the State.

► 5.1 Funding

Local governments are responsible for the funding of their Design Review Panels. Where a panel is established by an agency that is not a local government, then that agency is responsible for funding the panel. Local governments with Design Review Panel processes in operation report that the investment in design review is considered good value as it offers broad and long-term benefits to the community.

Funding costs are generally associated with the appointment (or re-appointment) of the panel and operational costs (including member remuneration). Decisions made regarding the frequency of meetings and the number/s of panel members will impact the costs of each panel and experience suggests that these requirements will differ between local governments.

Where local governments fund design review, proponents may be more likely to seek design review earlier in the design process. However, a local government may consider setting a fee for the recovery, or part thereof, of the costs associated with the design review process as permitted by legislation.

➔ **5.2 Role description**

The role of a Design Review Panel is to provide independent, expert design advice:

- to proponents and local government officers on the design quality of proposals
- to decision-makers (State and local governments, Development Assessment Panels, the State Administrative Tribunal) on eligible development applications or other proposals
- to local governments, where requested, on strategies, policies, master plans, precinct plans, local development plans, structure plans, activity centre plans, local planning schemes and amendments or other matters

➔ **5.3 Status of advice**

Design Review Panels are advisory only and do not have a decision-making function. The panel advises on the design quality of proposals with reference to Design Principles (from SPP7.0, refer to Part 4) and supporting State Planning Policies, as well as local planning schemes and policies. Decision-makers should have due regard to the design review advice and recommendations in their deliberations.

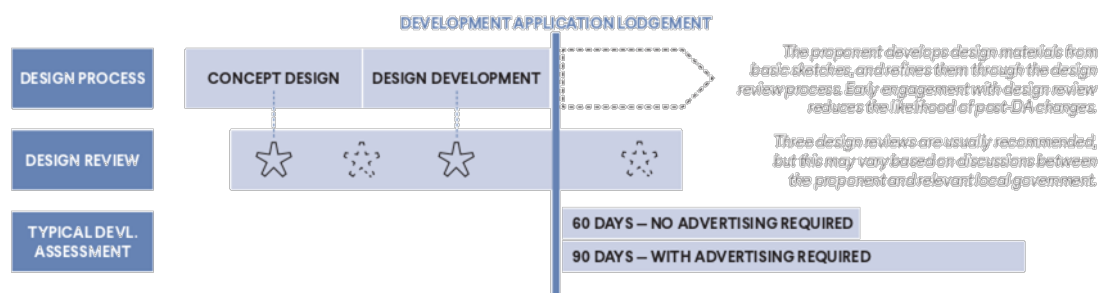
For continuity between design review and local government and Development Assessment Panel assessment procedures, the Design Review Panel Chair may be requested to brief decision makers either through preparation of a briefing note or attendance at a meeting. Where a matter is referred to the State Administrative Tribunal for review, the Design Review Panel Chair may also be invited to attend proceedings as required by the Tribunal.

➔ **5.4 Timing and number of reviews**

The number of reviews needed will vary depending on the complexity of a proposal; however three reviews are typically needed for the process to be effective.

Design reviews should occur before a development application is submitted. It is strongly recommended that the first design review takes place during the **concept design stage** to ensure that proponents can take advantage of the advice offered at a time where the design is flexible enough to accommodate change without impacting on time and cost constraints. A subsequent review should typically occur at a stage when the design has been further progressed. Depending on the outcome of the initial meeting, this review session will typically occur during **design development** or prior to the proposal being submitted for development approval (**Pre-DA stage**).

At **building permit stage** (after development approval) it is suggested that a check takes place by the Design Review Panel Chair or delegate, to ensure that the design quality of the proposal is consistent with the approved development application and any relevant conditions related to design quality.



The relationship of design review with development application lodgement and typical development assessment statutory time frames.

5 How to establish design review processes

➤ 5.5 Membership expertise

Local governments should ensure that panel members have a range of design and built environment expertise in one or more of the following disciplines:

- Architecture (essential)
- Landscape architecture (essential)
- Urban design (essential)
- Heritage
- Sustainability and environmental design
- Services engineering
- Accessibility
- Transport planning
- Planning
- Public art
- Civil and/or structural engineering

While local knowledge is useful, a balance between local and subject expertise from outside the local government area should be sought in order to optimise the range and calibre of expertise available. All Design Review Panel members should be eligible for registration and maintain good standing with their respective professional bodies.

To be independent and apolitical, the local government should not appoint decision-makers, its own elected members or officers to its Design Review Panel. However, key local government planning (and other) officers should participate in all design reviews in an advisory capacity and to provide administrative and governance support.



Practitioner Forum on Best-Practice for Design Review Panels, convened by the Department of Planning and the Office of the Government Architect, in collaboration with the PIA and AIA.

► 5.6 Appointing the Design Review Panel

Local governments should determine the number of members required to constitute a Design Review Panel. Member appointment processes should demonstrate transparency and rigour to ensure a high degree of confidence in the panel.

Section 5.6.2 contains a list of suggested selection criteria for panel members. When advertising for panel members, the local government should carefully consider whether all of the suggested selection criteria are relevant for the required appointment/s and should particularly be mindful of the skills, background and expertise that may be required to complement any current panel members. Local governments are also encouraged to consider the appointment of academics and other non-practicing professionals who specialise in design review to ensure a wide range of panel expertise.

The panel should consist of not less than four and not more than six members. Panel members are appointed for an agreed term – usually two years. To optimise consistency of membership between reviews, consideration should be given to establishing a pool from which the panel is appointed with the remaining members appointed to deputise where required. The quorum for a Design Review Panel meeting is at least two thirds of the total number of panel members.

Local governments that do not already have a Design Review Panel in place may consider appointing a panel by:

- accessing appropriate membership through the State Design Review Panel; or
- undertaking an independent appointment process

Where a local government undertakes an independent appointment process, it is recommended that it includes:

- public advertising of a formal Expression of Interest (EOI)
- consideration of EOIs by an appropriate selection panel
- if required, an interview process to confirm appropriate design review expertise
- a report with recommendation/s for appointment presented to the Chief Executive Officer

Following completion of the selection process, all details of the appointment are confirmed in writing and member induction is scheduled.

Where a local government has an established Design Review Panel in place, it may utilise some or all of the above steps when filling vacancies on the panel.

5.6.1 Guidelines for Expression of Interest

Expressions of Interest (EOI) for panel membership should be sought from suitably capable professionals to determine a short-list of applicants. Suggestions for managing this process include:

- **Timing** – Consider the timeframe within which the appointment is required and structure the advertising and appointment process to ensure that the panel may continue to operate until the new appointment/s is made
- **Advertise in the right place** – Notices calling for EOIs should be advertised where they are most likely to be viewed by the required professions. Contact the relevant professional peak bodies to include advertisements in regular member newsletters or journals
- **Allow sufficient advertising timeframes** – Repeat advertisements may be necessary, to ensure an adequate response

5.6.2 Guidelines for selection criteria

EOIs for Design Review Panel members should include a brief professional profile addressing the following selection criteria:

- appropriate qualifications and demonstrated expertise in the relevant professional area (refer to section 5.5)
- ability to work in a multi-disciplinary team
- highly regarded among professional peers
- demonstrated expertise in design review, design critique or the provision of strategic advice on design quality issues
- knowledge or understanding of the State's Planning Framework, relevant local government policies, development controls and design issues in the local area
- ability to analyse, evaluate and offer objective and constructive feedback on complex design quality issues in design review; for evaluation of complex development applications and on strategic planning matters
- good written and verbal communication to ensure that advice provided to proponents is clear and concise
- where relevant, it is desirable that the applicant is eligible for registration with an appropriate professional body or organisation in Western Australia and/or holds good standing with the relevant professional body

5 How to establish design review processes

5.6.3 Selection panel

Where appropriate, a competent selection panel should be formed to assess the applications and make recommendations for panel appointment.

It is essential that the selection panel includes members with design review expertise. A representative of the Office of the Government Architect or member of the State Design Review Panel, or another established Design Review Panel, would be appropriate and it is recommended that the Office of the Government Architect is contacted for assistance and advice. The selection panel should also include appropriate local government officer representation.

5.6.4 Guidelines for shortlisting and interview process

If necessary, the selection panel should meet to undertake the shortlisting process. At this meeting there is the opportunity to formulate interview questions based on any local interests and the nature of the EOIs received. The interview may include a design review task to confirm design review skills in short-listed applicants.

➔ 5.7 Remuneration guidelines

It is important that remuneration for Design Review Panel members is fair and equitable. Remuneration should reflect the professional standing of panel members and their time taken to prepare for and participate in meetings. The local government should determine the remuneration for panel members at the time of appointment. It is recommended that one of the following approaches is utilised however when setting remuneration, consideration should also be given to a range of matters including current professional hourly rates, the range of expertise of members, the number and length of meetings outside of normal business hours.

(a) Per Hour

- The panel Chair is paid an above-standard hourly fee* in recognition of the additional responsibility of the role, plus preparation, and time spent advising and editing reporting as needed
- Panel members — a set standard professional rate* per hour for the duration of the design review, plus one hour of preparation

(b) Per Meeting

In local governments where a higher number of proposals are anticipated, the maximum meeting duration of three hours could be assumed and a “per meeting” remuneration could be set using the above rationale, plus an hourly rate* for the panel Chair for time spent on additional briefings.

** Contact the Office of the Government Architect for guidance on current recommended rates.*



Victorian Design Review Panel (VDRP) (Image: courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA)

➤ **5.8 Member induction guidelines**

It is recommended that an induction process be undertaken when new panels are established, or when new members are appointed, to confirm general operating and meeting procedures. This will allow the local government (or authority responsible for panel management) to clarify any new member queries, prior to the first panel meeting. The Office of the Government Architect may be able to assist with panel induction meetings, if required.

Suggested topics to be covered in the induction meeting are outlined below. Where individual new members are appointed to a panel at a later time, it is recommended that they be briefed jointly by the panel coordinator and Chair on this information.

Suggested induction meeting actions:

- introduce panel members and relevant local government officers, clarification of roles and responsibilities and contact details
- explain all administrative procedures including circulation of agendas, minutes and reports, procedures for requesting additional information or seeking clarification on proposals before the panel and arrangements for site inspections
- provide background on local planning and design issues and access to relevant policies and other documents
- advise of annual meeting schedule and reporting timeframes (where required)
- introduce members to the SPP7.0 Design Principles and how they will be used to guide the design review process
- confirm member responsibility to declare any conflicts of interests and other governance requirements including media protocols
- clarify the scope of advice required from the panel. i.e. advice should be objective and aligned with the design quality principles. Prescriptive design advice and subjective commentary are inappropriate in design review
- confirm contact details for remuneration matters, and frequency of invoicing
- appoint a Chair for the agreed term (unless the Chair is appointed separately)

➤ **5.9 Panel management and support**

The local government will provide panel support to manage the scheduling, preparation, coordination, reporting and monitoring of Design Review Panel meetings. It is recommended that these roles are clearly outlined to ensure that all participants understand their roles and responsibilities when dealing with the Design Review Panel.



City of Vincent Design Review [Image: Department of Planning, Lands and Heritage/Office of the Government Architect]



ODASA Design Review [Image: courtesy of the Office for Design and Architecture SA (ODASA); credit: Sam Noonan Photographer]

5 How to establish design review processes

➔ 5.10 Roles and responsibilities

A good working relationship between local government planners and Design Review Panel members is essential, as it's important to have regular, consistent and clear communication between those involved in the design review and assessment processes.

5.10.1 Guidelines for local government officers

Local governments are responsible for coordinating the operation of the Design Review Panel and support is required from suitably qualified local government officers, including senior officers. The local government should nominate a panel coordinator to assist in smooth communication regarding meetings and other panel matters.

Panel coordinator

- circulate the annual meeting schedule, panel contact details and other material
- act as the central point of contact between the panel members and other local government officers or stakeholders
- prepare agendas, ensuring sufficient notice is provided to all parties (seven days is recommended)
- arrange site inspections where appropriate
- respond to requests for additional information from panel members in accordance with the established administrative procedures
- arrange for relevant local government officers to attend meetings
- arrange for notes or minutes to be taken at meetings and work with the report writer and arrange Chair endorsement of the notes, minutes and/or design review report
- distribute the notes, minutes and/or report to relevant parties and make panel advice and/or recommendations available to the proponent within a specified time period (recommended 10 working days) of the panel meeting
- arrange for the administration of fees, where charged, and membership remuneration payments
- prepare a summary of council, Development Assessment Panel and State Administrative Tribunal decisions on applications considered by the panel, as a means of providing feedback and optimising awareness of any other relevant matters

Senior planning staff (Director/Manager)

Senior planning staff should provide the necessary administrative support and advice to the meeting including managing the meeting opening and closing proceedings and providing governance advice where requested by the panel Chair. The Chair should manage and facilitate the interactive design review discussion and identify the key recommendations for reporting.

Planning officer

For each proposal under consideration, a planning officer should present an overview of the site (or proposal) including history, current and future surrounding context as well as compliance with planning controls and relevant design criteria. They will also convey any concerns raised through internal referral pathways (e.g. heritage, stormwater, traffic/parking) if available.

Report writer (local government role)

Local government is responsible for ensuring that notes or minutes are taken for all panel meetings. The notes will be used to formulate a design review report for the local government's use in reporting to Council, JDAP or other decision maker. If the person is not a planning staff member, it is recommended that they are familiar with meeting procedures, planning and design terminology, the SPP7.0 Design Principles and the local planning scheme and policies. Notes and reporting needs to be clear and unambiguous to all parties with appropriate terminology and phrasing. The report writer should liaise with the panel coordinator in the preparation and finalisation of the meeting notes and the design review report.

Please refer to Reporting section in this guide.

5.10.2 Guidelines for panel members

All panel members are required to:

- provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local policies and schemes
- treat all discussions and information about applications with sensitivity and confidentiality
- respond to and comment on material presented, providing clear and constructive feedback
- disclose any actual or perceived conflicts of interest in writing for the record. Where an interest exists, the member must:
 - disclose the interest to the Chair as soon as possible, and before the meeting to ensure there is a quorum for all items
 - if the interest is a pecuniary interest, the member must not take part in the consideration or discussion of the matter

Panel Chair

The panel Chair is primarily tasked with running panel meetings and is responsible for:

- liaising with the nominated local government officer about the operation of the panel including advice regarding additional briefing material or requirements
- ensuring new members have been inducted and are briefed about panel operations
- ensuring that the meeting agenda is followed
- welcoming and introducing the panel, proponents and any observers present in the meeting
- facilitating interactive discussion and participation of all panel members, key local government attendees and proponents, enabling solutions to be brokered collaboratively
- ensuring that discussions remain focussed on the application being considered and that advice relates to matters covered by the SPP7.0 Design Principles, relevant State and local policies and schemes
- ensuring consistency of panel advice between reviews
- summarising the consensus view of the panel at the conclusion of the meeting
- endorsing the final design review report or meeting minutes post meeting
- briefing decision-makers on panel advice when required



Victorian Design Review Panel (VDRP) [Image: courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA]



CABE Design Review [Image source: Centre for Architecture and the Built Environment (CABE) Design review, Principles and practice, 2009; credit: CABE]

6

Running a successful Design Review Panel

Panel meetings will run more smoothly if they follow a clear structure. It is also important that meetings take place in a suitable location, in a suitable room, using suitable materials with sufficient space for all participants.

➤ 6.1 Meeting procedures

The following design review meeting procedures have been developed to ensure consistency and effectiveness of the process. Meetings should be scheduled to occur regularly with frequency to approximate demand and may be cancelled if there are no items to review. It is recommended meeting procedures are made publicly available, to ensure proponents know what to expect.

A local government may choose to include additional operating procedures to address local circumstances.

6.1.1 Quorum and attendance

The local government will issue notice of a Design Review Panel meeting to all appointed panel members.

It is recommended that all members review the proposed agenda and advise the local government as soon as possible of:

- a. their ability to attend the meeting
- b. any interest to be declared in any matter listed on the agenda

If the minimum number of members required to reach a quorum is unable to attend or a quorum cannot be achieved for part of the meeting, the local government will contact the deputy members in accordance with the procedure adopted by that local government for deputies. If a quorum cannot be achieved, the meeting cannot proceed and should be re-scheduled.

All panel members should have an opportunity to regularly attend meetings, however it is important to optimise the consistency of the panel and advice across subsequent reviews for the same proposal. Local governments may replace panel members who are regularly unavailable for meetings.

6.1.2 Observers

Design review meetings should be closed to members of the public as information discussed can be commercially confidential. Persons who may later be required to consider and determine an application that is undergoing design review should not attend panel meetings in order to preserve the transparency and integrity of the planning decision-making process.

Local governments are encouraged to allow planning and other officers to attend review sessions as observers, as it can offer valuable training on design quality considerations, familiarity with the design review process and understanding of how it can benefit a range of projects.

6.1.3 Site inspection

Panel members should be familiar with each site on the agenda prior to the meeting. A site visit may be arranged if considered necessary by the local government or panel Chair.

6.1.4 Panel member preparation

All panel members should ensure that they are familiar with all information provided prior to the meeting and prepare comments in advance, to enable effective use of session time. If additional information is required prior to the meeting, a request should be submitted to the local government in accordance with the procedures advised during the induction.

6.1.5 Agenda

The agenda for each meeting (along with submitted drawings and other relevant documentation) should be circulated to all panel members and meeting attendees at least one week prior to the meeting.

A meeting agenda template is included in this guide.

The priority of agenda items for each meeting should be determined by the local government ensuring the scheduling of items has regard for the relevant statutory timeframes.

Each item should be allocated an appropriate duration on the agenda, to allow for the recommended design review meeting format. Additional time may be required for complex projects where this is appropriate. It is recommended that the meeting agenda does not exceed three hours.

➤ **6.2 Drawing requirements for design review**

It is recommended that initial design reviews occur early, prior to the submission of a formal application, to ensure better design outcomes (refer to 3.3 The value of engaging in early design review).

The material required for design review should sufficiently reflect the stage of development of the proposal and illustrate site analysis, site design response and the intended design proposal. For early design reviews, drawings may be conceptual and diagrammatic.

6.2.1 Site analysis

It is particularly important to provide contextual information on drawings and information submitted for review, to assist the panel in assessing how well a proposal responds to its site and context.

The key elements of a site analysis include:

- site location / wider context plan
- aerial photograph
- local context plan
- site context and survey plan
- streetscape elevations and sections

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.

6.2.2 Site design response

A thorough site design response demonstrates a balanced consideration of a proposals context, site, building configuration and opportunities to optimise building performance. Site design response drawings, 3D studies and diagrams identify site and context opportunities and constraints that generate design parameters. These drawings should clearly articulate the considerations that have informed the broader site design approach.

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.

6.2.3 Design proposal

Sufficient drawing material should be presented to outline the intended design proposal; however, the emphasis should be on having enough information rather than having fully-resolved drawings of every aspect of the proposal.

The key elements of a pre-development application design proposal include:

- development details
- precedents and context that have informed the design proposal
- site plan
- floor plans
- elevations of the proposal in context
- sections of the proposal in context
- draft design quality statement outlining how the proposal responds to the SPP7.0 Design Principles
- 3D images or visualisations if available

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.



Victorian Design Review Panel (VDRP) (image courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA)

6 Running a successful Design Review Panel

➔ 6.3 Meeting format

The panel Chair should conduct the meeting in accordance with the agenda, following the meeting format outlined below. The recommended meeting duration for each item is 45 to 50 minutes, including a briefing. A longer duration can be allowed for complex projects.

A suggested format for individual items may include:

1. Briefing and pre-review panel discussion (panel only) – 10 minutes

- Overview by the local government planning officer, including:
 - relevant site history and background
 - surrounding context and proposed (if known) or approved developments
 - compliance with planning controls and relevant design criteria
 - internal referral comments if available (e.g. heritage, stormwater, traffic/parking)
 - where appropriate, briefings from relevant State Government agencies also invited to attend the meeting
- Panel pre-review discussion determining key questions to ask / key issues to raise

2. Welcome and introductions – 2 minutes

- Proponents are invited into the meeting room. Chair welcomes them and introduces the panel. Panel coordinator may assist with proponent setup

3. Proponent presentation – 10 minutes

- Proponent/client provides their vision for the project
- Proponent/design team presentation, explaining the project background and outlining how the proposal addresses the SPP7.0 Design Principles and other relevant matters

4. Panel questions and clarifications – 5 minutes

- Panel members are able to seek clarification on any points

5. Panel discussion – 10 minutes

- Chair invites panel members to provide individual comment on the proposal
- Discussion should be referred back to the SPP7.0 Design Principles

6. Confirmation of advice/ recommendations – 3 minutes

- Chair summarises panel comments and may confirm advice and recommendations or may indicate the timeframe within which this should be expected to be provided
- Chair thanks the proponent and the proponent leaves the meeting

7. Post review discussion (panel only) – 5-10 minutes

- Chair identifies key issues and recommendations for reporting
- Any new issues or recommendations that arise in post review discussions should be noted as such and communicated promptly to the proponent

➔ **6.4 Workshops**

For large complex projects, an early workshop can offer opportunity for a dedicated and extended review to highlight key considerations prior to design work commencing, which can significantly reduce project risk. The need to hold a workshop will generally be determined by the local government in consultation with the panel Chair.

➔ **6.5 Language and consistency**

The report writer and Chair should be aware of the following points when providing advice and finalising recommendations:

- advice should be in plain English that is readily understood by the proponent, consent authority, and the community. Avoid jargon, obscure terminology and long-winded descriptions
- consistency in advice across design reviews is important. As a design proposal develops, different questions become relevant, however raising entirely new design concerns late in the process should generally be avoided

➔ **6.6 Reporting**

The meeting notes and/or report should:

- be compiled as a draft during the meeting, (a suitable template is provided in this guide)
- record conflicts of interest of panel members
- record key discussion points and panel recommendations
- be finalised out-of-session by the panel coordinator and panel Chair
- be available for issue of advice and recommendations to proponents as soon as possible (recommended within 10 working days of the meeting)

Design review reporting should be included with all development application reports and, where a proposal is to be determined by a Development Assessment Panel for deliberation, is included in full as an appendix to the Responsible Authority Report.

Also refer to 5.10 Roles and responsibilities, where the roles of report writer and panel coordinator are outlined.

Aim for 40 minutes of design review for a standard proposal, more for a complex one.



10 MINUTES

Briefing and pre-review panel discussion; Overview by the local government planning staff, followed by panel pre-review discussion determining key questions to ask/key issues to raise.

PROPONENT ENTERS THE ROOM



2 MINUTES

Chairperson welcomes the proponent team and introduces the Panel. Panel coordinator assists with proponent setup.



10 MINUTES

Proponent provides their vision for the project, followed by design team presentation.



5 MINUTES

Panel members are able to seek clarification on any points.



10 MINUTES

Chairperson invites panel members to provide individual comment on the proposal.



3 MINUTES

Chairperson summarises panel comments and confirms advice and recommendations. Chairperson thanks the proponent.

PROPONENT LEAVES THE ROOM

7

Design review modes and thresholds

For the design review of larger projects, the multi-disciplined expertise and independent advice of a full Design Review Panel is recommended. However, design review mechanisms may be applied in different modes to provide advice on a range of development types and scales.

The types of proposals and the scale/s of design review (if available) should be determined in by the local government and may be included in the terms of reference and/or an appropriate local planning policy. The design review threshold table may be used as a guide for determining the mode of design review best suited to a particular development.

➤ 7.1 When a full Design Review Panel is not required

As outlined within the design review threshold table, there may be cases where a full Design Review Panel is not warranted, with assessment instead being carried out by an individual panel member or, where available, by an in-house town or city architect.

Where neither of these avenues exist and there is no reasonable opportunity to refer the matter to the Design Review Panel, the local government may engage a suitably qualified consultant, giving consideration to the selection criteria outlined for the establishment of a Design Review Panel.

Local governments that rarely assess complex applications may not need to form a dedicated Design Review Panel. In these instances they may consider a shared Design Review Panel (with another local government) or use an 'as-required' design review consultant.

➤ 7.2 When the demand for design review is low

In smaller or regional local governments, the number of anticipated complex proposals or proposals requiring design review may be low. In these circumstances, consideration should be given to:

- The **State Design Review Panel** will offer a pool of appointed design reviewers that may be accessed by local governments on an "as needs" basis.
- A **city architect** can also be a valuable resource in smaller or regional local governments where demand for a full panel is low. Where an architect is not available on staff, a local architect could be appointed to provide this advice as required.

- **Shared panels** could be formed where demand is low, or where smaller contiguous local governments (or local governments with similar characteristics, development types, issues and/or visions) may benefit from a common panel.

➤ 7.3 Interim procedures until a full Design Review Panel is appointed

The design review thresholds table also contains suggestions for interim review mechanisms that could be utilised where a local government has yet to appoint a Design Review Panel.

The State Design Review Panel's (SDRP) core focus will be major State Government projects and significant or strategic private sector projects. However, the SDRP may also assist local governments to expedite local panel appointments and provide interim modes of design review:

- subject to legislative requirements, local governments may directly engage SDRP members, reducing appointment timeframes and administrative load
- the SDRP may also offer an interim means of carrying out design review on eligible larger projects for local government (where mutually agreed) until a local Design Review Panel is operational. Applications for design review by the SDRP can be made through the Office of the Government Architect

➔ **7.4 City architect**

Some larger local governments have appointed a city (or town) architect. This is usually a permanent, part-time role.

City architects can:

- provide built form expertise to local government planning staff, Design Review Panel coordinators and elected members on day-to-day issues of design quality
- provide informed advice on local government urban design and strategic planning initiatives
- support the local government, advising on major local government funded, and State-funded projects to ensure they meet strategic built form objectives for that local government
- brief local government Design Review Panels on the built form objectives of local government strategic planning and initiatives relevant to proposals reviewed by the panel
- offer assistance in discussions between planners and proponents regarding design review recommendations
- be an in-house advocate and champion for design quality

In addition to the roles above, city architects can assist the local government by offering expert advice on the design quality of smaller proposals if a Design Review Panel has not been appointed, or if they do not meet the thresholds for review by a full panel. Refer to the Design Review Threshold Table.

INDICATIVE DESIGN REVIEW THRESHOLD TABLE											
	Projects of State significance	Public works of State significance	Public works of regional significance	Commercial development – DAP threshold	Commercial development – under DAP threshold	Apartment development DAP threshold or more than 10 dwellings	Apartment development less than 10 dwellings	Activity centre plans and structure plans	Commercial development low threshold	Detached and grouped dwellings	Other proposal as determined by local govt.
State Design Review Panel (SDRP)	◆	◆	❖	◇		◇					
Local Design Review Panel (LDRP)			❖	◆	❖	◆	❖	◆	❖	❖	❖
Local govt. 'city/town architect'					◆		◆	❖	❖	❖	❖
Local Govt. 'as-required' design review consultant					❖	◇	◇	◇	❖	❖	❖

◆ Recommended design review process ❖ Discretionary design review process ◇ Interim design review process

Appendices

The appendices provide model templates for the following:

- **DR1** *Design Review Panel meeting agenda*
- **DR2** *Development assessment overview*
- **DR3** *Design review report and recommendations (Parts 1-4)*
- **DR4** *Model terms of reference*

These templates are provided as a guide only and local governments should adjust the templates as required for the purposes of their local government.

DR1

DR1 – Design Review Panel meeting agenda		
Prepared by the responsible local government officer and distributed to the Design Review Panel members with the DR2- Development assessment overview at least one week before the meeting.		
Local government:		
Meeting date:		Meeting time:
Location		
Panel members	(Chair)	(details)
	(Members)	
Local government officers	(names)	(details)
Proponent/s	(names)	(details)
Observer/s	(names)	(details)
Time	Item No.	Subject
(time)	1.	Attendance and apologies
	2.	Declarations of interest
	3.	Confirmation of previous reporting
	4.	Design review/s
	4.1	Proposed development
(time)		(Address, development description) (Proponent)
(10mins)		Pre-meeting (panel members and local government officers) Briefings and pre-review panel discussion: – development assessment overview – technical issues
(30mins)		Design review meeting (all) Proponent welcome (2 mins) Presentation/response to prior recommendations (10mins) Questions and clarification (5mins) Discussion (10mins) Summary by the Chair (3mins)
(5-10mins)		Post meeting (panel members and local government officers) Post-review discussion
	5.	Strategic planning/policy items (where required)
	6.	Other business
	7.	Next meeting (time/date)
	8.	Close

DR2

DR2 – Development assessment overview		
<i>This overview is to be prepared by the responsible local government officer and distributed to the Design Review Panel members with DR1 - Design review panel meeting agenda at least one week before the meeting.</i>		
Proposed development		
Street address		
Applicant/owner		
Reported by		
Proposal	[Brief and succinct summary of proposal]	
Background	[A summary of relevant background information establishing history of the proposal to date including response to context and site; photos may also be useful]	
Assessment summary:		
Key objectives/standards of planning policies relevant to this proposal		
<i>Example only – shown for apartment development referencing elements of SPP7.3 R-Codes Volume 2 - Apartments</i>		
	Proposed	Assessment
<i>Building height</i>		
<i>Street setbacks</i>		
<i>Side setbacks</i>		
<i>Rear setback</i>		
<i>Other (e.g. building depths, building separation)</i>		
<i>Part 3 Elements (e.g. orientation, tree canopy and deep soil area, communal open space etc.)</i>		
<i>Part 4 Elements (e.g. solar and daylight access, natural ventilation, size and layout of dwellings etc.)</i>		
Key issues	[Summary/dot points]	

DR3

DR3 – Design review report and recommendations (Part 1/4) <small>This report is prepared by the panel coordinator and checked by the design review Chair. To maintain the integrity and independence of the design review process this report should be attached, unedited to Council reports and (if applicable) the Development Assessment Panel Responsible Authority Report.</small>		
Local government		
Item no.	<i>[Address, development, description]</i>	
Date		
Time		
Location		
Panel members:	<i>[Chair]</i> <i>[Members]</i>	<i>[details if required]</i>
Local government officers	<i>[names]</i>	<i>[details]</i>
Proponent/s	<i>[names]</i>	<i>[details]</i>
Observer/s	<i>[names]</i>	<i>[details]</i>
Briefings		
Development assessment overview	<i>[name]</i>	<i>[details]</i>
Technical issues		
Design review		
Proposed development		
Property address		
Background		
Proposal	<i>[succinct summary of proposal]</i>	
Applicant/representative address to the design review panel	<i>[name]</i>	<i>[details]</i>
Key issues/recommendations	<i>[summary of key issues and recommendations discussed]</i>	
Chair signature		

DR3

DR3 – Design review report and recommendations (Part 2/4)	
Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Principle 1 – Context and character	<p><i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <p>1a. [comments] 1b.</p>
Principle 2 – Landscape quality	<p><i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <p>2a. [comments] 2b.</p>
Principle 3 – Built form and scale	<p><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p> <p>3a. [comments] 3b.</p>
Principle 4 – Functionality and build quality	<p><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p> <p>4a. [comments] 4b.</p>
Principle 5 – Sustainability	<p><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <p>5a. [comments] 5b.</p>
Principle 6 – Amenity	<p><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <p>6a. [comments] 6b.</p>
Principle 7 – Legibility	<p><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <p>7a. [comments] 7b.</p>
Principle 8 – Safety	<p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <p>8a. [comments] 8b.</p>
Principle 9 – Community	<p><i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p> <p>9a. [comments] 9b.</p>
Principle 10 – Aesthetics	<p><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <p>10a. [comments] 10b.</p>

DR3

DR3 – Design review report and recommendations (Part 3/4)			
Design review progress			
	Supported		
	Pending further attention		
	Not supported		
	DR1	DR2	DR3
Principle 1 – Context and character			
Principle 2 – Landscape quality			
Principle 3 – Built form and scale			
Principle 4 – Functionality and build quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

DR3 – Design review report and recommendations (Part 4/4)			
Recommendations summary			
DR1 - Recommendations	DR2 - Response	DR2 - Recommendations	DR3 - Response
1.	(SUPPORTED/PENDING FURTHER ATTENTION/ NOT SUPPORTED) [explanatory text]		(SUPPORTED/PENDING FURTHER ATTENTION/ NOT SUPPORTED) [explanatory text]
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

DR4

DR4 – Model terms of reference (1/5)

Model ToR for local government Design Review Panels. Local governments should adjust the model ToR as required for their individual purposes.

The role of design review in the planning system

Integrating design review into the planning system is a key component of the implementation and operation of State Planning Policy 7.0 Design of the Built Environment, as well as the State's 'Better Places and Spaces: a policy for the built environment in Western Australia' (adopted 2013).

Good design should be indivisible from good planning if better buildings and places are to result.

State Planning Policy 7.0 Design of the Built Environment includes performance-based design principles, which provide a guide to achieving good design, and the means for evaluating the merit of proposed solutions through design review, which uses professionals with appropriate levels of design expertise.

Performance-based design principles identify the objectives to be met without prescribing how to achieve them. Design review is an essential component of this approach, as qualitative assessment is required to determine whether the required performance outcomes have been achieved in a given proposal.

This approach provides flexibility for developers to deliver improved project and site-specific outcomes as well as benefits for the broader community. It provides latitude for skilled and experienced designers to pursue innovative solutions. It also offers the opportunity for efficiency, allowing for solutions to be considered collaboratively, and generally enabling a smoother determination phase following the submission of an application. Skilled and experienced designers, working collaboratively with expert reviewers, typically require fewer design reviews.

Ten principles of effective design review

For design review to be effective, it must be resourced appropriately and conducted in a manner that is fair, robust and credible. The following 'best practice' principles of design review should be used to guide the review process and set an appropriately high standard of conduct from panel members.

Design review should be:

Independent – It is conducted by people who are not connected with the proposal's promoters and decision-makers and ensures that conflicts of interest do not arise.

Expert – It is carried out by suitably trained people who are experienced in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project designers, because their standing and expertise will be acknowledged.

Multi-disciplinary – It combines the different perspectives of architects, urban designers, planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – The Design Review Panel, and the advice that it provides to the local government (or other approval authority) must be clearly seen to work for the benefit of the community.

Transparent – The Design Review Panel's remit, membership, governance processes and funding should always be in the public domain.

Proportionate – It is used on projects whose significance (either at local or State level) warrants the investment needed to provide the service.

Timely – It takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – The Design Review Panel does not make decisions, but it offers impartial advice that informs recommendations to the people who do.

Objective – It appraises proposals according to measures that are reasoned and objective, rather than the stylistic tastes of individual panel members.

Accessible – The recommendations arising from design review are clearly expressed in terms that design teams, decision-makers and the community can all understand and make use of.

DR4

DR4 – Model terms of reference (2/5)

Role description

The role of a Design Review Panel (DRP) is to provide independent, impartial, expert design advice:

- to proponents and local government officers on the design quality of proposals
- to decision-makers (State and local governments, Development Assessment Panels, the State Administrative Tribunal) on eligible development applications or other proposals
- to local governments, where requested, on strategic policy, master plans, precinct plans, local development plans, structure plans, activity centre plans, local planning schemes and amendments or other matters

Reviews will be undertaken in accordance with the model process outlined in the State’s **Design WA: Design Review Guide**.

The 10 Design Principles from the State Planning Policy 7.0 Design of the Built Environment will be used as the basis for design review.

Status of advice

Design Review Panels are advisory only and do not have a decision-making function. The panel advises on the design quality of proposals with reference to design principles (from SPP7.0, refer to Part 4) and supporting State Planning Policies, as well as local planning schemes and policies. Decision-makers shall have due regard to the design review advice and recommendations in their deliberations.

For continuity between design review and local government and Development Assessment Panel assessment procedures, the Design Review Panel Chair may be requested to brief decision makers either through preparation of a briefing note or attendance at a meeting. Where a matter is referred to the State Administrative Tribunal for review, the panel Chair may also be required by the Tribunal to attend proceedings.

Governance

The Design Review Panel is an independent, advisory panel funded by the local government.

The local government will be responsible for the establishment, operation and management of the DRP. Dedicated DRP support will exist within the local government for this purpose.

Panel management and support

The local government will provide panel support to manage the scheduling, preparation, coordination, reporting and monitoring of Design Review Panel meetings.

Panel support will provide notice of the agenda and meeting times. To enable preparation by panel members, relevant material will be issued to the panel a week prior to the design review meeting.

DRP meetings will be held at the local government civic centre.

DRP support will issue reporting to proponents within 10 working days of the meeting.

Membership

Local governments should ensure that the panel includes members with expertise in one or more of the following disciplines:

– Architecture (essential)	– Sustainability and environmental design	– Transport planning
– Landscape architecture (essential)	– Services engineering	– Planning
– Urban design (essential)	– Accessibility	– Public art
– Heritage		– Civil and/or structural engineering

While local knowledge is useful, a balance between locals and expertise from outside the local government area should be sought in order to optimise the range and calibre of skills available. All Design Review Panel members should be eligible for registration and maintain good standing with their respective professional bodies.

To be independent and apolitical, the local government should not appoint decision-makers, its own elected members or officers to its Design Review Panel. However, key local government planning (and other) officers should participate in all design reviews in an advisory capacity and to provide administrative and governance support.

DR4

DR4 – Model terms of reference (3/5)

Proposals for review

Proposals eligible for design review should include:

- proposals that are significant because of their size or the uses they support
- proposals that are significant because of their site or location
- proposals that are significant because of their community impact

The Design Review Panel is to provide impartial architectural and design advice on:

- proposals including a building that is three storeys or greater in height (above natural ground level)
- proposals with [LG to nominate] or more multiple dwellings (apartments)
- proposals of [LG to nominate] or more grouped dwellings
- proposals that meet the mandatory requirement to be determined by the Joint Development Assessment Panel any other proposal referred to the panel by the Director of Planning
- any relevant scheme amendment, activity centre plan, structure plan, policy, precinct plan, local development plan or design guidelines referred by the Director of Planning

Please refer to the **Design WA: Design Review Guide** (7.5 Design review threshold table) for additional guidance on the sorts of proposals recommended for review by a Design Review Panel.

Timing and number of reviews

The number of reviews needed will vary depending on the complexity of a proposal; however three reviews are typically needed for the process to be effective.

Design reviews should occur before a development application is submitted. It is strongly recommended that the first design review takes place during the **concept design stage** to ensure that proponents can take advantage of the advice offered at a time where the design is flexible enough to accommodate change without impacting on time and cost constraints. A subsequent review should typically occur at a stage when the design has been further progressed. Depending on the outcome of the initial meeting, this review session will typically occur during **design development** or prior to the proposal being submitted for development approval (**Pre-DA stage**).

At **building permit stage** (after development approval) it is suggested that a check takes place by the Design Review Panel Chair or delegate, to ensure that the design quality of the proposal is consistent with the approved development application and any relevant conditions related to design quality.

SPP7.0 Design Principles

State Planning Policy 7.0 Design of the Built Environment (SPP7.0) outlines a set of performance-based design principles. These principles establish a broad definition of 'good design' and form the basis of design review consideration.

Context and character – *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*

Landscape quality – *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*

Built form and scale – *Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.*

Functionality and build quality – *Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.*

Sustainability – *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*

Amenity – *Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.*

Legibility – *Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.*

Safety – *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*

DR4

DR4 – Model terms of reference (4/5)	
<p>Community – <i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p>	<p>Aesthetics – <i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p>
<p>Refer to Design WA State Planning Policy 7.0 Design of the Built Environment for the Design Principles in full.</p>	
<p>Design Review Panel appointment</p> <p>Suitable candidates will be recruited through an appointment process, which includes:</p> <ul style="list-style-type: none"> – public advertising seeking formal Expressions of Interest (EOI) – consideration of EOIs by an appropriate selection panel – an interview process, if required, to confirm appropriate design review expertise – a report with recommendation/s for appointment presented to the Chief Executive Officer <p>Following completion of the selection process, all details of the appointment will be confirmed in writing and a member induction will be scheduled.</p> <p>The term of office for a panel member shall be two years and run concurrently with the Council election cycle. Council may appoint a pool of suitable persons to serve on the Panel however each Design Review Panel meeting shall comprise a maximum of six members.</p> <p>A person who is currently employed by, or who is an elected member of the local government, is not eligible for appointment as a member of the panel. All panel appointments are endorsed by Council.</p>	
<p>Panel roles and responsibilities</p> <p>All panel members are required to:</p> <ul style="list-style-type: none"> – provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local policies and schemes – treat all discussions and information about applications with sensitivity and confidentiality – respond to and comment on material presented, providing clear and constructive feedback – disclose any actual or perceived conflicts of interest in writing for the record. Where an interest exists, the member must: <ul style="list-style-type: none"> – disclose the interest to the Chair as soon as possible, and before the meeting to ensure there is a quorum for all items – if the interest is a pecuniary interest, the member must not take part in the consideration or discussion of the matter <p>All disclosures of interest will be recorded in the panel meeting notes</p>	
<p><i>Panel Chair</i></p> <p>The panel Chair is primarily tasked with running panel meetings and is responsible for:</p> <ul style="list-style-type: none"> – liaising with the nominated local government officer about the operation of the panel including advice regarding additional briefing material or requirements – ensuring new members have been inducted and are briefed about panel operations, – ensuring that the meeting agenda is followed – welcoming and introducing the panel, proponents and any observers present in the meeting – facilitating interactive discussion and participation of all Design Review Panel members, key local government attendees and proponents, enabling solutions to be brokered collaboratively – ensuring that discussions remain focussed on the application being considered and that advice relates to matters covered by the SPP7.0 Design Principles, relevant State and local policies and schemes – ensuring consistency of panel advice between reviews – summarising the consensus view of the panel at the conclusion of the meeting – endorsing the final design review report or meeting minutes post meeting – briefing decision-makers on panel advice when required 	

DR4

DR4 – Model terms of reference (5/5)

Remuneration

Members will receive standard professional rates up to a maximum of three hours review time, plus one hour of preparation.

The Chair will receive an above-standard fee due to the additional responsibility of the role, plus preparation, time spent advising and editing reporting as needed, and time spent on additional briefings.

Where a member of the panel is requested to appear on the local government's behalf as an expert witness at the State Administrative Tribunal, the member is to be paid at a mutually agreed hourly rate consistent with the qualifications, experience and professional status of the member.

Meeting procedures

Quorum and attendance

The local government will issue notice of a Design Review Panel meeting to all appointed panel members.

It is recommended that all members review the proposed agenda and advise the local government as soon as possible of:

- a. their ability to attend the meeting
- b. any interest to be declared in any matter listed on the agenda.

A Design Review Panel meeting may not proceed unless a quorum comprising a minimum of four members is present. If a quorum cannot be achieved for all or part of the meeting, the local government will contact suitable members from the pool in accordance with the procedure adopted by that local government for those circumstances. If a quorum cannot be achieved, the meeting cannot proceed and should be re-scheduled.

It is important to optimise the consistency of the panel and advice particularly across subsequent reviews for the same proposal. The local government may replace panel members who are regularly unavailable for meetings.

Observers

Design review meetings should be closed to members of the public as information discussed can be commercially confidential. Persons who may later be required to consider and determine an application that is undergoing design review should not attend panel meetings in order to preserve the transparency and integrity of the planning decision making process.

Local governments are encouraged to allow planning and other officers to attend review sessions as observers, as it can offer valuable training on design quality considerations, familiarity with the design review process and an understanding of how it can benefit a range of projects.

Site inspection

Panel members should be familiar with each site on the agenda prior to the meeting. A site visit may be arranged if considered necessary by the local government or panel Chair.

Panel member preparation

Where an application has already been submitted prior to referral to the panel, an initial officer assessment will be undertaken, the results of which will be provided to the panel as part of the agenda preparation process.

It is expected that panel members will familiarise themselves with all information provided prior to the meeting and prepare comments in advance, to enable effective use of session time. If additional information is required prior to the meeting, a request should be submitted to the local government in accordance with the procedures advised during the induction.

Frequency of meetings

Meetings will generally be held on quarterly/monthly/fortnightly, but can be scheduled at the any time in response to urgent matters. Advice of a scheduled meeting, the agenda and information associated with each proposal shall be provided to panel members one week prior to the intended meeting date.

Agenda

The agenda for each meeting (along with submitted drawings and other relevant documentation) will be circulated to all panel members and meeting attendees at least one week prior to the meeting.

Meeting agendas should not exceed three hours.

Code of Conduct

All panel members are required to abide by the local government's Code of Conduct.

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Department of Planning,
Lands and Heritage



STATE PLANNING POLICY 7.0

DESIGN OF THE BUILT ENVIRONMENT



For a Better
Built Environment

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Disclaimer

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Published by the
Western Australian Planning Commission

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Version 1 published February 2019

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This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications branch at media@dplh.wa.gov.au.

State Planning Policy 7.0

Design of the Built Environment

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1. Citation

This is a State Planning Policy made under Part 3 of the *Planning and Development Act 2005*. This policy may be cited as State Planning Policy 7.0 Design of the Built Environment (SPP 7.0).

2. Intent

This policy addresses design quality and built form outcomes in Western Australia. It seeks to deliver the broad economic, environmental, social and cultural benefits that derive from good design outcomes and supports consistent and robust design review and assessment processes across the State.

3. Background

The Government of Western Australia promotes the importance of design quality through the 'Better Places and Spaces: a policy for the built environment in Western Australia' (2013).

As the built environment evolves, it is appropriate that the planning system adapts to the increasing complexity of planning proposals by requiring a greater emphasis on design quality. Good design outcomes improve the urban environment, benefit local communities and leave a positive legacy for future generations.

This policy sets out the objectives, measures, principles and processes which apply to the design and assessment of built environment proposals through the planning system.

This policy provides the overarching framework for a range of supporting State Planning Policies that provide design quality guidance for specific types of planning and development proposals.

4. Application of policy

This policy provides the broad framework for design of the built environment across Western Australia. It applies to all levels of the planning hierarchy — from large-scale structure planning, and major public works projects to development applications and subdivision considerations. It also includes guidance for development that may impact on the public realm but not require planning approval.

This policy is to be used to inform and guide landowners, proponents, designers, reviewers, referral agencies and decision-makers to achieve good design outcomes in the built environment. It encourages early and ongoing discussion of design quality matters, during the concept, pre-lodgement and determination stages of a proposal.

This policy and complementary State Planning Policies, including their objectives, design criteria and design guidance (where relevant) apply to the preparation, review and assessment of:

- Activity centre plans
- Structure plans
- Local development plans
- Subdivision
- Development applications
- Public works

Supporting State Planning Policies and other policies

This policy should be read in conjunction with other aspects of the State Planning Framework, including Perth and Peel @3.5 million sub-regional frameworks; State Planning Policy 3.0 Urban Growth and Settlements; State Planning Policy 4.2 Activity Centres for Perth and Peel; Liveable Neighbourhoods; Residential Design Codes; and Development Control Policy 1.6 Planning to Support Transit Use and Transit Oriented Development.

Other relevant instruments include:

- Planning and Development (Local Planning Schemes) Regulations 2015
- local planning schemes
- National Construction Code
- other guides, codes and Acts that relate to that planning or development type

5. Objectives

This policy includes the following objectives:

1. A consistent framework to define the desired design quality outcomes from the planning and design of built environment projects across the State.
2. A coordinated strategy of design quality mechanisms to achieve design outcomes that meet government and community expectations, including:
 - Design Principles – performance-based approach to policy
 - Design review – skilled evaluation expertise
 - Design skills – skilled design expertise
3. Timely and efficient review of planning and development proposals against the Design Principles.



The coordination of design quality mechanisms, illustrated

6. Measures

Design Principles

The purpose of these Design Principles is to establish a definition of 'good design' that can inform the design, review and decision-making processes for built environment proposals across the State. The WAPC maintains the Design Principles, which are: context and character; landscape quality; built form and scale; functionality and build quality; sustainability; amenity; legibility; safety; community; and aesthetics. Schedule 1 includes a full description of each Design Principle.

Supporting State Planning Policies are used to provide detailed objectives, criteria or guidance relating to specific planning or development proposal types that are aligned with the Design Principles.

Design review

Design review is an independent and impartial evaluation process through which a panel of experts on the built environment assesses the design of a proposal. Design review benefits development proposals by providing informed opinions and guidance on the interpretation and application of design elements and principles, which can be particularly helpful for unique or complex development proposals. Design review can often assist in achieving efficient assessment and reduced approval times.

Design review is also beneficial for advising on design quality matters relating to strategies, policies, master plans, precinct plans, local development plans, structure plans, activity centre plans, and local planning schemes.

Whilst it is an advisory process, it is expected that decision-makers give due regard to the advice and any recommendations provided.

Planning authorities, including State and local government, should establish or arrange access to design review processes to review complex planning proposals, those proposals identified as benefitting from design review, or as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* or recommended in the WAPC Design Review Guide.

Design review shall be scaled according to the complexity or significance of a proposal and shall generally follow the methodology outlined in the WAPC Design Review Guide to achieve consistency across jurisdictions.

Design skills

Good design outcomes can be achieved when a competent and skilled architect or building designer is engaged for the design and planning process.

Preparation of a design statement by the architect or designer may be required for certain proposals where identified in the *Planning and Development (Local Planning Schemes) Regulations 2015*, State Planning Policies relating to that planning proposal or any relevant local planning scheme or policy.

A design statement should:

- i. provide an explanation of how the proposal addresses the Design Principles (Schedule 1)
- ii. where supporting State Planning Policy relates to that planning proposal or development type, outline how design objectives, criteria and guidelines (if relevant) of that policy have been achieved.

7. Definitions

Unless otherwise noted, terms used in this policy have common meanings and include those defined in the *Planning and Development Act 2005*; *Planning and Development (Local Planning Schemes) Regulations 2015*; and the Residential Design Codes.

SCHEDULE 1 – DESIGN PRINCIPLES

1. Context and character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

The distinctive characteristics of a local area include its prominent natural and built features, social, economic and environmental conditions, the overall qualities of its built environment, local Aboriginal culture and history and significant post-settlement heritage. Successful places are distinctive and memorable, with a character that people can appreciate easily.

Good design responds intelligently and sensitively to these factors in order to positively contribute to the identity of an area including adjacent sites, streetscapes and the surrounding neighbourhood. Interpretative responses to context are encouraged; imitation of existing features should be avoided. New development should integrate into its landscape/townscape setting, reinforcing local distinctiveness and responding sympathetically to local building forms and patterns of development. Building materials, construction techniques and details should, where appropriate, enhance local distinctiveness.

Good design also responds positively to the intended future character of an area. It delivers appropriate densities that are consistent with projected population growth, and able to be sustained by existing or proposed transport, green and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change. Context is also important for greenfield development, to ensure a site-specific response to existing landscape and topographical features.

2. Landscape quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Outdoor spaces are important. Public spaces can include parks and nature reserves, as well as more formal squares, paved areas and streets. Designed with people in mind, they should be attractive and comfortable, offering opportunities for people to meet and socialise, bringing vitality and identity to a place.

Good landscape design protects existing environmental features and ecosystems, promotes biodiversity, offer a variety of habitats for flora and fauna, enhances the local environmental context and restores lost or damaged ecosystems, where possible. It considers environmental factors such as water and soil management, ground and site conditions, solar access, microclimate, tree canopy, urban heat island impacts, habitat creation and preservation of green infrastructure – balancing these against social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while encouraging social inclusion, equitable access and respect for the public and neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built form and scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Buildings can define open spaces by enclosing them. Good design delivers buildings and places of a scale that responds to landform characteristics and existing built fabric in a considered manner, mitigating the potential for negative amenity impacts on both private land and the public realm.

The scale, massing and height of new development should respond positively to that of the adjoining buildings, the topography, the general pattern of heights, and the views, vistas and landmarks of the place, reinforcing a coherent local identity. The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes and parks, and provides good amenity for people at ground level.

4. Functionality and build quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

Well-designed functional environments provide spaces that are suited to their intended purpose and arranged to facilitate good relationships to other spaces, and ease of use. Good design provides flexible and adaptable spaces to maximise their utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using durable materials, finishes, elements and systems that are easy to maintain and weather well over time. The outcome should be a development that is well-detailed, resilient to the wear and tear expected from its intended use, is easy to upgrade and without excessive maintenance requirements. Consideration should be given to the full life-cycle of the proposal and mitigation of potential climate change impacts.

Good design accommodates services in an integrated manner, without detriment to the appearance, functionality and serviceability of the final outcome.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable landscape and urban design adheres to established water-sensitive urban design principles, minimises negative impacts on existing natural features and ecological processes and facilitates green infrastructure at all project scales.

Sustainable built environments use passive environmental design measures at various scales, responding to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the life-cycle of the project.

Sustainable design also includes the use of sustainable construction materials, recycling, good waste management practices, re-use of materials and existing structures, harnessing of renewable energy sources, and total water cycle management.

6. Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

Places should incorporate a mix of uses that work together to create viable environments that respond to the diversity of the local community and its culture. New development should offer a range of uses and activities that contribute to the vitality of the place at different times of the day and week and provide choices of housing, shopping, employment and entertainment.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points. Movement through a place should always be easy for everyone who uses it, whether they are on foot or by bicycle, public transport or private vehicle. Efforts should always be made to giving pedestrian movement priority over vehicular movement

Good design provides environments that are logical and intuitive to use, at the scales of building, site and precinct. Consideration should be given to how the urban design of street environments can provide visual cues as to the street hierarchy.

Access and circulation within developments should contribute to a fine-grain network of direct and connected routes within and beyond the site and avoid creating large non-permeable blocks.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to the adjacent public realm.

The design of vehicular transport routes should integrate safety requirements in a manner that mitigates negative impacts on pedestrian amenity.

9. Community

Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive, equitable manner and considers how the activities inside buildings can bring life and activity to public spaces. Places should be able to accommodate change over time, create continuity with the past and respond to new social, market or environmental demands.

New development should have some capacity to adapt to changing demographics, an ageing population, new uses and people with disability. In residential proposals, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Good design resolves the many competing challenges of a project into an elegant and coherent outcome. At the precinct scale, good design delivers outcomes that are logical and guided by a consideration of the experiential qualities that it will provide. Consideration should be given to how the arrangement of built form and spaces can contribute to the setting of important buildings and landmarks, including public art. A well-conceived design addresses all scales, from the articulation of building form through to the selection and detailing of materials and building elements, enabling sophisticated, integrated responses to the character of the place.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; the coherence of the design concept and the cultural relevance of the proposal should also be taken into account.

**Department of Planning,
Lands and Heritage**
GOVERNMENT OF
WESTERN AUSTRALIA

**Western
Australian
Planning
Commission**

Port Hedland West End Improvement Scheme No. 1

Improvement Scheme Policy No. 1 - West End Precincts

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Disclaimer

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© State of Western Australia
Published by the
Western Australian Planning Commission
Gordon Stephenson House
140 William Street
Perth WA 6000
Locked Bag 2506
Perth WA 6001
Published March 2021

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1. Policy purpose

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

2. Policy objectives

The objectives of this policy are to:

- spatially define land use precincts in the West End based on existing activities and development;
- maximise opportunities created by natural and physical features including access and views to the coast, topography, movement networks, proximity to the port, and lot size and orientation;
- stimulate economic development, investment and revitalisation of the West End; and
- consider and plan for transition to non-sensitive land uses as the basis to prevent future land use conflict between incompatible land uses.

3. Legislative framework

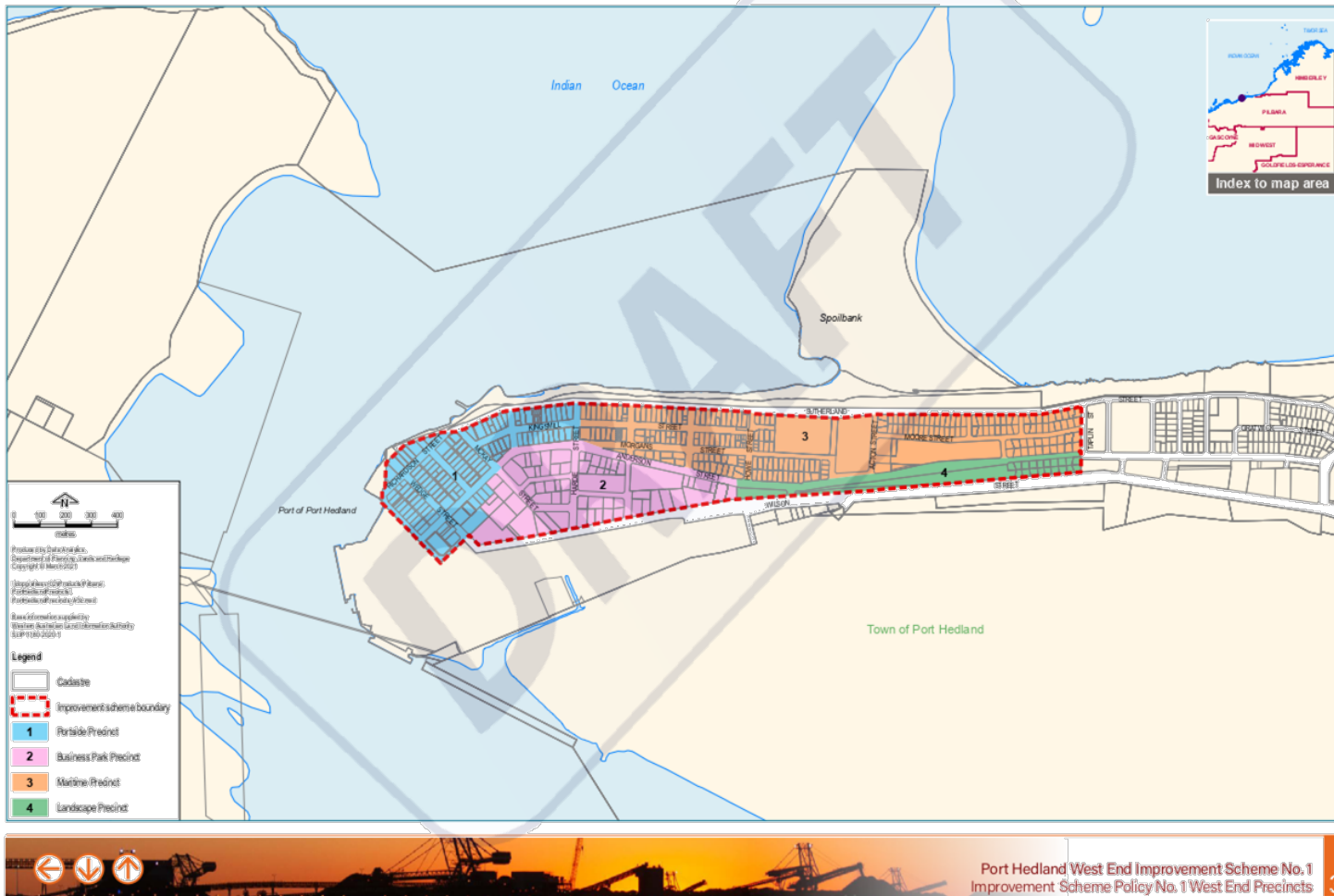
Improvement Scheme Policy No.1 – West End Precincts (the Policy) is prepared under the Port Hedland West End Improvement Scheme No. 1 (the Scheme). Where there may be conflict between the Scheme and the Policy, the Scheme shall prevail.

4. Policy scope

This policy applies to all applications for development approval relating to land as depicted in the precinct plan, section 5 of this policy.



5. Precinct plan - Port Hedland West End Improvement Scheme No. 1 - Improvement Scheme Policy No. 1



6. Precinct objectives

Portside precinct

The intent for the portside precinct is to facilitate a diverse range of commercial and service uses best suited within the historic Port Hedland town centre.

The precinct may include the development of varied but compatible land uses such as retail shops, offices, hospitality establishments, civic and public services.

It is intended that development in the portside precinct will facilitate activities that:

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

Business park precinct

The intent of the business park precinct is to facilitate typical light industrial, commercial and supply chain logistical activities servicing the safe and efficient operation of the Port of Port Hedland and wider community.

Defined uses and development which are generally considered to meet the precinct intent may include manufacturing industries,

warehouses, wholesale trade, transport services, distribution centres and associated storage facilities, motor vehicle sales and service facilities.

The precinct may include associated infrastructure required for daily operations of the port such as materials laydown and hardstand areas, security, customs and quarantine requirements, parking facilities, utility installations, and materials transportation infrastructure to support industry.

This precinct may also include other development that does not compromise the existing and future expansion of port operations, port-related industry and supply chain infrastructure.

Maritime precinct

The intent of the maritime precinct is to provide for various types of short stay accommodation, together with retail and hospitality facilities associated with providing tourism experiences.

The maritime precinct is spatially the largest in the West End and is considered the greatest opportunity for investment, redevelopment and activation, benefiting from coastal views, access and natural features. Within this precinct, public access to the waterfront including the Spoilbank Marina, coastal foreshore and community facilities provides the greatest platform for economic growth and community benefit.

The elevated areas situated approximately central within this precinct are best suited to tourism, recreational and commercial development servicing and supporting the Spoilbank Marina development site. This may include cultural heritage facilities, marina activities and associated marine industries, small boat harbour, coastal rescue services, commercial, light industry, educational and maritime training facilities.

Landscape precinct

The intent of the landscape precinct is to complement the function of the corridor and to provide vegetation planting and screening to mitigate aesthetic impacts between port structures/operations and the surrounding urban areas, and areas of scenic amenity.

An opportunity exists to develop a 'gateway' entry statement at the intersection of Anderson Street and Short Street which creates a unique sense of arrival to the West End. Upgrades to the local road network provides the opportunity to focus industrial traffic along Wilson Street, with only limited access along Anderson Street, thereby minimising conflicts between local and visitor traffic and industrial traffic.



7. Preferred land use options for each precinct

The following table sets out the preferred (✓) land uses for each precinct. The table acts as a guide to land owners and developers however, the Western Australian Planning Commission may exercise its discretion to determine proposed land uses in accordance with the Scheme provisions.

Preferred land uses	Precincts			
	Portside	Business Park	Maritime	Landscape
Art gallery	✓		✓	
Caravan park - short term			✓	
Cinema/ theatre	✓		✓	
Civic use			✓	
Community purpose	✓		✓	
Educational establishment—Tertiary			✓	
Exhibition centre			✓	
Fast food outlet	✓			
Holiday accommodation			✓	
Hotel	✓		✓	
Industry - Light		✓		
Landscaping	✓	✓	✓	✓
Market	✓		✓	
Motel	✓		✓	
Motor vehicle, boat or caravan sales		✓		
Motor vehicles repair or wash		✓		
Nightclub	✓		✓	
Office	✓			
Reception centre			✓	
Restaurant/café	✓		✓	
Service station		✓		
Serviced apartment			✓	
Shop	✓			
Tavern	✓		✓	
Tourist development			✓	
Transport depot		✓		
Warehouse/ storage		✓		
Workforce accommodation			✓	

8. Applications for development approval

Applications for development approval will be assessed against the Scheme and Policy objectives, and the precinct intent for the area in which development is proposed.

Further to the requirements set out in Part 13 of the Scheme, the Western Australian Planning Commission will take into consideration the following specific matters when assessing applications for development approval:

- preservation of local character, identified cultural heritage significance, and history;
- potential impact on Aboriginal heritage sites;
- opportunities to enhance local area amenity through appropriate standards of built form and landscaping;
- protection of non-conforming use rights;
- appropriate separation between industrial and non-industrial land uses;
- incorporation of building design and performance standards to reduce the occupants' exposure to dust;
- potential impacts on surrounding land uses;

- opportunities to generate economic activity, job creation, revitalisation and growth in the West End;
- protection of environmental and coastal values; and
- coastal hazard risk management and adaptation and flooding.

9. Structure planning

The Western Australian Planning Commission may require a structure plan for the purposes of orderly and proper planning and to coordinate the future subdivision, development, and land use of a defined area within the West End.

A structure plan usually identifies the zoning, preferred land use permissibility, road and drainage layout, open space and services for the area. Structure plans also identify any site constraints and management requirements, including those relating to environmental risks.

Structure plans prepared for the West End may provide the best opportunity to coordinate future development and revitalisation of the area particularly where there is fragmented land ownership and management.

Western Australian Planning Commission
Department of Planning, Lands and Heritage
140 William Street
PERTH WA 6000
Attention: Mr Peter Wood, Principal Planning Officer
By email: peter.wood@dplh.wa.gov.au

Dear Mr Wood

RE: DRAFT IMPROVEMENT SCHEME POLICY NO.1 – WEST END PRECINCTS

The Town refers to the advertised draft Improvement Scheme Policy No.1 – West End Precincts ('Policy'). Council considered the draft Policy at its 28 April 2021 Ordinary Council meeting and makes the recommendations and comments set out in this letter.

Heritage and CHRMAP

Section 8 of the Policy ('Applications for development Approval') sets out the specific matters the WAPC will take into consideration when assessing applications for development approval. The Town recommends adding the below underlined words:

- preservation of local character, identifies cultural heritage significance, and history in accordance with the Town of Port Hedland Heritage Inventory; ('Inventory')
- coastal hazard risk management and adaptation and flooding in accordance with the Town's Coastal Hazard and Risk Management and Adaptation Plan ('CHRMAP').

The Town's reasoning for the above recommendation is that both the Inventory and CHRMAP:

- are authorised technical documents based of sound town planning principles.
- are required pursuant to heritage legislation and state planning policies for the purposes of, amongst other things, the assessment of development applications; and
- are not inconsistent with the objective of Improvement Scheme No.1, rather informative.

Accordingly, the inclusion of both the Inventory and CHRMAP as considerations supports the orderly and proper planning of the West End.

Preferred land use table

The Town recommends that Section 7 ('Preferred Land use options for each precinct') be amended to add a further paragraph to the following effect:

“Applications for development approval for uses not listed in the Policy as a preferred use, but capable of approval under the Improvement Scheme, should provide further justification for that particular land use.”

The Town considers that the preferred land use table should be amended as detailed below.

Land use	Proposed amendment	Reasoning
Educational establishment – Tertiary	Added as a preferred use in the Business Park Precinct (in addition to the Maritime Precinct)	For example, trade schools are consistent with the objectives of the Business Park Precinct, being a service that serves the port and wider community but does not compromise the existing and future expansion of port operations and port-related industry.
Brewery	Added as a preferred use in the Portside and Maritime Precincts	This use is consistent with the objectives of: (a) the Portside Precinct to diversify the range of commercial uses, and the use is compatible with other preferred uses; and (b) the Maritime Precinct as it may function as a hospitality facility associated with providing a tourism experience.
Garden Centre	Added as a preferred land use in the table in the Portside and Business Park Precincts.	This use is consistent with the objectives of: (a) the Portside Precinct as a commercial use serving the day to day commercial needs of the community; and (b) the Business Park Precinct, also being a commercial activity serving the wider community but does not compromise the existing and future expansion of port operations and port-related industry.
Reception centre	Added as a preferred use in the Portside Precinct	This use is consistent with the objectives of the Portside Precinct as it serves to diversify the services

	(in addition to the Maritime Precinct).	uses for both the port and wider community. For example, the Town was recently referred a development application for the Harbour Master office. This use falls within 'reception centre' and is consistent with the objectives of the precinct, being a service that is synergistic with port activity.
Small Bar	Added as a preferred use in both the Portside and Maritime Precincts.	This use is consistent with the objectives of: (a) the Portside Precinct, being hospitality facilities that diversify the range of commercial uses in the precinct that serves the wider community; and (b) the Maritime Precinct being hospitality facilities associated with providing tourism experiences.
Trade display and Trade supplies	Added as a preferred use in the Business Park Precinct	These uses are consistent with the objectives of the Business Park Precinct, being commercial and supply chain logistical activities predominantly related to wholesale trade and distribution.
Community purpose	Added as a preferred use in the Portside Precinct	Educational, social and recreational facilities provided by organisations involved in activities for the community benefit is consistent with some existing uses in the Precinct, namely the Courthouse Gallery and Studio and Visitors Centre. Community purpose uses should be encourage to continue in this precinct.
Nightclub	Delete from Maritime Precinct	In 2017 in Town received numerous residential complaints relating noise and anti-social behaviour in respect of an unauthorised 'nightclub' on Kingsmill Street. A nightclub use should not be a preferred use until

		sufficient residential retreat has occurred.
Workforce accommodation	Agree with preferred use in Maritime Precinct subject to Design Guidelines for workforce accommodation being adopted	To protect the aesthetic amenity of the Maritime Precinct.

Car parking variations

There are ongoing concerns regarding inadequate car parking in the West End. The Policy should include further provisions to provide a clear planning framework to guide the determination of car parking variations.

Changes to non-conforming use

The Policy should provide further guidance regarding the extent to which applicants can make alterations or extensions of a non-conforming use.

Dust mitigation – built form

Whilst the draft Policy’s purpose mainly relates to land use, the Town recommends including either in this Policy, or adopting a further policy, that provides guidance on dust mitigation through mechanical devices or building design. Examples of such provisions are contained in the draft West End Local Planning Policy 2015 (which was never formally adopted by Council) and clauses 6.3.8 to 6.3.12 of the Town’s former local planning scheme No.5.

Should you require any further information regarding this matter please contact myself on (08) 9158 9328 or croberts@porthedland.wa.gov.au.

Yours sincerely

Chaz Roberts
Manager Town Planning and Development
29/04/2021



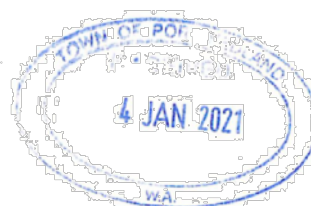
Department of Planning,
Lands and Heritage

Your ref: 05/05/0017
Our ref: DP/13/00362
Enquiries: Sean Collingwood (6551 9193)

Mr Carl Askew
Chief Executive Officer
Town of Port Hedland
13 McGregor Street,
PORT HEDLAND WA 6721

Attention: Mr Craig Watts, Director Regulatory Services

Sent via email: cwatts@porthedland.wa.gov.au



Dear Mr Askew

STEVENS STREET RETIREMENT VILLAGE

Thank you for the Town of Port Hedland's letter of 18 November 2020 regarding the proposed redevelopment of the Stevens Street Retirement Village in Port Hedland.

As you are aware, a coordinated government approach is being undertaken to deliver the Port Hedland Dust Management Taskforce recommendations to reduce community exposure to dust, without jeopardising the industries that underpin prosperity in the Pilbara and Western Australia.

To give effect to the Government's response, the Western Australian Planning Commission has prepared an Improvement Plan and Improvement Scheme designed to achieve the land use planning recommendations of the Taskforce Report.

Improvement Plan No. 50: Port Hedland West End provides a strategic framework to guide the implementation of the Government's response to the Taskforce Report over the West End of Port Hedland, including the area between Taplin and McGregor Streets where the Stevens Street site is located.

The Port Hedland West End Improvement Scheme No. 1 does not cover the area between Taplin and McGregor Streets. However, future decisions on the Government's land use planning response to the issue of air quality in the West End will be informed by the Department of Water and Environmental Regulation's (DWER's) review of the short-term objectives of its Port Hedland Dust Program, nominally expected during 2024.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 info@dph.wa.gov.au www.dph.wa.gov.au
ABN 68 565 723 484
wa.gov.au

Given the ongoing effectiveness of industry regulation to reduce ambient dust levels is yet to be determined for the area between Taplin and McGregor Streets, the re-establishment of new sensitive land uses (including aged persons accommodation) within that location is an important issue that requires careful consideration.

It is therefore recommended that the Town take a precautionary approach and delay its decision on whether to redevelop the Stevens Street site for aged persons accommodation until the short-term outcome of DWER's regulatory and dust management framework is known.

I thank you for consulting with the Department on this important matter and I trust that this information is of assistance.

Yours sincerely



Gail McGowan PSM
Director General

18 December 2020

CC: -
Department of Health
Department of Water and Environmental Regulation
Department of Communities
Department of Jobs, Tourism, Science and Innovation



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

Your Ref: 05/05/0017
Our Ref: A35303619
Enquiries: Debbie Butler 6552 9390

11 December 2020

Mr Craig Watts
Director Regulatory Services
Town of Port Hedland
PO Box 41
PORT HEDLAND WA 6721
By Email: cwatts@porthedland.wa.gov.au

Dear Mr Watts

STEVENS STREET RETIREMENT VILLAGE

Thank you for your correspondence to the Department of Mines, Industry Regulation and Safety – Consumer Protection Division (Consumer Protection) dated 18 November 2020 regarding the impending demolition of the Stevens Street Retirement Village (the Village).

I understand that Ms Debbie Butler, Consumer Protection's Principal Communication and Education Officer, has contacted you by telephone to clarify whether the Stevens Street development is a retirement village as defined by the *Retirement Villages Act 1992* (the RV Act).

A retirement village is a community of seniors living in individual premises that share common facilities and amenities intended to be used for or in connection with a retirement village scheme which requires that a resident or prospective resident makes a premium (payment) in consideration for admission as a resident under the scheme.

Section 15 of the RV Act provides that a retirement village shall only operate from land registered under the *Transfer of Land Act 1893* (WA) and requires that a memorial, giving notice that the land is being used for the purpose of a retirement village, must be lodged before the registered proprietor can advertise the property for sale, rent or lease or otherwise dispose of or encumber the interest in the land.

In addition to its role as a notice, the memorial is also evidence of the existence of a statutory charge against the property securing, in priority to all other encumbrances, the residents' right to a refund of the payment of a premium under the RV Act.

You have advised that the Village was a joint undertaking between the Department of Communities and the Town of Port Hedland and was a rental complex providing accommodation to senior residents of the Town. Consumer Protection is aware that there is no memorial lodged against the title and you have advised that no premiums were paid. Rather, residents paid rent for the long term leases they held over the accommodation provided in the Village.

Gordon Stephenson House Level 2/140 William Street Perth Western Australia 6000
Locked Bag 100 East Perth WA 6892
Telephone Administration 1300 136 237 Call Centre 1300 304 054 Facsimile (08) 6251 1401
Email consumer@dmirs.wa.gov.au Internet www.dmirs.wa.gov.au
wa.gov.au

- 2 -

You have further advised that you have given notice to the sole remaining tenant that they will be required to vacate the property following the end of the current emergency period, meeting your obligations under the *Residential Tenancies (COVID-19 Response) Act 2020 (WA)*.

It appears that the Village was not a retirement village as defined by the RV Act and you are not required to make application to the Supreme Court to remove a memorial. Consumer Protection therefore offers no objection to the reconstruction of a senior's accommodation complex on the site of the Village.

I am informed by Ms Butler that you had a conversation in which it was suggested that any new accommodation arrangement not include the term retirement village to remove any misconceptions that may arise from the use of the term.

Thank you for providing the information.

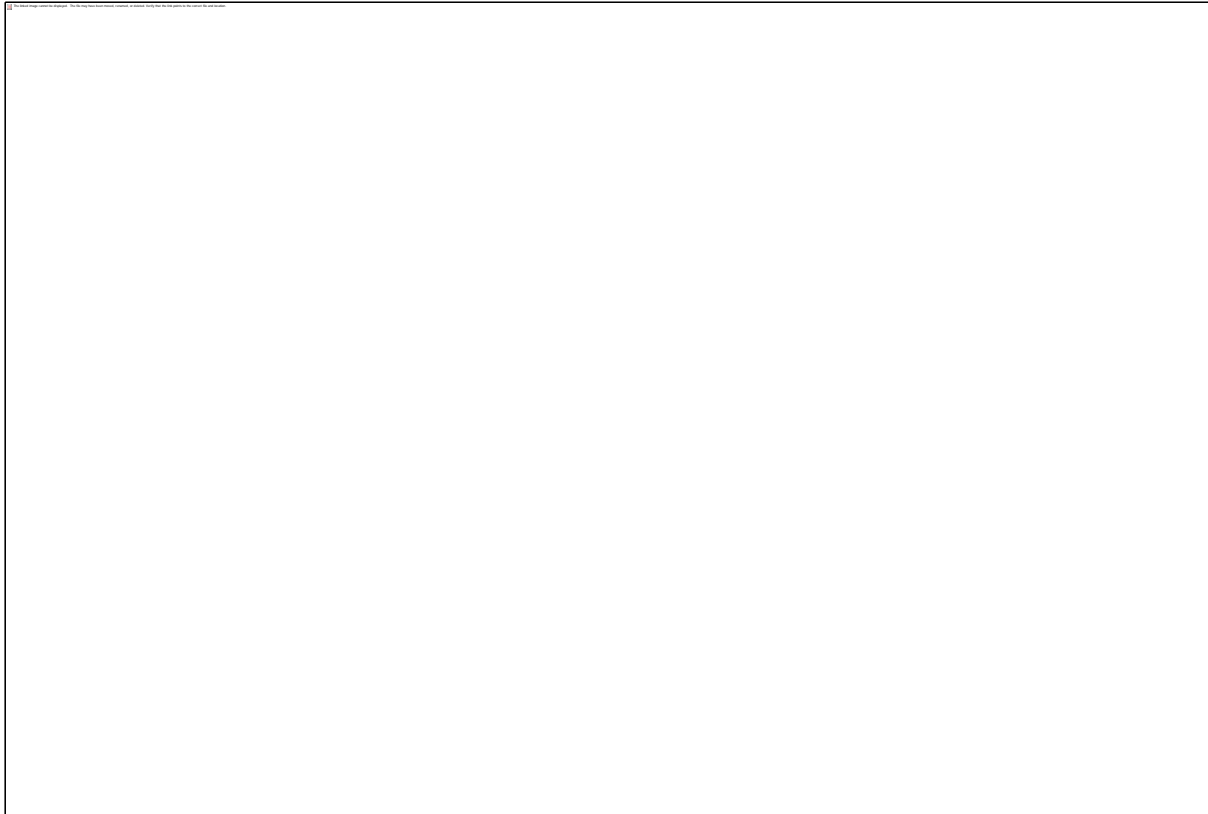
Yours sincerely



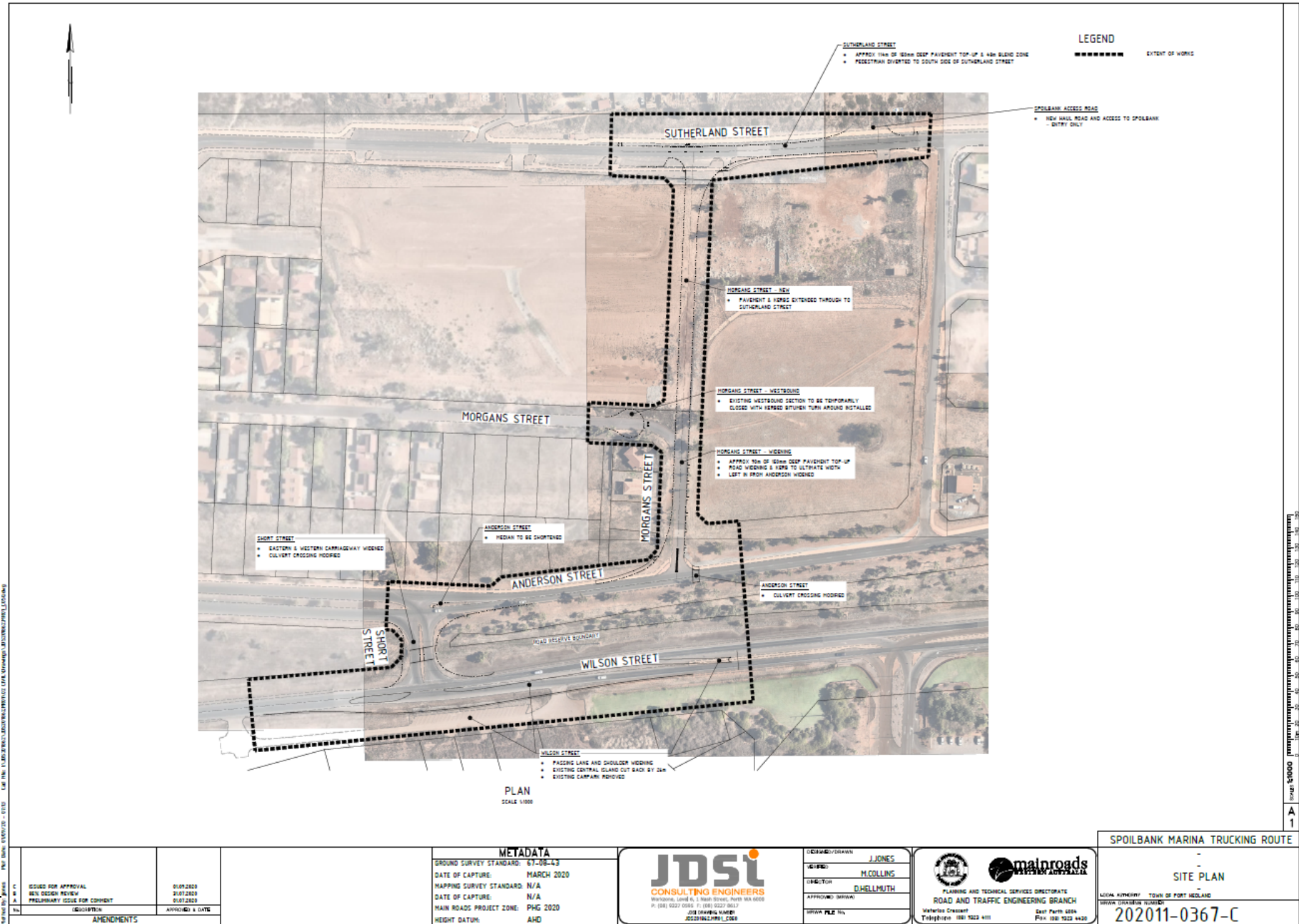
Tim Banfield
A/Director Property Industries



Lot 501 on Deposited Plan 406818



Draft subdivision plan



PREPARED BY: JONES COLLIERS & PARTNERS
 DATE: 01/03/2021
 DRAWN BY: J. JONES
 CHECKED BY: M. COLLINS
 APPROVED BY: D. HELLMUTH
 SCALE: 1:1000
 SHEET: A1

ISSUED FOR APPROVAL	01/03/2021
80% DESIGN REVIEW	20/01/2020
PRELIMINARY ISSUE FOR COMMENT	01/01/2020
AMENDMENTS	APPROVED & DATE

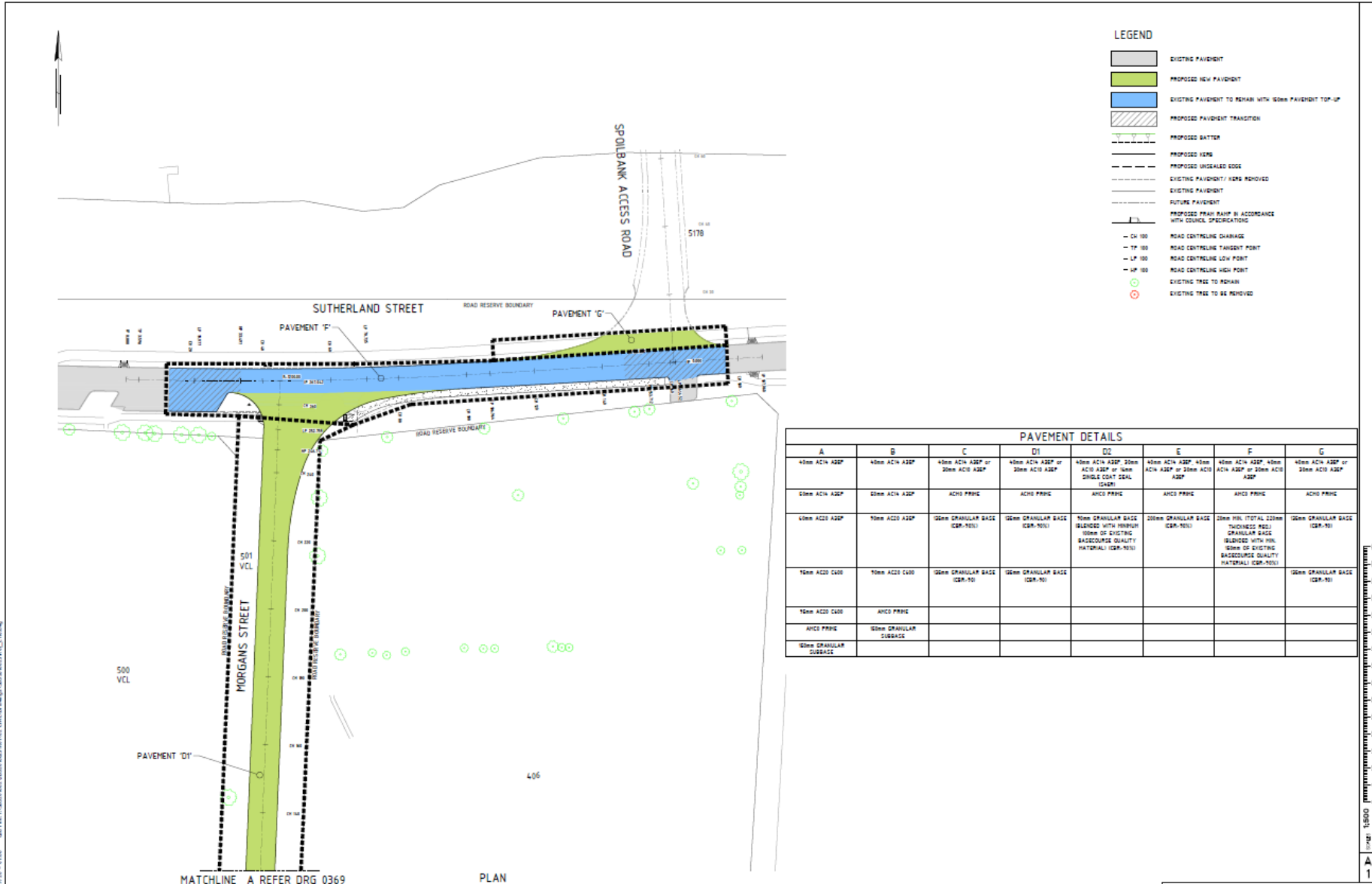
METADATA	
GROUND SURVEY STANDARD:	67-08-43
DATE OF CAPTURE:	MARCH 2020
MAPPING SURVEY STANDARD:	N/A
DATE OF CAPTURE:	N/A
MAIN ROADS PROJECT ZONE:	PHG 2020
HEIGHT DATUM:	AHD

JDSI
CONSULTING ENGINEERS
100 DRIVING HUBS
JCC2019LPH01_0008

DESIGNED/DRAWN: J. JONES
 ENGINEER: M. COLLINS
 CHECKED: D. HELLMUTH
 APPROVED (MAYAK):
 DRAWN FILE NO:

matroads
PLANNING AND TECHNICAL SERVICES DIRECTORATE
ROAD AND TRAFFIC ENGINEERING BRANCH
Telephone: 081 5223 4111 Fax: 081 5223 4426

SPOILBANK MARINA TRUCKING ROUTE
 -
 SITE PLAN
 LOCAL AUTHORITY: TOWN OF PORT MELBOURNE
 DRAWN (DRAWING NUMBER):
 202011-0367-C



LEGEND

- EXISTING PAVEMENT
- PROPOSED NEW PAVEMENT
- EXISTING PAVEMENT TO REMAIN WITH 100mm PAVEMENT TOP UP
- PROPOSED PAVEMENT TRANSITION
- PROPOSED BATTER
- PROPOSED KERB
- PROPOSED UNSEALED EDGE
- EXISTING PAVEMENT / KERB REMOVED
- EXISTING PAVEMENT
- FUTURE PAVEMENT
- PROPOSED PRAIR RAMP IN ACCORDANCE WITH COUNCIL SPECIFICATIONS
- CH 100 ROAD CENTRING CHARGE
- TP 100 ROAD CENTRING TANGENT POINT
- LP 100 ROAD CENTRING LOW POINT
- HP 100 ROAD CENTRING HIGH POINT
- EXISTING TREE TO REMAIN
- EXISTING TREE TO BE REMOVED

PAVEMENT DETAILS

A	B	C	D1	D2	E	F	G
40mm AC14 ASP	40mm AC14 ASP	40mm AC14 ASP or 20mm AC14 ASP	40mm AC14 ASP or 20mm AC14 ASP	40mm AC14 ASP, 20mm AC14 ASP or 10mm SINGLE COAT SEAL (SBS)	40mm AC14 ASP, 40mm AC14 ASP or 20mm AC14 ASP	40mm AC14 ASP, 40mm AC14 ASP or 20mm AC14 ASP	40mm AC14 ASP or 20mm AC14 ASP
20mm AC14 ASP	20mm AC14 ASP	AC10 PR18	AC10 PR18	AC10 PR18	AC10 PR18	AC10 PR18	AC10 PR18
10mm AC20 ASP	10mm AC20 ASP	10mm GRANULAR BASE (GR-N10)	10mm GRANULAR BASE (GR-N10)	10mm GRANULAR BASE BLENDED WITH PERFOR (10mm OF EXISTING BASECOURSE QUALITY MATERIAL) (GR-N10)	10mm GRANULAR BASE (GR-N10)	20mm FILL (TOTAL 20mm THICKNESS REQ) GRANULAR BASE BLENDED WITH 10% 10mm OF EXISTING BASECOURSE QUALITY MATERIAL (GR-N10)	10mm GRANULAR BASE (GR-N10)
10mm AC20 C40	10mm AC20 C40	10mm GRANULAR BASE (GR-N10)	10mm GRANULAR BASE (GR-N10)				10mm GRANULAR BASE (GR-N10)
10mm AC20 C40	AC10 PR18						
AC10 PR18	10mm GRANULAR SUBBASE						
10mm GRANULAR SUBBASE							

<p>AMENDMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: 8px;">ISSUED FOR APPROVAL</td> <td style="width: 50%; text-align: right;">01.01.2020</td> </tr> <tr> <td>RE-ISSUED FOR NEW DESIGN REVIEW</td> <td style="text-align: right;">04.09.2020</td> </tr> <tr> <td>REVISED DESIGN REVIEW</td> <td style="text-align: right;">21.01.2020</td> </tr> <tr> <td>PRELIMINARY ISSUE FOR COMMENT</td> <td style="text-align: right;">01.01.2020</td> </tr> </table>	ISSUED FOR APPROVAL	01.01.2020	RE-ISSUED FOR NEW DESIGN REVIEW	04.09.2020	REVISED DESIGN REVIEW	21.01.2020	PRELIMINARY ISSUE FOR COMMENT	01.01.2020	<p>APPROVED & DATED</p>	<p>METADATA</p> <p>GROUND SURVEY STANDARD: 67-08-43 DATE OF CAPTURE: MARCH 2020 MAPPING SURVEY STANDARD: N/A DATE OF CAPTURE: N/A MAIN ROADS PROJECT ZONE: PHG 2020 HEIGHT DATUM: AHD</p>	<p>JDSI CONSULTING ENGINEERS 10/100, LINDA ST, J. NEAR STATION, PORT NEA 4000 Ph: (08) 9227 0088 F: (08) 9227 9617 JOB DRAWING NUMBER: 202011-0370-010</p>	<p>DESIGNED BY: JONES CHECKED BY: DHELLMUTH DRAWN BY: DHELLMUTH APPROVED (DRAWN): APPROVED (SCALE): DRAWN FILE NO:</p>	<p>PLANNING AND TECHNICAL SERVICES DIRECTORATE ROAD AND TRAFFIC ENGINEERING BRANCH Waterloo Crescent East Perth 6004 Tel: (08) 9447 1111 Fax: (08) 9447 4420</p>	<p>SPOILBANK TRUCKING ROUTE UPGRADE</p> <p>EXTENT OF PAVEMENT PLAN SHEET 2 OF 2 LOCAL AUTHORITY: TOWN OF PORT NEELAND PROJECT NUMBER: 202011-0370-0</p>
ISSUED FOR APPROVAL	01.01.2020													
RE-ISSUED FOR NEW DESIGN REVIEW	04.09.2020													
REVISED DESIGN REVIEW	21.01.2020													
PRELIMINARY ISSUE FOR COMMENT	01.01.2020													

DECLARATION OF CONFIRMATION OF MINUTES

I certify that these Minutes were confirmed by the Council at its Ordinary Council Meeting on 3 June 2021

CONFIRMATION:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

PRESIDING MEMBER

3/6/2021
DATED