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Project Uplift Steering Group Terms of Reference



Project Uplift Steering Group Terms of Reference

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Town of Port Hedland's (Town) Project Uplift Steering Group (SG).

The Project Uplift SG is established to support the Chief Executive Officer (CEO) in the delivery of Project Uplift, the organisation-wide improvement program established to deliver the Town's Forward Improvement Plan (FIP).

The SG will provide strategic oversight, active coordination, practical guidance, curious and constructive challenge, and will act as the central coordinating and reporting body for Project Uplift.

The SG will act as the constructive 'conscience' of Project Uplift for the CEO and the organisation by ensuring Project Uplift remains aligned with the intent of the FIP, sound governance practice, and the long-term interests of the Town and its community.

The SG will model the values, behaviours, and expectations it seeks to embed across the organisation through Project Uplift.

2. Introduction

The SG operates in an advisory, oversight and active coordination capacity to support the effective delivery of Project Uplift. While the SG plays a hands-on role in coordinating and advancing workstreams in accordance with these Terms of Reference, it does so in a manner that supports management's responsibility for implementation, while maintaining appropriate oversight, alignment and constructive challenge.

Project Uplift is the Town's organisation-wide program of work developed in response to the Forward Improvement Plan (FIP), which sets out a coordinated approach to stabilising critical risks, strengthening governance frameworks and embedding organisational capability over time.

3. Objectives

The objectives of Project Uplift SG are to:

- Provide guidance and assistance to the CEO in relation to the delivery of Project Uplift and implementation of the FIP.
- Ensure that Project Uplift is delivered in a coordinated, disciplined, and aligned manner with the priorities and intent of the FIP.

Project Uplift Steering Group Terms of Reference



4. Authority

The SG will:

- Provide advice and recommendations to the CEO in relation to Project Uplift, including but not limited to:
 - Workstream prioritisation
 - Sequencing and dependencies
 - Delivery approach
 - Risk and issues management
 - Resourcing
 - Budgeting
- Support informed and timely decision-making by the CEO across Project Uplift.
- Assist in advancing individual workstreams and coordinating delivery across the organisation.
- Provide Project Uplift performance progress and status reporting.
- Coordinate and support the engagement of external specialist support where required.
- Make recommendations to the CEO, who may make decisions within the Office's delegated authority.

Notes:

- The CEO will consider SG guidance in exercising the Office's functions and can make decisions on behalf of the SG in accordance with their delegations and responsibilities under sections 5.41 and 5.42 of the Local Government Act 1995.
- All Project Uplift related decisions remain the responsibility of the CEO.
- The SG does not have independent delegated authority to bind the Town, unless it is empowered to do so.

5. Composition of Steering Group members

The SG will comprise:

- CEO – Chair
- Director Transformation (from commencement)
- Director Corporate Services (from commencement)
- Manager Special Projects (interim)
- Project Support Officer (PSO)
- Local Government Inspector General appointed Monitor (observer status only) *

The CEO may appoint other internal members and external specialists to the SG from time to time. New members will receive relevant information and briefings on their appointment.

*The Monitor will participate as an observer and adviser to both the Council and the CEO until the role is anticipated to conclude in mid-August 2026.

Project Uplift Steering Group Terms of Reference



6. Change Champions

Project Uplift's success will be underpinned by organisation-wide ownership and collective responsibility. Over time, all Town employees will contribute to delivery and embedding the project's transformational changes.

A small group of Town employees will be selected by the CEO, via internal EOI, to form a Change Champions Group (CCG). The CCG will provide insight, advice and guidance to the SG as required, specifically relating to organisational change.

7. Responsibilities

The SG will carry out the following responsibilities:

- Provide strategic oversight of Project Uplift and ensure alignment with the FIP and organisational priorities.
- Act as the central coordinating and reporting body for Project Uplift, ensure alignment across workstreams and actively manage interdependencies.
- Assist in advancing individual workstreams, working with the Executive Leadership Team and the Senior Leadership Team to support delivery and maintain momentum across the organisation.
- Monitor organisational culture as it relates to Project Uplift, including alignment between intended behaviours, governance frameworks, and observed practices across the organisation.
- Monitor project risks, issues, and dependencies, and promote a culture of constructive challenge, transparency, and timely escalation of issues.
- Identify potential governance, delivery or blind spots and ensure appropriate independent challenge and review is applied.
- Monitor progress against milestones, timeframes, and intended outcomes and ensure evidence of implementation, benefits realised and measurable improvement in governance, capability, and organisational performance.
- Ensure Project Uplift is communicated effectively so that internal and external stakeholders remain informed and engaged, and that feedback from staff, stakeholders and the community is considered in assessing progress and outcomes.
- Support the commissioning and coordination of external specialist support where required, ensuring alignment with Project Uplift priorities and value for money.
- Support the CEO in reporting to ARIC and Council, including ensuring reporting is accurate, timely, and aligned to the FIP Reporting Framework, and reflects progress, risks, dependencies, outcomes, and matters requiring decision or support.

The SG may also:

- Perform other activities related to these Terms of Reference as requested by the CEO.
- Review the effectiveness of these terms of reference periodically and recommend any changes to the CEO.

Project Uplift Steering Group Terms of Reference



9. SG Meetings

Meetings will be held regularly and as required as determined by the CEO.

The CEO may appoint a deputy, or an acting Chair as required.

The CEO may second Town employees or external specialists/consultants as members of the SG as required.

The CEO may invite members of management, external specialists, or other advisers to attend meetings as observers and to provide pertinent information, as necessary.

The SG will develop a forward meeting schedule and work plan.

Due to the nature of matters considered, meetings are not open to the public.

All members are expected to attend each meeting, as much as reasonably practical.

Meeting agendas will be prepared and provided in advance by the CEO's office/PSO with appropriate briefing materials.

Minutes will be taken at each meeting by the CEO's office/PSO and presented to the subsequent meeting for confirmation.

A quorum for is a minimum of 50% of the SG membership.

11. Expiry

These Terms of Reference will remain in effect for the duration of Project Uplift and will expire upon completion of the program, unless otherwise determined by the CEO.

12. Adoption

Adopted by the Chief Executive Officer for the purpose of establishing and governing the Project Uplift Steering Group.

Signature: 	Date: 12.06.2026
Dale Stewart Chief Executive Officer	

**Local Government
Inspector**

2025 Compliance Audit Return

Local Government Authority: The Town of Port Hedland

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

Comments: Declarations were made in the prescribed form by all Elected Members prior to acting in office.

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: The review commenced in January 2025, and the outcomes of the consultation process undertaken were presented to Council on 26 March 2025 (CM202425/302 En Bloc Council Decision). Council noted the consultation outcomes and further noted that proposals to amend the Town's local laws under section 3.12 of the Act would be presented to Council for consideration in due course.

At the time of the review, a number of the Town's local laws had not been reviewed within the previous eight years.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: No

Comments: Council endorsed the First Lights Major Winter Event 2025 on 5 February 2025. The associated Council report identified estimated expenditure of approximately \$300,000, which exceeded the applicable tender threshold. Contract CT000462 was subsequently awarded at a value of \$225,647, with a further approved contract variation of approximately \$22,000. No evidence was identified to demonstrate that a public tender process was undertaken or that an applicable exemption from tendering requirements was relied upon.

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: N/A

Comments: No disposals of property under section 3.58(3) of the Local Government Act 1995 were identified during the reporting period. Vehicles were disposed of through public auction, and the lease of the Port Hedland Yacht Club was awarded through a public tender process.

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: N/A

Comments: No disposals of property under section 3.58(3) of the Local Government Act 1995 were identified during the reporting period. Vehicles were disposed of through public auction, and the lease of the Port Hedland Yacht Club was awarded through a public tender process.

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

Comments: No major trading undertakings occurred during the period.

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: Yes

Comments: A Business Plan for Major Land Transaction was prepared for the proposed purchase of residential property on Captains Way, South Hedland.

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: Yes

Comments: A Business Plan for Major Land Transaction was prepared for the proposed purchase of residential property on Captains Way, South Hedland.

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: Yes

Comments: At its Ordinary Council Meeting held on 5 February 2025, Council resolved to endorse the public advertising of the Business Plan for a Major Land Transaction - Purchase of Residential Property for use as Staff Housing in accordance with section 3.59(4) of the Local Government Act 1995(CM202425/242).

Statewide public notice was given.

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

Comments: A proposed major land transaction relating to the purchase of a residential property on Captains Way, South Hedland was presented to Council on 28 May 2025. The officer recommendation to adopt the Business Plan lapsed for want of a seconder and was not carried. As Council did not resolve to proceed with the transaction, no major land transaction or trading undertaking proceeded during 2025.

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

Comments: The Town's Delegation Register was adopted by Council at its 24 September 2025 Ordinary Council Meeting (CM202526/117) by absolute majority.

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

Comments: Council delegated specific powers and duties to the Audit, Risk and Improvement Committee (ARIC). The Town's Delegation Register is available on the Town's website and its delegations further articulated in the ARIC Terms of Reference adopted by Council on 10 December 2025 (CM202526/180).

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: No

Comments: The 2025 advertisement for the Chief Executive Officer vacancy did not state the proposed duration of the employment contract. Although the contract duration was included in the Information Pack and Position Description accessible through a link in the advertisement, it was not clearly presented in the advertisement itself.

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: Yes

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

Comments: To the best of managements knowledge, Council did not reject any recommendation to employ or dismiss a senior employee.

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: No

Comments: The Model Standards for CEO Recruitment, Performance and Termination were adopted by absolute majority at the Ordinary Council Meeting held on 30 October 2024 (CM202425/187). However, the standards were required to be published on the local government's website and were not during the 2025 calendar year. The standards were subsequently uploaded to the website on 7 January 2026.

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: The Town's Delegation Register adopted by Council on 24 September 2025 (CM202526/117) was by absolute majority.

Were all delegations to the CEO in writing?

Response: Yes

Comments: The Town's Delegation Register as published on the local government's website contains all Council to CEO delegations and is in writing.

Furthermore, the CEO is issued with a Certificate of Delegated Authority from Attain Software.

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: The Town's Delegation Register as published on the Town's website contains all CEO to Employee delegations and is in writing.

<https://www.porthedland.wa.gov.au/documents/3402/register-of-delegated-authority>

Furthermore, employees are issued with a Certificate of Delegated Authority from Attain Software.

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

Comments: Council adopted the 2025-2026 Delegation Register at its meeting held on 24 September 2025 (CM202526/117). The register was adopted with amendments, which were approved by absolute majority. No further amendments have been made since its initial adoption.

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: No

Comments: Council reviewed the Delegation Register on 25 June 2024 (CM202324/292); however, this review occurred during the 2023-24 financial year. The Delegation Register was not reviewed again until 24 September 2025, when Council adopted the 2025-2026 Delegation Register during the 2025-26 financial year.

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: No

Comments: The Town does not have a policy prepared and adopted under section 5.50(1) of the Local Government Act 1995 relating to payments to employees whose employment is ending. It was rescinded at the Ordinary Council Meeting held on 5 March 2025 (CM202425/271). Accordingly, the Town is not compliant with section 5.50(1).

Management have confirmed that there were several instances in which finishing employees were paid in addition to any amount to which the employee was entitled under a contract of employment.

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: No

Comments: The Town does not have a policy prepared and adopted under section 5.50(1) of the Local Government Act 1995 relating to payments to employees whose employment is ending. It was rescinded at the Ordinary Council Meeting held on 5 March 2025 (CM202425/271). Accordingly, the Town is not compliant with section 5.50(1).

Management have confirmed that there were several instances in which finishing employees were paid in addition to any amount to which the employee was entitled under a contract of employment.

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments: The employee code of conduct was available on the Town's website.

<https://www.porthedland.wa.gov.au/about-council/council/policies.aspx>

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: No participation approvals under s.5.68 of the Local Government Act 1995 were sought or granted during the period. The Elected Member who declared a financial interest left the meeting before

consideration of the relevant item, as recorded in the minutes of the 5 March 2025 Council Meeting (Item 12.4.1).

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: No approvals under s.5.69 of the Local Government Act 1995 were granted during the audit period.

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: No

Comments: Declarations of interest were made and recorded in the Report Writers' Disclosure of Interest Register and the relevant agenda; however, the nature of some declarations was not documented.

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Comments: No relevant applications were made to the Minister during the reporting period.

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

Comments: No relevant applications were made to the Minister during the reporting period.

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: No

Comments: Several instances were identified where Primary Returns were not lodged within three months of the relevant person's start day.

The Town has since reviewed the identified instances and implemented corrective actions to improve the administration, monitoring and follow-up of Primary Returns. While all identified returns have now been obtained, the returns were not lodged within the prescribed timeframe.

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: No

Comments: Three relevant persons lodged their annual returns after the 31 August 2025 deadline. All three returns were subsequently received.

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: No

Comments: Several returns relating to former employees remained recorded in the Register of Financial Interests.

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: No

Comments: Policy 1/029 Attendance at Events was adopted by Council at its meeting on 5 March 2025 (CM202425/270). However, the Policy was adopted by a simple majority rather than an absolute majority.

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: The Model Code of Conduct was adopted by Council at its Ordinary Council Meeting held on 28 April 2021 (CM202021/154).

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: N/A

Comments: The Town has not adopted any additional requirements beyond the Model Code of Conduct.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

Comments: The Code of Conduct for Council Members, Committee Members, Appointees and Candidates is available on the Town's website.

<https://www.porthedland.wa.gov.au/documents/4322/town-of-port-hedland-code-of-conduct-for-council-members-committee-members-appointees-and-candidates>

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: No

Comments: Council most recently adopted its Elected Member Professional Development Policy on 7 September 2022 (CM202223/018), however, it was not reviewed after the 2023 Ordinary Election as required by s.5.128(5)(a).

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Comments: Actions are completed or progressing, are recorded in the Audit Log and are reported to the ARIC quarterly.

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No significant findings were reported in the auditor's report.

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Comments: No significant findings were reported in the auditor's report.

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: The CEOs remunerated during the 2025 calendar year were appointed in temporary capacities and were not substantively appointed to the position of Chief Executive Officer. Accordingly, the remuneration paid during the period related to temporary CEO arrangements rather than a substantive CEO appointment.

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments: The Town has a Council Plan 2025-2035 (incorporating the Strategic Community Plan and the Corporate Business Plan). The Council Plan was adopted by Council by absolute majority on 24 September 2025 (CM202526/131) and is being reviewed in 2026 through the Major Strategic Review.

Adoption date or the date of the most recent review: 24/09/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Comments: The Town has a Council Plan 2025-2035 (incorporating the Strategic Community Plan and the Corporate Business Plan). The Council Plan was adopted by Council by absolute majority on 24 September 2025 (CM202526/131) and is being reviewed in 2026 through the Major Strategic Review.

Date of review: 24/09/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: No

Comments: Only one Elected Member completed and passed the Council Member Essentials course. Following the appointment of Commissioners in September 2025, there were no remaining Elected Members required to complete the course.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: N/A

Comments: No Elected Members were exempt during the reporting period.

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

Comments: The Auditor's Closing Report was issued on 3 December 2025 and the Independent Auditor's Report was issued on 17 December 2025.

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: Council received the Regulation 17 Audit Report at its Ordinary Council Meeting on 25 September 2024 (CM202425/144).

Date of council's resolution to accept the report: 25/09/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: N/A

Comments: No election was held in 2025. Following the Mayor's resignation and earlier councillor resignations, more than half of the offices of Council became vacant. The remaining offices were declared vacant, Commissioners were appointed from September 2025, and an extraordinary election was scheduled for 28 March 2026.

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Comments: No election was held in 2025. Following the Mayor's resignation and earlier councillor resignations, more than half of the offices of Council became vacant. The remaining offices were declared vacant, Commissioners were appointed from September 2025, and an extraordinary election was scheduled for 28 March 2026.

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: N/A

Comments: No election was held in 2025. Following the Mayor's resignation and earlier councillor resignations, more than half of the offices of Council became vacant. The remaining offices were declared vacant, Commissioners were appointed from September 2025, and an extraordinary election was scheduled for 28 March 2026.

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: N/A

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

Comments: Responsibility for internal audit is assigned to the Audit, Risk and Insurance business unit, which operates within the Governance department and has a separate reporting line from Financial Services.

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

Comments: Revenue and expenditure are managed for the Town of Port Hedland district as a whole. The Town does not maintain separate ward accounts or determine expenditure by reference to revenue raised within a particular ward.

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

Comments: No trading undertakings or major land transactions were entered into during the reporting period.

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

Comments: Investments are managed by Prudential Investment Services in accordance with Financial Management Regulation 19C and the Town's Investment Policy.

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Response: No

Comments: One instance was identified where the Purchasing Policy was not followed. In this instance, the total value of the services procured (\$118,888 ex GST) exceeded the threshold requiring a Request for Quotation (RFQ), however the required procurement process was not undertaken before purchase orders were issued.

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: No

Comments: The Town's Purchasing Policy requires the Contracts Register to be reviewed before entering into contracts for goods and services. A review of the Contracts Register did not identify any contracts that clearly contravene Regulation 12.

However, due to limitations in the available data, including incomplete contract records and the absence of contract references against purchase orders, it was not possible to determine whether some

purchases should have been combined into a single contract. Accordingly, there is insufficient evidence to confirm whether the implications of Regulation 12 were consistently considered when entering into multiple contracts.

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

Comments: The Town uses VendorPanel to manage all Tenders. Addendums to Tender are exclusively released by VendorPanel which then notifies all potential suppliers following the Request.

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: Yes

Comments: Submissions were accepted only through VendorPanel. One instance was identified where a supplier submitted a response via email. The Town investigated the matter with VendorPanel and the Probity Adviser, confirming that no technical failure had occurred. As the submission did not comply with the specified lodgement requirements, it was rejected.

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

Comments: The Town did not use an EOI process to make a preliminary selection of prospective tenderers for the supply of goods or services during the review period.

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

Comments: No panels for pre-qualified panels were established in 2025.

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

Comments: No panels for pre-qualified panels were established in 2025.

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Comments: No panels for pre-qualified panels were established in 2025.

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: Yes

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO

Date

Mayor or President

Date



Audit Report

2025 COMPLIANCE AUDIT RETURN

REPORT DATE - 30 JULY 2026



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1. Introduction

This report presents the results of the Town of Port Hedland's review of the 2025 Compliance Audit Return (CAR), issued by the Local Government Inspector. The CAR is the Town's annual statutory self-assessment of compliance with prescribed requirements under the *Local Government Act 1995* and associated regulations for the period 1 January to 31 December 2025.

The report has been prepared for the Audit, Risk and Improvement Committee (ARIC). It provides an objective, evidence-based assessment of the Town's compliance position, with particular focus on the adequacy of the risk management and control environment supporting legislative compliance.

While previous CARs have been reported through the audit committee structure, the 2025 CAR is the first conducted under the amended compliance audit framework that commenced on 1 January 2026. Under the revised framework, the CEO prepares the CAR and provides it to ARIC. ARIC reviews the CAR, reports the results of its review to Council, and makes any recommendations it considers appropriate. Council must then consider the CAR and ARIC's review, determine whether any matters require action, and adopt the CAR, with or without amendments.

Following Council adoption, the Mayor and CEO must sign the CAR. The Town is then required to submit the signed CAR to the Local Government Inspector, together with ARIC's recommendations, the relevant Council minutes, and any explanatory or qualifying information required to support the submission. The usual statutory deadline is 31 March following the audit period; however, the Local Government Inspector has deferred the submission deadline for the 2025 CAR to 30 September 2026.



2. Background and Scope

2.1 Legislative Context

The CAR is a statutory instrument prescribed under the *Local Government (Audit) Regulations 1996*. It requires local governments in Western Australia to self-assess their compliance with key provisions of the *Local Government Act 1995* and associated regulations on an annual basis.

The relevant legislative framework governing the CAR process includes:

- *Local Government Act 1995 (the Act)*;
- *Local Government (Audit) Regulations 1996 (Audit Regulations)*;
- *Local Government (Administration) Regulations 1996 (Admin Regulations)*;
- *Local Government (Financial Management) Regulations 1996 (Financial Management Regulations)*;
- *Local Government (Functions and General) Regulations 1996 (F&G Regulations)*; and
- *Local Government (Elections) Regulations 1997 (Election Regulations)*.



3. Methodology and Limitations

The assessment approach comprised the following steps:

1. **Planning and coordination:** The Town's Audit, Risk and Insurance (ARI) business unit created a shared Microsoft Lists workspace and allocated each of the 119 CAR questions, together with the required evidence, to the responsible business units across the organisation.
2. **Evidence collection:** Responsible business units submitted responses and supporting evidence. Evidence included documentary records, system outputs, Council and committee records, registers, policies, internal operating procedures, and sample transaction data.
3. **Independent review and testing:** ARI independently reviewed all 119 CAR questions and assessed the adequacy of the evidence submitted in support of each response. Where evidence did not substantiate the initial response, the response was assessed conservatively and reclassified as non-compliant following further analysis and, where practicable, consultation with the responsible officer.
4. **Risk-based evaluation:** For each instance of non-compliance, ARI assessed the associated risk in the context of the Town's risk management framework, considering the likelihood and consequence of the control gap, the nature of the legislative obligation, and the potential regulatory, financial, and reputational implications.
5. **Reporting and management consultation:** Findings and recommendations of the review were compiled into this report.

Risk ratings applied in this report are consistent with the Town's Risk Management Framework and are summarised below:

High Risk	Medium Risk	Low Risk
Significant non-compliance with potential for regulatory action, reputational damage, or financial loss. Requires urgent management attention.	Moderate non-compliance representing a control gap. Requires remediation within a reasonable timeframe with active management oversight.	Minor non-compliance with limited impact. Should be addressed through standard process improvement activities.

The CAR is a self-assessment instrument. While ARI has independently reviewed and tested each response against available evidence, the assessment is necessarily dependent on the completeness and accuracy of the information provided by business units. The report should not be construed as providing absolute assurance over all aspects of the Town's legislative compliance.

Despite these limitations, the Town remains satisfied that the CAR presents a reasonable assessment of the Town's compliance position as at 31 December 2025, and that the findings and recommendations contained in this report are supported by adequate and appropriate evidence.



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4. Findings Summary

The Town's 2025 CAR assessed 119 prescribed questions, of which 105 required a response of Yes, No or Not Applicable. Of these, 75 questions were applicable: 59 were assessed as compliant (Yes) and 16 as non-compliant (No). A further 30 questions were assessed as Not Applicable because the relevant activity or circumstance did not occur during the audit period; these responses do not represent non-compliance and are excluded from the applicable compliance rate. The remaining 14 questions required no separate response because they cross-referenced requirements assessed elsewhere in the CAR and are also excluded from the applicable compliance rate.

4.1 Overall Results

Response	Number of All Items	Percentage of All Items	Percentage of Applicable Items
Yes – Compliant	59	49.58%	78.67%
No – Non-Compliant	16	13.45%	21.33%
Not Applicable	30	25.21%	0%
No Response Required	14	11.76%	0%
Total	119	100.00%	100.00%

4.2 Risk Rating Results

Risk Rating	Finding No.	Finding Title
High	Finding 01	Finishing Employee Payments – No Policy or Public Notice Given
High	Finding 02	First Lights Winter Event Contract – No Tender or Exemption
Medium	Finding 03	Local Law Review - Overdue Review
Medium	Finding 04	Delegation Register – Not Reviewed During 2024/25 Financial Year
Medium	Finding 05	Employee Interest Declarations – Nature of Interest Not Documented
Medium	Finding 06	Primary Returns – Nine Returns Not Lodged Within Prescribed Timeframe
Medium	Finding 07	Attendance at Events Policy – Not Adopted by Absolute Majority
Medium	Finding 08	CEO Vacancy Advertisement – Contract Duration Not Disclosed
Medium	Finding 09	Model Standards for CEO Recruitment – Not Published on Website During 2025
Medium	Finding 10	Purchasing Policy – Non-Compliant Procurement Process for One Engagement
Medium	Finding 11	Contract Aggregation – Insufficient Evidence to Confirm Compliance
Low	Finding 12	Annual Returns – Three Returns Submitted After Prescribed Deadline
Low	Finding 13	Council Member Essentials Training – Not Completed by All Members Within 12 Months
Low	Finding 14	Elected Member Professional Development Policy – Not Reviewed After 2023 Election
Low	Finding 15	Register of Financial Interests – Some Former Employee Returns Not Removed



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5. Detailed Findings

Finding 01 · LGA 1995 s.5.50 & s.5.50(2) Finishing Employee Payments – No Policy in Place; Public Notice Not Given		RISK RATING HIGH
Observation	The Town's Severance Payments Policy 1/027 was rescinded at the Ordinary Council Meeting held on 5 March 2025 (CM202425/271) and no replacement policy was adopted under section 5.50(1) of the <i>Local Government Act 1995</i> during the 2025 calendar year. Management confirmed that there were several instances in which finishing employees received payments in addition to their contractual entitlements during this period. As no policy was in place, no public notice was given in relation to any such payments as would have been required under section 5.50(2) where payments exceeded policy limits.	
Implication	The absence of an adopted policy under section 5.50(1) renders all additional payments to finishing employees non-compliant with the legislative framework. Without a policy, there is no transparent, accountable basis for approving or quantifying additional finishing payments, creating significant exposure to regulatory action under the <i>Local Government Act 1995</i> , reputational risk, and potential public interest scrutiny. The failure to give public notice where applicable compounds this risk and represents a further discrete breach of the Act.	
Recommendation	Management should develop and present to Council for adoption a policy under section 5.50(1) governing payments to finishing employees. Until a compliant policy is in place, no additional payments beyond contractual entitlements should be made. All instances of additional payments made during the non-compliant period should be reviewed, documented, and reported to the CEO and ARIC.	
Agreed Management Action(s)	The relevant Policy will be drafted for Council adoption.	
Accountable Officer	Chief Executive Officer	
Responsible Officer	Manager Human Resources	
Target Due Date	30 September 2026	



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Finding 02 · LGA 1995 s.3.57 First Lights Winter Event – Contract Awarded Without Tender or Documented Exemption		RISK RATING HIGH
Observation	Council endorsed the First Lights Major Winter Event 2025 on 5 February 2025. The associated Council report identified estimated expenditure of approximately \$300,000, which exceeded the applicable tender threshold under regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> . Contract CT000462 was subsequently awarded at a value of \$225,647, with a further approved variation of approximately \$22,000. No evidence was identified to demonstrate that a public tender process was undertaken or that an applicable exemption from tendering requirements was relied upon.	
Implication	Section 3.57 of the <i>Local Government Act 1995</i> requires a local government to invite tenders for all contracts for the supply of goods or services where the consideration exceeds the prescribed threshold, unless an applicable exemption applies. Awarding a contract above the threshold without a compliant tender process or documented exemption is a breach of the Town's procurement governance framework. It undermines the probity, transparency, and value-for-money objectives of public procurement and may expose the Town to regulatory action by the Local Government Inspector.	
Recommendation	Management should implement mandatory procurement training for all officers involved in purchasing, procurement, contract management or expenditure approval. Training completion must be recorded and monitored to ensure all relevant officers maintain current knowledge of their procurement responsibilities and compliance obligations.	
Agreed Management Action(s)	Liaise with Human Resources in the possibility of implementing ELMO training made mandatory for all Officers with the delegation 30.3 Expenditure Financial Limits as per the current approved delegation register. The training covers the legislative framework for local government procurement including the <i>Local Government (Functions and General) Regulations 1996</i> .	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Procurement & Contracting Advisor	
Target Due Date	December 2026	



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Finding 03 · LGA 1995 s.3.16 Local Law Review - Overdue Review		RISK RATING MEDIUM
Observation	Section 3.16 of the <i>Local Government Act 1995</i> requires a local government to periodically review its local laws. Following public consultation, the local government must consider any submissions received and cause a report of the review to be prepared and submitted to Council. Council must then determine, by absolute majority, whether each local law should be repealed, amended or remain unchanged. Schedule 9.3, clause 65 establishes transitional arrangements for local laws that were in force when the review cycle changed from eight years to 15 years on 7 December 2024. The applicable transitional pathway and review deadline depend on matters including when each local law commenced and whether public notice of a review had been given during the relevant period. The Town commenced a consolidated review in November 2024 and presented the consultation outcomes to Council on 26 March 2025. Council noted the consultation outcomes and that proposed amendments would be presented for consideration in due course. However, the evidence reviewed did not include a report of the review that clearly addressed the required outcome for each affected local law or a Council determination, by absolute majority, that each local law should be repealed, amended or remain unchanged. Accordingly, the available evidence did not demonstrate that the relevant reviews had been completed by 31 December 2025. This does not, by itself, establish that a transitional statutory deadline had been breached. The applicable Schedule 9.3, clause 65 pathway and deadline must be determined separately for each local law. Where clauses 65(9) and 65(10) apply, the relevant 15-year period is taken to end at the end of the two-year period commencing on 7 December 2024 - that is, 7 December 2026.	
Implication	If Council does not make the required section 3.16 determination before the applicable 15-year period expires, section 3.16(5) provides for the local law to be repealed at the end of that period. Unplanned repeal could create gaps in the Town's regulatory framework and affect its ability to administer or enforce relevant local requirements. The absence of a documented assessment of the applicable transitional pathway for each local law also increases the risk that statutory deadlines are not clearly identified, assigned and monitored.	
Recommendation(s)	Management should prepare a local law review matrix that maps each local law to the applicable Schedule 9.3, clause 65 transitional pathway, commencement date, review status and statutory deadline. For each local law requiring review by 7 December 2026, management should ensure that the section 3.16 review report is presented to Council and that Council determines, by absolute majority, whether the local law is to be repealed, amended or remain unchanged. Record and monitor any subsequent amendment or repeal process under section 3.12 separately in the Town's relevant register.	
Agreed Management Action(s)	Complete the Local Law review with guidance from the appointed consultant. The reviewed Local Laws will then be presented to Council for consideration. To support ongoing compliance, the Local Law review will be recorded in Attain to monitor and manage future review requirements.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	31 December 2026	



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Finding 04 · LGA 1995 s.5.46 Delegation Register – Not Reviewed During 2024/25 Financial Year		RISK RATING MEDIUM
Observation	Section 5.46(2) of the Act requires delegations made under Division 4 of Part 5 to be reviewed by the delegator at least once every financial year. This requires the relevant delegations to be reviewed during each period from 1 July to 30 June. Council reviewed its delegations on 25 June 2024 under Council decision CM202324/292, during the 2023–24 financial year. The next recorded review occurred on 24 September 2025 under Council decision CM202526/117, during the 2025–26 financial year. Accordingly, no review of Council's delegations was completed during the 2024–25 financial year, resulting in non-compliance with section 5.46(2). There was a period of approximately 15 months between the two recorded reviews.	
Implication	Delegations may remain assigned to inappropriate positions or may not reflect current legislation, structure or operating needs.	
Recommendation	Management should include the annual review of delegations in the governance compliance calendar, with sufficient lead time to ensure the delegator completes the review before 30 June each financial year. The calendar entry should identify the responsible officer, required approval pathway and Council agenda deadlines.	
Agreed Management Action(s)	The Delegation Register Review Report will be presented to Council for consideration in August 2026. To ensure ongoing compliance, the annual review of the Delegation Register will be included in Attain, with the completion schedule due by 30 June each year.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	30 October 2026	



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Finding 05 · LGA 1995 s.5.70 Employee Interest Declarations – Nature of Interest Not Documented		RISK RATING MEDIUM
Observation	Section 5.70(2) of the <i>Local Government Act 1995</i> requires an employee who has an interest in a matter on which they are providing advice or a report directly to Council or a committee to disclose the nature of that interest when providing the advice or report. This requirement also applies to a person engaged under a contract for services who provides such advice or a report. The extent of the interest must also be disclosed if requested by Council or the committee under section 5.70(3). A review of the Report Writers' Disclosure of Interest Register and Council agendas identified instances where an interest was declared, but the nature of the interest was not adequately documented. As a result, the records did not consistently demonstrate compliance with section 5.70 or provide sufficient information to explain how the declared interest related to the relevant matter.	
Implication	Incomplete documentation of an interest reduces transparency and limits the ability of Council or the committee to understand and appropriately manage an actual, potential or perceived conflict of interest. It also increases the risk that: - the Town cannot demonstrate compliance with section 5.70 of the Act; - the significance of an interest is not appropriately assessed; and - advice or reports may be perceived as lacking impartiality.	
Recommendation	Management should strengthen the report-writing and agenda-review process to ensure that all employee and contractor disclosures under section 5.70 of the Act clearly describe the nature of the interest. Governance should complete and retain evidence of a quality-assurance review before each agenda is finalised. Any incomplete, unclear or generic disclosure should be returned to the report author for clarification before the agenda is published.	
Agreed Management Action(s)	A comprehensive review of all agendas is required to be completed to ensure that declarations are completed and comply with the applicable written declaration requirements. This process will be required to be embedded into a Governance business unit Standard Operating Procedure (SOP) which is to be developed.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	30 September 2026	



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Finding 06 • LGA 1995 s.5.75 Primary Returns – Nine Returns Not Lodged Within Prescribed Three-Month Timeframe		RISK RATING MEDIUM
Observation	Section 5.75 of the <i>Local Government Act 1995</i> requires a relevant person, other than the CEO, to lodge a Primary Return with the CEO in the prescribed form within three months of their start day. The CEO must lodge their Primary Return with the Mayor within the same timeframe. The requirement does not apply where the person has lodged a return within the previous year or ceases to be a relevant person within three months of their start day. Nine (9) instances were identified where Primary Returns were lodged after the applicable three-month statutory deadline. Governance monitors outstanding returns through the Attain software platform, which issues weekly reminders to return holders. However, the late lodgements indicate that the existing reminder process did not consistently ensure compliance with the statutory timeframe or provide for timely escalation as the due date approached or was exceeded. The Town has since followed up the identified instances, and all outstanding Primary Returns have been obtained.	
Implication	Late lodgement of Primary Returns constitutes non-compliance with section 5.75 of the <i>Local Government Act 1995</i>. Until a Primary Return is lodged, the Town may not have a complete record of the relevant person's disclosed financial interests. This reduces transparency and may limit the Town's ability to identify and manage actual, potential or perceived conflicts of interest. Late lodgement also increases the risk of: - financial interests not being identified when decisions, advice or delegated powers are exercised; and - regulatory scrutiny and reputational harm. The repeated late lodgements indicate that weekly automated reminders, without a defined escalation process, are not sufficient to ensure timely compliance.	
Recommendation	Management should develop and approve an internal operating procedure for the administration of Primary and Annual Returns. The procedure should assign responsibility for identifying relevant persons, recording start dates, calculating statutory due dates, issuing reminders, escalating outstanding returns and retaining evidence of all follow-up action. The procedure should require escalation to the relevant line manager and Executive Leadership Team before the statutory due date where a return remains outstanding. If a return is not lodged within the statutory timeframe, the matter should be immediately escalated to the CEO, or to the Mayor where the return holder is the CEO, to enable consideration of the notification requirements under section 5.87AA of the Act.	
Agreed Management Action(s)	- Finalise the draft IOP GOV023 Primary and Annual Returns Internal Operating Procedure, including documented compliance requirements, responsibilities and escalation processes endorsed by the Executive Leadership Team. - Update the Governance Standard Operating Procedure to provide clear guidance for the Attain administrative functions and management of Primary Returns. (attached Primary & Annual Returns and Delegations Processes). - Review and update the Primary Return Guidance Notes resource, and/or implement into the Primary and Annual Return SOP.	



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Finding 06 • LGA 1995 s.5.75	
Primary Returns – Nine Returns Not Lodged Within Prescribed Three-Month Timeframe	
	RISK RATING MEDIUM
	4. Incorporate Primary Return submission requirements into the Human Resources Onboarding Checklist and Exit Checklist to ensure compliance obligations are addressed on commencement and cessation of employment. 5. Currently there is the delivery of periodic Corporate Training to outline Attain use for compliance and how to complete form, this is to be continued to support employee awareness through inclusion of relevant compliance training equivalent to the Introduction to Local Government to the ELMO inductions program.
Accountable Officer	Director Corporate Services
Responsible Officer	Senior Governance Advisor
Target Due Date	30 October 2026



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Finding 07 • LGA 1995 s.5.90A Attendance at Events Policy – Not Adopted by Absolute Majority		RISK RATING MEDIUM
Observation	Policy 1/029 – Attendance at Events was adopted by Council at its meeting on 5 March 2025 (CM202425/270) by a simple majority rather than the absolute majority required under section 5.90A of the <i>Local Government Act 1995</i> .	
Implication	Section 5.90A requires that the policy dealing with the attendance of council members and the CEO at events be prepared, adopted by absolute majority, and published on the local government's website. Adoption by simple majority renders the policy procedurally non-compliant and may call into question its legal effectiveness.	
Recommendation	Management should present Policy 1/029 — Attendance at Events to Council for re-adoption by absolute majority at the earliest practicable Ordinary Council Meeting. The policy adoption process should incorporate a standing check for the required voting threshold for each policy subject to a majority requirement under the Act.	
Agreed Management Action(s)	Policy 1/029 – Attendance at Events to Council will be required to be considered by Council as absolute majority in August 2026.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	30 September 2026	



Town of
Port Hedland



Finding 08 · LGA 1995 s.5.36(4) & s.5.37(3) / Reg 18A(2)(d) CEO Vacancy Advertisement – Contract Duration Not Disclosed		RISK RATING MEDIUM
Observation	The advertisement for the CEO vacancy during 2025 did not include the duration of the contract as required under regulation 18A(2)(d) of the <i>Local Government (Administration) Regulations 1996</i> . While this information was contained within the linked Information Pack and Position Description, it was not included in the advertisement itself.	
Implication	Non-compliance with regulation 18A(2)(d) means the advertisement did not fully meet the prescribed requirements for CEO recruitment. Omitting the contract duration from the advertisement may deter suitably qualified candidates who rely on the advertisement alone to assess the opportunity and creates a technical breach of the recruitment obligations that may attract regulatory scrutiny.	
Recommendation	Management should develop a CEO recruitment advertisement checklist that incorporates all mandatory disclosure requirements under regulation 18A, including explicit documentation of the contract duration within the body of the advertisement. This checklist should be reviewed and approved by the CEO prior to publication of any future CEO recruitment advertisement.	
Agreed Management Action(s)	Management will develop a draft CEO recruitment advertisement checklist to align with 8A(2)(d) of the <i>Local Government (Administration) Regulations 1996</i> for CEO approval	
Accountable Officer	Chief Executive Officer	
Responsible Officer	Manager Human Resources	
Target Due Date	30 October 2026	



Town of
Port Hedland



Finding 09 · LGA 1995 s.5.39B(6) Model Standards for CEO Recruitment – Not Published on Website During 2025		RISK RATING MEDIUM
Observation	The Model Standards for CEO Recruitment, Performance and Termination were adopted by absolute majority at the Ordinary Council Meeting held on 30 October 2024 (CM202425/187). However, in accordance with section 5.39B(6) of the <i>Local Government Act 1995</i> , the standards were required to be published on the local government's official website. The standards were not published during the 2025 calendar year and were subsequently uploaded to the website on 7 January 2026.	
Implication	Section 5.39B(6) requires the local government to publish an up-to-date version of the adopted model standards on its official website. Failure to publish during 2025 constitutes non-compliance with the publication obligation and reduces public transparency regarding the framework governing CEO recruitment, performance, and termination. This finding may also reduce community confidence in the probity of executive employment processes.	
Recommendation	Management should establish a publication checklist for all policies and standards subject to mandatory website publication requirements, with accountability assigned to a nominated officer to ensure compliance within a defined timeframe following Council adoption.	
Agreed Management Action(s)	Model Standards for CEO Recruitment has been published on the website on 7 January 2026.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	Completed	



Town of
Port Hedland



Finding 10 • LG (F&G) Reg 11A Purchasing Policy – Non-Compliant Procurement Process for One Engagement		RISK RATING MEDIUM
Observation	One instance was identified where the Purchasing Policy was not followed. The total value of the services procured (\$118,888 exclusive of GST) exceeded the threshold requiring a Request for Quotation (RFQ) under the Town's Purchasing Policy; however, the required procurement process was not undertaken before purchase orders were issued.	
Implication	Non-compliance with the Purchasing Policy and regulation 11A of the <i>Local Government (Functions and General) Regulations 1996</i> undermines the probity and value-for-money objectives of the Town's procurement framework. Without a compliant RFQ process, there is no assurance that the price obtained was competitive or that the engagement was awarded on merit, creating risk in terms of both regulatory compliance and financial stewardship.	
Recommendation	1. Management should ensure that all purchasing officers receive training on the Purchasing Policy thresholds and process requirements. 2. A system-level control should be implemented to prevent purchase orders above the RFQ threshold from being raised without evidence of a compliant procurement process having been completed. 3. Management should investigate and implement automated monitoring of the cumulative value of purchase orders issued to each supplier for the same or related goods and services. Where automated monitoring is not feasible, a documented manual monitoring process should be established. The monitoring should identify potential purchase order splitting and trigger Procurement review when cumulative expenditure approaches or exceeds the Town's RFQ threshold of \$100,000 or the statutory tender threshold of \$250,000. No further commitment should be made until the procurement approach has been reviewed. Identified exceptions must be documented, approved and reported to ELT.	
Agreed Management Action(s)	1. Procurement business unit will deliver two training sessions each year and put a recommendation to Executive Leadership Team and Senior Leadership Team that all officers who conduct or approve purchases must complete at least two refresher training sessions each year. 2. The training will be proposed to cover the Town's Purchasing Policy and procurement document suite, with specific focus on procurement thresholds, the minimum number of quotations required, and the supporting documentation that must be attached. 3. As part of the Town's optimisation of OneConnect, the Procurement business unit will consider a package of system and reporting improvements, including enhanced reporting on aggregated supplier spend to support review and further investigation where required.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Procurement & Contracting Advisor	
Target Due Date	30 June 2027	



Town of
Port Hedland



Finding 11 • LG (F&G) Reg 12 Contract Aggregation – Insufficient Evidence to Confirm Compliance		RISK RATING MEDIUM
Observation	A review of the Contracts Register did not identify any contracts that clearly contravened regulation 12 of the <i>Local Government (Functions and General) Regulations 1996</i> . However, due to limitations in available data – including incomplete contract records and the absence of contract number references against purchase orders – it was not possible to confirm whether all purchases should have been aggregated into a single contract. Several instances of low-value, high-frequency supplier spend outside of panels were identified, which in aggregate may exceed \$250,000 for some suppliers.	
Implication	Regulation 12 prohibits the practice of entering into multiple contracts to avoid the requirement to invite tenders. Without adequate procurement data quality and controls, the Town cannot affirmatively demonstrate that this requirement is consistently met. Inadequate data also limits the Town's ability to identify aggregation opportunities, optimise procurement spend, and demonstrate value-for-money outcomes through robust spend analytics.	
Recommendation	Management should strengthen procurement data quality requirements, including making it mandatory to reference contract numbers against purchase orders in the purchasing system. An annual review of aggregate supplier spending should be conducted by Procurement to identify potential contract aggregation issues, and training should be provided to purchasing officers on the requirements and intent of regulation 12.	
Agreed Management Action(s)	The PRO001 Procurement Process IOP will be updated to require contracts above a specified value, to be determined, to be entered in the OneConnect Contracts Module. The Procurement Team will also establish standard operating procedures for reviewing purchasing data and patterns in OneConnect at least twice yearly.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Procurement & Contracting Advisor	
Target Due Date	31 December 2026	



Town of
Port Hedland



Finding 12 • LGA 1995 s.5.76 Annual Returns – Three Returns Submitted After 31 August 2025 Deadline		RISK RATING LOW
Observation	Three relevant persons lodged their annual returns after the 31 August 2025 deadline prescribed under section 5.76 of the Local Government Act 1995. All three returns were subsequently received. The Governance unit's monitoring process, including Attain-generated weekly reports and reminder communications, was operational during the return period; however, these controls did not prevent late submission in all instances.	
Implication	Late annual returns result in a temporary gap in the Register of Financial Interests, reducing the completeness and currency of disclosed interests during the period of non-compliance. Persistent late lodgement may indicate weaknesses in escalation or accountability controls and may undermine public confidence in the integrity of the financial disclosure framework.	
Recommendation	Management should incorporate Annual Return monitoring into the proposed Primary and Annual Returns internal operating procedure. The procedure should require annual communication to all relevant persons, confirmation of the 31 August lodgement deadline, scheduled reminders, escalation of outstanding returns before the deadline, and documented follow-up of late returns. Where a return is not lodged as required, the procedure should require escalation to the CEO, or to the Mayor where the return holder is the CEO, to enable consideration of the notification requirements under section 5.87AA of the Act.	
Agreed Management Action(s)	1. Finalise and implement the draft IOP GOV023 Primary and Annual Returns Internal Operating Procedure, including documented compliance requirements, responsibilities and escalation processes endorsed by the Executive Leadership Team. 2. Update Annual Return Guidance Notes resource, and/or implement into the Primary and Annual Return SOP. 3. Liaise with Human Resources into the possibility of the incorporation of the Annual Return submission requirements into the Human Resources Onboarding Checklist and Exit Checklist to ensure compliance obligations are addressed on commencement and cessation of employment. 4. Ensure there is awareness to designated employees and line leaders of their compliance requirements with taking leave around and through periods of returns. 5. Continue periodic compliance awareness and training initiatives to reinforce legislative obligations and submission requirements.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	30 October 2026	



Town of
Port Hedland



Finding 13 · LG (Admin) Reg 35 Council Member Essentials Training – Not Completed by All Members Within 12 Months		RISK RATING LOW
Observation	Only one Elected Member completed and passed the Council Member Essentials course – consisting of five required modules delivered by an approved provider – within twelve months of being elected, as required under regulation 35 of the <i>Local Government (Administration) Regulations 1996</i> . Following the appointment of Commissioners in September 2025, there were no remaining Elected Members subject to the training obligation.	
Implication	Non-completion of mandatory training within the prescribed twelve-month period constitutes non-compliance with regulation 35. Without completion of the required training, elected members may be less equipped to effectively discharge their statutory duties, understand their governance obligations, or contribute to sound and informed decision-making. Persistent non-compliance with training requirements may also attract scrutiny from the Local Government Inspector.	
Recommendation	Management should implement a structured training compliance program that is activated immediately following each ordinary election and tracks each elected member's training status against the twelve-month deadline, issues timely reminders, and escalates non-compliance to the CEO for formal action.	
Agreed Management Action(s)	Elected Member compliance training program will be developed and reviewed. The training program will be included in the compliance calendar.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	30 November 2026	



Town of
Port Hedland



Finding 14 • LGA 1995 s.5.128 Elected Member Professional Development Policy – Not Reviewed After 2023 Election		RISK RATING LOW
Observation	Council most recently adopted its Elected Member Professional Development Policy on 7 September 2022 (CM202223/018). Section 5.128(5)(a) requires the policy to be reviewed after each ordinary election. The policy was not reviewed following the 2023 Ordinary Election. A draft was proposed but not adopted prior to Council dissolving. Following the appointment of Commissioners in September 2025, it was agreed to defer the update until a new Council was formed.	
Implication	Failure to review the Professional Development Policy following the 2023 Ordinary Election constitutes non-compliance with section 5.128(5)(a). An outdated policy may not adequately support the professional development needs and obligations of elected members, and may not reflect contemporary standards, legislative changes, or sector developments since 2022.	
Recommendation	Management should ensure that the Elected Member Professional Development Policy is reviewed and adopted by the incoming Council following the March 2026 ordinary election, and that this obligation is embedded in the post-election governance calendar as a time-bound action item.	
Agreed Management Action(s)	Elected Member Professional Development Policy will be reviewed and presented to Council for adoption in August 2026. The Policy is also to be included in Attain and election checklist to ensure that the policy is reviewed with an incoming council.	
Accountable Officer	Director Corporate Services	
Responsible Officer	Senior Governance Advisor	
Target Due Date	30 September 2026	

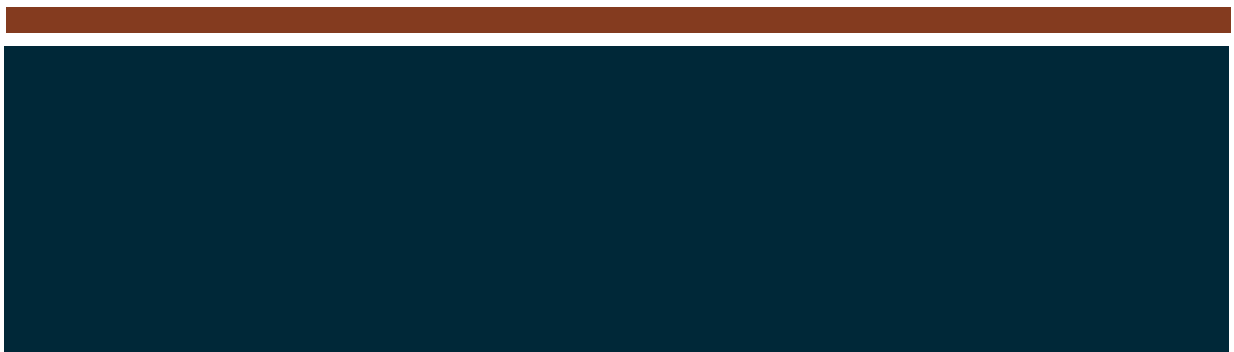


Finding 15 · LGA 1995 s.5.88(3)	
Register of Financial Interests – Former Employee Returns Not Removed	
RISK RATING LOW	
Observation	A review of the Register of Financial Interests identified that several returns relating to former employees remained recorded in the active register. Section 5.88(3) of the <i>Local Government Act 1995</i> requires the CEO to remove from the register all returns relating to a person once they cease to be required to lodge returns, provided those returns are retained separately for at least five years in accordance with section 5.88(4). The Town's process relies on notification from Human Resources upon employee departure, but this has not consistently resulted in timely removal of former employee returns.
Implication	Retention of former employee returns in the active register introduces inaccuracy in the register and may create confusion regarding the currency of registered interests. Failure to maintain the register as prescribed may also raise questions about data management practices and the Town's administration of financial disclosure obligations. Conversely, premature removal without adequate retention would breach the five-year archiving requirement under section 5.88(4).
Recommendation	Management should: 1. Transfer returns relating to former return holders from the active Register of Financial Interests to a separate archive as soon as practicable after the person ceases to be required to lodge returns. 2. Retain removed returns for at least five years after the person ceased to be a council member or designated employee. 3. Reconcile the active register against Human Resources commencement and separation data on a quarterly basis. 4. Retain evidence of each reconciliation, amendments made
Agreed Management Action(s)	Management will: 1. Update Governance Standard Operating Procedures to clearly document requirements for maintaining statutory registers, including the timely removal of former employees from the Register of Financial Interests upon cessation of employment. 2. Review the current register format and supporting software to identify opportunities for improved administration, accuracy and compliance monitoring. 3. Develop and implement an IOP documented process for the maintenance of all statutory registers, including governance responsibilities, review requirements and public accessibility arrangements. 4. Regular Auditing process of staff leavers against registers. 5. Governance to liaise with Human Resources to introduce a periodic audit and reconciliation process between Human Resources records and governance registers to ensure former employees are removed promptly and registers remain accurate and up to date. 6. Ensure governance administrative staff are correctly trained in Attain and informed to action Attain administrative functions such as inactivating employees and removing them from the statutory registers.
Accountable Officer	Director Corporate Services
Responsible Officer	Senior Governance Advisor
Target Due Date	30 December 2026



6. Conclusion

The CAR assessed 119 prescribed questions across the Town's legislative obligations under the *Local Government Act 1995* and associated regulations for the period 1 January to 31 December 2025. Of the 75 applicable questions, 59 were assessed as compliant, representing an overall compliance rate of 78.67%.



TOWN OF PORT HEDLAND

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 July 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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TOWN OF PORT HEDLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

	Note	YTD Actual (c) \$
OPERATING ACTIVITIES		
Revenue from operating activities		
Fees and charges		1,148,522
Interest revenue		917,656
Other revenue		191,473
		2,257,651
Expenditure from operating activities		
Employee costs		(3,350,924)
Materials and contracts		(956,955)
Utility charges		(112,715)
Depreciation		(1,952,491)
Finance costs		(80,110)
Insurance		(959,627)
Other expenditure		(124,296)
		(7,537,118)
Amounts excluded from operating activities	2(c)	1,952,496
Amount attributable to operating activities		(3,326,971)
INVESTING ACTIVITIES		
Inflows from investing activities		
Proceeds from disposal financial assets at amortised cost - term deposits		10,000,000
		10,000,000
Outflows from investing activities		
Acquisition of property, plant and equipment		(176,535)
Acquisition of infrastructure		(456,474)
		(633,009)
Amounts excluded from investing activities	2(d)	(10,000,000)
Amount attributable to investing activities		(633,009)
FINANCING ACTIVITIES		
Outflows from financing activities		
Repayment of borrowings		(179,094)
Payments for principal portion of lease liabilities		(6,678)
Amount attributable to financing activities		(185,772)
MOVEMENT IN SURPLUS OR DEFICIT		
Surplus or deficit at the start of the financial year	2(a)	12,049,892
Amount attributable to operating activities		(3,326,971)
Amount attributable to investing activities		(633,009)
Amount attributable to financing activities		(185,772)
Surplus or deficit after imposition of general rates		7,904,140

TOWN OF PORT HEDLAND
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2026

	Unaudited - Actual 30 June 2026	Actual as at 31 July 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	34,394,285	39,676,685
Trade and other receivables	7,485,594	5,160,987
Other financial assets	183,500,000	173,500,000
Inventories	1,289,288	1,245,111
Other assets	4,872,528	5,139,546
TOTAL CURRENT ASSETS	231,541,695	224,722,329
NON-CURRENT ASSETS		
Trade and other receivables	21,392	21,392
Other financial assets	159,239	159,239
Other Assets	1,232,830	1,232,830
Property, plant and equipment	180,526,969	179,687,949
Infrastructure	464,241,926	463,761,471
Right-of-use assets	270,153	270,153
Investment property	41,522,184	41,522,184
Intangible assets	10,421,725	10,421,725
TOTAL NON-CURRENT ASSETS	698,396,418	697,076,943
TOTAL ASSETS	929,938,113	921,799,272
CURRENT LIABILITIES		
Trade and other payables	5,729,493	1,773,431
Other liabilities	3,199,494	4,442,989
Lease liabilities	53,781	47,103
Borrowings	2,193,053	2,013,959
Employee related provisions	3,116,508	3,155,461
TOTAL CURRENT LIABILITIES	14,292,329	11,432,943
NON-CURRENT LIABILITIES		
Trade and other payables	15,971	15,971
Other liabilities	35,759,030	35,759,030
Lease liabilities	170,988	170,989
Borrowings	15,678,554	15,678,555
Employee related provisions	527,163	527,163
Other provisions	14,913,670	14,913,670
TOTAL NON-CURRENT LIABILITIES	67,065,376	67,065,378
TOTAL LIABILITIES	81,357,705	78,498,321
NET ASSETS	848,580,408	843,300,951
EQUITY		
Retained surplus	352,532,250	347,252,793
Reserve accounts	210,814,228	210,814,228
Revaluation surplus	285,233,930	285,233,930
TOTAL EQUITY	848,580,408	843,300,951

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

**TOWN OF PORT HEDLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	TBC	TBC	\$12.05 M	N/A
Closing	TBC	TBC	\$7.90 M	N/A

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$213.18 M	% of total		\$1.77 M			\$5.16 M	% Collected
Unrestricted Cash	\$2.36 M	1.1%	Other Payables	\$1.27 M		Rates Receivable	\$2.47 M	5.6%
Restricted Cash	\$210.81 M	98.9%	Trade Payables	\$0.50 M	% Outstanding	Trade Receivable	\$2.69 M	% Outstanding
			0 to 30 Days	\$0.47 M	94.1%	0 to 30 Days	\$2.45 M	91.2%
			Over 30 Days	\$0.01 M	2.4%	Over 30 Days	\$0.20 M	7.5%
			Over 90 Days	\$0.02 M	3.6%	Over 90 Days	\$0.03 M	1.3%

Key Operating Activities

Amount attributable to operating activities						
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)			
TBC	TBC	(\$3.33 M)	N/A			

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$0.00 M	% Variance	YTD Actual	\$0.00 M	% Variance	YTD Actual	\$1.15 M	% Variance
YTD Budget	TBC	N/A	YTD Budget	TBC	N/A	YTD Budget	TBC	N/A

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities						
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)			
TBC	TBC	(\$0.63 M)	N/A			

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.00 M	%	YTD Actual	\$0.63 M	% Spent	YTD Actual	\$0.00 M	% Received
Adopted Budget	TBC	N/A	Adopted Budget	TBC	N/A	Adopted Budget	TBC	N/A

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities						
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)			
TBC	TBC	(\$0.19 M)	N/A			

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	(\$0.18 M)		Reserves balance	\$210.81 M		Principal repayments	(\$0.01 M)	
Interest expense	(\$0.08 M)		Net Movement	\$0.00 M		Interest expense	\$0.00 M	
Principal due	\$17.69 M					Principal due	\$0.22 M	

Refer to 3 - Cash Reserves

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

TOWN OF PORT HEDLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

2 NET CURRENT ASSETS INFORMATION

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

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Other assets

Less: current liabilities

Trade and other payables
Other liabilities
Lease liabilities
Borrowings
Employee related provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Actual as at 30 June 2026 \$	Actual as at 31 July 2026 \$
	34,394,285	39,676,685
	7,485,594	5,160,987
	183,500,000	173,500,000
	1,289,288	1,245,111
	4,872,528	5,139,546
	231,541,695	224,722,329
	(5,729,493)	(1,773,431)
	(3,199,494)	(4,442,989)
	(53,781)	(47,103)
	(2,193,053)	(2,013,959)
	(3,116,508)	(3,155,461)
	-	-
	(14,292,329)	(11,432,943)
	217,249,366	213,289,386
2(b)	(205,199,474)	(205,385,246)
	12,049,892	7,904,140

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Less: Current assets not expected to be received at end of year
- Prepaid lease legal fee
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of lease liabilities
- Current portion of borrowings
Add: Current liabilities covered by funds held in reserve account
- Current portion of employee benefit provisions
- Current portion of prepaid lease Income

Total adjustments to net current assets

	(210,814,228)	(210,814,228)
	(31,611)	(31,611)
	53,781	47,103
	2,193,053	2,013,959
	2,475,371	2,475,371
	924,160	924,160
2(a)	(205,199,474)	(205,385,246)

(c) Amounts excluded from operating activities

Add: Depreciation
- Subject to reconciliation

Total amounts excluded from operating activities

YTD Budget Estimates 31 July 2026 \$	YTD Actual 31 July 2026 \$
-	1,952,491
-	5
-	1,952,496

(d) Amounts excluded from investing activities

Reconciling item - movement between current assets
- Financial assets at amortised cost - term deposits

Total amounts excluded from investing activities

-	(10,000,000)
-	(10,000,000)

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 local governments' operational cycle.

**TOWN OF PORT HEDLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

3 CAPITAL ACQUISITIONS

Capital acquisitions	YTD Actual
	\$
Buildings Non Specialised	7,940
Buildings Specialised	19,760
Furniture, Fittings & Equipment	148,140
Vehicles, Plant & Equipment	695
Acquisition of property, plant and equipment	176,535
Roads & Bridges	394,739
Drainage	0
Open Spaces	18,816
Other Infrastructure	42,919
Acquisition of infrastructure	456,474
Total capital acquisitions	633,009
Capital Acquisitions Funded By:	
Contribution - operations	633,009
Capital funding total	633,009

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Town includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Town's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

**TOWN OF PORT HEDLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

4 RESERVE ACCOUNTS

Reserve account name	Opening	Transfers	Actual	Closing
	Balance	In (+)	Transfers	Balance
	\$	\$	Out (-)	\$
Reserve accounts restricted by Council				
(a) Equity - Reserves Cash Backed - Employee Leave Reserve	2,475,371	-	-	2,475,371
(b) Equity - Reserves Cash Backed - Plant Reserve	4,570,299	-	-	4,570,299
(c) Equity - Reserves Cash Backed - Unfinished Works Reserve	16,834,917	-	-	16,834,917
(d) Equity - Reserves Cash Backed - Housing Reserve	6,035,257	-	-	6,035,257
(e) Equity - Reserves Cash Backed - Airport Reserve	2,006,793	-	-	2,006,793
(f) Equity - Reserves Cash Backed - Spoilbank Reserve	126,360	-	-	126,360
(g) Equity - Reserves Cash Backed - Asset Management Reserve	41,694,274	-	-	41,694,274
(h) Equity - Reserves Cash Backed - Waste Reserve	15,572,964	-	-	15,572,964
(i) Equity - Reserves Cash Backed - Strategic Reserve	103,062,656	-	-	103,062,656
(j) Equity - Reserves Cash Backed - Cyclone Reserve	2,181,529	-	-	2,181,529
(k) Equity - Reserves Cash Backed - Financial Risk Reserve	4,386,763	-	-	4,386,763
(l) Equity - Reserves Cash Backed - Landfill Reserve	11,318,920	-	-	11,318,920
(m) Equity - Reserves Cash Backed - Public Art Reserve	548,125	-	-	548,125
(n) Equity - Reserves Cash Backed - Kingsford Smith Dev Reserve	-	-	-	-
	210,814,228	-	-	210,814,228

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Reserve name	Purpose of the reserve
(a) Reserves cash backed - Employee Leave Reserve	Ongoing	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave and long service leave.
(b) Reserves cash backed - Plant Reserve	Ongoing	To fund the plant replacement program.
(c) Reserves cash backed - Unfinished Works & Committed Works Reserve	Ongoing	To transfer unspent funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.
(d) Reserves cash backed - Housing Reserve	Ongoing	To fund the refurbishment, redevelopment and construction of Local Government provided housing.
(e) Reserves cash backed - Airport Reserve	Ongoing	To fund the future Port Hedland International Airport capital works commitments.
(f) Reserves cash backed - Spoilbank Reserve	Ongoing	To fund future Spoilbank capital works commitments.
(g) Reserves cash backed - Asset Management Reserve	Ongoing	To fund the refurbishment, renewal, replacement and development of Council owned infrastructure and property assets within the Town.
(h) Reserves cash backed - Waste Management Reserve	Ongoing	To fund the development and capital expenditure of the Town's waste management facilities including the landfill and waste collection operations.
(i) Reserves cash backed - Strategic Reserve	Ongoing	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.
(j) Reserves cash backed - Cyclone Emergency Response Reserve	Ongoing	To fund cyclone and emergency related projects.
(k) Reserves cash backed - Financial Risk Reserve	Ongoing	To provide funds to mitigate against financial risks including legal fees awarded against the Town, including SAT rulings, workcover claims and other unknown events potentially resulting in financial loss to the Town.
(l) Reserves cash backed - Landfill Remediation Reserve	Ongoing	To fund the closure and repatriation of the existing landfill facility, while also planning for the design, development, and construction, of a new landfill facility on a suitable designated site
(m) Reserves cash backed - Public Art Reserve	Ongoing	New reserve to fund public art projects and commitments.
(n) Reserves cash backed - Kingsford Smith Development Reserve	Ongoing	New reserve to fund the ongoing development of the Kingsford Smith Business Park.

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10001 - Australian Taxation Office						
09/07/2026	F 30/06/2026	30/06/2026	Withholding Tax (PAYG)	\$HRPAYJNL	341,308.00	0.00
09/07/2026	F 30/06/2026	30/06/2026	Extra Tax	\$HRPAYJNL	980.00	0.00
09/07/2026	F 30/06/2026	30/06/2026	HELP	\$HRPAYJNL	6,826.00	0.00
09/07/2026	F 30/06/2026	30/06/2026	TSL	\$HRPAYJNL	1,492.00	0.00
09/07/2026	F 30/06/2026	30/06/2026	ETP Tax	\$HRPAYJNL	831.00	0.00
09/07/2026	026962	09/07/2026	Funds Transfer Payment		0.00	351,437.00
16/07/2026	F 14/07/2026	14/07/2026	Withholding Tax (PAYG)	\$HRPAYJNL	288,357.00	0.00
16/07/2026	F 14/07/2026	14/07/2026	Extra Tax	\$HRPAYJNL	1,380.00	0.00
16/07/2026	F 14/07/2026	14/07/2026	HELP	\$HRPAYJNL	7,026.00	0.00
16/07/2026	F 14/07/2026	14/07/2026	TSL	\$HRPAYJNL	1,378.00	0.00
16/07/2026	027136	16/07/2026	Funds Transfer Payment		0.00	298,141.00
30/07/2026	F 28/07/2026	28/07/2026	Withholding Tax (PAYG)	\$HRPAYJNL	317,872.00	0.00
30/07/2026	F 28/07/2026	28/07/2026	Extra Tax	\$HRPAYJNL	1,330.00	0.00
30/07/2026	F 28/07/2026	28/07/2026	HELP	\$HRPAYJNL	7,370.00	0.00
30/07/2026	F 28/07/2026	28/07/2026	TSL	\$HRPAYJNL	1,516.00	0.00
30/07/2026	F 28/07/2026	28/07/2026	ETP Tax	\$HRPAYJNL	9,591.00	0.00
30/07/2026	027445	30/07/2026	Funds Transfer Payment		0.00	337,679.00
Total:					987,257.00	987,257.00
Creditor: 10002 - Aware Super (Clearing House)						
06/07/2026	F 30/06/2026	30/06/2026	SGC Employer Contribution	\$HRPAYJNL	149,299.07	0.00
06/07/2026	F 30/06/2026	30/06/2026	Super - Additional Council Contribution	\$HRPAYJNL	14,670.22	0.00
06/07/2026	F 30/06/2026	30/06/2026	SGC Employer Contribution	\$HRPAYJNL	1,674.47	0.00
06/07/2026	F 30/06/2026	30/06/2026	Employee Additional Contrib Pre Tax (\$)	\$HRPAYJNL	4,679.36	0.00
06/07/2026	F 30/06/2026	30/06/2026	Employee Additional Contrib Pre Tax (%)	\$HRPAYJNL	26,532.53	0.00
06/07/2026	F 30/06/2026	30/06/2026	Employee Additional Contrib Post Tax (%)	\$HRPAYJNL	566.88	0.00
06/07/2026	026961	06/07/2026	Funds Transfer Payment		0.00	197,422.53
17/07/2026	F 14/07/2026	14/07/2026	SGC Employer Contribution	\$HRPAYJNL	146,786.96	0.00
17/07/2026	F 14/07/2026	14/07/2026	Super - Additional Council Contribution	\$HRPAYJNL	14,323.03	0.00
17/07/2026	F 14/07/2026	14/07/2026	Super - Additional Council Contribution	\$HRPAYJNL	24.20	0.00
17/07/2026	F 14/07/2026	14/07/2026	Employee Additional Contrib Pre Tax (\$)	\$HRPAYJNL	4,679.36	0.00
17/07/2026	F 14/07/2026	14/07/2026	Employee Additional Contrib Pre Tax (%)	\$HRPAYJNL	25,408.92	0.00
17/07/2026	F 14/07/2026	14/07/2026	Employee Additional Contrib Post Tax (\$)	\$HRPAYJNL	500.00	0.00
17/07/2026	F 14/07/2026	14/07/2026	Employee Additional Contrib Post Tax (%)	\$HRPAYJNL	217.69	0.00
17/07/2026	EM SUPERANNUATION - JUN 2026	30/06/2026	EM Superannuation	Creditors Invoice	4,259.31	0.00
31/07/2026	EM SUPERANNUATION - MAY 2026	30/06/2026	EM Superannuation	Creditors Invoice	4,547.41	0.00
31/07/2026	EM SUPERANNUATION - APR 2026	30/06/2026	EM Superannuation	Creditors Invoice	4,254.17	0.00
17/07/2026	027291	17/07/2026	Funds Transfer Payment		0.00	191,940.16
17/07/2026	027292	17/07/2026	Funds Transfer Payment		0.00	4,259.31
31/07/2026	F 28/07/2026	28/07/2026	Employee Additional Contrib Pre Tax (\$)	\$HRPAYJNL	4,394.36	0.00
31/07/2026	F 28/07/2026	28/07/2026	Employee Additional Contrib Pre Tax (%)	\$HRPAYJNL	27,686.55	0.00
31/07/2026	F 28/07/2026	28/07/2026	Employee Additional Contrib Post Tax (\$)	\$HRPAYJNL	500.00	0.00
31/07/2026	F 28/07/2026	28/07/2026	Employee Additional Contrib Post Tax (%)	\$HRPAYJNL	217.00	0.00

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31/07/2026	F 28/07/2026	28/07/2026	SGC Employer Contribution	\$HRPAYJNL	150,858.24	0.00
31/07/2026	F 28/07/2026	28/07/2026	Super - Additional Council Contribution	\$HRPAYJNL	14,098.26	0.00
31/07/2026	027585	31/07/2026		Funds Transfer Payment	0.00	197,754.41
31/07/2026				Funds Transfer Payment		8801.58
Total:					600,177.99	600,177.99
Creditor: 10005 - Easifleet Management						
09/07/2026	F 30/06/2026	30/06/2026	EasiFleet - Pre Tax	\$HRPAYJNL	556.51	0.00
09/07/2026	F 30/06/2026	30/06/2026	EasiFleet - Post Tax	\$HRPAYJNL	585.67	0.00
09/07/2026	273416	26/06/2026	GST on Easi Invoice	Creditors Invoice	114.22	0.00
09/07/2026	026963	09/07/2026		Funds Transfer Payment	0.00	1,256.40
Total:					1,256.40	1,256.40
Creditor: 10006 - Salary Packaging Australia Pty Limited						
09/07/2026	F 30/06/2026	30/06/2026	SPA - Pre Tax	\$HRPAYJNL	10,209.29	0.00
09/07/2026	F 30/06/2026	30/06/2026	SPA - Post Tax	\$HRPAYJNL	4,191.74	0.00
09/07/2026	30062026	30/06/2026	GST on SPA Invoice	Creditors Invoice	381.93	0.00
09/07/2026	026964	09/07/2026		Funds Transfer Payment	0.00	14,782.96
16/07/2026	F 14/07/2026	14/07/2026	SPA - Pre Tax	\$HRPAYJNL	11,212.63	0.00
16/07/2026	F 14/07/2026	14/07/2026	SPA - Post Tax	\$HRPAYJNL	3,962.52	0.00
16/07/2026	14072026	14/07/2026	GST on SPA Invoice	Creditors Invoice	366.14	0.00
16/07/2026	027137	16/07/2026		Funds Transfer Payment	0.00	15,541.29
30/07/2026	28072026	28/07/2026	GST on SPA Invoice	Creditors Invoice	377.48	0.00
30/07/2026	F 28/07/2026	28/07/2026	SPA - Pre Tax	\$HRPAYJNL	11,684.72	0.00
30/07/2026	F 28/07/2026	28/07/2026	SPA - Post Tax	\$HRPAYJNL	3,962.52	0.00
30/07/2026	027446	30/07/2026		Funds Transfer Payment	0.00	16,024.72
Total:					46,348.97	46,348.97
Creditor: 10007 - Town of Port Hedland Social Club						
09/07/2026	F 30/06/2026	30/06/2026	Social Club	\$HRPAYJNL	470.00	0.00
09/07/2026	026965	09/07/2026		Funds Transfer Payment	0.00	470.00
16/07/2026	F 14/07/2026	14/07/2026	Social Club	\$HRPAYJNL	450.00	0.00
16/07/2026	027138	16/07/2026		Funds Transfer Payment	0.00	450.00
30/07/2026	F 28/07/2026	28/07/2026	Social Club	\$HRPAYJNL	440.00	0.00
30/07/2026	027447	30/07/2026		Funds Transfer Payment	0.00	440.00
Total:					1,360.00	1,360.00
Creditor: 10017 - Gadget Locksmiths						
09/07/2026	9964	30/06/2026	JDH Designing Logo	Creditors Invoice	446.25	0.00
09/07/2026	9986	30/06/2026	Roller Door Locks	Creditors Invoice	718.54	0.00
09/07/2026	9985	30/06/2026	Rekey As Break In	Creditors Invoice	1,143.21	0.00

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
09/07/2026	9984	30/06/2026	Marina Padlocks	Creditors Invoice	1,024.52	0.00
09/07/2026	9982	30/06/2026	SHAC - Plant Room Door Handle	Creditors Invoice	310.57	0.00
09/07/2026	026966	09/07/2026		Funds Transfer Payment	0.00	3,643.09
16/07/2026	9983	30/06/2026	South Skate Park Lock	Creditors Invoice	475.45	0.00
16/07/2026	027139	16/07/2026		Funds Transfer Payment	0.00	475.45
Total:					4,118.54	4,118.54
Creditor: 10018 - Norda Architects Pty Ltd						
23/07/2026	CT000597 - CLAIM 01 - JUN 2026	01/07/2026	South Hedland Bowls Club Design & Superintendency	Creditors Invoice	4,523.20	0.00
23/07/2026	027293	23/07/2026		Funds Transfer Payment	0.00	4,523.20
30/07/2026	CT000134 CLAIM 38 - JUN 2026	27/07/2026	JD Hardie Stage 3	Creditors Invoice	13,200.00	0.00
30/07/2026	027448	30/07/2026		Funds Transfer Payment	0.00	13,200.00
Total:					17,723.20	17,723.20
Creditor: 10021 - MPS Unit Trust						
09/07/2026	MPSINV111873	30/06/2026	Stadium Replace Controller	Creditors Invoice	3,547.50	0.00
09/07/2026	MPSINV111870	30/06/2026	Stadium Replace CO2 Sensors	Creditors Invoice	1,705.00	0.00
09/07/2026	026967	09/07/2026		Funds Transfer Payment	0.00	5,252.50
23/07/2026	MPSINV112280	17/07/2026	MPS Optergy Software BMS Maintenance	Creditors Invoice	3,740.00	0.00
23/07/2026	027294	23/07/2026		Funds Transfer Payment	0.00	3,740.00
30/07/2026	MPSINV112281	17/07/2026	Depot HVAC Maintenance	Creditors Invoice	859.28	0.00
30/07/2026	027449	30/07/2026		Funds Transfer Payment	0.00	859.28
Total:					9,851.78	9,851.78
Creditor: 10024 - CPC Engineering Pty Ltd						
30/07/2026	P582033-01	23/07/2026	GAC Gate Repairs	Creditors Invoice	3,271.65	0.00
30/07/2026	P582034-01	23/07/2026	Chemical Shed Lock System	Creditors Invoice	1,375.88	0.00
30/07/2026	027450	30/07/2026		Funds Transfer Payment	0.00	4,647.53
Total:					4,647.53	4,647.53
Creditor: 10027 - Reddings Electrical Pty Ltd						
23/07/2026	8275	15/07/2026	Koombana Lookout - 3 Phase Power	Creditors Invoice	500.00	0.00
23/07/2026	8278	15/07/2026	Lighting Investigations - Elements Park	Creditors Invoice	451.59	0.00
23/07/2026	027295	23/07/2026		Funds Transfer Payment	0.00	951.59
30/07/2026	8265	06/07/2026	Marina Electrician Work	Creditors Invoice	600.00	0.00
30/07/2026	027451	30/07/2026		Funds Transfer Payment	0.00	600.00
Total:					1,551.59	1,551.59

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10028 - Yurra Pty Ltd						
09/07/2026	020805	02/07/2026	Yacht Club Frontage Landscaping	Creditors Invoice	7,535.00	0.00
09/07/2026	020706	26/06/2026	Yacht Club Maintenance June 2026	Creditors Invoice	4,500.76	0.00
09/07/2026	026968	09/07/2026		Funds Transfer Payment	0.00	12,035.76
30/07/2026	020865	07/07/2026	Spoilbank Playground Electrician	Creditors Invoice	588.50	0.00
30/07/2026	021091	27/07/2026	KSO Repair Goal Post	Creditors Invoice	459.51	0.00
30/07/2026	021093	27/07/2026	MMR Install Wintergreen	Creditors Invoice	5,335.00	0.00
30/07/2026	027452	30/07/2026		Funds Transfer Payment	0.00	6,383.01
Total:					18,418.77	18,418.77
Creditor: 10029 - Oresome Aircon Cleaning Pty Ltd						
16/07/2026	225330	09/07/2026	GAC AC Repair	Creditors Invoice	539.00	0.00
16/07/2026	225509	08/07/2026	Install AC	Creditors Invoice	3,553.00	0.00
16/07/2026	027140	16/07/2026		Funds Transfer Payment	0.00	4,092.00
Total:					4,092.00	4,092.00
Creditor: 10031 - Pilbara Pressure Force Pty Ltd						
09/07/2026	INV-15400	29/06/2026	Cleaning Public Open Spaces June 2026	Creditors Invoice	217,364.40	0.00
09/07/2026	INV-15475	07/07/2026	Naidoc Week Ongoing Cleaning	Creditors Invoice	2,046.00	0.00
09/07/2026	026969	09/07/2026		Funds Transfer Payment	0.00	219,410.40
23/07/2026	INV-15532A	17/07/2026	Graffiti Removal - Stanley Street	Creditors Invoice	264.00	0.00
23/07/2026	INV-15505	13/03/2026	JDH Toilet Cleaning	Creditors Invoice	825.00	0.00
23/07/2026	INV-15540	18/07/2026	Graffiti Removal Cottier Drive	Creditors Invoice	264.00	0.00
23/07/2026	INV-15539	18/07/2026	Mara Park Biological Clean	Creditors Invoice	330.00	0.00
23/07/2026	INV-15555	22/07/2026	LSD Pod Petite Housing White	Creditors Invoice	3,388.00	0.00
23/07/2026	027296	23/07/2026		Funds Transfer Payment	0.00	5,071.00
30/07/2026	INV-15542	20/07/2026	Removal of Paste Up Art	Creditors Invoice	2,640.00	0.00
30/07/2026	INV-15579	27/07/2026	Yacht Club Deep Clean	Creditors Invoice	12,265.00	0.00
30/07/2026	INV-15582	27/07/2026	Cemetery Beach Biological Clean	Creditors Invoice	330.00	0.00
30/07/2026	027453	30/07/2026		Funds Transfer Payment	0.00	15,235.00
Total:					239,716.40	239,716.40
Creditor: 10034 - Helpcon Enterprises Pty Ltd						
16/07/2026	2464A	08/07/2026	SHAC Entrance Concrete	Creditors Invoice	13,662.00	0.00
16/07/2026	2462	08/07/2026	Restricted Access Goode Street Fence Re	Creditors Invoice	13,420.00	0.00
16/07/2026	2461	08/07/2026	Restricted Area Access Work	Creditors Invoice	13,948.00	0.00
16/07/2026	2458	07/07/2026	Restricted Access Fencing Repair	Creditors Invoice	10,670.00	0.00
16/07/2026	2463	08/07/2026	Landfill Weighbridge Staircase	Creditors Invoice	10,648.00	0.00
16/07/2026	2459A	08/07/2026	Restricted Access Fencing Install	Creditors Invoice	7,920.00	0.00
16/07/2026	2466	08/07/2026	Kennedy St - Concrete Pathway Repairs	Creditors Invoice	11,946.00	0.00
16/07/2026	2457	07/07/2026	Beach Access Maintenance	Creditors Invoice	15,730.00	0.00

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16/07/2026	2460A	08/07/2026	Goode Street Fencing Install	Creditors Invoice	11,880.00	0.00
16/07/2026	027141	16/07/2026		Funds Transfer Payment	0.00	109,824.00
23/07/2026	2468A	18/07/2026	Finucane Boat Ramp Curbing Maintenance	Creditors Invoice	13,200.00	0.00
23/07/2026	2465A	08/07/2026	SHAC Entrance Concrete 2	Creditors Invoice	48,565.00	0.00
23/07/2026	027297	23/07/2026		Funds Transfer Payment	0.00	61,765.00
Total:					171,589.00	171,589.00
Creditor: 10048 - Regroup Australia Pty Ltd (AK Evans Group Australia T/A)						
09/07/2026	35752	30/06/2026	Volvo 35T Excavator	Creditors Invoice	13,622.40	0.00
09/07/2026	026970	09/07/2026		Funds Transfer Payment	0.00	13,622.40
Total:					13,622.40	13,622.40
Creditor: 10057 - Goodline						
09/07/2026	230068	30/06/2026	Coolroom Door Seals & Test	Creditors Invoice	1,027.29	0.00
09/07/2026	230161	30/06/2026	Fence & Internal Doors	Creditors Invoice	2,112.89	0.00
09/07/2026	230072	30/06/2026	Multiple Repair Works	Creditors Invoice	3,865.94	0.00
09/07/2026	230352	07/07/2026	Landfill Weighbridge Office Door	Creditors Invoice	1,247.46	0.00
09/07/2026	230437	08/07/2026	Yikara park Toilet Sink Leak	Creditors Invoice	431.70	0.00
09/07/2026	026971	09/07/2026		Funds Transfer Payment	0.00	8,685.28
16/07/2026	230380	08/07/2026	Fan And A/C Remote Repair	Creditors Invoice	1,095.59	0.00
16/07/2026	230443	08/07/2026	Stadium Men's Hair Dryer Replace	Creditors Invoice	1,769.90	0.00
16/07/2026	230351	06/07/2026	Aircon Repair	Creditors Invoice	3,980.49	0.00
16/07/2026	230464	10/07/2026	Rectify No Power Len Taplin	Creditors Invoice	110.00	0.00
16/07/2026	027142	16/07/2026		Funds Transfer Payment	0.00	6,955.98
23/07/2026	230463	10/07/2026	CC Desk Ceiling Light Repair	Creditors Invoice	110.00	0.00
23/07/2026	230776	17/07/2026	CMO Scoreboard Roller Door Repair	Creditors Invoice	814.58	0.00
23/07/2026	230909	20/07/2026	Post Remediation	Creditors Invoice	16,134.80	0.00
23/07/2026	230964	20/07/2026	Toilet Roll Holder	Creditors Invoice	45.21	0.00
23/07/2026	230847	17/07/2026	Records Room Ceiling Tile Replacement	Creditors Invoice	1,364.97	0.00
23/07/2026	230908	20/07/2026	Stadium Clubroom Ceiling Tile	Creditors Invoice	286.00	0.00
23/07/2026	230859	21/07/2026	Repair of Bathroom Fan/Shower Head	Creditors Invoice	908.06	0.00
23/07/2026	230791	14/07/2026	Smoke Detector Inspection	Creditors Invoice	220.00	0.00
23/07/2026	231124	22/07/2026	Depot Workshop Roof Leak	Creditors Invoice	503.80	0.00
23/07/2026	230860	16/07/2026	JDH Inspect Oven	Creditors Invoice	660.94	0.00
23/07/2026	027298	23/07/2026		Funds Transfer Payment	0.00	21,048.36
30/07/2026	231044	23/07/2026	Rusted Tap - Isolated	Creditors Invoice	496.44	0.00
30/07/2026	230906	17/07/2026	JDH Folding Room repair	Creditors Invoice	327.81	0.00
30/07/2026	231218	24/07/2026	Timber Seating Tree Ring Expansion	Creditors Invoice	629.20	0.00
30/07/2026	027454	30/07/2026		Funds Transfer Payment	0.00	1,453.45
Total:					38,143.07	38,143.07

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10060 - Nutrien Water (Total Eden Pty Ltd T/A)						
09/07/2026	414071173	30/06/2026	Tree Ring	Creditors Invoice	2,530.00	0.00
09/07/2026	026972	09/07/2026		Funds Transfer Payment	0.00	2,530.00
16/07/2026	414078901	08/07/2026	Irrigations Parts	Creditors Invoice	118.43	0.00
16/07/2026	027143	16/07/2026		Funds Transfer Payment	0.00	118.43
Total:					2,648.43	2,648.43
Creditor: 10062 - Cleanaway Pty Ltd - 73291687						
09/07/2026	27025865	30/06/2026	Clear Grease Trap	Creditors Invoice	853.03	0.00
09/07/2026	27023751	30/06/2026	Clear Bin WANA	Creditors Invoice	262.06	0.00
09/07/2026	CN27020710	30/06/2026	Refer to INV 27012505	\$APCREDIT	-171.60	0.00
09/07/2026	27026227	28/06/2026	Clear Bin	Creditors Invoice	177,722.71	0.00
09/07/2026	27026240	28/06/2026	Clear Bin	Creditors Invoice	189,266.70	0.00
09/07/2026	026973	09/07/2026		Funds Transfer Payment	0.00	367,932.90
16/07/2026	27018809	30/06/2026	Clear Bin	Creditors Invoice	2,225.66	0.00
16/07/2026	27012425	31/05/2026	Clear Bin	Creditors Invoice	2,357.08	0.00
16/07/2026	27026462	30/06/2026	Clear Bin	Creditors Invoice	4,279.83	0.00
16/07/2026	027144	16/07/2026		Funds Transfer Payment	0.00	8,862.57
23/07/2026	27023626	30/06/2026	JDH Clear Bin	Creditors Invoice	387.63	0.00
23/07/2026	027299	23/07/2026		Funds Transfer Payment	0.00	387.63
Total:					377,183.10	377,183.10
Creditor: 10064 - Local Health Authorities Analytical Committee						
16/07/2026	MA2026103	01/07/2026	Annual Sampling Scheme 01.07.2026 to 30.06.2027	Creditors Invoice	4,292.27	0.00
16/07/2026	027145	16/07/2026		Funds Transfer Payment	0.00	4,292.27
Total:					4,292.27	4,292.27
Creditor: 10074 - St John Ambulance Western Australia Ltd						
23/07/2026	STKINV00068136	07/07/2026	Defibrillator Spare Parts	Creditors Invoice	653.00	0.00
23/07/2026	027300	23/07/2026		Funds Transfer Payment	0.00	653.00
Total:					653.00	653.00
Creditor: 10077 - Pilbara Medical Holdings Pty Ltd						
09/07/2026	519779	01/07/2026	20619 HEP A & B	Creditors Invoice	154.00	0.00
09/07/2026	026974	09/07/2026		Funds Transfer Payment	0.00	154.00
16/07/2026	520201	09/07/2026	20337 HEP B	Creditors Invoice	108.35	0.00
16/07/2026	027146	16/07/2026		Funds Transfer Payment	0.00	108.35
Total:					262.35	262.35

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Creditor: 10085 - LGIS WA						
16/07/2026	100-164006	07/05/2026	LGIS 30/06/2024 -30/06/2025	Creditors Invoice	92,069.87	0.00
16/07/2026	027147	16/07/2026		Funds Transfer Payment	0.00	92,069.87
31/07/2026	100-164472-01	06/07/2026	Insurance 30/06/2026 - 30/06/2027	Creditors Invoice	1,313,851.64	0.00
31/07/2026	027584	31/07/2026		Funds Transfer Payment	0.00	1,313,851.64
Total:					1,405,921.51	1,405,921.51
Creditor: 10091 - Les Mills Asia Pacific (Garnama Pty Ltd T/A)						
16/07/2026	LMB1309063	01/07/2026	GAC Licence Fee July 2026	Creditors Invoice	1,024.68	0.00
16/07/2026	LMB1308988	01/07/2026	Stadium Licence Fee July 2026	Creditors Invoice	1,203.50	0.00
16/07/2026	027148	16/07/2026		Funds Transfer Payment	0.00	2,228.18
Total:					2,228.18	2,228.18
Creditor: 10094 - Hedland Mobile Windscreens						
23/07/2026	53453	30/06/2026	LV19-127 Repair	Creditors Invoice	110.00	0.00
23/07/2026	53435	30/06/2026	LV21-152 Repair	Creditors Invoice	110.00	0.00
23/07/2026	027301	23/07/2026		Funds Transfer Payment	0.00	220.00
Total:					220.00	220.00
Creditor: 10095 - Northwest Quarries						
09/07/2026	00005798	30/06/2026	Pippingarra Quarry 1546.78T Road Base	Creditors Invoice	47,640.82	0.00
09/07/2026	00005800	30/06/2026	Marina Light Armour	Creditors Invoice	27,500.00	0.00
09/07/2026	026975	09/07/2026		Funds Transfer Payment	0.00	75,140.82
16/07/2026	00005799	30/06/2026	Restricted Access Material Supply	Creditors Invoice	50,522.08	0.00
16/07/2026	027149	16/07/2026		Funds Transfer Payment	0.00	50,522.08
Total:					125,662.90	125,662.90
Creditor: 10098 - RGR Road Haulage Pty Ltd						
30/07/2026	00501948	21/07/2026	Freight Plant Delivery	Creditors Invoice	1,503.01	0.00
30/07/2026	027455	30/07/2026		Funds Transfer Payment	0.00	1,503.01
Total:					1,503.01	1,503.01
Creditor: 10102 - Australian Safety Engineers (Aust. Safety Group Trust T/A)						
09/07/2026	0167070W	06/07/2026	SHAC Material Purchase	Creditors Invoice	10,967.00	0.00
09/07/2026	026976	09/07/2026		Funds Transfer Payment	0.00	10,967.00
Total:					10,967.00	10,967.00

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Creditor: 10104 - Avantgarde Technologies Pty Ltd						
09/07/2026	5213	30/06/2026	IT Disaster Recovery Plan	Creditors Invoice	31,570.00	0.00
09/07/2026	026977	09/07/2026		Funds Transfer Payment	0.00	31,570.00
16/07/2026	ES 2676	01/07/2026	CCTV Fixed Maintenance	Creditors Invoice	17,673.70	0.00
16/07/2026	027150	16/07/2026		Funds Transfer Payment	0.00	17,673.70
30/07/2026	ES 2677	01/07/2026	Spoilbank Marina CCTV Operations	Creditors Invoice	3,263.33	0.00
30/07/2026	027456	30/07/2026		Funds Transfer Payment	0.00	3,263.33
Total:					52,507.03	52,507.03
Creditor: 10108 - Insuperata Integrated Systems Pty Ltd						
09/07/2026	4070	01/07/2026	Multiple Sites Router Data	Creditors Invoice	1,986.60	0.00
09/07/2026	4074	01/07/2026	CC Two Duress Buttons Install	Creditors Invoice	1,939.27	0.00
09/07/2026	026978	09/07/2026		Funds Transfer Payment	0.00	3,925.87
23/07/2026	4082	16/07/2026	Stadium - Door Repair	Creditors Invoice	107.25	0.00
23/07/2026	027302	23/07/2026		Funds Transfer Payment	0.00	107.25
30/07/2026	4089	23/07/2026	Workshop Entry Door Issue	Creditors Invoice	178.75	0.00
30/07/2026	4090	23/07/2026	Stores Report	Creditors Invoice	171.60	0.00
30/07/2026	4098	24/07/2026	Civic Centre Security Battery Renewed	Creditors Invoice	351.59	0.00
30/07/2026	027457	30/07/2026		Funds Transfer Payment	0.00	701.94
Total:					4,735.06	4,735.06
Creditor: 10110 - Reece Pty Ltd						
09/07/2026	1024317258	30/06/2026	Irrigation Consumables	Creditors Invoice	163.72	0.00
09/07/2026	1024351926	01/07/2026	Ezy Drink Jug	Creditors Invoice	209.84	0.00
09/07/2026	1024509151	06/07/2026	Irrigation Material Purchase	Creditors Invoice	259.40	0.00
09/07/2026	1024509210	06/07/2026	Sign Pavement Custom Print	Creditors Invoice	3,135.00	0.00
09/07/2026	026979	09/07/2026		Funds Transfer Payment	0.00	3,767.96
16/07/2026	1024565260	08/07/2026	Consumables	Creditors Invoice	348.89	0.00
16/07/2026	027151	16/07/2026		Funds Transfer Payment	0.00	348.89
Total:					4,116.85	4,116.85
Creditor: 10111 - Port Hedland Visitor Centre (PH Seafarers Centre T/A)						
16/07/2026	00000079	30/06/2026	Visitor Centre Management Fee July 2026	Creditors Invoice	45,340.99	0.00
16/07/2026	027152	16/07/2026		Funds Transfer Payment	0.00	45,340.99
Total:					45,340.99	45,340.99
Creditor: 10113 - Element Advisory Pty Ltd						
16/07/2026	69500549	30/07/2026	West End Structure Plan June 2026	Creditors Invoice	8,860.50	0.00

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16/07/2026	027153	16/07/2026		Funds Transfer Payment	0.00	8,860.50
Total:					8,860.50	8,860.50
Creditor: 10122 - GBTK Pty Ltd						
30/07/2026	00011091	28/07/2026	Spinifex - Hire Concrete Block for stage	Creditors Invoice	506.00	0.00
30/07/2026	027458	30/07/2026		Funds Transfer Payment	0.00	506.00
Total:					506.00	506.00
Creditor: 10123 - Sandhiya Goundar						
09/07/2026	RFP_S GOUNDAR_LAFOND_06052026	06/05/2026	Utilities Reimbursement	Creditors Invoice	453.18	0.00
09/07/2026	026980	09/07/2026		Funds Transfer Payment	0.00	453.18
Total:					453.18	453.18
Creditor: 10125 - Battery Sales & Service						
23/07/2026	164384	01/07/2026	HV24-247 Battery	Creditors Invoice	211.65	0.00
23/07/2026	164421	02/07/2026	LV19-127 Repairs	Creditors Invoice	768.00	0.00
23/07/2026	027303	23/07/2026		Funds Transfer Payment	0.00	979.65
30/07/2026	164604	08/07/2026	HV23-232 Battery	Creditors Invoice	423.30	0.00
30/07/2026	027459	30/07/2026		Funds Transfer Payment	0.00	423.30
Total:					1,402.95	1,402.95
Creditor: 10126 - Brookdale Contractors						
30/07/2026	INV-20205	24/07/2026	Supply Roadbase	Creditors Invoice	7,316.10	0.00
30/07/2026	027460	30/07/2026		Funds Transfer Payment	0.00	7,316.10
Total:					7,316.10	7,316.10
Creditor: 10127 - Scope Business Imaging						
30/07/2026	767941	27/07/2026	A5 150gsm Coloured Flyers	Creditors Invoice	129.80	0.00
30/07/2026	027461	30/07/2026		Funds Transfer Payment	0.00	129.80
Total:					129.80	129.80
Creditor: 10128 - Royal Life Saving Society						
16/07/2026	RLSSWA INV5589	18/06/2026	Talent Pool Staffing SLAM Apr-Jun 2026	Creditors Invoice	5,632.00	0.00
16/07/2026	027154	16/07/2026		Funds Transfer Payment	0.00	5,632.00
Total:					5,632.00	5,632.00

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Creditor: 10130 - Hedland Well Women's Centre Inc						
16/07/2026	RFP_HEDLAND WELL WOMENS CENTRE	10/07/2026	Community Partnership Grant - CPG00114	Creditors Invoice	15,000.00	0.00
16/07/2026	027155	16/07/2026		Funds Transfer Payment	0.00	15,000.00
Total:					15,000.00	15,000.00
Creditor: 10131 - Ampac Debt Recovery (WA) Pty Ltd						
09/07/2026	130784	30/06/2026	Debt Recovery	Creditors Invoice	715.50	0.00
09/07/2026	026981	09/07/2026		Funds Transfer Payment	0.00	715.50
Total:					715.50	715.50
Creditor: 10137 - Westrac Pty Ltd						
09/07/2026	SI 1907908	27/06/2026	HV24-247 Repair Link System	Creditors Invoice	1,607.76	0.00
09/07/2026	PI 2455691	03/07/2026	5D-9559 - Parts	Creditors Invoice	633.42	0.00
09/07/2026	026982	09/07/2026		Funds Transfer Payment	0.00	2,241.18
Total:					2,241.18	2,241.18
Creditor: 10140 - Local Community Insurance Servi (JLT Risk Solutions Pty Ltd)						
09/07/2026	051-998855	19/05/2026	Public Liability Cover	Creditors Invoice	764.50	0.00
09/07/2026	051-1002164	24/06/2026	Public Liability Cover	Creditors Invoice	441.60	0.00
09/07/2026	026983	09/07/2026		Funds Transfer Payment	0.00	1,206.10
23/07/2026	062-220392	07/07/2026	Marine Cargo - Renewal 30/06/2026 - 30/06/2027	Creditors Invoice	346.50	0.00
23/07/2026	062-220331	06/07/2026	Marine Hull Commercial - Renewal 30/06/2026 - 30/06/2027	Creditors Invoice	2,240.68	0.00
23/07/2026	027304	23/07/2026		Funds Transfer Payment	0.00	2,587.18
30/07/2026	062-219746	15/06/2026	Storage Extension 20/04/2026 - 30/06/2026	Creditors Invoice	110.00	0.00
30/07/2026	027462	30/07/2026		Funds Transfer Payment	0.00	110.00
Total:					3,903.28	3,903.28
Creditor: 10143 - Total Connections (Inlook Holdings Pty Ltd T/A)						
23/07/2026	IPH-52665	04/06/2026	HV24-247 Repair	Creditors Invoice	9,351.46	0.00
23/07/2026	027305	23/07/2026		Funds Transfer Payment	0.00	9,351.46
30/07/2026	IPH-53148	03/07/2026	HV23-226 Parts	Creditors Invoice	5,844.87	0.00
30/07/2026	027463	30/07/2026		Funds Transfer Payment	0.00	5,844.87
Total:					15,196.33	15,196.33
Creditor: 10144 - Industrial Automation						
16/07/2026	SINV-16317	10/07/2026	Bi-Annual Remote Access	Creditors Invoice	25,495.80	0.00
16/07/2026	027156	16/07/2026		Funds Transfer Payment	0.00	25,495.80
Total:					25,495.80	25,495.80

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Creditor: 10148 - Supertop Pty Ltd						
30/07/2026	00651470	21/07/2026	Flavacol	Creditors Invoice	63.90	0.00
30/07/2026	027464	30/07/2026		Funds Transfer Payment	0.00	63.90
Total:					63.90	63.90
Creditor: 10150 - Algon Pty Ltd (The Lucky Charm SH)						
09/07/2026	88509	03/07/2026	Newspapers June 2026	Creditors Invoice	130.00	0.00
09/07/2026	026984	09/07/2026		Funds Transfer Payment	0.00	130.00
Total:					130.00	130.00
Creditor: 10151 - Beacon Equipment						
09/07/2026	87174 #21	23/06/2026	Fleet Material Purchase	Creditors Invoice	221.20	0.00
09/07/2026	026985	09/07/2026		Funds Transfer Payment	0.00	221.20
23/07/2026	87438 #21	10/07/2026	Workshop Material Purchase	Creditors Invoice	197.00	0.00
23/07/2026	87435 #21	10/07/2026	Works & Services Parts	Creditors Invoice	11,138.00	0.00
23/07/2026	027306	23/07/2026		Funds Transfer Payment	0.00	11,335.00
Total:					11,556.20	11,556.20
Creditor: 10153 - JB Hi-Fi Group Pty Ltd						
09/07/2026	00187771	25/06/2026	Computer Monitors	Creditors Invoice	6,672.60	0.00
09/07/2026	026986	09/07/2026		Funds Transfer Payment	0.00	6,672.60
16/07/2026	00197976	08/07/2026	Headsets	Creditors Invoice	1,801.10	0.00
16/07/2026	027157	16/07/2026		Funds Transfer Payment	0.00	1,801.10
23/07/2026	00196371	06/07/2026	IT Equipment	Creditors Invoice	2,193.96	0.00
23/07/2026	00193244	01/07/2026		Creditors Invoice	35,193.57	0.00
23/07/2026	027307	23/07/2026		Funds Transfer Payment	0.00	37,387.53
Total:					45,861.23	45,861.23
Creditor: 10162 - Waste Water Services Pty Ltd						
23/07/2026	INVVWS01045	30/06/2026	Landfill Operation & Maintenance June 2026	Creditors Invoice	25,201.00	0.00
23/07/2026	027308	23/07/2026		Funds Transfer Payment	0.00	25,201.00
30/07/2026	INVVWS01084	27/07/2026	Landfill Chemicals	Creditors Invoice	10,593.00	0.00
30/07/2026	027465	30/07/2026		Funds Transfer Payment	0.00	10,593.00
Total:					35,794.00	35,794.00
Creditor: 10166 - Geraldton Fuel Company Pty Ltd						
23/07/2026	03077558	08/07/2026	Landfill Workshop Consumable	Creditors Invoice	4,712.21	0.00

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23/07/2026	027309	23/07/2026		Funds Transfer Payment	0.00	4,712.21
Total:					4,712.21	4,712.21
Creditor: 10167 - Recharge Petroleum						
23/07/2026	30062026AA	30/06/2026	Fuel Charges June 2025	Creditors Invoice	7,482.82	0.00
23/07/2026	027310	23/07/2026		Funds Transfer Payment	0.00	7,482.82
Total:					7,482.82	7,482.82
Creditor: 10171 - AFGRI Equipment Australia Pty Ltd						
23/07/2026	3112025	02/07/2026	VEH035 - Parts	Creditors Invoice	351.05	0.00
23/07/2026	027311	23/07/2026		Funds Transfer Payment	0.00	351.05
Total:					351.05	351.05
Creditor: 10173 - The Banner Lady Pty Ltd						
09/07/2026	00016284	24/06/2026	Flag, Banner and Artwork Setup	Creditors Invoice	1,369.50	0.00
09/07/2026	026987	09/07/2026		Funds Transfer Payment	0.00	1,369.50
Total:					1,369.50	1,369.50
Creditor: 10174 - E & MJ Rosher Pty Ltd						
23/07/2026	1510794	30/06/2026	VEH157 Various Parts	Creditors Invoice	5,484.69	0.00
23/07/2026	1510997	03/07/2026	VEH157 - Parts	Creditors Invoice	1,332.20	0.00
23/07/2026	027312	23/07/2026		Funds Transfer Payment	0.00	6,816.89
Total:					6,816.89	6,816.89
Creditor: 10178 - Kennards Hire Pty Ltd						
09/07/2026	28925879	07/07/2026	Naidoc Light Tower	Creditors Invoice	113.00	0.00
09/07/2026	026988	09/07/2026		Funds Transfer Payment	0.00	113.00
Total:					113.00	113.00
Creditor: 10179 - Acacia Connection						
09/07/2026	104944	30/06/2026	EAP Counselling	Creditors Invoice	1,702.80	0.00
09/07/2026	026989	09/07/2026		Funds Transfer Payment	0.00	1,702.80
Total:					1,702.80	1,702.80
Creditor: 10182 - Technology One						
23/07/2026	265352	16/07/2026	AMS Program August 2026	Creditors Invoice	12,210.00	0.00
23/07/2026	265350	16/07/2026	AMS Program August 2026	Creditors Invoice	8,932.00	0.00

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23/07/2026	027313	23/07/2026		Funds Transfer Payment	0.00	21,142.00
Total:					21,142.00	21,142.00
Creditor: 10183 - CTI Records Management						
09/07/2026	0176830	30/06/2026	Record Management June 2026	Creditors Invoice	701.80	0.00
09/07/2026	026990	09/07/2026		Funds Transfer Payment	0.00	701.80
Total:					701.80	701.80
Creditor: 10197 - Pilbara Tools & Fasteners Pty Ltd						
09/07/2026	10189613	02/07/2026	Drill Set	Creditors Invoice	522.37	0.00
09/07/2026	026991	09/07/2026		Funds Transfer Payment	0.00	522.37
16/07/2026	10190110	09/07/2026	Assorted Hooks	Creditors Invoice	50.82	0.00
16/07/2026	027158	16/07/2026		Funds Transfer Payment	0.00	50.82
23/07/2026	10189949	08/07/2026	TR19-301 Parts	Creditors Invoice	212.06	0.00
23/07/2026	10189737	06/07/2026	VEH035 - Tools	Creditors Invoice	93.23	0.00
23/07/2026	10190946	21/07/2026	Cable Ties & Silver Rope	Creditors Invoice	353.27	0.00
23/07/2026	10190947	21/07/2026	Cable Ties	Creditors Invoice	434.10	0.00
23/07/2026	027314	23/07/2026		Funds Transfer Payment	0.00	1,092.66
Total:					1,665.85	1,665.85
Creditor: 10198 - Pro Earth Civil						
09/07/2026	00000716	30/06/2026	AGRN 1185 – TC Zelia, additional Photos	Creditors Invoice	7,422.25	0.00
09/07/2026	026992	09/07/2026		Funds Transfer Payment	0.00	7,422.25
16/07/2026	00000715	30/07/2026	AGRN 1185 Meetings	Creditors Invoice	33,068.75	0.00
16/07/2026	00000717	30/06/2026	TC Mitchell Review & Pickup	Creditors Invoice	14,994.65	0.00
16/07/2026	027159	16/07/2026		Funds Transfer Payment	0.00	48,063.40
Total:					55,485.65	55,485.65
Creditor: 10200 - Chaz Roberts						
16/07/2026	RFP_C ROBERTS_07072026	07/07/2026	Fuel Reimbursement	Creditors Invoice	50.00	0.00
16/07/2026	027160	16/07/2026		Funds Transfer Payment	0.00	50.00
23/07/2026	RFP_C ROBERTS_16072026	16/07/2026	Utilities Reimbursement	Creditors Invoice	445.74	0.00
23/07/2026	027315	23/07/2026		Funds Transfer Payment	0.00	445.74
Total:					495.74	495.74
Creditor: 10205 - Total SFS Pty Ltd						
23/07/2026	26-00007427	01/07/2026	VEH035 Wire Rope	Creditors Invoice	179.00	0.00

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
23/07/2026	027316	23/07/2026		Funds Transfer Payment	0.00	179.00
Total:					179.00	179.00
Creditor: 10206 - Juaryardi Aboriginal Corporation						
16/07/2026	INV-0502A	15/07/2026	Welcome to Country	Creditors Invoice	1,760.00	0.00
16/07/2026	027161	16/07/2026		Funds Transfer Payment	0.00	1,760.00
Total:					1,760.00	1,760.00
Creditor: 10207 - Veris Australia Pty Ltd						
09/07/2026	VI111052	30/06/2026	Wilson Street Shared Path	Creditors Invoice	12,760.00	0.00
09/07/2026	026993	09/07/2026		Funds Transfer Payment	0.00	12,760.00
Total:					12,760.00	12,760.00
Creditor: 10208 - Hedland Electrical Pty Ltd						
09/07/2026	INV-4833	30/06/2026	Oven Door Repair	Creditors Invoice	761.75	0.00
09/07/2026	INV-4832	30/06/2026	Hot Water System	Creditors Invoice	671.00	0.00
09/07/2026	026994	09/07/2026		Funds Transfer Payment	0.00	1,432.75
16/07/2026	INV-4838	02/07/2026	Power Tripping Issues Rose Nowers	Creditors Invoice	709.50	0.00
16/07/2026	INV-4845	04/07/2026	Electrical Repairs	Creditors Invoice	341.00	0.00
16/07/2026	027162	16/07/2026		Funds Transfer Payment	0.00	1,050.50
23/07/2026	INV-4860	13/07/2026	Naidoc Opening Event	Creditors Invoice	341.00	0.00
23/07/2026	INV-4872	15/07/2026	SH Town Square Toilet Door	Creditors Invoice	682.00	0.00
23/07/2026	027317	23/07/2026		Funds Transfer Payment	0.00	1,023.00
Total:					3,506.25	3,506.25
Creditor: 10210 - Ixom Operations Pty Ltd						
16/07/2026	85135214	30/06/2026	Chlorine Gas	Creditors Invoice	625.50	0.00
16/07/2026	027163	16/07/2026		Funds Transfer Payment	0.00	625.50
Total:					625.50	625.50
Creditor: 10217 - Active Discovery						
16/07/2026	CT000540 CLAIM 2 - JUNE 2026	14/07/2026	Playground Renewal Program	Creditors Invoice	211,410.60	0.00
16/07/2026	027164	16/07/2026		Funds Transfer Payment	0.00	211,410.60
Total:					211,410.60	211,410.60
Creditor: 10227 - Comtec Data Pty Ltd						
16/07/2026	INV-4580	01/07/2026	Stadium Duress System	Creditors Invoice	220.00	0.00

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16/07/2026	027165	16/07/2026		Funds Transfer Payment	0.00	220.00
Total:					220.00	220.00
Creditor: 10229 - Mobile Welding Services WA Pty Ltd						
16/07/2026	INV-6527	14/07/2026	Stores Round Mild Steel	Creditors Invoice	221.36	0.00
16/07/2026	027166	16/07/2026		Funds Transfer Payment	0.00	221.36
Total:					221.36	221.36
Creditor: 10237 - Modern Teaching Aids Pty Ltd						
16/07/2026	46946929	25/06/2026	Kids Club Play Material Purchase	Creditors Invoice	1,277.02	0.00
16/07/2026	027167	16/07/2026		Funds Transfer Payment	0.00	1,277.02
23/07/2026	46946182	24/06/2026	Children Service Play Equipment	Creditors Invoice	2,686.11	0.00
23/07/2026	027318	23/07/2026		Funds Transfer Payment	0.00	2,686.11
Total:					3,963.13	3,963.13
Creditor: 10238 - Telstra Limited - Retail						
09/07/2026	3802305000_29052026	29/05/2026	Supply & Usage WANA NBN/Fibre Services	Creditors Invoice	53,209.38	0.00
09/07/2026	026995	09/07/2026		Funds Transfer Payment	0.00	53,209.38
16/07/2026	1335539233_07072026	07/07/2026	Supply & Usage	Creditors Invoice	55.00	0.00
16/07/2026	2054805813_12072026	12/07/2026	Supply & Usage	Creditors Invoice	512.57	0.00
16/07/2026	027168	16/07/2026		Funds Transfer Payment	0.00	567.57
23/07/2026	2206796985_18072026	20/07/2026	Supply & Usage	Creditors Invoice	165.00	0.00
23/07/2026	3296741808_18072026	20/07/2026	Supply & Usage	Creditors Invoice	171.00	0.00
23/07/2026	027319	23/07/2026		Funds Transfer Payment	0.00	336.00
Total:					54,112.95	54,112.95
Creditor: 10242 - Landgate						
09/07/2026	78263243	30/06/2026	GRV Interim Valuation	Creditors Invoice	195.30	0.00
09/07/2026	78256713	30/06/2026	GRV Interim Valuation	Creditors Invoice	274.13	0.00
09/07/2026	78205098	20/06/2026	GRV Interim Valuation	Creditors Invoice	41.57	0.00
09/07/2026	78204916	20/06/2026	General Valuations	Creditors Invoice	4,712.15	0.00
09/07/2026	1600136	01/07/2026	Tenure	Creditors Invoice	47.60	0.00
09/07/2026	026996	09/07/2026		Funds Transfer Payment	0.00	5,270.75
30/07/2026	78398428	27/07/2026	Interim Valuations	Creditors Invoice	57.30	0.00
30/07/2026	78393952	24/07/2026	GRV Interim Valuations	Creditors Invoice	1,049.86	0.00
30/07/2026	027466	30/07/2026		Funds Transfer Payment	0.00	1,107.16
Total:					6,377.91	6,377.91

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10243 - Suzanne Mackay						
09/07/2026	RFP_S MACKAY	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	026997	09/07/2026		Funds Transfer Payment	0.00	675.00
16/07/2026	RFP_S MACKAY	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027169	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_S MACKAY	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027320	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_S MACKAY	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027467	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					2,700.00	2,700.00
Creditor: 10247 - West Australian Newspapers Limited						
09/07/2026	1028531620260630AA	30/06/2026	Advertising for June 2026	Creditors Invoice	769.07	0.00
09/07/2026	026998	09/07/2026		Funds Transfer Payment	0.00	769.07
Total:					769.07	769.07
Creditor: 10250 - South Hedland Veterinary Hospital						
09/07/2026	30062026A	30/06/2026	Veterinary Services June 2026	Creditors Invoice	1,246.20	0.00
09/07/2026	1023431	13/05/2026	Veterinary Services	Creditors Invoice	100.00	0.00
09/07/2026	1023251	11/05/2026	Veterinary Services	Creditors Invoice	18.50	0.00
09/07/2026	1023334	12/05/2026	Veterinary Services	Creditors Invoice	97.90	0.00
09/07/2026	1023453	13/05/2026	Veterinary Services	Creditors Invoice	693.00	0.00
09/07/2026	1023573	15/05/2026	Veterinary Services	Creditors Invoice	74.80	0.00
09/07/2026	1023697	18/05/2026	Veterinary Services	Creditors Invoice	97.90	0.00
09/07/2026	026999	09/07/2026		Funds Transfer Payment	0.00	2,328.30
23/07/2026	1026288	30/06/2026	Veterinary Services	Creditors Invoice	691.15	0.00
23/07/2026	1027223	14/07/2026	Veterinary Services	Creditors Invoice	506.65	0.00
23/07/2026	027321	23/07/2026		Funds Transfer Payment	0.00	1,197.80
30/07/2026	1028013	25/07/2026	Veterinary Services	Creditors Invoice	99.15	0.00
30/07/2026	1027878	23/07/2026	Veterinary Services	Creditors Invoice	219.60	0.00
30/07/2026	027468	30/07/2026		Funds Transfer Payment	0.00	318.75
Total:					3,844.85	3,844.85
Creditor: 10252 - Centurion Transport						
16/07/2026	SI0847938	28/06/2026	Matt Dann Freight	Creditors Invoice	136.06	0.00
16/07/2026	027170	16/07/2026		Funds Transfer Payment	0.00	136.06
Total:					136.06	136.06

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Creditor: 10253 - Water Corporation - Perth						
09/07/2026	9026087432_0004	29/06/2026	Supply & Usage Murdoch Nodes	Creditors Invoice	22,120.39	0.00
09/07/2026	027000	09/07/2026		Funds Transfer Payment	0.00	22,120.39
14/07/2026	9020301557_0075	14/04/2026	Supply & Usage	\$APCREDIT	-2,689.72	0.00
14/07/2026	9020301557_0075A	14/04/2026	Supply & Usage	Creditors Invoice	2,689.72	0.00
16/07/2026	9020301557_0077	06/07/2026	Supply and Usage	Creditors Invoice	3,135.49	0.00
16/07/2026	027171	16/07/2026		Funds Transfer Payment	0.00	3,135.49
23/07/2026	9024522488_0007	21/07/2026	McGregor Street Reserve Trade Waste Perm	Creditors Invoice	265.74	0.00
23/07/2026	9023587386_0008	21/07/2026	GAC Trade Waste Account	Creditors Invoice	265.74	0.00
23/07/2026	9024227403_0016	30/06/2026	Supply & Usage	Creditors Invoice	274.63	0.00
23/07/2026	9008365363_0451	01/07/2026	Supply & Usage	Creditors Invoice	112.71	0.00
23/07/2026	9016226777_0253	01/07/2026	Supply & Usage	Creditors Invoice	7,710.72	0.00
23/07/2026	9008365363_0450	30/06/2026	Supply & Usage	Creditors Invoice	106.69	0.00
23/07/2026	9024227382_0016	30/06/2026	Supply & Usage	Creditors Invoice	274.63	0.00
23/07/2026	9024227374_0016	30/06/2026	Supply & Usage	Creditors Invoice	274.63	0.00
23/07/2026	9024227390_0016	30/06/2026	Supply & Usage	Creditors Invoice	274.63	0.00
23/07/2026	9025178754_0004	08/07/2026	PHCC Trade Waste Account	Creditors Invoice	371.91	0.00
23/07/2026	9018541893_0088	06/07/2026	Supply and Usage	Creditors Invoice	2,536.10	0.00
23/07/2026	9024211743_0008	08/07/2026	Mara Park Pop Ups Trade Waste Account	Creditors Invoice	371.91	0.00
23/07/2026	9025088310_0018	06/07/2026	Supply and Usage	Creditors Invoice	816.17	0.00
23/07/2026	9019901520_0017	03/07/2026	Water Trade Waste	Creditors Invoice	265.74	0.00
23/07/2026	9019097712_0016	17/07/2026	SHAC Trade Waste Account	Creditors Invoice	265.74	0.00
23/07/2026	9020301557_0069A	14/04/2025	Supply & Usage	Creditors Invoice	2,789.11	0.00
23/07/2026	9020301557_0069	14/04/2025	Supply & Usage	\$APCREDIT	-2,789.11	0.00
23/07/2026	9008391342_0204	30/06/2026	Supply & Usage	Creditors Invoice	444.48	0.00
23/07/2026	9020301557_0074A	12/02/2026	Supply & Usage	Creditors Invoice	3,005.98	0.00
23/07/2026	9020301557_0074	12/02/2026	Supply & Usage	\$APCREDIT	-3,005.98	0.00
23/07/2026	9020301557_0073A	15/12/2025	Supply & Usage	Creditors Invoice	2,466.83	0.00
23/07/2026	9020301557_0073	15/12/2025	Supply & Usage	\$APCREDIT	-2,466.83	0.00
23/07/2026	9020301557_0072A	21/10/2025	Supply & Usage	Creditors Invoice	2,265.02	0.00
23/07/2026	9020301557_0072	21/10/2025	Supply & Usage	\$APCREDIT	-2,265.02	0.00
23/07/2026	9020301557_0071A	19/08/2025	Supply & Usage	Creditors Invoice	1,845.69	0.00
23/07/2026	9020301557_0071	19/08/2025	Supply & Usage	\$APCREDIT	-1,845.69	0.00
23/07/2026	9020301557_0070A	17/06/2025	Supply & Usage	Creditors Invoice	2,721.51	0.00
23/07/2026	9020301557_0070	17/06/2025	Supply & Usage	\$APCREDIT	-2,721.51	0.00
23/07/2026	027322	23/07/2026		Funds Transfer Payment	0.00	14,632.17
30/07/2026	9019106893_0016	23/07/2026	Stadium Trade Waste Account	Creditors Invoice	371.91	0.00
30/07/2026	9008365363_0452	23/07/2026	Supply & Usage	Creditors Invoice	113.28	0.00
30/07/2026	9008377786_0319	23/07/2026	Standpipe Murdoch Drive Water Usage	Creditors Invoice	474.21	0.00
30/07/2026	9019005670_0021	23/07/2026	AMCC - Keesing Street Port Hedland Trade	Creditors Invoice	371.91	0.00
30/07/2026	9016226777_0254	23/07/2026	Supply & Usage	Creditors Invoice	6,264.96	0.00
30/07/2026	9021895211_0140	01/07/2026	Supply & Usage Open Public Spaces	Creditors Invoice	44,747.43	0.00
30/07/2026	9008365750_0483	27/07/2026	Supply & Usage SHAC	Creditors Invoice	1,853.80	0.00
30/07/2026	9008348969_0460	27/07/2026	Supply & Usage GAC	Creditors Invoice	10,855.07	0.00
30/07/2026	9025744330_0017	01/07/2026	Supply & Usage Marina Landside	Creditors Invoice	8,104.67	0.00

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30/07/2026	9025744330_0018	24/07/2026	Supply & Usage Marina Landside	Creditors Invoice	30,181.03	0.00
30/07/2026	027469	30/07/2026		Funds Transfer Payment	0.00	103,338.27
Total:					143,226.32	143,226.32
Creditor: 10258 - Claire Macintyre						
09/07/2026	RFP_C MACINTYRE	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	027001	09/07/2026		Funds Transfer Payment	0.00	675.00
16/07/2026	RFP_C MACINTYRE	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027172	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_C MACINTYRE	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027323	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_C MACINTYRE	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027470	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					2,700.00	2,700.00
Creditor: 10260 - Marque Haus						
09/07/2026	14303	30/06/2026	20062 Uniforms	Creditors Invoice	113.20	0.00
09/07/2026	14266	30/06/2026	19906 Uniforms	Creditors Invoice	47.87	0.00
09/07/2026	14302	30/06/2026	20529 Uniforms	Creditors Invoice	173.41	0.00
09/07/2026	14299	30/06/2026	20604 Uniforms	Creditors Invoice	378.46	0.00
09/07/2026	027002	09/07/2026		Funds Transfer Payment	0.00	712.94
16/07/2026	14298	30/06/2026	20492 Uniforms	Creditors Invoice	261.25	0.00
16/07/2026	14301	30/06/2026	18742 Uniforms	Creditors Invoice	350.57	0.00
16/07/2026	027173	16/07/2026		Funds Transfer Payment	0.00	611.82
23/07/2026	14136	21/05/2026	19649 Uniforms	Creditors Invoice	371.12	0.00
23/07/2026	14124	21/05/2026	20550 Uniforms	Creditors Invoice	136.01	0.00
23/07/2026	027324	23/07/2026		Funds Transfer Payment	0.00	507.13
30/07/2026	14437	22/07/2026	20551 Uniforms	Creditors Invoice	105.31	0.00
30/07/2026	14436	22/07/2026	19804 Uniforms	Creditors Invoice	167.83	0.00
30/07/2026	14430	22/07/2026	20573 Uniforms	Creditors Invoice	69.55	0.00
30/07/2026	14438	22/07/2026	19323 Uniforms	Creditors Invoice	355.08	0.00
30/07/2026	14433	22/07/2026	20034 Uniforms	Creditors Invoice	66.74	0.00
30/07/2026	14440	22/07/2026	19892 Uniforms	Creditors Invoice	70.96	0.00
30/07/2026	14439	22/07/2026	20086 Uniforms	Creditors Invoice	246.62	0.00
30/07/2026	14435	22/07/2026	20133 Uniforms	Creditors Invoice	57.44	0.00
30/07/2026	14432	22/07/2026	20609 Uniforms	Creditors Invoice	47.87	0.00
30/07/2026	14431	22/07/2026	20582 Uniforms	Creditors Invoice	76.59	0.00
30/07/2026	14434	22/07/2026	19517 Uniforms	Creditors Invoice	219.36	0.00
30/07/2026	14429	22/07/2026	19393 Uniforms	Creditors Invoice	131.22	0.00
30/07/2026	14427	22/07/2026	19811 Uniforms	Creditors Invoice	295.10	0.00
30/07/2026	14425	22/07/2026	19365 Uniforms	Creditors Invoice	209.79	0.00
30/07/2026	14428A	22/07/2026	19499 Uniforms	Creditors Invoice	439.19	0.00

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30/07/2026	14441	22/07/2026	20264 Uniforms	Creditors Invoice	289.08	0.00
30/07/2026	027471	30/07/2026		Funds Transfer Payment	0.00	2,847.73
Total:					4,679.62	4,679.62
Creditor: 10261 - M2M One Pty Ltd						
09/07/2026	161632-26502	03/07/2026	SIM Cards July 2026	Creditors Invoice	24.20	0.00
09/07/2026	027003	09/07/2026		Funds Transfer Payment	0.00	24.20
Total:					24.20	24.20
Creditor: 10269 - PCC Productions Pty Ltd						
30/07/2026	3000	16/07/2026	NAIDOC 2026 50 Years of Deadly	Creditors Invoice	8,838.50	0.00
30/07/2026	3010	23/07/2026	Spinifex Spree Carnival	Creditors Invoice	21,993.40	0.00
30/07/2026	027472	30/07/2026		Funds Transfer Payment	0.00	30,831.90
Total:					30,831.90	30,831.90
Creditor: 10270 - North West Entertainment Services						
30/07/2026	597	22/07/2026	MDCC Repair of House Light	Creditors Invoice	242.00	0.00
30/07/2026	598	22/07/2026	TOPH Asset Register	Creditors Invoice	242.00	0.00
30/07/2026	590	24/06/2026	Event Set up Bootscootin	Creditors Invoice	4,911.50	0.00
30/07/2026	027473	30/07/2026		Funds Transfer Payment	0.00	5,395.50
Total:					5,395.50	5,395.50
Creditor: 10273 - Hedland Pool Care (Pilbara Pool Supplies Pty Ltd T/A)						
09/07/2026	INV-12681	30/06/2026	Pool Maintenance	Creditors Invoice	176.00	0.00
09/07/2026	027004	09/07/2026		Funds Transfer Payment	0.00	176.00
16/07/2026	INV-12807	07/07/2026	Pool Maintenance	Creditors Invoice	121.00	0.00
16/07/2026	INV-12808	07/07/2026	Pool Maintenance	Creditors Invoice	121.00	0.00
16/07/2026	INV-12805	07/07/2026	Pool Maintenance	Creditors Invoice	194.88	0.00
16/07/2026	INV-12883	14/07/2026	Pool Maintenance	Creditors Invoice	132.55	0.00
16/07/2026	027174	16/07/2026		Funds Transfer Payment	0.00	569.43
23/07/2026	INV-13002	21/07/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
23/07/2026	INV-13005	22/07/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
23/07/2026	027325	23/07/2026		Funds Transfer Payment	0.00	264.00
30/07/2026	INV-13003	21/07/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
30/07/2026	INV-13004	24/07/2026	Pool Maintenance	Creditors Invoice	187.00	0.00
30/07/2026	INV-13082	28/07/2026	Pool Maintenance	Creditors Invoice	132.00	0.00
30/07/2026	027474	30/07/2026		Funds Transfer Payment	0.00	451.00
Total:					1,460.43	1,460.43

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Creditor: 10275 - One Music Australia						
23/07/2026	APAU-000231049	01/07/2026	Annual Membership 01/07/2026 - 30/06/2027	Creditors Invoice	2,853.35	0.00
23/07/2026	027326	23/07/2026		Funds Transfer Payment	0.00	2,853.35
Total:					2,853.35	2,853.35
Creditor: 10276 - BOC Gases						
09/07/2026	4042120823	02/07/2026	VEH035 Repair	Creditors Invoice	383.61	0.00
09/07/2026	027005	09/07/2026		Funds Transfer Payment	0.00	383.61
23/07/2026	4042063476	28/06/2026	Monthly Rental 29.05.2026-27.06.2026	Creditors Invoice	248.73	0.00
23/07/2026	027327	23/07/2026		Funds Transfer Payment	0.00	248.73
30/07/2026	4042215858	27/07/2026	LPG 9KG EXCHANGE	Creditors Invoice	32.74	0.00
30/07/2026	027475	30/07/2026		Funds Transfer Payment	0.00	32.74
Total:					665.08	665.08
Creditor: 10278 - Nomads Charitable & Educational Foundation						
16/07/2026	IW 2008	03/06/2026	Transport Coverage	Creditors Invoice	660.00	0.00
16/07/2026	027175	16/07/2026		Funds Transfer Payment	0.00	660.00
Total:					660.00	660.00
Creditor: 10279 - Daniels Printing Craftsmen Pty Ltd						
09/07/2026	100836	06/07/2026	Digital Printing	Creditors Invoice	704.00	0.00
09/07/2026	027006	09/07/2026		Funds Transfer Payment	0.00	704.00
16/07/2026	100936	14/07/2026	A3 Poster Ship to Shore	Creditors Invoice	231.00	0.00
16/07/2026	027176	16/07/2026		Funds Transfer Payment	0.00	231.00
30/07/2026	101076	23/07/2026	Ship to Shore Raffle Cards	Creditors Invoice	511.50	0.00
30/07/2026	101098	27/07/2026	Printing - 4PP A5 Brochure	Creditors Invoice	385.00	0.00
30/07/2026	027476	30/07/2026		Funds Transfer Payment	0.00	896.50
Total:					1,831.50	1,831.50
Creditor: 10282 - Alia Deane						
16/07/2026	RFP_A DEANE_15072026	15/07/2026	Utilities Reimbursement	Creditors Invoice	555.92	0.00
16/07/2026	027177	16/07/2026		Funds Transfer Payment	0.00	555.92
Total:					555.92	555.92
Creditor: 10283 - Hedland Hardware						
09/07/2026	1357391	30/06/2026	Parts	Creditors Invoice	123.68	0.00
09/07/2026	027007	09/07/2026		Funds Transfer Payment	0.00	123.68
23/07/2026	1362874	10/07/2026	Minor Tools & Consumables	Creditors Invoice	42.38	0.00
23/07/2026	1365134	15/07/2026	Minor Tools and Consumables	Creditors Invoice	85.01	0.00

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23/07/2026	1365313	15/07/2026	Materials	Creditors Invoice	26.48	0.00
23/07/2026	1362581	09/07/2026	Materials	Creditors Invoice	243.00	0.00
23/07/2026	1362582	09/07/2026	Materials	Creditors Invoice	37.10	0.00
23/07/2026	027328	23/07/2026		Funds Transfer Payment	0.00	433.97
30/07/2026	1369152	22/07/2026	Minor Tools and Consumables 3rd Qtr	Creditors Invoice	141.10	0.00
30/07/2026	1362666	22/07/2026	Workshop Requirements	Creditors Invoice	67.00	0.00
30/07/2026	5002254	17/07/2026	Spinifex Spree 2026 Materials Purchase	Creditors Invoice	1,231.44	0.00
30/07/2026	5002355	23/07/2026	Parks and Garden Materials Purchased	Creditors Invoice	892.40	0.00
30/07/2026	1370294	24/07/2026	Minor Tools and Consumables	Creditors Invoice	344.76	0.00
30/07/2026	1370392	24/07/2026	Minor tools and Consumables	Creditors Invoice	39.06	0.00
30/07/2026	1370407	24/07/2026	Minor Tools and Consumables	Creditors Invoice	98.64	0.00
30/07/2026	1371520	27/07/2026	Watering Can	Creditors Invoice	28.00	0.00
30/07/2026	027477	30/07/2026		Funds Transfer Payment	0.00	2,842.40
Total:					3,400.05	3,400.05
Creditor: 10284 - Discovery Holiday Parks Pty Ltd						
09/07/2026	607686	01/07/2026	Naidoc Performer Accommodation	Creditors Invoice	805.00	0.00
09/07/2026	607520	22/06/2026	20679 Transit Accommodation	Creditors Invoice	3,322.00	0.00
09/07/2026	027008	09/07/2026		Funds Transfer Payment	0.00	4,127.00
Total:					4,127.00	4,127.00
Creditor: 10289 - Rosmech Sales & Service Pty Ltd						
23/07/2026	145153	10/07/2026	HV24-208 Parts	Creditors Invoice	1,073.61	0.00
23/07/2026	027329	23/07/2026		Funds Transfer Payment	0.00	1,073.61
Total:					1,073.61	1,073.61
Creditor: 10291 - Russell Building Approvals						
09/07/2026	INV-11430	01/07/2026	Landfill Starlink BA1 Building Permit	Creditors Invoice	495.00	0.00
09/07/2026	027009	09/07/2026		Funds Transfer Payment	0.00	495.00
Total:					495.00	495.00
Creditor: 10303 - HFM Asset Management Pty Ltd						
30/07/2026	33542A	24/07/2026	Tech Spec for 5 Solar PV Systems	Creditors Invoice	10,312.50	0.00
30/07/2026	027478	30/07/2026		Funds Transfer Payment	0.00	10,312.50
Total:					10,312.50	10,312.50
Creditor: 10309 - Coles Supermarkets Australia Pty Ltd						
09/07/2026	260898128	09/06/2026	Youth Zone Order	Creditors Invoice	75.60	0.00

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09/07/2026	261173036	25/06/2026	Fishability - Food Supplies	Creditors Invoice	118.00	0.00
09/07/2026	264576704	29/06/2026	Landfill Kitchen Supply	Creditors Invoice	417.15	0.00
09/07/2026	266438709	02/07/2026	JDH Kiosk Stock	Creditors Invoice	586.00	0.00
09/07/2026	264111559	26/06/2026	Salt 2026 Term Catering	Creditors Invoice	64.75	0.00
09/07/2026	265211933	30/06/2026	JDH Catering for Fishability	Creditors Invoice	143.05	0.00
09/07/2026	264656807	26/06/2026	Nightlights Order	Creditors Invoice	142.20	0.00
09/07/2026	264775002	30/06/2026	JDH catering	Creditors Invoice	58.01	0.00
09/07/2026	262866940	25/06/2026	Youth Zone Order	Creditors Invoice	75.25	0.00
09/07/2026	265518940	01/07/2026	Naidoc Catering	Creditors Invoice	294.20	0.00
09/07/2026	265619277	02/07/2026	Youth Zone Order	Creditors Invoice	148.87	0.00
09/07/2026	265919528	03/07/2026	Naidoc Opening Catering	Creditors Invoice	173.95	0.00
09/07/2026	263161297	02/07/2026	JDH Fruit Order	Creditors Invoice	101.74	0.00
09/07/2026	264711473	26/06/2026	Hedland Road Safety Meeting catering	Creditors Invoice	54.30	0.00
09/07/2026	027010	09/07/2026		Funds Transfer Payment	0.00	2,453.07
16/07/2026	263800358	29/06/2026	Catering	Creditors Invoice	225.30	0.00
16/07/2026	264677670	09/07/2026	Salt Catering- Term 3	Creditors Invoice	60.30	0.00
16/07/2026	263699423	09/07/2026	Naidoc Week Catering	Creditors Invoice	127.10	0.00
16/07/2026	256589669	28/04/2026	JDH Catering	Creditors Invoice	51.10	0.00
16/07/2026	265126417	03/07/2026	Children Program Catering	Creditors Invoice	659.50	0.00
16/07/2026	267190929	13/07/2026	School Holidays Week 2 - Movie Madness	Creditors Invoice	83.45	0.00
16/07/2026	267586013	14/07/2026	Week 2 Holiday Program - Consumables	Creditors Invoice	165.60	0.00
16/07/2026	027178	16/07/2026		Funds Transfer Payment	0.00	1,372.35
23/07/2026	266439941	17/07/2026	JDH Fruit Order	Creditors Invoice	48.38	0.00
23/07/2026	267586640	13/07/2026	YAC meeting Catering	Creditors Invoice	82.65	0.00
23/07/2026	265223256	06/07/2026	JDH Facility Order	Creditors Invoice	57.40	0.00
23/07/2026	264913387	20/07/2026	SHAC - International Ice Cream Day	Creditors Invoice	177.80	0.00
23/07/2026	267085815	13/07/2026	JDH Facility Order	Creditors Invoice	70.90	0.00
23/07/2026	264686117	07/07/2026	Bussin Bites Project Purchase	Creditors Invoice	177.75	0.00
23/07/2026	266201069	09/07/2026	Stadium materials	Creditors Invoice	146.20	0.00
23/07/2026	267389111	17/07/2026	SALT Catering - TERM 3	Creditors Invoice	88.25	0.00
23/07/2026	265193848	08/07/2026	Landfill Waste Awards Lunch	Creditors Invoice	138.38	0.00
23/07/2026	027330	23/07/2026		Funds Transfer Payment	0.00	987.71
30/07/2026	267429935	10/07/2026	MDCC Kiosk Item	Creditors Invoice	65.00	0.00
30/07/2026	267062773	15/07/2026	Road Safety Event - Catering	Creditors Invoice	244.80	0.00
30/07/2026	264540916	24/07/2026	AMF Supplies FY26/27	Creditors Invoice	115.10	0.00
30/07/2026	267586679	27/07/2026	Youth Zone & Bussin' Bites	Creditors Invoice	163.46	0.00
30/07/2026	027479	30/07/2026		Funds Transfer Payment	0.00	588.36
Total:					5,401.49	5,401.49
 Creditor: 10320 - MDM Entertainment Pty Ltd						
16/07/2026	SI0035419	26/06/2026	DVD'S	Creditors Invoice	552.59	0.00
16/07/2026	027179	16/07/2026		Funds Transfer Payment	0.00	552.59
30/07/2026	SI0035538	14/07/2026	Library DVD's	Creditors Invoice	186.46	0.00

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30/07/2026	027480	30/07/2026		Funds Transfer Payment	0.00	186.46
Total:					739.05	739.05
Creditor: 10322 - Charismatic Photography						
16/07/2026	00000672A	23/06/2026	Citizenship Photography June 2026	Creditors Invoice	375.00	0.00
16/07/2026	027180	16/07/2026		Funds Transfer Payment	0.00	375.00
Total:					375.00	375.00
Creditor: 10327 - oOh!media Operations Pty Ltd						
23/07/2026	33305855	30/06/2026	Always on Retail July 2026	Creditors Invoice	1,365.60	0.00
23/07/2026	027331	23/07/2026		Funds Transfer Payment	0.00	1,365.60
Total:					1,365.60	1,365.60
Creditor: 10330 - Town Team Movement Pty Ltd						
30/07/2026	INV-2204A	23/07/2026	Material Purchase	Creditors Invoice	200.90	0.00
30/07/2026	027481	30/07/2026		Funds Transfer Payment	0.00	200.90
Total:					200.90	200.90
Creditor: 10332 - Shawn Law						
30/07/2026	RFP_S LAW_240726	24/07/2026	Utilities Reimbursement	Creditors Invoice	156.51	0.00
30/07/2026	027482	30/07/2026		Funds Transfer Payment	0.00	156.51
Total:					156.51	156.51
Creditor: 10338 - Florian Goessmann						
30/07/2026	RFP_F GOESSMANN_270726	27/06/2026	Utilities Reimbursement	Creditors Invoice	410.77	0.00
30/07/2026	RFP_F GOESSMANN_27072026	27/07/2026	No BP station available to use fuel card LV24-107	Creditors Invoice	75.68	0.00
30/07/2026	027483	30/07/2026		Funds Transfer Payment	0.00	486.45
Total:					486.45	486.45
Creditor: 10340 - Lee-Anne Ober						
09/07/2026	0118	30/06/2026	Rates Support June 2026	Creditors Invoice	18,480.00	0.00
09/07/2026	027011	09/07/2026		Funds Transfer Payment	0.00	18,480.00
Total:					18,480.00	18,480.00
Creditor: 10341 - Signswest						
23/07/2026	93512	17/07/2026	Poster Lamination Career Expo	Creditors Invoice	176.00	0.00
23/07/2026	027332	23/07/2026		Funds Transfer Payment	0.00	176.00

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30/07/2026	93553	21/07/2026	Chambers Name Plates	Creditors Invoice	173.25	0.00
30/07/2026	027484	30/07/2026		Funds Transfer Payment	0.00	173.25
Total:					349.25	349.25
Creditor: 10342 - Kmart						
09/07/2026	420084	30/06/2026	Youth Zone Material Purchase	Creditors Invoice	270.50	0.00
09/07/2026	420266	30/06/2026	Children Service Resource for Events	Creditors Invoice	323.50	0.00
09/07/2026	420528	29/06/2026	Kids Club Material	Creditors Invoice	66.00	0.00
09/07/2026	420323	26/06/2026	School Holiday Program Prizes	Creditors Invoice	1,181.00	0.00
09/07/2026	027012	09/07/2026		Funds Transfer Payment	0.00	1,841.00
23/07/2026	421248	18/07/2026	AMF Storage & Organisers	Creditors Invoice	199.00	0.00
23/07/2026	420852	13/07/2026	Materials Purchase	Creditors Invoice	21.00	0.00
23/07/2026	420307	02/07/2026	School Holiday Program	Creditors Invoice	105.00	0.00
23/07/2026	420480	02/07/2026	NAIDOC Requirements	Creditors Invoice	47.00	0.00
23/07/2026	420688	09/07/2026	Stores - Notepads purchase	Creditors Invoice	14.00	0.00
23/07/2026	421355	20/07/2026	Purchase of Laptop Stands	Creditors Invoice	60.00	0.00
23/07/2026	421363	20/07/2026	Purchase of Social Sport Shed Equipment	Creditors Invoice	132.00	0.00
23/07/2026	027333	23/07/2026		Funds Transfer Payment	0.00	578.00
30/07/2026	421347	20/07/2026	Materials Purchase	Creditors Invoice	37.00	0.00
30/07/2026	421503	23/07/2026	Materials Purchase - Spinifex	Creditors Invoice	218.50	0.00
30/07/2026	421529	23/07/2026	Material Purchase	Creditors Invoice	57.00	0.00
30/07/2026	421412	21/07/2026	EH Services Material Purchase	Creditors Invoice	85.00	0.00
30/07/2026	027485	30/07/2026		Funds Transfer Payment	0.00	397.50
Total:					2,816.50	2,816.50
Creditor: 10348 - CS Legal						
09/07/2026	036105	30/06/2026	Debt Recovery	Creditors Invoice	44.00	0.00
09/07/2026	027013	09/07/2026		Funds Transfer Payment	0.00	44.00
16/07/2026	036092	25/06/2026	Debt Recovery	Creditors Invoice	138.50	0.00
16/07/2026	027181	16/07/2026		Funds Transfer Payment	0.00	138.50
Total:					182.50	182.50
Creditor: 10351 - Market Creations Agency						
09/07/2026	IH27-53	30/06/2026	CouncilConnect Subscription 01.07.26 to 30.06.2027	Creditors Invoice	26,691.50	0.00
09/07/2026	027014	09/07/2026		Funds Transfer Payment	0.00	26,691.50
16/07/2026	GZ82-20	15/07/2026	Read speaker Annual Licensing 02.10.27	Creditors Invoice	1,540.00	0.00
16/07/2026	027182	16/07/2026		Funds Transfer Payment	0.00	1,540.00
23/07/2026	IY93-4	17/07/2026	Business Validation Wildcard SSL	Creditors Invoice	1,408.00	0.00
23/07/2026	027334	23/07/2026		Funds Transfer Payment	0.00	1,408.00
Total:					29,639.50	29,639.50

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Creditor: 10358 - Initial Hygiene						
29/07/2026	98438472	22/12/2025	Relates to INV98322920	\$APCREDIT	-46.20	0.00
29/07/2026	98438473	28/07/2025	Relates to INV98322921	\$APCREDIT	-66.00	0.00
30/07/2026	98540337	14/05/2026	GAC Initial Hygiene 20/06/2026 - 19/07/2	Creditors Invoice	67.98	0.00
30/07/2026	98587131	14/07/2026	GAC Operating Expense	Creditors Invoice	67.98	0.00
30/07/2026	98534300	14/05/2026	Initial Hygiene 20.06.2026-19.07.2026	Creditors Invoice	7,406.27	0.00
30/07/2026	027486	30/07/2026		Funds Transfer Payment	0.00	7,430.03
Total:					7,430.03	7,430.03
Creditor: 10361 - Essential First Aid Training Pty Ltd						
09/07/2026	INV-8187	02/07/2026	First Aid Training	Creditors Invoice	250.00	0.00
09/07/2026	027015	09/07/2026		Funds Transfer Payment	0.00	250.00
23/07/2026	INV-8186	02/07/2026	First Aid Training	Creditors Invoice	3,910.00	0.00
23/07/2026	027335	23/07/2026		Funds Transfer Payment	0.00	3,910.00
30/07/2026	INV-8293	25/07/2026	First Aid Training - Employee 20320	Creditors Invoice	250.00	0.00
30/07/2026	INV-8292	25/07/2026	Fire Warden - Employee 19691	Creditors Invoice	300.00	0.00
30/07/2026	027487	30/07/2026		Funds Transfer Payment	0.00	550.00
Total:					4,710.00	4,710.00
Creditor: 10373 - Hedland Eye Care Pty Ltd						
30/07/2026	80613	15/07/2026	20406 Prescription Clear Lenses	Creditors Invoice	790.00	0.00
30/07/2026	027488	30/07/2026		Funds Transfer Payment	0.00	790.00
Total:					790.00	790.00
Creditor: 10382 - Cabcharge Payments Pty Ltd						
09/07/2026	INV0000379954	01/07/2026	Cab Charges June 2026	Creditors Invoice	619.53	0.00
09/07/2026	027016	09/07/2026		Funds Transfer Payment	0.00	619.53
Total:					619.53	619.53
Creditor: 10393 - Programmed Skilled Workforce Limited						
09/07/2026	5255455	02/07/2026	School Based Trainees WE 28/06/2026	Creditors Invoice	410.62	0.00
09/07/2026	5250638	21/06/2026	School Based Trainee WE 14/06/2026	Creditors Invoice	205.18	0.00
09/07/2026	5254632	28/06/2026	School Based Trainees WE 28/06/26	Creditors Invoice	410.37	0.00
09/07/2026	52454158	28/06/2026	School Based Trainee WE 21/06/2026	Creditors Invoice	226.05	0.00
09/07/2026	027017	09/07/2026		Funds Transfer Payment	0.00	1,252.22
16/07/2026	5257701	05/07/2026	School Based Trainees WE 28/06/2026	Creditors Invoice	471.34	0.00
16/07/2026	5258157	05/07/2026	School Based Trainees WE 05/07/2026	Creditors Invoice	841.60	0.00
16/07/2026	5256174	08/07/2026	Pastoral Care & Management Fees July 2026	Creditors Invoice	2,307.87	0.00

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16/07/2026	027183	16/07/2026		Funds Transfer Payment	0.00	3,620.81
Total:					4,873.03	4,873.03
Creditor: 10415 - West-Sure Security (West Sure Group Pty Ltd T/A)						
09/07/2026	36009	30/06/2026	Armed Security Cash Collection June 2026	Creditors Invoice	1,878.80	0.00
09/07/2026	027018	09/07/2026		Funds Transfer Payment	0.00	1,878.80
Total:					1,878.80	1,878.80
Creditor: 10423 - Repco						
09/07/2026	4660348394	11/06/2026	INV # 4660348293 Incorrectly Ordered	\$APCREDIT	-39.05	0.00
09/07/2026	4660346871	05/06/2026	LV19-118 Parts	Creditors Invoice	515.91	0.00
09/07/2026	027019	09/07/2026		Funds Transfer Payment	0.00	476.86
16/07/2026	4660328570A	25/03/2026	HV23-215 Credit Entry Correction	Creditors Invoice	36.68	0.00
16/07/2026	4660328570A	25/03/2026	HV23-215 Credit Entry Correction	\$APCREDIT	-21.00	0.00
16/07/2026	027184	16/07/2026		Funds Transfer Payment	0.00	15.68
30/07/2026	4660358911	17/07/2026	Parts	Creditors Invoice	178.99	0.00
30/07/2026	027489	30/07/2026		Funds Transfer Payment	0.00	178.99
Total:					671.53	671.53
Creditor: 10428 - Australia Post						
23/07/2026	1014826508	03/07/2026	Postage June 2026	Creditors Invoice	1,004.38	0.00
23/07/2026	027336	23/07/2026		Funds Transfer Payment	0.00	1,004.38
Total:					1,004.38	1,004.38
Creditor: 10430 - Western Australian Local Government Association						
16/07/2026	SI-018912	30/06/2026	Pilbara Country Zone Member Meeting Catering	Creditors Invoice	33.28	0.00
16/07/2026	027185	16/07/2026		Funds Transfer Payment	0.00	33.28
30/07/2026	SI-019534	20/07/2026	WALGA Subscriptions 26/27	Creditors Invoice	68,513.52	0.00
30/07/2026	027490	30/07/2026		Funds Transfer Payment	0.00	68,513.52
Total:					68,546.80	68,546.80
Creditor: 10435 - Sony Pictures Releasing Pty Ltd						
16/07/2026	894946-1	07/07/2026	Film Rental Masters of The Universe 2026	Creditors Invoice	275.00	0.00
16/07/2026	027186	16/07/2026		Funds Transfer Payment	0.00	275.00
Total:					275.00	275.00
Creditor: 10438 - Hospitality Inn						
30/07/2026	164663	09/07/2026	Accommodation	Creditors Invoice	2,163.00	0.00

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30/07/2026	027491	30/07/2026		Funds Transfer Payment	0.00	2,163.00
Total:					2,163.00	2,163.00
Creditor: 10442 - Benara Nurseries						
30/07/2026	301879	21/07/2026	Purchase of Plants Required	Creditors Invoice	2,193.76	0.00
30/07/2026	027492	30/07/2026		Funds Transfer Payment	0.00	2,193.76
Total:					2,193.76	2,193.76
Creditor: 10446 - Local Government Professionals Australia WA						
09/07/2026	35410	01/07/2026	Gold Subscription Renewal 01.07.2026 to 30.06.2027	Creditors Invoice	3,960.00	0.00
09/07/2026	027020	09/07/2026		Funds Transfer Payment	0.00	3,960.00
23/07/2026	35886	16/07/2026	Membership Fees 2026-2027	Creditors Invoice	560.00	0.00
23/07/2026	35631	01/07/2026	2026-2027 Affiliate Membership	Creditors Invoice	190.00	0.00
23/07/2026	027337	23/07/2026		Funds Transfer Payment	0.00	750.00
Total:					4,710.00	4,710.00
Creditor: 10449 - Hedland Emporium & Office Supplies						
09/07/2026	453629	06/07/2026	Naidoc Craft	Creditors Invoice	79.00	0.00
09/07/2026	453822	08/07/2026	Equipment Purchase	Creditors Invoice	499.00	0.00
09/07/2026	027021	09/07/2026		Funds Transfer Payment	0.00	578.00
16/07/2026	454277	13/07/2026	Adjustable Footrest	Creditors Invoice	380.55	0.00
16/07/2026	454382	14/07/2026	Monitor Stand	Creditors Invoice	75.40	0.00
16/07/2026	027187	16/07/2026		Funds Transfer Payment	0.00	455.95
23/07/2026	454503	15/07/2026	Rugged Extreme Crib Bag	Creditors Invoice	195.00	0.00
23/07/2026	027338	23/07/2026		Funds Transfer Payment	0.00	195.00
30/07/2026	455479	27/07/2026	BBQ Gas Hose	Creditors Invoice	73.95	0.00
30/07/2026	454466	15/07/2026	Landfill - Spinifex Spree Card Holder	Creditors Invoice	142.29	0.00
30/07/2026	027493	30/07/2026		Funds Transfer Payment	0.00	216.24
Total:					1,445.19	1,445.19
Creditor: 10450 - TNT Express						
09/07/2026	75244548	27/06/2026	Freight	Creditors Invoice	468.27	0.00
09/07/2026	027022	09/07/2026		Funds Transfer Payment	0.00	468.27
Total:					468.27	468.27
Creditor: 10452 - Winc Australia Pty Ltd						
09/07/2026	9050790149	30/06/2026	Consumables	Creditors Invoice	656.17	0.00
09/07/2026	9050795523	01/07/2026	Stationary	Creditors Invoice	120.09	0.00
09/07/2026	027023	09/07/2026		Funds Transfer Payment	0.00	776.26

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16/07/2026	9050790389	30/06/2026	Consumables	Creditors Invoice	37.95	0.00
16/07/2026	9050836630	07/07/2026	Creche Materials	Creditors Invoice	276.82	0.00
16/07/2026	9050837248	07/07/2026	Stationary	Creditors Invoice	458.60	0.00
16/07/2026	9050843955	08/07/2026	Consumables	Creditors Invoice	164.82	0.00
16/07/2026	9050852469	09/07/2026	Stationary	Creditors Invoice	17.12	0.00
16/07/2026	027188	16/07/2026		Funds Transfer Payment	0.00	955.31
23/07/2026	9050874269	14/07/2026	Materials	Creditors Invoice	191.96	0.00
23/07/2026	9050465207	14/05/2026	Stationary & Consumables	Creditors Invoice	349.64	0.00
23/07/2026	9050836073	07/07/2026	SHAC Stationary	Creditors Invoice	103.47	0.00
23/07/2026	027339	23/07/2026		Funds Transfer Payment	0.00	645.07
30/07/2026	9050896273	16/07/2026	Stores- Materials Purchase	Creditors Invoice	191.90	0.00
30/07/2026	9050909278	20/07/2026	Cleaning Equipment	Creditors Invoice	19.48	0.00
30/07/2026	9050888566	15/07/2026	Materials Purchase for Library use	Creditors Invoice	64.64	0.00
30/07/2026	027494	30/07/2026		Funds Transfer Payment	0.00	276.02
Total:					2,652.66	2,652.66
Creditor: 10454 - The Walt Disney Company (Australia) Pty Limited						
16/07/2026	10456514	09/07/2026	Film Rental Ice Age	Creditors Invoice	275.00	0.00
16/07/2026	10456609	09/07/2026	Film Rental Star Wars	Creditors Invoice	492.31	0.00
16/07/2026	027189	16/07/2026		Funds Transfer Payment	0.00	767.31
30/07/2026	10457596	20/07/2026	Film Rental Pirates of the Caribbean	Creditors Invoice	275.00	0.00
30/07/2026	027495	30/07/2026		Funds Transfer Payment	0.00	275.00
Total:					1,042.31	1,042.31
Creditor: 10455 - BJ Young Earthmoving Pty Ltd						
30/07/2026	1325	16/07/2026	Landfill Supply of Clean Fill	Creditors Invoice	13,068.00	0.00
30/07/2026	1326	27/07/2026	Landfill Supply of Clean Fill	Creditors Invoice	13,068.00	0.00
30/07/2026	027496	30/07/2026		Funds Transfer Payment	0.00	26,136.00
Total:					26,136.00	26,136.00
Creditor: 10456 - Connect Call Centre Services						
09/07/2026	00121892	15/06/2026	Overcalls May 2026	Creditors Invoice	679.14	0.00
09/07/2026	027024	09/07/2026		Funds Transfer Payment	0.00	679.14
Total:					679.14	679.14
Creditor: 10457 - Pilbara Motor Group						
09/07/2026	J133065135	07/07/2026	LV21-155 Service	Creditors Invoice	1,337.12	0.00
09/07/2026	027025	09/07/2026		Funds Transfer Payment	0.00	1,337.12
23/07/2026	J133065136	13/07/2026	LV25-176 Service	Creditors Invoice	447.00	0.00
23/07/2026	P123058388	02/07/2026	LV19-127 Lens	Creditors Invoice	62.00	0.00

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23/07/2026	027340	23/07/2026		Funds Transfer Payment	0.00	509.00
30/07/2026	J133065483	22/07/2026	LV24-104 Service	Creditors Invoice	1,059.21	0.00
30/07/2026	J133065487	23/07/2026	LV25-103 Service	Creditors Invoice	567.96	0.00
30/07/2026	J133065486	23/07/2026	LV20-157 Service	Creditors Invoice	739.22	0.00
30/07/2026	027497	30/07/2026		Funds Transfer Payment	0.00	2,366.39
Total:					4,212.51	4,212.51
Creditor: 10461 - Paramount Pictures Australia Pty Ltd						
23/07/2026	R2220798	04/07/2026	Film Rental Scary Movie	Creditors Invoice	275.00	0.00
23/07/2026	027341	23/07/2026		Funds Transfer Payment	0.00	275.00
Total:					275.00	275.00
Creditor: 10462 - Universal Pictures International Australasia Pty Ltd						
09/07/2026	5410468158-1	30/06/2026	Film Rental Lee Cronin's The Mummy	Creditors Invoice	330.00	0.00
09/07/2026	027026	09/07/2026		Funds Transfer Payment	0.00	330.00
23/07/2026	5410471337-1	21/07/2026	Film Rental Disclosure Day	Creditors Invoice	330.00	0.00
23/07/2026	027342	23/07/2026		Funds Transfer Payment	0.00	330.00
Total:					660.00	660.00
Creditor: 10466 - Pilbara Towing & Tilt Tray Services						
09/07/2026	20251170	01/06/2026	Towing	Creditors Invoice	750.00	0.00
09/07/2026	027027	09/07/2026		Funds Transfer Payment	0.00	750.00
Total:					750.00	750.00
Creditor: 10469 - Broadcast Australia Pty Ltd						
09/07/2026	97023755	29/06/2026	Finucane Island Power Recovery	Creditors Invoice	615.11	0.00
09/07/2026	027028	09/07/2026		Funds Transfer Payment	0.00	615.11
Total:					615.11	615.11
Creditor: 10476 - Officeworks Ltd						
09/07/2026	630432523	01/07/2026	JDH Office Chairs	Creditors Invoice	2,055.45	0.00
09/07/2026	027029	09/07/2026		Funds Transfer Payment	0.00	2,055.45
23/07/2026	630803467	14/07/2026	Youth Zone Art Cupboard Restock	Creditors Invoice	211.74	0.00
23/07/2026	027343	23/07/2026		Funds Transfer Payment	0.00	211.74
Total:					2,267.19	2,267.19
Creditor: 10477 - North West Signs						
16/07/2026	INV-41516	27/06/2026	LV22-210 Asset Sticker	Creditors Invoice	48.73	0.00

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16/07/2026	INV-41515	27/06/2026	HV24-246 Asset Sticker	Creditors Invoice	48.73	0.00
16/07/2026	027190	16/07/2026		Funds Transfer Payment	0.00	97.46
30/07/2026	INV-41694	29/07/2026	Spinifex Pull Up Banner	Creditors Invoice	319.00	0.00
30/07/2026	027498	30/07/2026		Funds Transfer Payment	0.00	319.00
Total:					416.46	416.46
Creditor: 10481 - Neverfail Springwater Limited						
09/07/2026	INV-0002612491	01/07/2026	Water Rental PHL 01/07/2026-01/07/2027	Creditors Invoice	92.20	0.00
09/07/2026	027030	09/07/2026		Funds Transfer Payment	0.00	92.20
16/07/2026	INV-002612493	01/07/2026	Depot Water Rental 01/07/2026-01/07/2027	Creditors Invoice	184.40	0.00
16/07/2026	INV-002622674	09/07/2026	MDCC Water	Creditors Invoice	208.00	0.00
16/07/2026	INV-002612494	01/07/2026	Water Rental Landfill 01/07/2026-01/07/2027	Creditors Invoice	92.20	0.00
16/07/2026	027191	16/07/2026		Funds Transfer Payment	0.00	484.60
23/07/2026	INV-0002612502	01/07/2026	MDCC Water Rental 01/07/2026-01/07/2027	Creditors Invoice	184.40	0.00
23/07/2026	INV-002635784	21/07/2026	Events Water	Creditors Invoice	386.20	0.00
23/07/2026	027344	23/07/2026		Funds Transfer Payment	0.00	570.60
30/07/2026	INV-002609949	30/06/2026	Landfill Water	Creditors Invoice	89.20	0.00
30/07/2026	INV-002627673	14/07/2026	Landfill Water	Creditors Invoice	109.00	0.00
30/07/2026	027499	30/07/2026		Funds Transfer Payment	0.00	198.20
Total:					1,345.60	1,345.60
Creditor: 10486 - Roadshow Films Pty Ltd						
23/07/2026	002715008	14/07/2026	Film Rental	Creditors Invoice	247.50	0.00
23/07/2026	027345	23/07/2026		Funds Transfer Payment	0.00	247.50
Total:					247.50	247.50
Creditor: 10488 - Woolworths Group Limited						
09/07/2026	TI-039B9-178E0E	01/07/2026	Council Meeting 01/07/2026 Catering	Creditors Invoice	78.81	0.00
09/07/2026	TI-039B9-178E0D	29/06/2026	IA Negotiations Catering	Creditors Invoice	95.54	0.00
09/07/2026	027031	09/07/2026		Funds Transfer Payment	0.00	174.35
16/07/2026	TI-039B9-178E0F	05/07/2026	CC Fruit	Creditors Invoice	43.93	0.00
16/07/2026	TI-039B9-178E0B	29/06/2026	CC Fruit	Creditors Invoice	50.74	0.00
16/07/2026	TI-039B9-178E0A	21/06/2026	CC Fruit	Creditors Invoice	51.64	0.00
16/07/2026	TI-039B9-178E12	12/07/2026	CC Fruit	Creditors Invoice	31.21	0.00
16/07/2026	TI-039B9-178E10	08/07/2026	Catering	Creditors Invoice	137.26	0.00
16/07/2026	TI-039B9-178E11	08/07/2026	Stores Consumables	Creditors Invoice	193.57	0.00
16/07/2026	027192	16/07/2026		Funds Transfer Payment	0.00	508.35
30/07/2026	TI-039B9-178E14	23/07/2026	CC Fruit	Creditors Invoice	50.92	0.00
30/07/2026	027500	30/07/2026		Funds Transfer Payment	0.00	50.92
Total:					733.62	733.62

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Creditor: 10489 - Waterchoice						
09/07/2026	INV-51392	01/07/2026	Monthly Rental Fee Water Filter SHL	Creditors Invoice	59.60	0.00
09/07/2026	027032	09/07/2026		Funds Transfer Payment	0.00	59.60
Total:					59.60	59.60
Creditor: 10491 - Pirtek Port Hedland (Hodford Tek Pty Ltd T/A)						
09/07/2026	PH-T00091237	28/05/2026	HV23-230 Hose Burst	Creditors Invoice	277.20	0.00
09/07/2026	PH-T00091887	07/07/2026	TR19-301 Parts	Creditors Invoice	540.66	0.00
09/07/2026	027033	09/07/2026		Funds Transfer Payment	0.00	817.86
23/07/2026	PH-T00091782	30/03/2026	Parts	Creditors Invoice	179.18	0.00
23/07/2026	PH-T00091705	26/06/2026	HV24-249 Parts	Creditors Invoice	25.25	0.00
23/07/2026	PH-T00091709	26/06/2026	HV24-249 Parts	Creditors Invoice	24.02	0.00
23/07/2026	PH-T00091732	27/06/2026	HV23-228 Hydraulic Fittings	Creditors Invoice	522.64	0.00
23/07/2026	027346	23/07/2026		Funds Transfer Payment	0.00	751.09
30/07/2026	PH-T00092067	16/07/2026	HV24-249 Parts	Creditors Invoice	42.90	0.00
30/07/2026	PH-T00091905	08/07/2026	Parts	Creditors Invoice	11.12	0.00
30/07/2026	PH-T00091911	08/07/2026	Spiral Safety Guard	Creditors Invoice	276.32	0.00
30/07/2026	027501	30/07/2026		Funds Transfer Payment	0.00	330.34
Total:					1,899.29	1,899.29
Creditor: 10493 - T-Quip (TA TOCOJEP A Pty Ltd)						
30/07/2026	151572 #6	22/07/2026	HV24-206 Parts	Creditors Invoice	86.52	0.00
30/07/2026	027502	30/07/2026		Funds Transfer Payment	0.00	86.52
Total:					86.52	86.52
Creditor: 10499 - JWS Yardworx (Kubala Family Trust T/A)						
23/07/2026	00107563	28/06/2026	SP26-001 Repair Carby	Creditors Invoice	297.00	0.00
23/07/2026	027347	23/07/2026		Funds Transfer Payment	0.00	297.00
30/07/2026	00107582	26/07/2026	SH Skate Park Stump Grinding	Creditors Invoice	385.00	0.00
30/07/2026	027503	30/07/2026		Funds Transfer Payment	0.00	385.00
Total:					682.00	682.00
Creditor: 10501 - Studiocanal Pty Ltd						
23/07/2026	AU123438	13/07/2026	Film Rental Kangaroo	Creditors Invoice	330.00	0.00
23/07/2026	027348	23/07/2026		Funds Transfer Payment	0.00	330.00
Total:					330.00	330.00

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Creditor: 10502 - Rialto Distribution						
16/07/2026	1589/180	02/07/2026	Film Hire Beast	Creditors Invoice	247.50	0.00
16/07/2026	1710/145	02/07/2026	Film Hire Buffalo Kids	Creditors Invoice	247.50	0.00
16/07/2026	027193	16/07/2026		Funds Transfer Payment	0.00	495.00
Total:					495.00	495.00
Creditor: 10505 - Magabala Books (Magabala Books Aboriginal Corporation T/A)						
16/07/2026	INV-12585A	08/07/2026	Various Books	Creditors Invoice	2,216.72	0.00
16/07/2026	027194	16/07/2026		Funds Transfer Payment	0.00	2,216.72
Total:					2,216.72	2,216.72
Creditor: 10507 - Links Modular Solutions Pty Ltd						
23/07/2026	IN2512194	01/07/2026	JDH Monthly Fee July 2026	Creditors Invoice	786.96	0.00
23/07/2026	027349	23/07/2026		Funds Transfer Payment	0.00	786.96
Total:					786.96	786.96
Creditor: 10508 - Madman Entertainment Pty Ltd						
30/07/2026	IN1237558	21/07/2026	Film Rental High Ground	Creditors Invoice	330.00	0.00
30/07/2026	IN1237559	21/07/2026	Film Rental Power Ballad	Creditors Invoice	220.00	0.00
30/07/2026	027504	30/07/2026		Funds Transfer Payment	0.00	550.00
Total:					550.00	550.00
Creditor: 10513 - Coca-Cola Amatil (Aust) Pty Ltd - Matt Dan CC Account						
09/07/2026	239655173	03/07/2026	Matt Dann Cold Drink Order	Creditors Invoice	1,904.82	0.00
09/07/2026	027034	09/07/2026		Funds Transfer Payment	0.00	1,904.82
Total:					1,904.82	1,904.82
Creditor: 10514 - Galvins Plumbing Plus						
09/07/2026	2234215	01/07/2026	Irrigation Plumbing Material Purchase	Creditors Invoice	179.47	0.00
09/07/2026	2237440	03/07/2026	Irrigation Plumbing Material	Creditors Invoice	274.24	0.00
09/07/2026	2242470	07/07/2026	Landfill Parts	Creditors Invoice	966.13	0.00
09/07/2026	2243615	08/07/2026	Landfill Plumbing work	Creditors Invoice	50.82	0.00
09/07/2026	027035	09/07/2026		Funds Transfer Payment	0.00	1,470.66
16/07/2026	2236643	02/07/2026	Landfill Material Purchase	Creditors Invoice	1,894.70	0.00
16/07/2026	027195	16/07/2026		Funds Transfer Payment	0.00	1,894.70
23/07/2026	2254877	16/07/2026	LV26-116 Plumbing Supplies	Creditors Invoice	104.62	0.00
23/07/2026	027350	23/07/2026		Funds Transfer Payment	0.00	104.62
30/07/2026	2272242	29/07/2026	Davey Mukmova Pump	Creditors Invoice	6,585.15	0.00

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30/07/2026	027505	30/07/2026		Funds Transfer Payment	0.00	6,585.15
Total:					10,055.13	10,055.13
Creditor: 10527 - Horizon Power						
23/07/2026	593851_06072026	06/07/2026	Supply and Usage	Creditors Invoice	30.47	0.00
23/07/2026	591304_06072026	06/07/2026	Supply and Usage	Creditors Invoice	173.92	0.00
23/07/2026	510142_02072026	02/07/2026	Supply and Usage	Creditors Invoice	21,330.51	0.00
23/07/2026	575821_15072026	15/07/2026	Supply and Usage	Creditors Invoice	842.02	0.00
23/07/2026	297225_16072026	16/07/2026	Supply and Usage	Creditors Invoice	92.84	0.00
23/07/2026	267563_02072026	02/07/2026	Supply and Usage	Creditors Invoice	7,386.50	0.00
23/07/2026	248536_16072026	16/07/2026	Supply and Usage	Creditors Invoice	4,955.14	0.00
23/07/2026	553701_15072026	15/07/2026	Supply and Usage	Creditors Invoice	275.82	0.00
23/07/2026	553475_15072026	15/07/2026	Supply and Usage	Creditors Invoice	406.51	0.00
23/07/2026	565216_15072026	15/07/2026	Supply and Usage	Creditors Invoice	58.35	0.00
23/07/2026	548726_15072026	15/07/2026	Supply and Usage	Creditors Invoice	189.82	0.00
23/07/2026	551477_15072026	15/07/2026	Supply and Usage	Creditors Invoice	929.89	0.00
23/07/2026	550602_15072026	15/07/2026	Supply and Usage	Creditors Invoice	209.36	0.00
23/07/2026	253166_15072026	15/07/2026	Supply and Usage	Creditors Invoice	1,029.31	0.00
23/07/2026	569290_15072026	15/07/2026	Supply and Usage	Creditors Invoice	249.10	0.00
23/07/2026	192320_13072026	13/07/2026	Supply and Usage	Creditors Invoice	389.07	0.00
23/07/2026	268925_13072026	13/07/2026	Supply and Usage	Creditors Invoice	139.01	0.00
23/07/2026	550604_13072026	13/07/2026	Supply and Usage	Creditors Invoice	2,853.08	0.00
23/07/2026	214080_13072026	13/07/2026	Supply and Usage	Creditors Invoice	166.54	0.00
23/07/2026	563932_10072026	10/07/2026	Supply and Usage	Creditors Invoice	2,242.02	0.00
23/07/2026	589599_16072026	16/07/2026	Supply and Usage	Creditors Invoice	3,705.00	0.00
23/07/2026	419159_06072026	06/07/2026	Supply and Usage	Creditors Invoice	225.09	0.00
23/07/2026	510139_17072026	17/07/2026	Supply and Usage	Creditors Invoice	6,208.28	0.00
23/07/2026	591304_14072026	14/07/2026	Supply and Usage	Creditors Invoice	24.89	0.00
23/07/2026	591553_20072026	20/07/2026	Supply and Usage	Creditors Invoice	210.61	0.00
23/07/2026	110609_10072026	10/07/2026	Supply and Usage	Creditors Invoice	620.86	0.00
23/07/2026	543957_10072026	10/07/2026	Supply and Usage	Creditors Invoice	351.73	0.00
23/07/2026	117495_03072026	03/07/2026	Supply and Usage	Creditors Invoice	1,120.39	0.00
23/07/2026	367155_03072026	03/07/2026	Supply & Usage	Creditors Invoice	437.42	0.00
23/07/2026	269581_01072026	01/07/2026	Supply and Usage	Creditors Invoice	267.69	0.00
23/07/2026	325366_13072026	13/07/2026	Supply and Usage	Creditors Invoice	391.81	0.00
23/07/2026	027351	23/07/2026		Funds Transfer Payment	0.00	57,513.05
30/07/2026	127504_27072026	27/07/2026	Supply and Usage	Creditors Invoice	399.55	0.00
30/07/2026	261715_27072026	27/07/2026	Supply and Usage	Creditors Invoice	362.07	0.00
30/07/2026	118694_27072026	27/07/2026	Supply and Usage	Creditors Invoice	396.62	0.00
30/07/2026	593807_27072026	27/07/2026	Supply and Usage	Creditors Invoice	159.17	0.00
30/07/2026	273354_01072026	01/07/2026	Supply and Usage	Creditors Invoice	87,131.38	0.00
30/07/2026	510143_02072026	02/07/2026	Supply and Usage	Creditors Invoice	33,320.52	0.00
30/07/2026	379569_27072026	27/07/2026	Supply and Usage	Creditors Invoice	524.97	0.00
30/07/2026	213494_16072026	27/07/2026	Supply and Usage	Creditors Invoice	589.12	0.00

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30/07/2026	582643_29072026	29/07/2026	Supply and Usage	Creditors Invoice	127.98	0.00
30/07/2026	027506	30/07/2026		Funds Transfer Payment	0.00	123,011.38
Total:					180,524.43	180,524.43
Creditor: 10529 - Blackwoods - BBC						
09/07/2026	SI15453286	25/06/2026	Stores Material Purchase	Creditors Invoice	58.08	0.00
09/07/2026	SI15466429	26/06/2026	Reflective Tape	Creditors Invoice	118.80	0.00
09/07/2026	SI15433157	24/06/2026	Stores Material Purchase	Creditors Invoice	171.23	0.00
09/07/2026	027036	09/07/2026		Funds Transfer Payment	0.00	348.11
16/07/2026	SI15592462	11/07/2026	Stores Material Purchase	Creditors Invoice	1,777.60	0.00
16/07/2026	SI15524807	03/07/2026	Stores Material Purchase	Creditors Invoice	726.00	0.00
16/07/2026	027196	16/07/2026		Funds Transfer Payment	0.00	2,503.60
23/07/2026	SI15617379	14/07/2026	Personal Protective	Creditors Invoice	109.12	0.00
23/07/2026	SI15591909	11/07/2026	Spill Kit Chemical Bin	Creditors Invoice	2,112.00	0.00
23/07/2026	SI15639908	16/07/2026	Stores Material Purchase	Creditors Invoice	418.75	0.00
23/07/2026	SI15623232	15/07/2026	Landfill Materials	Creditors Invoice	844.80	0.00
23/07/2026	027352	23/07/2026		Funds Transfer Payment	0.00	3,484.67
30/07/2026	SI15688924	22/07/2026	Stores Consumables	Creditors Invoice	244.71	0.00
30/07/2026	SI15615762	14/07/2026	Safety Consumables	Creditors Invoice	284.24	0.00
30/07/2026	SI15716493	24/07/2026	Stores Material Purchase	Creditors Invoice	501.86	0.00
30/07/2026	SI15623360	14/07/2026	Boot Cover	Creditors Invoice	293.04	0.00
30/07/2026	SI15650712	17/07/2026	Spinifex Spree Materials	Creditors Invoice	39.19	0.00
30/07/2026	SI15705632	23/07/2026	Spinifex Consumables	Creditors Invoice	32.91	0.00
30/07/2026	SI15646628	17/07/2026	Spinifex Consumables	Creditors Invoice	849.23	0.00
30/07/2026	SI15743852	28/07/2026	Scotch Weld	Creditors Invoice	228.80	0.00
30/07/2026	027507	30/07/2026		Funds Transfer Payment	0.00	2,473.98
Total:					8,810.36	8,810.36
Creditor: 10536 - Workforce Health Assessors Pty Ltd						
16/07/2026	INV-127072	30/06/2026	Standard Medical and D&A	Creditors Invoice	570.90	0.00
16/07/2026	027197	16/07/2026		Funds Transfer Payment	0.00	570.90
23/07/2026	INV-125713	23/06/2026	Standard Medicals and D&A's	Creditors Invoice	4,310.90	0.00
23/07/2026	INV-124192	31/05/2026	Standard Medicals and D&A	Creditors Invoice	7,465.98	0.00
23/07/2026	027353	23/07/2026		Funds Transfer Payment	0.00	11,776.88
30/07/2026	INV-127663	30/06/2026	Medical, Audio & Spiro	Creditors Invoice	419.10	0.00
30/07/2026	027508	30/07/2026		Funds Transfer Payment	0.00	419.10
Total:					12,766.88	12,766.88
Creditor: 10547 - Major Motors (The Trustee Major Motors Unit Trust T/A)						
23/07/2026	1942342	16/07/2026	HV23-226 Repair and Maintenance	Creditors Invoice	1,603.18	0.00
23/07/2026	1929377	23/06/2026	HV23-226 Hookloader	Creditors Invoice	4,870.93	0.00

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23/07/2026	1910892	19/05/2026	INV # 1910693 HV23-225 Parts	\$APCREDIT	-7.78	0.00
23/07/2026	027354	23/07/2026		Funds Transfer Payment	0.00	6,466.33
Total:					6,466.33	6,466.33
Creditor: 10568 - Orro Pty Ltd						
09/07/2026	1076509	06/07/2026	Supply and Usage June 2026	Creditors Invoice	1,963.28	0.00
09/07/2026	027037	09/07/2026		Funds Transfer Payment	0.00	1,963.28
Total:					1,963.28	1,963.28
Creditor: 10574 - Town of Port Hedland						
09/07/2026	RFP_TOPH_23062026	23/06/2026	BSL Commission July 2025	Creditors Invoice	125.00	0.00
09/07/2026	RFP_TOPH_07072026	07/07/2026	BSL Commission June 2026	Creditors Invoice	70.00	0.00
09/07/2026	027038	09/07/2026		Funds Transfer Payment	0.00	195.00
16/07/2026	RFP_TOPH_10072026	10/07/2026	BSL Commission for BSL Collected March 2026	Creditors Invoice	75.00	0.00
16/07/2026	027198	16/07/2026		Funds Transfer Payment	0.00	75.00
Total:					270.00	270.00
Creditor: 10577 - Allied Pickfords - Sirva Pty Ltd - Port Hedland						
16/07/2026	NWM5053460A	24/06/2026	Removal Ref: 5053460	Creditors Invoice	2,816.00	0.00
16/07/2026	027199	16/07/2026		Funds Transfer Payment	0.00	2,816.00
23/07/2026	PHE5069432	21/07/2026	20651 Relocation of Employee	Creditors Invoice	4,321.38	0.00
23/07/2026	027355	23/07/2026		Funds Transfer Payment	0.00	4,321.38
Total:					7,137.38	7,137.38
Creditor: 10588 - Jtagz Pty Ltd						
23/07/2026	00039560	16/07/2026	Animal Registration Tags	Creditors Invoice	542.58	0.00
23/07/2026	027356	23/07/2026		Funds Transfer Payment	0.00	542.58
Total:					542.58	542.58
Creditor: 10589 - Kestrel Cleaning Services & Supplies Pty Ltd						
09/07/2026	INV-35313	06/07/2026	Cleaning Material Purchase	Creditors Invoice	153.98	0.00
09/07/2026	027039	09/07/2026		Funds Transfer Payment	0.00	153.98
16/07/2026	INV-35348	13/07/2026		Creditors Invoice	175.98	0.00
16/07/2026	027200	16/07/2026		Funds Transfer Payment	0.00	175.98
23/07/2026	INV-35314	13/07/2026	Cleaning Material Purchase	Creditors Invoice	230.97	0.00
23/07/2026	027357	23/07/2026		Funds Transfer Payment	0.00	230.97
Total:					560.93	560.93

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Creditor: 10594 - Technogym Australia Pty Ltd						
23/07/2026	2675000732	18/06/2026	GAC Care Performance 01/07/2026 - 30/06/2027	Creditors Invoice	20,753.57	0.00
23/07/2026	027358	23/07/2026		Funds Transfer Payment	0.00	20,753.57
Total:					20,753.57	20,753.57
Creditor: 10596 - Aquatic Services WA Pty Ltd						
09/07/2026	AS#20260601	29/06/2026	SHAC Recirculation Foot Valves	Creditors Invoice	1,614.80	0.00
09/07/2026	027040	09/07/2026		Funds Transfer Payment	0.00	1,614.80
30/07/2026	AS#20260658	25/07/2026	Gratwick Pool Plant Servicing July 2026	Creditors Invoice	2,165.90	0.00
30/07/2026	AS#20260657	25/07/2026	South Hedland Pool Plant Servicing July 2026	Creditors Invoice	3,443.66	0.00
30/07/2026	AS#20260656	25/07/2026	Material and Labour	Creditors Invoice	899.35	0.00
30/07/2026	027509	30/07/2026		Funds Transfer Payment	0.00	6,508.91
Total:					8,123.71	8,123.71
Creditor: 10598 - Team Global Express						
09/07/2026	1390-GUJ527	05/07/2026	Freight	Creditors Invoice	132.72	0.00
09/07/2026	027041	09/07/2026		Funds Transfer Payment	0.00	132.72
16/07/2026	1391-GUJ527	12/07/2026	Freight - Works and Services	Creditors Invoice	1,353.21	0.00
16/07/2026	027201	16/07/2026		Funds Transfer Payment	0.00	1,353.21
23/07/2026	1392-GUJ527	19/07/2026	Freight	Creditors Invoice	1,244.27	0.00
23/07/2026	1290308	21/07/2026	Freight	Creditors Invoice	1,991.94	0.00
23/07/2026	027359	23/07/2026		Funds Transfer Payment	0.00	3,236.21
30/07/2026	1393-GUJ527	26/07/2026	Freight	Creditors Invoice	35.04	0.00
30/07/2026	027510	30/07/2026		Funds Transfer Payment	0.00	35.04
Total:					4,757.18	4,757.18
Creditor: 10623 - OTR Tyres (TKPH Pty Ltd T/A)						
09/07/2026	204960	07/07/2026	LV25-122 Tyre	Creditors Invoice	440.70	0.00
09/07/2026	027042	09/07/2026		Funds Transfer Payment	0.00	440.70
16/07/2026	204023	30/06/2026	LV20-141 Tyre Repair	Creditors Invoice	44.00	0.00
16/07/2026	027202	16/07/2026		Funds Transfer Payment	0.00	44.00
23/07/2026	204757	06/07/2026	LV23-125 HV24-206 Puncture Repair	Creditors Invoice	110.00	0.00
23/07/2026	205267	10/07/2026	LV26-111 Tyres	Creditors Invoice	2,253.00	0.00
23/07/2026	205530	14/07/2026	HV22-210 Tyre Repair	Creditors Invoice	66.00	0.00
23/07/2026	206516	22/07/2026	HV23-221 Puncture Repair	Creditors Invoice	66.00	0.00
23/07/2026	027360	23/07/2026		Funds Transfer Payment	0.00	2,495.00
30/07/2026	206843	24/07/2026	LV21-153 Tyre Repair	Creditors Invoice	44.00	0.00
30/07/2026	206845	24/07/2026	HV23-226 Tyres	Creditors Invoice	480.70	0.00
30/07/2026	027511	30/07/2026		Funds Transfer Payment	0.00	524.70
Total:					3,504.40	3,504.40

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10636 - Dirty Deeds Property Services						
09/07/2026	11341	30/06/2026	Tree Removal	Creditors Invoice	330.00	0.00
09/07/2026	027043	09/07/2026		Funds Transfer Payment	0.00	330.00
30/07/2026	11382	24/07/2026	Lawns/Garden & Retic Control	Creditors Invoice	3,300.00	0.00
30/07/2026	027512	30/07/2026		Funds Transfer Payment	0.00	3,300.00
Total:					3,630.00	3,630.00
Creditor: 10659 - The Grants Hub						
23/07/2026	0001093600	19/07/2026	Essential Annual Subscription 19/07/26 to 19/07/27	Creditors Invoice	313.20	0.00
23/07/2026	027361	23/07/2026		Funds Transfer Payment	0.00	313.20
Total:					313.20	313.20
Creditor: 10663 - Vocus Pty Ltd - Internet						
09/07/2026	P1476012	01/07/2026	Supply & Usage July 2026	Creditors Invoice	2,255.00	0.00
09/07/2026	027044	09/07/2026		Funds Transfer Payment	0.00	2,255.00
Total:					2,255.00	2,255.00
Creditor: 10665 - Jabat Dance Incorporated						
16/07/2026	INV-0735A	28/05/2026	Celebrate Hedland Troupe Performance	Creditors Invoice	550.00	0.00
16/07/2026	027203	16/07/2026		Funds Transfer Payment	0.00	550.00
Total:					550.00	550.00
Creditor: 10676 - Chemcentre						
23/07/2026	1964425S7277	17/07/2026	Water Samples	Creditors Invoice	2,144.78	0.00
23/07/2026	027362	23/07/2026		Funds Transfer Payment	0.00	2,144.78
Total:					2,144.78	2,144.78
Creditor: 10705 - Lo-Go Appointments WA (Helene Pty Ltd T/A)						
09/07/2026	H7084	30/06/2026	Contracting Services WE 27/06/2026	Creditors Invoice	4,328.04	0.00
09/07/2026	027045	09/07/2026		Funds Transfer Payment	0.00	4,328.04
16/07/2026	H7121	08/07/2026	Contractor Services WE 04/07/2026	Creditors Invoice	4,560.93	0.00
16/07/2026	027204	16/07/2026		Funds Transfer Payment	0.00	4,560.93
23/07/2026	H7160	15/07/2026	Contracting Services WE 11/07/2026	Creditors Invoice	4,660.73	0.00
23/07/2026	027363	23/07/2026		Funds Transfer Payment	0.00	4,660.73
30/07/2026	H7198	22/07/2026	Contracting Services WE 18/07/2026	Creditors Invoice	4,461.45	0.00
30/07/2026	027513	30/07/2026		Funds Transfer Payment	0.00	4,461.45
Total:					18,011.15	18,011.15

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Creditor: 10714 - Alex Kandie						
16/07/2026	RFP_A KANDIE_13072026	13/07/2026	Utilities Reimbursement	Creditors Invoice	500.44	0.00
16/07/2026	027205	16/07/2026		Funds Transfer Payment	0.00	500.44
Total:					500.44	500.44
Creditor: 10734 - Able Concepts (Aust.) Pty Ltd						
16/07/2026	39509	10/07/2026	Necklace PVC Covered	Creditors Invoice	704.00	0.00
16/07/2026	027206	16/07/2026		Funds Transfer Payment	0.00	704.00
Total:					704.00	704.00
Creditor: 10735 - Bin Liners Australia (The Bealey Family Trust T/A)						
09/07/2026	20444	02/07/2026	Stores Bin Liner	Creditors Invoice	3,993.00	0.00
09/07/2026	027046	09/07/2026		Funds Transfer Payment	0.00	3,993.00
Total:					3,993.00	3,993.00
Creditor: 10757 - Extreme Marquees Pty Ltd						
23/07/2026	SO324415	03/06/2026	JDH Marquee	Creditors Invoice	3,443.44	0.00
23/07/2026	027364	23/07/2026		Funds Transfer Payment	0.00	3,443.44
Total:					3,443.44	3,443.44
Creditor: 10764 - Minter Ellison						
23/07/2026	11496701	30/06/2026	Lgeal Matter	Creditors Invoice	3,495.80	0.00
23/07/2026	027365	23/07/2026		Funds Transfer Payment	0.00	3,495.80
Total:					3,495.80	3,495.80
Creditor: 10772 - Redfish Technologies Pty Ltd						
09/07/2026	67334	01/07/2026	VP450134 - RedFish Service Level Agreement Year 2 26/27	Creditors Invoice	7,333.26	0.00
09/07/2026	027047	09/07/2026		Funds Transfer Payment	0.00	7,333.26
Total:					7,333.26	7,333.26
Creditor: 10787 - Smirkey's Sports						
09/07/2026	6291649	25/06/2026	Tables for Spinifex Spree	Creditors Invoice	650.00	0.00
09/07/2026	027048	09/07/2026		Funds Transfer Payment	0.00	650.00
30/07/2026	8382552	24/07/2026	Landfill Gazebo's	Creditors Invoice	630.00	0.00
30/07/2026	027514	30/07/2026		Funds Transfer Payment	0.00	630.00
Total:					1,280.00	1,280.00

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Creditor: 10800 - Michael Lancelot Rodrigues						
09/07/2026	RFP_M RODRIGUES	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	027049	09/07/2026		Funds Transfer Payment	0.00	675.00
16/07/2026	RFP_M RODRIGUES	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027207	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_M RODRIGUES	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027366	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_M RODRIGUES	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027515	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					2,700.00	2,700.00
Creditor: 10847 - Hitachi Construction Machinery (Aus) Pty Ltd						
23/07/2026	SI2110716	08/07/2026	HV23-230 Parts	Creditors Invoice	4,934.26	0.00
23/07/2026	027367	23/07/2026		Funds Transfer Payment	0.00	4,934.26
Total:					4,934.26	4,934.26
Creditor: 10848 - Kee Hire Pty Ltd						
30/07/2026	1000232709	28/07/2026	Hire Isuzu FVZ 240-300 Water Cart	Creditors Invoice	1,914.00	0.00
30/07/2026	027516	30/07/2026		Funds Transfer Payment	0.00	1,914.00
Total:					1,914.00	1,914.00
Creditor: 10873 - PHIA Operating Company Pty Ltd						
23/07/2026	PO015042	30/06/2026	Long Term Parking June 2026	Creditors Invoice	171.00	0.00
23/07/2026	027368	23/07/2026		Funds Transfer Payment	0.00	171.00
Total:					171.00	171.00
Creditor: 10875 - Jaffa Room (The Northstar Asset Trust T/A)						
30/07/2026	00013952	19/07/2026	Spinifex Cinema	Creditors Invoice	1,430.00	0.00
30/07/2026	027517	30/07/2026		Funds Transfer Payment	0.00	1,430.00
Total:					1,430.00	1,430.00
Creditor: 10889 - Australia & New Zealand Recycling Platform Limited						
16/07/2026	INV-0389	30/06/2026	Recycling non-NTCRS	Creditors Invoice	659.95	0.00
16/07/2026	027208	16/07/2026		Funds Transfer Payment	0.00	659.95
Total:					659.95	659.95

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Creditor: 10902 - Khristle Barr						
09/07/2026	RFP_K BARR	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	027050	09/07/2026		Funds Transfer Payment	0.00	675.00
16/07/2026	RFP_K BARR	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027209	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_K BARR	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027369	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_K BARR_16072026	16/07/2026	Utilities Reimbursement	Creditors Invoice	1,000.00	0.00
30/07/2026	RFP_K BARR	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027518	30/07/2026		Funds Transfer Payment	0.00	1,675.00
Total:					3,700.00	3,700.00
Creditor: 10922 - Want Pest Control Pty Ltd						
09/07/2026	6737A	17/06/2026	Pest control and exterminating	Creditors Invoice	308.00	0.00
09/07/2026	6941	07/07/2026	Herbicide at Cemetery Beach	Creditors Invoice	1,914.00	0.00
09/07/2026	027051	09/07/2026		Funds Transfer Payment	0.00	2,222.00
Total:					2,222.00	2,222.00
Creditor: 10928 - MKT - Taxation Advisors (MKT Pty Ltd T/A)						
16/07/2026	RFP_MKT TAXATION ADVISORS_0707	07/07/2026	2026 FBT Return Preparation	Creditors Invoice	16,566.00	0.00
16/07/2026	027210	16/07/2026		Funds Transfer Payment	0.00	16,566.00
Total:					16,566.00	16,566.00
Creditor: 10934 - Cab City Pizzeria (Gabaldon, Lorena T/A)						
09/07/2026	INV-0058AA	15/06/2026	Reconcile Week Catering	Creditors Invoice	3,380.00	0.00
09/07/2026	027052	09/07/2026		Funds Transfer Payment	0.00	3,380.00
Total:					3,380.00	3,380.00
Creditor: 10939 - Christine Ruth Fairbrother						
09/07/2026	RFP_C FAIRBROTHER_02072026	02/07/2026	Utilities Reimbursement	Creditors Invoice	66.00	0.00
09/07/2026	027053	09/07/2026		Funds Transfer Payment	0.00	66.00
30/07/2026	RFP_C FAIRBROTHER	21/07/2026	Reimbursement Work Expenses	Creditors Invoice	231.40	0.00
30/07/2026	027519	30/07/2026		Funds Transfer Payment	0.00	231.40
Total:					297.40	297.40
Creditor: 10947 - Brumby's Go Shop (The Trust For Port Hedland Unit Trust T/A)						
09/07/2026	INV-1600A	01/07/2026	Catering for Access and inclusion Group	Creditors Invoice	103.40	0.00

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09/07/2026	027054	09/07/2026		Funds Transfer Payment	0.00	103.40
Total:					103.40	103.40
Creditor: 10957 - C A Technology Pty Ltd						
09/07/2026	CMAU001168	18/06/2026	Subscription renewal 22/06/2026 to 21/06/2027	Creditors Invoice	62,932.27	0.00
09/07/2026	027055	09/07/2026		Funds Transfer Payment	0.00	62,932.27
Total:					62,932.27	62,932.27
Creditor: 10965 - Australia Day Council of WA Inc.						
09/07/2026	INV-2802A	08/06/2026	Auspire Subscription	Creditors Invoice	836.00	0.00
09/07/2026	027056	09/07/2026		Funds Transfer Payment	0.00	836.00
Total:					836.00	836.00
Creditor: 10980 - PH Glazing & Building Maint (RJ Pearce Family Trust T/A)						
23/07/2026	INV-5358	10/07/2026	Stadium Install Fire Hose Cupboards	Creditors Invoice	8,096.00	0.00
23/07/2026	027370	23/07/2026		Funds Transfer Payment	0.00	8,096.00
Total:					8,096.00	8,096.00
Creditor: 10996 - LinkedIn Singapore Pty Ltd						
23/07/2026	51110763017	01/07/2026	LinkedIn Agreement 01/07/2026-30/06/2027	Creditors Invoice	27,192.00	0.00
23/07/2026	027371	23/07/2026		Funds Transfer Payment	0.00	27,192.00
Total:					27,192.00	27,192.00
Creditor: 10998 - GHD Pty Ltd						
30/07/2026	112-0286326	30/06/2026	Gilbert Street Culvert Design Works	Creditors Invoice	12,338.70	0.00
30/07/2026	027520	30/07/2026		Funds Transfer Payment	0.00	12,338.70
Total:					12,338.70	12,338.70
Creditor: 11009 - Nightlife Music Pty Ltd						
23/07/2026	879812	20/07/2026	MDCC Music Zone 01/08/2026 to 31/08/2026	Creditors Invoice	407.00	0.00
23/07/2026	027372	23/07/2026		Funds Transfer Payment	0.00	407.00
Total:					407.00	407.00
Creditor: 11012 - Environmental Health Australia (WA) Inc.						
16/07/2026	126329	01/07/2026	Corporate Membership EHA	Creditors Invoice	1,350.00	0.00

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16/07/2026	027211	16/07/2026		Funds Transfer Payment	0.00	1,350.00
Total:					1,350.00	1,350.00
Creditor: 11020 - Jason Ruhle						
09/07/2026	RFP_J RUHLE_02072026	02/07/2026	Utilities Reimbursement	Creditors Invoice	691.07	0.00
09/07/2026	027057	09/07/2026		Funds Transfer Payment	0.00	691.07
Total:					691.07	691.07
Creditor: 11024 - Candid Captures by AJ Downes (Anrym Joalan Downes T/A)						
09/07/2026	1040	01/07/2026	Naidoc Week Event	Creditors Invoice	745.00	0.00
09/07/2026	027058	09/07/2026		Funds Transfer Payment	0.00	745.00
23/07/2026	1034A	18/06/2026	Ship to Shore	Creditors Invoice	760.00	0.00
23/07/2026	027373	23/07/2026		Funds Transfer Payment	0.00	760.00
30/07/2026	1046A	22/07/2026	Elders Portrait Project	Creditors Invoice	705.00	0.00
30/07/2026	027521	30/07/2026		Funds Transfer Payment	0.00	705.00
Total:					2,210.00	2,210.00
Creditor: 11031 - Advanced Protection Plus Pty Ltd						
09/07/2026	2736	30/06/2026	Security Services June 2026	Creditors Invoice	49,595.04	0.00
09/07/2026	2648	31/05/2026	Security services May 2026	Creditors Invoice	49,595.04	0.00
09/07/2026	2720	25/06/2026	Sunset Food Market June 2026	Creditors Invoice	775.26	0.00
09/07/2026	027059	09/07/2026		Funds Transfer Payment	0.00	99,965.34
16/07/2026	2775	02/07/2026	Security Services - May 2026	Creditors Invoice	16,945.11	0.00
16/07/2026	2776	02/07/2026	Security Services - June 2026	Creditors Invoice	26,292.55	0.00
16/07/2026	027212	16/07/2026		Funds Transfer Payment	0.00	43,237.66
Total:					143,203.00	143,203.00
Creditor: 11036 - Farmarama Pty Ltd						
16/07/2026	00049602	30/06/2026	Fertilizer and Herbicide	Creditors Invoice	14,062.65	0.00
16/07/2026	00049769	30/06/2026	Fertilizer	Creditors Invoice	871.20	0.00
16/07/2026	027213	16/07/2026		Funds Transfer Payment	0.00	14,933.85
Total:					14,933.85	14,933.85
Creditor: 11037 - Petey Cakes (Peta Jan Page T/A)						
30/07/2026	324A	21/07/2026	Employee Engagement 2026 Cupcakes	Creditors Invoice	2,470.00	0.00
30/07/2026	027522	30/07/2026		Funds Transfer Payment	0.00	2,470.00
Total:					2,470.00	2,470.00

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 11056 - Val Morgan Retail Media Pty Ltd						
23/07/2026	VMOAU33250	30/06/2026	Always On SHOP June 2026	Creditors Invoice	1,223.90	0.00
23/07/2026	027374	23/07/2026		Funds Transfer Payment	0.00	1,223.90
Total:					1,223.90	1,223.90
Creditor: 11062 - Brainary Interactive (TTF Kingsley Investment Trust T/A)						
16/07/2026	INV-8176A	18/06/2026	Reader Pens	Creditors Invoice	990.00	0.00
16/07/2026	027214	16/07/2026		Funds Transfer Payment	0.00	990.00
Total:					990.00	990.00
Creditor: 11073 - Regional Development Australia (RDA) Pilbara Incorporated						
09/07/2026	INV-0493	19/06/2026	Co-Contribution for 2026 Census Project	Creditors Invoice	11,000.00	0.00
09/07/2026	027060	09/07/2026		Funds Transfer Payment	0.00	11,000.00
Total:					11,000.00	11,000.00
Creditor: 11081 - Economic Development Australia Limited						
09/07/2026	1305846	08/07/2026	Membership Renewal	Creditors Invoice	2,690.00	0.00
09/07/2026	027061	09/07/2026		Funds Transfer Payment	0.00	2,690.00
Total:					2,690.00	2,690.00
Creditor: 11082 - Key2Create (Mustang Three Pty Ltd T/A)						
23/07/2026	54395	17/07/2026	SHAC Partnership proposal	Creditors Invoice	2,450.25	0.00
23/07/2026	027375	23/07/2026		Funds Transfer Payment	0.00	2,450.25
Total:					2,450.25	2,450.25
Creditor: 11088 - Pilbara Plumbing & Gas Services Pty Ltd						
09/07/2026	INV-4355	02/07/2026	KSO Replace Toilet Pump	Creditors Invoice	6,852.16	0.00
09/07/2026	INV-4429	04/07/2026	Irrigation Leak Repair	Creditors Invoice	848.10	0.00
09/07/2026	INV-4297	08/07/2026	JDH Drainage Blocked	Creditors Invoice	2,773.29	0.00
09/07/2026	INV-4446A	04/07/2026	Wedge Street Toile Seat Reapir	Creditors Invoice	616.00	0.00
09/07/2026	INV-4445A	04/07/2026	Plumbing work	Creditors Invoice	362.05	0.00
09/07/2026	INV-4374	04/07/2026	Wedge Street Car Park Leak Repair	Creditors Invoice	154.00	0.00
09/07/2026	INV-4350	04/07/2026	Town Centre Drainage Repair	Creditors Invoice	4,548.93	0.00
09/07/2026	INV-4428	04/07/2026	KSO Toilet Drain Blocked & Leak	Creditors Invoice	1,789.07	0.00
09/07/2026	INV-4376A	04/07/2026	Pretty pool F Toilet Leak	Creditors Invoice	643.35	0.00
09/07/2026	INV-4422A	04/07/2026	JDH External Drain Cover	Creditors Invoice	175.45	0.00
09/07/2026	INV-4371A	04/07/2026	CC Male Toilets	Creditors Invoice	1,540.00	0.00
09/07/2026	INV-4465A	06/07/2026	Irrigation Plumbing Work	Creditors Invoice	6,339.19	0.00
09/07/2026	INV-3994A	13/04/2026	SHAC Replace Water Fountain	Creditors Invoice	7,237.79	0.00

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09/07/2026	INV-4461	04/07/2026	Silverchain - Water Leak	Creditors Invoice	849.71	0.00
09/07/2026	INV-4393	04/07/2026	Gas Compliance Check	Creditors Invoice	595.57	0.00
09/07/2026	027062	09/07/2026		Funds Transfer Payment	0.00	35,324.66
16/07/2026	INV-4099	04/07/2026	Unblock Toilet	Creditors Invoice	1,572.45	0.00
16/07/2026	INV-4485	08/07/2026	Rectify Hot Water Issue	Creditors Invoice	430.64	0.00
16/07/2026	INV-4354	04/07/2026	Depot Wash Bay Monthly Service	Creditors Invoice	457.60	0.00
16/07/2026	INV-4529	14/07/2026	Turf Club - Reuse Line Repair	Creditors Invoice	8,825.52	0.00
16/07/2026	027215	16/07/2026		Funds Transfer Payment	0.00	11,286.21
23/07/2026	INV-4512	13/07/2026	Unblock Dump Point	Creditors Invoice	616.00	0.00
23/07/2026	INV-4513	13/07/2026	Mara Park Isolate Valve	Creditors Invoice	616.00	0.00
23/07/2026	INV-4559AA	15/07/2026	Old TAFE Site- Backflow Testing	Creditors Invoice	704.00	0.00
23/07/2026	INV-4548A	15/07/2026	Inspect Water Leak	Creditors Invoice	858.00	0.00
23/07/2026	INV-4553	15/07/2026	Backflow Testing	Creditors Invoice	352.00	0.00
23/07/2026	INV-4544	15/07/2026	Backflow Device Testing Forest Circle	Creditors Invoice	374.00	0.00
23/07/2026	INV-4547	15/07/2026	JDH Unblock Toilet	Creditors Invoice	1,390.40	0.00
23/07/2026	INV-4538A	15/07/2026	Repair Water Leak	Creditors Invoice	572.00	0.00
23/07/2026	INV-4531	15/07/2026	Drainage Maintenance	Creditors Invoice	4,510.00	0.00
23/07/2026	027376	23/07/2026		Funds Transfer Payment	0.00	9,992.40
30/07/2026	INV-4537	15/07/2026	Depot Wash Bay Service	Creditors Invoice	457.60	0.00
30/07/2026	INV-4581	23/07/2026	Install Water Supply Line to Kitchen Sin	Creditors Invoice	781.00	0.00
30/07/2026	INV-4597	23/07/2026	Replace Showerhead in Ensuite	Creditors Invoice	344.61	0.00
30/07/2026	INV-4611	27/07/2026	Repair Water Leak	Creditors Invoice	4,157.12	0.00
30/07/2026	INV-4574A	21/07/2026	Shay Gap Park Repair Water Fountain	Creditors Invoice	154.00	0.00
30/07/2026	027523	30/07/2026		Funds Transfer Payment	0.00	5,894.33
Total:					62,497.60	62,497.60
Creditor: 11090 - Andrew John Furlong						
09/07/2026	RFP_ANDREW JOHN FURLONG_190520	19/05/2026	Material Purchase	Creditors Invoice	5.28	0.00
09/07/2026	RFP_A FURLONG_03072026	03/07/2026	Material Purchase	Creditors Invoice	11.41	0.00
09/07/2026	RFP_A FURLONG	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027063	09/07/2026		Funds Transfer Payment	0.00	416.69
16/07/2026	RFP_A FURLONG_13072026	13/07/2026	Utilities Reimbursement	Creditors Invoice	1,750.00	0.00
16/07/2026	RFP_A FURLONG	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027216	16/07/2026		Funds Transfer Payment	0.00	2,150.00
23/07/2026	RFP_A FURLONG	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027377	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_A FURLONG	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027524	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					3,366.69	3,366.69
Creditor: 11092 - Otium Planning Group Pty Ltd						
09/07/2026	00004758	30/06/2026	Aquatic Facility - Feasibility, Business Case & Engagement	Creditors Invoice	23,190.93	0.00

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09/07/2026	027064	09/07/2026		Funds Transfer Payment	0.00	23,190.93
Total:					23,190.93	23,190.93
Creditor: 11097 - Hedland Down to Earth (TTF The Starling Family Trust T/A)						
30/07/2026	9556	29/06/2026	Lemon & Strawberry Trees	Creditors Invoice	4,986.00	0.00
30/07/2026	027525	30/07/2026		Funds Transfer Payment	0.00	4,986.00
Total:					4,986.00	4,986.00
Creditor: 11107 - Donna Washington						
23/07/2026	RFP_D WASHINGTON_17072026	17/07/2026	Utilities Reimbursement	Creditors Invoice	80.00	0.00
23/07/2026	027378	23/07/2026		Funds Transfer Payment	0.00	80.00
Total:					80.00	80.00
Creditor: 11126 - Thalia Renee Kay						
09/07/2026	RFP_T KAY_07072026	07/07/2026	Utilities Reimbursement	Creditors Invoice	107.11	0.00
09/07/2026	RFP_T KAY	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027065	09/07/2026		Funds Transfer Payment	0.00	507.11
16/07/2026	RFP_T KAY	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027217	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_T KAY	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027379	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_T KAY	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027526	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,707.11	1,707.11
Creditor: 11135 - Maltiq Pty Ltd						
09/07/2026	MIQ-I0178	30/06/2026	Business Continuity Plan Review	Creditors Invoice	3,079.96	0.00
09/07/2026	027066	09/07/2026		Funds Transfer Payment	0.00	3,079.96
Total:					3,079.96	3,079.96
Creditor: 11138 - Standards Australia Limited						
09/07/2026	INV-SA-000045036	06/07/2026	AS 4000-1997 Subscription	Creditors Invoice	1,372.80	0.00
09/07/2026	027067	09/07/2026		Funds Transfer Payment	0.00	1,372.80
Total:					1,372.80	1,372.80
Creditor: 11152 - Zoe Smith						
09/07/2026	RFP_Z SMITH	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	027068	09/07/2026		Funds Transfer Payment	0.00	675.00

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16/07/2026	RFP_Z SMITH	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027218	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_Z SMITH	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027380	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_Z SMITH	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027527	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					2,700.00	2,700.00
Creditor: 11174 - Lorraine Butson						
13/07/2026	EM PAYMENT - LB - JUN 2026	30/06/2026	EM Payment	Creditors Invoice	2,806.84	0.00
13/07/2026	027127	13/07/2026		Funds Transfer Payment	0.00	2,806.84
Total:					2,806.84	2,806.84
Creditor: 11176 - Daniel Emery						
30/07/2026	RFP_D EMERY_28072026	29/07/2026	Utilities Reimbursement	Creditors Invoice	790.74	0.00
30/07/2026	027528	30/07/2026		Funds Transfer Payment	0.00	790.74
Total:					790.74	790.74
Creditor: 11186 - Michael Anthony Barsby						
09/07/2026	RFP_M BARSBY	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027069	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_M BARSBY	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027219	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_M BARSBY	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027381	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_M BARSBY	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027529	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11197 - Sparkle by Mia Pty Ltd						
30/07/2026	INV-7640	24/07/2026	Floor Clean	Creditors Invoice	242.00	0.00
30/07/2026	027530	30/07/2026		Funds Transfer Payment	0.00	242.00
Total:					242.00	242.00
Creditor: 11199 - CV Check Pty Ltd (Kinatico Ltd T/A)						
23/07/2026	P00088069	30/06/2026	CV Check	Creditors Invoice	489.60	0.00
23/07/2026	P00088068	30/06/2026	CV Check	Creditors Invoice	93.50	0.00
23/07/2026	027382	23/07/2026		Funds Transfer Payment	0.00	583.10

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Total:					583.10	583.10
Creditor: 11214 - Hart Sport Australia Pty Ltd						
16/07/2026	10386344	15/07/2026	Social Sports Equipment	Creditors Invoice	348.00	0.00
16/07/2026	027220	16/07/2026		Funds Transfer Payment	0.00	348.00
23/07/2026	10340247B	13/04/2026	Sports Equipment	Creditors Invoice	19.65	0.00
23/07/2026	027383	23/07/2026		Funds Transfer Payment	0.00	19.65
Total:					367.65	367.65
Creditor: 11219 - JH Computer Services WA Pty Ltd						
09/07/2026	008072-D01	29/06/2026	HP Touch Monitors	Creditors Invoice	913.00	0.00
09/07/2026	008127-D01	30/06/2026		Creditors Invoice	4,138.20	0.00
09/07/2026	027070	09/07/2026		Funds Transfer Payment	0.00	5,051.20
16/07/2026	008154-D01	02/07/2026	Laptops	Creditors Invoice	119,064.00	0.00
16/07/2026	027221	16/07/2026		Funds Transfer Payment	0.00	119,064.00
23/07/2026	008192-D01	17/07/2026	IT Renewal - Procurement	Creditors Invoice	7,260.00	0.00
23/07/2026	027384	23/07/2026		Funds Transfer Payment	0.00	7,260.00
Total:					131,375.20	131,375.20
Creditor: 11229 - Perfect Gym Solutions Pty Ltd						
23/07/2026	INV270007959	15/07/2026	Leisure Management July 2026	Creditors Invoice	4,446.77	0.00
23/07/2026	INV270008087	30/06/2026	Leisure Management SMS June 2026	Creditors Invoice	56.76	0.00
23/07/2026	027385	23/07/2026		Funds Transfer Payment	0.00	4,503.53
Total:					4,503.53	4,503.53
Creditor: 11232 - Mining Electrical Contracting Pty Ltd						
09/07/2026	INV-21222055	03/07/2026	Marquee Park Electrical Switchboard	Creditors Invoice	1,130.25	0.00
09/07/2026	027071	09/07/2026		Funds Transfer Payment	0.00	1,130.25
23/07/2026	INV-21222056	10/07/2026	CC Replace Flag Pole Lights	Creditors Invoice	2,653.20	0.00
23/07/2026	INV-21222057	14/07/2026	Rectify Solar Connection	Creditors Invoice	816.75	0.00
23/07/2026	027386	23/07/2026		Funds Transfer Payment	0.00	3,469.95
30/07/2026	INV-21222061	22/07/2026	SHL Adjust Auto Lights	Creditors Invoice	668.25	0.00
30/07/2026	027531	30/07/2026		Funds Transfer Payment	0.00	668.25
Total:					5,268.45	5,268.45
Creditor: 11243 - Prudential Investment Services Corp Pty Ltd						
09/07/2026	04178	30/06/2026	Investment Services for June 2026	Creditors Invoice	2,750.00	0.00

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09/07/2026	027072	09/07/2026		Funds Transfer Payment	0.00	2,750.00
Total:					2,750.00	2,750.00
Creditor: 11262 - Planning Institute of Australia						
30/07/2026	75457	16/07/2026	20679 PIA Membership	Creditors Invoice	377.66	0.00
30/07/2026	027532	30/07/2026		Funds Transfer Payment	0.00	377.66
Total:					377.66	377.66
Creditor: 11280 - Ngan Nguyen						
16/07/2026	RFP_N NGUYEN_13072026	13/07/2026	Utilities Reimbursement	Creditors Invoice	149.60	0.00
16/07/2026	027222	16/07/2026		Funds Transfer Payment	0.00	149.60
Total:					149.60	149.60
Creditor: 11282 - Maxiparts Operations Pty Ltd						
23/07/2026	6967674	09/07/2026	Degreaser	Creditors Invoice	264.59	0.00
23/07/2026	027387	23/07/2026		Funds Transfer Payment	0.00	264.59
30/07/2026	6937419	11/07/2026	VEH136 Parts	Creditors Invoice	220.00	0.00
30/07/2026	6995395	24/07/2026	Green Clean	Creditors Invoice	264.55	0.00
30/07/2026	027533	30/07/2026		Funds Transfer Payment	0.00	484.55
Total:					749.14	749.14
Creditor: 11314 - Renae Kerry Price						
09/07/2026	RFP_ R PRICE	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	027073	09/07/2026		Funds Transfer Payment	0.00	675.00
16/07/2026	RFP_ R PRICE	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027223	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_ R PRICE	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027388	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_ R PRICE	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027534	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					2,700.00	2,700.00
Creditor: 11323 - PTG Consulting Pty Ltd						
16/07/2026	INV-8873	28/04/2026	Road Safety Inspection and Reporting	Creditors Invoice	5,489.00	0.00
16/07/2026	INV-8427A	27/03/2026	Road Safety Inspection	Creditors Invoice	11,000.00	0.00
16/07/2026	027224	16/07/2026		Funds Transfer Payment	0.00	16,489.00
Total:					16,489.00	16,489.00

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Creditor: 11333 - Maslow Entertainment Pty Ltd						
30/07/2026	AU26B0002564	24/07/2026	Film Rental Leviticus	Creditors Invoice	330.00	0.00
30/07/2026	027535	30/07/2026		Funds Transfer Payment	0.00	330.00
Total:					330.00	330.00
Creditor: 11334 - Parrys Merchants (Scottjenny Pty Ltd T/A)						
16/07/2026	S27959	09/07/2026	Stadium Kiosk Items	Creditors Invoice	342.27	0.00
16/07/2026	S27958	09/07/2026	SHAC Kiosk Items	Creditors Invoice	806.26	0.00
16/07/2026	027225	16/07/2026		Funds Transfer Payment	0.00	1,148.53
30/07/2026	S28324	23/07/2026	Stadium Kiosk Items	Creditors Invoice	513.07	0.00
30/07/2026	S28325	23/07/2026	SHAC Kiosk Items	Creditors Invoice	1,059.11	0.00
30/07/2026	027536	30/07/2026		Funds Transfer Payment	0.00	1,572.18
Total:					2,720.71	2,720.71
Creditor: 11335 - Ciara Dillon						
09/07/2026	RFP_C DILLON	04/07/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
09/07/2026	027074	09/07/2026		Funds Transfer Payment	0.00	330.00
16/07/2026	RFP_C DILLON	11/07/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
16/07/2026	027226	16/07/2026		Funds Transfer Payment	0.00	330.00
23/07/2026	RFP_C DILLON	18/07/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
23/07/2026	027389	23/07/2026		Funds Transfer Payment	0.00	330.00
30/07/2026	RFP_C DILLON	25/07/2026	Rental Reimbursement	Creditors Invoice	330.00	0.00
30/07/2026	027537	30/07/2026		Funds Transfer Payment	0.00	330.00
Total:					1,320.00	1,320.00
Creditor: 11343 - Tracey Jean Sheikh						
09/07/2026	RFP_T SHEIKH	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027075	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_T SHEIKH	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027227	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_T SHEIKH	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027390	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_T SHEIKH	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027538	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11348 - First Asset Management (First Commercial Realty Pty Ltd T/A)						
30/07/2026	014289	20/07/2026	Port Library Extension August 2026	Creditors Invoice	7,343.28	0.00

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30/07/2026	027539	30/07/2026		Funds Transfer Payment	0.00	7,343.28
Total:					7,343.28	7,343.28
Creditor: 11359 - Little Loves (Vailala, Losaline Fatafehi T/A)						
16/07/2026	INV-0137AA	02/07/2026	Facepainter for NAIDOC Ceremony 06/07/2026	Creditors Invoice	750.00	0.00
16/07/2026	027228	16/07/2026		Funds Transfer Payment	0.00	750.00
Total:					750.00	750.00
Creditor: 11369 - Harwell Holdings Pty Ltd						
23/07/2026	INV-0115AA	17/07/2026	Grading Boodarie Station Rd May 2026	Creditors Invoice	2,521.04	0.00
23/07/2026	027391	23/07/2026		Funds Transfer Payment	0.00	2,521.04
Total:					2,521.04	2,521.04
Creditor: 11383 - Stephen Galvin						
23/07/2026	RFP_S GALVIN_22072026	22/07/2026	Utilities Reimbursement	Creditors Invoice	150.00	0.00
23/07/2026	027392	23/07/2026		Funds Transfer Payment	0.00	150.00
30/07/2026	RFP_S GALVIN_27072026	27/07/2026	Utilities Reimbursement	Creditors Invoice	269.81	0.00
30/07/2026	027540	30/07/2026		Funds Transfer Payment	0.00	269.81
Total:					419.81	419.81
Creditor: 11386 - Mcarthur (Talent Architects Pty Ltd T/A)						
16/07/2026	INV-0000099423	14/07/2026	Principal HR Operations WE 12/07/2026	Creditors Invoice	5,199.43	0.00
16/07/2026	INV-0000098999	07/07/2026	Principal HR Operations WE 05/07/2026	Creditors Invoice	5,295.72	0.00
16/07/2026	027229	16/07/2026		Funds Transfer Payment	0.00	10,495.15
Total:					10,495.15	10,495.15
Creditor: 11399 - McLeods Lawyers Pty Ltd						
09/07/2026	152374	30/06/2026	Matter 45903	Creditors Invoice	217.80	0.00
09/07/2026	152373	30/06/2026	Matter 36296	Creditors Invoice	108.90	0.00
09/07/2026	152501	30/06/2026	Matter 53754	Creditors Invoice	2,327.36	0.00
09/07/2026	152388	30/06/2026	Matter 57764	Creditors Invoice	326.70	0.00
09/07/2026	027076	09/07/2026		Funds Transfer Payment	0.00	2,980.76
23/07/2026	152375	30/06/2026	Matter 51298	Creditors Invoice	359.98	0.00
23/07/2026	152492	30/06/2026	Matter 57684	Creditors Invoice	887.30	0.00
23/07/2026	027393	23/07/2026		Funds Transfer Payment	0.00	1,247.28
30/07/2026	152517	30/06/2026	Matter 51530	Creditors Invoice	2,612.72	0.00
30/07/2026	152394	30/06/2026	Matter 52139	Creditors Invoice	364.32	0.00
30/07/2026	152393	30/06/2026	Matter 57529	Creditors Invoice	182.16	0.00

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30/07/2026	027541	30/07/2026		Funds Transfer Payment	0.00	3,159.20
Total:					7,387.24	7,387.24
Creditor: 11400 - Seton Australia (Brady Australia Pty Ltd T/A)						
09/07/2026	9362199934	25/06/2026	Cable Protectors	Creditors Invoice	304.50	0.00
09/07/2026	027077	09/07/2026		Funds Transfer Payment	0.00	304.50
30/07/2026	9362406705	22/07/2026	First Aid Vests	Creditors Invoice	602.18	0.00
30/07/2026	027542	30/07/2026		Funds Transfer Payment	0.00	602.18
Total:					906.68	906.68
Creditor: 11410 - Comiskey's Contracting Pty Ltd						
23/07/2026	CT000347 CLAIM 24 - JUNE 2026	01/07/2026	Landfill Infrastructure Works	Creditors Invoice	56,355.90	0.00
23/07/2026	027394	23/07/2026		Funds Transfer Payment	0.00	56,355.90
Total:					56,355.90	56,355.90
Creditor: 11417 - Fetch Print Pty Ltd						
16/07/2026	FPH260704	14/07/2026	Have Your Say flyer	Creditors Invoice	319.00	0.00
16/07/2026	027230	16/07/2026		Funds Transfer Payment	0.00	319.00
23/07/2026	FPH260713	20/07/2026	Landfill A5 & DL Flyers	Creditors Invoice	737.00	0.00
23/07/2026	027395	23/07/2026		Funds Transfer Payment	0.00	737.00
Total:					1,056.00	1,056.00
Creditor: 11428 - Signs Plus (Plus Creative Pty Ltd T/A)						
30/07/2026	INV-20283	23/07/2026	Name Badges July 2026	Creditors Invoice	368.00	0.00
30/07/2026	027543	30/07/2026		Funds Transfer Payment	0.00	368.00
Total:					368.00	368.00
Creditor: 11457 - FlyUAS Pty Ltd						
30/07/2026	INV-1098	08/07/2026	Remote Pilot Licence Training	Creditors Invoice	13,750.00	0.00
30/07/2026	INV-1101	14/07/2026	Remote Pilot Licence Training	Creditors Invoice	8,250.00	0.00
30/07/2026	027544	30/07/2026		Funds Transfer Payment	0.00	22,000.00
Total:					22,000.00	22,000.00
Creditor: 11468 - Altus Planning Pty Ltd						
16/07/2026	AP4503	01/07/2026	Planning Consultancy Assistance	Creditors Invoice	3,669.88	0.00
16/07/2026	027231	16/07/2026		Funds Transfer Payment	0.00	3,669.88
Total:					3,669.88	3,669.88

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Creditor: 11470 - AIE Engineering and Construction Management Pty Ltd						
23/07/2026	INV-3619	30/06/2026	Shay Gap Park Light Pole Remediation	Creditors Invoice	3,520.00	0.00
23/07/2026	RFP_AIE ENGINEERING_17072026	17/07/2026	Refund of Duplicate Application	Creditors Invoice	1,308.00	0.00
23/07/2026	INV-3603	30/06/2026	Roads, Carparks, Bridges, Kerbing Condition Assessment & Reval	Creditors Invoice	43,425.80	0.00
23/07/2026	027396	23/07/2026		Funds Transfer Payment	0.00	48,253.80
Total:					48,253.80	48,253.80
Creditor: 11478 - Thorny Devil Access Pty Ltd						
09/07/2026	INV-12894	30/06/2026	20445 Uniforms	Creditors Invoice	78.34	0.00
09/07/2026	INV-12896	30/06/2026	Uniforms	Creditors Invoice	438.24	0.00
09/07/2026	027078	09/07/2026		Funds Transfer Payment	0.00	516.58
16/07/2026	INV-13119	07/07/2026	Stores Material Purchase	Creditors Invoice	108.72	0.00
16/07/2026	027232	16/07/2026		Funds Transfer Payment	0.00	108.72
23/07/2026	INV-13352	16/07/2026	Stores Materials Purchase	Creditors Invoice	994.30	0.00
23/07/2026	027397	23/07/2026		Funds Transfer Payment	0.00	994.30
30/07/2026	INV-13598	23/07/2026	20697 Safety Boots	Creditors Invoice	220.92	0.00
30/07/2026	027545	30/07/2026		Funds Transfer Payment	0.00	220.92
Total:					1,840.52	1,840.52
Creditor: 11480 - TicketSearch Pty Ltd						
09/07/2026	INV-3343A	01/07/2026	Ticket Sales June 2026 SMS Count	Creditors Invoice	54.29	0.00
09/07/2026	027079	09/07/2026		Funds Transfer Payment	0.00	54.29
Total:					54.29	54.29
Creditor: 11481 - Carryl-Anne Norton-Price						
09/07/2026	RFP_C PRICE	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027080	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_C PRICE	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027233	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_C PRICE	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027398	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_C PRICE	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	RFP_C PRICE_28072026	28/07/2026	Utilities Reimbursement	Creditors Invoice	109.60	0.00
30/07/2026	RFP_C NORTON-PRICE_28072026	29/07/2026	Utilities Reimbursement	Creditors Invoice	144.75	0.00
30/07/2026	027546	30/07/2026		Funds Transfer Payment	0.00	654.35
Total:					1,854.35	1,854.35
Creditor: 11505 - Port Hedland Cleaning (PHCS WA Pty Ltd TA)						
09/07/2026	INV-8126	30/06/2026	Marina Cleaning & Sanitisation	Creditors Invoice	48,263.63	0.00

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09/07/2026	027081	09/07/2026		Funds Transfer Payment	0.00	48,263.63
Total:					48,263.63	48,263.63
Creditor: 11506 - Ashley OBrien						
09/07/2026	RFP_A OBRIEN	04/07/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
09/07/2026	027082	09/07/2026		Funds Transfer Payment	0.00	68.00
16/07/2026	RFP_A OBRIEN	11/07/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
16/07/2026	027234	16/07/2026		Funds Transfer Payment	0.00	68.00
23/07/2026	RFP_A OBRIEN	18/07/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
23/07/2026	027399	23/07/2026		Funds Transfer Payment	0.00	68.00
30/07/2026	RFP_A OBRIEN	25/07/2026	Rental Reimbursement	Creditors Invoice	68.00	0.00
30/07/2026	027547	30/07/2026		Funds Transfer Payment	0.00	68.00
Total:					272.00	272.00
Creditor: 11507 - Environmental Industries Pty Ltd						
09/07/2026	INV41890	29/06/2026	Public Open Space Maintenance	Creditors Invoice	7,528.62	0.00
09/07/2026	INV41887	14/06/2026	Public Open Space Maintenance	Creditors Invoice	20,266.06	0.00
09/07/2026	027083	09/07/2026		Funds Transfer Payment	0.00	27,794.68
16/07/2026	INV41888	14/06/2026	Public Open Space Maintenance	Creditors Invoice	7,528.62	0.00
16/07/2026	INV41889	29/06/2026	Public Open Space Maintenance	Creditors Invoice	20,266.06	0.00
16/07/2026	INV41911	30/06/2026	Marina Landside Maintenance Operations	Creditors Invoice	53,276.66	0.00
16/07/2026	027235	16/07/2026		Funds Transfer Payment	0.00	81,071.34
Total:					108,866.02	108,866.02
Creditor: 11519 - Ritambra Sahu						
09/07/2026	RFP_R SAHU	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027084	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_R SAHU	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027236	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_R SAHU	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027400	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_R SAHU	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027548	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11527 - Glenn Callaghan						
09/07/2026	RFP_G CALLAGHAN_06072026	06/07/2026	Utilities Reimbursement	Creditors Invoice	232.59	0.00
09/07/2026	RFP_G CALLAGHAN_03072026	03/07/2026	Reimbursement for CA membership fees	Creditors Invoice	930.00	0.00

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09/07/2026	027085	09/07/2026		Funds Transfer Payment	0.00	1,162.59
Total:					1,162.59	1,162.59
Creditor: 11528 - Salman Tabani						
09/07/2026	RFP_S TABANI	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027086	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_S TABANI	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027237	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_S TABANI	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027401	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_S TABANI	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027549	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11534 - Lite Force Pty Ltd						
16/07/2026	12543	13/07/2026	Cable Locator Cottier Drive	Creditors Invoice	1,584.00	0.00
16/07/2026	027238	16/07/2026		Funds Transfer Payment	0.00	1,584.00
23/07/2026	12549	17/07/2026	Daylesford Park Repair Exeloo Door	Creditors Invoice	396.00	0.00
23/07/2026	12539	30/06/2026	JDH Repair Control Panel	Creditors Invoice	1,053.49	0.00
23/07/2026	027402	23/07/2026		Funds Transfer Payment	0.00	1,449.49
30/07/2026	12550	17/07/2026	SH Town Square Electrical Doors	Creditors Invoice	198.00	0.00
30/07/2026	12562	27/07/2026	PHCC Repair Lights	Creditors Invoice	533.50	0.00
30/07/2026	027550	30/07/2026		Funds Transfer Payment	0.00	731.50
Total:					3,764.99	3,764.99
Creditor: 11535 - Kirsty Croft						
09/07/2026	RFP_K CROFT_02072026	02/07/2026	Travel Reimbursement	Creditors Invoice	45.80	0.00
09/07/2026	027087	09/07/2026		Funds Transfer Payment	0.00	45.80
16/07/2026	RFP_K CROFT_13072026	13/07/2026	Utilities Reimbursement	Creditors Invoice	80.00	0.00
16/07/2026	027239	16/07/2026		Funds Transfer Payment	0.00	80.00
Total:					125.80	125.80
Creditor: 11540 - Mucci's Bricklaying& Bobcat Worx						
09/07/2026	INV-0264	04/07/2026	CMO Net Repair	Creditors Invoice	2,750.00	0.00
09/07/2026	027088	09/07/2026		Funds Transfer Payment	0.00	2,750.00
Total:					2,750.00	2,750.00
Creditor: 11541 - Lee-Ann Hayes						
09/07/2026	RFP_L HAYES	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00

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09/07/2026	027089	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_L HAYES	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027240	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_L HAYES	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027403	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_L HAYES	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027551	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11556 - Leslie Rigot						
09/07/2026	RFP_L RIGOT	04/07/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
09/07/2026	027090	09/07/2026		Funds Transfer Payment	0.00	302.00
16/07/2026	RFP_L RIGOT	11/07/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
16/07/2026	027241	16/07/2026		Funds Transfer Payment	0.00	302.00
23/07/2026	RFP_L RIGOT	18/07/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
23/07/2026	027404	23/07/2026		Funds Transfer Payment	0.00	302.00
30/07/2026	RFP_L RIGOT	25/07/2026	Rental Reimbursement	Creditors Invoice	302.00	0.00
30/07/2026	027552	30/07/2026		Funds Transfer Payment	0.00	302.00
Total:					1,208.00	1,208.00
Creditor: 11564 - Vocus Communications - Phone						
09/07/2026	4703-0906356	02/07/2026	Communications June 2026	Creditors Invoice	1,434.90	0.00
09/07/2026	027091	09/07/2026		Funds Transfer Payment	0.00	1,434.90
Total:					1,434.90	1,434.90
Creditor: 11565 - Vocus Pty Ltd - Licences						
09/07/2026	82067-02072026	02/07/2026	Licence Fee July 2026	Creditors Invoice	13.10	0.00
09/07/2026	027092	09/07/2026		Funds Transfer Payment	0.00	13.10
Total:					13.10	13.10
Creditor: 11566 - Grindels Pty Ltd						
09/07/2026	12383	02/07/2026	Annual Backflow Device Testing	Creditors Invoice	275.00	0.00
09/07/2026	027093	09/07/2026		Funds Transfer Payment	0.00	275.00
16/07/2026	12422	09/07/2026	Replace Shower Head	Creditors Invoice	528.90	0.00
16/07/2026	12427	10/07/2026	Depot Kitchen water filter replacement	Creditors Invoice	679.67	0.00
16/07/2026	027242	16/07/2026		Funds Transfer Payment	0.00	1,208.57
23/07/2026	12420	09/07/2026	Stadium Plumbing	Creditors Invoice	1,196.68	0.00
23/07/2026	12428A	10/07/2026	Mara Park Sink Leakage Repair	Creditors Invoice	946.04	0.00

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
23/07/2026	027405	23/07/2026		Funds Transfer Payment	0.00	2,142.72
Total:					3,626.29	3,626.29
Creditor: 11571 - Desert Wave Records Ltd.						
16/07/2026	RFP_DESERT WAVE RECORDS LTD_10	10/07/2026	Community Partnership Grant - CPG0012	Creditors Invoice	10,000.00	0.00
16/07/2026	027243	16/07/2026		Funds Transfer Payment	0.00	10,000.00
23/07/2026	INV-0083AA	06/07/2026	Pigram Brothers Performance Fee	Creditors Invoice	1,150.00	0.00
23/07/2026	027406	23/07/2026		Funds Transfer Payment	0.00	1,150.00
Total:					11,150.00	11,150.00
Creditor: 11572 - Security & Key Distributors						
16/07/2026	102752	25/06/2026	Bilock Cut Keys	Creditors Invoice	440.55	0.00
16/07/2026	027244	16/07/2026		Funds Transfer Payment	0.00	440.55
Total:					440.55	440.55
Creditor: 11579 - Denise Elizabeth Mackay						
09/07/2026	RFP_D MACKAY_06072026	06/07/2026	Utilities Reimbursement	Creditors Invoice	131.78	0.00
09/07/2026	027094	09/07/2026		Funds Transfer Payment	0.00	131.78
Total:					131.78	131.78
Creditor: 11584 - Healthnow (Aus) Pty Ltd						
23/07/2026	INV-0409	30/06/2026	Wellness Cards	Creditors Invoice	1,188.00	0.00
23/07/2026	027407	23/07/2026		Funds Transfer Payment	0.00	1,188.00
Total:					1,188.00	1,188.00
Creditor: 11586 - Steen Plumbing Services						
23/07/2026	INV-1379A	16/07/2026	Well Women's Centre - Toilet & Kit Sink	Creditors Invoice	462.00	0.00
23/07/2026	INV-1371A	14/07/2026	Unblock Dump Point	Creditors Invoice	308.00	0.00
23/07/2026	027408	23/07/2026		Funds Transfer Payment	0.00	770.00
30/07/2026	INV-1399A	24/07/2026	PHCC Leaking Pipes	Creditors Invoice	671.32	0.00
30/07/2026	INV-1382AA	16/07/2026	Isolate Irrigation Leak	Creditors Invoice	616.00	0.00
30/07/2026	027553	30/07/2026		Funds Transfer Payment	0.00	1,287.32
Total:					2,057.32	2,057.32
Creditor: 11593 - Hau Yin Ma (Stephy Ma)						
23/07/2026	RFP_S MA_16072026	16/07/2026	Utilities Reimbursement	Creditors Invoice	245.37	0.00

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23/07/2026	027409	23/07/2026		Funds Transfer Payment	0.00	245.37
Total:					245.37	245.37
Creditor: 11596 - Parul Sharma						
09/07/2026	RFP_P SHARMA	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027095	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_P SHARMA	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027245	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_P SHARMA	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027410	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_P SHARMA	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027554	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11601 - Forms Express Pty Ltd						
30/07/2026	INV-259696	24/07/2026	Rates Annual Licence 26/27	Creditors Invoice	7,997.00	0.00
30/07/2026	027555	30/07/2026		Funds Transfer Payment	0.00	7,997.00
Total:					7,997.00	7,997.00
Creditor: 11607 - Escape Civil & Construction						
30/07/2026	INV-0376A	14/07/2026	Kerbing at Cemetery and Backfill Scadden	Creditors Invoice	19,321.50	0.00
30/07/2026	027556	30/07/2026		Funds Transfer Payment	0.00	19,321.50
Total:					19,321.50	19,321.50
Creditor: 11624 - Autism Swim Ltd						
16/07/2026	INV-3174	14/07/2026	Custom Certification Arrangement	Creditors Invoice	2,696.20	0.00
16/07/2026	027246	16/07/2026		Funds Transfer Payment	0.00	2,696.20
Total:					2,696.20	2,696.20
Creditor: 11639 - Prime First Aid and Training						
23/07/2026	INV-0473	09/07/2026	First Attack Fire Fighting & Warden Training	Creditors Invoice	7,009.20	0.00
23/07/2026	027411	23/07/2026		Funds Transfer Payment	0.00	7,009.20
Total:					7,009.20	7,009.20
Creditor: 11643 - Crayon Australia Pty Ltd						
16/07/2026	4403029631	08/07/2026	Microsoft License 29/06/2026 - 28/06/2027	Creditors Invoice	325,434.34	0.00
16/07/2026	4403029774	08/07/2026	ICT Licence	Creditors Invoice	15,697.94	0.00

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
16/07/2026	027247	16/07/2026		Funds Transfer Payment	0.00	341,132.28
Total:					341,132.28	341,132.28
Creditor: 11648 - Vision Intelligence Pty Ltd						
09/07/2026	2871894	09/06/2026	Timelapse Camera for JDH Stage 3	Creditors Invoice	865.10	0.00
09/07/2026	027096	09/07/2026		Funds Transfer Payment	0.00	865.10
30/07/2026	2874069	07/07/2026	Timelapse Camera for JDH Stage 3	Creditors Invoice	865.10	0.00
30/07/2026	027557	30/07/2026		Funds Transfer Payment	0.00	865.10
Total:					1,730.20	1,730.20
Creditor: 11656 - CORSIGN WA Pty Ltd						
09/07/2026	00105834	02/07/2026	Marina Consumables	Creditors Invoice	346.50	0.00
09/07/2026	027097	09/07/2026		Funds Transfer Payment	0.00	346.50
16/07/2026	00106160	08/07/2026	Landfill Material Purchase	Creditors Invoice	1,353.00	0.00
16/07/2026	027248	16/07/2026		Funds Transfer Payment	0.00	1,353.00
23/07/2026	00105899	03/07/2026	Wellfare Centre Sign	Creditors Invoice	297.00	0.00
23/07/2026	027412	23/07/2026		Funds Transfer Payment	0.00	297.00
Total:					1,996.50	1,996.50
Creditor: 11657 - Kennedy Muinde						
09/07/2026	RFP_K MUINDE	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027098	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_K MUINDE	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027249	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_K MUINDE	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027413	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_K MUINDE	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027558	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11658 - TEC Services Australia Pty Ltd						
16/07/2026	102888	08/07/2026	Pretty Pool Car Park Plumping	Creditors Invoice	645.12	0.00
16/07/2026	102887	08/07/2026	Annual Backflow Testing	Creditors Invoice	1,416.64	0.00
16/07/2026	102889	08/07/2026	Backflow Testing Tonkin Street	Creditors Invoice	316.64	0.00
16/07/2026	102890	08/07/2026	SHAC Backflow Testing	Creditors Invoice	316.64	0.00
16/07/2026	102910	14/07/2026	Depot Replace Light	Creditors Invoice	183.36	0.00
16/07/2026	027250	16/07/2026		Funds Transfer Payment	0.00	2,878.40
23/07/2026	102952	22/07/2026	Cemetery Beach Unblock Toilet	Creditors Invoice	396.39	0.00
23/07/2026	027414	23/07/2026		Funds Transfer Payment	0.00	396.39
30/07/2026	103119	29/07/2026	CC Light Replacement	Creditors Invoice	614.67	0.00

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
30/07/2026	027559	30/07/2026		Funds Transfer Payment	0.00	614.67
Total:					3,889.46	3,889.46
Creditor: 11663 - Thomas Machin						
16/07/2026	RFP_ T MACHIN_09062026	09/06/2026	Utilities Reimbursement	Creditors Invoice	274.36	0.00
16/07/2026	027251	16/07/2026		Funds Transfer Payment	0.00	274.36
Total:					274.36	274.36
Creditor: 11669 - Bishops Transport Pty Ltd						
09/07/2026	B366606	01/07/2026	Irrigation Parts Freight	Creditors Invoice	156.12	0.00
09/07/2026	B367166	03/07/2026	Stores Freight	Creditors Invoice	393.46	0.00
09/07/2026	027099	09/07/2026		Funds Transfer Payment	0.00	549.58
16/07/2026	B368415	10/07/2026	Irrigation Freight	Creditors Invoice	58.00	0.00
16/07/2026	027252	16/07/2026		Funds Transfer Payment	0.00	58.00
23/07/2026	B367412	06/07/2026	SHAC Freight	Creditors Invoice	304.88	0.00
23/07/2026	B369144	17/07/2026	Irrigation Freight	Creditors Invoice	146.05	0.00
23/07/2026	027415	23/07/2026		Funds Transfer Payment	0.00	450.93
Total:					1,058.51	1,058.51
Creditor: 11671 - Department of Local Government, Industry Reg and Safety						
09/07/2026	RFP_DMIRS_23062026	23/06/2026	BSL Payment July 2026	Creditors Invoice	103,895.53	0.00
09/07/2026	RFP_DLGIRS_07072026	07/07/2026	BSL Payment June 2026	Creditors Invoice	5,390.88	0.00
09/07/2026	027100	09/07/2026		Funds Transfer Payment	0.00	109,286.41
16/07/2026	RFP_DLGIRS_10072026	10/07/2026	BSL Payment March 2026	Creditors Invoice	5,440.35	0.00
16/07/2026	027253	16/07/2026		Funds Transfer Payment	0.00	5,440.35
Total:					114,726.76	114,726.76
Creditor: 11672 - Bright 'N' Care Cleaning Services Pty Ltd						
30/07/2026	INV-6414	24/07/2026	Marie Marland Reserve Toilets Clean WE 06/07/2026	Creditors Invoice	420.00	0.00
30/07/2026	027560	30/07/2026		Funds Transfer Payment	0.00	420.00
Total:					420.00	420.00
Creditor: 11678 - Setonix Digital Pty Ltd						
09/07/2026	INV-0385	30/06/2026	Setonix Phase 2 Optimisation Program	Creditors Invoice	2,627.63	0.00
09/07/2026	027101	09/07/2026		Funds Transfer Payment	0.00	2,627.63
Total:					2,627.63	2,627.63

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 11715 - Firesafe Resource and Industrial Pty Ltd						
09/07/2026	FR04558	03/07/2026	CMP Work	Creditors Invoice	845.63	0.00
09/07/2026	FR04523	01/07/2026	Yacht Club Work	Creditors Invoice	4,141.50	0.00
09/07/2026	027102	09/07/2026		Funds Transfer Payment	0.00	4,987.13
16/07/2026	FR04660	10/07/2026	JDH Replace Exit Sign	Creditors Invoice	291.50	0.00
16/07/2026	FR04672	13/07/2026	JDH Youth Zone Work	Creditors Invoice	1,149.50	0.00
16/07/2026	027254	16/07/2026		Funds Transfer Payment	0.00	1,441.00
23/07/2026	FR04705	15/07/2026	SHL Exit Doors Investigate	Creditors Invoice	291.50	0.00
23/07/2026	FR04725	16/07/2026	One Tree SH - Evacuations Plans	Creditors Invoice	2,747.80	0.00
23/07/2026	FR04792	20/07/2026	Depot Firesafe Work	Creditors Invoice	1,268.08	0.00
23/07/2026	027416	23/07/2026		Funds Transfer Payment	0.00	4,307.38
30/07/2026	FR04827	22/07/2026	Depot Fire Extinguisher	Creditors Invoice	6,037.49	0.00
30/07/2026	FR04948	27/07/2026	Monthly Testing - All sites July 2026	Creditors Invoice	2,438.59	0.00
30/07/2026	027561	30/07/2026		Funds Transfer Payment	0.00	8,476.08
Total:					19,211.59	19,211.59
Creditor: 11718 - Megan Elizabeth Budge						
23/07/2026	RFP_M BUDGE_21072026	21/07/2026	Utilities Reimbursement	Creditors Invoice	79.99	0.00
23/07/2026	027417	23/07/2026		Funds Transfer Payment	0.00	79.99
Total:					79.99	79.99
Creditor: 11726 - Holdfast Contracting Pty Ltd						
23/07/2026	5670	20/07/2026	Stadium Upstairs Female Toilet Seat	Creditors Invoice	595.06	0.00
23/07/2026	027418	23/07/2026		Funds Transfer Payment	0.00	595.06
30/07/2026	5673	20/07/2026	GAC Male Urinal Blockage	Creditors Invoice	340.67	0.00
30/07/2026	027562	30/07/2026		Funds Transfer Payment	0.00	340.67
Total:					935.73	935.73
Creditor: 11730 - Niltech Consulting Pty Ltd						
23/07/2026	INV-1421	30/06/2026	Planning, Compliance & Rangers	Creditors Invoice	20,328.00	0.00
23/07/2026	027419	23/07/2026		Funds Transfer Payment	0.00	20,328.00
Total:					20,328.00	20,328.00
Creditor: 11735 - The Trustee for the Tecon WA Pty Ltd						
09/07/2026	INV-4921	23/06/2026	Swimming Pool Barrier Inspection Program	Creditors Invoice	45,689.51	0.00
09/07/2026	027103	09/07/2026		Funds Transfer Payment	0.00	45,689.51
Total:					45,689.51	45,689.51

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Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 11738 - Laura Newling-Goode						
09/07/2026	RFP_L NEWLING-GOODE	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027104	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_L NEWLING-GOODE_	14/07/2026	Utilities Reimbursement	Creditors Invoice	6.15	0.00
16/07/2026	RFP_L NEWLING-GOODE_14072026	14/07/2026	Utilities Reimbursement	Creditors Invoice	49.95	0.00
16/07/2026	RFP_L NEWLING-GOODE_14072026A	14/07/2026	Utilities Reimbursement	Creditors Invoice	128.26	0.00
16/07/2026	RFP_L NEWLING-GOODE	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	RFP_L NEWLING-GOODE_14072026AA	14/07/2026	Utilities Reimbursement	Creditors Invoice	74.87	0.00
16/07/2026	027255	16/07/2026		Funds Transfer Payment	0.00	659.23
23/07/2026	RFP_L NEWLING-GOODE	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027420	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_L NEWLING-GOODE	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027563	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,859.23	1,859.23
Creditor: 11743 - Cameron Grant Cornish						
09/07/2026	RFP_C CORNISH	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027105	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_C CORNISH	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027256	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_CAMERON GRANT CORNISH_1707	17/07/2026	Reimbursement Pound Materials	Creditors Invoice	45.80	0.00
23/07/2026	RFP_C CORNISH	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027421	23/07/2026		Funds Transfer Payment	0.00	445.80
30/07/2026	RFP_C CORNISH	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027564	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,645.80	1,645.80
Creditor: 11744 - Melissa Anderson						
09/07/2026	RFP_M ANDERSON	04/07/2026	Rental Reimbursement	Creditors Invoice	4,228.57	0.00
09/07/2026	027106	09/07/2026		Funds Transfer Payment	0.00	4,228.57
16/07/2026	RFP_M ANDERSON_14062026-1	14/06/2026	Utilities Reimbursement	Creditors Invoice	8.20	0.00
16/07/2026	RFP_M ANDERSON_14062026-2	14/06/2026	Utilities Reimbursement	Creditors Invoice	153.50	0.00
16/07/2026	RFP_M ANDERSON	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027257	16/07/2026		Funds Transfer Payment	0.00	561.70
23/07/2026	RFP_M ANDERSON	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027422	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_M ANDERSON	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027565	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					5,590.27	5,590.27

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Creditor: 11745 - Manjinder Kaur						
09/07/2026	RFP_M KAUR	04/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
09/07/2026	027107	09/07/2026		Funds Transfer Payment	0.00	675.00
16/07/2026	RFP_M KAUR	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027258	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_M KAUR	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027423	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_M KAUR	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027566	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					2,700.00	2,700.00
Creditor: 11754 - The Trustee for PH Supacenta No 2 Trust (TA Harvey Norman)						
09/07/2026	1908972	16/06/2026	Camera for Staff headshots.	Creditors Invoice	1,380.95	0.00
09/07/2026	027108	09/07/2026		Funds Transfer Payment	0.00	1,380.95
16/07/2026	1902866	15/04/2026	Speaker for Training	Creditors Invoice	125.00	0.00
16/07/2026	1911892	10/07/2026	Ship to Shore Raffle Prizes	Creditors Invoice	444.00	0.00
16/07/2026	1902368	09/04/2026	Washing Machine	Creditors Invoice	592.00	0.00
16/07/2026	1911885	10/07/2026	Aquatics SD Cards Reader	Creditors Invoice	72.90	0.00
16/07/2026	1902673	13/04/2026	Fridge	Creditors Invoice	489.00	0.00
16/07/2026	1911801	09/07/2026	ICT Equipment	Creditors Invoice	3,890.00	0.00
16/07/2026	027259	16/07/2026		Funds Transfer Payment	0.00	5,612.90
23/07/2026	1906854	26/05/2026	JDH Kitchen Appliances	Creditors Invoice	558.00	0.00
23/07/2026	027424	23/07/2026		Funds Transfer Payment	0.00	558.00
Total:					7,551.85	7,551.85
Creditor: 11756 - Muscat Tanzer Lawyers						
23/07/2026	2889	30/06/2026	Procurement Suite Review	Creditors Invoice	4,950.00	0.00
23/07/2026	2703	31/03/2026	Procurement Policy & Internal Operating Procedure Review	Creditors Invoice	3,850.00	0.00
23/07/2026	027425	23/07/2026		Funds Transfer Payment	0.00	8,800.00
Total:					8,800.00	8,800.00
Creditor: 11768 - RM Surveys Pty Ltd						
16/07/2026	INV-49403	30/06/2026	Desktop Analysis R-SPEC Road Centreline	Creditors Invoice	10,472.00	0.00
16/07/2026	027260	16/07/2026		Funds Transfer Payment	0.00	10,472.00
Total:					10,472.00	10,472.00
Creditor: 11781 - Ninety Mile Consulting						
09/07/2026	INV-0233A	30/06/2026	CCH Business Case Review	Creditors Invoice	5,500.00	0.00

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09/07/2026	027109	09/07/2026		Funds Transfer Payment	0.00	5,500.00
Total:					5,500.00	5,500.00
Creditor: 11785 - Byblos Constructions Pty Ltd						
23/07/2026	CT000565 CLAIM 03 JUN 2026	13/07/2026	JD Hardie Youth & Community Hub Stage 3 Adventure Park	Creditors Invoice	453,706.00	0.00
23/07/2026	027426	23/07/2026		Funds Transfer Payment	0.00	453,706.00
Total:					453,706.00	453,706.00
Creditor: 11786 - AEYCorp Pty Ltd						
30/07/2026	546A	15/07/2026	Landfill Leak Repair	Creditors Invoice	671.00	0.00
30/07/2026	733A	18/07/2026	Landfill Install Overflow Pipe and New P	Creditors Invoice	1,225.16	0.00
30/07/2026	027567	30/07/2026		Funds Transfer Payment	0.00	1,896.16
Total:					1,896.16	1,896.16
Creditor: 11790 - Apex Engineering Project Management Pty Ltd						
16/07/2026	CT000570 CLAIM 5 - JUNE 2026	09/07/2026	External Project Management Services Roads and Paths Renewal	Creditors Invoice	21,809.96	0.00
16/07/2026	027261	16/07/2026		Funds Transfer Payment	0.00	21,809.96
Total:					21,809.96	21,809.96
Creditor: 11795 - Carreon Creations						
16/07/2026	10135	09/07/2026	Photobooth Naidoc Opening 2026	Creditors Invoice	1,095.00	0.00
16/07/2026	027262	16/07/2026		Funds Transfer Payment	0.00	1,095.00
Total:					1,095.00	1,095.00
Creditor: 11798 - Tourism Council Western Australia Ltd						
23/07/2026	I-00016978	14/07/2026	Destination Development Training Academy	Creditors Invoice	775.00	0.00
23/07/2026	027427	23/07/2026		Funds Transfer Payment	0.00	775.00
Total:					775.00	775.00
Creditor: 11807 - Acrobatch						
30/07/2026	AB-PH004.2	26/07/2026	Acrobatch Circus	Creditors Invoice	4,510.00	0.00
30/07/2026	AB-PH004.1	08/07/2026	Acrobatch Circus Deposit	Creditors Invoice	4,510.00	0.00
30/07/2026	027568	30/07/2026		Funds Transfer Payment	0.00	9,020.00
Total:					9,020.00	9,020.00
Creditor: 11810 - Direct Trades Supply Pty Ltd						
16/07/2026	842805	01/05/2026	AR Restrict Access	Creditors Invoice	5,175.00	0.00

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16/07/2026	027263	16/07/2026		Funds Transfer Payment	0.00	5,175.00
Total:					5,175.00	5,175.00
Creditor: 11812 - Mills Oakley						
23/07/2026	828842	29/05/2026	Professional Fees KZBP:8207706	Creditors Invoice	21,612.80	0.00
23/07/2026	027428	23/07/2026		Funds Transfer Payment	0.00	21,612.80
Total:					21,612.80	21,612.80
Creditor: 11816 - Sasha Gubbins						
23/07/2026	RFP_S GUBBINS_17072026	17/07/2026	Utilities Reimbursement	Creditors Invoice	240.00	0.00
23/07/2026	027429	23/07/2026		Funds Transfer Payment	0.00	240.00
Total:					240.00	240.00
Creditor: 11827 - Leading Roles						
16/07/2026	INV-9331	30/06/2026	Recruitment Services	Creditors Invoice	10,348.80	0.00
16/07/2026	027264	16/07/2026		Funds Transfer Payment	0.00	10,348.80
Total:					10,348.80	10,348.80
Creditor: 11829 - Hannah Davidson						
09/07/2026	RFP_H DAVIDSON	04/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
09/07/2026	027110	09/07/2026		Funds Transfer Payment	0.00	400.00
16/07/2026	RFP_H DAVIDSON	11/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
16/07/2026	027265	16/07/2026		Funds Transfer Payment	0.00	400.00
23/07/2026	RFP_H DAVIDSON	18/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
23/07/2026	027430	23/07/2026		Funds Transfer Payment	0.00	400.00
30/07/2026	RFP_H DAVIDSON	25/07/2026	Rental Reimbursement	Creditors Invoice	400.00	0.00
30/07/2026	027569	30/07/2026		Funds Transfer Payment	0.00	400.00
Total:					1,600.00	1,600.00
Creditor: 11830 - Renee Catherine Carter						
16/07/2026	RFP-R CARTER	11/07/2026	Mortgage Reimbursement	Creditors Invoice	2,314.29	0.00
16/07/2026	027266	16/07/2026		Funds Transfer Payment	0.00	2,314.29
23/07/2026	RFP-R CARTER	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027431	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_R CARTER	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027570	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					3,664.29	3,664.29

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Creditor: 11831 - HD Hair Lounge						
09/07/2026	0005	21/05/2026	NAIDOC Week Opening Event Activation	Creditors Invoice	2,296.25	0.00
09/07/2026	0006	16/06/2026	NAIDOC Week Opening Event Activation	Creditors Invoice	2,296.25	0.00
09/07/2026	027111	09/07/2026		Funds Transfer Payment	0.00	4,592.50
Total:					4,592.50	4,592.50
Creditor: 11834 - Marietjie Janse Van Vuuren						
09/07/2026	RFP_MJ VAN VUUREN	04/07/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
09/07/2026	027112	09/07/2026		Funds Transfer Payment	0.00	500.00
16/07/2026	RFP_MJ VAN VUUREN	11/07/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
16/07/2026	027267	16/07/2026		Funds Transfer Payment	0.00	500.00
23/07/2026	RFP_MJ VAN VUUREN	18/07/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
23/07/2026	027432	23/07/2026		Funds Transfer Payment	0.00	500.00
30/07/2026	RFP_MJ VAN VUUREN	25/07/2026	Mortgage Reimbursement	Creditors Invoice	500.00	0.00
30/07/2026	027571	30/07/2026		Funds Transfer Payment	0.00	500.00
Total:					2,000.00	2,000.00
Creditor: 11840 - Relationships Australia Western Australia Incorporated						
23/07/2026	172591	21/07/2026	HFVAG Stall Port Hedland Boulevard	Creditors Invoice	257.93	0.00
23/07/2026	027433	23/07/2026		Funds Transfer Payment	0.00	257.93
Total:					257.93	257.93
Creditor: 11841 - Hedland Harbour Cafe						
09/07/2026	INV-0113AA	08/07/2026	Elected Member Briefing Catering July	Creditors Invoice	225.00	0.00
09/07/2026	INV-0114AA	08/07/2026	Elected Member Briefing Catering July	Creditors Invoice	335.00	0.00
09/07/2026	INV-0115A	08/07/2026	Elected Member Briefing Catering July	Creditors Invoice	210.00	0.00
09/07/2026	027113	09/07/2026		Funds Transfer Payment	0.00	770.00
30/07/2026	INV-0131AA	23/07/2026	OCM Catering Expense July 2026	Creditors Invoice	195.00	0.00
30/07/2026	027572	30/07/2026		Funds Transfer Payment	0.00	195.00
Total:					965.00	965.00
Creditor: 11844 - Prarthana Saha						
09/07/2026	RFP_P SAHA_30062026	30/06/2026	20648 Relocation Reimbursement	Creditors Invoice	452.34	0.00
09/07/2026	027114	09/07/2026		Funds Transfer Payment	0.00	452.34
Total:					452.34	452.34
Creditor: 11849 - Kellie Marie Acres						
16/07/2026	RFP_K MARIE ACRES_14072026	14/07/2026	Catering Owls Xmas July	Creditors Invoice	109.78	0.00

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16/07/2026	027268	16/07/2026		Funds Transfer Payment	0.00	109.78
Total:					109.78	109.78
Creditor: 11858 - Karoline Lyall						
09/07/2026	RFP_K LYALL_05062026B	05/06/2026	MTDD Decorations for Live Show	Creditors Invoice	127.98	0.00
09/07/2026	027115	09/07/2026		Funds Transfer Payment	0.00	127.98
30/07/2026	RFP_K LYALL_17072026	17/07/2026	MTDD Costume for Live Show	Creditors Invoice	203.37	0.00
30/07/2026	027573	30/07/2026		Funds Transfer Payment	0.00	203.37
Total:					331.35	331.35
Creditor: 11859 - Austcorp Consulting PTY LTD						
09/07/2026	165315	02/07/2026	Contracting Services WE 28/06/2026	Creditors Invoice	2,829.75	0.00
09/07/2026	027116	09/07/2026		Funds Transfer Payment	0.00	2,829.75
16/07/2026	165471	10/07/2026	Contracting Services WE 05/07/2026	Creditors Invoice	2,829.75	0.00
16/07/2026	027269	16/07/2026		Funds Transfer Payment	0.00	2,829.75
23/07/2026	165632	17/07/2026	Contracting Services WE 12/07/2026	Creditors Invoice	2,829.75	0.00
23/07/2026	027434	23/07/2026		Funds Transfer Payment	0.00	2,829.75
30/07/2026		165805	24/07/2026	Contracting Services WE 19/07/2026	Creditors Invoice	2,263.80
30/07/2026	027574	30/07/2026		Funds Transfer Payment	0.00	2,263.80
Total:					10,753.05	10,753.05
Creditor: 11860 - Quik Corp Pty Ltd						
16/07/2026	I17123	11/06/2026	Materials	Creditors Invoice	30,873.29	0.00
16/07/2026	I17217	18/06/2026	Vehicle Spraying Equipment	Creditors Invoice	26,013.03	0.00
16/07/2026	027270	16/07/2026		Funds Transfer Payment	0.00	56,886.32
Total:					56,886.32	56,886.32
Creditor: 11862 - Zoe Little						
13/07/2026	EM PAYMENT - ZL - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	2,806.84	0.00
13/07/2026	027128	13/07/2026		Funds Transfer Payment	0.00	2,806.84
Total:					2,806.84	2,806.84
Creditor: 11864 - Jacinta Marie Patricia Behrend						
13/07/2026	EM PAYMENT - M.JB - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	12,941.20	0.00
13/07/2026	027129	13/07/2026		Funds Transfer Payment	0.00	12,941.20
Total:					12,941.20	12,941.20

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Creditor: 11867 - Rachael Baxter						
13/07/2026	EM PAYMENT - RB - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	2,806.84	0.00
13/07/2026	027130	13/07/2026		Funds Transfer Payment	0.00	2,806.84
Total:					2,806.84	2,806.84
Creditor: 11872 - Ranasinghe Arachchige Don Dilshan Dulanjaya						
09/07/2026	RFP_R DULANJAYA_30062026	30/06/2026	20672 Relocation Reimbursement	Creditors Invoice	1,048.68	0.00
09/07/2026	027117	09/07/2026		Funds Transfer Payment	0.00	1,048.68
Total:					1,048.68	1,048.68
Creditor: 11873 - Sharon L Todd						
13/07/2026	EM PAYMENT - ST - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	2,806.84	0.00
13/07/2026	027131	13/07/2026		Funds Transfer Payment	0.00	2,806.84
Total:					2,806.84	2,806.84
Creditor: 11875 - Troy Melville						
13/07/2026	EM PAYMENT - DM.TM - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	4,689.03	0.00
13/07/2026	027132	13/07/2026		Funds Transfer Payment	0.00	4,689.03
Total:					4,689.03	4,689.03
Creditor: 11876 - Kaushik Sridhar						
23/07/2026	INV-009	15/07/2026	Environmental Sustainability Strategy	Creditors Invoice	8,800.00	0.00
23/07/2026	027435	23/07/2026		Funds Transfer Payment	0.00	8,800.00
Total:					8,800.00	8,800.00
Creditor: 11877 - Russell McDowall						
13/07/2026	EM PAYMENT - RM -JUN 2026	30/06/2026	EM Payments	Creditors Invoice	2,806.84	0.00
13/07/2026	027133	13/07/2026		Funds Transfer Payment	0.00	2,806.84
Total:					2,806.84	2,806.84
Creditor: 11881 - Frank Edwards						
13/07/2026	EM PAYMENT - FE - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	2,806.84	0.00
13/07/2026	027134	13/07/2026		Funds Transfer Payment	0.00	2,806.84
Total:					2,806.84	2,806.84
Creditor: 11882 - Renae Anne Doyle						
23/07/2026	RFP_R DOYLE_19072026	19/07/2026	Utilities Reimbursement	Creditors Invoice	580.03	0.00

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23/07/2026	027436	23/07/2026		Funds Transfer Payment	0.00	580.03
Total:					580.03	580.03
Creditor: 11884 - Ausactive Limited						
16/07/2026	INV-0054727	01/07/2026	Professional Membership Registration	Creditors Invoice	2,306.34	0.00
16/07/2026	027271	16/07/2026		Funds Transfer Payment	0.00	2,306.34
Total:					2,306.34	2,306.34
Creditor: 11888 - Indian Ocean Air Pty Ltd						
23/07/2026	10695	20/07/2026	Aircon Repair	Creditors Invoice	2,048.66	0.00
23/07/2026	027437	23/07/2026		Funds Transfer Payment	0.00	2,048.66
Total:					2,048.66	2,048.66
Creditor: 11890 - Interclamp Pty Ltd						
16/07/2026	331245	01/07/2026	Cemetery Beach Wheelchair Ramp	Creditors Invoice	5,171.25	0.00
16/07/2026	027272	16/07/2026		Funds Transfer Payment	0.00	5,171.25
Total:					5,171.25	5,171.25
Creditor: 11893 - Port Hedland Golf Club Incorporated						
09/07/2026	0113765	18/03/2026	Hire of Lighting Tower 07/03/2026	Creditors Invoice	621.00	0.00
09/07/2026	027118	09/07/2026		Funds Transfer Payment	0.00	621.00
Total:					621.00	621.00
Creditor: 11896 - Rice 2 meet you						
30/07/2026	000007	23/07/2026	Team Talk Catering July 2026	Creditors Invoice	250.00	0.00
30/07/2026	027575	30/07/2026		Funds Transfer Payment	0.00	250.00
Total:					250.00	250.00
Creditor: 11897 - Alyka Pty Ltd						
16/07/2026	INV-42775	01/07/2026	Hedland Place Branding Services	Creditors Invoice	12,178.32	0.00
16/07/2026	027273	16/07/2026		Funds Transfer Payment	0.00	12,178.32
Total:					12,178.32	12,178.32
Creditor: 11898 - Cinemalive Pty Ltd						
16/07/2026	INV-5627	04/06/2026	Movie Rental Grow	Creditors Invoice	113.00	0.00

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16/07/2026	027274	16/07/2026		Funds Transfer Payment	0.00	113.00
Total:					113.00	113.00
Creditor: 11901 - Pilbara Kimberley University Centres Inc.						
09/07/2026	INV-0842	12/06/2026	Scholarships 1st Year	Creditors Invoice	22,000.00	0.00
09/07/2026	027119	09/07/2026		Funds Transfer Payment	0.00	22,000.00
Total:					22,000.00	22,000.00
Creditor: 11906 - Azyll Grace Gujadhur						
09/07/2026	RFP_A GRACE GUJADHUR_04062026	04/06/2026	Reimbursement Work Expenses	Creditors Invoice	167.90	0.00
09/07/2026	RFP_A GRACE GUJADHUR_03072026	03/07/2026	Reimbursement Work Expenses	Creditors Invoice	305.35	0.00
09/07/2026	027120	09/07/2026		Funds Transfer Payment	0.00	473.25
16/07/2026	RFP_A GRACE GUJADHUR_03072026	03/07/2026	Reimbursement Travel	Creditors Invoice	128.48	0.00
16/07/2026	027275	16/07/2026		Funds Transfer Payment	0.00	128.48
Total:					601.73	601.73
Creditor: 11908 - The Trustee for BishopMedia Trust						
09/07/2026	24783	30/06/2026	Mayor Executive Media Workshop	Creditors Invoice	2,926.00	0.00
09/07/2026	027121	09/07/2026		Funds Transfer Payment	0.00	2,926.00
Total:					2,926.00	2,926.00
Creditor: 11913 - Auspicious Arts Projects Inc.						
16/07/2026	AR-INV-202498	09/06/2026	Spinifex Play Date by All The Queens Men First Instalment	Creditors Invoice	4,400.00	0.00
16/07/2026	027276	16/07/2026		Funds Transfer Payment	0.00	4,400.00
30/07/2026	AR-INV-202860	24/07/2026	Play Date - 2/2 Final Instalment	Creditors Invoice	4,400.00	0.00
30/07/2026	027576	30/07/2026		Funds Transfer Payment	0.00	4,400.00
Total:					8,800.00	8,800.00
Creditor: 11915 - Jemma Clare Scott						
13/07/2026	EM PAYMENT - JS - JUN 2026	30/06/2026	EM Payments	Creditors Invoice	2,361.87	0.00
13/07/2026	027135	13/07/2026		Funds Transfer Payment	0.00	2,361.87
Total:					2,361.87	2,361.87
Creditor: 11918 - Blump Pty Ltd						
23/07/2026	8219	15/07/2026	Spinifex Spree 2026 Deposit	Creditors Invoice	7,774.51	0.00
23/07/2026	027438	23/07/2026		Funds Transfer Payment	0.00	7,774.51
30/07/2026	8108A	16/03/2026	Road Trip Package	Creditors Invoice	4,990.00	0.00

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30/07/2026	027577	30/07/2026		Funds Transfer Payment	0.00	4,990.00
Total:					12,764.51	12,764.51
Creditor: 11921 - Kollektive Holdings Pty Ltd						
16/07/2026	INV-0006A	02/07/2026	Piyalajarri Luncheon Video Edits	Creditors Invoice	605.00	0.00
16/07/2026	027277	16/07/2026		Funds Transfer Payment	0.00	605.00
Total:					605.00	605.00
Creditor: 11923 - Razalie Bin Sudin						
16/07/2026	INV-0035AA	02/07/2026	NAIDOC Event & Hip Hop Workshop	Creditors Invoice	9,995.84	0.00
16/07/2026	027278	16/07/2026		Funds Transfer Payment	0.00	9,995.84
Total:					9,995.84	9,995.84
Creditor: 11925 - Deane Dobson						
23/07/2026	RFP_D DOBSON_07072026	07/07/2026	Work Expenses Reimbursement	Creditors Invoice	84.00	0.00
23/07/2026	RFP_D DOBSON_210726	21/07/2026	Work Expenses Reimbursement	Creditors Invoice	43.70	0.00
23/07/2026	027439	23/07/2026		Funds Transfer Payment	0.00	127.70
30/07/2026	RFP_D DOBSON	25/07/2026	Mortgage Reimbursement	Creditors Invoice	2,914.29	0.00
30/07/2026	027578	30/07/2026		Funds Transfer Payment	0.00	2,914.29
Total:					3,041.99	3,041.99
Creditor: 11926 - Dutch Fritz						
09/07/2026	RFP_D FRITZ	04/07/2026	Mortgage Reimbursement	Creditors Invoice	4,242.86	0.00
09/07/2026	027122	09/07/2026		Funds Transfer Payment	0.00	4,242.86
16/07/2026	RFP_D FRITZ	11/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
16/07/2026	027279	16/07/2026		Funds Transfer Payment	0.00	675.00
23/07/2026	RFP_D FRITZ	18/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
23/07/2026	027440	23/07/2026		Funds Transfer Payment	0.00	675.00
30/07/2026	RFP_D FRITZ	25/07/2026	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
30/07/2026	027579	30/07/2026		Funds Transfer Payment	0.00	675.00
Total:					6,267.86	6,267.86
Creditor: 11932 - Grace Removals (Australia) Pty Ltd						
23/07/2026	211702206062	15/07/2026	Relocation 20696	Creditors Invoice	12,900.00	0.00
23/07/2026	027441	23/07/2026		Funds Transfer Payment	0.00	12,900.00
Total:					12,900.00	12,900.00

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Creditor: 11933 - Waterman Training Solutions						
30/07/2026	INV-00100	14/07/2026	20382 & 19492 First Aid, Emergency Life Support & Cardiopulmon	Creditors Invoice	660.00	0.00
30/07/2026	027580	30/07/2026		Funds Transfer Payment	0.00	660.00
Total:					660.00	660.00
Creditor: 11934 - Riskwise Consulting Pty Ltd						
30/07/2026	272	18/06/2026	Facilitation Services 29/05/2026 to 17/06/26	Creditors Invoice	3,176.23	0.00
30/07/2026	027581	30/07/2026		Funds Transfer Payment	0.00	3,176.23
Total:					3,176.23	3,176.23
Creditor: 99999 - Sundry Eft						
09/07/2026	RFP_L SHEDLOCK_26062026	26/06/2026	Sundry EFT	Creditors Invoice	1,500.00	0.00
09/07/2026	RFP_SELECT MUSIC_26.06.2026	26/06/2026	Sundry EFT	Creditors Invoice	3,850.00	0.00
09/07/2026	RFP_KAYTLIN SMITH_30062026	30/06/2026	Sundry EFT	Creditors Invoice	1,650.00	0.00
09/07/2026	RFP_HEDLAND FIRST NATIONAL_030	03/07/2026	Sundry EFT	Creditors Invoice	1,991.12	0.00
09/07/2026	RFP_STEPHANIE CORDERY_01072026	01/07/2026	Sundry EFT	Creditors Invoice	100.00	0.00
09/07/2026	CN026957	09/07/2026	Sundry EFT	\$APCREDIT	-1,500.00	0.00
09/07/2026	027123	09/07/2026		Funds Transfer Payment	0.00	3,850.00
09/07/2026	027124	09/07/2026		Funds Transfer Payment	0.00	1,650.00
09/07/2026	027125	09/07/2026		Funds Transfer Payment	0.00	1,991.12
09/07/2026	027126	09/07/2026		Funds Transfer Payment	0.00	100.00
16/07/2026	RFP_S BAKER_09072026	09/07/2026	Sundry EFT	Creditors Invoice	500.00	0.00
16/07/2026	RFP_S EVERITT	14/07/2026	Sundry EFT	Creditors Invoice	566.86	0.00
16/07/2026	RFP_CASSIA PRIMARY PARENTS & C	08/07/2026	Sundry EFT	Creditors Invoice	1,000.00	0.00
16/07/2026	RFP_ABDUL SATTAR IQBAL_0707202	07/07/2026	Sundry EFT	Creditors Invoice	116.50	0.00
16/07/2026	RFP_MANDY HUGHES_13072026	13/07/2026	Sundry EFT	Creditors Invoice	299.00	0.00
16/07/2026	RFP_HEDLAND BMX CLUB_10072026	10/07/2026	Sundry EFT	Creditors Invoice	5,000.00	0.00
16/07/2026	RFP_HEDLAND TAEKOWONDO CLUB IN	13/07/2026	Sundry EFT	Creditors Invoice	5,000.00	0.00
16/07/2026	RFP_M E S A SHEDLOCK_14072026	14/07/2026	Sundry EFT	Creditors Invoice	1,500.00	0.00
16/07/2026	RFP_WATER POLO_13072026	13/07/2026	Sundry EFT	Creditors Invoice	5,000.00	0.00
16/07/2026	RFP_YAMATJI MARLPA ABORIGINAL	14/07/2026	Sundry EFT	Creditors Invoice	15,000.00	0.00
16/07/2026	RFP_DAVID & JANICE STEELE_0907	09/07/2026	Sundry EFT	Creditors Invoice	325.00	0.00
16/07/2026	027280	16/07/2026		Funds Transfer Payment	0.00	500.00
16/07/2026	027281	16/07/2026		Funds Transfer Payment	0.00	566.86
16/07/2026	027282	16/07/2026		Funds Transfer Payment	0.00	1,000.00
16/07/2026	027283	16/07/2026		Funds Transfer Payment	0.00	116.50
16/07/2026	027284	16/07/2026		Funds Transfer Payment	0.00	299.00
16/07/2026	027285	16/07/2026		Funds Transfer Payment	0.00	5,000.00
16/07/2026	027286	16/07/2026		Funds Transfer Payment	0.00	5,000.00
16/07/2026	027287	16/07/2026		Funds Transfer Payment	0.00	1,500.00
16/07/2026	027288	16/07/2026		Funds Transfer Payment	0.00	5,000.00
16/07/2026	027289	16/07/2026		Funds Transfer Payment	0.00	15,000.00

TOWN OF PORT HEDLAND
CEO's Delegated Payments List - Regulation 13 (1) Local Government (Financial Management) Regulations 1996
List of Payments - Payment details for month of July 2026

Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
16/07/2026	027290	16/07/2026		Funds Transfer Payment	0.00	325.00
23/07/2026	RFP_EMIE GARCIA MACALINTAL_070	07/07/2026	Sundry EFT	Creditors Invoice	3,300.00	0.00
23/07/2026	RFP_BERNADETTE SPURLING_130720	13/07/2026	Sundry EFT	Creditors Invoice	4,000.00	0.00
23/07/2026	RFP_P JOHNSON_20072026	20/07/2026	Sundry EFT	Creditors Invoice	750.00	0.00
23/07/2026	027442	23/07/2026		Funds Transfer Payment	0.00	3,300.00
23/07/2026	027443	23/07/2026		Funds Transfer Payment	0.00	4,000.00
23/07/2026	027444	23/07/2026		Funds Transfer Payment	0.00	750.00
30/07/2026	RFP_CHRISTIAN J KRAAZ & SH2307	23/07/2026	Sundry EFT	Creditors Invoice	128.85	0.00
30/07/2026	RFP_TLC CONTRACTING_29072026	29/07/2026	Sundry EFT	Creditors Invoice	10,023.54	0.00
30/07/2026	027582	30/07/2026		Funds Transfer Payment	0.00	128.85
30/07/2026	027583	30/07/2026		Funds Transfer Payment	0.00	10,023.54
					60,100.87	60,100.87
Total					7,950,490.05	7,950,490.05

Municipal Fund Account

EFT Payments

Creditors	7,950,490.05
Payroll	2,924,388.91

Direct Debits

WA Treasury loans	311,562.98
Credit cards	156,998.79
Refunds	3,379.53
Merchant fees	2,718.65
Other fees	309.84
Smartrider fees	28.50

Total	11,349,877.25

TOWN OF PORT HEDLAND

Corporate Purchasing Card Payments 30 Jun to 28 July 2026

Cardholder name	Cardholder account	Card Type	Cardholder limit \$		Amount \$
XXXXXXXXXX	XXXX-XXXX-XXXX-8096	Physical	\$	20,000.00	\$ 104.42
XXXXXXXXXX	XXXX-XXXX-XXXX-5218	Physical	\$	15,000.00	\$ 9,830.32
XXXXXXXXXX	XXXX-XXXX-XXXX-5127	Physical	\$	10,000.00	\$ 0.00
XXXXXXXXXX	XXXX-XXXX-XXXX-4463	Physical	\$	10,000.00	\$ 3,291.94
XXXXXXXXXX	XXXX-XXXX-XXXX-0326	Physical	\$	10,000.00	\$ 450.05
XXXXXXXXXX	XXXX-XXXX-XXXX-5160	Physical	\$	5,000.00	\$ 9,911.47
XXXXXXXXXX	XXXX-XXXX-XXXX-4950	Physical	\$	15,000.00	\$ 184.47
XXXXXXXXXX	XXXX-XXXX-XXXX-0724	Physical	\$	5,000.00	\$ 0.00
XXXXXXXXXX	XXXX-XXXX-XXXX-5150	Physical	\$	15,000.00	\$ 1,507.00
XXXXXXXXXX	XXXX-XXXX-XXXX-4915	Virtual	\$	10,000.00	\$ 9,424.76
XXXXXXXXXX	XXXX-XXXX-XXXX-3893	Physical	\$	10,000.00	\$ 0.00
XXXXXXXXXX	XXXX-XXXX-XXXX-0846	Physical	\$	2,000.00	\$ 1,515.18
XXXXXXXXXX	XXXX-XXXX-XXXX-7297	Physical	\$	5,000.00	\$ 243.78
XXXXXXXXXX	XXXX-XXXX-XXXX-9387	Physical	\$	15,000.00	\$ 4,310.38
XXXXXXXXXX	XXXX-XXXX-XXXX-2401	Physical	\$	5,000.00	\$ 2,326.69
XXXXXXXXXX	XXXX-XXXX-XXXX-0994	Physical	\$	10,000.00	\$ 2,070.00
XXXXXXXXXX	XXXX-XXXX-XXXX-6647	Physical	\$	2,000.00	\$ 19.00
XXXXXXXXXX	XXXX-XXXX-XXXX-2627	Physical	\$	10,000.00	\$ 2,513.50
XXXXXXXXXX	XXXX-XXXX-XXXX-3644	Virtual	\$	7,309.00	\$ 7,299.87
XXXXXXXXXX	XXXX-XXXX-XXXX-0708	Virtual	\$	4,356.00	\$ 4,355.99
XXXXXXXXXX	XXXX-XXXX-XXXX-3710	Physical	\$	5,000.00	\$ 0.00
XXXXXXXXXX	XXXX-XXXX-XXXX-6589	Physical	\$	5,000.00	\$ 0.00
XXXXXXXXXX	XXXX-XXXX-XXXX-5192	Physical	\$	5,000.00	\$ 3,600.29
XXXXXXXXXX	XXXX-XXXX-XXXX-0584	Physical	\$	5,000.00	\$ 2,573.00
XXXXXXXXXX	XXXX-XXXX-XXXX-4987	Physical	\$	10,000.00	\$ 2,420.00
XXXXXXXXXX	XXXX-XXXX-XXXX-0128	Physical	\$	5,000.00	\$ 4,720.04
XXXXXXXXXX	XXXX-XXXX-XXXX-4495	Physical	\$	2,000.00	\$ 460.00
XXXXXXXXXX	XXXX-XXXX-XXXX-1273	Physical	\$	15,000.00	\$ 5,560.43
XXXXXXXXXX	XXXX-XXXX-XXXX-2405	Virtual	\$	10,000.00	\$ 2,835.55
				TOTAL	\$ 81,528.13

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

Corporate Purchasing Card Payments 30 June to 28 July 2026

Cardholder Name	Account - Last Four Digits	Transaction Date	Amount	Supplier	Expense Description
xxxxxxxxxx	8096	29 Jun 2026	20.00	Woolworths/Port Hedland S	Woolworths Catering for Industrial Agreement negotiations 29.06.26
xxxxxxxxxx	8096	10 Jul 2026	84.42	Eb *presenting With Co	Staff training - PHCCI Presenting with confidence for employee # 19805 - Approved L&D form
Total			104.42		
xxxxxxxxxx	5218	29 Jun 2026	263.80	Pilbara Sporting Compa	Fishability Event - 2 x Large Flasks for Tea and Coffee (Temporary due to JD Hardie kitchen unavailable)
xxxxxxxxxx	5218	01 Jul 2026	3,500.00	Sum*provisions - Your	2 x Commercial Fridges - Kiosk Operations - JD Hardie Youth & Community Hub
xxxxxxxxxx	5218	09 Jul 2026	1,607.00	Ram South Hedland	Catering - Matt Dann Theatre - NAIDOC Free Movie Screening Event 11/07/2026
xxxxxxxxxx	5218	17 Jul 2026	56.00	Kmart 1103	PPE - Director Community Services - Correct PPE for onsite visits - Boots and hi-vis vest
xxxxxxxxxx	5218	22 Jul 2026	1,338.02	Virgin Au	Return Flights from Brisbane - Community Safety Advisor - Leave Cover and POP Project Workshop Delivery
xxxxxxxxxx	5218	27 Jul 2026	1,049.68	Virgin Au	Return Flights from Perth - 2026 ARIC Meeting - ARIC Member (Alan Lamb)
xxxxxxxxxx	5218	27 Jul 2026	1,049.68	Virgin Au	Return Flights from Perth - 2026 ARIC Meeting - ARIC Member (Sonia McKeiver)
xxxxxxxxxx	5218	27 Jul 2026	966.14	Virgin Au	Return Flights to Perth - Manager Governance - 2026 Women Unlimited Leadership Summit
Total			9,830.32		
xxxxxxxxxx	4463	02 Jul 2026	555.25	Perth Expo Hire	Perth Careers Expo, 23-25 July 2026 - Furniture Hire Costs.
xxxxxxxxxx	4463	10 Jul 2026	2,502.16	Northfleet	Elected member bus tour
xxxxxxxxxx	4463	11 Jul 2026	172.38	Tribe Perth Opi	CMM Travel Expenses. Accommodation Perth. Invoice from Feb 2026 that had not been finalized.
xxxxxxxxxx	4463	14 Jul 2026	62.15	Midwest Aero Medical	Recruitment Expenses. Pre-Employment Medical.
Total			3,291.94		
xxxxxxxxxx	0326	02 Jul 2026	160.00	Kmart	Kinetic Sand for inclusion program at SHAC
xxxxxxxxxx	0326	03 Jul 2026	45.84	Ampol Nanutarra Roadhouse	No Bp service station within range
xxxxxxxxxx	0326	13 Jul 2026	50.00	Ampol Nanutarra Roadhouse	No Bp service station within range
xxxxxxxxxx	0326	27 Jul 2026	194.21	R U Ok Limited	R U OK day event merchandise for Wanagkura Stadium
Total			450.05		
xxxxxxxxxx	5160	29 Jun 2026	3,220.00	Karribi Developments P/L	Travel Accommodation - Contractor Ranger
xxxxxxxxxx	5160	02 Jul 2026	1,107.32	Virgin Au	Travel Flights - Remote Worker - PHE Visit
xxxxxxxxxx	5160	02 Jul 2026	1,404.45	Hedland First National	Travel Accommodation - Remote Worker - PHE Visit
xxxxxxxxxx	5160	05 Jul 2026	230.00	Karribi Developments P/L	Accommodation - Consultant for Stakeholder Engagement - DMIP, IAFP & RAR
xxxxxxxxxx	5160	07 Jul 2026	1,300.00	Australian Regional To	Conference Tickets - Australian Regional Tourism Convention
xxxxxxxxxx	5160	10 Jul 2026	690.00	Karribi Developments P/L	Accommodation - Consultant for Stakeholder Engagement - DMIP, IAFP & RAR
xxxxxxxxxx	5160	10 Jul 2026	690.00	Karribi Developments P/L	Accommodation - Consultant for Stakeholder Engagement - DMIP, IAFP & RAR
xxxxxxxxxx	5160	13 Jul 2026	860.00	Dmirs East Perth	Tenement Objection - E 45/7324
xxxxxxxxxx	5160	14 Jul 2026	409.70	Eha Sa	Australian Food Safety Assessment Inspection Pads
Total			9,911.47		
xxxxxxxxxx	4950	08 Jul 2026	9.90	White Knight Industrie	Cutting of key - Office of CEO minor equipment
xxxxxxxxxx	4950	26 Jul 2026	5.80	Dome Port Hedland	Coffee with external stakeholder meeting - CEO
xxxxxxxxxx	4950	26 Jul 2026	168.77	Rays	Work Breakfast with Melissa Price MP and partner with Mayor and CEO (4 people)
Total			184.47		
xxxxxxxxxx	5150	07 Jul 2026	1,199.00	Paypal *pinnaclehei	Diploma in WHS for employee # 19187 as per CEO memo - Pinnacle Safety & training
xxxxxxxxxx	5150	20 Jul 2026	308.00	Virgin AU 7954431330982	Extra baggage purchased for employee # 20530 to transport ToPH merchandise to Careers expo
Total			1,507.00		

Corporate Purchasing Card Payments 30 June to 28 July 2026

Cardholder Name	Account - Last Four Digits	Transaction Date	Amount	Supplier	Expense Description
xxxxxxxxxx	4915	29 Jun 2026	725.40	Victory Prs Printin	Printing - Leisure Facilities
xxxxxxxxxx	4915	29 Jun 2026	1,840.00	Karribi Developments P/L	Employee 20585. Position 1190. Dates 13 to 21 May 2026. Remote worker, site visit.
xxxxxxxxxx	4915	14 Jul 2026	915.60	Virgin Au	Employee 19371 Position 1013 Virgin Perth 22-27 Aug 2026 State of Social Conference Marketing & Comms
xxxxxxxxxx	4915	14 Jul 2026	382.40	Accor* Mercure Perth O	Employee 19371 Position 1012 Accom Perth 25-27 Aug 2026
xxxxxxxxxx	4915	16 Jul 2026	937.84	Virgin Au	Employee 19882 Position 1301 - 02/Aug to 14/Aug - Remote worker regular site visit
xxxxxxxxxx	4915	20 Jul 2026	4,623.52	Www.Octopustvenclosure	
Total			9,424.76		
xxxxxxxxxx	0846	03 Jul 2026	47.89	Hedland Hardware	Landfill Bug Zapper for Ice Room as requested by Leading Hand David Stuchbery
xxxxxxxxxx	0846	10 Jul 2026	78.50	Galvins Plumbing Suppl	Camlock washer Landfill Water Truck as per Leading Hand David Stuchbery
xxxxxxxxxx	0846	16 Jul 2026	69.21	Hedland Hardware	Minor purchase for Effluent Ponds as per Leading Hand David Stuchbery
xxxxxxxxxx	0846	16 Jul 2026	685.12	Event And Conference Co P	Payment for Grant, Alex, Jan, Lauren & Prarthana attend Waste Sorted Awards Perth Gala
xxxxxxxxxx	0846	17 Jul 2026	33.00	Galvins Plumbing Suppl	Landfill water truck repair part
xxxxxxxxxx	0846	24 Jul 2026	601.46	Cti Logistics Ltd	Freight services
Total			1,515.18		
xxxxxxxxxx	7297	15 Jul 2026	9.00	Woolworths/Port Hedland S	20419 - Employee Farewell morning Tea with the Parks & Gardens Team
xxxxxxxxxx	7297	15 Jul 2026	128.88	Woolworths/Port Hedland S	20419 - Employee Farewell morning Tea with the Parks & Gardens Team
xxxxxxxxxx	7297	26 Jul 2026	65.50	Dome Port Hedland	Catering for elected members bus tour
xxxxxxxxxx	7297	26 Jul 2026	40.40	Woolworths/Port Hedland S	Catering for elected members bus tour
Total			243.78		
xxxxxxxxxx	9387	03 Jul 2026	878.90	Ubiquiti Aus	CP - 10292-60 - Network Redesign & Refresh
xxxxxxxxxx	9387	03 Jul 2026	878.90	Ubiquiti Aus	CP - 10292-60 - Network Redesign & Refresh
xxxxxxxxxx	9387	05 Jul 2026	878.90	Ubiquiti Aus	CP - 10292-60 - Network Redesign & Refresh
xxxxxxxxxx	9387	14 Jul 2026	307.95	Harvey Norman Av/lt	Starlink Mount & Cable for Spin Spree
xxxxxxxxxx	9387	16 Jul 2026	878.90	Ubiquiti Aus	CP - 10292-60 - Network Redesign & Refresh
xxxxxxxxxx	9387	17 Jul 2026	49.00	Ubiquiti Aus	Wi-Fi replacement part
xxxxxxxxxx	9387	17 Jul 2026	62.83	Starlink Internet	Starlink Standby
xxxxxxxxxx	9387	26 Jul 2026	375.00	Starlink Internet	Emergency Starlink for Depot outage
Total			4,310.38		
xxxxxxxxxx	2401	30 Jun 2026	1,937.16	Qantas Airw	18618 - Manager Waste & Services traveling for Waste expo 2026
xxxxxxxxxx	2401	03 Jul 2026	26.85	Hedland Emporium Pty	Stationary for Depot - Tape, Glue, Card holder strings.
xxxxxxxxxx	2401	17 Jul 2026	82.29	Bp Sth Hedland1928	Parks & Gardens fleet fuel while they're waiting for a fuel card.
xxxxxxxxxx	2401	22 Jul 2026	7.45	Tlc South Hedland	Envelopes to send seeds for sampling & health test
xxxxxxxxxx	2401	24 Jul 2026	87.14	Coles 0385	Catering arrangements for EM's tour to old TAFE Site & JD Hardie Stage 3
xxxxxxxxxx	2401	24 Jul 2026	185.80	Subway South Hedland	Catering arrangements for EM's tour to old TAFE Site & JD Hardie Stage 3
Total			2,326.69		
xxxxxxxxxx	0994	02 Jul 2026	2,070.00	Karribi Developments P/L	Transit accommodation for new Employee 20629
Total			2,070.00		
xxxxxxxxxx	6647	11 Jul 2026	19.00	Defectwise Premium	Defectwise app used by BM when attending inspections of properties.
Total			19.00		

Corporate Purchasing Card Payments 30 June to 28 July 2026

Cardholder Name	Account - Last Four Digits	Transaction Date	Amount	Supplier	Expense Description
xxxxxxxxxx	2627	30 Jun 2026	920.00	Karribi Developments P/L	Accommodation for Producers of "Trophy" residency program for Matt Dann
xxxxxxxxxx	2627	13 Jul 2026	805.07	Smp*chef Bistro	OWLS program catering for Christmas in July
xxxxxxxxxx	2627	14 Jul 2026	670.63	Soundtrack	Soundtrack subscription for playing music at Spinifex Spree
xxxxxxxxxx	2627	23 Jul 2026	75.80	Caltex South Hedland	Fuel purchase - Fuel card unavailable
xxxxxxxxxx	2627	24 Jul 2026	42.00	Bws Liquor/Port Hedland S	Spinifex Spree Artist Catering
Total			2,513.50		
xxxxxxxxxx	0708	21 Jul 2026	4,355.99	Smartsheet Inc.	Annual renewal of SmartSheet subscription
xxxxxxxxxx	0708	21 Jul 2026	7,299.87	Qa.Com	QA Training Platform Licence subscription 12 months
Total			11,655.86		
xxxxxxxxxx	5192	05 Jul 2026	460.00	Karribi Developments P/L	Accommodation (2 Nights) - NAIDOC Week - Contractor providing inflatables for youth event.
xxxxxxxxxx	5192	06 Jul 2026	1,182.74	Virgin Au	Return Flights from Perth - Book Week - Author delivering presentations, workshops and reading sessions.
xxxxxxxxxx	5192	07 Jul 2026	552.85	Wheniwork.Com	Monthly Subscription - Online Rostering Software - Casual Employees
xxxxxxxxxx	5192	07 Jul 2026	78.97	Wheniwork.Com	Monthly Subscription - Online Rostering Software - Casual Employees
xxxxxxxxxx	5192	07 Jul 2026	157.96	Wheniwork.Com	Monthly Subscription - Online Rostering Software - Casual Employees
xxxxxxxxxx	5192	08 Jul 2026	250.15	Sp Cbca Merchandise	Book Week - Official promotional and display material for Port and South Libraries.
xxxxxxxxxx	5192	16 Jul 2026	143.62	Oneplan	Monthly Subscription - Events Mapping Software
xxxxxxxxxx	5192	20 Jul 2026	665.00	Virgin Au	WA Aquatic & Recreation Conference - Director Community Services Presentation of the Guardian Program
xxxxxxxxxx	5192	27 Jul 2026	109.00	Virgin AU 7952125250198	Change Flight Fee - Community Safety Advisor - Leave Cover and Workshop Delivery
Total			3,600.29		
xxxxxxxxxx	0584	13 Jul 2026	22.00	Australasian Animal Re	Transfer of Animals Microchip details
xxxxxxxxxx	0584	10 Jul 2026	6.00	Coles 0385	Cleaning supplies Animal management facility
xxxxxxxxxx	0584	10 Jul 2026	15.00	Australasian Animal Re	Transfer of animal's microchip details
xxxxxxxxxx	0584	05 Jul 2026	2,530.00	Karribi Developments P/L	Accommodation expenses for contract ranger 1267
Total			2,573.00		
xxxxxxxxxx	4987	15 Jul 2026	2,420.00	Tyrepower Broome	FM1005096 Tyre purchase from an out-of-town supplier for a town vehicle-PH 29201-Broome
Total			2,420.00		
xxxxxxxxxx	0128	03 Jul 2026	141.48	Www.Bannerbuzz.Com.Au	COMMUNITY CONSULTATION - SIGNBOARD PRINTING
xxxxxxxxxx	0128	07 Jul 2026	294.80	Www.Bannerbuzz.Com.Au	LEISURE - SHIP TO SHORE - BANNERS
xxxxxxxxxx	0128	10 Jul 2026	1,155.00	Social Media Perth	STRAT & COMS - CONFERENCE FEES
xxxxxxxxxx	0128	15 Jul 2026	293.64	Www.Bannerbuzz.Com.Au	LEISURE - SHIP TO SHORE - SITE SIGNAGE
xxxxxxxxxx	0128	20 Jul 2026	50.51	Intuit	TOPH - BULK MAILING SERVICE - LEGACY SUPPORT
xxxxxxxxxx	0128	21 Jul 2026	55.86	Element14 Pty Limited	LEISURE - SIGNAGE COMPONENT
xxxxxxxxxx	0128	21 Jul 2026	1,926.94	Jwcomputers 1300592667	LEISURE - SIGNAGE DIGITAL DISPLAY
xxxxxxxxxx	0128	23 Jul 2026	801.81	R U Ok Limited	COMMUNITIES - LEISURE ACTIVATIONS - PROMOTIONAL ITEMS
Total			4,720.04		
xxxxxxxxxx	4495	30 Jun 2026	460.00	Karribi Developments P/L	ARIC Member accomodation
Total			460.00		
xxxxxxxxxx	2405	30 Jun 2026	45.42	Facebook *8ppfw5xk2	Advertising of Matt Dann ticket sales and What's On promo
xxxxxxxxxx	2405	30 Jun 2026	361.40	Pics.io	Monthly subscription of all ToPH digital assets storage.

Corporate Purchasing Card Payments 30 June to 28 July 2026

Cardholder Name	Account - Last Four Digits	Transaction Date	Amount	Supplier	Expense Description
xxxxxxxxxx	2405	30 Jun 2026	234.97	Facebk *4rvnfsh7b2	FB advertising of Celebrate Hedland, Pride Sunset Food Markets, Work With Us and Splash
xxxxxxxxxx	2405	30 Jun 2026	44.56	Zapier.Com/Charge	Monthly subscription of tool to integrate web applications to automate workflows.
xxxxxxxxxx	2405	01 Jul 2026	34.82	Facebk *6gmdzu95y2	FB advertising of Swimming School enrolment, Spinifex Spree Carnival
xxxxxxxxxx	2405	06 Jul 2026	219.47	Embed Social	Monthly subscription of content display in real-time social media posts, reviews,etc on website
xxxxxxxxxx	2405	15 Jul 2026	36.55	Manychat.Com	Monthly subscription for social media automation flows for leisure
xxxxxxxxxx	2405	15 Jul 2026	561.44	Rebrandly.Com	Yearly subscription of link shortening platform
xxxxxxxxxx	2405	16 Jul 2026	21.77	Manychat.Com	Monthly subscription for social media automation flows for Libraries
xxxxxxxxxx	2405	21 Jul 2026	212.43	Facebk *akempwm7b2	FB advertising of recruitment and swimming lessons
xxxxxxxxxx	2405	23 Jul 2026	531.50	Activecampaign	Monthly subscription for email marketing platform
xxxxxxxxxx	2405	24 Jul 2026	352.00	Facebk *99yu8yvwk2	FB advertising of Matt Dann movies
xxxxxxxxxx	2405	24 Jul 2026	179.22	Linkedin P3058279158	Advertising of recruitment: Senior Ranger
Total			2,835.55		
xxxxxxxxxx	1273	16 Jul 2026	1,610.00	Karribi Developments P/L	Accommodation - Swimming Pool Inspector
xxxxxxxxxx	1273	17 Jul 2026	1,380.00	Karribi Developments P/L	Accommodation - Place Brand Project Consultants
xxxxxxxxxx	1273	21 Jul 2026	1,049.68	Virgin Au	Flight - Contract Ranger
xxxxxxxxxx	1273	22 Jul 2026	830.75	Qantas Airw	Flight - Contract Ranger - End of Placement
xxxxxxxxxx	1273	23 Jul 2026	690.00	Karribi Developments P/L	Accommodation - Swimming Pool Inspector Extension
Total			5,560.43		
Grand Total			81,528.13		

TOWN OF PORT HEDLAND

Fuel cards report for the month of July 2026

Card Number	Work Order	Asset	Plant Description	Fleet Numbers	Type	Amount
70501634363xxxxxx	1001021		Sundry Plant		Fuel	117.84
70501634363xxxxxx	1001021		Sundry Plant		Fuel	572.53
70501634363xxxxxx	1000842	4000088	Toyota Camry Sedan - Hybrid	LV19-101	Fuel	255.93
70501634363xxxxxx	1000854	4000261	Toyota Corolla Hatch - Hybrid	LV20-132	Fuel	180.48
70501634363xxxxxx	1000844	4000090	Toyota Corolla Hatch - Hybrid	LV20-140	Fuel	141.85
70501634363xxxxxx	1000847	4000093	Toyota Corolla Hatch - Hybrid	LV20-157	Fuel	116.74
70501634363xxxxxx	1000866	4000282	Toyota Corolla Hatch - Hybrid	LV20-156	Fuel	88.68
70501634363xxxxxx	1000805	4000006	Toyota Corolla Hatch - Hybrid	LV20-142	Fuel	61.82
70501634363xxxxxx	1000851	4000097	Toyota Corolla Hatch - Hybrid	LV20-161	Fuel	62.19
70501634363xxxxxx	1000809	4000010	Toyota Corolla Hatch - Hybrid	LV20-162	Fuel	85.26
70501634363xxxxxx	1000810	4000011	Toyota Corolla Hatch - Hybrid	LV20-163	Fuel	82.50
70501634363xxxxxx	1000806	4000007	Toyota Corolla Hatch - Hybrid	LV20-145	Fuel	205.88
70501634363xxxxxx	1000845	4000091	Toyota Corolla Hatch - Hybrid	LV20-141	Fuel	155.28
70501634363xxxxxx	1000843	4000089	Toyota Corolla Hatch - Hybrid	LV20-139	Fuel	63.04
70501634363xxxxxx	1000860	4000267	Toyota Corolla Hatch - Hybrid	LV20-138	Fuel	79.17
70501634363xxxxxx	1000850	4000096	Toyota Corolla Hatch - Hybrid	LV20-160	Fuel	55.12
70501634363xxxxxx	1000848	4000094	Toyota Corolla Hatch - Hybrid	LV20-158	Fuel	173.39
70501668573xxxxxx	1001489	4000333	LV23-129 Nissan Patrol	LV23-129	Fuel	545.12
70501668573xxxxxx	1001770	4000378	LV23-113 - Isuzu MUX	LV23-113	Fuel	350.07
70501668573xxxxxx	1002003	4000387	LV23-166 - Toyota Corolla Ascent CVT Hybrid sport	LV23-166	Fuel	73.99
70501668573xxxxxx	1002146	4000394	Isuzu MUX Wagon	LV23-112	Fuel	50.13
70501668573xxxxxx	1002531	4000407	Isuzu MUX LS-U	LV24-101	Fuel	170.76
70501668573xxxxxx	1002542	4000412	Isuzu MUX LS-U	LV24-104	Fuel	118.65
70501668573xxxxxx	1002544	4000413	Isuzu MUX LS-U	LV24-171	Fuel	1,492.22
70501668573xxxxxx	1002535	4000409	Isuzu MUX LS-U	LV24-102	Fuel	144.53
70501668573xxxxxx	1003007	4000465	Isuzu MUX LS-U	LV24-170	Fuel	315.54
70501668573xxxxxx	1002145	4000393	Isuzu MUX Wagon	LV23-128	Fuel	113.19
70501668573xxxxxx	1003011	4000467	ISUZU LS-U MUX	LV24-124	Fuel	791.55
70501668573xxxxxx	1004158	4000490	LV25-179 - Toyota Corolla Cross	LV25-179	Fuel	126.46
70501696356xxxxxx	1003602	4000491	LV26-159 Toyota Corolla	LV26-159	Fuel	131.90
70501696356xxxxxx	1003604	4000492	LV26-157 - Toyota Corolla Cross	LV26-157	Fuel	65.52
70501696356xxxxxx	1003606	4000493	LV26-146 Toyota Corolla Cross	LV26-146	Fuel	175.78
70501696356xxxxxx	1003608	4000494	LV26-147 - Toyota Corolla Cross	LV26-147	Fuel	220.69
70501696356xxxxxx	1003614	4000497	LV26-158 Toyota Corolla Cross	LV26-158	Fuel	98.32
70501696356xxxxxx	1003610	4000495	LV26-161 - Toyota Corolla Cross	LV26-161	Fuel	56.10
70501696356xxxxxx	1000807	4000008	Toyota Corolla Hatch - Hybrid	LV20-147	Fuel	67.97
Total Recharge Purchase Card Payments						<u>7,606.19</u>

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CARD TRANSACTIONS

Card : 70501634363xxxxx Details : 2 STROKE DRUM
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
16/06/2026	Last Odometer										95674	
6/07/2026	BP SOUTH HEDLAND	01645413	ULP91	30.19	\$1.8718	\$2.0590	\$56.51	\$5.65	\$62.16		96178	6.0
24/07/2026	BP SOUTH HEDLAND	01663517	ULP91	26.03	\$1.9445	\$2.1390	\$50.62	\$5.06	\$55.68		96616	5.9
Total				56.22				\$10.71	\$117.84			

Card : 70501634363xxxxx Details : LV19-101 TOYOTA CAMRY
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
19/06/2026	Last Odometer										456	
5/07/2026	BP PORT HEDLAND	01644624	ULP91	43.02	\$1.8900	\$2.0790	\$81.31	\$8.13	\$89.44		104699	0.0
11/07/2026	BP KARRATHA	01650225	ULP91	35.43	\$1.8173	\$1.9990	\$64.38	\$6.44	\$70.82		777	
20/07/2026	BP PORT HEDLAND	01659404	ULP91	44.31	\$1.9627	\$2.1590	\$86.97	\$8.70	\$95.67		105991	0.0
Total				122.76				\$23.27	\$255.93			

Card : 70501634363xxxxx Details : SPARE 1
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
4/05/2026	Last Odometer										777	
15/07/2026	BP PORT HEDLAND	01654880	ULP91	159.03	\$1.9264	\$2.1190	\$306.35	\$30.63	\$336.98		12	
16/07/2026	BP PORT HEDLAND	01656160	ULP91	110.12	\$1.9445	\$2.1390	\$214.14	\$21.41	\$235.55		18500	0.6
Total				269.15				\$52.04	\$572.53			

Card : 70501634363xxxxx Details : TOYOTA COROLLA
Rego : PH27217

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
14/06/2026	Last Odometer										81383	
7/07/2026	BP SOUTH HEDLAND	01646377	PREM95	38.81	\$2.0445	\$2.2490	\$79.35	\$7.93	\$87.28		82131	5.2
29/07/2026	BP SOUTH HEDLAND	01668696	PREM95	38.69	\$2.1900	\$2.4090	\$84.73	\$8.47	\$93.20		82857	5.3
Total				77.50				\$16.40	\$180.48			

Card : 70501634363xxxxx Details : LV20-140 Rego : AI27576

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
19/06/2026	Last Odometer										64581	
7/07/2026	BP SOUTH HEDLAND	01646424	ULP91	26.88	\$1.9082	\$2.0990	\$51.29	\$5.13	\$56.42		65125	4.9
28/07/2026	BP SOUTH HEDLAND	01667836	PREM95	36.68	\$2.1173	\$2.3290	\$77.66	\$7.77	\$85.43		65757	5.8
				PREM95	36.68			\$7.77	\$85.43			
				ULP91	26.88			\$5.13	\$56.42			
Total				63.56				\$12.90	\$141.85			

Card : 70501634363xxxxx Details : LV20-157 Rego : PH27575

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/02/2026	Last Odometer										75488	

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17/07/2026	BP SOUTH HEDLAND	01656985	PREM95	24.40	\$2.0445	\$2.2490	\$49.89	\$4.99	\$54.88	75863	6.5
22/07/2026	BP PORT HEDLAND	01660747	ULP91	28.65	\$1.9627	\$2.1590	\$56.24	\$5.62	\$61.86	75391	
			PREM95	24.40				\$4.99	\$54.88		
			ULP91	28.65				\$5.62	\$61.86		
			Total	53.05				\$10.61	\$116.74		

Card : 70501634363xxxxx Details : LV20-156 Rego : PH27626

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
24/06/2026	Last Odometer										32367	
30/07/2026	BP SOUTH HEDLAND	01669796	PREM95	36.81	\$2.1900	\$2.4090	\$80.62	\$8.06	\$88.68		33335	3.8
			Total	36.81				\$8.06	\$88.68			

Card : 70501634363xxxxx Details : LV20-142 Rego : PH27586

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
28/06/2026	Last Odometer										52439	
21/07/2026	BP SOUTH HEDLAND	01661671	ULP91	29.45	\$1.9082	\$2.0990	\$56.20	\$5.62	\$61.82		52981	5.4
			Total	29.45				\$5.62	\$61.82			

Card : 70501634363xxxxx Details : LV20-161 Rego : PH27640

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/04/2026	Last Odometer										58643	
14/07/2026	BP PORT HEDLAND	01653752	ULP91	29.35	\$1.9264	\$2.1190	\$56.54	\$5.65	\$62.19		59222	5.1
			Total	29.35				\$5.65	\$62.19			

Card : 70501634363xxxxx Details : LV20-162 Rego : PH26744

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
19/06/2026	Last Odometer										75700	
15/07/2026	BP SOUTH HEDLAND	01654814	PREM95	37.91	\$2.0445	\$2.2490	\$77.51	\$7.75	\$85.26		58400	
			Total	37.91				\$7.75	\$85.26			

Card : 70501634363xxxxx Details : LV20-163 Rego : PH27584

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
16/06/2026	Last Odometer										37494	
24/07/2026	BP SOUTH HEDLAND	01663524	ULP91	38.57	\$1.9445	\$2.1390	\$75.00	\$7.50	\$82.50		38143	5.9
			Total	38.57				\$7.50	\$82.50			

Card : 70501634363xxxxx Details : LV20-145 Rego : PH27642

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/06/2026	Last Odometer										62203	
4/07/2026	BP PORT HEDLAND	01643781	ULP91	35.24	\$1.8900	\$2.0790	\$66.60	\$6.66	\$73.26		64821	1.3
21/07/2026	BP SOUTH HEDLAND	01661674	ULP91	37.41	\$1.9082	\$2.0990	\$71.38	\$7.14	\$78.52		68513	1.0
31/07/2026	BP SOUTH HEDLAND	01671158	ULP91	23.95	\$2.0536	\$2.2590	\$49.18	\$4.92	\$54.10		63947	
			Total	96.60				\$18.72	\$205.88			

Card : 70501634363xxxxx Details : LV20-141 Rego : PH27709

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
21/06/2026	Last Odometer										54211	
12/07/2026	BP PORT HEDLAND	01651012	ULP91	35.03	\$1.9264	\$2.1190	\$67.48	\$6.75	\$74.23		5487	
27/07/2026	BP SOUTH HEDLAND	01666239	ULP91	37.54	\$1.9627	\$2.1590	\$73.68	\$7.37	\$81.05		55422	0.1
			Total	72.57				\$14.12	\$155.28			

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Card : 70501634363xxxxx		Details : LV20-139		Rego : PH27713									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
26/06/2026	Last Odometer											47519	
17/07/2026	BP PORT HEDLAND	01657039	ULP91	29.47	\$1.9445	\$2.1390	\$57.31	\$5.73	\$63.04			48042	5.6
				Total				\$5.73	\$63.04				

Card : 70501634363xxxxx		Details : LV20-138		Rego : PH27712									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
22/06/2026	Last Odometer											777	
23/07/2026	BP PORT HEDLAND	01662706	ULP91	36.67	\$1.9627	\$2.1590	\$71.97	\$7.20	\$79.17			10003	0.4
				Total				\$7.20	\$79.17				

Card : 70501634363xxxxx		Details : LV20-160		Rego : PH27710									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
30/04/2026	Last Odometer											47439	
9/07/2026	BP PORT HEDLAND	01648856	PREM95	24.84	\$2.0173	\$2.2190	\$50.11	\$5.01	\$55.12			47721	8.8
				Total				\$5.01	\$55.12				

Card : 70501634363xxxxx		Details : LV20-158		Rego : PH27627									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
15/06/2026	Last Odometer											555812	
6/07/2026	BP PORT HEDLAND	01644599	PREM95	36.80	\$1.9809	\$2.1790	\$72.90	\$7.29	\$80.19			56456	
29/07/2026	BP SOUTH HEDLAND	01668698	PREM95	38.69	\$2.1900	\$2.4090	\$84.73	\$8.47	\$93.20			57149	5.6
				Total				\$15.76	\$173.39				

Card : 70501668573xxxxxx		Details : NISSAN PATROL		Rego : PH28968									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
27/06/2026	Last Odometer											78500	
5/07/2026	BP PORT HEDLAND	01644619	ULP91	109.82	\$1.8900	\$2.0790	\$207.56	\$20.76	\$228.32			79100	18.3
11/07/2026	BP PORT HEDLAND	01650210	ULP91	45.08	\$1.9264	\$2.1190	\$86.84	\$8.68	\$95.52			178500	0.0
28/07/2026	BP PORT HEDLAND	01667841	ULP91	98.83	\$2.0355	\$2.2390	\$201.16	\$20.12	\$221.28			79400	
				Total				\$49.56	\$545.12				

Card : 70501668573xxxxxx		Details : ISUZU MUX		Rego : PH29201									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
27/06/2026	Last Odometer											77425	
11/07/2026	BP DERBY	01650314	DIESEL	50.02	\$2.1809	\$2.3990	\$109.09	\$10.91	\$120.00			78662	4.0
15/07/2026	BP BROOME CENTRAL SC	01653889	DIESEL	46.70	\$2.0445	\$2.2490	\$95.48	\$9.55	\$105.03			79436	6.0
15/07/2026	BP SANDFIRE ROADHOUSE	01655025	DIESEL	49.52	\$2.2955	\$2.5250	\$113.67	\$11.37	\$125.04			79727	17.0
				Total				\$31.83	\$350.07				

Card : 70501668573xxxxxx		Details : LV23-166		Rego : PH29250									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
11/06/2026	Last Odometer											29929	
17/07/2026	BP SOUTH HEDLAND	01657018	ULP91	35.25	\$1.9082	\$2.0990	\$67.26	\$6.73	\$73.99			30577	5.4
				Total				\$6.73	\$73.99				

Card : 70501668573xxxxxx		Details : LV23-112		Rego : PH29331									
Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref		Odometer	L/100km
26/06/2026	Last Odometer											777	
2/07/2026	BP PORT HEDLAND	01642619	DIESEL	22.19	\$2.0536	\$2.2590	\$45.57	\$4.56	\$50.13			180000	0.0

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Total	22.19	\$4.56	\$50.13

Card : 70501668573xxxxxx Details : LV24-101 Rego : PH29690

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/05/2026	Last Odometer										11000	
18/07/2026	BP SOUTH HEDLAND	01657743	DIESEL U	74.60	\$2.0809	\$2.2890	\$155.24	\$15.52	\$170.76		1	
Total				74.60				\$15.52	\$170.76			

Card : 70501668573xxxxxx Details : LV24-104 Rego : PH29693

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
26/06/2026	Last Odometer										44295	
4/07/2026	BP SOUTH HEDLAND	01643984	DIESEL U	33.65	\$1.9627	\$2.1590	\$66.05	\$6.60	\$72.65		44550	13.2
11/07/2026	BP PORT HEDLAND	01650320	DIESEL	20.92	\$1.9991	\$2.1990	\$41.82	\$4.18	\$46.00		44752	10.4
				DIESEL				\$4.18	\$46.00			
				DIESEL U				\$6.60	\$72.65			
Total				54.57				\$10.78	\$118.65			

Card : 70501668573xxxxxx Details : LV24-171 Rego : PH29689

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
3/04/2026	Last Odometer										292000	
4/07/2026	BP PORT HEDLAND	01643877	DIESEL	55.16	\$2.0536	\$2.2590	\$113.28	\$11.33	\$124.61		33000	
5/07/2026	BP BROOME CENTRAL SC	01643887	DIESEL	29.05	\$2.0900	\$2.2990	\$60.72	\$6.07	\$66.79		33666	4.4
5/07/2026	BP SANDFIRE ROADHOUSE	01644707	DIESEL	31.81	\$2.1500	\$2.3650	\$68.39	\$6.84	\$75.23		33350	
6/07/2026	BP FITZROY CROSSING	01644708	DIESEL	41.20	\$2.2900	\$2.5190	\$94.35	\$9.43	\$103.78		36000	1.6
7/07/2026	BP OPT HALLS CREEK	01646992	DIESEL	34.57	\$2.2809	\$2.5090	\$78.85	\$7.89	\$86.74		34380	
7/07/2026	BP OPT KUNUNURRA	01646993	DIESEL	49.17	\$2.0445	\$2.2490	\$100.53	\$10.05	\$110.58		34900	9.5
8/07/2026	BP TIMBER CREEK	01648061	DIESEL	31.01	\$1.7455	\$1.9200	\$54.13	\$5.41	\$59.54		34200	
9/07/2026	BP OPT KATHERINE	01648460	DIESEL	29.02	\$1.6991	\$1.8690	\$49.31	\$4.93	\$54.24		35500	2.2
12/07/2026	BP HOLTZE	01650294	DIESEL	49.86	\$1.7818	\$1.9600	\$88.85	\$8.88	\$97.73		36000	10.0
14/07/2026	BP ELEVEN MILE	01652876	DIESEL	30.39	\$1.7900	\$1.9690	\$54.40	\$5.44	\$59.84		36300	10.1
15/07/2026	BP BARK HUT INN	01653902	DIESEL	44.34	\$2.1809	\$2.3990	\$96.70	\$9.67	\$106.37		36800	8.9
15/07/2026	BP KATHERINE	01655027	DIESEL	34.41	\$1.7445	\$1.9190	\$60.03	\$6.00	\$66.03		37000	17.2
16/07/2026	BP MATARANKA ROADHOU	01655066	DIESEL	12.85	\$2.1264	\$2.3390	\$27.33	\$2.73	\$30.06		37400	3.2
16/07/2026	BP TIMBER CREEK	01656328	DIESEL	36.01	\$1.7455	\$1.9200	\$62.85	\$6.29	\$69.14		37600	18.0
17/07/2026	BP OPT HALLS CREEK	01658027	DIESEL	61.24	\$2.3082	\$2.5390	\$141.35	\$14.14	\$155.49		38300	8.7
18/07/2026	BP FITZROY CROSSING	01657180	DIESEL	24.03	\$2.2718	\$2.4990	\$54.59	\$5.46	\$60.05		38550	9.6
19/07/2026	BP ROEBUCK PLAINS ROA	01658611	DIESEL	42.07	\$2.0900	\$2.2990	\$87.93	\$8.79	\$96.72		39000	9.3
19/07/2026	BP SANDFIRE ROADHOUSE	01658624	DIESEL	25.92	\$2.4300	\$2.6730	\$62.98	\$6.30	\$69.28		39300	8.6
Total				662.11				\$135.65	\$1,492.22			

Card : 70501668573xxxxxx Details : LV24-102 Rego : PH29682

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
24/06/2026	Last Odometer										6412	
6/07/2026	BP PORT HEDLAND	01645561	DIESEL	63.98	\$2.0536	\$2.2590	\$131.39	\$13.14	\$144.53		61712	0.1
Total				63.98				\$13.14	\$144.53			

Card : 770501668573xxxxxx Details : LV24-170 Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
24/06/2026	Last Odometer										3551	
7/07/2026	BP PORT HEDLAND	01646583	DIESEL	68.57	\$2.0536	\$2.2590	\$140.82	\$14.08	\$154.90		35400	0.2
21/07/2026	BP SOUTH HEDLAND	01662062	DIESEL U	70.18	\$2.0809	\$2.2890	\$146.04	\$14.60	\$160.64		35400	

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	DIESEL	68.57						\$14.08	\$154.90		
	DIESEL U	70.18						\$14.60	\$160.64		
	Total	138.75						\$28.68	\$315.54		

Card : 70501668573xxxxxx Details : LV23-128 Rego : PH29331

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
7/06/2026	Last Odometer										49757	
29/07/2026	BP ROEBOURNE ROADHO	01668877	DIESEL	44.39	\$2.3181	\$2.5499	\$102.90	\$10.29	\$113.19		777	
	Total			44.39				\$10.29	\$113.19			

Card : 70501668573xxxxxx Details : LV24124 Rego : PH30103

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
20/06/2026	Last Odometer										25404	
3/07/2026	BP CARNARVON	01643442	DIESEL	42.89	\$1.9718	\$2.1690	\$84.57	\$8.46	\$93.03		26983	2.7
3/07/2026	BP KARRATHA WEST	01643455	DIESEL	24.17	\$2.0536	\$2.2590	\$49.64	\$4.96	\$54.60		26345	
3/07/2026	BP WONTHELLA	01643645	DIESEL U	46.60	\$1.7082	\$1.8790	\$79.60	\$7.96	\$87.56		27468	4.1
5/07/2026	BP PARKLANDS (WA)	01644837	DIESEL U	56.73	\$1.7173	\$1.8890	\$97.42	\$9.74	\$107.16		28161	8.2
9/07/2026	BP CANNINGTON	01649308	DIESEL U	65.97	\$1.7264	\$1.8990	\$113.89	\$11.39	\$125.28		28903	8.9
12/07/2026	BP CARNARVON	01651136	DIESEL	41.12	\$2.0627	\$2.2690	\$84.82	\$8.48	\$93.30		30172	3.2
12/07/2026	BP ELLENBROOK	01651252	DIESEL U	33.71	\$1.7445	\$1.9190	\$58.81	\$5.88	\$64.69		29278	
12/07/2026	BP WONTHELLA	01651265	DIESEL U	38.32	\$1.7082	\$1.8790	\$65.45	\$6.55	\$72.00		29695	9.2
13/07/2026	BP KARRATHA	01653071	DIESEL U	42.33	\$2.0173	\$2.2190	\$85.39	\$8.54	\$93.93		30183	8.7
	DIESEL			108.18				\$21.90	\$240.93			
	DIESEL U			283.66				\$50.06	\$550.62			
	Total			391.84				\$71.96	\$791.55			

Card : 70501668573xxxxxx Details : LV25 179 Rego : PH30676

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
29/06/2026	Last Odometer										12	
12/07/2026	BP PORT HEDLAND	01650974	PREM95	28.54	\$2.0173	\$2.2190	\$57.57	\$5.76	\$63.33		1	
24/07/2026	BP PORT HEDLAND	01663454	PREM95	27.46	\$2.0900	\$2.2990	\$57.39	\$5.74	\$63.13		12	249.6
	Total			56.00				\$11.50	\$126.46			

Card : 70501696356xxxxxx Details : LV26 159 Rego : PH30931

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
25/06/2026	Last Odometer										6769	
6/07/2026	BP PORT HEDLAND	01645354	PREM95	30.81	\$1.9809	\$2.1790	\$61.03	\$6.10	\$67.13		72730	0.0
16/07/2026	BP PORT HEDLAND	01656104	PREM95	28.93	\$2.0355	\$2.2390	\$58.88	\$5.89	\$64.77		78523	0.5
	Total			59.74				\$11.99	\$131.90			

Card : 70501696356xxxxxx Details : LV26 157 Rego : PH31108

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
25/06/2026	Last Odometer										3661	
23/07/2026	BP SOUTH HEDLAND	01662697	ULP91	30.92	\$1.9264	\$2.1190	\$59.56	\$5.96	\$65.52		4218	5.6
	Total			30.92				\$5.96	\$65.52			

Card : 70501696356xxxxxx Details : LV26-146 Rego : PH31138

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
19/06/2026	Last Odometer										2368	
1/07/2026	BP PORT HEDLAND	01641473	ULP91	23.29	\$1.8173	\$1.9990	\$42.33	\$4.23	\$46.56		2813	5.2
15/07/2026	BP PORT HEDLAND	01654856	ULP91	23.05	\$1.9264	\$2.1190	\$44.40	\$4.44	\$48.84		3256	5.2

Ordinary Council Meeting Agenda

26 August 2026

Recharge Petroleum ABN : 54 128 300 309, TOWN001 - TOWN OF PORT HEDLAND

Tax Invoice/Statement Details 1/07/2026 - 31/07/2026 Page : 7

24/07/2026	BP SOUTH HEDLAND	01663512	ULP91	13.10	\$1.9445	\$2.1390	\$25.47	\$2.55	\$28.02	3507	5.2
27/07/2026	BP PORT HEDLAND	01666221	ULP91	23.81	\$1.9991	\$2.1990	\$47.60	\$4.76	\$52.36	3932	5.6
Total				83.25				\$15.98	\$175.78		

Card : 70501696356xxxxxx Details : LV26-147 Rego : PH31123

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
30/06/2026	Last Odometer										777	
10/07/2026	BP SOUTH HEDLAND	01649769	ULP91	31.97	\$1.9082	\$2.0990	\$61.01	\$6.10	\$67.11		5012	0.8
21/07/2026	BP SOUTH HEDLAND	01661661	ULP91	27.26	\$1.9082	\$2.0990	\$52.02	\$5.20	\$57.22		5509	5.5
24/07/2026	BP PORT HEDLAND	01663513	ULP91	11.81	\$1.9991	\$2.1990	\$23.61	\$2.36	\$25.97		5711	5.8
27/07/2026	BP PORT HEDLAND	01666223	ULP91	32.01	\$1.9991	\$2.1990	\$63.99	\$6.40	\$70.39		6234	6.1
Total				103.05				\$20.06	\$220.69			

Card : 70501696356xxxxxx Details : SHAWN LAW Rego : PH31159

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
21/06/2026	Last Odometer										1392	
12/07/2026	BP KARRATHA	01651052	ULTIM98	25.78	\$2.0264	\$2.2290	\$52.24	\$5.22	\$57.46		1852	5.6
23/07/2026	BP KARRATHA	01662784	ULTIM98	17.85	\$2.0809	\$2.2890	\$37.15	\$3.71	\$40.86		777	
Total				43.63				\$8.93	\$98.32			

Card : 70501696356xxxxxx Details : CHRIS HAUSMANN Rego : PH31158

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
23/06/2026	Last Odometer										18000	
25/07/2026	BP PORT HEDLAND	01663979	ULP91	25.51	\$1.9991	\$2.1990	\$51.00	\$5.10	\$56.10		18000	
Total				25.51				\$5.10	\$56.10			

Card : 70501696356xxxxxx Details : LV20-147 Rego : PH27587

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
3/06/2026	Last Odometer										61855	
20/07/2026	BP PORT HEDLAND	01659387	ULP91	31.48	\$1.9627	\$2.1590	\$61.79	\$6.18	\$67.97		62454	5.3
Total				31.48				\$6.18	\$67.97			

Cards			Totals -	DIESEL	1,136.58			\$235.63	\$2,591.97		
				DIESEL U	462.09			\$86.78	\$954.67		
				PREM95	429.37			\$89.23	\$981.60		
				ULP91	1,399.53			\$270.88	\$2,979.63		
				ULTIM98	43.63			\$8.93	\$98.32		

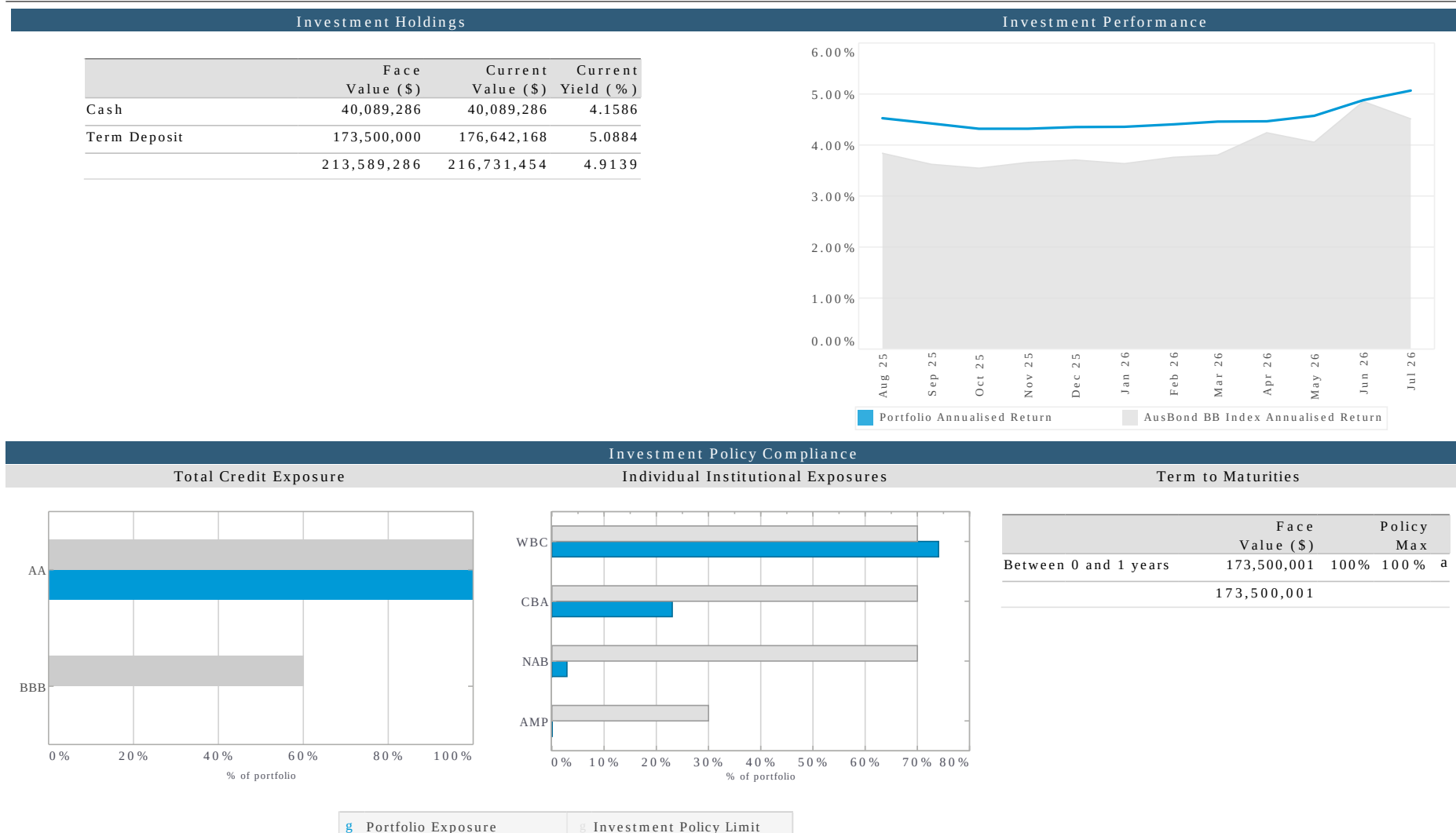
Product Summary -

Product	Quantity	GST	Ext
DIESEL	1,136.58	\$235.63	\$2,591.97
DIESEL ULT	462.09	\$86.78	\$954.67
PREM95	429.37	\$89.23	\$981.60
ULP91	1,399.53	\$270.88	\$2,979.63
ULTIM98	43.63	\$8.93	\$98.32
Total	3,471.20	\$691.45	\$7,606.19



Investment Summary Report
July 2026





Ordinary Council Meeting Agenda
Town of Port Hedland
Investment Holdings Report - July 2026

26 August 2026



Cash Accounts											
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating			Current Value (\$)	Deal No.			Reference
	1.40	5.0000%	AMP Bank	BBB+			1.40	545309			31d Notice
	1,000.00	0.2500%	National Australia Bank	Cash			1,000.00	544815			Reserve
	383,017.60	0.0000%	National Australia Bank	Cash			383,017.60	544816			Trust
	15,696,176.00	4.3500%	National Australia Bank	Cash			15,696,176.00	544817			Call
	24,009,090.55	4.1000%	National Australia Bank	Cash			24,009,090.55	544818			Muni
	40,089,285.55	4.1586%					40,089,285.55				

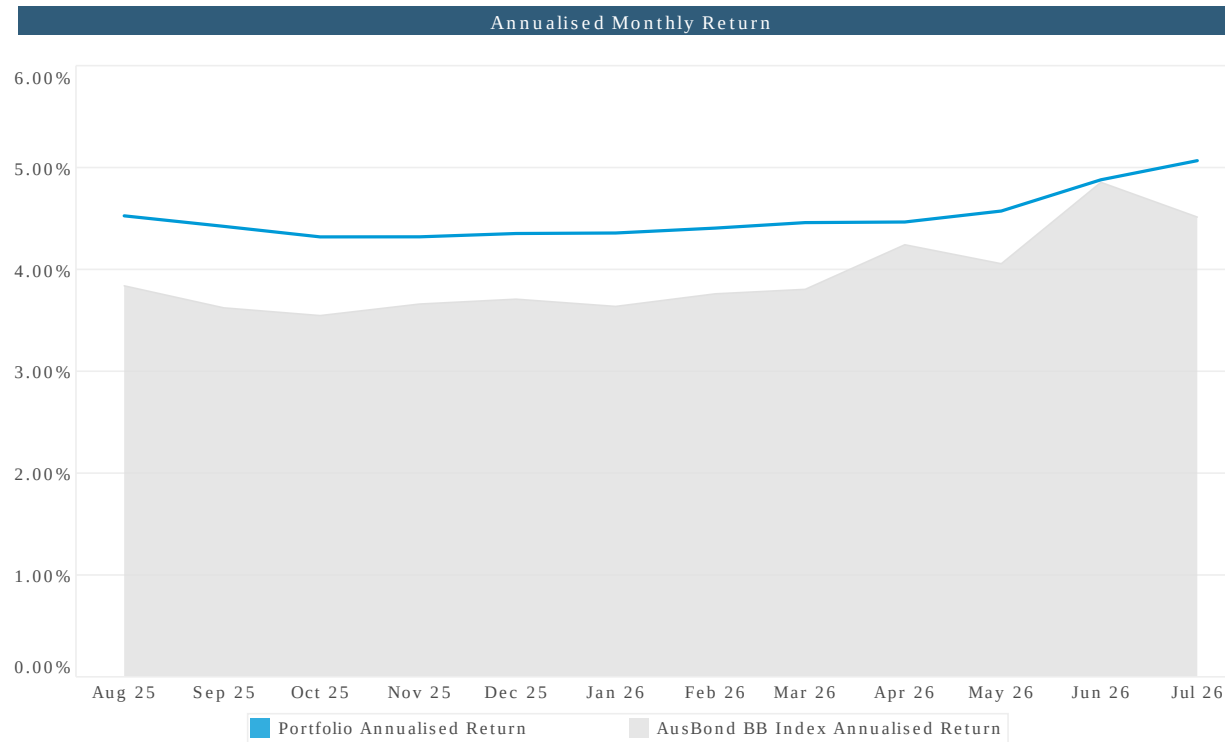
Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
18-Sep-26	10,000,000.00	5.1900%	Westpac Group	AA-	10,000,000.00	18-Jun-26	10,062,564.38	547600	62,564.38	At Maturity	
4-Nov-26	30,000,000.00	4.3000%	Commonwealth Bank of Australia	AA-	30,000,000.00	7-Nov-25	30,943,643.84	546797	943,643.84	At Maturity	
27-Nov-26	20,000,000.00	4.5800%	Westpac Group	AA-	20,000,000.00	28-Nov-25	20,617,358.90	546887	617,358.90	At Maturity	
30-Nov-26	10,000,000.00	4.3900%	Commonwealth Bank of Australia	AA-	10,000,000.00	1-Dec-25	10,292,265.75	546902	292,265.75	At Maturity	
17-Feb-27	20,000,000.00	5.0400%	Westpac Group	AA-	20,000,000.00	17-Feb-26	20,455,671.23	547135	455,671.23	At Maturity	
28-Apr-27	5,000,000.00	5.4500%	National Australia Bank	AA-	5,000,000.00	29-Apr-26	5,070,178.08	547355	70,178.08	At Maturity	
29-Apr-27	10,000,000.00	5.6100%	Westpac Group	AA-	10,000,000.00	29-Apr-26	10,144,476.71	547354	144,476.71	At Maturity	
26-May-27	28,500,000.00	5.5400%	Westpac Group	AA-	28,500,000.00	27-May-26	28,785,499.73	547523	285,499.73	At Maturity	
18-Jun-27	20,000,000.00	5.6100%	Westpac Group	AA-	20,000,000.00	18-Jun-26	20,135,254.79	547601	135,254.79	At Maturity	
18-Jun-27	20,000,000.00	5.6100%	Westpac Group	AA-	20,000,000.00	18-Jun-26	20,135,254.79	547602	135,254.79	At Maturity	
	173,500,000.00	5.0884%			173,500,000.00		176,642,168.20		3,142,168.20		

Ordinary Council Meeting Agenda
Town of Port Hedland
Accrued Interest Report - July 2026

26 August 2026



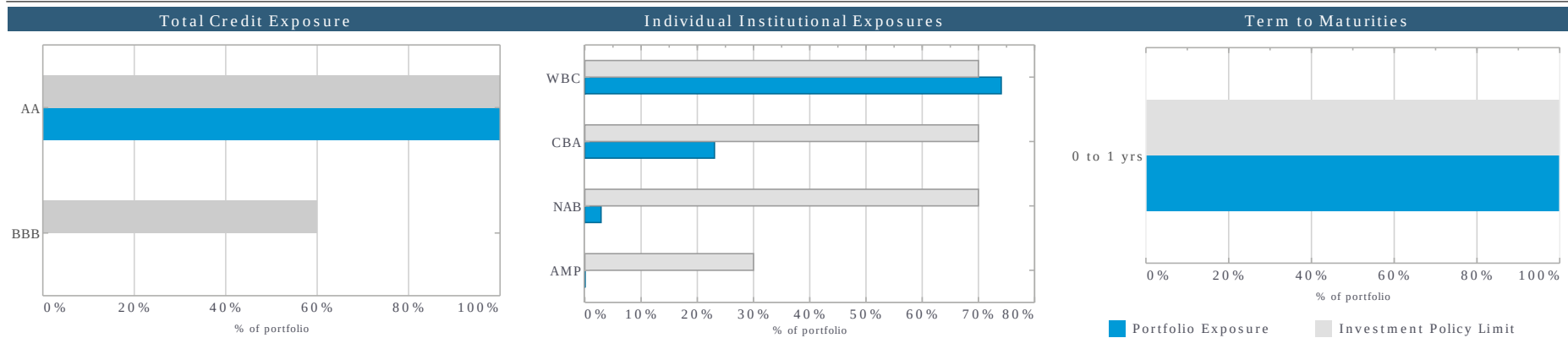
Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
National Australia Bank	544815					0.00	0	0.21	0.25%
National Australia Bank	544816					0.00	0	0.00	0.00%
National Australia Bank	544817					0.00	0	57,989.84	4.35%
National Australia Bank	544818					0.00	0	83,604.26	4.10%
AMP Bank	545309					0.01	0	0.01	5.00%
						0.01		141,594.32	4.16%
Term Deposits									
Bank of Queensland	547046		10,000,000.00	21-Jan-26	21-Jul-26	223,150.68	20	24,657.53	4.50%
Westpac Group	547600		10,000,000.00	18-Jun-26	18-Sep-26	0.00	31	44,079.45	5.19%
Commonwealth Bank of Australia	546797		30,000,000.00	7-Nov-25	4-Nov-26	0.00	31	109,561.65	4.30%
Westpac Group	546887		20,000,000.00	28-Nov-25	27-Nov-26	0.00	31	77,797.26	4.58%
Commonwealth Bank of Australia	546902		10,000,000.00	1-Dec-25	30-Nov-26	0.00	31	37,284.93	4.39%
Westpac Group	547135		20,000,000.00	17-Feb-26	17-Feb-27	0.00	31	85,610.96	5.04%
National Australia Bank	547355		5,000,000.00	29-Apr-26	28-Apr-27	0.00	31	23,143.83	5.45%
Westpac Group	547354		10,000,000.00	29-Apr-26	29-Apr-27	0.00	31	47,646.57	5.61%
Westpac Group	547523		28,500,000.00	27-May-26	26-May-27	0.00	31	134,098.36	5.54%
Westpac Group	547601		20,000,000.00	18-Jun-26	18-Jun-27	0.00	31	95,293.15	5.61%
Westpac Group	547602		20,000,000.00	18-Jun-26	18-Jun-27	0.00	31	95,293.15	5.61%
						223,150.68		774,466.84	5.07%
Grand Totals						223,150.69		916,061.16	4.90%



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Jul 2026	5.07%	4.51%	0.56%
Last 3 months	4.84%	4.47%	0.37%
Last 6 months	4.64%	4.21%	0.43%
Financial Year to Date	5.07%	4.51%	0.56%
Last 12 months	4.51%	3.94%	0.57%

Ordinary Council Meeting Agenda
Town of Port Hedland
Investment Policy Compliance Report - July 2026

26 August 2026



Credit Rating Group	Face Value (\$)	Policy Max	
AA	173,500,000	100%	a
BBB	1	0%	a
	173,500,001		

Institution	% of portfolio	Investment Policy Limit	
Westpac Group (AA-)	74%	70%	r
Commonwealth Bank of Australia (AA-)	23%	70%	a
National Australia Bank (AA-)	3%	70%	a

	Face Value (\$)	Policy Max	
Between 0 and 1 years	173,500,001	100%	a
	173,500,001		

a = compliant
r = non-compliant

Ordinary Council Meeting Agenda
Town of Port Hedland
Individual Institutional Exposures Report - July 2026

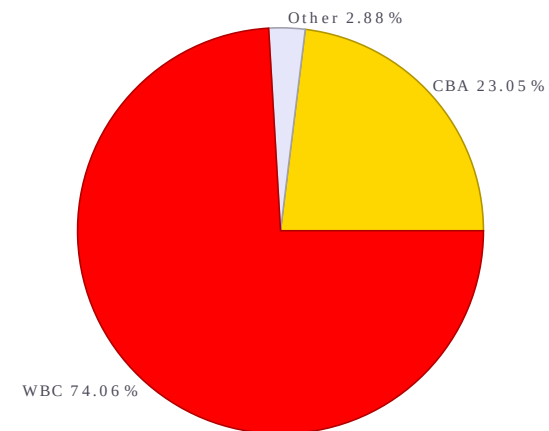
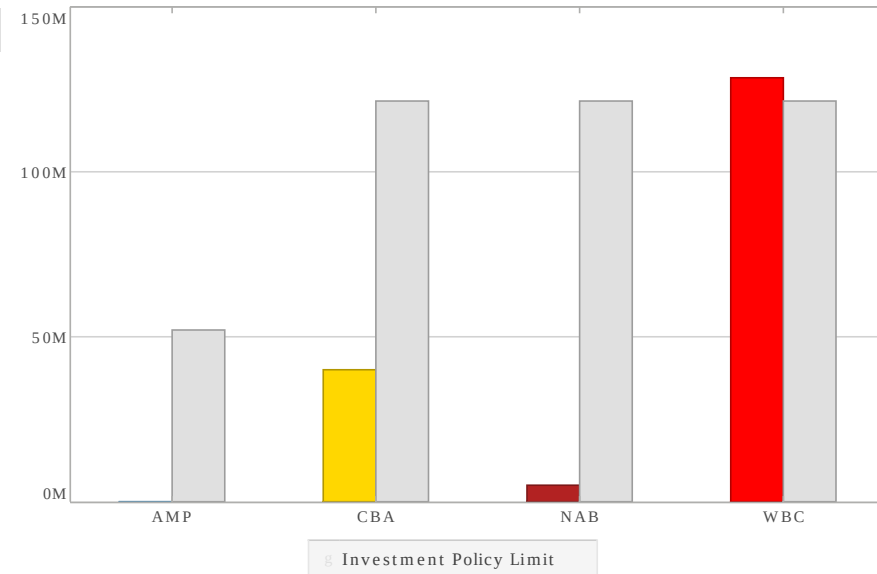
26 August 2026



Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	1	0%	52,050,000	30%	52,049,999
Commonwealth Bank of Australia (AA-)	40,000,000	23%	121,450,001	70%	81,450,001
National Australia Bank (AA-)	5,000,000	3%	121,450,001	70%	116,450,001
Westpac Group (AA-)	128,500,000	74%	121,450,001	70%	-7,049,999
	173,500,001				

Individual Institutional Exposure Charts



Ordinary Council Meeting Agenda
Town of Port Hedland
Cashflows Report - July 2026

26 August 2026



Actual Cashflows for July 2026

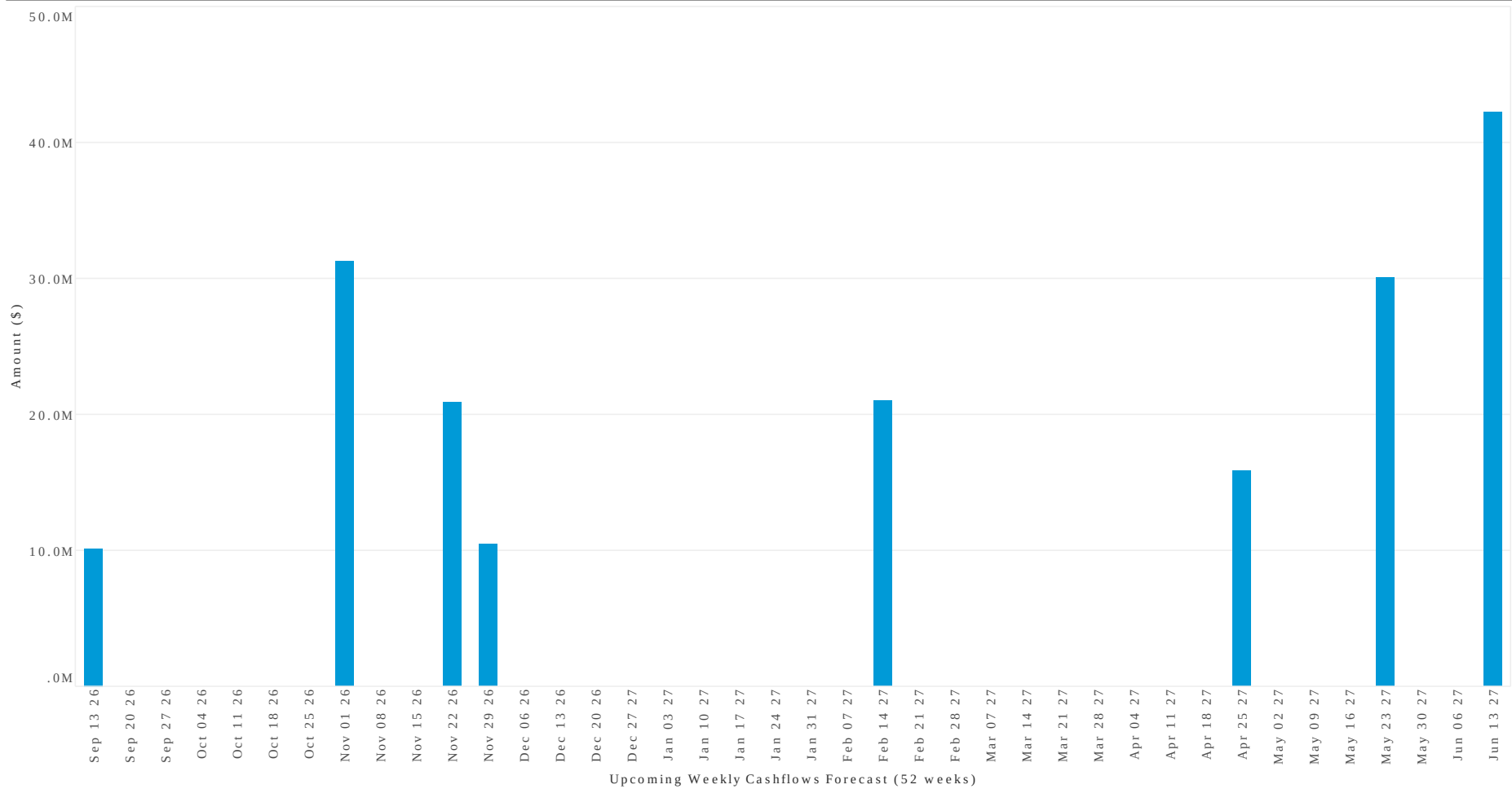
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
21-Jul-26	547046	Bank of Queensland	Term Deposit	Maturity: Face Value	10,000,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	223,150.68
Deal Total					10,223,150.68
Day Total					10,223,150.68
Total for Month					10,223,150.68

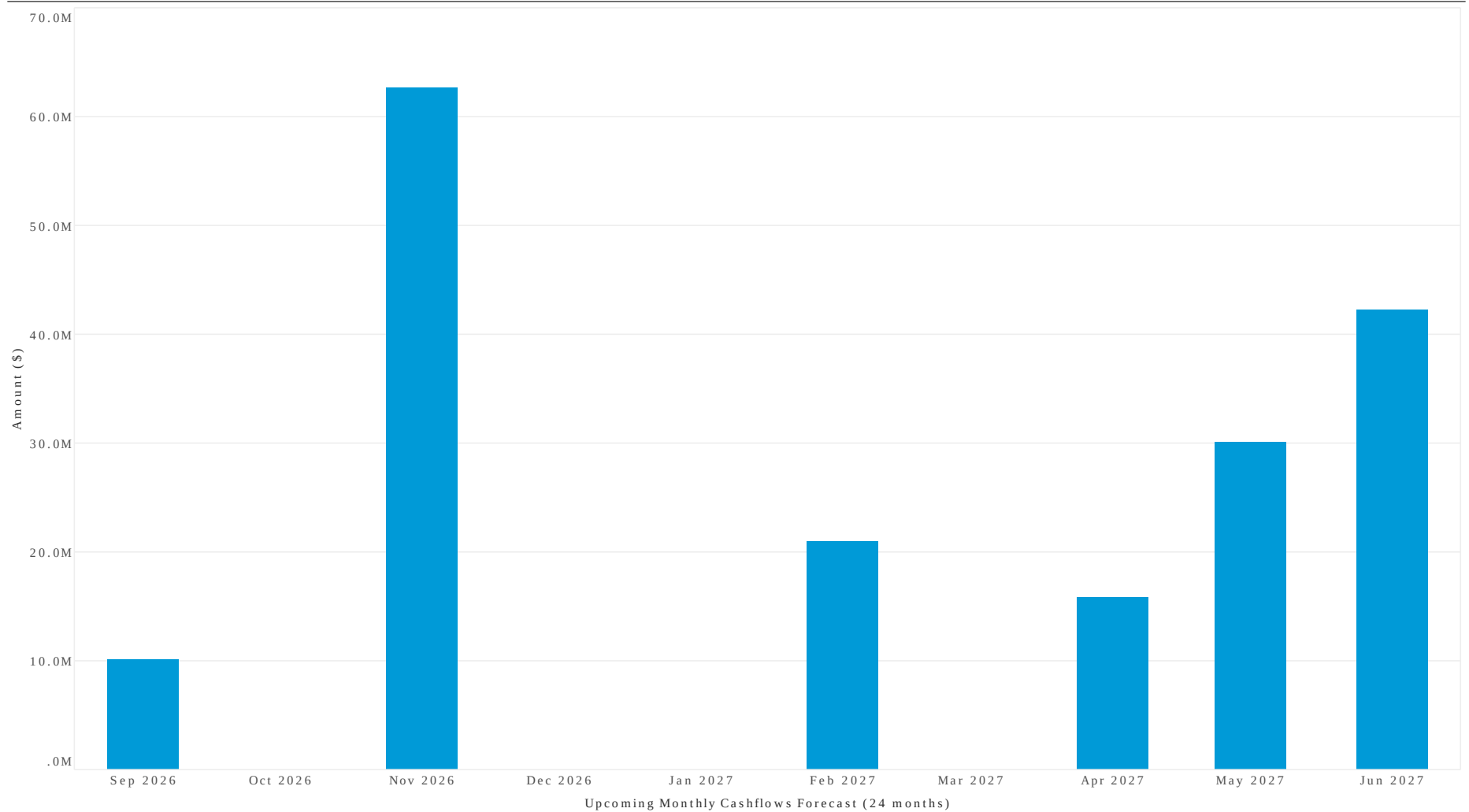
Forecast Cashflows for August 2026

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount

Ordinary Council Meeting Agenda
 Town of Port Hedland
 Cashflows Report - July 2026

26 August 2026






Capital Project Listing
 YTD to July 2026/27

Works Project	Project Description	Project Details	Cost Centre	Actual YTD July	YTD Works Budget	Var \$	% of Budget
700001	Capital Projects: Buildings Non Specialised - New			2,460.00	0 -	2,460.00	100.00%
10033	Key Worker Housing	Design and delivery of key worker housing on Lot 5996 Cottier Drive, South Hedland 6722	Infrastructure Projects & Assets	2,460.00	0 -	2,460.00	100.00%
700002	Capital Projects: Buildings Non Specialised - Renew			1,353.00	0 -	1,353.00	100.00%
10283	Building Renewal Program 25/26	Works delivered under this program includes the ongoing scheduled renewal of end-of-life assets within the Town's existing buildings and facilities as identified in the Building and Structures Asset Management plan. ;;Asset renewals under this Program include;;- Ablutions;;- Cyclone & Security Screens;;- Electrical ;;- Landscaping ;;- HVAC ;;- Hot Water Systems;;- Hydraulic & Plumbing ;;- Internal Fixtures & Fittings;;- Structural Renewals;;- Rust Remediation ;;	Infrastructure Projects & Assets	1,353.00	0 -	1,353.00	100.00%
700003	Capital Projects: Buildings Non Specialised - Upgrade			4,127.00	0 -	4,127.00	100.00%
10282	Staff Housing Renewal Program 25/26	Works delivered under this program includes the ongoing scheduled renewal of end-of-life assets within the Town's residential portfolio. ;;Renewals under this Program include;;- Cyclone & Security Screens;;- Electrical ;;- Landscaping ;;- HVAC ;;- Hot Water Systems;;- Hydraulic & Plumbing ;;- Internal Fixtures & Fittings;;- Structural Renewals;;- Rust Remediation	Infrastructure Projects & Assets	4,127.00	0 -	4,127.00	100.00%
700004	Capital Projects: Buildings Specialised - New			9,440.00	0 -	9,440.00	100.00%
10066	Depot Nursery	Design and construction of new nursery at the Depot	Infrastructure Projects & Assets	328.00	0 -	328.00	100.00%
10242	South Hedland Bowls Club	Refurbishment of the South Hedland Bowls Club;	Infrastructure Projects & Assets	4,112.00	0 -	4,112.00	100.00%
10002	Civic and Community Hub - Design	Design and development of the South Hedland TAFE Site, including civic admin buildings, performing arts centre, library, commercial and community facilities	Infrastructure Projects & Assets	5,000.00	0 -	5,000.00	100.00%
700005	Capital Projects: Buildings Specialised - Renew			164.00	0 -	164.00	100.00%
10386	Cemetery Beach Ablution Replacement 25/26	Replacement of ablution facilities at Cemetery Beach which have reached the end of their useful asset life. ;;Project added at 25/26 Q2 review.	Infrastructure Projects & Assets	164.00	0 -	164.00	100.00%
700006	Capital Projects: Buildings Specialised - Upgrade			10,156.14	0 -	10,156.14	100.00%
10014	SHISH Masterplan	South Hedland Integrated Sport Hub (SHISH) Masterplan	Infrastructure Projects & Assets	2,255.00	0 -	2,255.00	100.00%
10385	Shay Gap Light Improvement 25/26	Removal and replacement fo deteriorated park lighting at Shay Gap park as a result of structural engineering report recommendation by AIE. ;;Project added at Q2;;	Property Management	3,200.00	0 -	3,200.00	100.00%
10306	Access Inclusion Improvement Program	Access Inclusion Improvement Program - Upgrades;;	Works & Services	4,701.14	0 -	4,701.14	100.00%
700014	Capital Projects: Open Spaces - Renew			3,103.51	0 -	3,103.51	100.00%
10271	Playground Renewal Program 25/26	Works delivered under this program includes the ongoing scheduled renewal of end-of-life playgrounds and softfall. ;;This year's scheduled renewals include;;- Port Hedland Yacht Club ;;- South Hedland Aquatic Centre;;- South Hedland Exercise Nodes	Infrastructure Projects & Assets	3,103.51	0 -	3,103.51	100.00%
700015	Capital Projects: Open Spaces - Upgrade			15,712.13	0 -	15,712.13	100.00%
10057	South Hedland Cemetery Masterplan	Stage 2 of the South Hedland Cemetery Masterplan - Design works to formalise and upgrade internal roads and footpaths. A columbarium wall is to be constructed (not part of the original Masterplan.)	Infrastructure Projects & Assets	9,498.00	0 -	9,498.00	100.00%
10058	South Hedland Townsite Activation	South Hedland Townsite Activation - Originally included the closure of Wise Terrace and the beautification of Wise Terrace. The project currently is busy with the design concept phase. The original project scope has changed. Need to go to the new Council for confirmation of the concept design preference.	Infrastructure Projects & Assets	738.00	0 -	738.00	100.00%
300023	Open Spaces Upgrades	Open Spaces renewals	Parks & Gardens	5,476.13	0 -	5,476.13	100.00%

Works Commits	Works Annual Budget	Var \$	Var %
15,437.23	0 -	17,897.23	0.00%
15,437.23	0 -	17,897.23	0.00%
213,217.09	0 -	214,570.09	0.00%
213,217.09	0 -	214,570.09	0.00%
77,270.59	0 -	81,397.59	0.00%
77,270.59	0 -	81,397.59	0.00%
1,243,236.50	0 -	1,252,676.50	0.00%
5,820.00	0 -	6,148.00	0.00%
59,238.00	0 -	63,350.00	0.00%
1,178,178.50	0 -	1,183,178.50	0.00%
0	0 -	164.00	0.00%
0	0 -	164.00	0.00%
555,126.58	0 -	565,282.72	0.00%
538,576.58	0 -	540,831.58	0.00%
16,550.00	0 -	19,750.00	0.00%
0	0 -	4,701.14	0.00%
16,404.56	0 -	19,508.07	0.00%
16,404.56	0 -	19,508.07	0.00%
70,729.15	0 -	86,441.28	0.00%
13.15	0 -	9,511.15	0.00%
70,716.00	0 -	71,454.00	0.00%
0	0 -	5,476.13	0.00%


Capital Project Listing
 YTD to July 2026/27

Works Project	Project Description	Project Details	Cost Centre	Actual YTD July	YTD Works Budget	Var \$	% of Budget
700016	Capital Projects: Other Infrastructure - New			24,399.31	0 -	24,399.31	100.00%
10332	Community Facility Solar Strategy	Community Facility Solar Strategy - Grant and Town funded project to install solar panels on community sporting facilities to alleviate electricity bills and provide sustainable energy. ;	Infrastructure Projects & Assets	9,457.00	0 -	9,457.00	100.00%
10044	JD Hardie Stage 3 - Outdoor Elements	Stage 3 of the JD Hardie Masterplan. Design and construction of public open space on the remainder of the JD Hardie lot boundary to the west of the Courts & Centre.	Infrastructure Projects & Assets	14,819.30	0 -	14,819.30	100.00%
10319	Shade Structure New 25/26	Shade Structure New for FY 2025/26	Infrastructure Projects & Assets	123.00	0 -	123.00	100.00%
700017	Capital Projects: Other Infrastructure - Renew			3,746.00	0 -	3,746.00	100.00%
10061	Landfill - Pond Liner Replacement	Replacement and upgrade of the Pond liner at the landfill	Infrastructure Projects & Assets	656.00	0 -	656.00	100.00%
10250	Signage and Wayfinding Renewal 24/25	Road signage and wayfinding program FY24/25;;	Infrastructure Projects & Assets	3,090.00	0 -	3,090.00	100.00%
700018	Capital Projects: Other Infrastructure - Upgrade			14,773.54	0 -	14,773.54	100.00%
10232	Rose Nowers Childcare Carpark Upgrades	The upgrade of the existing carpark, including pavement and the carpark layout. The scope also includes the upgrade of the stormwater drainage, layout and capacity.	Infrastructure Projects & Assets	369.00	0 -	369.00	100.00%
10280	Restricted Access Renewal Program 25/26	Restricted Access Program - Formerly rocks and bollards;;Annual restricted access program FY2025/26	Works & Services	14,404.54	0 -	14,404.54	100.00%
700023	Capital Projects: Roads & Bridges - Renew			388,068.14	0 -	388,068.14	100.00%
10285	Kerb Renewal Program 25/26	Annual renewal & upgrades to aged kerbing infrastructure throughout the Town;;47.A;;47.B;;47.C;;47.D;;47.E;;47.F;;47.G	Infrastructure Projects & Assets	8,846.00	0 -	8,846.00	100.00%
10335	Road Reseal - Sealed Roads 25/26	Road Reseal - Sealed Roads 25/26	Infrastructure Projects & Assets	379,222.15	0 -	379,222.15	100.00%
700024	Capital Projects: Roads & Bridges - Upgrade			6,671.00	0 -	6,671.00	100.00%
10098	Prelim. Road Safety Audit & Compliance	Preliminary works for Road Safety Audit & Compliance improvements	Infrastructure Projects & Assets	4,990.00	0 -	4,990.00	100.00%
10130	SHISH Stage 1C - Hamilton Rd & Entrance	Hamilton Road upgrade: This includes the construction of new roundabouts at the Wanangkura Stadium and the Hedditch Street intersection.	Infrastructure Projects & Assets	1,681.00	0 -	1,681.00	100.00%
700025	Capital Purchases: Furniture, Fittings & Equipment - New			146,834.15	0 -	146,834.15	100.00%
10321	IT Renewal Program 25/26	IT Renewal Program 25/26;;	Digital Services	146,834.15	0 -	146,834.15	100.00%
700026	Capital Purchases: Vehicles, Plant & Equipment - New			695.11	0 -	695.11	100.00%
700007	Vehicle Replacement Program	Vehicle Replacement Program		695.11	0 -	695.11	100.00%
700029	Capital Purchases: Furniture, Fittings & Equipment - Upgrade			1,305.85	0 -	1,305.85	100.00%
10292	PIF - Network Redesign & Refresh Program	•This project will deliver a comprehensive network upgrade across multiple Town buildings to improve connectivity, reliability, and resilience. The scope includes the design, supply, and implementation of a hybrid connectivity solution utilising National Broadband Network (NBN) services, Starlink satellite connections, and dedicated Point-to-Point (P2P) links	Digital Services	1,305.85	0 -	1,305.85	100.00%
				633,008.88	0 -	633,008.88	100.00%

Works Commits	Works Annual Budget	Var \$	Var %
5,730,394.83	0 -	5,754,794.14	0.00%
2,500.00	0 -	11,957.00	0.00%
5,641,795.68	0 -	5,656,614.98	0.00%
70,304.00	0 -	70,427.00	0.00%
901,251.60	0 -	904,997.60	0.00%
586,939.34	0 -	587,595.34	0.00%
65,840.70	0 -	68,930.70	0.00%
0	0 -	14,773.54	0.00%
0	0 -	369.00	0.00%
0	0 -	14,404.54	0.00%
973,151.92	0 -	1,361,220.06	0.00%
1,532.18	0 -	10,378.18	0.00%
947,727.28	0 -	1,326,949.43	0.00%
40,753.68	0 -	47,424.68	0.00%
0	0 -	4,990.00	0.00%
11,000.00	0 -	12,681.00	0.00%
7,154.00	0 -	153,988.15	0.00%
7,154.00	0 -	153,988.15	0.00%
961,388.90	0 -	962,084.01	0.00%
961,388.90	0 -	962,084.01	0.00%
58,767.79	0 -	60,073.64	0.00%
58,767.79	0 -	60,073.64	0.00%
11,705,347.05	0 -	12,338,355.93	0.00%

Annual Budget 2026-27

FOR YEAR ENDING 30 JUNE 2027



TOWN OF PORT HEDLAND
ANNUAL BUDGET
FOR THE YEAR ENDED 30 JUNE 2027
LOCAL GOVERNMENT ACT 1995

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**TOWN OF PORT HEDLAND
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2027**

	Note	2026/27 Budget	2025/26 Actual - Jun 26	2025/26 Budget
Revenue		\$	\$	\$
Rates	2(a)	93,098,808	86,688,099	88,332,115
Grants, subsidies and contributions		3,281,850	4,899,125	3,329,000
Fees and charges	15	17,011,661	19,597,438	16,237,560
Interest revenue	10(a)	10,018,903	9,680,090	9,320,262
Other revenue	10(a)	6,273,589	4,549,980	5,037,960
		129,684,811	125,414,732	122,256,897
Expenses				
Employee costs		(43,583,241)	(42,585,668)	(39,039,309)
Materials and contracts		(39,050,058)	(32,061,057)	(33,582,718)
Utility charges		(5,112,593)	(5,151,750)	(5,969,593)
Depreciation and Amortisation	6	(28,425,758)	(27,941,471)	(26,757,875)
Finance costs	10(c)	(901,612)	(1,730,143)	(1,013,136)
Insurance		(2,087,462)	(1,953,869)	(1,933,683)
Other expenditure		(1,965,597)	(1,077,373)	(2,099,686)
		(121,126,321)	(112,501,331)	(110,396,000)
		8,558,490	12,913,401	11,860,897
Capital grants, subsidies and contributions		25,168,367	18,912,073	19,908,494
Profit/Loss on asset disposals	5	551,375	(9,866,888)	208,000
		25,719,742	9,045,185	20,116,494
Net result for the period		34,278,232	21,958,586	31,977,391
Total other comprehensive income for the period		-	-	-
Total comprehensive income for the period		34,278,232	21,958,586	31,977,391

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

Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2027

		2026/27	2025/26	2025/26
	Note	Budget	Actual - Jun 26	Budget
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts		\$	\$	\$
Rates		93,098,808	85,209,795	88,332,115
Grants, subsidies and contributions		3,610,035	9,828,827	3,661,900
Fees and charges		17,935,821	19,597,438	17,161,720
Interest revenue		10,018,903	9,680,090	9,320,262
Goods and services tax received		9,606,137	251,718	3,478,938
Other revenue		6,273,589	4,549,980	5,037,960
		140,543,293	129,117,848	126,992,895
Payments				
Employee costs		(43,583,241)	(42,099,731)	(39,039,309)
Materials and contracts		(42,955,064)	(39,105,766)	(36,940,990)
Utility charges		(5,112,593)	(5,151,750)	(5,969,593)
Finance costs		(901,612)	(830,392)	(1,013,136)
Insurance paid		(2,087,462)	(1,953,869)	(1,933,683)
Other expenditure		(1,965,597)	(1,147,782)	(2,099,686)
		(96,605,569)	(90,289,290)	(86,996,397)
Net cash provided by operating activities	4	43,937,725	38,828,558	39,996,498
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(47,885,486)	(7,279,297)	(21,882,872)
Payments for construction of infrastructure	5(b)	(70,282,662)	(30,079,743)	(28,224,991)
Capital grants, subsidies and contributions		27,685,204	20,803,280	21,899,343
Proceeds from sale of property, plant and equipment	5(a)	840,813	299,177	459,800
Net cash (used in) investing activities		(89,642,132)	(16,256,583)	(27,748,720)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(2,193,054)	(2,098,783)	(2,098,783)
Payments for principal portion of lease liabilities	8	(53,623)	(48,518)	(48,518)
Payments for / Proceeds from financial assets - term deposits		44,494,824	(8,500,000)	-
Net cash provided by (used in) financing activities		42,248,147	(10,647,301)	(2,147,301)
Net increase (decrease) in cash held		(3,456,261)	11,924,675	10,100,478
Cash at beginning of year		34,394,285	22,469,610	11,313,642
Cash and cash equivalents at the end of the year	4	30,938,024	34,394,285	21,414,120

This statement is to be read in conjunction with the accompanying notes.
 Unaudited actual YTD 25/2026 figures shown

**TOWN OF PORT HEDLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2027**

OPERATING ACTIVITIES

Revenue from operating activities

	2026/27 Budget	2025/26 Actual - Jun 26	2025/26 Budget
	\$	\$	\$
General rates	91,728,106	85,349,890	86,992,690
Rates excluding general rates	1,370,702	1,338,209	1,339,425
Grants, subsidies and contributions	3,281,850	4,899,125	3,329,000
Fees and charges	17,011,661	19,597,438	16,237,560
Interest revenue	10,018,903	9,680,090	9,320,262
Other revenue	6,273,589	4,549,980	5,037,960
Profit on asset disposals	551,375	665,979	208,000
	130,236,186	126,080,711	122,464,897

Expenditure from operating activities

Employee costs	(43,583,241)	(42,585,668)	(39,039,309)
Materials and contracts	(39,050,058)	(32,061,057)	(33,582,718)
Utility charges	(5,112,593)	(5,151,750)	(5,969,593)
Depreciation and Amortisation	(28,425,758)	(27,941,471)	(26,757,875)
Finance costs	(901,612)	(1,730,143)	(1,013,136)
Insurance	(2,087,462)	(1,953,869)	(1,933,683)
Other expenditure	(1,965,597)	(1,077,373)	(2,099,686)
Asset pending adjustment	-	(10,532,867)	-
	(121,126,321)	(123,034,198)	(110,396,000)

Non cash amounts excluded from operating activities

	26,950,223	29,823,952	25,625,715

Amount attributable to operating activities

INVESTING ACTIVITIES

Inflows from investing activities

Capital grants, subsidies and contributions	25,168,367	18,912,073	19,908,494
Proceeds from disposal of property, plant and equipment	764,375	271,979	418,000
	25,932,742	19,184,052	20,326,494

Outflows from investing activities

Payments for property, plant and equipment	(43,532,260)	(6,617,543)	(19,893,520)
Payments for construction of infrastructure	(63,893,329)	(22,420,608)	(25,659,083)
	(107,425,589)	(29,038,151)	(45,552,603)

Amount attributable to investing activities

FINANCING ACTIVITIES

Inflows from financing activities

Transfers from reserve accounts	83,244,869	58,035,612	41,967,316
	83,244,869	58,035,612	41,967,316

Outflows from financing activities

Repayment of borrowings	(2,193,054)	(2,098,783)	(2,098,783)
Payments for principal portion of lease liabilities	(53,623)	(48,518)	(48,518)
Transfers to reserve accounts	(38,750,045)	(81,355,965)	(58,714,934)
	(40,996,722)	(83,503,266)	(60,862,235)

Amount attributable to financing activities

MOVEMENT IN SURPLUS OR DEFICIT

Surplus at the start of the financial year

	3,500,000	5,951,288	6,500,000
Amount attributable to operating activities	36,060,088	32,870,465	37,694,612
Amount attributable to investing activities	(81,492,847)	(9,854,099)	(25,226,109)
Amount attributable to financing activities	42,248,147	(25,467,654)	(18,894,919)

Surplus/(deficit) remaining after the imposition of general rates

	315,388	3,500,000	73,585

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

Unaudited actual YTD 25/2026 figures shown

**TOWN OF PORT HEDLAND
STATEMENT OF CAPITAL WORKS
FOR THE YEAR ENDED 30 JUNE 2027**

CAPITAL WORKS PROGRAM

Capital Project Name	2026/27 Budget	2026/27 % Grant funded	Grant Funding	Strategic Reserve	Asset Management Reserve	Waste Management Reserve	Plant Reserve	Unfinished Works Reserve	Proceeds from Sale of Assets
Major Strategic Works									
Key Worker Housing	23,000,000	46%	10,500,000	12,500,000					
Hedland Aquatic Centre	6,635,000	0%	-	6,635,000					
Childcare Developments	6,000,000	67%	4,000,000	2,000,000					
SHISH Stage 1C - Hamilton Rd & Entrance	14,000,000	6%	864,000	13,136,000					
Major Projects									
Blackspot Improvement Program	175,000	100%	175,000						
Gilbert Street Flood Pumps	3,240,015	8%	250,000		2,990,015				
Hedland Senior High School - Traffic Improvements	2,000,000	100%	2,000,000						
Kingsford Smith Park - Land subdivision	3,536,374	0%	-		3,536,374				
Port Hedland Visitors Centre	450,000	0%	-	450,000					
South Hedland Square Revitalisation - Wise Terrace	2,735,000	0%	-	2,735,000					
Wedgefield Route 1	5,462,000	67%	3,666,666	1,795,334					
Renewal Works									
Property renewal program	5,863,000	0%	-		5,863,000				
Plant & Fleet renewal program	1,253,500	0%	-				842,500		411,000
Equipment renewal program	2,111,210	0%	-			160,000	1,951,210		
Public Open Space Renewal Program	5,558,300	0%	-	500,000	5,058,300				
Roads Renewal Program	3,412,907	0%	-		3,412,907				
Bridge Renewal Program	262,570	0%	-		262,570				
Footpath Renewal Program	3,116,465	0%	-		3,116,465				
Drainage Renewal Program	800,000	0%	-		800,000				
Unfinished Works									
Carry Forward Capital Works	17,814,248	21%	3,712,701					13,748,172	353,375
Funding used in Capital Works	107,425,589		25,168,367	39,751,334	25,039,631	160,000	2,793,710	13,748,172	764,375
Grant Funding as above	25,168,367								
Grant Funding additional	-								
Revenue Contributions	-								
Grant Funding & Contributions used in Capital Works	25,168,367								

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

**TOWN OF PORT HEDLAND
FOR THE YEAR ENDED 30 JUNE 2027
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TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

1 BASIS OF PREPARATION

The annual budget of the Town of Port Hedland which is a Class 1 local government is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16 Leases* which would have required the Town to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget 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.

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 annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 to the annual budget.

2024/25 actual balances

Balances shown in this budget as 2024/25 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures

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

Statement of Cashflows

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- *AASB 2020-1 Amendments to Australian Accounting Standards*
- *Classification of Liabilities as Current or Non-current*
- *AASB 2022-5 Amendments to Australian Accounting Standards*
- *Lease Liability in a Sale and Leaseback*
- *AASB 2022-6 Amendments to Australian Accounting Standards*
- *Non-current Liabilities with Covenants*
- *AASB 2023-1 Amendments to Australian Accounting Standards*
- *Supplier Finance Arrangements*
- *AASB 2023-3 Amendments to Australian Accounting Standards*
- *Disclosure of Non-current Liabilities with Covenants: Tier 2*
- *AASB 2024-1 Amendments to Australian Accounting Standards*
- *Supplier Finance Arrangements: Tier 2 Disclosures*

It is not expected these standards will have an impact on the annual budget.

- *AASB 2022-10 Amendments to Australian Accounting Standards*
- *Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*, became mandatory during the budget year. Amendments to *AASB 13 Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2025-26 statutory budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- *AASB 2014-10 Amendments to Australian Accounting Standards*
- *Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- *AASB 2024-4b Amendments to Australian Accounting Standards*
- *Effective Date of Amendments to AASB 10 and AASB 128*
[deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- *AASB 2022-9 Amendments to Australian Accounting Standards*
- *Insurance Contracts in the Public Sector*
- *AASB 2023-5 Amendments to Australian Accounting Standards*
- *Lack of Exchangeability*
- *AASB 18 (FP) Presentation and Disclosure in Financial Statements*
- *(Appendix D) [for for-profit entities]*
- *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements*
- *(Appendix D) [for not-for-profit and superannuation entities]*
- *AASB 2024-2 Amendments to Australian Accounting Standards*
- *Classification and Measurement of Financial Instruments*
- *AASB 2024-3 Amendments to Australian Accounting Standards*
- *Standards – Annual Improvements Volume 11*

It is not expected these standards will have an impact on the annual budget.

Critical accounting estimates and judgements

The preparation of the annual budget 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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Expected credit losses on financial assets
- Assets held for sale
- Impairment losses of non-financial assets
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2026/27 Budgeted rate revenue	2026/27 Budgeted interim rates	2026/27 Budgeted total revenue	2025/26 Actual total revenue	2025/26 Budget total revenue
				\$	\$	\$	\$	\$	\$
(i) General rates									
GRV Residential	Gross rental valuation	0.04350	5,311	279,430,318	12,155,219	450,000	12,605,219	10,946,527	12,589,327
GRV Commercial / Industrial	Gross rental valuation	0.08128	603	75,309,134	6,121,277		6,121,277	5,850,657	5,850,657
GRV Mass Accommodation	Gross rental valuation	0.17400	16	15,866,740	2,760,813		2,760,813	2,070,610	2,070,610
GRV Airport	Gross rental valuation	0.08700	1	9,208,960	801,180		801,180	810,236	810,236
Unimproved Value									
UV Pastoral / Other	Unimproved valuation	0.13951	21	2,348,695	327,673		327,673	271,529	271,529
UV Mining / Strategic	Unimproved valuation	0.25200	478	274,253,748	69,111,944		69,111,944	65,400,331	65,400,331
Total general rates			6,430	656,417,595	91,278,106	450,000	91,728,106	85,349,890	86,992,690
		Minimum							
		\$							
(ii) Minimum payment									
GRV Residential	Gross rental valuation	1,300.00	1,048		1,362,400		1,362,400	1,309,100	1,309,100
GRV Commercial / Industrial	Gross rental valuation	1,900.00	112		212,800		212,800	222,300	222,300
GRV Mass Accommodation	Gross rental valuation	1,900.00	0		-		-	-	-
GRV Airport	Gross rental valuation	1,900.00	0		-		-	-	-
Unimproved Value									
UV Pastoral / Other	Unimproved valuation	1,900.00	0		-		-	7,600	7,600
UV Mining / Strategic	Unimproved valuation	250.00	60		15,000		15,000	16,250	16,250
Total minimum payments			1,220	-	1,590,200	-	1,590,200	1,555,250.00	1,555,250
Total general rates and minimum payments			7,650	656,417,595	92,868,306	450,000	93,318,306	86,905,140	88,547,940
					92,868,306	450,000	93,318,306	86,905,140	88,547,940
Concessions - Community							(219,498)	(208,094)	(208,094)
Concessions - Pensioners							-	(8,947)	(7,731)
Total rates					92,868,306	450,000	93,098,808	86,688,099	88,332,115
Instalment plan admin charges							0	69,747	65,000
Instalment plan interest							65,000	54,340	65,000
Late payment of rate or service charge interest							50,000	16,583	280,000
							115,000	140,670	410,000

The Town will not raise specified area rates for the year ended 30th June 2027.

The general rates detailed for the 2026/27 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum payments have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

Unaudited actual YTD 25/2026 figures shown

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

	2026/27 Budget revenue	2025/26 Actual revenue	2025/26 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	0	69,747	65,000
Instalment plan interest earned	65,000	54,340	65,000
Unpaid rates and service charge interest earned	50,000	16,583	280,000
	115,000	140,670	410,000

(c) Service Charges

The Town will not raise service charges for the year ended 30th June 2027.

(d) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount (\$)	2026/27 Budget	2025/26 Actual	2025/26 Budget
					\$	\$	\$
Bloodwood Tree Association Inc.	Rate	Concession	50%	-	-	4,094	4,094
Care for Hedland	Rate	Concession	100%	5,244	5,244	4,994	4,994
Foundation Housing	Rate	Concession	50%	17,870	8,935	8,935	8,935
Gumala Investments Pty Ltd	Rate	Concession	50%	26,227	13,114	13,040	13,040
Kariyarra Land Aboriginal Corporation	Rate	Concession	50%	30,243	15,121	15,121	15,121
One Tree Community Services Inc.	Rate	Concession	100%	7,982	7,982	7,602	7,602
Rose Nowers Early Learning Centre Inc	Rate	Concession	100%	-	-	3,985	3,985
Treloar Child Care Centre Inc.	Rate	Concession	100%	6,557	6,557	6,245	6,245
Grand Lodge Freemasons	Rate	Concession	100%	4,255	4,255	4,052	4,052
Hedland BMX	Rate	Concession	100%	-	-	2,937	2,937
Hedland Sporting Shooters Club	Rate	Concession	100%	10,463	10,463	9,965	9,965
Hedland Well Womens Centre	Rate	Concession	100%	-	-	1,531	1,531
Hedland Mens Shed Incorporated	Rate	Concession	100%	-	-	2,203	2,203
Hedland Womans's Refuge	Rate	Concession	100%	-	-	2,737	2,737
Ngarlawangga Aboriginal Corporation	Rate	Concession	50%	5,536	2,768	-	-
Port Hedland Golf Club	Rate	Concession	100%	5,359	5,359	5,103	5,103
Port Hedland Kart Club	Rate	Concession	100%	1,900	1,900	1,736	1,736
Port Hedland Motorcycle Club	Rate	Concession	100%	26,367	26,367	20,993	20,993
Port Hedland Seafarers Centre	Rate	Concession	100%	5,660	5,660	5,391	5,391
Port Hedland Speedway Club	Rate	Concession	100%	19,950	19,950	15,811	15,811
Port Hedland Turf Club	Rate	Concession	100%	6,069	6,069	5,780	5,780
Relationships Australia	Rate	Concession	100%	2,818	2,818	-	-
RSL Port Hedland Sub Branch	Rate	Concession	100%	-	-	2,396	2,396
South Hedland Owners and Trainers Association	Rate	Concession	100%	34,180	34,180	27,105	27,105
St Johns Ambulance	Rate	Concession	100%	18,141	18,141	17,277	17,277
Volunteer Marine Rescue Group	Rate	Concession	100%	4,478	4,478	4,264	4,264
Communicare Group Ltd	Rate	Concession	100%	11,853	11,853	11,853	11,853
Empowering People In Communities (EPIC) Inc	Rate	Concession	100%	8,284	8,284	2,941	2,941
Pensioner Rate Cap Gap Remission	Rate	Waiver			-	8,947	7,731
					219,498	217,041	215,825

Circumstances in which the waiver or concession is granted

Meets the requirements of being a Not-for-profit and/or Community Group as per Policy 2/004 Rating

Objects and reason of the waiver or concession

To provide relief to community groups with the Town of Port Hedland municipality that provides a benefit to the community.

Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

Current assets

Cash and cash equivalents
 Financial assets
 Receivables
 Inventories
 Other assets

Less: current liabilities

Trade and other payables
 Contract liabilities
 Lease liabilities
 Long term borrowings
 Employee provisions
 Other provisions

Net current assets

Less: Total adjustments to net current assets

Net current assets used in the Statement of Financial Activity

Note	2026/27 Budget 30 June 2027	2025/26 Actual 30 June 2026	2025/26 Budget 30 June 2026
	\$	\$	\$
4	50,441,667	5,947,843	36,779,431
	183,500,000	211,949,441	175,000,000
	7,483,859	7,483,859	11,563,426
	1,289,288	1,289,288	1,002,712
	5,175,862	5,175,862	3,413,664
	247,890,676	231,846,293	227,759,233
	(5,884,469)	(5,884,469)	(7,844,564)
	(3,199,489)	(3,199,489)	(11,197,911)
8	(58,243)	(53,780)	(58,085)
7	(2,193,054)	(2,193,054)	(2,193,054)
	(3,298,325)	(3,298,325)	(2,475,371)
	(97,193)	(97,193)	1,769,161
	(14,730,773)	(14,726,310)	(21,999,824)
	233,159,903	217,119,983	205,759,409
3(b)	(161,926,388)	(206,093,620)	(167,496,708)
	71,233,515	11,026,363	38,262,701

(b) Current assets and liabilities excluded from budgeted deficiency

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.

Adjustments to net current assets

Less: Cash - reserve accounts

- Prepaid lease legal fee
 - Movement in assets as a result of reinstatement
 - Rates receivable

Add: Current liabilities not expected to be cleared at end of year

- Current portion of borrowings
 - Current portion of lease liabilities
 - Current portion of contract liability held in reserve
 - Deferred Income
 - Current portion of employee benefit provisions held in reserve
 - Current portion of prepaid lease income

Total adjustments to net current assets

9	(167,454,617)	(211,949,441)	(172,201,826)
	-	(31,611)	-
	-	(962,438)	-
	(21,392)	-	(21,392)
	-	-	-
	2,193,054	2,193,054	2,193,054
	58,243	53,780	58,085
	-	0	-
	-	380,552	-
	3,298,324	3,298,324	2,475,371
	-	924,160	-
	(161,926,388)	(206,093,620)	(167,496,708)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Non-cash amounts excluded from operating activities

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

Adjustments to operating activities

Less: Profit on asset disposals
 Less: Reversal of prior year loss on revaluation of non-current assets
 Less: Fair value adjustments to financial assets at fair value through profit and loss

Less: Fair value adjustments to investment property at fair value through profit or loss

Add: Depreciation
 - Pensioner deferred rates
 - Landfill Amortisation
 - Employee provisions
 - Prepaid Lease income

Non cash amounts excluded from operating activities

Note	2026/27 Budget 30 June 2027	2025/26 Actual 30 June 2026	2025/26 Budget 30 June 2026
	\$	\$	\$
5	(551,375)	2,049,232	(208,000)
	-	-	-
	-	-	-
6	28,425,758	27,941,471	26,757,875
	-	-	-
	-	-	-
	-	(166,751)	-
	(924,160)	-	(924,160)
	26,950,223	29,823,952	25,625,715

Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

3. NET CURRENT ASSETS

(d) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Town's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Town recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES

General

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.

SUPERANNUATION

The Town contributes to a number of superannuation funds on behalf of employees. All funds to which the Town contributes are defined contribution plans.

INVENTORY - LAND HELD FOR RESALE

Land held for development and sale 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. Finance 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 on to the buyer at this point.

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

GOODS AND SERVICES TAX (GST)

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.

CONTRACT LIABILITIES

Contract liabilities represent the Town's obligation to transfer goods or services to a customer for which the Town has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Town measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Town applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

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 determination of the net current asset position.

The Town's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions 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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2026/27 Budget	2025/26 Actual - Jun 26	2025/26 Budget
		\$	\$	\$
Cash at bank and on hand		34,395,284	5,946,843	33,980,257
Term deposits		16,046,383	1,000	2,799,174
Total cash and cash equivalents		50,441,667	5,947,843	36,779,431
Held as				
- Unrestricted cash and cash equivalents		50,441,667	5,947,843	36,779,431
	3(a)	50,441,667	5,947,843	36,779,431
Restrictions				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Restricted financial assets at amortised cost - term deposits		167,454,617	211,949,441	172,201,826
		167,454,617	211,949,441	172,201,826
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Reserve accounts	9	167,454,617	211,949,441	172,201,826
		167,454,617	211,949,441	172,201,826
Reconciliation of net cash provided by operating activities to net result				
Net result		34,278,232	21,958,586	31,977,391
Depreciation	6	28,425,758	27,941,471	26,757,875
(Profit)/loss on sale of asset	5	(551,375)	(665,979)	(208,000)
Increase/(decrease) in contract liabilities		(924,160)	(924,160)	(924,160)
Increase/(decrease) in other provision		7,877,637	9,430,713	2,301,886
Capital grants, subsidies and contributions		(25,168,367)	(18,912,073)	(19,908,494)
Net cash from operating activities		43,937,725	38,828,558	39,996,498

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

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.

Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

5. PROPERTY, PLANT AND EQUIPMENT

(a) Property, Plant and Equipment

Land - freehold land
Buildings - non-specialised
Buildings - specialised
Plant and equipment
Other property, plant and equipment [WIP]
Total

2026/27 Budget					
Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	
\$	\$	\$	\$	\$	
					0
35,526,217	-	-	-	-	0
2,125,577	-	-	-	-	0
5,880,466	213,000	764,375	551,375	-	0
-	-	-	-	-	0
43,532,260	213,000	764,375	551,375	-	0
31,175,669	-	-	-	-	0
3,116,465	-	-	-	-	0
4,040,015	-	-	-	-	0
16,040,079	-	-	-	-	0
9,521,101	-	-	-	-	0
-	-	-	-	-	0
63,893,329	-	-	-	-	0
107,425,589	213,000	764,375	551,375	-	0

Total

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Unaudited actual YTD 25/2026 figures shown

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

2025/26 Actual - June - 2026*							2025/26 Budget			
Additions	In-kind Additions	Disposals - Net Book Value	Transfer to non-current assets classified as held for sale	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit
\$	\$	\$		\$	\$	\$	\$	\$	\$	\$
		-		170,000	-	(170,000)	-	-	-	-
		-		-	-	-	12,844,620	-	-	-
		-		-	-	-	4,017,900	-	-	-
		6,000		101,979	95,979	-	3,031,000	210,000	418,000	208,000
6,617,543		-		-	-	-	-	-	-	-
6,617,543	-	6,000	-	271,979	95,979	(170,000)	19,893,520	210,000	418,000	208,000
-				-	-	-	12,573,219	-	-	-
-				-	-	-	2,120,540	-	-	-
-				-	-	-	800,000	-	-	-
-				-	-	-	9,020,625	-	-	-
-				-	-	-	1,144,700	-	-	-
22,420,608				-	-	-	-	-	-	-
22,420,608	-	-	-	-	-	0	25,659,083	-	-	-
29,038,151	-	6,000	-	271,979	95,979	(170,000)	45,552,603	210,000	418,000	208,000

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

6. DEPRECIATION

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - Roads and bridges
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Other infrastructure Depot Infrastructure
Other infrastructure Bus Shelters
Other infrastructure
Right of use - buildings
Intangible assets - rehabilitation asset - landfill

By Program

Governance
General purpose funding
Law, order, public safety
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

2026/27 Budget	2025/26 Actual	2025/26 Budget
\$	\$	\$
2,287,026	2,063,555	1,476,408
6,049,511	6,900,541	4,967,724
634,209	811,590	1,054,032
1,723,128	1,836,810	1,773,096
10,119,486	8,785,625	9,952,812
1,628,011	1,265,181	1,148,736
835,891	699,626	403,776
1,258,708	1,473,973	-
51,929	43,693	-
28,307	21,975	106,116
3,096,501	3,091,474	4,449,564
57,610	-	35,336
655,441	947,429	-
28,425,758	27,941,471	25,367,600
2,238,613	3,057,116	1,474,860
655,441	-	-
141,291	139,731	288,552
1,694,598	2,047,657	2,113,152
2,511,660	2,321,674	1,504,788
1,729,372	2,454,550	1,567,344
7,886,249	7,357,403	6,786,392
10,061,876	8,724,359	10,243,200
118,872	149,266	123,108
1,387,786	1,689,715	1,266,204
28,425,758	27,941,471	25,367,600

MATERIAL ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	2 to 50 years
Buildings - specialised	50 to 75 years
Furniture and equipment	1 to 30 years
Plant and equipment	2 to 20 years
Infrastructure - roads and bridges	12 to 800 years
Infrastructure - footpaths	1 to 80 years
Infrastructure - drainage	7 to 80 Years
Infrastructure - parks and ovals	7 to 45 Years
Other infrastructure depot infrastructure	12 to 43 Years
Other infrastructure bus shelters	1 to 20 Years
Other infrastructure	1 to 100 Years
Right of use - buildings	Based on the remaining lease
Intangible assets - rehabilitation asset - landfill	14 years

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2026	2026/27 Budget New Loans	2026/27 Budget Principal Repayments	Budget Principal outstanding 30 June 2027	2026/27 Budget Interest Repayments	Actual Principal 1 July 2025	2025/26 Actual New Loans	2025/26 Actual - June Principal Repayments	Actual Principal outstanding 30 June 2026	2025/26 Actual - June Interest Repayments	Budget Principal 1 July 2025	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal outstanding 30-Jun-26	2025/26 Budget Interest Repayments	Self Supporting?
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	Y/N
Staff Housing	393250	WATC	4.8531%	8,867,413	-	(351,832)	8,515,582	(421,164)	9,202,611	-	(335,198)	8,867,413	(437,866)	9,202,611	-	(335,198)	8,867,413	(437,866)	N
Staff Housing	425341	WATC	4.8989%	90,286	-	(3,568)	86,719	(4,329)	93,684	-	(3,397)	90,286	(4,500)	93,684	-	(3,397)	90,286	(4,500)	N
Seawalls	393249	WATC	4.3931%	3,752,875	-	(488,381)	3,264,494	(153,324)	4,220,303	-	(467,428)	3,752,875	(174,354)	4,220,303	-	(467,428)	3,752,875	(174,354)	N
Seawalls	425344	WATC	4.4915%	3,590,441	-	(465,853)	3,124,588	(150,009)	4,035,870	-	(445,429)	3,590,441	(170,508)	4,035,870	-	(445,429)	3,590,441	(170,508)	N
Depot Facility	393246	WATC	4.1784%	1,570,594	-	(883,421)	687,173	(45,759)	2,417,924	-	(847,330)	1,570,594	(81,975)	2,417,924	-	(847,330)	1,570,594	(81,975)	N
				17,871,609	-	(2,193,054)	15,678,555	(774,584)	19,970,392	-	(2,098,783)	17,871,609	(869,203)	19,970,392	-	(2,098,783)	17,871,609	(869,203)	

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

7. BORROWINGS

(b) New borrowings - 2026/27

The Town does not intend to undertake any new borrowings for the year ended 30th June 2027

(c) Unspent borrowings

The Town had no unspent borrowing funds as at 30th June 2026 nor is it expected to have unspent borrowing funds as at 30th June 2027.

(d) Credit Facilities

**Undrawn borrowing facilities
credit standby arrangements**

Bank overdraft limit

Bank overdraft at balance date

Credit card limit

Total amount of credit unused

Loan facilities

Loan facilities in use at balance date

2026/27 Budget	2025/26 Actual	2025/26 Budget
\$	\$	\$
-	-	-
-	-	-
300,000	300,000	300,000
300,000	300,000	300,000
15,678,555	17,871,609	17,871,609

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS

The Town has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

8. LEASE LIABILITIES

Purpose	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2026	2026/27 Budget New Leases	2026/27 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2027	2026/27 Budget Lease Interest Repayments	Actual Principal 1 July 2025	2025/26 Actual New Leases	2025/26 Actual Lease Principal repayments	Actual Lease Principal outstanding 30-Jun-26	2025/26 Actual Lease Interest repayments	Budget Principal 1 July 2025	2025/26 Budget New Leases	2025/26 Budget Lease Principal repayments	Budget Lease Principal outstanding 30-Jun-27	2025/26 Budget Lease Interest repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Hedland Library	Countrywide Retail	4.3%	5 years	224,174	-	(53,623)	170,551	(10,129)	272,692	-	(48,518)	224,174	(12,783)	272,692	-	(48,518)	224,174	(12,783)
				224,174	-	(53,623)	170,551	(10,129)	272,692	-	(48,518)	224,174	(12,783)	272,692	-	(48,518)	224,174	(12,783)

MATERIAL ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Town assesses whether the contract is, or contains, 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 a lease liability at the present value of the lease payments that are not paid at 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.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

Unaudited actual YTD 25/2026 figures shown

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2026/27 Budget				2025/26 Actual - Jun 26				2025/26 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council												
(a) Reserves cash backed - Employee Leave Reserve	3,298,324	-	-	3,298,324	2,475,371	822,953	-	3,298,324	2,182,510	-	-	2,182,510
(b) Reserves cash backed - Plant Reserve	4,575,597	2,799,360	(2,793,710)	4,581,247	2,835,399	3,882,617	(2,142,419)	4,575,597	1,046,723	2,834,158	(1,783,000)	2,097,881
(c) Reserves cash backed - Airport Reserve	2,006,793	16,673	-	2,023,466	1,595,891	410,902	-	2,006,793	1,595,891	53,055	-	1,648,946
(d) Reserves cash backed - Landfill remediation reserve	11,318,920	1,000,000	-	12,318,920	10,296,920	1,022,000	-	11,318,920	9,297,763	1,331,104	-	10,628,867
(e) Reserves cash backed - Unfinished Works & Committed Works Reserve	15,500,194	-	(15,500,194)	-	24,156,997	15,500,194	(24,156,997)	15,500,194	2,873,173	-	(2,873,173)	-
(f) Reserves cash backed - Housing Reserve	5,962,952	49,541	-	6,012,493	1,473,957	5,000,000	(511,005)	5,962,952	973,957	5,032,379	(150,000)	5,856,336
(g) Reserves cash backed - Spoilbank Reserve	126,360	-	-	126,360	126,360	-	-	126,360	126,360	4,201	-	130,561
(h) Reserves cash backed - Asset Management Reserve	41,095,622	19,970,640	(25,039,631)	36,026,631	22,975,186	25,179,091	(7,058,655)	41,095,622	18,031,334	22,132,356	(9,374,418)	30,789,272
(i) Reserves cash backed - Waste Management Reserve	15,123,053	1,500,000	(160,000)	16,463,053	14,630,722	1,038,332	(546,001)	15,123,053	13,212,134	1,381,480	-	14,593,614
(j) Reserves cash backed - Strategic Reserve	105,825,209	10,855,260	(39,751,334)	76,929,135	87,201,738	27,951,751	(9,328,280)	105,825,209	86,242,007	20,249,246	(13,269,470)	93,221,783
(k) Reserves cash backed - Cyclone Emergency Response Reserve	2,181,529	18,125	-	2,199,654	2,181,529	-	-	2,181,529	1,193,338	2,912,846	-	4,106,184
(l) Reserves cash backed - Financial Risk Reserve	4,386,763	36,446	-	4,423,209	18,679,018	-	(14,292,255)	4,386,763	18,679,018	620,984	(14,292,255)	5,007,747
(m) Reserves cash backed - Public Art Reserve	548,125	-	-	548,125	-	548,125	-	548,125	-	463,125	-	463,125
(n) Reserves cash backed - Kingsford Smith Development Reserve	-	2,504,000	-	2,504,000	-	-	-	-	-	1,700,000	(225,000)	1,475,000
	211,949,441	38,750,045	(83,244,869)	167,454,617	188,629,087	81,355,965	(58,035,612)	211,949,441	155,454,208	58,714,934	(41,967,316)	172,201,826

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Restricted by legislation		
(a) Reserves cash backed - Employee Leave Reserve	Ongoing	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave and long service leave.
(b) Reserves cash backed - Plant Reserve	Ongoing	To fund the plant replacement program.
(c) Reserves cash backed - Airport Reserve	Ongoing	To fund future Port Hedland International Airport capital works commitments.
(d) Reserves cash backed - Landfill remediation reserve	Ongoing	To fund the closure and repatriation of the existing landfill facility, while also planning for the design, development, and construction of a new landfill facility on a suitable designated site.
(e) Reserves cash backed - Unfinished Works & Committed Works Reserve	Ongoing	To transfer unspent funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.
(f) Reserves cash backed - Housing Reserve	Ongoing	To fund maintenance, refurbishment, redevelopment, and construction of Local Government provided housing.
(g) Reserves cash backed - Spoilbank Reserve	Ongoing	To fund future Spoilbank capital works commitments.
(h) Reserves cash backed - Asset Management Reserve	Ongoing	To fund the ongoing maintenance, refurbishment, renewal, replacement and development of Council owned infrastructure and property assets within the Town.
(i) Reserves cash backed - Waste Management Reserve	Ongoing	To fund the development, operation, maintenance, and capital expenditure of the Town's waste management facilities including the landfill and waste collection operations.
(j) Reserves cash backed - Strategic Reserve	Ongoing	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.
(k) Reserves cash backed - Cyclone Emergency Response Reserve	Ongoing	To fund cyclone and emergency related projects.
(l) Reserves cash backed - Financial Risk Reserve	Ongoing	To provide funds to mitigate against financial risks including legal fees awarded against the Town, including SAT rulings, workcover claims and other unknown events potentially resulting in financial loss to the Town.
(m) Reserves cash backed - Public Art Reserve	Ongoing	New reserve to fund public art projects and commitments
(n) Reserves cash backed - Kingsford Smith Development Reserve	Ongoing	New reserve to fund the ongoing development of the Kingsford Smith Business Park

Unaudited actual YTD 25/2026 figures shown

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

10. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

Investments
Late payment of fees and charges *
Other interest revenue

* The Town has resolved to charge interest under section 6.13 for the late payment of any amount of money at 7%.

Other revenue

Reimbursements and recoveries
Other

(b) Auditors remuneration

Audit services

(c) Interest expenses (finance costs)

Borrowings (refer Note 7(a))
Interest on lease liabilities (refer Note 8)
Other finance costs

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	\$	\$	\$
Investments	9,903,903	9,609,167	8,969,429
Late payment of fees and charges *	115,000	16,583	345,000
Other interest revenue	-	54,340	5,833
	10,018,903	9,680,090	9,320,262
Reimbursements and recoveries	2,725,346	1,192,528	2,674,167
Other	3,548,243	3,357,452	2,363,793
	6,273,589	4,549,980	5,037,960
Audit services	267,400	211,214	211,214
	267,400	211,214	211,214
Borrowings (refer Note 7(a))	774,584	869,203	869,203
Interest on lease liabilities (refer Note 8)	10,129	12,783	12,000
Other finance costs	116,898	848,157	131,934
	901,612	1,730,143	1,013,136

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

11. COUNCILLOR and COMMISSIONER REMUNERATION

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	\$	\$	\$
Elected member [Mayor Jacinta Behrend]			
Mayor's allowance	104,032	35,944	25,886
Meeting attendance fees	55,078	13,558	13,705
Superannuation	19,513	4,700	1,706
Other expenses	10,000	-	2,575
Annual allowance for ICT expenses	3,500	510	515
	192,123	54,712	44,387
Elected member [Deputy Mayor Troy Melville]			
Deputy Mayor's allowance	26,008	8,780	6,471
Meeting attendance fees	36,722	8,748	9,137
Superannuation	7,948	1,793	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	493	515
	80,553	19,815	18,924
Elected member [Councillor Sharon Todd]			
Meeting attendance fees	36,722	8,748	9,137
Superannuation	4,827	1,050	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	493	515
	51,424	10,291	12,452
Elected member [Councillor Lorraine Butson]			
Meeting attendance fees	36,722	14,270	15,358
Superannuation	4,827	1,050	1,947
Other expenses	6,375	-	2,760
Annual allowance for ICT expenses	3,500	672	866
	51,424	15,992	20,931
Elected member [Councillor Zoe Little]			
Meeting attendance fees	36,722	8,748	9,137
Superannuation	4,827	1,050	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	493	515
	51,424	10,291	12,452
Elected member [Councillor Rachael Baxter]			
Meeting attendance fees	36,722	8,748	9,137
Superannuation	4,827	1,050	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	493	515
	51,424	10,291	12,452
Elected member (Councillor Frank Edwards)			
Meeting attendance fees	36,722	8,748	9,137
Superannuation	4,827	1,050	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	493	515
	51,424	10,291	12,452
Elected member (Councillor Jemma Scott)			
Meeting attendance fees	36,722	2,236	9,137
Superannuation	4,827	268	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	126	515
	51,424	2,630	12,452
Elected member (Councillor Russell McDowall)			
Meeting attendance fees	36,722	8,748	9,137
Superannuation	4,827	1,050	1,158
Other expenses	6,375	-	1,642
Annual allowance for ICT expenses	3,500	493	515
	51,424	10,291	12,452

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

11. COUNCILLOR and COMMISSIONER REMUNERATION (Continued)

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	\$	\$	\$
Commissioner (Ms Jessica Shaw)			
Commissioner Fees	-	89,581	87,469
Superannuation	-	9,076	10,496
Other expenses	-	11,601	14,745
Annual allowance for ICT expenses	-	3,500	3,500
	-	113,758	116,210
Commissioner (Hon Martin Aldridge)			
Commissioner Fees	-	89,581	87,469
Superannuation	-	9,076	10,496
Other expenses	-	12,586	14,745
Annual allowance for ICT expenses	-	3,500	3,500
	-	114,743	116,210
Commissioner (Mr Ron Yuryevich)			
Commissioner Fees	-	89,581	87,469
Superannuation	-	9,076	10,496
Other expenses	-	31,784	14,745
Annual allowance for ICT expenses	-	3,500	3,500
	-	133,941	116,210
Elected member [Mayor Peter Carter]			
Mayor's allowance	-	10,333	17,624
Meeting attendance fees	-	7,464	9,331
Superannuation	-	-	3,277
Other expenses	-	1,435	1,753
Annual allowance for ICT expenses	-	344	351
	-	19,576	32,336
Elected member [Deputy Mayor Ash Christensen]			
Deputy Mayor's allowance	-	2,583	4,406
Meeting attendance fees	-	5,358	6,221
Superannuation	-	-	1,317
Other expenses	-	-	1,118
Annual allowance for ICT expenses	-	344	351
	-	8,286	13,413
Elected member [Councillor Camilo Blanco]			
Meeting attendance fees	-	5,358	6,221
Superannuation	-	-	789
Other expenses	-	-	1,118
Annual allowance for ICT expenses	-	344	351
	-	5,702	8,478
Elected member (Councillor Adrian McRae)			
Meeting attendance fees	-	5,358	6,221
Superannuation	-	-	789
Other expenses	-	-	1,118
Annual allowance for ICT expenses	-	344	351
	-	5,702	8,479
Total Council Member Remuneration	632,641	546,315	570,293
Mayor's allowance	104,032	46,277	43,510
Deputy Mayor's allowance	26,008	11,363	10,878
Meeting attendance fees	348,854	106,092	121,018
Commissioner Fees	-	268,742	262,407
Superannuation	61,247	40,290	49,420
Other expenses	61,000	57,406	66,172
Annual allowance for ICT expenses	31,500	16,144	16,889
	632,641	546,315	570,293

Unaudited actual YTD 25/2026 figures shown

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

12. TRUST FUNDS

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2026	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2027
	\$	\$	\$	\$
Nominated Election Bond	400	-	(400)	0
Public Open Space	376,379	-	-	376,379
Mosquito Control	6,638	1,600	-	8,238
	383,418	1,600	(400)	384,618

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

13. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current 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 the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water. Exclude rubbish removal charges which should not be classified as a service charge. 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 REVENUE

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 cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS

All costs associated 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.

Note AASB 119 *Employee Benefits* provides a definition of employee benefits which should be considered.

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 (such as telephone and internet charges), 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 and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

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

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

13. REVENUE AND EXPENDITURE

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods

**TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027**

14. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

OBJECTIVE

ACTIVITIES

Governance

To provide a decision making process for the efficient allocation of scarce resources.

Functions relating to Councillors and the oversight of legislative compliance. Expenditure includes election costs as well as fees and allowances paid to elected members and other costs associated with members of Council.

Governance also includes other tasks such as the Town's internal audit function, Freedom of Information requests, Public Interest Disclosures and procurement policy development and oversight.

General purpose funding

To collect revenue to allow for the provision of services.

Rating, interest revenues, leased property revenues and general purpose Government grant functions. Includes the Financial Assistance Grant received from the Local Government Grants Commission, leasing revenue from Port Hedland International Airport, all other rate income and cost of assets sold.

Law, order, public safety

To provide services to help ensure a safer and environmentally conscious community

Supervision of various by-laws, fire and emergency services and animal control. Includes expenditure for Ranger Services, State Emergency Service and disaster preparation and recovery expenses. Community safety and crime prevention initiatives, including Towns CCTV network.

Health

To provide an operational framework for environmental and community health.

Food and public health regulation and compliance, environmental health, and pest control. Expenses include food service inspections, immunisations services, mosquito and vermin control.

Education and welfare

To provide services to disadvantaged persons, elderly, children and youth.

Community partnership funding, disability access initiatives, community services administration. Facilities including the JD Hardie Centre and asset management associated with key community buildings.

Housing

To provide and maintain staff housing.

Maintenance and operational expenses associated with the provision of staff housing.

Community amenities

To provide services required by the community.

Strategic town planning and development control, all aspects of waste management such as waste collection, landfill operations, and waste minimisation; cemeteries, public toilets, cyclone preparation and response, and sanitation and litter collection.

Recreation and culture

To establish and effectively manage infrastructure and resources which will help the social well-being of the community.

Maintenance of public halls, civic centres, aquatic centres, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of libraries, galleries and other cultural facilities. Facilitation of Town events including Spinifex Spree, Hedland Food Festival and other community events.

Transport

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities, and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

Economic services

To help promote the Town and its economic well-being.

Tourism and area promotion, strategic projects, leasing and administration of commercial properties, building regulation, land development, and saleyards and markets.

Other property and services

To monitor and control Council's overheads operating accounts.

Remaining activities not directly attributable to other programs such as private works, plant operations, public works overheads, and building maintenance overheads.

The income and expenditure for Corporate Management, Financial Services, Human Resources and OHS, Governance, Records Management, Customer Services, Marketing and Communication, and Information Technology is also included here.

The majority of costs are distributed across other programs of Council, to better reflect the total cost of service delivery.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

15. FEES AND CHARGES

	2026/27 Budget	2025/26 Actual - Jun 26	2025/26 Budget
	\$	\$	\$
By Program:			
General purpose funding	10,833	92,891	77,633
Education and welfare	92,500	172,446	90,000
Housing	250,000	329,271	370,000
Community amenities	12,125,168	13,998,779	10,817,519
Recreation and culture	3,353,000	3,807,891	3,698,048
Transport	1,124,160	1,046,196	1,124,160
Other property and services	56,000	149,963	60,200
	17,011,661	19,597,438	16,237,560

Unaudited actual YTD 25/2026 figures shown

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

Concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount (\$)	2026/27 Budget	2025/26 Budget
					\$	\$
Bloodwood Tree Association Inc.	Rate	Concession	50%	-	-	4,094
Care for Hedland	Rate	Concession	100%	5,244	5,244	4,994
Foundation Housing	Rate	Concession	50%	17,870	8,935	8,935
Gumala Investments Pty Ltd	Rate	Concession	50%	26,227	13,114	13,040
Kariyarra Land Aboriginal Corporation	Rate	Concession	50%	30,243	15,121	15,121
One Tree Community Services Inc.	Rate	Concession	100%	7,982	7,982	7,602
Rose Nowers Early Learning Centre Inc	Rate	Concession	100%	-	-	3,985
Trealoar Child Care Centre Inc.	Rate	Concession	100%	6,557	6,557	6,245
Grand Lodge Freemasons	Rate	Concession	100%	4,255	4,255	4,052
Hedland BMX	Rate	Concession	100%	-	-	2,937
Hedland Sporting Shooters Club	Rate	Concession	100%	10,463	10,463	9,965
Hedland Well Womens Centre	Rate	Concession	100%	-	-	1,531
Hedland Mens Shed Incorporated	Rate	Concession	100%	-	-	2,203
Hedland Womans's Refuge	Rate	Concession	100%	-	-	2,737
Ngarlawangga Aboriginal Corporation	Rate	Concession	50%	5,536	2,768	-
Port Hedland Golf Club	Rate	Concession	100%	5,359	5,359	5,103
Port Hedland Kart Club	Rate	Concession	100%	1,900	1,900	1,736
Port Hedland Motorcycle Club	Rate	Concession	100%	26,367	26,367	20,993
Port Hedland Seafarers Centre	Rate	Concession	100%	5,660	5,660	5,391
Port Hedland Speedway Club	Rate	Concession	100%	19,950	19,950	15,811
Port Hedland Turf Club	Rate	Concession	100%	6,069	6,069	5,780
Relationships Australia	Rate	Concession	100%	2,818	2,818	-
RSL Port Hedland Sub Branch	Rate	Concession	100%	-	-	2,396
South Hedland Owners and Trainers Association	Rate	Concession	100%	34,180	34,180	27,105
St Johns Ambulance	Rate	Concession	100%	18,141	18,141	17,277
Volunteer Marine Rescue Group	Rate	Concession	100%	4,478	4,478	4,264
Communicare Group Ltd	Rate	Concession	100%	11,853	11,853	11,853
Empowering People In Communities (EPIC) Inc	Rate	Concession	100%	8,284	8,284	2,941
Pensioner Rate Cap Gap Remission	Rate	Waiver			-	7,731
					219,498	215,825

Circumstances in which the waiver or concession is granted

Meets the requirements of being a Not-for-profit and/or Community Group as per Policy 2/004 Rating

Objects and reason of the waiver or concession

To provide relief to community groups with the Town of Port Hedland municipality that provides a benefit to the community.

Unaudited actual YTD 25/2026 figures shown



Department of Local Government,
Industry Regulation and Safety

Our ref A113462467
Enquiries Amy Walsh
Phone (08) 6552 1530
Email legislation@lgirs.wa.gov.au

Mr Dale Stewart
Chief Executive Officer
Town of Port Hedland

Email: ceo@porthedland.wa.gov.au

Dear Mr Stewart

TOWN OF PORT HEDLAND – DIFFERENTIAL RATES 2026/27

I refer to the Town of Port Hedland's (Town) application dated 25 June 2026 requesting approval to impose a differential general rate that is more than twice the lowest rate in the gross rental value (GRV) category.

I advise that, under delegated authority from the Minister for Local Government and in accordance with section 6.33(3) of the *Local Government Act 1995* (the Act), I have approved the Town's application to impose differential general rates as follows:

Category of Rating	Rate in the dollar 2026/27
GRV Mass Accommodation	0.174000

The approval is valid for the 2026/27 financial year.

My approval only applies to the above specified rates and amounts. If the City intends to make any further changes to these rates prior to final budget adoption, please notify the Financial Policy and Statutory Approvals team so they can confirm whether doing so will void my approval.

I appreciate the Town was required re-publish the required four forms of public notice – providing 21 days for submissions – to meet the requirement under section 6.36(1) of the *Local Government Act 1995* (Act).

As you would likely be aware, the *Local Government Amendment (Rating of Certain Mining Licences) Act 2026* (Amendment Act) was assented to on 25 June 2026 and fully commenced the following day.

The primary effect of the Amendment Act is miscellaneous licences and small prospecting licences on Crown land between 1 July 2017 and 30 June 2026, and going forward, are not to be treated as rateable under section 6.26 of the Act.

Local governments are required to review and, where necessary, implement corrective measures for rate notices that apply from the 2017-18 financial year. This includes updating rate records and making any relevant budgetary and reporting adjustments.

Gordon Stephenson House, 140 William Street Perth WA 6000
Locked Bag 14 Cloisters Square Perth WA 6850
Telephone (08) 9222 3333
Email odg@lgirs.wa.gov.au
Web www.lgirs.wa.gov.au

In effect, all rates and liabilities issued for miscellaneous licences and small prospecting licences on Crown land no longer apply, and affected ratepayers are entitled to refunds, which must be issued within 90 days (i.e. 24 September 2026).

If you have any questions, please do not hesitate to contact Department of Local Government, Industry Regulation and Safety Local Government Financial Policy and Statutory Approvals General Manager Ms Amy Walsh on (08) 6552 1530 or via legislation@lgirs.wa.gov.au.

Yours sincerely



Lanie Chopping
DIRECTOR GENERAL
Date: 14 August 2026



Town of Port Hedland Register of Delegated Authority

REVIEW

Reviewed by	Date approved	References
Council	3 Jun 2021	CM202021/163
Council	30 Jun 2022	CM202122/248
Council	30 Aug 2023	CM202324/118
Council	25 Jun 2024	CM202324/292
Council	24 Sep 2025	CM202526/119

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DELEGATIONS

01 Local Government Act 1995

Local Government Act 1995

01.1 Local Government Council to Committees of Council

Delegation	1.1.1 Audit, Risk and Improvement Committee
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.16 Delegation of some powers and duties to certain committees s. 5.17 Limits on delegation of powers and duties to certain committees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 7.12A(2) Duties of local government with respect to audits, a local government is to meet with the auditor of the local government at least once in every year.
Function	Authority for the Audit, Risk and Improvement Committee to meet with the Town of Port Hedland's auditor at least once in every year on behalf of the Council, as required in section 7.12A(2) of the <i>Local Government Act 1995</i> .
Delegates	Audit, Risk and Improvement Committee
Conditions	This delegation does not provide for the Audit, Risk and Improvement Committee to undertake any other of the local government's duties in respect to audits. Where a management letter or audit report raises significant issues, the local government's meeting with the Auditor must be directed to the Council.
Statutory framework	<i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Auditor General Act 2006</i>
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Town of Port Hedland Audit, Risk and Improvement Committee Terms of Reference
Date adopted	29 April 2026
Adoption references	CM202627/155
Last reviewed	29 April 2026

01.2 Local Government Council to Chief Executive Officer

Delegation	1.2.1 Appoint Authorised Persons
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.10 Appointment of authorised persons s. 9.10(1) & (2) Appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or subsidiary legislation made under an Act and a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment. s. 3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]
Function	1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. [s. 9.10]. 2. Appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws. Law means any of the following - Local Government Act 1995, Caravan Parks and Camping Grounds Act 1995, Cat Act 2011, Cemeteries Act 1986, Control of Vehicles (Off-road Areas) Act 1978, the Dog Act 1976, subsidiary legislation made under an Act and a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment. 3. Authority to appoint authorised persons for the purposes of the <i>Graffiti Vandalism Act 2016</i>, which prescribes Part 9 of the <i>Local Government Act 1995</i> as the enabling power [s.15 of the <i>Graffiti Vandalism Act 2016</i>].
Delegates	Chief Executive Officer (1009)
Conditions	A register of Authorised Persons is to be maintained as a Local Government Record. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. The CEO must provide to each person appointed an identity card that on the front of the card, sets out - the name and official insignia of the local government; and the name of the person; and a recent photograph of the person. On the back of the card, specify each law to which the person's appointment relates. [s. 9.10(4)]

Statutory framework	<i>Building Act 2011</i> - [s. 96(3)] authorised persons <i>Building Regulations 2012</i> - [r. 5A] designate authorised persons <i>Bush Fires Act 1954</i> - [s. 38] Local Government to appoint bush fire control officers <i>Caravan Parks and Camping Grounds Act 1995</i> - [s. 5(1)(b)] authorised person appointed under Local Government Act <i>Cat Act 2011</i> - [s. 48] authorised persons <i>Control of Vehicles (Off-road Areas) Act 1978</i> - [s. 38(3)(a)] authorised persons <i>Dog Act 1976</i> - [s. 45] appointment authorised persons <i>Graffiti Vandalism Act 2016</i> - [s. 16] delegation by local government <i>Planning and Development Act 2005</i> - [s. 234] appointment of designated persons <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> - [r. 84D] authorisation of local government employees Town of Port Hedland Local Laws: Animals, Environment and Nuisances Local Law 2016 Bush Fire Brigades Local Law 2017 Cemetery Local Law 2015 Health Local Law 2016 Parking Local Law 2015 Public Places and Local Government Property Local Law 2016 Standing Orders Local Law 2014 Dogs Local Law 2021 Waste Local Law 2020 - Effective 27 August 2021 Waste Local Law Notice of Undertaking Waste Amendment Local Law 2022 Public Places and Local Government Property Amendment Local Law 2022 authorised person means a person appointed by the local government, under section 9.10 of the Act to perform all or any of the functions conferred on an authorised person under this local law.
Policy	Nil – authority derived directly from the Act and Regulations
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.2 Performing Functions outside the District
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.20(1) Performing functions outside district
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the district and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s. 3.20(1)].
Delegates	Chief Executive Officer (1009)
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant allocation within the Annual Budget and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met the matter must be referred for Council decision.
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.3 Compensation for Damage Incurred when Performing Executive Functions
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.22(1) Compensation s. 3.23 Arbitration
Function	1. In accordance with the s. 3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s. 3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s. 3.23.
Delegates	Chief Executive Officer (1009)
Conditions	Delegation is limited to settlements which do not exceed a material value of \$20,000.
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.4 Powers of Entry
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.28 When this Subdivision applies s. 3.32 Notice of entry s. 3.33 Entry under warrant s. 3.34 Entry in emergency s. 3.36 Opening fences
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s. 3.32]. 3. Authority to seek and execute an entry under warrant [s. 3.33]. 4. Authority to determine an emergency exists for the purposes of emergency powers of entry to perform local government functions [s. 3.34(2)] 5. Authority to execute entry in an emergency, using such force as is reasonable [s. 3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s. 3.36].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	This delegation operates under Part 3 Division 3 of the Local Government Act 1995, which establishes powers for authorised persons to enter land for the purposes of performing local government functions, including entry under warrant and entry in emergency situations Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.5 Abandoned Vehicles
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.39 Power to remove and impound s.3.40(1) Vehicle may be removed if goods to be impounded are in or on vehicle s.3.40A Abandoned vehicle wreck may be taken
Function	1. Remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 2. Remove and impound any goods that are in or on a vehicle and authority to enter the vehicle for the purpose of removing it to a place where the goods may be conveniently unloaded and impounded [s.3.40(1)]. 3. Remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck [s.3.40A(1)]. 4. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer (1009)
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.7 Confiscated or Uncollected Goods
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.39 Power to remove and impound s. 3.46 Goods May be withheld until costs paid s. 3.47 Confiscated or uncollected goods, disposal of s. 3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer (1009)
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with <i>Local Government (Functions and General) Regulations 1995</i> r.30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Statutory framework	<i>Local Government (Functions and General) Regulations 1995</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.8 Disposal of Sick or Injured Animals
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.47A Sick or injured animals, disposal of s. 3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s. 3.47A (1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s. 3.48].
Delegates	Chief Executive Officer (1009)
Conditions	Delegation only to be used where the delegate's reasonable efforts to identify and contact an owner have failed.
Statutory framework	<i>Cat Act 2011</i> <i>Dog Act 1976</i> Town of Port Hedland Dogs Local Law 2021
Policy	Nil –authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.9 Close Thoroughfares to Vehicles
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.50 Closing certain thoroughfares to vehicles s. 3.50A Partial closure of thoroughfare for repairs or maintenance s. 3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s. 3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: i. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and ii. consider submissions relevant to the road closure/s proposed [s. 3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s. 3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s. 3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s. 3.51].
Delegates	Chief Executive Officer (1009)
Conditions	If under Function 1 [s.3.50(1)], a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s. 3.50(8)].
Statutory framework	<i>Road Traffic (Events on Roads) Regulations 1991</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.10 Control Reserves and Certain Unvested Facilities
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.53(3) Control of certain unvested facilities s. 3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s. 3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Town, that the Town could do under s. 5 of the <i>Parks and Reserves Act 1895</i>. [s. 3.54(1)].
Delegates	Chief Executive Officer (1009)
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
Statutory framework	<i>Parks and Reserves Act 1895</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.11 Obstruction of Footpaths and Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.25(1) Notices requiring certain things to be done by owner or occupier of land <i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 5(2) Interfering with, or taking from, local government land r. 6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r. 7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r. 7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice [s. 3.25(1)]. 2. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: i. prevent damage to the footpath; or ii. prevent inconvenience to the public or danger from falling materials [ULP r. 5 (2)]. 3. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r. 6(2) and (4)]. 4. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r. 6(4)(d)]. 5. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r. 6(5)(b)]. 6. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r. 6(5)(d)]. 7. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r. 6(6)]. 8. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r. 7A]. 9. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r. 7].
Delegates	Chief Executive Officer (1009)

Conditions	a. Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.12 Gates across Public Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 9 Permission to have gate across public thoroughfare – Sch.9.1 cl. 5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r. 9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r. 9(2)]. 3. Authority to impose conditions on granting permission [ULP r. 9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r. 9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r. 9(6)].
Delegates	Chief Executive Officer (1009)
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Each approval provided must be recorded in the Town's Statutory Register of Gates in accordance with Regulation 8.

Delegation	1.2.13 Dangerous Excavations of Public Thoroughfare
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 11(1), (4), (6)(c), (7)(c) -(d) & (8) - Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl. 6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r. 11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r. 11(4)]. 3. Authority to impose conditions on granting permission [ULP r. 11(6)]. 4. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r. 11(6)(c)]. 5. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r. 11(7)(c)]. 6. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [r. 11(7)(d)]. 7. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r. 11(8)].
Delegates	Chief Executive Officer (1009)
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.14 Crossing – Construction, Repair and Removal
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r. 13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r. 12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r. 12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r. 13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r. 13(2)].
Delegates	Chief Executive Officer (1009)
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.15 Private Works on, over or under Public Places
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 17 Private works on, over, or under public places – Sch. 9.1 cl. 8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r. 17(3)]. 2. Authority to impose conditions on permission including those prescribed in r. 17(5) and (6). 3. Authority to determine, as a condition of granting permission for private works in public places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs if the damage is not made good by the applicant [ULP r. 17(5)(b)]. 4. Authority to determine whether repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [ULP r. 17(6)(c)].
Delegates	Chief Executive Officer (1009)
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r. 21(1) Wind erosion and sand drifts – Sch. 9.1 cl. 12
Function	Authority to give notice to an owner / occupier of land if it is considered that clearing the owner / occupier's land might cause local government land having a common boundary, will be adversely affected by wind erosion or sand drift [ULP r. 21(1)]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.17 Expressions of Interest for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r. 21 Limiting who can tender, procedure for r. 23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r. 21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r. 23].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>
Policy	2/007 Procurement Policy 2/016 Regional Price Preference 2/022 Panel of Pre-Qualified Suppliers
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. <i>Local Government (Functions and General) Regulations 1996</i> Regulation 17 Tenders register, the CEO is responsible for keeping the tenders register and making it available for public inspection. All records and documents associated with the panel process must be recorded and retained as defined within the State Records Act 2000 and the Town's Records Keeping Policy.

Delegation	1.2.18 Tenders for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r. 11 When tenders have to be publicly invited r. 13 Requirements when local government invites tenders though not required to do so r. 14 Publicly inviting tenders, requirements for r. 18 Rejecting and accepting tenders r. 20 Variation of requirements before entry into contract r. 21A Varying a contract for the supply of goods or services

Function	1. Authority to call tenders [F&G r. 11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r. 11(2)(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration is included in the adopted Annual Budget [F&G .r. 11(2)]. 4. Authority to invite tenders although not required to do so [F&G r. 13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r. 14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r. 14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r. 14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r. 18(4)]. 9. Authority to accept compliant, or reject non-compliant, tenders on the requirements specified, up to \$500,000 ex GST value detailed as a condition on this Delegation, and in accordance with the requirements of the Functions and General Regulations [F&G r. 18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r. 20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r. 18(4a)]. 12. Authority to decline any tender [F&G r. 18(5)] 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, directors will have authority to appoint the next preferred tenderer up to their authorised expenditure, and within their directorate only. [F&G r. 20(2)]. 14. Authority to: Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract; and exercise an extension option that was included in the original tender specification and contract in accordance with r. 11(2)(j). [F&G r. 21A]. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r. 18(6) & (7)].
Delegates	Chief Executive Officer (1009)

Conditions	Sole supplier arrangements may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. the reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sourced through other suppliers. Tenders may only be called where there is an adopted budget or provision in the Long Term Financial Plan for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; i. current supply contract expiry is imminent; ii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption; and iii. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget or Long-Term Financial Plan. All above delegations must be in accordance with 2/007 Procurement Policy.
Statutory framework	Local Government (Functions and General) Regulations 1996 - Part 4 Local Government (Financial Management) Regulations 1996
Policy	2/007 Procurement Policy 2/016 Regional Price Preference 2/022 Panel of Pre-Qualified Suppliers
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. <i>Local Government (Functions and General) Regulations 1996</i> Regulation 17 Tenders register, the CEO is responsible for keeping the tenders register and making it available for public inspection. All records and documents associated with the panel process must be recorded and retained as defined within the State Records Act 2000 and the Town's Records Keeping Policy.

Delegation	1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulation 1996:</i> r. 24AB Local government may establish panels of pre-qualified suppliers r. 24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r. 24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r. 24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r. 24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r. 24AD(3)]. 3. Authority to establish a panel of pre-qualified suppliers to supply particular goods and services [F&G r. 24AB]. 4. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r. 24AD(6)]. 5. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r. 24AH(2)]. 6. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r. 24AH(3)]. 7. Authority to request clarification of information provided in a submission by an applicant [F&G r. 24AH(4)]. 8. Authority to decline to accept any application [F&G r. 24AH(5)]. 9. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r. 24AJ(1)].
Delegates	Chief Executive Officer (1009)
Conditions	In accordance with s. 5.43, panels of pre-qualified suppliers may only be established, where the total estimated consideration under the resulting panel is for minor works (Town of Port Hedland Project Management Framework) Evaluation criteria is to be in accordance with policy 2/022 Panels of Pre-Qualified Suppliers.
Statutory framework	Local Government (Functions and General) Regulations 1996 - Part 4 Local Government (Financial Management) Regulations 1996
Policy	2/007 Procurement Policy 2/016 Regional Price Preference 2/022 Panel of Pre-Qualified Suppliers

Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. <i>Local Government (Functions and General) Regulations 1996</i> Regulation 17 Tenders register, the CEO is responsible for keeping the tenders register and making it available for public inspection. All records and documents associated with the panel process must be recorded and retained as defined within the State Records Act 2000 and the Town's Records Keeping Policy

Delegation	1.2.20 Disposing of Property
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.58(2) & (3) Disposing of Property <i>Local Government (Functions and General) Regulations 1996:</i> r. 30 Dispositions of property excluded from Act s. 3.58
Function	1. Authority to dispose of property to: i. to the highest bidder at public auction [s.3.58(2)(a)]; and ii. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. 2. Authority to dispose of property by private treaty only in accordance with s. 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice. 3. Authority to dispose of property to a person or body that is an exempt disposition pursuant to r. 30 of the <i>Local Government (Functions and General) Regulations 1996</i>.
Delegates	Chief Executive Officer (1009)

Conditions	Determining Method of Disposal Public Auction: Reserve price has been set by independent valuation and where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a 10% variation from the reserve price. Public Tender: Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine whether better value may be achieved through an alternative disposal method and may determine not to accept any tender and use an alternative disposal method. Private Treaty: Where a private treaty is determined as the method of disposal [s. 3.58(3)]. Authority to negotiate the sale of the property up to a 10% variance on the valuation; and Authority to consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. Low Value Disposals: Where the market value of the property is determined to be less than \$20,000 the disposal may be undertaken as an excluded disposition under the Local Government (Functions and General) Regulations 1996 [r. 30(3)] without Council resolution and ensuring that the best value return is achieved by gifting or donating a property not exceeding \$5,000 in value. Kingsford Smith Business Park land disposals: Council delegates authority to the Chief Executive Officer to dispose of land within the Kingsford Smith Business Park and to accept offers up to a 10% variance from the market value or any offer above the market value obtained. The following conditions apply: i. All disposals of property below \$2,000,000 total value must be advertised locally and any submissions received during the minimum two-week advertising period will be presented to Council for consideration [s. 3.58]; and ii. All disposals of property exceeding \$2,000,000 must be advertised statewide and presented to Council for consideration and final endorsement [s. 3.59].
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i>
Policy	9/010 Asset Management Policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.21 Payments from the Municipal or Trust Funds
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making r. 13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
Function	Authority to make payments from the municipal or trust funds [r. 12(1)(a)].
Delegates	Chief Executive Officer (1009)
Conditions	<i>Local Government Act 1995</i> section 6.8 Expenditure from municipal fund not included in annual budget. A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is incurred in a financial year before the adoption of the annual budget by the local government; is authorised in advance by resolution; or is authorised in advance by the mayor or president in an emergency. Authority for the CEO to approve payments made in accordance with Clause 6 of the Town's Policy 1/009 'Legal Representation for Council Members and Employees' to the limit of \$10,000.
Statutory framework	<i>Local Government (Financial Management) Regulations 1996</i>
Policy	Town of Port Hedland Financial Management & Procurement Policies
Record keeping	<i>Local Government (Financial Management) Regulations 1996</i> Regulation 13 CEO's duties as to payments from municipal fund or trust fund. *Financial records captured in and reported from OneConnect, <i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.22 Community Grants Program Policy
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Approve and make payments in accordance with the 6/003 Community Grants Program policy and under Part 2 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Local Government (Financial Management) Regulations 1996</i>
Policy	6/003 Town of Port Hedland Community Grants Program
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.12 Power to defer, grant discounts, waive or write off debts s. 6.38 Service charges
Function	<i>Local Government Act 1995:</i> 1. Waive a debt which is owed to the Town [s. 6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Town [s. 6.12(1)(b)]. 3. Write off an amount of money which is owed to the Town [s. 6.12(1)(c)]. 4. Authority to issue customer service refunds [s. 6.38(6)]
Delegates	Chief Executive Officer (1009)
Conditions	<i>This delegation does not negate the need for community groups or individuals to apply for funding and donation through '6/003 'Community Grants Program policy and 2/020 Fees and Charges Waiver policy.</i>
Statutory framework	<i>Local Government (Financial Management) Regulations 1996</i>
Policy	02/020 Fees and Charges Waiver Policy 06/003 Community Grants Program Policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.24 Power to Invest and Manage Investments
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r. 19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s. 6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r. 19].
Delegates	Chief Executive Officer (1009)
Conditions	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy Council Investments 2/010. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. The placement or redemption of all investments requires dual authorisation by the Chief Executive Officer or a Director, and another Director or Manager as appointed in writing by the CEO.
Statutory framework	<i>Local Government Act 1995</i> <i>Local Government Act (Financial Management) Regulations 1996</i>
Policy	2/010 Council Investments policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.25 Rate Record Amendment
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.39(1) Rate record s. 6.39(2)(b) Rate record s. 6.40(1) and (2) Effect of amendment of rate record s. 6.41 Service of rate notice
Function	1. Authority to compile rate record, at the time and in the form and manner prescribed, for that financial year after Council resolve to impose rates [s. 6.39(1)]. 2. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s. 6.39(2)(b)]. 3. Authority to reassess the rates payable on the land and to give notice to the owner of the land of any change in the amount of rates payable on the land [s. 6.40(1) and (2)]. 4. Authority to provide the owner of ratable land a dated notice accompanied by the details and particulars described [s. 6.41(1)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/004 Rating policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.26 Agreement as to Payment of Rates and Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer (1009)
Conditions	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/004 Rating policy 2/005 Financial Hardship policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.27 Determine Due Date for Rates or Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the Town [s. 6.50].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/004 Rating policy 2/005 Financial Hardship policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.28 Recovery of Rates or Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.55 Rates or service charges recovery s. 6.56 Rates or service charges recoverable in court
Function	1. Authority to recover rates or service charges on land [s. 6.55] 2. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s. 6.56(1)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/004 Rating policy 2/005 Financial Hardship policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.29 Recover a Fee or Charge (Excluding Rates)
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.16 Imposition of fees and charges
Function	The power to recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed under Part 6, Division 5 of the <i>Local Government Act 1995</i> .
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 5 — Financing local government activities
Policy	2/020 Fees and Charges Waiver Policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.30 Recovery of Rates Debts – Require Lessee to Pay Rent
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 6.60 Local Government may require lessee to pay rent
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Town [s. 6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s. 6.60(4)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/002 Rating policy 2/005 Financial Hardship policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.31 Recovery of Rates Debts - Actions to Take Possession of the Land
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.64(1) & (3) Actions to be taken s. 6.69(2) Right to pay rates, service charges and costs, and stay proceedings s. 6.71 Power to transfer land to Crown or local government s. 6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s. 6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s. 6.71 and s. 6.74]; or II. cause the land to be transferred to the Town [s. 6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s. 6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s. 6.69(2)].
Delegates	Chief Executive Officer (1009)
Conditions	In accordance with s. 6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u> , within the previous 3-years attempted to recover the outstanding rates / charges through a court under s. 6.56, as s. 6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/002 Rating policy 2/005 Financial Hardship policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.32 Rate Record – Objections
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s. 6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s. 6.76(5)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges
Policy	2/002 Rating policy 2/005 Financial Hardship policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.33 Authority to Commence Prosecutions under the Local Government Act and Local Laws
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 4.97 Prosecutions s. 9.24 Prosecutions, commencing
Function	1. The power to commence a prosecution for an offence against the Local Government Act 1995 [s. 9.24(1)(b)&(c)]. 2. The power to commence a prosecution for an offence under a Town of Port Hedland Local Laws pursuant to Part 4, Division 11 [s. 9.24(2)(a)&(b)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Local Government Act 1995</i> Part 4 Elections and other polls Division 11 Electoral offences <i>Local Government Act 1995</i> Part 9 Miscellaneous provisions Division 2 Enforcement and legal proceedings Subdivision 3 — General provisions about legal proceedings Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.34 Execute Documents and Contract Formalities
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.49A Execution of Documents s.9.49B Contract Formalities
Function	1. To sign documents on behalf of the local government subject to the conditions below [s.9.49A(4)]. 2. To vary or discharge a contract in the name of or on behalf of the local government subject to conditions below [s.9.49B(1)].
Delegates	Chief Executive Officer (1009)
Conditions	a. The authorised officers may only sign documents in accordance with the Town's Policy 1/014 Execution of Documents and Application of the Common Seal. b. The authorised officers may only vary or discharge a contract that it has authorisation to sign pursuant to section 9.49A(4) and in accordance with the Town's Policy 1/014 Execution of Documents and Application of the Common Seal.
Statutory framework	<i>Local Government Act 1995</i> Part 9 Miscellaneous provisions Division 3 Documents
Policy	1/014 Execution of Documents and Affixing of the Common Seal policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Once executed, documents are recorded by Governance in Common Seal Register, the OneConnect Electronic Content Management system (ECM) and returned to the initiating officer. Fully executed documents must be returned to Records for retention as official records of the Town.

01.3 Chief Executive Officer to Employee (Authorisation)

Delegation	1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s. 4.34 Accuracy of enrolment details to be maintained s. 4.35 Decision that eligibility to enrol under s.4.30 has ended s. 4.37 New roll for each election <i>Local Government (Elections) Regulations 1997:</i> r. 11(1a) Nomination of co-owners or co-occupiers — s.4.31 r. 13(2) & (4) Register - s.4.32(6)
Function	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r. 11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s. 4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s. 4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s. 4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r. 13 (2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded is accurate [Elections r. 13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s. 4.34]. 8. Authority to decide that a person is no longer eligible under s. 4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s. 4.35(2)] and consider submissions [s. 4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s. 4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s. 4.37(3)].
Delegates	Manager Governance (1045)
Conditions	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s. 4.32(6) and s. 4.35(7).
Statutory framework	<i>Local Government Act 1995 Part 4</i> <i>Local Government (Elections) Regulations 1997</i>
Policy	Nil – authority derived directly from the Act and Regulations.

Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.3.6 Destruction of Electoral Papers
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Elections) Regulations 1997:</i> r. 82(4) Keeping election papers – s4.84(a)
Function	Authority to, after a period of at least 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Director Corporate Services (1029) Manager Digital Services (1060) Manager Governance (1045)
Conditions	Nil
Statutory framework	<i>Local Government (Elections) Regulations 1997</i>
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.3.7 Financial Management Systems and Procedures
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r. 5 CEO's Duties as to financial management
Function	Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: 1. Collection of money owed to the Town; 2. Safe custody and security of money collected or held by the Town; 3. Maintenance and security of all financial records; 4. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; 5. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; 6. Making of payments in accordance with Delegated Authority; and 7. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032) Senior Accountant (1033) Senior Financial Accountant (1035) Senior Management Accountant (1040)
Conditions	Nil
Statutory framework	<i>Local Government (Financial Management) Regulations 1996</i>
Policy	1/030 Records Management policy 1/034 Information Management policy 2/007 Procurement Policy 2/010 Council Investments policy 2/019 Financial Reserves policy 2/021 Credit and Purchase Card policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.3.8 Infringement Notices
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.13(6)(b) Onus of proof in vehicle offences may be shifted s. 9.16 Notice, giving of to alleged offender s. 9.19 Extension of Time s. 9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> r. 70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s. 9.13(6)(b)]. 2. Authority to give an infringement notice to an alleged offender [s. 9.16]. 3. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s. 9.19]. 4. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s. 9.20].
Delegates	Building Support Officer (1405) Building Technician (1404) (1282) Coordinator Environment & Sustainability (1272) Coordinator Ranger Services (1262) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Emergency Management Advisor (1268) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Graduate Planner (1283)(1285) Manager Environmental Services (1261) Manager Planning & Economic Development (1278) Planning & Development Support Officer (1280) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Senior Urban Planner (1279) Trainee Ranger (1266)

Conditions	A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. Director Regulatory Services (Function 1, 3, 4) Manager Environmental Services (Function 1, 2, 3) Manager Planning and Economic Development (Function 2) Coordinator Ranger Services (Function 1, 2) Coordinator Environmental & Sustainability (Function 2) Emergency Management Advisor (Function 1, 2) Senior Urban Planner (Function 2) Senior Ranger (Function 1, 2) Ranger(s) (Function 1, 2) Trainee Ranger (Function 1, 2) Planner (Function 2) Building Surveyor (Function 2) Building Technician (Function 2) Environmental Health Officer (Function 2) Graduate Environmental Health Officer (Function 2) Graduate Planner (Function 2) Planning and Development Support Officer (Function 2) Building Support Officer (Function 2)
Statutory framework	<i>Local Government Act 1995</i> Part 9 Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.3.9 Acting Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 5.39(1a)(a) An employee may act in the position of a CEO
Function	Senior Employee to act in the capacity of Chief Executive Officer during absences not exceeding three months [s. 5.39(1a)(a)].
Delegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Conditions	Only a senior permanent employee can be appointed as acting Chief Executive Officer and in accordance with 3/007 'Senior Employees and Appointing Acting Chief Executive Officer' Policy.
Statutory framework	Local Government Act 1995 section 5.39
Policy	3/007 Senior Employees and Appointing Acting Chief Executive Officer policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.3.12 Representing Local Government in Court
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.29 Representing local government in court
Function	To represent the local government in proceedings in the Magistrates Court the Children's Court or the State Administrative Tribunal or proceedings in respect of a claim against a person who takes the benefit of an Act for the relief of bankrupt debtors [s. 9.29(1)(a) & (b)].
Delegates	Coordinator Ranger Services (1262) Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Financial Services (1031) Manager Governance (1045) Manager Planning & Economic Development (1278) Senior Accountant - Payables (1032) Senior Ranger (1357) (1265)
Conditions	Provided the proceedings relate to the officer's position description and delegated statutory responsibilities.
Statutory framework	Town of Port Hedland Local Laws Local Government Act 1995 Emergency Management Act 2005 Freedom of Information Act 1992 Public Interest Disclosure Act 2003 Building Act 2011 Bush Fires Act 1954 Cat Act 2011 Dog Act 1976 Graffiti Vandalism Act 2016 Fines, Penalties and Infringement Notices Enforcement Act 1994 Litter Act 1979 Control of Vehicles (Off Road Areas) Act 1978 Caravan Parks and Camping Grounds Act 1995 Planning and Development Act 2005 Environmental Protection Act 1986 Road Traffic (Vehicles) Act 2012
Policy	Nil –authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

02 Emergency Management Act 2005

Emergency Management Act 2005

02.1 Local Government Council to Chief Executive Officer

Delegation	2.1.1 Emergency Management Powers
Head of power	02 Emergency Management Act 2005
Delegator	Local Government
Express power to delegate	<i>Emergency Management Act 2005:</i> s. 36 Functions of local government s. 45 Authorise person to exercise of powers under this division
Express power or duty delegated	<i>Emergency Management Act 2005:</i> s. 46 Power of local government to destroy dangerous vegetation or premises in cyclone area s. 47 Local government may require owner or occupier of land to take action s. 48 Additional powers when direction given
Function	The Chief Executive Officer has the authority to authorise persons or classes of persons to perform powers and functions of local government during a cyclone under Part 3 Division 3 of the <i>Emergency Management Act 2005</i> : 1. Destroy dangerous vegetation or premises in cyclone area 2. Require owner or occupier of land to take action 3. Additional powers when direction given under section 47.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	This Division is in addition to, and does not derogate from, the powers of a local government under the <i>Local Government Act 1995 Part 3 Division 3</i> . Town of Port Hedland Local Laws
Policy	Nil –authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

05 Building Act 2011

Building Act 2011

05.1 Local Government Council to Chief Executive Officer

Delegation	5.1.1 Building Permit Authority Functions
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 18 Further Information s. 20 Grant of building permit s. 21 Grant of demolition permit s. 22 Further grounds for not granting an application s. 27(1) & (3) Impose Conditions on Permit s. 55 Further information s. 58 Grant of occupancy permit, building approval certificate s. 62(1) and (3) Conditions imposed by permit authority s. 65(4) Extension of period of duration <i>Building Regulations 2012:</i> r. 23 Application to extend time during which permit has effect (s. 32) r. 24 Extension of time during which permit has effect (s. 32(3)) r. 26 Approval of new responsible person (s. 35(c)) r. 40 Extension of period of duration of time limited occupancy permit or building approval certificate (s. 65)
Function	1. Authority to require an applicant to provide any documentation or information required to determine an application for a building permit, demolition permit, occupancy permit or building approval certificate [s. 18(1) & s. 55]. 2. Authority to grant, refuse to grant or modify an application for a building permit, demolition permit, occupancy permit or building approval certificate [s. 20, s. 21, s. 22 & s. 58]. 3. Authority to impose, add, vary or revoke conditions on a building permit, demolition permit, occupancy permit or building approval certificate [s. 27, s. 62(1) & (3)]. 4. Authority to determine an application to extend the period during which a permit or certificate has effect [r. 23, r. 24, s. 65(4) & r. 40]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit or demolition permit [r. 26].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 National Construction Code (as adopted under the Building Act 2011) Town of Port Hedland Local Laws

Policy	1/001 Policy Framework Policy 9/010 Asset Management Policy 12/010 Naming of Roads and Places policy Town of Port Hedland Local Planning Scheme No. 7
Record keeping	<i>Building Act 2011</i> Part 11 Building Information, records and registers to be maintained by the local government. <i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	5.1.4 Building Act 2011 Authorised Persons
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 96(3) Authorised persons s. 99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s. 96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s. 99(3)]. 3. Authority to undertake the following functions as authorised persons: a. Entry powers [s. 100] b. Powers after entry and compliance purposes [s. 101] c. Obtaining information and documents [s. 102] d. Use of force and assistance [s. 103] e. Entry warrant to enter a place [s. 106] f. Execution of warrant [s. 109] g. To carry out the functions to give effect to a building order [s. 118]
Delegates	Chief Executive Officer (1009)
Conditions	Decisions under this delegated authority must be made in accordance with the <i>Building Regulations 2012</i> [r. 5].
Statutory framework	National Construction Code (as adopted under the <i>Building Act 2011</i>)
Policy	1/001 Council Framework Policy
Record keeping	<i>Building Act 2011</i> Part 11 Building Information, records and registers to be maintained by the local government. <i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) Special permit authority or local government may delegate any of its powers or duties as a permit authority under another provision of this Act. s. 127(3) A delegation of a local government's powers or duties may be only to a local government employee. Note: Nothing in section 127 limits the ability of the delegator to perform a function through an officer or agent. <i>Building Regulations 2012:</i> r. 4A Authorised Persons
Express power or duty delegated	<i>Building Regulations 2012:</i> r. 53 Inspection of barrier to private swimming pool
Function	To inspect the barrier of private swimming pools at least once every 4 years to ensure compliance with the Building Regulations 2012 [r. 53].
Delegates	Chief Executive Officer (1009)
Conditions	Authorisation from Local Government, pursuant to section 96(3) of the <i>Building Act 2011</i> Regulation 5A of the <i>Building Regulation 2012</i> to designate authorised persons for the purpose of that Act.
Statutory framework	National Construction Code (as adopted under the <i>Building Act 2011</i>)
Policy	1/001 Council Framework Policy
Record keeping	<i>Building Act 2011</i> Part 11 Building Information, records and registers to be maintained by the local government. <i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	5.1.6 Building Orders
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 110(1) A permit authority may make a building order s. 111(1) Notice of proposed building order other than building order (emergency) s. 117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s. 118(2) and (3) Permit authority may give effect to building order if noncompliance s. 133(1) A permit authority may commence a prosecution for an offence against this Act
Function	- Authority to make Building Orders in relation to: - Building work; - Demolition work; and - An existing building or incidental structure [s. 110(1)]. - Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s. 111(1)(c)]. - Authority to revoke a building order [s. 117]. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order; or - commence or complete any work specified in the order; or - if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s. 118(2)]. - Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s. 118(3)]. - Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	National Construction Code (as adopted under the Building Act 2011)
Policy	1/001 Council Framework policy
Record keeping	<i>Building Act 2011</i> Part 11 Building Information, records and registers to be maintained by the local government. <i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	5.1.7 Building Compliance & Certification Functions
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 131(2) Inspection, copies of building records s. 145A Local government functions <i>Building Regulations 2012</i> r. 51 Application for occupancy permit or building approval certificate for unauthorised work r. 55 Terms used (alternative building solution approval) r. 61 Local government approval of battery powered smoke alarms
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s. 131(2)]. 2. Authority to refer uncertified applications under s. 17(1) to a building surveyor who is not employed by the local government [s. 145A(1)]. 3. Authority to issue a Certificate of Design Compliance, Certificate of Construction Compliance or Certificate of Building Compliance, whether or not the land the subject of the application is located in the Town's district [s. 145A(2)]. 4. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r. 51(2)]. 5. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause a significant structural or other problem beyond the control of the owner or occupier, or the pool is totally enclosed by a building, or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r. 51(3)]. 6. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r. 51(5)]. 7. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r. 55]. 8. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r. 61].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	National Construction Code (as adopted under the <i>Building Act 2011</i>)
Policy	1/001 Council Policy Framework
Record keeping	<i>Building Act 2011</i> Part 11 Building Information, records and registers to be maintained by the local government. <i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

06 Bush Fires Act 1954

Bush Fires Act 1954

06.1 Local Government Council to Chief Executive Officer

Delegation	6.1.1 Powers, Duties and Functions of a Local Government
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Function	Authority to perform all of the powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i> .
Delegates	Chief Executive Officer (1009)
Conditions	Excludes powers and duties that are subject to separate authority within this Register as set out below: i. Delegation 6.2.1 - Make Request to FES Commissioner – Control of Fire; ii. Delegation 6.2.2 - Prohibited Burning Times – Variation and Control of Activities iii. Delegation 6.2.3 - Control of Operations Likely to Create Bush Fire Danger; iv. Delegation 6.2.4 - Burning Garden Refuse / Open Air Fires; v. Delegation 6.2.5 - Firebreaks; vi. Delegation 6.2.6 - Appoint Bush Fire Control Officer/s and Fire Weather Officer; vii. Delegation 6.2.7 - Control and Extinguishment of Bush Fires viii. Delegation 6.2.8 - Apply for Declaration as an Approved Area; ix. Delegation 6.2.9 - Recovery of Expenses Incurred through Contraventions of this Act; x. Delegation 6.2.10 - Prosecution of Offences and Infringement Notices are prescribed in the Act with a requirement for a resolution of local government; and are prescribed by the Act for performance by appointed officers.
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

06.2 Local Government Council to CEO, Mayor and Bush Fire Control Officer

Delegation	6.2.1 Make Request to FES Commissioner – Control of Fire
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Town that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s. 13(4)].
Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268)
Conditions	Nil
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.2 Prohibited Burning Times - Variation and Control of Activities
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 17(7) Prohibited burning times may be declared by Minister s. 18(5) & (11) Restricted burning times may be declared by FES Commissioner s. 22(6) & (7) Burning on exempt land and land adjoining exempt land s. 27(2) & (3) Prohibition on use of tractors or engines except under certain conditions s. 28(4) & (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r. 15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r. 38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r. 39B Crop dusters etc., use of in restricted or prohibited burning times

Function	Variation of Prohibited Burning Times 1. Authority where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised officer under the Conservation and Land Management Act 1984 [s.17(7)]. Variation of Prohibited Burning Times 2. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 3. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 4. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 5. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 6. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 7. Authority to recover the cost of measures taken by the Town or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)]. Restricted Burning Times – Variation and Control of Activities 8. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 9. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 10. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 11. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 12. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 13. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 14. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 15. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 16. Authority to recover the cost of measures taken by the Town or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].

Delegates	Bush Fire Control Officers Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Mayor
Conditions	Variation of Prohibited Burning Times Decisions under s.17(7) must be undertake jointly by both the Chief Executive Officer, Mayor and Deputy Chief Bush Fire Control Officer (DCBFCO) and must comply with the procedural requirements of s.17(7B) and (8). Variation of Prohibited Burning Times Chief Executive Officer (Function 2-7) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 4-5) Deputy Chief Bush Fire Control Officer (Function 2, 4-6) Emergency Management Advisor (Function 2, 4-6) Bush Fire Control Officers: • Coordinator Ranger Services (Function 3-4) • Chief Bush Fire Control Officer at Shire of Ashburton (Function 3-4) • Chief Bush Fire Control Officer at Shire of East Pilbara (Function 3-4) • Chief Bush Fire Control Officer at City of Karratha (Function 3-4) Restricted Burning Times – Variation and Control of Activities Chief Executive Officer (Function 8-16) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 8) Deputy Chief Bush Fire Control Officer (Function 8, 10-16) Emergency Management Advisor (Function 3, 10-16)
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.5 Control of Operations Likely to Create Bush Fire Danger
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r. 39C Welding and cutting apparatus, use of in open air r. 39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r. 39D Explosives, use of r. 39E Fireworks, use of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s. 24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s. 24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r. 27(3) and r. 33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r. 34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s. 25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised officer under the Conservation and Land Management Act 1984 [s. 25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s. 25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s. 25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s. 25A(5)]
Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)

Conditions	Nil Chief Executive Officer Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) Deputy Chief Bush Fire Control Officer Emergency Management Advisor Bush Fire Control Officers: • Coordinator Ranger Services • Ranger(s) • Animal Welfare & Prosecutions Advisor • Trainee Ranger • Chief Bush Fire Control Officer at Shire of Ashburton • Chief Bush Fire Control Officer at Shire of East Pilbara
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.6 Burning Garden Refuse / Open Air Fires
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 24F Burning garden refuse during limited burning times s. 24G Minister or local government may further restrict burning of garden refuse s. 25 No fire to be lit in open air unless certain precautions taken s. 25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r. 27(3) Permit, issue of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s. 24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s. 24F [s. 24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r. 27(3) and r. 33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r. 34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s. 25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s. 25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s. 25(1a) & (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s. 25A(5)].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Nil
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.7 Firebreaks
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 33 Local government may require occupier of land to plough or clear fire-breaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Town: a. clearing of firebreaks as determined necessary and specified in the notice; b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s. 33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s. 33(4)]: a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s. 33(5)].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1, 2) Deputy Chief Bush Fire Control Officer (Function 1) Deputy Chief Bush Fire Control Officer (Emergency Management Advisor) (Function 1) Coordinator Ranger Services (Function 1) Ranger(s) (Function 1) Animal Welfare & Prosecutions Advisor (Function 1) Trainee Ranger (Function 1)
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.8 Appoint Bush Fire Control Officers and Fire Weather Officer
Category	Authorisation
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 38 Local Government may appoint bush fire control officer s. 38A FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer
Function	The Town of Port Hedland Chief Executive Officer on behalf of the Local Government has the: 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>. 2. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and Determine the respective seniority of the other Bush Fire Officers so appointed [s. 38(1)]. 3. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Town [s. 38(5A)]. 4. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s. 38(17). [s. 38(8) and (9)]. 5. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s. 38(10)].
Delegates	Chief Executive Officer (1009)
Conditions	The Town of Port Hedland appoints, Deputy Chief Bush Fire Control Officer under section 38 of the <i>Bush Fires Act 1954</i>, the following position: • Emergency Management Advisor The Town of Port Hedland appoints, as Bush Fire Control Officers under section 38 of the Bush Fires Act 1954 for the purposes of that Act, <i>Bush Fires Regulations 1954</i> and <i>Bush Fires (Infringements) Regulations 1978</i>, the following positions: • Coordinator Ranger Services • Senior Ranger • Ranger • Bushfire Risk Management Planning Officer • Chief Bush Fire Control Officer at the Shire of Ashburton • Chief Bush Fire Control Officer at the Shire of East Pilbara
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.9 Control and Extinguishment of Bush Fires
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 46 Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s. 46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s. 46(1B)].
Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Nil
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.10 Apply for Declaration as an Approved Area
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 52(1) Approved area may be declared
Function	1. Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s. 52(1)] <i>(Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area [s.53].</i>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.11 Recovery of Expenses Incurred through Contraventions of this Act
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred by the Town as a result of an offence against the Bush Fires Act 1954, including expenses incurred in carrying out duties or performing actions authorised or required under the Act. [s. 58]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

Delegation	6.2.12 Prosecution of Offences and Infringement Notices
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s. 48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s. 59 Prosecution of offences s. 59A Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s. 59]. 2. Authority to serve an infringement notice for an offence against this Act [s. 59A(2)]. 3. Authority to withdraw an infringement notice for an offence against Bush Fires Act 1954 [s. 59A(5)].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Chief Executive Officer (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2) Deputy Chief Bush Fire Control Officer (Function 1, 2) Director Regulatory Services (Function 1, 2, 3) Emergency Management Advisor (Function 1, 2) Manager Environmental Services (Function 1, 2) Ranger (Function 1, 2) Trainee Ranger (Function 1, 2)
Statutory framework	Town of Port Hedland Bush Fire Brigades Local Law 2017
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.

07 Cat Act 2011

Cat Act 2011

07.1 Local Government Council to Chief Executive Officer

Delegation	7.1.1 Cat Administration
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s. 44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s. 9 Registration s. 10 Cancellation of registration s. 11 Registration numbers, certificates and tags s. 13 Notice of decision regarding registrations s. 37 Approval to Breed Cats s. 38 Cancellation of approval to breed cats s. 39 Certificate to be given to approved cat breeder s. 40 Notice of decision <i>Cat (Uniform Local Provisions) Regulations 2013:</i> r. 8 Application to keep additional number of cats r. 9 Grant of approval to keep additional number of cats <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable

Function	Cat Registration – Cat Act 2011 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Town's District [Regs. Sch. 3 cl.1(4)]. 6. Authority to give notice to owner of a cat of decisions regarding to registrations [s.13 (1)]. Approval to Breed Cats – Cat Act 2011 7. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 8. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 9. Authority to cancel an approval to breed cats [s.38]. 10. Authority to give an approved breeder a new certificate or tag [s.39]. 11. Authority to give notice of a decision regarding an application to breed cats [s.40] Additional Cats Approval – Cat (Uniform Local Provisions) Regulations 2013 12. Authority to require any document or additional information required to determine an application [r.8(3)] 13. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8 (4)]. 14. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9]. Reduce or Waiver Registration - Cat Regulations 2012 15. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer (1009)
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i>.
Statutory framework	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> <i>Cat (Uniform Local Provisions) Regulations 2013</i>
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Cat Act 2011</i> Section 12 Register of Cats to be kept by local government. Section 47(3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	7.1.2 Cat Act 2011 Authorised Persons
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s. 48 Authorised persons s. 26 Cat control notice may be given to cat owner s. 31 Cat owner liable to pay costs to cat management facility s. 49(3) Authorised person may cause cat to be destroyed s.64 Extension of time s.65 Withdrawal of notice
Function	1. Authority to appoint authorised persons by issuing a certificate of authorisation [s. 48]. 2. Authority to undertake the following functions as authorised persons: a. To seize a cat [s.27] b. To cause a cat to be destroyed [s. 49] c. To require a person's details [s. 50] d. To enter premises [s. 51] e. To carry out general powers of authorised person [s. 52] f. To apply for a warrant [s .57] g. To give an infringement notice [s. 62] h. To commence a prosecution [s. 73] 3. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Town's district [s. 26]. 4. Authority for an authorised person to cause a cat to be destroyed in accordance with the Cat Act 2011 [s. 49(3)]. 5. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s. 49(3)]. 6. Authority to recover the amount of the costs associated with the destruction and disposal of a cat [s. 31]. 7. Authority to extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 8. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Cat Act 2011</i>
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Cat Act 2011</i> Section 12 Register of Cats to be kept by local government. Section 47(3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

08 Dog Act 1976

Dog Act 1976

08.1 Local Government Council to Chief Executive Officer

Delegation	8.1.1 Dog Registration
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s. 15 Registration periods and fees s. 16 (2) & (3) Registration procedure s. 17A(2) Written notice to the owner of a dog that the dog cannot be registered by the local government s. 17(4) & (6) If an application is not made - seize, detain or destroy
Function	1. Authority to determine a dog registration [s. 16(2)]. 2. Authority to determine to refuse a dog registration and refund the fee, if any [s. 16(2)]. 3. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; iv. the dog is required to be microchipped but is not microchipped; and v. the dog is a dangerous dog [s. 16(3) and s. 17A(2)]. 4. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Town's District [s. 15(4A)]. 5. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s. 17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s. 17(6)].
Delegates	Chief Executive Officer (1009)
Conditions	The local government may authorise registration officers to effect the registration of dogs pursuant to this Act.
Statutory framework	<i>Dog Regulations 2013</i> <i>Dog Act 1976</i> section 49 Local government may make local laws Town of Port Hedland Dogs Local Law 2021
Policy	Nil – authority derived directly from the Act and Regulations.

Record keeping	<i>Dog Act 1976</i> Section 14 Register to be maintained by local government <i>Dog Regulations 2013</i> Regulations 16 Information to be recorded in register of dogs, 25 Information to be given by microchip implanter to microchip database company and 36C Record of decision in centralised registration system.

Delegation	8.1.2 Kennel Establishments
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s. 27 Licensing of approved kennel establishments s. 26 Keeping of dogs, limitations and exemptions
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s. 27 (4) & (6)]. 2. Authority to limit the number of dogs and authority to issue an exemption [s. 26]
Delegates	Chief Executive Officer (1009)
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this delegation.
Statutory framework	<i>Local Government Act 1995</i> section 9.10(2) appoint authorised persons <i>Dog Act 1976</i> section 49 Local government may make local laws Town of Port Hedland Dogs Local Law 2021
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Dog Act 1976</i> Section 14 Register to be maintained by local government . <i>Dog Regulations 2013</i> Regulations 16 Information to be recorded in register of dogs, 25 Information to be given by microchip implanter to microchip database company and 36C Record of decision in centralised registration system.

Delegation	8.1.3 Dog Act 1976 Authorised Persons
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s. 10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s. 11A Appointment of authorised persons s. 29 Seize dogs s. 33E Declare dangerous dogs s. 33G Seizure and destruction of dogs s. 38 Nuisance dogs s. 39 Dogs may be destroyed s. 43A Requirement to provide personal details s. 44 Enforcement proceedings s. 47 Veterinary treatment of dogs <i>Dog Regulations 2013:</i> r. 35 Dealing with alleged offenders without prosecuting them - infringement notices r. 35(5) Withdrawal of infringement notices
Function	1. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act. [s. 11A] 2. Authority to undertake the following functions as authorised persons - a. To seize dogs [s. 29] b. To declare a dog to be dangerous [s. 33] c. To seize and destroy dogs [s.33G] d. Issue an order regarding a nuisance dog [s. 38(3)] e. Apply for an order that a dog be destroyed [s. 39] f. Request personal details - name and address to be supplied [s. 43A] g. Commence enforcement proceedings [s. 44] h. Veterinary service expenses recoverable from local government [s. 47] i. Issue an infringement notice [r. 35(1)] j. To withdraw infringement notices [r. 35(5)]
Delegates	Chief Executive Officer (1009)
Conditions	An authorised person who serves an infringement notice under subregulation (1) cannot withdraw the infringement notice on behalf of the local government under subregulation (5).
Statutory framework	<i>Local Government Act 1995</i> section 9.10(2) appoint authorised persons <i>Dog Act 1976</i> section 49 Local government may make local laws Town of Port Hedland Dogs Local Law 2021
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Dog Act 1976</i> Section 14 Register to be maintained by local government. <i>Dog Regulations 2013</i> Regulations 16 Information to be recorded in register of dogs, 25 Information to be given by microchip implanter to microchip database company and 36C Record of decision in centralised registration system. <i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

09 Animal Welfare Act 2002

Animal Welfare Act 2002

09.1 Department Primary Industries and Regional Development Appointment

Delegation	9.1.1 Animal Welfare Act 2002 General Inspector
Head of power	09 Animal Welfare Act 2002
Delegator	CEO (Director General, Department Primary Industries and Regional Development)
Express power to delegate	<i>Animal Welfare Act 2002:</i> s. 33(2)(a)(v) Appointment of general inspectors of a local government s. 33(3) Terms of appointment of a general inspector are to be determined by the CEO and set out in the instrument of appointment.
Express power or duty delegated	<i>Animal Welfare Act 2002:</i> s. 33 Appoint General Inspectors s. 35(1) Restricted Appointments, local government employees s. 37 Functions of General Inspectors s. 47 Other powers of Inspectors, subject to sections 38, 39, 42 and 43.
Function	1. Authority for a person appointed as General Inspector under the Animal Welfare Act 2002 to exercise the functions and powers of a General Inspector [s.33(2)(a)(v)]. 2. Authority to exercise the following functions: a. Enforce Part 3 of the Act relating to the welfare, safety and health of animals [s. 37(1)(a)]. b. Provide assistance to scientific inspectors if required under s. 48(1) [s. 37(1)(c)]. c. Provide information and assistance to the CEO in relation to matters arising under the Act [s. 37(1)(d)].
Delegates	N/A
Conditions	General inspectors enforce the provisions concerning offences against animals (including cruelty against animals) contained in Part 3 of the Animal Welfare Act and the regulations. Appointment from Chief Executive Officer (General Director) – pursuant to section 33 of the Animal Welfare Act 2002. *This is not a Local Government Council power to appoint.
Statutory framework	The Animal Welfare Act and regulations are enforceable and contain penalties for non-compliance. <i>Animal Welfare (General) Regulations 2003</i> <i>Animal Welfare (Scientific Purposes) Regulations 2003</i> <i>Animal Welfare (Pig Industry) Regulations 2010</i> <i>Animal Welfare (Transport, Saleyards and Depots) (Cattle and Sheep) Regulations 2020</i> <i>Animal Welfare (Poultry) Regulations 2024</i> Relevant legislation: <i>Dog Act 1976</i> <i>Cat Act 2011</i> <i>Veterinary Practice Act 2021</i> <i>Biosecurity Agriculture Management Act 2007</i>
Policy	Codes of practice and guidance material are not directly enforceable but compliance with them may be relevant to whether a person has complied with the Animal Welfare Act or regulations.

Record keeping	Appointed General Inspectors to provide information and assistance to the CEO in relation to matters arising under this Act [s. 37(1)(d)]. Department Primary Industries and Regional Development for further information on being appointed as a general inspector, including a copy of the relevant nomination forms, email compliance.IDcards@dpird.wa.gov.au or phone +61 08 9363 4047.

10 Food Act 2008

Food Act 2008

10.1 Local Government Council to Chief Executive Officer

Delegation	10.1.1 Food Business
Head of power	10 Food Act 2008
Delegator	Enforcement Agency (Local Government)
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation s. 122(1) Appointment of authorised officers by enforcement agency for purposes of the <i>Food Act 2008</i>
Express power or duty delegated	<i>Food Act 2008:</i> s. 65(1) Serve prohibition orders s. 66 Certificate of clearance to be given in certain circumstances s. 67(4) Request for re-inspection s. 110 Registration of food businesses s. 112 Variation of conditions or cancellation of registration of food businesses s. 115 Register of food businesses to be maintained <i>Food Regulations 2009:</i> r. 51 Enforcement agency may make list of food businesses publicly available
Function	The Chief Executive Officer has the authority to appoint authorised officers to perform functions of the <i>Food Act 2008</i> . 1. Authority to serve a prohibition order on the proprietor of a food business where the handling of food poses a risk to public health [s. 65(1)]. 2. Authority to give a certificate of clearance, where satisfied that the matters giving rise to a prohibition order have been remedied [s. 66]. 3. Authority to give written notice to proprietor of a food business of a decision not to issue a certificate of clearance following re-inspection [s. 67(4)]. 4. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s. 110]. 5. Authority to vary the conditions or cancel the registration of a food business [s. 112]. 6. Maintain and or prepare register of food businesses [s. 115] and ability to make publicly available [r. 51].
Delegates	Chief Executive Officer (1009)
Statutory framework	<i>Food Act 2008</i> <i>Food Regulations 2009</i> <i>Public Health Act 2016</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <i>Food Act 2008</i> Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; - Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; - WA Priority Classification System; and - Verification of Food Safety Program Guideline. Town of Port Hedland Local Laws

Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Food Act 2008</i> Section 121 The enforcement agency must report to the Chief Executive Officer (Department of the Public Service) the performance of functions and details of proceedings for an offence under the Act.

Delegation	10.1.3 Food Act 2008 Authorised Officers
Head of power	10 Food Act 2008
Delegator	Enforcement Agency (Local Government)
Express power to delegate	<i>Food Act 2008:</i> s. 118 Functions of enforcement agencies and delegation s. 122(1) Appointment of authorised officers by enforcement agency for purposes of the <i>Food Act 2008</i> s. 126(13) Designate authorised officers - infringement notices
Express power or duty delegated	<i>Food Act 2008:</i> s. 38 Powers of authorised officers s. 40 Power of seizure s. 41 Application for warrant to enter premises s.54 Recover costs of destruction or disposal of forfeited items s. 125 Institution of proceedings s. 126(2) Issue an infringement notice s. 126(3) Inform and receive payment for modified penalties s. 126(6) Extend the payment period for a modified penalty s. 126(7) Withdraw an infringement notice
Function	The Chief Executive Officer has the authority to appoint authorised officers to perform functions of the <i>Food Act 2008</i> . 1. Authority for authorised officers appointed under this delegation to exercise powers of authorised officers under the <i>Food Act 2008</i> , including: a. exercising the powers of an authorised officer [s. 38]; b. seizing items where authorised under the Act [s. 40]; and c. making an application for a warrant [s. 41]. d. recover costs incurred in connection with the lawful destruction or disposal of a seized item, including storage costs [s. 54(1)] and the costs of any subsequent proceedings [s. 54(3)] 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s. 125]. 3. Authority for designated authorised officer to exercise powers under the <i>Food Act 2008</i> section 126 Infringement Notices, including: a. issuing infringement notices [s. 126(2)]. b. informing a person of the requirement to pay a modified penalty and receiving payment of a modified penalty [s. 126(3)]. c. extending the period for payment of a modified penalty [s. 126(6)]. d. determining the withdrawal of an infringement notice [s. 126(7)].
Delegates	Chief Executive Officer (1009)
Conditions	
Statutory framework	<i>Food Regulations 2009</i> Part 10 Division 3 — Appointment of authorised officers <i>Public Health Act 2016</i> section 24(1) Designation of authorised officers In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: - Appointment of Authorised Officers as Meat Inspectors; - Appointment of Authorised Officers; - Appointment of Authorised Officers – Designated officers only; and - Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer. Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.

Record keeping	<i>Food Act 2008</i> Section 121 The enforcement agency must report to the Chief Executive Officer (Department of the Public Service) the performance of functions and details of proceedings for an offence under the Act.

11 Graffiti Vandalism Act 2016

Graffiti Vandalism Act 2016

11.1 Local Government Council to Chief Executive Officer

Delegation	11.1.1 Notices and Determination of Objections
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s. 18(2) Notice requiring removal of graffiti s. 19(3) & (4) Additional powers when notice is given s. 22(3) Objection may be lodged s. 24(1)(b) and (3) Suspension of effect of notice
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s. 18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. 3. Authority to deal with an objection to a notice [s. 22(3)]. 4. Authority, where an objection has been lodged, to determine that urgent action is required and to take action to give effect to the notice where there are urgent reasons, including endangerment to public safety, likely damage to property or serious nuisance if action is not taken [s. 24(1)(b)]. 5. Authority to give notice to the affected person before taking the necessary action [s. 24 (3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	11.1.3 Obliterate Graffiti on Private Property
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s. 25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s. 25(1)].
Delegates	Chief Executive Officer (1009)
Conditions	Subject to the lawful exercise of the powers of entry.
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	11.1.4 Powers of Entry
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s. 16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s. 28 Notice of entry s. 29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s. 28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s. 29].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

12 Fines, Penalties, and Infringement Notices Enforcement Act 1994

Fines, Penalties, and Infringement Notices Enforcement Act 1994

12.1 Local Government Council to Chief Executive Officer

Delegation	12.1.1 Register and Withdraw Infringement Notices
Head of power	12 Fines, Penalties, and Infringement Notices Enforcement Act 1994
Delegator	Local Government
Express power to delegate	<i>Fines, Penalties and Infringement Notices Act 1994:</i> s. 13(2) Approved prosecuting authorities and officers
Express power or duty delegated	<i>Fines, Penalties and Infringement Notices Act 1994:</i> s. 16 Registration of infringement notice: enforcement certificate s. 22 Prosecuting authority may withdraw proceedings
Function	The Chief Executive Officer has the authority to authorise persons or classes of persons to perform functions of the <i>Fines, Penalties and Infringement Notices 1994</i> . 1. To register an infringement notice / enforcement certificate [s. 16]. 2. To withdraw proceedings [s. 22].
Delegates	Chief Executive Officer (1009)
Conditions	<i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> Section 13(2) The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22.
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

13 Litter Act 1979

Litter Act 1979

13.1 Local Government Council to Chief Executive Officer

Delegation	13.1.1 Litter Act 1979 Authorised Officers
Head of power	13 Litter Act 1979
Delegator	Local Government
Express power to delegate	<i>Litter Act 1979:</i> s. 26(1)(c)(ii) Authorised officer, an employee of the local government
Express power or duty delegated	<i>Litter Act 1979:</i> s. 27 Authorised officers, powers of s. 27A Offences involving vehicles, presumptions as to offender etc. s. 30 Infringement notices
Function	The Chief Executive Officer has the authority to authorise persons or classes of persons to perform functions of the <i>Litter Act 1979</i> . 1. Authority to serve infringement notices for prescribed offences [s. 30(1)]. 2. Authority to withdraw an infringement notice [s. 30(4) & (4A)]. 3. Powers and functions of Authorised Officers [s. 27]. 4. To institute a prosecution for an offence involving vehicles [s. 27A].
Delegates	Chief Executive Officer (1009)
Statutory framework	Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

14 Control of Vehicles (Off Road Areas) Act 1978

Control of Vehicles (Off Road Areas) Act 1978

14.1 Local Government Council to Chief Executive Officer

Delegation	14.1.1 Control of Vehicles (Off Road Areas) Act 1978 Authorised Persons
Head of power	14 Control of Vehicles (Off Road Areas) Act 1978
Delegator	Local Government
Express power to delegate	<i>Control of Vehicles (Off-road Areas) Act 1978:</i> s. 38(3) Appointed as an authorised person under this subsection, if appointed under the s. 9.10 (2) of the <i>Local Government Act 1995</i> for the purposes of this Act
Express power or duty delegated	<i>Control of Vehicles (Off-road Areas) Act 1978</i> s. 37 Infringement notices s. 38 Authorised Persons s. 40 Prosecutions, who may commence
Function	1. Authority to issue infringement notices [s. 37(1)]. 2. Authority to withdraw infringement notices [s. 37(5)]. 3. Authority to exercise powers and functions of authorised persons [s. 38]. 4. Proceedings for offences may be instituted [s. 40].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Chief Executive Officer (Function 2, 3, 4) Director Regulatory Services (Function 2, 3, 4) Manager Environmental Services (Function 1, 3) Coordinator Ranger Services (Function 1, 3) Animal Welfare & Prosecutions Advisor (Function 1, 3) Ranger(s) (Function 1, 3) Trainee Ranger (Function 1, 3)
Statutory framework	<i>Control of Vehicles (Off-road Areas) Act 1978</i> Section 45 Local government may make local laws for the purposes of this Act. <i>Local Government Act 1995</i> Section 9.10(2) appoint authorised persons. Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Exercise of delegated powers or duties are to be recorded in OneConnect.

15 Liquor Control Act 1988

Liquor Control Act 1988

15.1 Local Government Council to Chief Executive Officer

Delegation	15.1.1 Liquor Compliance Certificates
Head of power	15 Liquor Control Act 1988
Delegator	Local Government
Express power to delegate	<i>Liquor Control Act 1988:</i> s.156 Functions of local governments
Express power or duty delegated	<i>Liquor Control Act 1988:</i> s. 39 Certificate of local government as to whether premises comply with laws s. 40 Certificate of planning authority as to whether use of premises complies with planning laws
Function	The Chief Executive Officer has the authority to authorise persons or classes of persons to perform functions of the <i>Liquor Control Act 1988</i> . 1. Authority to issue a certificate of local government as to whether premises comply with requirements of the <i>Health (Miscellaneous Provisions) Act 1911</i> , <i>Food Act 2008</i> , <i>Local Government Act 1995</i> , <i>Building Act 2011</i> and any any written law applying to the sewerage or drainage of those premises [s. 39]. 2. Authority to issue a certificate of planning authority as to whether use of premises complies with planning laws the requirements of the written laws relating to planning specified [s. 40].
Delegates	Chief Executive Officer (1009)
Conditions	Where the holder of a licence under this Act or any employee or agent of such a person is convicted of an offence on a prosecution commenced by an officer of the local government, the local government shall report that event and the nature of the offence to the Director. A local government is required to afford the licensing authority such assistance, by way of the examination of, and reporting on, licensed premises, as the licensing authority may reasonably require.
Statutory framework	Town of Port Hedland Public Places and Local Government Property Local Law 2016
Policy	6/006 Consumption of Alcohol policy
Record keeping	All certificates issued are to be maintained as a Local Government Record. Exercise of delegated powers or duties are to be recorded in OneConnect.

16 Public Health Act 2016

Public Health Act 2016

16.1 (Local Government) Enforcement Agency to Chief Executive Officer

Delegation	16.1.1 Public Health Act 2016 Designated Authorised Officers
Head of power	16 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	<i>Public Health Act 2016:</i> s. 16 Local Government functions. s. 19 Enforcement agency functions. s. 21 Enforcement agency may delegate. s. 21(1)(b) A power or duty conferred or imposed on an enforcement agency may be delegated if agency a local government. s. 24 Authority to designate a person or class of persons as authorised officers for the purposes of the Public Health Act 2016 or another specified Act, including environmental health officers and other persons.
Express power or duty delegated	<i>Public Health Act 2016:</i> s. 24 Authorised officer for the purposes of the Public Health Act 2016 or another specified Act s. 240 Powers of authorised officers
Function	The Chief Executive Officer has the authority to: 1. Appoint a qualified person or classes of persons as a designated authorised officer for the purposes of the <i>Public Health Act 2016</i> or another specified Act, including environmental health officers and other persons [s. 24]. 2. Issue to a person designated as an authorised officer under the Public Health Act 2016 a certificate of authority as an authorised officer [s. 30]. 3. Powers of authorised officers under the <i>Public Health Act 2016</i> [s. 240].
Delegates	Chief Executive Officer (1009)
Conditions	An enforcement agency must not designate a person or class of persons under section 24(1) unless the enforcement agency considers that person to have the required qualifications and experience to perform the particular functions as authorised officers [s. 25(1)] Authorised officer's must be issued with, and show evidence on request, of their authorisation under the Act [s. 30]. This is achieved by issuing any person who is authorised under the Public Health Act with a 'Certificate of Authority' document/card [s. 31(3)]. Certificate requirements: (a) state that it is issued under the Act - Western Australia (b) name of the person to whom it is issued and bear a photograph or digital image of that person and the person's signature (c) state the date, if any, on which it expires - End of employment unless appointed for period. (d) specify the Acts or provisions of the Acts for the purposes of which the person is designated as an authorised officer and any provisions of an Act that are excluded from the designation. (e) specify any conditions or restrictions to which the person's authority is subject; and (f) bear the signature of the person by whom it is issued and state the capacity in which the person is acting in issuing the certificate - Enforcement Agency (Local Government Chief Executive Officer).

Statutory framework	<i>Public Health Act 2016</i> <i>Food Act 2008</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Local Government Act 1995</i> <i>Health Legislation Administration Act 1984</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Public Health Act 2016</i> Sections 22 The enforcement agency must report to the Chief Health Officer, at the intervals that the Chief Health Officer requires, on the performance of functions under this Act by the agency and by persons employed or engaged by the agency. Must forward to the Chief Health Officer details of any proceedings for an offence under this Act taken by the agency, and 27 a Register (list) of designated officers is to be maintained. Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	16.1.2 Public Health Act 2016 Designated Environmental Health Officers
Head of power	16 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	<i>Public Health Act 2016:</i> s. 16 Local Government functions. s. 17 Local government may appoint environmental health officers s. 18 The Chief Health Officer must, by notice published in the Gazette, approve the qualifications and experience that persons to be appointed as environmental health officers s. 19 Enforcement agency functions. s. 20 The Chief Health Officer may, in writing, impose conditions or restrictions on the performance of functions by the enforcement agency s. 21 Enforcement agency may delegate s. 24 Authority to designate a person or class of persons as authorised officers for the purposes of the Public Health Act 2016 or another specified Act, including environmental health officers and other persons.
Express power or duty delegated	<i>Public Health Act 2016: (Powers or duties that may be delegated under the Public Health Act)</i> s. 22 Reporting to the Chief Health Officer s. 45 Preparing local public health plans s. 46 Publishing current local public health plans s. 68 Registering a registerable activity s. 71 Varying conditions of, suspending or cancelling registrations s. 72 Extending or terminating suspensions of registrations s. 76 Maintaining a register of registerable activities and premises registered s. 78 Granting activity licences s. 82 Vary conditions of, suspending or cancelling activity licences s. 83 Extending or terminating suspension of activity licence s. 86 Maintaining a register of licence holders s. 216 Issuing enforcement orders s. 218 Extending periods of compliance with enforcement order s. 219 Implementing enforcement orders s. 221 Signing costs certificates s. 223 Giving certificates of clearance s. 224 Making assessments of compliance with an enforcement order s. 240 Powers of authorised officers s. 260 Returning seized items s. 262 Signing costs certificates s. 263 Returning forfeited items s. 264 Determine an application for compensation s. 280 Authority to commence proceedings for an offence
Function	The Chief Executive Officer has the authority to: 1. Appoint a qualified person to be an environmental health officer [s.17] 2. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the Public Health Act 2016 or another specified Act or for the purposes of the specified provisions of that Act or another specified Act [s. 24]. 3. Issue to a person designated as an authorised officer under the Public Health Act 2016 a certificate of authority as an authorised officer [s. 30].
Delegates	Chief Executive Officer (1009)

Conditions	A local government must not appoint a person as an environmental health officer unless the person has the qualifications and experience approved by the Chief Health Officer [s. 17(3)]. The Chief Health Officer must, by notice published in the Gazette, approve the qualifications and experience that persons to be appointed as environmental health officers must have [s. 18(1)]. Authorised officer's must be issued with, and show evidence on request, of their authorisation under section 30 of the <i>Public Health Act 2016</i>. This is achieved by issuing any person who is authorised under the Public Health Act with a 'Certificate of Authority' document/card [s. 31(3)], pursuant to the requirements: 1. state that it is issued under the Act - Western Australia 2. name of the person to whom it is issued and bear a photograph or digital image of that person and the person's signature 3. state the date, if any, on which it expires - End of employment unless appointed for period 4. specify the Acts or provisions of the Acts for the purposes of which the person is designated as an authorised officer and any provisions of an Act that are excluded from the designation - <i>Public Health Act 2016, Food Act 2008, Health (Miscellaneous Provisions) Act 1911</i>. 5. specify any conditions or restrictions to which the person's authority is subject; and 6. bear the signature of the person by whom it is issued and state the capacity in which the person is acting in issuing the certificate - Enforcement Agency (Local Government Chief Executive Officer).
Statutory framework	<i>Health Legislation Administration Act 1984</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Food Act 2008</i> <i>Local Government Act 1995</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Public Health Act 2016</i> Sections 22 The enforcement agency must report to the Chief Health Officer, at the intervals that the Chief Health Officer requires, on the performance of functions under this Act by the agency and by persons employed or engaged by the agency. Must forward to the Chief Health Officer details of any proceedings for an offence under this Act taken by the agency, and 27 A Register (list) of designated officers is to be maintained. Exercise of delegated powers or duties are to be recorded in OneConnect.

17 Health (Miscellaneous Provisions) Act 1911

Health (Miscellaneous Provisions) Act 1911

17.1 Local Government Council to Chief Executive Officer

Delegation	17.1.1 Health (Miscellaneous Provisions) Act 1911 Authorised Officers
Head of power	17 Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	<i>Health (Miscellaneous Provisions) Act 1911:</i> s. 26 Powers of local government s. 3(2A) An authorised officer is a reference to a person designated as an authorised officer under the <i>Public Health Act 2016</i> section 24(1).
Express power or duty delegated	<i>Health (Miscellaneous Provisions) Act 1911:</i> s. 349 Entry s. 354 Service of notice
Function	The Chief Executive Officer has the authority to authorise designated officers to perform functions of the <i>Health (Miscellaneous Provisions) Act 1911</i> . 1. Authority to serve notices under the Health (Miscellaneous Provisions) Act 1911 [s. 354]. 2. Authority to sign and issue licences and registrations required under the Health (Miscellaneous Provisions) Act 1911 and its regulations. 3. Authority to enter premises for the purposes of administering the Health (Miscellaneous Provisions) Act 1911 and its regulations [s. 349].
Delegates	Chief Executive Officer (1009)
Conditions	• Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences. • Authority is limited to the forming of opinions and issuing notices and directions and does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices. • Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done. • Delegations with respect to the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> includes the approval of applications for effluent disposal systems [r. 4] and issue permits to use effluent disposal systems [r. 10].
Statutory framework	<i>Public Health Act 2016</i> <i>Food Act 2008</i> <i>Health (Miscellaneous Provisions) Act 1911</i> Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder. [s. 342] • Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.

Record keeping	<i>Health (Miscellaneous) Provisions Act 1911</i> section 38 Local Governments to report annually. Every local government shall, in the prescribed form, during the month of February in every year, and at such other times as the Chief Health Officer may direct, report to the Chief Health Officer concerning the sanitary conditions of its district, and all works executed and proceedings taken by the local government. Exercise of delegated powers or duties are to be recorded in OneConnect.

18 Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Act 1995

18.1 Local Government Council to Chief Executive Officer

Delegation	18.1.1 Caravan Parks and Camping Grounds Act 1995 Authorised Persons
Head of power	18 Caravan Parks and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Grounds Act 1995:</i> s. 5(1)(b) Authorised person appointed under the Local Government Act 1995 section 9.10(2) <i>Local Government Act 1995:</i> s. 9.10(2) CEO may appoint authorised persons for specified laws or provisions.
Express power or duty delegated	<i>Caravan Parks and Camping Ground Act 1995:</i> s. 7 Application for grant or renewal of licence s. 9 Renewal after expiry s. 10 Prohibition notice s. 12 Cancellation of licence s. 18 Powers of entry s. 20 Entry of occupied caravan or camp s. 21 Inspections and works specification notices s. 23 Infringement notices <i>Caravan Parks and Camping Grounds Regulations 1997:</i> r. 11 Camping other than at caravan park or camping ground
Function	1. Grant or Renew License - Authority to determine an application for a licence for a facility [s. 7]. - Authority to renew a licence for a facility [s. 9]. 2. Give prohibition notice or cancel license. - Authority to give a licence holder a prohibition notice [s. 10]. - Authority to cancel a licence [s. 12]. 3. Entry and Inspections - Authority to enter premises [s. 18]. - Authority to enter an occupied caravan or camp [s. 20]. - Authority to carry out inspections and give work specification notices [s. 21]. 4. Give or Extend Infringement Notices - Authority to give an infringement notice [s. 23(2)]. - Authority to extend the period for payment of the modified penalty [s. 23(5)]. 5. Withdraw Infringement Notices - Authority to withdraw an infringement notice [s. 23(7)]. 6. Authority to provide written approval for a person to camp on land referred to in r. 11(1)(a) of the Caravan Parks and Camping Grounds Regulations 1997 [r. 11(2)(a)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<i>Caravan Parks and Camping Ground Act 1995</i> <i>Local Government Act 1995</i>
Policy	Nil –authority derived directly from the Act and Regulations.

Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Exercise of delegated powers or duties are to be recorded in OneConnect.

19 Planning and Development Act 2005

Planning and Development Act 2005

19.1 Local Government Council to Chief Executive Officer

Delegation	19.1.1 Planning and Development Act 2005 Authorised Persons
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Planning and Development Act 2005:</i> <i>Responsible authority</i> the local government responsible for the enforcement of the observance of the scheme or order, or the execution of any works which under the scheme or order, or this Act, are to be executed by a local government; and in relation to a region planning scheme, regional interim development order or planning control area, the Commission or a local government exercising the powers of the Commission. <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> cl. 78 Powers of local government cl. 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development Act 2005:</i> s. 214(2), (3) and (5) Illegal development, responsible authority's powers as to s.216 Breach of Act etc. or development approval, injunctions as to s.218 Planning scheme or condition on development, contravening etc. s. 228 Giving of infringement notice s. 230 Extending time to pay modified penalty s. 231 Withdrawal of infringement notice <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> cl. 79 Entry and inspection powers, the local government CEO may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes of this clause.

Function	1. Illegal Development Authority to give written direction to the owner or any other person undertaking unauthorised development to stop, and not recommence, development undertaken in contravention of a planning scheme, interim development order or planning control area requirements [s. 214(2)]. Authority to give written direction to the owner or any other person who undertook unauthorised development — to remove, pull down, take up or alter the development; and to restore the land as nearly as practicable to its condition immediately before the development commenced, to the satisfaction of the responsible authority [s. 214(3)]. Authority to give written direction to a person responsible for executing works where delay in execution would prejudice the effective operation of a planning scheme or interim development order [s. 214(5)]. 2. Enforcement & Infringement Notices a. Apply for an injunction [s.216(1)]. b. Commence a prosecution [s.218]. c. To give an infringement notice for a prescribed planning offence [s. 228(1)]. d. To extend time to pay the modified penalty [s. 230]. e. To withdraw an infringement notice [s. 231]. 3. Entry & Inspection An authorised officer may, for the purpose of monitoring whether the local planning scheme is being complied with, at any reasonable time and with any assistance reasonably required — enter any building or land in the Scheme area; and inspect the building or land and any thing in or on the building or land [cl. 79 (2)].
Delegates	Chief Executive Officer (1009)
Conditions	Pursuant to <i>Planning and Development Act 2005</i> section 234 and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> clause 79, powers may only be exercised by authorised persons appointed by the Chief Executive Officer, as these provisions relate to the CEO's power of appointment rather than a power of Council.
Statutory framework	This delegation aligns primarily with the <i>Planning and Development Act 2005</i> which establishes the enforcement powers relating to breaches of planning legislation. <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Town of Port Hedland Local Planning Scheme No. 7 Town of Port Hedland Local Planning Strategy Town of Port Hedland Local Laws
Policy	1/001 Council Framework Policy
Record keeping	<i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Regulation 12 Responsible authority must report to Development Assessment Panel. Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	19.1.2 Consultation Subdivision
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Planning and Development Act 2005:</i> s. 142 Consultation requirements as to proposed subdivision, local government to make recommendations and objections with respect to a subdivision plan. <i>Local Government Act 1995:</i> s. 5.42(b) Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> s. 142 Consultation requirements as to proposed subdivision, to make recommendations and objections with respect to a subdivision plan
Function	<i>Planning and Development Act 2005 section 142</i> Commission is to forward the plan or a copy of the plan to that local government for objections and recommendations. A local government receiving such a plan or copy is to, within 42 days of receipt of the plan or copy or within such longer period as the Commission allows, forward it to the Commission with a memorandum in writing containing any objections to, or recommendations in respect of, the whole or part of that plan; and in the case of a local government receiving a plan or copy relating to land within the area to which an assessed scheme (as defined in the EP Act) applies, advice of any relevant environmental condition to which the assessed scheme is subject. If the local government does not forward a memorandum within the time allowed under subsection (2), the Commission may determine that it is to be taken to have no objections or recommendations to make or advice to give.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	This delegation aligns with the Planning and Development Act 2005 which establishes the statutory framework for subdivision applications and enables local governments to make recommendations and objections to the Western Australian Planning Commission (WAPC) in relation to subdivision plans. The delegation framework is supported by the Local Government Act 1995 which enables Council to delegate these functions to the CEO.
Policy	1/001 Council Framework policy
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	19.1.4 Structure & Development Plans
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Planning and Development Act 2005:</i> <i>Responsible authority</i> the local government responsible for the enforcement of the observance of the scheme or order, or the execution of any works which under the scheme or order, or this Act, are to be executed by a local government; and in relation to a region planning scheme, regional interim development order or planning control area, the Commission or a local government exercising the powers of the Commission. <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> cl. 79 Entry and Inspection powers cl. 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> cl. 17 Action by local government on receipt of application cl. 18 Advertising structure plan cl. 19 Consideration of submission cl. 20 Local government report to Commission cl. 29 Amendment of structure plan cl. 48 Preparation of local development plan cl. 50 Advertising of local development plan cl. 51 Consideration of submission cl. 52 Decision of local government cl. 53 Local development plan may provide for later approval of details of development cl. 59 Amendment of local development plan cl. 68 Determination of applications cl. 77 Amending or cancelling development approval <i>Planning and Development (Development Assessment Panels) Regulation 2011:</i> r. 12 Responsible authority must report to Development Assessment Panel (DAP)

Function	1. Structure Plans and local development plans To determine if a proposed structure plan complies with clause 16(1) or if further information is required [cl. 17(1)]. To determine whether to advertise a proposed structure plan and seek comment from any public authority or utility provider [cl. 18(1)]. To consider any submissions made in respect of a proposed structure plan [cl. 19(1)]. To prepare a report on the proposed structure plan and provide it to the Commission [cl. 20(1)]. To determine if amendment to a Structure Plan requires advertising [cl. 29(3)]. To determine if a proposed local development plan complies or if further information is required and give the applicant an estimate of the fee for dealing with the application under regulation [cl. 49(1)]. To determine whether to advertise a proposed local development plan and seek comment from any public authority or utility service provider [cl. 50(1)]. To consider any submission made in respect of a proposed local development plan [cl. 51]. To determine a local development plan for approval, approval subject to modification or refusal [cl. 52(1)]. To approve a local development plan that provides for further details [cl. 53]. To amend a local development plan [cl. 59(1)]. To determine whether to advertise an amendment of a local development plan [cl. 59(4)]. 2. Development applications a. To determine development applications and impose conditions. [cl. 68] b. To amend or cancel development approvals and impose conditions. [cl. 77] <i>Note: This delegation applies to development applications with a value less than \$5,000,000.</i> 3. Reports to the Development Assessment Panel Authority to provide a report to the presiding member of a Development Assessment Panel in relation to a development application [r. 12].
Delegates	Chief Executive Officer (1009)
Conditions	The delegated power under function 2 [cl. 68 and cl. 77] is conditional upon each of the following: i. The proposed use is listed within the zoning table of the applicable local planning scheme. ii. Submissions have not been received following advertising of the application, or any submissions received do not raise planning grounds requiring determination by Council. iii. The development is not for transient worker accommodation within 20 kilometres of the Town site boundary proposing 16 or more beds. iv. The development has a value of less than \$10,000,000. <i>Note: Development approval functions for single houses and associated development, except where the land is a heritage-protected place, must be determined by the Chief Executive Officer and sub-delegates in accordance with section 257C of the Planning and Development Act 2005.</i>
Statutory framework	This delegation aligns with the <i>Local Government Act 1995</i> (delegation authority) and the <i>Planning and Development Act 2005</i> and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, which establish the statutory framework for determining and managing structure plans and local development plans under delegated authority. <i>Local Government Act 1995</i> section 9.69B Development Assessment Panel functions
Policy	1/001 Council Framework policy
Record keeping	<i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Regulation 12 Responsible authority must report to Development Assessment Panel. Exercise of delegated powers or duties are to be recorded in OneConnect.

19.2 Planning and Development Miscellaneous

Delegation	19.2.1 Sign Development Applications for Crown Land as Owner
Head of power	19 Planning and Development Act 2005
Delegator	Minister for Lands (Land Administration Act 1997)
Express power to delegate	<i>Planning and Development Act 2005:</i> s. 267A Crown and State land, who may sign documents as to
Express power or duty delegated	Planning and Development Act 2005 - Instrument of Authorisation (DoL FILE 1738/2002v8; 858/2001 v9) I, Donald Terrence Redman IWLA, Minister for Lands, a body corporate continued by section 7 (1) of the <i>Land Administration Act 1997</i> HEREBY under section 267A of the <i>Planning and Development Act 2005</i> , authorise the officers from time to time holding or acting in the positions in the Department of Planning described in Column 2 of the Schedule to perform the powers described in Column 1 of the Schedule, subject to the conditions listed in Column 3 of the Schedule.
Function	The power to sign as owner in respect of Crown land relating to development applications under the <i>Planning and Development Act 2005</i> , in accordance with and subject to approved Government Land policies. [s. 267A]
Delegates	CEO (Director General, Department Primary Industries and Regional Development)
Conditions	Authorise the officers from time to time holding or acting in the positions in the Department of Planning described in Column 2 of the Schedule: Director General (15135.1) Executive Director, Perth Peel Planning (15196.1) Planning Director, Peel Planning (P15414.1) Planning Manager, Statutory and Strategic Planning (P15293.1) Planning Manager, Peel Region Scheme (P15118.1) To perform the powers described in Column 1 of the Schedule, subject to the conditions listed in Column 3 of the Schedule. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, land owned in fee simple by the Crown or a State instrumentality, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the Planning and Development Act 2005 (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.
Statutory framework	<i>Land Administration Act 1997</i> <i>Planning and Development Act 2005</i>

Delegation	19.2.2 Strata Titles Scheme
Head of power	19 Planning and Development Act 2005
Delegator	Western Australian Planning Commission
Express power to delegate	<i>Planning and Development Act 2005:</i> s. 16(4) Delegation by Commission - The reference to functions in subsection (1) extends, without limitation or restriction, to all of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the Commission by this Act or any other written law.
Express power or duty delegated	Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government. In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires. <i>Planning and Development Act 2005</i> - Instrument of Delegation Del 2020/01 Powers of Local Governments (Government Gazette No. 20 29 January 2021) A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; <i>Strata Titles Act 1985:</i> s. 15 Subdivision approval of strata scheme s. 21 Approval for modification of restricted use condition s. 22 Approval under planning (scheme by-laws) condition
Function	1. Power to determine applications made under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that— propose the creation of a vacant lot; propose vacant air stratas in multi-tiered strata scheme developments; propose the creation or postponement of a leasehold scheme; propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>); in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to a type of development and/or land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. 2. Power to determine applications under sections 21 and 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC. Power to determine applications for the issuing of a certificate of approval under the Act for a plan of subdivision, re-subdivision or consolidation subject to the below conditions and reporting requirements.

Delegates	Chief Executive Officer (1009) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278)
Conditions	A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Statutory framework	This delegation aligns with the <i>Local Government Act 1995</i> (delegation authority) and the <i>Planning and Development Act 2005</i> and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , which establish the statutory framework for determining and managing structure plans and local development plans under delegated authority. <i>Strata Titles Act 1985</i> Town of Port Hedland Local Planning Scheme No. 7
Policy	1/001 Council Framework policy
Record keeping	Per conditions, a local government that exercises the powers is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC. Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	19.2.3 Port Hedland West End Improvement Scheme No.1
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Port Hedland West End Improvement Scheme No.1 cl. 87(3) Consultation with other authorities
Express power or duty delegated	Port Hedland West End Improvement Scheme No.1 cl. 87(3) A statutory, public or planning authority receiving a copy of an application may, within 30 days of receiving the application or within such longer period as the Commission allows, provide to the Commission a memorandum in writing containing any objections to, or recommendations in respect of the whole or part of the proposed development.
Function	To provide a recommendation to the <i>Western Australian Planning Commission</i> (WAPC) to determine development applications and impose conditions. <i>*The WAPC is the responsible authority for the determination of development applications. All development applications for the West End should be directed to the Department of Planning, Lands and Heritage (DPLH) who administer the Improvement Scheme on behalf of the WAPC.</i>
Delegates	Chief Executive Officer (1009)
Conditions	The delegation excludes applications that: i. have development value of more than \$10,000,000; or ii. include workforce accommodation that proposes 16 or more beds
Statutory framework	WA Government > Publications > Port Hedland West End - Improvement Scheme No.1 PORT HEDLAND WEST END IMPROVEMENT SCHEME NO. 1 AS GAZETTED 18th SEPTEMBER 2020 Western Australian Planning Commission Town of Port Hedland Local Planning Scheme No. 7 Town of Port Hedland Local Planning Strategy
Policy	Town of Port Hedland Local Planning Policies: LPP/01 Exemptions from Development Approval LPP/02 Advertising Signs LPP/03 Shipping/Sea Containers and Transportable Buildings LPP/04 Percent for Public Art Percent for Public Art Guidelines LPP/05 Workforce Accommodation LPP/06 Social Impact Assessment LPP/07 Coastal Planning LPP/08 Port Hedland International Airport LPP/11 Stormwater Management LPP/12 Variations to the Residential Design Codes - Volume 1 LPP/13 South Hedland Town Centre Design Guidelines LPP/14 Design Review Panel
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

20 Environmental Protection Act 1986

Environmental Protection Act 1986

20.1 Environmental Protection Agency to CEO

Delegation	20.1.1 Environmental Protection Act 1986 Authorised Persons
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Environmental Protection Act 1986: s. 20 Delegation by CEO (Department of Environment Regulation) s. 87 Appoint authorised persons Delegation No. 52 Government Gazette, WA 47 19 March 2004 Delegation No. 112 Government Gazette, WA 232 20 December 2013 Delegation No. 119 Government Gazette, WA 71 16 May 2014
Express power or duty delegated	<i>Environmental Protection Act 1986:</i> s. 65(1) Environmental Protection Notice <i>Environmental Protection (Noise) Regulations 1997:</i> r. 13 Construction sites, allowable noise emissions r. 14A Waste collection and other works r. 14B Ancillary measures: waste collection and other works r. 15(3)(c)(vi) Bellringing and calls to worship r. 16 Community noise Part 2 Division 3 — Motor sport venues Part 2 Division 4 — Shooting venues r. 23 Written request to make calibration results to be available in accordance with schedule 4 Part 2 Division 7 — Sporting, cultural and entertainment events Part V — Environmental regulation

Function	1. All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice [Delegation No. 52] 2. All powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> other than this power of delegation [Delegation No. 119]. 3. Powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to— [Delegation No. 112] (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); (c) community activities—noise control notices in respect of community noise under regulation 16; (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; (f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation.
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261)
Conditions	Chief Executive Officer under the <i>Local Government Act 1995</i> (Functions 1, 2, 3) An employee of a local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act (Function 2)
Statutory framework	<i>Environmental Protection Act 1986</i> <i>Environmental Protection (Noise) Regulations 1997</i> authorised person means a person or member of a class of persons appointed under section 87(1), and includes the CEO administering the Department (authorised persons and inspectors collectively termed Authorised Officers). Persons employed by local government authorities may apply to Department of Water and Environmental Regulation (DWER) to be appointed as an Authorised Officer. <i>Local Government Act 1995</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Environmental Protection Act 1986</i> Section 64A The CEO must keep a public record of such particulars of notices given under this Division as are prescribed [s. 65(1)]. <i>Environmental Protection (Noise) Regulations 1997</i> Regulation 15(3)(c)(vi) if so requested by the CEO, a log is to be kept recording details of the date, time and duration of all bellringing or amplified calls to worship made. Exercise of delegated powers or duties are to be recorded in OneConnect.

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1.1 Audit, Risk and Improvement Committee	29 Apr 2026	Amended delegation	Council is requested to delegate to the ARIC the local government's function under section 7.12A(2) of the Act to meet with the auditor at least once every year. This is an appropriate delegation as it aligns with the ARIC's statutory audit oversight role while remaining within the scope of the limited delegation power available to ARICs under section 7.1C.	CM202627/155
1.2.1 Appoint Authorised Persons	9 Apr 2026	Amended delegation	Delegation Amendment 1.2.1 'Appoint Authorised Persons' to incorporate the function previously contained in delegation 30.9 'Town of Port Hedland Identity Cards' of issuing of identity cards to authorised persons. Simplifying the delegation framework and improve legislative alignment by consolidating the previously non-statutory delegation of issuing identity cards into the statutory delegation of appoint authorised persons who are required under the Act to receive an identity card. Approval of this amendment will result in delegation 30.9's removal from the delegation register. Add subdelegate - new position Building Support Officer	ECM Document Set ID 1348183
1.2.2 Performing Functions outside the District	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.2 Performing Functions outside the District	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger Delegations - add subdelegate	Document ID 242218
1.2.4 Powers of Entry	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
1.2.4 Powers of Entry	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
1.2.4 Powers of Entry	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946

Delegation	Date	Type	Amendment	References
1.2.4 Powers of Entry	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
1.2.4 Powers of Entry	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.4 Powers of Entry	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.4 Powers of Entry	9 Jan 2024	Amended delegation	Amended to include new role/position of Senior Strategic Planner with allocation of \$15,000 financial delegation limit as required for senior officers.	NCR73251 - Synergy Ref
1.2.4 Powers of Entry	17 Jan 2024	Amended delegation	Addition of titles to delegation - Principal Project Engineer, Graduate Engineer and Project Engineer - Asset Management to Function 2 of Delegation.	Nil
1.2.4 Powers of Entry	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation and Senior Project Officer - Operations to all functions	CM202324/292
1.2.4 Powers of Entry	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger Delegations - add subdelegate & conditions functions 1, 2, 4	Document ID 242218
1.2.4 Powers of Entry	23 Sep 2025	Amended delegation	Amendment to Delegation form - Building Technician delegations - add subdelegate & conditions function 2	Document ID 245132
1.2.4 Powers of Entry	16 Oct 2025	Amended delegation	Removed Place Facilitator - title has been removed	Nil

Delegation	Date	Type	Amendment	References
1.2.4 Powers of Entry	9 Apr 2026	Amended delegation	Amend Delegation 1.2.4 to incorporate the function previously contained in Delegation 1.3.1 relating to the determination of an emergency under section 3.34(2) of the Local Government Act 1995 and remove Delegation 1.3.1 from the Delegations Register. To simplify the delegation framework and improve legislative alignment by consolidating the emergency determination and emergency entry powers under section 3.34 of the Local Government Act 1995 into a single delegation. Add subdelegate - new position Building Support Officer with Conditions (Function 1, 2, 3, 5, 6)	ECM Document Set ID 1348183
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck	26 Jun 2024	Amended delegation	Adopted at OCM 25 June 2024 CM202324/292	CM202324/292
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 242218
1.2.5 Abandoned Vehicles	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 242218
1.2.7 Confiscated or Uncollected Goods	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.7 Confiscated or Uncollected Goods	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.7 Confiscated or Uncollected Goods	27 May 2025	Amended delegation	Remove Lead Ranger	Annual Delegation Review
1.2.7 Confiscated or Uncollected Goods	19 Sep 2025	Amended delegation	Amendment to Delegation - Trainee Ranger Delegations - add subdelegate conditions function 1	Document ID 242218
1.2.8 Disposal of Sick or Injured Animals	27 May 2025	Amended delegation	Remove Lead Ranger	Annual Delegation Review
1.2.8 Disposal of Sick or Injured Animals	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions function 1	Document ID 242218

Delegation	Date	Type	Amendment	References
1.2.9 Close Thoroughfares to Vehicles	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates (F1, F3, F4)	CM202324/292
1.2.11 Obstruction of Footpaths and Thoroughfares	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.11 Obstruction of Footpaths and Thoroughfares	25 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations (F1-F6)	CM202324/292
1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.18 Tenders for Goods and Services	8 Nov 2021	Amended delegation	Amendment of acceptance to tenders.	NCR59814
1.2.18 Tenders for Goods and Services	8 Nov 2021	Amended delegation	Amendment to description of item 9 to clarify.	NCR59814
1.2.18 Tenders for Goods and Services	30 Aug 2023	Amended delegation	Function 9 reduced to \$750,000 CM202324/118	NCR71505 - Synergy Ref
1.2.18 Tenders for Goods and Services	30 Aug 2023	Amended delegation	Add to condition b: 'Tenders may only be called where there is an adopted budget or provision in the Long Term Financial Plan for the proposed goods or services', and c: 'In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget or Long Term Financial Plan. Council Decision: CM202324/117	NCR71505
1.2.18 Tenders for Goods and Services	26 Jun 2024	Amended delegation	Change F9 limit to \$500,000	CM202324/292

Delegation	Date	Type	Amendment	References
1.2.18 Tenders for Goods and Services	24 Sep 2025	Amended delegation	Annual Delegation Review - Changes (in bold) to function 13: If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, DIRECTORS WILL HAVE authority to APPOINT the next PREFERRED TENDERER UP to THEIR AUTHORISED EXENDITURE AS PER ITEM 22.3 OF THIS REGISTER, AND WITHIN THEIR DIRECTORATE ONLY.	Ordinary Council Meeting resolution CM202526/119
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	7 Feb 2022	Amended delegation	Amendment to Council Conditions on this Delegation (admin error, amount was changed from \$500k to \$1m, this amendment reverses the admin error to the amount adopted by council decision number CM201920/31.	NPP62325
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	26 Jun 2024	Amended delegation	Change Condition A limit to \$500,000	CM202324/292
1.2.21 Payments from the Municipal or Trust Funds	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.21 Payments from the Municipal or Trust Funds	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.21 Payments from the Municipal or Trust Funds	26 Jun 2024	Amended delegation	Addition of various positions with a \$100 limit to allow for refunds in retail environments.	CM202324/292
1.2.21 Payments from the Municipal or Trust Funds	14 Nov 2024	Amended delegation	Added Project Implementation Lead - Leisure Management System to 1.2.21	NCR79775
1.2.21 Payments from the Municipal or Trust Funds	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779

Delegation	Date	Type	Amendment	References
1.2.21 Payments from the Municipal or Trust Funds	24 Sep 2025	Amended delegation	Annual Delegation Review - remove subdelegates Coordinator Aquatic Operations (1071) Coordinator Customer Experience (1380) Coordinator Sports & Recreation (1143) Coordinator Stadium Operations (1089) Customer Service Coordinator Customer Service Supervisor - Leisure Facilities (1107) Director Community Services (1068) Leisure Business Coordinator (1105) Manager Digital Services (1060) Manager ERP Project (1064) Manager Events, Arts & Culture (1323) Manager Infrastructure Projects & Assets (1160) Manager Project Design & Delivery Manager Public Affairs (1011) Manager Recreation & Leisure Facilities (1070) Manager Waste & Services (1291) Manager Youth & Community Development (1117) Project Implementation Lead – Leisure Management System Senior Accountant - Payables (1032) Senior Accountant (1033) Senior Arts & Culture Officer (1341) Senior Financial Accountant (1035) Senior Management Accountant (1040)	CM202526/119
1.2.21 Payments from the Municipal or Trust Funds	8 May 2026	Amended delegation	Amend Delegations – Transferring the function of customer service refunds to a limit of \$100. Remove subdelegate function 'c. For customer service refunds made by EFTPOS, authorisation must be by a delegated officer up to a limit of \$100'.	AMENDMENT TO DELEGATION FORM - 1.2.21 PAYMENTS FROM MUNICIPAL OR TRUST FUNDS - 1.2.23 DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS - 08/05/2026 Document Set ID 1360109

Delegation	Date	Type	Amendment	References
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	13 Mar 2024	Amended delegation	Rates Officer added capped at \$50, approved by CEO 12/03/2024.	
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	22 Mar 2024	Amended delegation	Addition of Manager Financial Services with a limit of \$1,000.	Signed New/Amendment to Delegation Form 18/03/2024
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	26 Jun 2024	Amended delegation	Addition of Manager to Waive fee's and charges up to \$500.	CM202324/292
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	21 Nov 2024	Amended delegation	Add sub-delegate Manager Recreation & Leisure Facilities (Function 2) Grant Concession as per 02/020 Fees and Charges Waiver Policy for a limit of \$1000 excluding GST per customer per financial year.	NCR79858
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	11 Feb 2025	Amended delegation	Amendment - Add sub-delegate Manager Environmental Services Function 2 Grant Concession up to \$1000	Nil

Delegation	Date	Type	Amendment	References
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	16 Dec 2025	Amended delegation	Amendment to delegate conditions, introducing new section "Correction of Errors..." to give clear guidance on who can approve refunds and write off debts in cases where debts have been raised in error or payments made in error. This change will allow the required authorisation to be built into the new system workflows. "12. The Manager Financial Services or Director Corporate Services may correct errors, regardless of amount, in the instance that the charge is proven to have been created and/or allocated to a debtor in error. 13. The Manager Financial Services or Director Corporate Services may authorise the correcting of funds, regardless of amount, in the instance that the charge is proven to have been paid by a debtor in error. The correction may include refunding/returning the funds to the debtor or reallocating the funds to a valid debt in the debtors name."	Document Set ID 1312725
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	8 May 2026	Amended delegation	Amend Delegations – Transferring the function of customer service refunds to a limit of \$100. Add function '4. Authority to issue customer service refunds [r.12(1)]'. Amend subdelegates conditions – Manager Recreation & Leisure Facilities (1070) with Function 2 & 4. Add subdelegates with following subdelegate conditions – Coordinator Aquatic Operations (1071) with function 4; Coordinator Leisure Business (1105) with function 4; Coordinator Sports & Recreation (1143) with function 4; Coordinator Stadium Operations (1089) with function 4; and Customer Service Supervisor - Leisure Facilities (1107) with function 4.	AMENDMENT TO DELEGATION FORM - 1.2.21 PAYMENTS FROM MUNICIPAL OR TRUST FUNDS - 1.2.23 DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS - 08/05/2026 Document Set ID 1360109
1.2.24 Power to Invest and Manage Investments	14 Jun 2021	Amended delegation	Addition of function 2 to job titles "Director Corporate Services" and "Manager Financial Services".	V2 - NCR56023
1.2.24 Power to Invest and Manage Investments	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant	NCR59814

Delegation	Date	Type	Amendment	References
1.2.24 Power to Invest and Manage Investments	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.25 Rate Record Amendment	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant	NCR59814
1.2.25 Rate Record Amendment	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.25 Rate Record Amendment	25 Mar 2024	Amended delegation	Addition of Rates Officer to Functions 1,2,3,4 Addition of Customer Service Officers - Civic Centre to Function 4 Addition of Customer Service Team Leader to Function 4	
1.2.25 Rate Record Amendment	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
1.2.25 Rate Record Amendment	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
1.2.25 Rate Record Amendment	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779
1.2.26 Agreement as to Payment of Rates and Service Charges	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.26 Agreement as to Payment of Rates and Service Charges	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.26 Agreement as to Payment of Rates and Service Charges	22 Feb 2024	Amended delegation	Addition of Rates Officer, Customer Service and Customer Service Team Leader.	
1.2.26 Agreement as to Payment of Rates and Service Charges	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
1.2.26 Agreement as to Payment of Rates and Service Charges	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
1.2.26 Agreement as to Payment of Rates and Service Charges	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779

Delegation	Date	Type	Amendment	References
1.2.27 Determine Due Date for Rates or Service Charges	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.28 Recovery of Rates or Service Charges	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.28 Recovery of Rates or Service Charges	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.29 Recover a Fee or Charge (Excluding Rates)	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.30 Recovery of Rates Debts – Require Lessee to Pay Rent	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.31 Recovery of Rates Debts - Actions to Take Possession of the Land	5 Dec 2025	Amended delegation	CEO Express Power to Subdelegate Add subdelegates - Director Corporate Services & Manager Financial Services Functions Conditions - Nil	Document Set ID 1309819
1.2.32 Rate Record – Objections	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.6 Destruction of Electoral Papers	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.7 Financial Management Systems and Procedures	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.3.7 Financial Management Systems and Procedures	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.8 Infringement Notices	14 Jun 2021	Amended delegation	Addition of job title “Senior Planner”	NCR56023
1.3.8 Infringement Notices	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
1.3.8 Infringement Notices	20 Jan 2022	Amended delegation	Amend job description from “Town Planner” to “Planner”	NCR61946

Delegation	Date	Type	Amendment	References
1.3.8 Infringement Notices	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
1.3.8 Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.3.8 Infringement Notices	6 Mar 2024	Amended delegation	Correction to position title under Conditions to 'Senior Urban Planner' from 'Senior Planner'	Nil
1.3.8 Infringement Notices	27 May 2025	Amended delegation	Remove Lead Ranger	Annual Delegation Review
1.3.8 Infringement Notices	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger - add delegate conditions functions 1, 2	Document ID 242218
1.3.8 Infringement Notices	23 Sep 2025	Amended delegation	Amendment to Delegation form - Building Technician delegations - add delegate conditions functions 2	Document ID 245132
1.3.8 Infringement Notices	9 Apr 2026	Amended delegation	Amendment to Delegation Form Add delegate - Building Support Officer with Conditions (Function 2)	Document Set ID 1348183
1.3.12 Representing Local Government in Court	14 Jun 2021	Amended delegation	Amend job title from "Legal Advisor" to "Senior Legal Counsel"	NCR56023
1.3.12 Representing Local Government in Court	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.3.12 Representing Local Government in Court	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.12 Representing Local Government in Court	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
2.1.1 Emergency Management Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

Delegation	Date	Type	Amendment	References
2.1.1 Emergency Management Powers	30 Aug 2023	Amended delegation	Amend to add Manager Infrastructure Operations to Delegates CM202324/117	NCR71505 - Synergy Ref
2.1.1 Emergency Management Powers	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates	CM202324/292
2.1.1 Emergency Management Powers	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger - add delegate	Document ID 242218
5.1.1 Building Permit Authority Functions	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.1 Building Permit Authority Functions	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.1 Building Permit Authority Functions	3 Dec 2024	Amended delegation	Subdelegate title of "Senior Urban Planner" amended to "Coordinator Urban Planner" due to role title change.	Nil
5.1.2 Demolition Permits	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.2 Demolition Permits	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.2 Demolition Permits	3 Dec 2024	Amended delegation	Subdelegate title of "Senior Urban Planner" amended to "Coordinator Urban Planning" due to role title change.	Nil
5.1.3 Occupancy Permits or Building Approval Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
5.1.3 Occupancy Permits or Building Approval Certificates	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.4 Building Act 2011 Authorised Persons	14 Jun 2021	Amended delegation	Addition of job title "Senior Planner"	NCR56023
5.1.4 Building Act 2011 Authorised Persons	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
5.1.4 Building Act 2011 Authorised Persons	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946
5.1.4 Building Act 2011 Authorised Persons	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.4 Building Act 2011 Authorised Persons	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.4 Building Act 2011 Authorised Persons	9 Apr 2026	Amended delegation	Delegation 5.1.4 Designate Employees as Authorised Persons has been reviewed and updated to confirm alignment with the Building Act 2011, associated enforcement provisions and relevant statutory frameworks and Town policies. The inclusion of relevant statutory frameworks and Town policies strengthens governance alignment between the delegation, legislative requirements, and the Town's policy framework. Amendment to delegation form Add subdelegate - new position Building Support Officer with Conditions (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g)	Document Set ID 1348183
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	8 Nov 2021	Amended delegation	Removal of Persons awarded a contract for the provision of pool inspecting services	NCR59814
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	23 Sep 2025	Amended delegation	Amendment to Delegation - Add Subdelegate Building Technician	Document ID 245132
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	9 Apr 2026	Amended delegation	Delegation 5.1.5 Appoint Authorised Persons (Swimming Pool Barrier Inspectors) has been reviewed and updated to ensure the function and legislative references align with the Building Regulations 2012, including the statutory requirement to inspect private swimming pool barriers at least once every four years [r. 52A]. The update ensures the delegation accurately reflects the statutory inspection requirements for private swimming pool safety barriers under the Building Regulations 2012 [r. 52A and r. 53] and improves legislative clarity and consistency within the Register of Delegated Authority. Amendment to Delegation form Add subdelegate - new position Building Support Officer with nil conditions	Document Set ID 1348183
5.1.6 Building Orders	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.6 Building Orders	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.7 Building Compliance & Certification Functions	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460

Delegation	Date	Type	Amendment	References
5.1.7 Building Compliance & Certification Functions	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.7 Building Compliance & Certification Functions	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946
5.1.7 Building Compliance & Certification Functions	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.7 Building Compliance & Certification Functions	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.7 Building Compliance & Certification Functions	23 Sep 2025	Amended delegation	Amendment to Delegation form - Add Subdelegate Building Technician	Document ID 245132
5.1.7 Building Compliance & Certification Functions	16 Oct 2025	Amended delegation	Removal of title of Place Facilitator	Nil

Delegation	Date	Type	Amendment	References
5.1.7 Building Compliance & Certification Functions	9 Apr 2026	Amended delegation	Consolidated Delegations 5.1.7 Inspection and Copies of Building Records, 5.1.8 Referrals and Issuing Certificates, 5.1.9 Private Pool Barrier – Alternative and Performance Solutions, and 5.1.10 Smoke Alarms – Alternative Solutions have been consolidated into a single delegation titled 5.1.7 Building Records, Certification and Alternative Solutions. The delegation has also been updated to include alignment with relevant statutory frameworks and Town policies. The delegations contained related administrative and compliance functions relating to building records, referrals, certification and alternative building solutions. Consolidating them removes duplication and improves clarity within the Register of Delegated Authority while retaining the full statutory powers required under the Building Act 2011 and Building Regulations 2012. The inclusion of relevant statutory frameworks and Town policies strengthens governance alignment between the delegation, legislative requirements, and the Town's policy framework. Amendment to Delegation form Add subdelegate - new position Building Support Officer with conditions (Function 1)	Document Set ID 1348183
6.2.1 Make Request to FES Commissioner – Control of Fire	30 Aug 2023	Amended delegation	Add Deputy Chief Bush Fire Control Officer (DCBFCO) and Coordinator Ranger Services CM202324/117	NCR71505 - Synergy Ref
6.2.2 Prohibited Burning Times - Variation and Control of Activities	30 Aug 2023	Amended delegation	Remove Chief Bush Fire Control Officer (CBFCO) and add Deputy Chief Bush Fire Control Officer (DCBFCO) CM202324/117	NCR71505 - Synergy Ref
6.2.3 Prohibited Burning Times – Control Activities	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
6.2.3 Prohibited Burning Times – Control Activities	30 Aug 2023	Amended delegation	Remove Functions 1 and 5 from Chief Bush Fire Control Officer (CBFCO), Add Deputy Chief Bush Fire Control Officer (DCBFCO) with Functions 1, 3, 4 and 5. Council Decision CM202324/117	NCR71505

Delegation	Date	Type	Amendment	References
6.2.4 Restricted Burning Times – Vary and Control Activities	30 Aug 2023	Amended delegation	Separate Ranger and Emergency Services Advisor from the Deputy Chief Bush Fire Control Officer (DCBFCO) and give the same functions. Chief Bush Fire Control Officer (CBFCO) to only have Function 1. Council Decision CM202324/117	NCR71505
6.2.5 Control of Operations Likely to Create Bush Fire Danger	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
6.2.5 Control of Operations Likely to Create Bush Fire Danger	30 Aug 2023	Amended delegation	Separate Ranger & Emergency Services Advisor from the Deputy Chief Bush Fire Control Officer (DCBFCO) and give the same functions. Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.5 Control of Operations Likely to Create Bush Fire Danger	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate conditions functions 1, 2	Document ID 242218
6.2.6 Burning Garden Refuse / Open Air Fires	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
6.2.6 Burning Garden Refuse / Open Air Fires	30 Aug 2023	Amended delegation	Remove Chief Bush Fire Control Officer (CBFCO). Add Deputy Chief Bush Fire Control Officer (DCBFCO) Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.6 Burning Garden Refuse / Open Air Fires	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate	Document ID 242218
6.2.7 Firebreaks	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
6.2.7 Firebreaks	30 Aug 2023	Amended delegation	Remove Chief Bush Fire Control Officer (CBFCO). Add Deputy Chief Bush Fire Control Officer (DCBFCO). Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.7 Firebreaks	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate conditions function 1	Document ID 242218
6.2.8 Appoint Bush Fire Control Officers and Fire Weather Officer	20 Jan 2022	Amended delegation	Addition of position "Bushfire Risk Management Planning Officer"	NCR61946

Delegation	Date	Type	Amendment	References
6.2.8 Appoint Bush Fire Control Officers and Fire Weather Officer	30 Aug 2023	Amended delegation	Add express power of duty delegated s. 38A FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer. Remove Chief Bush Fire Control Officer (CBFCO). Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.9 Control and Extinguishment of Bush Fires	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
6.2.9 Control and Extinguishment of Bush Fires	30 Aug 2023	Amended delegation	Add Deputy Chief Bush Fire Control Officer (DCBFCO). Add Director Regulatory Services. Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.9 Control and Extinguishment of Bush Fires	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate	Document ID 242218
6.2.12 Prosecution of Offences and Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
6.2.12 Prosecution of Offences and Infringement Notices	23 Dec 2024	Amended delegation	Addition of Delegate - Deputy Chief Bush Fire Control Officer	Amended to Match existing Authorisation Certificate
6.2.12 Prosecution of Offences and Infringement Notices	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate	Document ID 242218
7.1.1 Cat Administration	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
7.1.1 Cat Administration	5 Oct 2022	Amended delegation	Delegations 7.1.1, 7.1.3 and 8.1.1 – Changed position title from 'Customer Service Officer' to 'Customer Service Officers (excl. Leisure).	NLB66887
7.1.1 Cat Administration	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.1 Cat Administration	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil

Delegation	Date	Type	Amendment	References
7.1.1 Cat Administration	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
7.1.1 Cat Administration	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779
7.1.1 Cat Administration	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions functions 1, 3, 6	Document ID 242218
7.1.1 Cat Administration	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer, add conditions functions 1, 4	Document ID 246722
7.1.2 Cat Act 2011 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.2 Cat Act 2011 Authorised Persons	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 242218
7.1.2 Cat Act 2011 Authorised Persons	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer	Document ID 246722
7.1.3 Approval to Breed Cats	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
7.1.3 Approval to Breed Cats	30 Jun 2022	Amended delegation	Delegations 7.1.1, 7.1.3 and 8.1.1 – Changed position title from 'Customer Service Officer' to 'Customer Service Officers (excl. Leisure).	NLB66887
7.1.3 Approval to Breed Cats	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.3 Approval to Breed Cats	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
7.1.3 Approval to Breed Cats	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
7.1.3 Approval to Breed Cats	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779

Delegation	Date	Type	Amendment	References
7.1.4 Appoint Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.4 Appoint Authorised Persons	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions functions 2a, 2b, 2c, 2d, 2e, 2f, 2g	Document ID 242218
7.1.4 Appoint Authorised Persons	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer, add Conditions function 2a, 2b, 2c, 2d	Document ID 246722
7.1.6 Applications to Keep Additional Cats	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.6 Applications to Keep Additional Cats	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions functions 1, 2	Document ID 242218
7.2.1 Infringement Notices – Extensions and Withdrawals	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.1 Dog Registration	14 Jun 2021	Amended delegation	Removal of title "Customer Service Supervisor"; Addition of job title "Customer Service Team Leader"	NCR56023
8.1.1 Dog Registration	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
8.1.1 Dog Registration	30 Jun 2022	Amended delegation	Delegations 7.1.1, 7.1.3 and 8.1.1 – Changed position title from 'Customer Service Officer' to 'Customer Service Officers (excl. Leisure).	NLB66887
8.1.1 Dog Registration	5 Oct 2022	Amended delegation	NLB66887	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.

Delegation	Date	Type	Amendment	References
8.1.1 Dog Registration	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
8.1.1 Dog Registration	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
8.1.1 Dog Registration	18 Nov 2024	Amended delegation	New Subdelegate - Coordinator Customer Experience	NCR79779
8.1.1 Dog Registration	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 2442218
8.1.1 Dog Registration	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer	Document ID 246722
8.1.2 Kennel Establishments	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.2 Kennel Establishments	1 Aug 2025	Amended delegation	Add Subdelegate - Coordinator Ranger Services Function 2	GOV - Authorisations - Delegation Register Updates - NEW OR AMENDMENT TO DELEGATION FORM - 8.1.2 KENNEL ESTABLISHMENTS - COORDINATOR RANGER SERVICES - 06/08/2025 ID 213825
8.1.3 Dog Act 1976 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.3 Dog Act 1976 Authorised Persons	26 Jun 2024	Amended delegation	Add Director Regulatory Services to function 2b - to declare a dog to be dangerous	CM202324/292
8.1.3 Dog Act 1976 Authorised Persons	19 Jun 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger Delegations - Subdelegate conditions functions of 2 (d), 2(f), 2(h) and 2(i).	Document ID 242218

Delegation	Date	Type	Amendment	References
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed	19 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Trainee Ranger	Document ID 242218
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer	Document ID 246722
8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
9.1.1 Animal Welfare Act 2002 General Inspector	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
10.1.1 Prohibition Orders	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.1 Food Business	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.1 Prohibition Orders	30 Aug 2023	Amended delegation	Add "Senior Environmental Health Officer" Add "Environmental Health Officer". Council Decision: CM202324/117	NCR71505 - Synergy Ref
10.1.1 Food Business	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation Apply F1 only to positions below Senior level	CM202324/292
10.1.4 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.4 Authorised Persons	25 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
10.1.5 Designated Officers and Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

Delegation	Date	Type	Amendment	References
10.1.5 Designated Officers and Infringement Notices	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
10.1.7 Food Businesses List – Public Access	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.7 Food Businesses List – Public Access	30 Aug 2023	Amended delegation	Add "Environmental Health Officer" to Delegates	NCR71505
11.1.1 Notices and Determination of Objections	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
11.1.1 Notices and Determination of Objections	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
11.1.3 Obliterate Graffiti on Private Property	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
11.1.3 Obliterate Graffiti on Private Property	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
11.1.3 Obliterate Graffiti on Private Property	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates	CM202324/292
11.1.4 Powers of Entry	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
11.1.4 Powers of Entry	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations (F1 & F2)	CM202324/292
12.1.1 Register and Withdraw Infringement Notices	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614

Delegation	Date	Type	Amendment	References
12.1.1 Register and Withdraw Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
12.1.1 Register and Withdraw Infringement Notices	30 Aug 2023	Amended delegation	Add "Manager Planning and Economic Development". Remove "Manager Town Planning & Development".	NCR71505
12.1.1 Register and Withdraw Infringement Notices	26 Jun 2024	Amended delegation	Add Senior Urban Planner	CM202324/292
12.1.1 Register and Withdraw Infringement Notices	19 Sep 2025	Amended delegation	Amendment to Delegation form - Delegate Trainee Ranger, Add Conditions function 1	Document ID242218
12.1.1 Register and Withdraw Infringement Notices	23 Sep 2025	Amended delegation	Amendment to Delegation form - Add Delegate Building Technician, Add Conditions Function 1	Document ID 245132
12.1.1 Register and Withdraw Infringement Notices	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add Delegates Senior Environmental Officer & Environmental Health Officer, Conditions function 1	Document ID 246725
13.1.1 Litter Act 1979 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
13.1.1 Litter Act 1979 Authorised Officers	19 Sep 2025	Amended delegation	Amendment to Delegation form - Add delegate Trainee Ranger, Add Conditions function 1, 3	Document ID 242218
14.1.1 Control of Vehicles (Off Road Areas) Act 1978 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
14.1.1 Control of Vehicles (Off Road Areas) Act 1978 Authorised Persons	19 Sep 2025	Amended delegation	Amendment to Delegation form - Add delegate Trainee Ranger, Add Conditions function 1, 3	Document ID 242218
15.1.1 Liquor Compliance Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
15.1.1 Liquor Compliance Certificates	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

Delegation	Date	Type	Amendment	References
15.1.1 Liquor Compliance Certificates	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
17.1.1 Health (Miscellaneous Provisions) Act 1911 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
17.1.1 Health (Miscellaneous Provisions) Act 1911 Authorised Officers	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
18.1.1 Caravan Parks and Camping Grounds Act 1995 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
18.1.3 Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
18.1.3 Infringement Notices	30 Aug 2023	Amended delegation	Director Regulatory Services and CEO to have Functions 1, 2 and 3. All other delegates to only have Functions 1 and 2. Council Decision: CM202324/117	NCR71505
18.1.3 Infringement Notices	19 Sep 2025	Amended delegation	Remove Lead Ranger Amendment to Delegation form - Add delegate Trainee Ranger, Add Conditions function 1, 2	Document ID 242218
18.1.4 Camping other than at Caravan Park or Camping Ground	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
19.1.1 Illegal Development	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.1 Planning and Development Act 2005 Authorised Persons	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
19.1.1 Planning and Development Act 2005 Authorised Persons	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
19.1.1 Illegal Development	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.1 Planning and Development Act 2005 Authorised Persons	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Economic Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.1 Illegal Development	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.1 Planning and Development Act 2005 Authorised Persons	26 Jun 2024	Amended delegation	Add Urban Planner. Remove Building Surveyor.	CM202324/292
19.1.2 Consultation Subdivision	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.2 Consultation Subdivision	30 Aug 2023	Amended delegation	Amend title of "Manager Town Planning & Development" to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.2 Consultation Subdivision	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.4 Structure & Development Plans	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.4 Reports to the Development Assessment Panel	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.4 Structure & Development Plans	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning and Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505

Delegation	Date	Type	Amendment	References
19.1.4 Reports to the Development Assessment Panel	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Economic Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.4 Reports to the Development Assessment Panel	1 May 2025	Amended delegation	Amendment to LGA1995: (2) Regulations under section 9.59 may — (a) provide that a DAP function of a local government — (i) must be performed for and on behalf of the local government by the CEO or employees authorised by the CEO; and (ii) cannot be performed by the local government in any other manner (for example, by the council or a committee of the council); and (b) otherwise deal with or regulate — (i) the performance of a DAP function of a local government as referred to in paragraph (a); and (ii) authorisations referred to in paragraph (a)(i); and (iii) supplementary or incidental matters. (3) Regulations made for the purposes of subsection (2) have effect despite any other provision of this Act.	Local Government Amendment Act 2024
19.2.1 Development Applications	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.1 Development Applications	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
19.2.1 Development Applications	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505

Delegation	Date	Type	Amendment	References
19.2.1 Development Applications	26 Jun 2024	Amended delegation	Add Urban Planner to F3 & F4 Add F3 and F4 to the effect of; 3. To determine development applications that have a value less than \$5000000 and impose conditions (r.68) 4. To determine whether to amend or cancel development applications with a value less than \$5000000 and impose conditions [r.77]. Add note to conditions to the effect of; Development approval functions for single houses and associated development, except in relation to a heritage protected place, must be determined by the Chief Executive Officer and subdelegates as described in 19.2.1 Development Applications, in accordance with Amendments to the Planning & Development Act 2005 s.257C.	CM202324/292
19.2.1 Sign Development Applications for Crown Land as Owner	26 Jun 2024	Amended delegation	Amend Head of Power detail	
19.2.1 Development Applications	25 Nov 2024	Amended delegation	The title of Senior Urban Planner was changed to Coordinator Urban Planning. The title of Urban Planner was changed to Senior Urban Planner. Functions remain the same.	Nil
19.2.2 Strata Titles Scheme	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.2 Strata Titles Scheme	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.2.2 Strata Titles Scheme	26 Jun 2024	Amended delegation	Amend Head of Power detail	
19.2.3 Authorised Person – Entry & Inspection Powers	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.3 Port Hedland West End Improvement Scheme No.1	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
19.2.3 Authorised Person – Entry & Inspection Powers	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
19.2.3 Port Hedland West End Improvement Scheme No.1	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
19.2.3 Authorised Person – Entry & Inspection Powers	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.2.3 Port Hedland West End Improvement Scheme No.1	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.2.3 Authorised Person – Entry & Inspection Powers	26 Jun 2024	Amended delegation	Change title to Authorised Person – Entry & Inspection Powers from Authorised Person – Infringement Notices and Inspection Powers. Add Urban Planner, Senior Strategic Planner, Senior Planner, Graduate Planner, Project Officer – Strategic Planner, Planning & Development Support Officer.	CM202324/292
19.2.3 Port Hedland West End Improvement Scheme No.1	26 Jun 2024	Amended delegation	Amend Head of Power detail	
19.2.3 Authorised Person – Entry & Inspection Powers	15 Sep 2025	Amended delegation	Amendment to Delegation form - Add Subdelegate Building Technician	Document ID 245132
19.2.3 Port Hedland West End Improvement Scheme No.1	24 Sep 2025	Amended delegation	Annual Delegation Review - Change to conditions (i) : have development value of MORE than \$10,000,000; (changed from 'Less' to 'more')	Ordinary Council Meeting Resolution CM202526/119
20.1.1 Environmental Protection Act 1986 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
20.1.1 Environmental Protection Act 1986 Authorised Persons	26 Jun 2024	Amended delegation	Amend Head of Power detail	

Delegation	Date	Type	Amendment	References
20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.1.3 Noise Management Plans – Construction Sites	26 Jun 2024	Amended delegation	Amend Head of Power detail	



Town of Port Hedland Register of Delegated Authority

REVIEW

Reviewed by	Date approved	References
Council	3 Jun 2021	CM202021/163
Council	30 Jun 2022	CM202122/248
Council	30 Aug 2023	CM202324/118
Council	25 Jun 2024	CM202324/292
Council	24 Sep 2025	CM202526/119

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DELEGATIONS

01 Local Government Act 1995

Local Government Act 1995

01.1 Local Government Council to Committees of Council

Delegation	1.1.1 Audit, Risk and Improvement Committee
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.16 Delegation of some powers and duties to certain committees s. 5.17 Limits on delegation of powers and duties to certain committees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 7.12A(2) Duties of local government with respect to audits, a local government is to meet with the auditor of the local government at least once in every year.
Function	Authority for the Audit, Risk and Improvement Committee to meet with the Town of Port Hedland's auditor at least once in every year on behalf of the Council, as required in section 7.12A(2) of the <i>Local Government Act 1995</i> .
Delegates	Audit, Risk and Improvement Committee
Conditions	This delegation does not provide for the Audit, Risk and Improvement Committee to undertake any other of the local government's duties in respect to audits. Where a management letter or audit report raises significant issues, the local government's meeting with the Auditor must be directed to the Council.
Statutory framework	<i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Auditor General Act 2006</i>
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Town of Port Hedland Audit, Risk and Improvement Committee Terms of Reference
Date adopted	29 April 2026
Adoption references	CM202627/155
Last reviewed	29 April 2026

01.2 Local Government Council to Chief Executive Officer

Delegation	1.2.1 Appoint Authorised Persons [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.10 Appointment of authorised persons ~~s. 9.10(1) & (2) Appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws or subsidiary legislation made under an Act and a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment.~~ <u>s. 9.10(1) & (2) Appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or subsidiary legislation made under an Act and a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment.</u> s. 3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]
Function	1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. [s. 9.10]. 2. Appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws. Law means any of the following - Local Government Act 1995, Caravan Parks and Camping Grounds Act 1995, Cat Act 2011, Cemeteries Act 1986, Control of Vehicles (Off-road Areas) Act 1978, the Dog Act 1976, subsidiary legislation made under an Act and a written law prescribed for the purposes of this section; specified means specified in the instrument of appointment. 3. Authority to appoint authorised persons for the purposes of the <i>Graffiti Vandalism Act 2016</i>, which prescribes Part 9 of the <i>Local Government Act 1995</i> as the enabling power [s.15 of the <i>Graffiti Vandalism Act 2016</i>].
Delegates	Chief Executive Officer (1009)
Conditions	A register of Authorised Persons is to be maintained as a Local Government Record. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. The CEO must provide to each person appointed an identity card that on the front of the card, sets out - the name and official insignia of the local government; and the name of the person; and a recent photograph of the person. On the back of the card, specify each law to which the person's appointment relates. [s. 9.10(4)]

Statutory framework	<i>Building Act 2011</i> - [s. 96(3)] authorised persons <i>Building Regulations 2012</i> - [r. 5A] designate authorised persons <i>Bush Fires Act 1954</i> - [s. 38] Local Government to appoint bush fire control officers <i>Caravan Parks and Camping Grounds Act 1995</i> - [s. 5(1)(b)] authorised person appointed under Local Government Act <i>Cat Act 2011</i> - [s. 48] authorised persons <i>Control of Vehicles (Off-road Areas) Act 1978</i> - [s. 38(3)(a)] authorised persons <i>Dog Act 1976</i> - [s. 45] appointment authorised persons <i>Graffiti Vandalism Act 2016</i> - [s. 16] delegation by local government <i>Planning and Development Act 2005</i> - [s. 234] appointment of designated persons <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> - [r. 84D] authorisation of local government employees Town of Port Hedland Local Laws: Animals, Environment and Nuisances Local Law 2016 Bush Fire Brigades Local Law 2017 Cemetery Local Law 2015 Health Local Law 2016 Parking Local Law 2015 Public Places and Local Government Property Local Law 2016 Standing Orders Local Law 2014 Dogs Local Law 2021 Waste Local Law 2020 - Effective 27 August 2021 Waste Local Law Notice of Undertaking Waste Amendment Local Law 2022 Public Places and Local Government Property Amendment Local Law 2022 authorised person means a person appointed by the local government, under section 9.10 of the Act to perform all or any of the functions conferred on an authorised person under this local law.
Policy	Nil – authority derived directly from the Act and Regulations
Record keeping	~~Local Government Act 1995~~ ~~Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.~~ ~~s. 5.46(3) & Local Government (Administration) Regulations 1996 r. 19~~ ~~A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.~~

Delegation	1.2.2 Performing Functions outside the District [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.20(1) Performing functions outside district~~ <u>s. 3.20(1) Performing functions outside district</u>
Function	~~Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].~~ <u>Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the district and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s. 3.20(1)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant allocation within the Annual Budget and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met the matter must be referred for Council decision.
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.3 Compensation for Damage Incurred when Performing Executive Functions [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.22(1) Compensation~~ <u>s. 3.22(1) Compensation</u> ~~s.3.23 Arbitration~~ <u>s. 3.23 Arbitration</u>
Function	~~In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].~~ <u>In accordance with the s. 3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s. 3.22(1)].</u> ~~Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.~~ <u>Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s. 3.23.</u>
Delegates	Chief Executive Officer (1009)
Conditions	Delegation is limited to settlements which do not exceed a material value of \$20,000.
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.4 Powers of Entry [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 3.28 When this Subdivision applies s. 3.32 Notice of entry s. 3.33 Entry under warrant s. 3.34 Entry in emergency s. 3.36 Opening fences
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s. 3.32]. 3. Authority to seek and execute an entry under warrant [s. 3.33]. 4. Authority to determine an emergency exists for the purposes of emergency powers of entry to perform local government functions [s. 3.34(2)] 5. Authority to execute entry in an emergency, using such force as is reasonable [s. 3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s. 3.36].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	This delegation operates under Part 3 Division 3 of the Local Government Act 1995, which establishes powers for authorised persons to enter land for the purposes of performing local government functions, including entry under warrant and entry in emergency situations Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	~~Local Government Act 1995~~ <u>Local Government (Administration) Regulations 1996 -s. 5.46(3) & Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u> ~~Local Government (Administration) Regulations 1996 r. 19~~ A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.5 Declare Vehicle is Abandoned Vehicle Wreck [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer (1009)
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25 June 2024 CM202324/292
Last reviewed	24 September 2025

Delegation	1.2.6 1.2.5 Remove and Impound any goods and abandoned Vehicle Abandoned Vehicles [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.39 Power to remove and impound s.3.40(1) Vehicle may be removed if goods to be impounded are in or on vehicle s.3.40A Abandoned vehicle wreck may be taken
Function	1. Remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 2. Remove and impound any goods that are in or on a vehicle and authority to enter the vehicle for the purpose of removing it to a place where the goods may be conveniently unloaded and impounded [s.3.40(1)]. 3. Remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck [s.3.40A(1)]. 4. <u>Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~Nil~~ <u>Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Confiscated or Uncollected Goods or alternatively, referred for Council decision.</u>
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.7 Confiscated or Uncollected Goods [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.39 Power to remove and impound~~ <u>s. 3.39 Power to remove and impound</u> ~~s.3.46 Goods May be withheld until costs paid~~ <u>s. 3.46 Goods May be withheld until costs paid</u> ~~s.3.47 Confiscated or uncollected goods, disposal of~~ <u>s. 3.47 Confiscated or uncollected goods, disposal of</u> ~~s.3.48 Impounding expenses, recovery of~~ <u>s. 3.48 Impounding expenses, recovery of</u>
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer (1009)
Conditions	~~Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.~~ <u>Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Local Government (Functions and General) Regulations 1995 r.30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</u>
Statutory framework	<u>Local Government (Functions and General) Regulations 1995</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.8 Disposal of Sick or Injured Animals [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.47A Sick or injured animals, disposal of~~ <u>s. 3.47A Sick or injured animals, disposal of</u> ~~s.3.48 Impounding expenses, recovery of~~ <u>s. 3.48 Impounding expenses, recovery of</u>
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely ~~destroy the animal and dispose of the carcass [s.3.47A(1)]~~ <u>destroy the animal and dispose of the carcass [s. 3.47A(1)]</u>. 2. ~~Authority to recover expenses incurred for removing~~ <u>Authority to recover expenses incurred for removing</u>, impounding, and disposing of confiscated or uncollected ~~goods [s.3.48]~~ <u>goods [s. 3.48]</u>.
Delegates	Chief Executive Officer (1009)
Conditions	Delegation only to be used where the delegate's reasonable efforts to identify and contact an owner have failed.
Statutory framework	<u>Cat Act 2011</u> <u>Dog Act 1976</u> <u>Town of Port Hedland Dogs Local Law 2021</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.9 Close Thoroughfares to Vehicles [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.50 Closing certain thoroughfares to vehicles~~ <u>s. 3.50 Closing certain thoroughfares to vehicles</u> ~~s.3.50A Partial closure of thoroughfare for repairs or maintenance~~ <u>s. 3.50A Partial closure of thoroughfare for repairs or maintenance</u> ~~s.3.51 Affected owners to be notified of certain proposals~~ <u>s. 3.51 Affected owners to be notified of certain proposals</u>
Function	~~Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)].~~ <u>Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s. 3.50(1)].</u> - Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: - give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and ~~consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].~~ <u>consider submissions relevant to the road closure/s proposed [s. 3.50(1a), (2) and (4)].</u> ~~Authority to revoke an order to close a thoroughfare [s.3.50(6)].~~ <u>Authority to revoke an order to close a thoroughfare [s. 3.50(6)].</u> ~~Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A].~~ <u>Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s. 3.50A].</u> ~~Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].~~ <u>Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s. 3.51].</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].~~ <u>If under Function 1 [s.3.50(1)], a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s. 3.50(8)].</u>
Statutory framework	<u>Road Traffic (Events on Roads) Regulations 1991</u> <u>Town of Port Hedland Local Laws</u>

Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

DRAFT

Delegation	1.2.10 Control Reserves and Certain Unvested Facilities [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.53(3) Control of certain unvested facilities~~ <u>s. 3.53(3) Control of certain unvested facilities</u> ~~s.3.54(1) Reserves under control of local governments~~ <u>s. 3.54(1) Reserves under control of local government</u>
Function	~~1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]~~ <u>Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s. 3.53(3)].</u> ~~2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Town that the Town could do under s.5 of the Authority to do anything for the purpose of controlling and managing land under the control and management of the Town, that the Town could do under s. 5 of the Parks and Reserves Act 1895. [s.3.54(1)].~~ <u>[s. 3.54(1)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
Statutory framework	<u>Parks and Reserves Act 1895</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.11 Obstruction of Footpaths and Thoroughfares [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.25(1) Notices requiring certain things to be done by owner or occupier of~~ <u>s. 3.25(1) Notices requiring certain things to be done by owner or occupier of</u> land ~~Local Government (Uniform Local Provisions) Regulations 1996:~~ ~~r.5(2) Interfering with, or taking from, local government land~~ <u>Local Government (Uniform Local Provisions) Regulations 1996:</u> ~~r.6 Obstruction of public thoroughfare by things placed and left – Sch. 9.1 cl. r. 5(2) Interfering with, or taking from, local government land~~ <u>3(1)(a)</u> ~~r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b)~~ <u>r. 6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)</u> ~~r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)~~ <u>r. 7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b)</u> ~~r. 7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)~~

DRAFT

Function	~~1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice [s.3.25(1)].~~ <u>Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice [s. 3.25 (1)].</u> - Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: - prevent damage to the footpath; or ~~prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].~~ <u>prevent inconvenience to the public or danger from falling materials [ULP r. 5 (2)].</u> ~~Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].~~ <u>Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r. 6(2) and (4)].</u> ~~Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].~~ <u>Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r. 6(4)(d)].</u> ~~Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].~~ <u>Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r. 6(5)(b)].</u> ~~Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].~~ <u>Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r. 6(5)(d)].</u> ~~Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r. 6(6)].~~ ~~Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r. 7A].~~ ~~Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r. 7].~~
Delegates	Chief Executive Officer (1009)

Conditions	a. ~~Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.~~ <u>Actions under this delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</u> b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	<u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u><i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.12 Gates across Public Thoroughfares [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> ~~r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)~~ <u>r. 9 Permission to have gate across public thoroughfare – Sch.9.1 cl. 5(1)</u>
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government ~~thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]~~ <u>thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r. 9(1)]</u>. 2. ~~Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]~~ <u>Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r. 9(2)]</u>. 3. ~~Authority to impose conditions on granting permission [ULP r.9(4)]~~ <u>Authority to impose conditions on granting permission [ULP r. 9(4)]</u>. 4. ~~Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]~~ <u>Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r. 9(5)]</u>. 5. ~~Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)]~~ <u>Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r. 9(6)]</u>.
Delegates	Chief Executive Officer (1009)
Conditions	a. ~~Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.~~ b. ~~Each approval provided must be recorded in the Town's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.~~ <u>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</u>
Statutory framework	<u>Local Government (Uniform Local Provisions) Regulations 1996</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations</u>

Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u> <u>Each approval provided must be recorded in the Town's Statutory Register of Gates in accordance with Regulation 8.</u>

DRAFT

Delegation	1.2.13 ~~Public Thoroughfare – Dangerous Excavations~~ Dangerous Excavations of Public Thoroughfare [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> ~~r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – r. 11(1), (4), (6)(c), (7)(c) – (d) & (8) - Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl. 6~~ <u>Sch.9.1-cl.6</u>
Function	~~1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].~~ <u>Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r. 11(1)].</u> ~~2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].~~ <u>Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r. 11(4)].</u> ~~3. Authority to impose conditions on granting permission [ULP r.11(6)].~~ <u>Authority to impose conditions on granting permission [ULP r. 11(6)].</u> ~~4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].~~ <u>Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r. 11(6)(c)].</u> ~~5. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r. 11(7)(c)].~~ <u>Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r. 11(7)(c)].</u> ~~6. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [r. 11(7)(d)].~~ <u>Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [r. 11(7)(d)].</u> ~~7. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r. 11(8)].~~ <u>Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r. 11(8)].</u>
Delegates	Chief Executive Officer (1009)

Conditions	~~a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.~~ ~~b. Permission may only be granted where, the proponent has:-~~ ~~i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.~~ ~~ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.~~ ~~iii. Provided evidence of sufficient Public Liability Insurance.~~ ~~iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.~~ <u>Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</u> <u>Permission may only be granted where, the proponent has:</u> <u>a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</u> <u>b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</u> <u>c. Provided evidence of sufficient Public Liability Insurance.</u> <u>d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</u>
Statutory framework	<u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u><i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.14 Crossing – Construction, Repair and Removal [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> ~~r.12(1) Crossing from public thoroughfare to private land or private~~ <u>r. 12(1) Crossing from public thoroughfare to private land or private</u> thoroughfare – Sch.9.1 cl.7(2) ~~r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)~~ <u>r. 13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)</u>
Function	~~1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)].~~ <u>Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r. 12(1)].</u> ~~2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].~~ <u>Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r. 12(1)(a)].</u> ~~3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].~~ <u>Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r. 13(1)].</u> ~~4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].~~ <u>Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r. 13(2)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~Actions under this Delegation must comply with procedural~~ <u>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</u> ~~requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.~~
Statutory framework	<u>Local Government (Uniform Local Provisions) Regulations 1996</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.15 Private Works on, over or under Public Places [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	~~Local Government Act 1995~~ <u>Local Government (Uniform Local Provisions) Regulations 1996:</u> ~~r.17 Private works on, over, or under public places – Sch.9.1 cl.8~~ <u>r. 17 Private works on, over, or under public places – Sch. 9.1 cl. 8</u>
Function	~~1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]~~ <u>Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r. 17(3)].</u> ~~2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)]~~ <u>Authority to impose conditions on permission including those prescribed in r. 17(5) and (6).</u> ~~3. Authority to determine, as a condition of granting permission for private works in public places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs if the damage is not made good by the applicant [ULP r. 17(5)(b)]~~ <u>Authority to determine, as a condition of granting permission for private works in public places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs if the damage is not made good by the applicant [ULP r. 17(5)(b)].</u> ~~4. Authority to determine whether repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [ULP r. 17(6)(c)]~~ <u>Authority to determine whether repairs to damage resulting from excavation or protective structures have been repaired satisfactorily [ULP r. 17(6)(c)].</u>
Delegates	Chief Executive Officer (1009)

Conditions	~~a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.~~ ~~b. Permission may only be granted where, the proponent has:-~~ ~~i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.~~ ~~ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.~~ ~~iii. Provided evidence of sufficient Public Liability Insurance.~~ ~~iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.~~ <u>Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</u> <u>Permission may only be granted where, the proponent has:</u> <u>a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</u> <u>b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</u> <u>c. Provided evidence of sufficient Public Liability Insurance.</u> <u>d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</u>
Statutory framework	<u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations</u>
Record keeping	<u><i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> ~~r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12~~ <u>r. 21(1) Wind erosion and sand drifts – Sch. 9.1 cl. 12</u>
Function	Authority to give notice to an owner / occupier of land if it is considered that clearing the owner / occupier's land might cause local government land having a common boundary, will be adversely affected by wind erosion or sand drift [ULP ~~r.21(1)~~ <u>r. 21(1)</u>]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.17 Expressions of Interest for Goods and Services [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.57 Tenders for providing goods or services~~ <u>s. 3.57 Tenders for providing goods or services</u> ~~Local Government (Functions and General) Regulations 1996:~~ ~~r.21 Limiting who can tender, procedure for~~ <u>Local Government (Functions and General) Regulations 1996:</u> ~~r.23 Rejecting and accepting expressions of interest to be acceptable tenderer~~ <u>r. 21 Limiting who can tender, procedure for</u> ~~r. 23 Rejecting and accepting expressions of interest to be acceptable tenderer~~
Function	~~1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]~~ <u>Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r. 21].</u> ~~2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23]~~ <u>Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r. 23].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government (Functions and General) Regulations 1996</u> <u>Local Government (Financial Management) Regulations 1996</u>
Policy	<u>2/007 Procurement Policy</u> <u>2/016 Regional Price Preference</u> <u>2/022 Panel of Pre-Qualified Suppliers</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u> <u>Local Government (Functions and General) Regulations 1996 Regulation 17 Tenders register, the CEO is responsible for keeping the tenders register and making it available for public inspection.</u> <u>All records and documents associated with the panel process must be recorded and retained as defined within the State Records Act 2000 and the Town's Records Keeping Policy.</u>

Delegation	1.2.18 Tenders for Goods and Services [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.57 Tenders for providing goods or services~~ <u>s. 3.57 Tenders for providing goods or services</u> ~~Local Government (Functions and General) Regulations 1996:~~ ~~r.11 When tenders have to be publicly invited~~ <u>Local Government (Functions and General) Regulations 1996:</u> ~~r.13 Requirements when local government invites tenders though not required to do so~~ <u>r. 11 When tenders have to be publicly invited</u> ~~r.14 Publicly inviting tenders, requirements for~~ <u>r. 13 Requirements when local government invites tenders though not required to do so</u> ~~r.18 Rejecting and accepting tenders~~ <u>r. 14 Publicly inviting tenders, requirements for</u> ~~r.20 Variation of requirements before entry into contract~~ <u>r. 18 Rejecting and accepting tenders</u> ~~r.21A Varying a contract for the supply of goods or services~~ <u>r. 20 Variation of requirements before entry into contract</u> ~~r. 21A Varying a contract for the supply of goods or services~~
Function	~~1. Authority to call tenders [F&G r.11(1)]~~ <u>Authority to call tenders [F&G r. 11(1)]</u> ~~2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(2)(f)]~~ <u>Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r. 11(2)(f)]</u> ~~3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration is included in the adopted Annual Budget [F&G r.11(2)]~~ <u>Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration is included in the adopted Annual Budget [F&G r. 11(2)]</u> ~~4. Authority to invite tenders although not required to do so [F&G r.13]~~ <u>Authority to invite tenders although not required to do so [F&G r. 13]</u> ~~5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]~~ <u>Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r. 14(2a)]</u> ~~6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]~~ <u>Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r. 14(4)(a)]</u> ~~7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]~~ <u>Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r. 14(5)]</u> ~~8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]~~ <u>Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r. 18(4)]</u> ~~9. Authority to accept compliant, or reject non-compliant, tenders on the requirements specified, up to \$500,000 ex GST value detailed as a condition on this Delegation, and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]~~ <u>Authority to accept compliant, or reject non-compliant, tenders on the</u>

	requirements specified, up to \$500,000 ex GST value detailed as a condition on this Delegation, and in accordance with the requirements of the Functions and General Regulations [F&G r. 18(2) and (4)]. 10. ~~Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)].~~ <u>Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r. 20(1) and (3)].</u> 11. ~~Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].~~ <u>Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r. 18(4a)].</u> 12. ~~Authority to decline any tender [F&G r.18(5)].~~ <u>Authority to decline any tender [F&G r. 18 (5)].</u> 13. ~~If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, directors will have authority to appoint the next preferred tenderer up to their authorised expenditure as per item 22.3 of this register, and within their directorate only. [F&G r.20(2)].~~ <u>If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, directors will have authority to appoint the next preferred tenderer up to their authorised expenditure, and within their directorate only. [F&G r. 20(2)].</u> 14. Authority to: Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract; and ~~Exercise an extension option that was included in the original~~ <u>exercise an extension option that was included in the original</u> tender specification and contract in accordance with r.11(2)(j). ~~tender specification and contract in accordance with r. 11(2)(j). [F&G r.21A].~~ [F&G r. 21A]. 15. ~~Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].~~ <u>accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r. 18(6) & (7)].</u>
Delegates	Chief Executive Officer (1009)

Conditions	~~a. Sole supplier arrangements may only be approved where a record is retained that evidences:-~~ ~~i. A detailed specification;~~ ~~ii. The outcomes of market testing of the specification;~~ ~~iii. The reasons why market testing has not met the requirements of the specification; and~~ ~~iv. Rationale for why the supply is unique and cannot be sourced through other suppliers.~~ ~~b. Tenders may only be called where there is an adopted budget or provision in the Long-Term Financial Plan for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:-~~ ~~i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government;~~ ~~ii. current supply contract expiry is imminent;~~ ~~iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption; and~~ ~~iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.~~ ~~c. In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget or Long-Term Financial Plan.~~ ~~d. All above delegations must be in accordance with the Purchasing Policy 2/007~~ <u>Sole supplier arrangements may only be approved where a record is retained that evidences:</u> <u>i. A detailed specification;</u> <u>ii. The outcomes of market testing of the specification;</u> <u>iii. the reasons why market testing has not met the requirements of the specification; and</u> <u>iv. Rationale for why the supply is unique and cannot be sourced through other suppliers.</u> <u>Tenders may only be called where there is an adopted budget or provision in the Long-Term Financial Plan for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government;</u> <u>i. current supply contract expiry is imminent;</u> <u>ii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption; and</u> <u>iii. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</u> <u>In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget or Long-Term Financial Plan.</u> <u>All above delegations must be in accordance with 2/007 Procurement Policy.</u>
Statutory framework	<u>Local Government (Functions and General) Regulations 1996 - Part 4</u> <u>Local Government (Financial Management) Regulations 1996</u>
Policy	~~Purchasing Policy 2/007~~ <u>2/007 Procurement Policy</u> <u>2/016 Regional Price Preference</u> <u>2/022 Panel of Pre-Qualified Suppliers</u>

Record keeping	<u><i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u> <u><i>Local Government (Functions and General) Regulations 1996</i> Regulation 17 Tenders register, the CEO is responsible for keeping the tenders register and making it available for public inspection.</u> <u>All records and documents associated with the panel process must be recorded and retained as defined within the State Records Act 2000 and the Town's Records Keeping Policy.</u>

DRAFT

Delegation	1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government (Functions and General) Regulation 1996:</i> ~~r.24AB Local government may establish panels of pre-qualified suppliers~~ <u>r. 24AB Local government may establish panels of pre-qualified suppliers</u> ~~r.24AC(1)(b) Requirements before establishing panels of pre-qualified~~ <u>r. 24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers</u> ~~r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of~~ <u>r. 24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers</u> ~~r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel~~ <u>r. 24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers</u>

DRAFT

Function	~~1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)].~~ <u>Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r. 24AC(1)(b)].</u> ~~2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)].~~ <u>Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r. 24AD(3)].</u> ~~3. Authority to establish a panel of pre-qualified suppliers to supply particular goods and services [F&G r.24AB].~~ <u>Authority to establish a panel of pre-qualified suppliers to supply particular goods and services [F&G r. 24AB].</u> ~~4. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)].~~ <u>Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r. 24AD(6)].</u> ~~5. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)].~~ <u>Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r. 24AH (2)].</u> ~~6. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)].~~ <u>Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r. 24AH(3)].</u> ~~7. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)].~~ <u>Authority to request clarification of information provided in a submission by an applicant [F&G r. 24AH(4)].</u> ~~8. Authority to decline to accept any application [F&G r.24AH(5)].~~ <u>Authority to decline to accept any application [F&G r. 24AH(5)].</u> ~~9. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].~~ <u>Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r. 24AJ(1)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total estimated consideration under the resulting panel is for minor works (TOPH Project Mgt Framework, 2.2.1 Project Assessment Matrix) \$500,000 or less and for other works \$500,000 or less ex GST, and the expense is included in the adopted Annual Budget. b. Evaluation criteria is to be in accordance with Panels of PreQualified Suppliers policy- 2/022. <u>In accordance with s. 5.43, panels of pre-qualified suppliers may only be established, where the total estimated consideration under the resulting panel is for minor works (Town of Port Hedland Project Management Framework)</u> <u>Evaluation criteria is to be in accordance with policy 2/022 Panels of Pre-Qualified Suppliers.</u>

Statutory framework	Local Government (Functions and General) Regulations 1996 - Part 4 Local Government (Financial Management) Regulations 1996
Policy	~~Purchasing Policy 2/007~~ 2/007 Procurement Policy 2/016 Regional Price Preference 2/022 Panel of Pre-Qualified Suppliers
Record keeping	Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Local Government (Functions and General) Regulations 1996 Regulation 17 Tenders register, the CEO is responsible for keeping the tenders register and making it available for public inspection. All records and documents associated with the panel process must be recorded and retained as defined within the State Records Act 2000 and the Town's Records Keeping Policy.

DRAFT

Delegation	1.2.20 Disposing of Property [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.3.58(2) & (3) Disposing of Property~~ <u>s. 3.58(2) & (3) Disposing of Property</u> <i>- Local Government (Functions and General) Regulations 1996:</i> <u>r. 30 Dispositions of property excluded from Act s. 3.58</u>
Function	1. Authority to dispose of property to: i. to the highest bidder at public auction [s.3.58(2)(a)]; and ii. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. 2. ~~Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].~~ <u>Authority to dispose of property by private treaty only in accordance with s. 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice.</u> 3. Authority to dispose of property to a person or body that is an exempt disposition pursuant to r. 30 of the <i>Local Government (Functions and General) Regulations 1996</i>.
Delegates	Chief Executive Officer (1009)
Conditions	~~a. When determining the method of disposal:-~~ ~~i. Where a public auction is determined as the method of disposal:-~~ ~~• Reserve price has been set by independent valuation;~~ ~~and~~ ~~• Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price;~~ ~~ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method;~~ ~~and~~ ~~iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:-~~ ~~• Negotiate the sale of the property up to a -10% variance on the valuation; and~~ ~~• Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.~~ ~~b. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:-~~ ~~i. Without reference to Council for resolution; and~~ ~~ii. In any case, be undertaken to ensure that the best value return is achieved by gifting or donating a property (not exceeding \$5,000);~~ ~~c. Council delegates authority to the Chief Executive Officer to dispose of land within the~~

	~~c. Council delegates authority to the Chief Executive Officer to dispose of land within the Kingsford Smith Business Park and the authority to accept offers up to a 10% variance of the market value and/or any offers above the market value obtained in accordance with the provisions of the <i>Local Government Act 1995</i>. The below conditions apply:~~ ~~i. all disposals of property below \$2,000,000 total value will be advertised locally in accordance with the provisions of Section 3.58 of the <i>Local Government Act 1995</i> and any submissions received during the requisite minimum two-week advertising period will be presented to Council for consideration; and~~ ~~ii. all disposals of property exceeding \$2,000,000 will be advertised statewide in accordance with the provisions of Section 3.59 of the <i>Local Government Act 1995</i> and will be presented to Council for consideration and final endorsement.~~ Determining Method of Disposal - Public Auction: Reserve price has been set by independent valuation and where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a 10% variation from the reserve price. - Public Tender: Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine whether better value may be achieved through an alternative disposal method and may determine not to accept any tender and use an alternative disposal method. - Private Treaty: Where a private treaty is determined as the method of disposal [s. 3.58(3)], Authority to negotiate the sale of the property up to a 10% variance on the valuation; and Authority to consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. - Low Value Disposals: Where the market value of the property is determined to be less than \$20,000 the disposal may be undertaken as an excluded disposition under the <i>Local Government (Functions and General) Regulations 1996</i> [r. 30(3)] without Council resolution and ensuring that the best value return is achieved by gifting or donating a property not exceeding \$5,000 in value. - Kingsford Smith Business Park land disposals: Council delegates authority to the Chief Executive Officer to dispose of land within the Kingsford Smith Business Park and to accept offers up to a 10% variance from the market value or any offer above the market value obtained. The following conditions apply: i. All disposals of property below \$2,000,000 total value must be advertised locally and any submissions received during the minimum two-week advertising period will be presented to Council for consideration [s. 3.58]; and ii. All disposals of property exceeding \$2,000,000 must be advertised statewide and presented to Council for consideration and final endorsement [s. 3.59].
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i>
Policy	9/010 Asset Management Policy
Record keeping	<i>Local Government (Administration) Regulations 1996</i> Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.21 Payments from the Municipal or Trust Funds [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making <u>r. 13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</u>
Function	Authority to make payments from the municipal or trust funds [r. 12(1)(a)].
Delegates	Chief Executive Officer (1009)
Conditions	~~Authority for the CEO to approve payments made in accordance with Clause 6 of the Town's Policy 1/009 'Legal Representation for Council Members and Employees' to the limit of \$10,000.~~ <u>Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in annual budget. A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is incurred in a financial year before the adoption of the annual budget by the local government; is authorised in advance by resolution; or is authorised in advance by the mayor or president in an emergency.</u> - <u>Authority for the CEO to approve payments made in accordance with Clause 6 of the Town's Policy 1/009 'Legal Representation for Council Members and Employees' to the limit of \$10,000.</u>
Statutory framework	<u>Local Government (Financial Management) Regulations 1996</u>
Policy	<u>Town of Port Hedland Financial Management & Procurement Policies</u>
Record keeping	<u>Local Government (Financial Management) Regulations 1996 Regulation 13 CEO's duties as to payments from municipal fund or trust fund.</u> <u>*Financial records captured in and reported from OneConnect.</u> <u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.22 Community Grants Program Policy [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> ~~r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making~~ <u>r. 12(1)(a) Payments from municipal fund or trust fund, restrictions on making</u>
Function	~~Approve and make payments in accordance with the Policy 'Community Grants Program' 6/003 and under Part 2 of the~~ <u>Approve and make payments in accordance with the 6/003 Community Grants Program policy and under Part 2 of the</u> <i>Local Government (Financial Management) Regulations 1996.</i>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government (Financial Management) Regulations 1996</u>
Policy	<u>6/003 Town of Port Hedland Community Grants Program</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.23 ~~Defer, Grant Discounts, Waive or Write Off Debts~~ Grant Concessions, Refunds, Waive or Write Off Debts [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 6.12 Power to defer, grant discounts, waive or write off debts <u>s. 6.38 Service charges</u>
Function	1. ~~Waive a debt which is owed to the Town [s. 6.12(1)(b)].~~ 2. ~~Grant a concession in relation to money which is owed to the Town [s. 6.12(1)(b)].~~ 3. ~~Write off an amount of money which is owed to the Town [s. 6.12(1)(c)].~~ 4. ~~Authority to issue customer service refunds [s. 6.38(6)].~~ <u>Local Government Act 1995:</u> 1. <u>Waive a debt which is owed to the Town [s. 6.12(1)(b)].</u> 2. <u>Grant a concession in relation to money which is owed to the Town [s. 6.12(1)(b)].</u> 3. <u>Write off an amount of money which is owed to the Town [s. 6.12(1)(c)].</u> 4. <u>Authority to issue customer service refunds [s. 6.38(6)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	<u>1. Waiver of Fee or Charge:</u> ~~i. All Directors may waive fees and charges related to their operational responsibilities, where such waiver is either to:~~ ~~i. a value up to \$2,000 (ex GST) per customer within a financial year; or~~ ~~ii. assist a not for profit community group or charitable entity, or where appropriate, at the discretion of All Directors, in fulfilling a service, social or cultural outcome, within the Town.~~ ~~Directors may waive fees and charges for amounts up to \$3,000.00 (ex GST) for any fees and charges whose imposition is inequitable during circumstances where the State Government has declared either an 'emergency situation' or 'state of emergency' pursuant to the Emergency Management Act 2005, or a 'public health emergency' declaration under the Public Health Act 2016, and in accordance with a prior Council resolution.~~ ~~The Manager Financial Services may waive fees and charges related to their operational responsibilities, where such waiver is to a value up to \$1,000 (ex GST) per customer within a financial year.~~ ~~Managers may waive fees and charges related to their operational responsibilities, where such waiver is to a value up to \$500 (ex GST) per customer within a financial year.~~ ~~The Rates Officers may waive fees and charges related to their operational responsibilities, where such waiver is to a value up to \$50 (ex GST) per customer within a financial year.~~ <u>2. Grant a Concession:</u> ~~All Directors may provide a concession, in relation to money which is owed to the Town [s.6.12 (1)(b)], related to their operational responsibilities, where such concession is either to:~~ ~~i. a value up to \$2,000 (ex GST) per customer within a financial year; or~~ ~~ii. assist a not for profit community group or charitable entity, or where appropriate, up to~~

	~~\$5,000 (ex GST) at the discretion of the Director, in fulfilling a service, social or cultural outcome, within the Town.~~ ~~The Manager Financial Services, Manager Recreation & Leisure Facilities and Manager Environmental Services may provide a concession, in relation to money which is owed to the Town [s.6.12(1)(b)], related to their operational responsibilities, where such concession is either to a value up to \$1,000 (ex GST) per customer within a financial year.~~ ~~The Rates Officers may provide a concession, in relation to money which is owed to the Town [s.6.12(1)(b)], related to their operational responsibilities, where such concession is either to a value up to \$50 (ex GST) per customer within a financial year.~~ ~~-~~ <u>3. Write off Debts:</u> ~~The Director Corporate Services may only write off debts, excluding rates, limited to a value up to \$5,000 (ex GST) per debtor within a financial year.~~ ~~The Manager Financial Services may write off debts, excluding rates, limited to a value up to \$1,000 (ex GST) per debtor within a financial year.~~ ~~The Rates Officer may write off debts, excluding rates, limited to a value up to \$50 (ex GST) per debtor within a financial year.~~ ~~-~~ <u>4. Refunds:</u> ~~For customer service refunds made by EFTPOS, authorisation must be by a delegated officer up to a limit of \$100.00.~~ ~~-~~ <u>Correction of Errors:</u> ~~The Manager Financial Services or Director Corporate Services may correct errors, regardless of amount, in the instance that the charge is proven to have been created and/or allocated to a debtor in error.~~ ~~The Manager Financial Services or Director Corporate Services may authorise the correcting of funds, regardless of amount, in the instance that the charge is proven to have been paid by a debtor in error. The correction may include refunding/returning the funds to the debtor or reallocating the funds to a valid debt in the debtors name.~~ ~~-~~ ~~The Chief Executive Officer has discretion to determine any conditions applicable to use of sub-delegated powers or duties.~~ ~~This delegation does not negate the need for community groups or individuals to apply for funding and donation through 6/003 'Community Grants Program' Policy.~~ <u>This delegation does not negate the need for community groups or individuals to apply for funding and donation through '6/003 'Community Grants Program policy and 2/020 Fees and Charges Waiver policy.</u>
Statutory framework	<u>Local Government (Financial Management) Regulations 1996</u>
Policy	02/020 Fees and Charges Waiver Policy 06/003 Community Grants Program Policy
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.24 Power to Invest and Manage Investments [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.14 Power to invest~~ <u>s. 6.14 Power to invest</u> <i>Local Government (Financial Management) Regulations 1996:</i> ~~r.19 Investments, control procedures for~~ <u>r. 19 Investments, control procedures for</u>
Function	~~1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]~~ <u>Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s. 6.14(1)]</u>. ~~2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19]~~ <u>Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r. 19]</u>.
Delegates	Chief Executive Officer (1009)
Conditions	- All investment activity must comply with the Financial Management Regulation 19C and Council Policy Council Investments 2/010. - A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. - The placement or redemption of all investments requires dual authorisation by the Chief Executive Officer or a Director, and another Director or Manager as appointed in writing by the CEO.
Statutory framework	<u>Local Government Act 1995</u> <u>Local Government Act (Financial Management) Regulations 1996</u>
Policy	<u>2/010 Council Investments policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.25 Rate Record Amendment [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.39(1) Rate record~~ <u>s. 6.39(1) Rate record</u> ~~s.6.39(2)(b) Rate record~~ <u>s. 6.39(2)(b) Rate record</u> ~~s.6.40(1) and (2) Effect of amendment of rate records~~ <u>s. 6.40(1) and (2) Effect of amendment of rate record</u> ~~s.6.41 Service of rate notices~~ <u>s. 6.41 Service of rate notice</u>
Function	~~1. Authority to compile rate record, at the time and in the form and manner prescribed, for that financial year after Council resolve to impose rates [6.39(1)].~~ <u>Authority to compile rate record, at the time and in the form and manner prescribed, for that financial year after Council resolve to impose rates [s. 6.39(1)].</u> ~~2. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].~~ <u>Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s. 6.39(2)(b)].</u> ~~3. Authority to reassess the rates payable on the land and to give notice to the owner of the land of any change in the amount of rates payable on the land [6.40(1) and (2)].~~ <u>Authority to reassess the rates payable on the land and to give notice to the owner of the land of any change in the amount of rates payable on the land [s. 6.40(1) and (2)].</u> ~~4. Authority to provide the owner of rateable land a dated notice accompanied by the details and particulars described [6.41(1)].~~ <u>Authority to provide the owner of rateable land a dated notice accompanied by the details and particulars described [s. 6.41(1)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges</u>
Policy	<u>2/004 Rating policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.26 Agreement as to Payment of Rates and Service Charges [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ s. 5.42 Delegation of some powers or duties to the CEO ~~s.5.43 Limitations on delegations to the CEO~~ s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.49 Agreement as to payment of rates and service charges~~ s. 6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer (1009)
Conditions	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges
Policy	~~Policy Debt Management 2/005~~ 2/004 Rating policy 2/005 Financial Hardship policy
Record keeping	Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.27 Determine Due Date for Rates or Service Charges [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.50 Rates or service charges due and payable~~ <u>s. 6.50 Rates or service charges due and payable</u>
Function	~~Authority to determine the date on which rates or service charges become due and payable to the Town [s.6.50]~~ <u>Authority to determine the date on which rates or service charges become due and payable to the Town [s. 6.50]</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges</u>
Policy	<u>2/004 Rating policy</u> <u>2/005 Financial Hardship policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.28 Recovery of Rates or Service Charges [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.55 Rates or service charges recovery~~ <u>s. 6.55 Rates or service charges recovery</u> ~~s.6.56 Rates or service charges recoverable in court~~ <u>s. 6.56 Rates or service charges recoverable in court</u>
Function	~~1. Authority to recover rates or service charges on land [s.6.55]~~ <u>Authority to recover rates or service charges on land [s. 6.55]</u> ~~2. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]~~ <u>Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s. 6.56(1)]</u>.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges</u>
Policy	<u>2/004 Rating policy</u> <u>2/005 Financial Hardship policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.29 Recover a Fee or Charge (Excluding Rates) [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ s. 5.42 Delegation of some powers or duties to the CEO ~~s.5.43 Limitations on delegations to the CEO~~ s. 5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.16 Imposition of fees and charges~~ s. 6.16 Imposition of fees and charges
Function	The power to recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed under Part 6, Division 5 of the <i>Local Government Act 1995</i> .
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	Local Government Act 1995 Part 6 Financial Management Division 5 — Financing local government activities
Policy	2/020 Fees and Charges Waiver Policy
Record keeping	Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Delegation	1.2.30 Recovery of Rates Debts – Require Lessee to Pay Rent [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.6.60 Local Government may require lessee to pay rents~~ <u>s. 6.60 Local Government may require lessee to pay rent</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.60 Local Government may require lessee to pay rents~~ <u>s. 6.60 Local Government may require lessee to pay rent</u>
Function	~~Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Town [s.6.60(2)].~~ <u>Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Town [s. 6.60(2)].</u> ~~Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].~~ <u>Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s. 6.60(4)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges</u>
Policy	~~2/005 Policy Financial Hardship~~ <u>2/002 Rating policy</u> <u>2/005 Financial Hardship policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996</u> <u>Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.31 Recovery of Rates Debts - Actions to Take Possession of the Land [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.64(1) & (3) Actions to be taken~~ <u>s. 6.64(1) & (3) Actions to be taken</u> ~~s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings~~ <u>s. 6.69(2) Right to pay rates, service charges and costs, and stay proceedings</u> ~~s.6.71 Power to transfer land to Crown or local governments~~ <u>s. 6.71 Power to transfer land to Crown or local government</u> ~~s.6.74 Power to have land re-vested in Crown if rates in arrears 3 years~~ <u>s. 6.74 Power to have land re-vested in Crown if rates in arrears 3 years</u>
Function	~~1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including:~~ <u>Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s. 6.64(1)], including:</u> - lease the land, or - sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: ~~cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or~~ <u>cause the land to be transferred to the Crown [s. 6.71 and s. 6.74]; or</u> ~~cause the land to be transferred to the Town [s.6.71];~~ <u>cause the land to be transferred to the Town [s. 6.71].</u> ~~2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].~~ <u>Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s. 6.64(3)].</u> ~~3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].~~ <u>Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s. 6.69(2)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale~~ <u>In accordance with s. 6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68 (3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.</u> ~~within the previous 3-years attempted to recover the outstanding rates / changes through a court under s. 6.56, as s. 6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.~~
Statutory framework	<u>Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges</u>

Policy	2/002 Rating policy 2/005 Financial Hardship policy
Record keeping	Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

DRAFT

Delegation	1.2.32 Rate Record – Objections [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.6.76 Grounds of objections~~ <u>s. 6.76 Grounds of objection</u>
Function	~~1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)].~~ <u>Authority to extend the time for a person to make an objection to a rate record [s. 6.76(4)].</u> ~~2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].~~ <u>Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s. 6.76(5)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government Act 1995 Part 6 Financial Management Division 6 — Rates and service charges</u>
Policy	<u>2/002 Rating policy</u> <u>2/005 Financial Hardship policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.33 Authority to Commence Prosecutions under the Local Government Act and Local Laws [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.42 Delegation of some powers or duties to the CEO~~ <u>s. 5.42 Delegation of some powers or duties to the CEO</u> ~~s.5.43 Limitations on delegations to the CEO~~ <u>s. 5.43 Limitations on delegations to the CEO</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.4.97 Prosecutions~~ <u>s. 4.97 Prosecutions</u> ~~s.9.24 Prosecutions, commencing~~ <u>s. 9.24 Prosecutions, commencing</u>
Function	~~The power to commence a prosecution for an offence against the Local Government Act 1995 [s.9.24(1)(b)&(c)].~~ <u>The power to commence a prosecution for an offence against the Local Government Act 1995 [s. 9.24(1)(b)&(c)].</u> ~~The power to commence a prosecution for an offence under a Town of Port Hedland Local Laws pursuant to Part 4, Division 11 [s.9.24(2)(a)&(b)].~~ <u>The power to commence a prosecution for an offence under a Town of Port Hedland Local Laws pursuant to Part 4, Division 11 [s. 9.24(2)(a)&(b)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Local Government Act 1995 Part 4 Elections and other polls Division 11 Electoral offences</u> <u>Local Government Act 1995 Part 9 Miscellaneous provisions Division 2 Enforcement and legal proceedings Subdivision 3 — General provisions about legal proceedings</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.2.34 Execute Documents and Contract Formalities [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.49A Execution of Documents s.9.49B Contract Formalities
Function	1. To sign documents on behalf of the local government subject to the conditions below [s.9.49A(4)]. 2. To vary or discharge a contract in the name of or on behalf of the local government subject to conditions below [s.9.49B(1)].
Delegates	Chief Executive Officer (1009)
Conditions	a. The authorised officers may only sign documents in accordance with the Town's Policy 1/014 Execution of Documents and Application of the Common Seal. b. The authorised officers may only vary or discharge a contract that it has authorisation to sign pursuant to section 9.49A(4) and in accordance with the Town's Policy 1/014 Execution of Documents and Application of the Common Seal.
Statutory framework	~~Local Government Act 1995~~ <u>Local Government Act 1995 Part 9 Miscellaneous provisions Division 3 Documents</u>
Policy	~~1/014 Execution of Documents and Affixing of the Common Seal~~ <u>1/014 Execution of Documents and Affixing of the Common Seal policy</u>
Record keeping	~~Local Government Act 1995 s. 5.46(3) — Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Local Government (Administration) Regulations 1996 r. 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.~~ ~~Once executed, documents are to be recorded by Governance in Common Seal Register, the Electronic Content Management system Once executed, documents are recorded by Governance in Common Seal Register, the OneConnect Electronic Content Management (ECM) and returned to the initiating officer. Fully executed documents must be returned to Records for retention as official records of the Town.~~ Once executed, documents are recorded by Governance in Common Seal Register, the OneConnect Electronic Content Management (ECM) and returned to the initiating officer. Fully executed documents must be returned to Records for retention as official records of the Town.

01.3 Chief Executive Officer to Employee (Authorisation)

Delegation	1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.10: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.10 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.13 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch.9.1 cl. 8
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.44 CEO may delegate some powers and duties to other employees~~ <u>s. 5.44 CEO may delegate some powers and duties to other employees</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim~~ <u>s. 4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim</u> ~~s.4.34 Accuracy of enrolment details to be maintained~~ <u>s. 4.34 Accuracy of enrolment details to be maintained</u> ~~s.4.35 Decision that eligibility to enrol under s.4.30 has ended~~ <u>s. 4.35 Decision that eligibility to enrol under s.4.30 has ended</u> ~~s.4.37 New roll for each election~~ <u>s. 4.37 New roll for each election</u> <i>Local Government (Elections) Regulations 1997:</i> ~~r.11(1a) Nomination of co-owners or co-occupiers — s.4.31~~ <u>Local Government (Elections) Regulations 1997:</u> ~~r.13(2) & (4) Register — s.4.32(6)~~ <u>r. 11(1a) Nomination of co-owners or co-occupiers — s.4.31</u> <u>r. 13(2) & (4) Register - s.4.32(6)</u>

DRAFT

Function	~~Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].~~ <u>Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r. 11(1a)].</u> ~~Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].~~ <u>Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s. 4.32(4)].</u> ~~Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14 days before the close of nominations [s.4.32(5A)].~~ <u>Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14 days before the close of nominations [s. 4.32(5A)].</u> ~~Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].~~ <u>Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s. 4.32(5)].</u> ~~Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)].~~ <u>Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r. 13(2)].</u> ~~Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded is accurate [Elections r.13(4)].~~ <u>Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded is accurate [Elections r. 13(4)].</u> ~~Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].~~ <u>Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s. 4.34].</u> ~~Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.~~ <u>Authority to decide that a person is no longer eligible under s. 4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s. 4.35(2)] and consider submissions [s. 4.35(6)], before making such determination.</u> ~~Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].~~ <u>Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s. 4.35(5)].</u> ~~Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].~~ <u>Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s. 4.37(3)].</u>
Delegates	Manager Governance (1045)
Conditions	Decisions on enrolment eligibility are to be recorded in the Enrolment ~~Eligibility Register in accordance with s.4.32(6) and s.4.35(7).~~ <u>Eligibility Register in accordance with s. 4.32(6) and s. 4.35(7).</u>
Statutory framework	<u>Local Government Act 1995 Part 4</u> <u>Local Government (Elections) Regulations 1997</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>

Record keeping	<u><i>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</i></u>

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Delegation	1.3.6 Destruction of Electoral Papers [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.44 CEO may delegate some powers and duties to other employees.~~ <u>s. 5.44 CEO may delegate some powers and duties to other employees</u>
Express power or duty delegated	<i>Local Government (Elections) Regulations 1997:</i> ~~r.82(4) Keeping election papers—s4.84(a)r. 82(4) Keeping election papers – s4.84(a)~~
Function	Authority to, after a period of at least 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Director Corporate Services (1029) Manager Digital Services (1060) Manager Governance (1045)
Conditions	Nil
Statutory framework	<u>Local Government (Elections) Regulations 1997</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.3.7 Financial Management Systems and Procedures [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.44 CEO may delegate some powers and duties to other employees~~ <u>s. 5.44 CEO may delegate some powers and duties to other employees</u>
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> ~~r.5 CEO's Duties as to financial management~~ <u>r. 5 CEO's Duties as to financial management</u>
Function	Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: 1. Collection of money owed to the Town; 2. Safe custody and security of money collected or held by the Town; 3. Maintenance and security of all financial records; 4. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; 5. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; 6. Making of payments in accordance with Delegated Authority; and 7. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032) Senior Accountant (1033) Senior Financial Accountant (1035) Senior Management Accountant (1040)
Conditions	Nil
Statutory framework	<u>Local Government (Financial Management) Regulations 1996</u>
Policy	<u>1/030 Records Management policy</u> <u>1/034 Information Management policy</u> <u>2/007 Procurement Policy</u> <u>2/010 Council Investments policy</u> <u>2/019 Financial Reserves policy</u> <u>2/021 Credit and Purchase Card policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.3.8 Infringement Notices [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s. 5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.13(6)(b) Onus of proof in vehicle offences may be shifted s. 9.16 Notice, giving of to alleged offender s. 9.19 Extension of Time s. 9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> r. 70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s. 9.13(6)(b)]. 2. Authority to give an infringement notice to an alleged offender [s. 9.16]. 3. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s. 9.19]. 4. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s. 9.20].
Delegates	Building Support Officer (1405) Building Technician (1404) (1282) Coordinator Environment & Sustainability (1272) Coordinator Ranger Services (1262) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Emergency Management Advisor (1268) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Graduate Planner (1283)(1285) Manager Environmental Services (1261) Manager Planning & Economic Development (1278) Planning & Development Support Officer (1280) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Senior Urban Planner (1279) Trainee Ranger (1266)

Conditions	A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. Director Regulatory Services (Function 1, 3, 4) Manager Environmental Services (Function 1, 2, 3) Manager Planning and Economic Development (Function 2) Coordinator Ranger Services (Function 1, 2) ~~Emergency Management Advisor (Function 1, 2)~~ <u>Coordinator Environmental & Sustainability (Function 2)</u> ~~Animal Welfare & Prosecutions Advisor (Function 1, 2)~~ <u>Emergency Management Advisor (Function 1, 2)</u>- ~~Ranger(s) (Function 1, 2)~~ <u>Senior Urban Planner (Function 2)</u> ~~Trainee Ranger (Function 1, 2)~~ <u>Senior Ranger (Function 1, 2)</u> ~~Coordinator Environmental Health (Function 2)~~ <u>Ranger(s) (Function 1, 2)</u> ~~Environmental Health Officer (Function 2)~~ <u>Trainee Ranger (Function 1, 2)</u> ~~Graduate Environmental Health Officer (Function 2)~~ <u>Planner (Function 2)</u> ~~Senior Urban Planner (Function 2)~~ <u>Building Surveyor (Function 2)</u> <u>Building Technician (Function 2)</u> ~~Planner (Function 2)~~ <u>Environmental Health Officer (Function 2)</u> ~~Graduate Planner (Function 2)~~ <u>Graduate Environmental Health Officer (Function 2)</u> ~~Planning and Development Support Officer (Function 2)~~ <u>Graduate Planner (Function 2)</u> ~~Building Support Officer (Function 2)~~ <u>Planning and Development Support Officer (Function 2)</u> ~~Building Surveyor (Function 2)~~ <u>Building Support Officer (Function 2)</u> ~~Building Technician (Function 2)~~
Statutory framework	Local Government Act 1995 Part 9 Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.3.9 Acting Chief Executive Officer [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.44 CEO may delegate some powers and duties to other employees~~ <u>s. 5.44 CEO may delegate some powers and duties to other employees</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> ~~s.5.39(1a)(a) An employee may act in the position of a CEO~~ <u>s. 5.39(1a)(a) An employee may act in the position of a CEO</u>
Function	Senior Employee to act in the capacity of Chief Executive Officer ~~during absences not exceeding three months [s.5.39(1a)(a)]~~ <u>during absences not exceeding three months [s. 5.39(1a)(a)]</u>
Delegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Conditions	Only a senior permanent employee can be appointed as acting Chief Executive Officer and in accordance with 3/007 'Senior Employees and Appointing Acting Chief Executive Officer' Policy.
Statutory framework	<u>Local Government Act 1995 section 5.39</u>
Policy	~~Policy 3/007 'Senior Employees and Appointing Acting Chief Executive Officer'~~ <u>3/007 Senior Employees and Appointing Acting Chief Executive Officer policy</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	1.3.10 Complaints Officer (For Council Members, Committee Members and Candidates) [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.5.120 Complaints officer
Function	Senior employee to be the designated Complaints Officer under the <i>Local Government Act 1995</i> [s.5.120(1)].
Delegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Conditions	a. Persons employed and permanently appointed to the above senior employee positions are designated as the Town of Port Hedland Complaints Officer in the following order listed. In the absence of the Director Corporate Services, the Director Regulatory Services will be the Complaints Officer, in the absence of the Director Regulatory Services, the Director Community Services will be the Complaints Officer and in the absence of the Director Community Services, the Director Infrastructure Services will be the Complaints Officer. b. Persons acting in the position of Director cannot receive this delegation. c. All decisions and process are to align with the Town of Port Hedland Code of Conduct for Council Members, Committee Members and Candidates
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	1.3.12 Representing Local Government in Court [DRAFT]
Head of power	01 Local Government Act 1995
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Local Government Act 1995:</i> ~~s.5.44 CEO may delegate some powers and duties to other employees~~ <u>s. 5.44 CEO may delegate some powers and duties to other employees</u>
Express power or duty delegated	<i>Local Government Act 1995:</i> s. 9.29 Representing local government in court
Function	To represent the local government in proceedings in the Magistrates Court the Children's Court or the State Administrative Tribunal or proceedings in respect of a claim against a person who takes the benefit of an Act for the relief of ~~bankrupt debtors [s.9.29(1)(a)&(b)]~~ <u>bankrupt debtors [s. 9.29(1)(a) & (b)]</u> .
Delegates	<u>Senior Ranger (1357) (1265)</u> Coordinator Ranger Services (1262) Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Financial Services (1031) Manager Governance (1045) Manager Planning & Economic Development (1278) Senior Accountant - Payables (1032)
Conditions	~~Provided the proceedings relate to the officer's position~~ <u>Provided the proceedings relate to the officer's position description and delegated statutory responsibilities</u> ~~description~~ .
Statutory framework	<u>Town of Port Hedland Local Laws</u> - <u>Local Government Act 1995</u> <u>Emergency Management Act 2005</u> <u>Freedom of Information Act 1992</u> <u>Public Interest Disclosure Act 2003</u> <u>Building Act 2011</u> <u>Bush Fires Act 1954</u> <u>Cat Act 2011</u> <u>Dog Act 1976</u> <u>Graffiti Vandalism Act 2016</u> <u>Fines, Penalties and Infringement Notices Enforcement Act 1994</u> <u>Litter Act 1979</u> <u>Control of Vehicles (Off Road Areas) Act 1978</u> <u>Caravan Parks and Camping Grounds Act 1995</u> <u>Planning and Development Act 2005</u> <u>Environmental Protection Act 1986</u> <u>Road Traffic (Vehicles) Act 2012</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>

Record keeping	<u><i>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</i></u>

DRAFT

02 Emergency Management Act 2005

Emergency Management Act 2005

02.1 Local Government Council to Chief Executive Officer

Delegation	2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area Emergency Management Powers [DRAFT]
Head of power	02 Emergency Management Act 2005
Delegator	Local Government
Express power to delegate	<i>Emergency Management Act 2005:</i> ~~s.45 Exercise of powers under this division~~ <u>s. 36 Functions of local government</u> <u>s. 45 Authorise person to exercise of powers under this division</u>
Express power or duty delegated	<i>Emergency Management Act 2005:</i> ~~s.46 Power of local government to destroy dangerous vegetation or premises in cyclone area~~ <u>s. 46 Power of local government to destroy dangerous vegetation or premises in cyclone area</u> ~~s.47 Local government may require owner or occupier of land to take action~~ <u>s. 47 Local government may require owner or occupier of land to take action</u> ~~s.48 Additional powers when direction given~~ <u>s. 48 Additional powers when direction given</u>
Function	~~Powers and functions of local government during a cyclone under Part 3 Division 3 of the~~ <u>The Chief Executive Officer has the authority to authorise persons or classes of persons to perform powers and functions of local government during a cyclone under Part 3 Division 3 of the</u> <i>Emergency Management Act 2005</i> ; <u>1. Destroy dangerous vegetation or premises in cyclone area</u> <u>2. Require owner or occupier of land to take action</u> <u>3. Additional powers when direction given under section 47.</u>
Delegates	~~Coordinator Landscape & Irrigation (1217)~~ ~~Coordinator Parks & Reserves (1194)~~ ~~Coordinator Property Management (1180)~~ ~~Coordinator Ranger Services (1262)~~ ~~Director Infrastructure Services (1157)~~ ~~Director Regulatory Services (1245)~~ ~~Emergency Management Advisor (1268)~~ ~~Manager Environmental Services (1261)~~ ~~Manager Infrastructure Operations (1179)~~ ~~Ranger (1263) (1267) (1269) (1358)~~ ~~Senior Infrastructure Operations Officer (1355)~~ ~~Senior Ranger (1357) (1265)~~ ~~Trainee Ranger (1266)~~ Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>This Division is in addition to, and does not derogate from, the powers of a local government under the Local Government Act 1995 Part 3 Division 3.</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil –authority derived directly from the Act and Regulations.</u>

Record keeping	<u><i>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</i></u>

DRAFT

05 Building Act 2011

Building Act 2011

05.1 Local Government Council to Chief Executive Officer

Delegation	5.1.1 Grant a Building Permit Building Permit Authority Functions [DRAFT]
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> ~~s.127(1) & (3) Delegation: special permit authorities and local government~~ <u>s. 127(1) & (3) Delegation: special permit authorities and local government</u>
Express power or duty delegated	<i>Building Act 2011:</i> ~~s.18 Further Information~~ <u>s. 18 Further Information</u> ~~s.20 Grant of building permits~~ <u>s. 20 Grant of building permit</u> ~~s.22 Further grounds for not granting an applications~~ <u>s. 21 Grant of demolition permit</u> ~~s.27(1) and (3) Impose Conditions on Permit~~ <u>s. 22 Further grounds for not granting an application</u> <i>Building Regulations 2012:</i> ~~s. 27(1) & (3) Impose Conditions on Permit~~ <u>s. 27(1) & (3) Impose Conditions on Permit</u> ~~r.23 Application to extend time during which permit has effect (s.32)~~ <u>s. 55 Further information</u> <u>s. 58 Grant of occupancy permit, building approval certificate</u> <u>s. 62(1) and (3) Conditions imposed by permit authority</u> <u>s. 65(4) Extension of period of duration</u> ~~r.24 Extension of time during which permit has effect (s.32(3))~~ <u>Building Regulations 2012:</u> ~~r.26 Approval of new responsible person (s.35(c))~~ <u>r. 23 Application to extend time during which permit has effect (s. 32)</u> <u>r. 24 Extension of time during which permit has effect (s. 32(3))</u> <u>r. 26 Approval of new responsible person (s. 35(c))</u> <u>r. 40 Extension of period of duration of time limited occupancy permit or building approval certificate (s. 65)</u>

Function	~~1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].~~ ~~2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22].~~ ~~3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)].~~ ~~4. Authority to determine an application to extend time during which a building permit has effect [r.23].-~~ <del> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]; and</del> <del> ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</del> ~~5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].~~ <u>1. Authority to require an applicant to provide any documentation or information required to determine an application for a building permit, demolition permit, occupancy permit or building approval certificate [s. 18(1) & s. 55].</u> <u>2. Authority to grant, refuse to grant or modify an application for a building permit, demolition permit, occupancy permit or building approval certificate [s. 20, s. 21, s. 22 & s. 58].</u> <u>3. Authority to impose, add, vary or revoke conditions on a building permit, demolition permit, occupancy permit or building approval certificate [s. 27, s. 62(1) & (3)].</u> <u>4. Authority to determine an application to extend the period during which a permit or certificate has effect [r. 23, r. 24, s. 65(4) & r. 40].</u> <u>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit or demolition permit [r. 26].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Planning and Development Act 2005</u> <u>Planning and Development (Local Planning Schemes) Regulations 2015</u> <u>National Construction Code (as adopted under the Building Act 2011)</u> - <u>Town of Port Hedland Local Laws</u>
Policy	<u>1/001 Policy Framework Policy</u> <u>9/010 Asset Management Policy</u> <u>12/010 Naming of Roads and Places policy</u> <u>Town of Port Hedland Local Planning Scheme No. 7</u>
Record keeping	<u>Building Act 2011 Part 11 Building Information, records and registers to be maintained by the local government.</u> <u>Local Government (Administration) Regulations 1996 Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	5.1.2 Demolition Permits PUBLISHED, BUT MARKED FOR REMOVAL
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012: r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	Chief Executive Officer (1009)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	5.1.3 Occupancy Permits or Building Approval Certificates [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012:</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	5.1.2 5.1.4 Authorised Persons – Building Building Act 2011 Authorised Persons [DRAFT]
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s. 127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s. 96(3) Authorised persons s. 99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s. 96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s. 99(3)]. 3. Authority to undertake the following functions as authorised persons: a. Entry powers [s. 100] b. Powers after entry and compliance purposes [s. 101] c. Obtaining information and documents [s. 102] d. Use of force and assistance [s. 103] e. Entry warrant to enter a place [s. 106] f. Execution of warrant [s. 109] g. To carry out the functions to give effect to a building order [s. 118]
Delegates	Chief Executive Officer (1009)
Conditions	Decisions under this delegated authority must be made in accordance with the <i>Building Regulations 2012</i> [r. 5].
Statutory framework	National Construction Code (as adopted under the <i>Building Act 2011</i>)
Policy	1/001 Council Framework Policy
Record keeping	<u><i>Building Act 2011 Part 11 Building Information, records and registers to be maintained by the local government.</i></u> <u><i>Local Government (Administration) Regulations 1996 Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</i></u>

Delegation	~~5.1.3~~ ~~5.1.5 Authorised Persons – Swimming Pool Inspectors~~ <u>Building Act 2011 Authorised Persons - Swimming Pool Inspectors [DRAFT]</u>
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	~~Building Act 2011:~~ ~~s.127(1) & (3) Delegation: special permit authorities and local government~~ <u>Building Act 2011:</u> <u>s. 127(1) Special permit authority or local government may delegate any of its powers or duties as a permit authority under another provision of this Act.</u> <u>s. 127(3) A delegation of a local government's powers or duties may be only to a local government employee.</u> <u>Note: Nothing in section 127 limits the ability of the delegator to perform a function through an officer or agent.</u> <u>Building Regulations 2012:</u> <u>r. 4A Authorised Persons</u>
Express power or duty delegated	~~Building Regulations 2012:~~ ~~r. 52A Inspection of barriers to private swimming pools~~ <u>r. 53 Inspection of barrier to private swimming pool</u> ~~r. 53 – Inspection of barrier to private swimming pool~~
Function	~~To inspect the barrier of private swimming pools at least once every 4 years to ensure compliance with the Building Regulations 2012 [r. 52A and r. 53].~~ <u>To inspect the barrier of private swimming pools at least once every 4 years to ensure compliance with the Building Regulations 2012 [r. 53].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Authorisation from Local Government, pursuant to section 96(3) of the <i>Building Act 2011</i> Regulation 5A of the <i>Building Regulation 2012</i> to designate authorised persons for the purpose of that Act.
Statutory framework	National Construction Code (as adopted under the <i>Building Act 2011</i>)
Policy	1/001 Council Framework Policy
Record keeping	<u>Building Act 2011 Part 11 Building Information, records and registers to be maintained by the local government.</u> <u>Local Government (Administration) Regulations 1996 Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

Delegation	5.1.4 5.1.6 Building Orders [DRAFT]
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> ~~s.127(1) & (3) Delegation: special permit authorities and local governments~~ <u>s. 127(1) & (3) Delegation: special permit authorities and local government</u>
Express power or duty delegated	<i>Building Act 2011:</i> ~~s.110(1) A permit authority may make a building orders~~ <u>s. 110(1) A permit authority may make a building order</u> ~~s.111(1) Notice of proposed building order other than building order~~ <u>s. 111(1) Notice of proposed building order other than building order (emergency)</u> ~~s.117(1) and (2) A permit authority may revoke a building order or notify that it~~ <u>s. 117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect</u> ~~s.118(2) and (3) Permit authority may give effect to building order if noncompliance~~ <u>s. 118(2) and (3) Permit authority may give effect to building order if noncompliance</u> ~~s.133(1) A permit authority may commence a prosecution for an offence~~ <u>s. 133(1) A permit authority may commence a prosecution for an offence against this Act</u>
Function	- Authority to make Building Orders in relation to: - Building work; - Demolition work; and ~~An existing building or incidental structure [s.110(1)]~~ <u>An existing building or incidental structure [s. 110(1)]</u>. ~~Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]~~ <u>Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s. 111(1)(c)]</u>. ~~Authority to revoke a building order [s.117]~~ <u>Authority to revoke a building order [s. 117]</u>. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order; or - commence or complete any work specified in the order; or ~~if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]~~ <u>if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s. 118(2)]</u>. ~~Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]~~ <u>Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s. 118(3)]</u>. - Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>National Construction Code (as adopted under the Building Act 2011)</u>

Policy	1/001 Council Framework policy
Record keeping	Building Act 2011 Part 11 Building Information, records and registers to be maintained by the local government. Local Government (Administration) Regulations 1996 Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

DRAFT

Delegation	5.1.5 5.1.7 Building Compliance & Certification Functions [DRAFT]
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> ~~s.127(1) & (3) Delegation: special permit authorities and local governments~~ <u>s. 127(1) & (3) Delegation: special permit authorities and local government</u>
Express power or duty delegated	<i>Building Act 2011:</i> s. 131(2) Inspection, copies of building records s. 145A Local government functions <i>Building Regulations 2012</i> r. 51 Application for occupancy permit or building approval certificate for unauthorised work r. 55 Terms used (alternative building solution approval) r. 61 Local government approval of battery powered smoke alarms
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s. 131(2)]. 2. Authority to refer uncertified applications under s. 17(1) to a building surveyor who is not employed by the local government [s. 145A(1)]. 3. Authority to issue a Certificate of Design Compliance, Certificate of Construction Compliance or Certificate of Building Compliance, whether or not the land the subject of the application is located in the Town's district [s. 145A(2)]. 4. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r. 51(2)]. 5. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause a significant structural or other problem beyond the control of the owner or occupier, or the pool is totally enclosed by a building, or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r. 51(3)]. 6. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r. 51(5)]. 7. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r. 55]. 8. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r. 61].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	National Construction Code (as adopted under the <i>Building Act 2011</i>)
Policy	1/001 Council Policy Framework

Record keeping	<u><i>Building Act 2011 Part 11 Building Information, records and registers to be maintained by the local government.</i></u> <u><i>Local Government (Administration) Regulations 1996 Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</i></u>

DRAFT

06 Bush Fires Act 1954

Bush Fires Act 1954

06.1 Local Government Council to Chief Executive Officer

Delegation	6.1.1 Powers, Duties and Functions of a Local Government [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local governments~~ ; <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Function	Authority to perform all of the powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i> .
Delegates	Chief Executive Officer (1009)
Conditions	Excludes powers and duties that are subject to separate authority within this Register as set out below: i. Delegation 6.2.1 - Make Request to FES Commissioner – Control of Fire; ii. ~~Delegation 6.2.2 – Prohibited Burning Times – Vary~~; <u>Delegation 6.2.2 - Prohibited Burning Times – Variation and Control of Activities</u> iii. ~~Delegation 6.2.3 – Prohibited Burning Times – Control Activities~~; <u>Delegation 6.2.3 - Control of Operations Likely to Create Bush Fire Danger</u>; iv. ~~Delegation 6.2.4 – Restricted Burning Times – Vary and Control Activities~~; <u>Delegation 6.2.4 - Burning Garden Refuse / Open Air Fires</u>; v. ~~Delegation 6.2.5 – Control of Operations Likely to Create Bush Fire Danger~~; <u>Delegation 6.2.5 - Firebreaks</u>; vi. ~~Delegation 6.2.6 – Burning Garden Refuse / Open Air Fires~~; <u>Delegation 6.2.6 - Appoint Bush Fire Control Officer/s and Fire Weather Officer</u>; vii. ~~Delegation 6.2.7 – Firebreaks~~; <u>Delegation 6.2.7 - Control and Extinguishment of Bush Fires</u> viii. ~~Delegation 6.2.8 – Appoint Bush Fire Control Officer/s and Fire Weather Officer~~; <u>Delegation 6.2.8 - Apply for Declaration as an Approved Area</u>; ix. ~~Delegation 6.2.9 – Control and Extinguishment of Bush Fires~~; <u>Delegation 6.2.9 - Recovery of Expenses Incurred through Contraventions of this Act</u>; x. ~~Delegation 6.2.10 – Apply for Declaration as an Approved Area~~; <u>Delegation 6.2.10 - Prosecution of Offences and Infringement Notices are prescribed in the Act with a requirement for a resolution of local government; and are prescribed by the Act for performance by appointed officers</u>. xi. ~~Delegation 6.2.11 – Recovery of Expenses Incurred through Contraventions of this Act~~; xii. ~~Delegation 6.2.12 – Prosecution of Offences~~; and xiii. ~~Delegation 6.2.13 – Withdrawal of Infringement Notices~~; <u>are prescribed in the Act with a requirement for a resolution of local government; and are prescribed by the Act for performance by appointed officers</u>.
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>

Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

DRAFT

06.2 Local Government Council to CEO, Mayor and Bush Fire Control Officer

Delegation	6.2.1 Make Request to FES Commissioner – Control of Fire [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local government~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.13(4) Duties and powers of bush fire liaison officers~~ <u>s. 13(4) Duties and powers of bush fire liaison officers</u>
Function	~~Authority to request on behalf of the Town that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].~~ <u>Authority to request on behalf of the Town that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s. 13(4)].</u>
Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.2 ~~Prohibited Burning Times – Vary~~ Prohibited Burning Times - Variation and Control of Activities [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local governments~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.17(7) Prohibited burning times may be declared by Ministers.~~ <u>s. 17(7) Prohibited burning times may be declared by Minister</u> ~~Bush Fire Regulations 1954:~~ <u>s. 18(5) & (11) Restricted burning times may be declared by FES Commissioner</u> <u>s. 22(6) & (7) Burning on exempt land and land adjoining exempt land</u> <u>s. 27(2) & (3) Prohibition on use of tractors or engines except under certain conditions</u> <u>s. 28(4) & (5) Occupier of land to extinguish bush fire occurring on own land</u> ~~r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.~~ <u>Bush Fire Regulations 1954:</u> ~~r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times~~ <u>r. 15 Permit to burn (Act s.18), form of and apply for after refusal etc.</u> ~~r.39B Crop dusters etc., use of in restricted or prohibited burning times~~ <u>r.15C Local Government may prohibit burning on certain days</u> <u>r. 38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</u> <u>r. 39B Crop dusters etc., use of in restricted or prohibited burning times</u>
Function	~~Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].~~ Variation of Prohibited Burning Times <u>1. Authority where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised officer under the Conservation and Land Management Act 1984 [s.17(7)].</u> Variation of Prohibited Burning Times <u>2. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</u> <u>3. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</u> <u>4. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</u> <u>5. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</u> <u>6. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</u> <u>7. Authority to recover the cost of measures taken by the Town or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</u> Restricted Burning Times – Variation and Control of Activities <u>8. Authority, where seasonal conditions warrant it and after consultation with an authorised</u>

	<u>CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18 (5)].</u> <u>_____ a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</u> <u>9. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</u> <u>10. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</u> <u>11. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</u> <u>12. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</u> <u>13. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</u> <u>14. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</u> <u>15. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</u> <u>16. Authority to recover the cost of measures taken by the Town or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</u>
Delegates	<u>Bush Fire Control Officers</u> <u>Chief Bush Fire Control Officer</u> <u>Coordinator Ranger Services (1262)</u> <u>Emergency Management Advisor (1268)</u> Chief Executive Officer (1009) Deputy Chief Bush Fire Control Officer Mayor

Conditions	Decisions under s.17(7) must be undertake jointly by both the Chief Executive Officer, Mayor and Deputy Chief Bush Fire Control Officer (DCBFCO) and must comply with the procedural requirements of s.17(7B) and (8). <u>Variation of Prohibited Burning Times</u> Decisions under s.17(7) must be undertake jointly by both the Chief Executive Officer, Mayor and Deputy Chief Bush Fire Control Officer (DCBFCO) and must comply with the procedural requirements of s.17(7B) and (8). - <u>Variation of Prohibited Burning Times</u> Chief Executive Officer (Function 2-7) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 4-5) Deputy Chief Bush Fire Control Officer (Function 2, 4-6) Emergency Management Advisor (Function 2, 4-6) Bush Fire Control Officers: • Coordinator Ranger Services (Function 3-4) • Chief Bush Fire Control Officer at Shire of Ashburton (Function 3-4) • Chief Bush Fire Control Officer at Shire of East Pilbara (Function 3-4) • Chief Bush Fire Control Officer at City of Karratha (Function 3-4) - <u>Restricted Burning Times – Variation and Control of Activities</u> Chief Executive Officer (Function 8-16) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 8) Deputy Chief Bush Fire Control Officer (Function 8, 10-16) Emergency Management Advisor (Function 3, 10-16)
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.3 Prohibited Burning Times – Control Activities [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Town or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Bush Fire Control Officers Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268)

Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 3, 4) Deputy Chief Bush Fire Control Officer (Function 1, 3, 4, 5) Emergency Management Advisor (Function 1, 3, 4, 5) Bush Fire Control Officers: • Coordinator Ranger Services (Function 3) • Chief Bush Fire Control Officer at Shire of Ashburton (Function 3) • Chief Bush Fire Control Officer at Shire of East Pilbara (Function 3) • Chief Bush Fire Control Officer at City of Karratha (Function 3) Decisions under s,17(7) must be undertake jointly by both the CEO and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

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Delegation	6.2.4 Restricted Burning Times – Vary and Control Activities [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Town or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].

Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268)
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1) Deputy Chief Bush Fire Control Officer (Function 1, 3, 4, 5, 6, 7, 8) Emergency Management Advisor (Function 1, 3, 4, 5, 6, 7, 8)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

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Delegation	6.2.5 Control of Operations Likely to Create Bush Fire Danger [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local governments~~ , <u>48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.27D Requirements for carriage and deposit of incendiary material~~ , <u>s. 27D Requirements for carriage and deposit of incendiary material</u> ~~Bush Fires Regulations 1954:~~ ~~r.39C Welding and cutting apparatus, use of in open air~~ <u>Bush Fires Regulations 1954:</u> <u>r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc.</u> <u>r. 39C Welding and cutting apparatus, use of in open air</u> ~~r.39D Explosives, use of~~ <u>r. 39CA Bee smoker devices, use of in restricted or prohibited burning times etc.</u> ~~r.39E Fireworks, use of~~ <u>r. 39D Explosives, use of</u> <u>r. 39E Fireworks, use of</u>
Function	~~1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from:-~~ ~~a. a person operating a bee smoker device during a prescribed period [r.39CA(5)];~~ ~~b. a person operating welding apparatus, a power-operated abrasive cutting disc [r.39C(3)];~~ ~~c. a person using explosives [r.39D(2)];~~ ~~d. a person using fireworks [r.39E(3)];~~ ~~2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.~~ <u>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s. 24F(2)(b)(ii) and (4)].</u> <u>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s. 24G(2)].</u> <u>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r. 27(3) and r. 33(5)].</u> <u>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r. 34].</u> <u>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:</u> <u>a. camping or cooking [s. 25(1)(a)].</u> <u>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised officer under the Conservation and Land Management Act 1984 [s. 25(1)(b)].</u> <u>4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s. 25(1a) and (1b)].</u> <u>5. Authority to serve written notice on a person to whom an exemption has been given under s. 25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s. 25A(5)]</u>

Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	~~Chief Executive Officer (Function 1, 2)~~ <u>Nil</u> ~~Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1, 2)~~ ~~Deputy Chief Bush Fire Control Officer~~ <u>Chief Executive Officer (Function 1, 2)</u> ~~Emergency Management Advisor~~ <u>Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1, 2)</u> ~~Bush Fire Control Officers:~~ <u>Deputy Chief Bush Fire Control Officer</u> • ~~Coordinator Ranger Services (Function 1, 2)~~ • ~~Ranger(s) (Function 1, 2)~~ • ~~Animal Welfare & Prosecutions Advisor (Function 1, 2)~~ • ~~Trainee Ranger (Function 1, 2)~~ • ~~Chief Bush Fire Control Officer at Shire of Ashburton (Function 1, 2)~~ • ~~Chief Bush Fire Control Officer at Shire of East Pilbara (Function 1, 2)~~ <u>Emergency Management Advisor</u> <u>Bush Fire Control Officers:</u> • <u>Coordinator Ranger Services</u> • <u>Ranger(s)</u> • <u>Animal Welfare & Prosecutions Advisor</u> • <u>Trainee Ranger</u> • <u>Chief Bush Fire Control Officer at Shire of Ashburton</u> • <u>Chief Bush Fire Control Officer at Shire of East Pilbara</u>
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.6 Burning Garden Refuse / Open Air Fires [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local government~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.24F Burning garden refuse during limited burning times~~ <u>s. 24F Burning garden refuse during limited burning times</u> ~~s.24G Minister or local government may further restrict burning of garden refuses~~ <u>s. 24G Minister or local government may further restrict burning of garden refuse</u> ~~s.25 No fire to be lit in open air unless certain precautions taken~~ <u>s. 25 No fire to be lit in open air unless certain precautions taken</u> ~~s.25A Power of Minister to exempt from provisions of section 25~~ <u>s. 25A Power of Minister to exempt from provisions of section 25</u> <i>Bush Fires Regulations 1954:</i> ~~r.27(3) Permit, issue of~~ <u>Bush Fires Regulations 1954:</u> <u>r. 27(3) Permit, issue of</u>

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Function	~~Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].~~ <u>Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s. 24F(2)(b)(ii) and (4)].</u> ~~Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].~~ <u>Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s. 24F [s. 24G(2)].</u> ~~Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].~~ <u>Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r. 27(3) and r. 33(5)].</u> ~~Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34].~~ <u>Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r. 34].</u> ~~Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:~~ ~~camping or cooking [s.25(1)(a)].~~ <u>camping or cooking [s. 25(1)(a)].</u> ~~conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].~~ <u>conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s. 25(1)(b)].</u> ~~Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].~~ <u>Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s. 25(1a) & (1b)].</u> ~~Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].~~ <u>Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s. 25A(5)].</u>
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.7 Firebreaks [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local government~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.33 Local government may require occupier of land to plough or clear fire-breaks~~ <u>s. 33 Local government may require occupier of land to plough or clear fire-breaks</u>
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Town: a. clearing of firebreaks as determined necessary and specified in the notice; b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. ~~as a separate or coordinated action with any other person carry out similar actions [s.33(1)]~~ <u>as a separate or coordinated action with any other person carry out similar actions [s. 33(1)]</u>. 2. ~~Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]~~ <u>Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s. 33(4)]</u>: a. ~~Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)]~~ <u>Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s. 33(5)]</u>.
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1, 2) Deputy Chief Bush Fire Control Officer (Function 1) Deputy Chief Bush Fire Control Officer (Emergency Management Advisor) (Function 1) Coordinator Ranger Services (Function 1) Ranger(s) (Function 1) Animal Welfare & Prosecutions Advisor (Function 1) Trainee Ranger (Function 1)
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>

Record keeping	Bush Fires Act 1954 Section 50 Records to be maintained by local governments.

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Delegation	6.2.8 ~~Appoint Bush Fire Control Officer/s and Fire Weather Officer~~ <u>Appoint Bush Fire Control Officers and Fire Weather Officer [DRAFT]</u>
Category	<u>Authorisation</u>
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local government~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.38 Local Government may appoint bush fire control officers~~ <u>s. 38 Local Government may appoint bush fire control officer</u> ~~s.38A FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officers~~ <u>s. 38A FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer</u>
Function	~~1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954:-~~ ~~a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and~~ ~~b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].~~ ~~2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Town [s.38(5A)].~~ ~~3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]:-~~ ~~a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].~~ <u>The Town of Port Hedland Chief Executive Officer on behalf of the Local Government has the:</u> <u>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954.</u> <u>2. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and Determine the respective seniority of the other Bush Fire Officers so appointed [s. 38(1)].</u> <u>3. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Town [s. 38(5A)].</u> <u>4. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s. 38(17). [s. 38(8) and (9)].</u> <u>5. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s. 38(10)].</u>
Delegates	~~Emergency Management Advisor (1268)~~ Chief Executive Officer (1009)

Conditions	Appointments: <u>The Town of Port Hedland appoints, Deputy Chief Bush Fire Control Officer under section 38 of the <i>Bush Fires Act 1954</i>, the following position:</u> <u>Deputy Chief Bush Fire Control Officer • Emergency Management Advisor</u> <u>• Emergency Management Advisor</u> - <u>The Town of Port Hedland appoints, as Bush Fire Control Officers under section 38 of the <i>Bush Fires Act 1954</i> for the purposes of that Act, <i>Bush Fires Regulations 1954</i> and <i>Bush Fires (Infringements) Regulations 1978</i>, the following positions:</u> Bush Fire Control Officer • <u>Coordinator Ranger Services</u> • <u>Coordinator Ranger Services • Senior Ranger</u> • <u>Lead Ranger • Ranger</u> • <u>Ranger(s) • Bushfire Risk Management Planning Officer</u> • <u>Bushfire Risk Management Planning Officer • Chief Bush Fire Control Officer at the Shire of Ashburton</u> • <u>Chief Bush Fire Control Officer at the Shire of Ashburton • Chief Bush Fire Control Officer at the Shire of East Pilbara</u> • <u>Chief Bush Fire Control Officer at the Shire of East Pilbara</u>
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u><i>Bush Fires Act 1954</i> Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.9 Control and Extinguishment of Bush Fires [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local governments~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.46 Bush fire control officer or forest officer may postpone lighting fire~~ <u>s. 46 Bush fire control officer or forest officer may postpone lighting fire</u>
Function	1. ~~Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].~~ <u>Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s. 46(1A)].</u> a. ~~Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].~~ <u>Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s. 46(1B)].</u>
Delegates	Chief Bush Fire Control Officer Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.10 Apply for Declaration as an Approved Area [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local government~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.52(1) Approved area may be declared~~ <u>s. 52(1) Approved area may be declared</u>
Function	1. ~~Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.52(1)]~~ <u>Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s. 52 (1)]</u> ~~(Note – The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area s.53.)~~ <u>(Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area [s.53].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.11 Recovery of Expenses Incurred through Contraventions of this Act [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local governments~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.58 General penalty and recovery of expenses incurred~~ <u>s. 58 General penalty and recovery of expenses incurred</u>
Function	~~Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Town or those on behalf of the Town to do [s.58].~~ <u>Authority to recover expenses incurred by the Town as a result of an offence against the Bush Fires Act 1954, including expenses incurred in carrying out duties or performing actions authorised or required under the Act. [s. 58]</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.12 ~~Prosecution of Offences~~ <u>Prosecution of Offences and Infringement Notices</u> [DRAFT]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> ~~s.48 Delegation by local governments~~ <u>s. 48 Delegation by local government</u>
Express power or duty delegated	<i>Bush Fires Act 1954:</i> ~~s.59 Prosecution of offences~~ <u>s. 59 Prosecution of offences</u> ~~s.59A(2) Alternative procedure – infringement notices~~ <u>s. 59A Alternative procedure – infringement notices</u>
Function	~~1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].~~ <u>Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s. 59].</u> ~~2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].~~ <u>Authority to serve an infringement notice for an offence against this Act [s. 59A(2)].</u> ~~3. Authority to withdraw an infringement notice for an offence against Bush Fires Act 1954 [s. 59A(5)].~~ <u>Authority to withdraw an infringement notice for an offence against Bush Fires Act 1954 [s. 59A(5)].</u>
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	~~Nil~~ <u>Chief Executive Officer (Function 1, 2, 3)</u> <u>Coordinator Ranger Services (Function 1, 2)</u> <u>Deputy Chief Bush Fire Control Officer (Function 1, 2)</u> <u>Director Regulatory Services (Function 1, 2, 3)</u> <u>Emergency Management Advisor (Function 1, 2)</u> <u>Manager Environmental Services (Function 1, 2)</u> <u>Ranger (Function 1, 2)</u> <u>Trainee Ranger (Function 1, 2)</u>
Statutory framework	<u>Town of Port Hedland Bush Fire Brigades Local Law 2017</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Bush Fires Act 1954 Section 50 Records to be maintained by local governments.</u>

Delegation	6.2.13 Withdrawal of Infringement Notices [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59A(5) Alternative procedure – infringement notices
Function	1. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

07 Cat Act 2011

Cat Act 2011

Delegation	7.2.1 Infringement Notices – Extensions and Withdrawals [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	07 Cat Act 2011
Delegator	Chief Executive Officer (1009)
Express power to delegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Director Regulatory Services (1245) Manager Environmental Services (1261)
Conditions	Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

07.1 Local Government Council to Chief Executive Officer

Delegation	7.1.1 ~~Cat Registrations~~ <u>Cat Administration</u> [DRAFT]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> ~~s.44 Delegation by local government~~ <u>s. 44 Delegation by local government</u>
Express power or duty delegated	<i>Cat Act 2011:</i> ~~s.9 Registrations~~ <u>s. 9 Registration</u> ~~s.10 Cancellation of registration~~ <u>s. 10 Cancellation of registration</u> ~~s.11 Registration numbers, certificates and tags~~ <u>s. 11 Registration numbers, certificates and tags</u> ~~s.13 Notice of decision regarding registrations~~ <u>s. 13 Notice of decision regarding registrations</u> ~~Cat Regulations 2012~~ <u>s. 37 Approval to Breed Cats</u> <u>s. 38 Cancellation of approval to breed cats</u> <u>s. 39 Certificate to be given to approved cat breeder</u> <u>s. 40 Notice of decision</u> ~~Schedule 3, cl.1(4) Fees Payable~~ <u>Cat (Uniform Local Provisions) Regulations 2013:</u> <u>r. 8 Application to keep additional number of cats</u> <u>r. 9 Grant of approval to keep additional number of cats</u> ~~Cat Regulations 2012~~ <u>Schedule 3, cl.1(4) Fees Payable</u>

Function	~~1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].~~ ~~2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].~~ ~~3. Authority to cancel a cat registration [s.10].~~ ~~4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].~~ ~~5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Town's District [Regs. Sch. 3 cl.1(4)].~~ ~~6. Authority to give notice to owner of a cat of decisions regarding to registrations [s.13(1)].~~ <u>Cat Registration – Cat Act 2011</u> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Town's District [Regs. Sch. 3 cl.1(4)]. 6. Authority to give notice to owner of a cat of decisions regarding to registrations [s.13(1)]. <u>Approval to Breed Cats – Cat Act 2011</u> 7. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 8. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 9. Authority to cancel an approval to breed cats [s.38]. 10. Authority to give an approved breeder a new certificate or tag [s.39]. 11. Authority to give notice of a decision regarding an application to breed cats [s.40] <u>Additional Cats Approval – Cat (Uniform Local Provisions) Regulations 2013</u> 12. Authority to require any document or additional information required to determine an application [r.8(3)] 13. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 14. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9]. <u>Reduce or Waiver Registration - Cat Regulations 2012</u> 15. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer (1009)

Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. <u>Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>.</u> <u>This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i>.</u>
Statutory framework	<u><i>Cat Act 2011</i></u> <u><i>Cat Regulations 2012</i></u> <u><i>Cat (Uniform Local Provisions) Regulations 2013</i></u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u><i>Cat Act 2011</i> Section 12 Register of Cats to be kept by local government.</u> <u>Section 47(3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

DRAFT

Delegation	7.1.2 ~~Cat Control Notices~~ <u>Cat Act 2011 Authorised Persons</u> [DRAFT]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	~~<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner~~ <i>Cat Act 2011:</i> <u>s. 48 Authorised persons</u> <u>s. 26 Cat control notice may be given to cat owner</u> <u>s. 31 Cat owner liable to pay costs to cat management facility</u> <u>s. 49(3) Authorised person may cause cat to be destroyed</u> <u>s.64 Extension of time</u> <u>s.65 Withdrawal of notice</u>
Function	~~Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Town's District [s.26].~~ 1. <u>Authority to appoint authorised persons by issuing a certificate of authorisation [s. 48].</u> 2. <u>Authority to undertake the following functions as authorised persons:</u> a. <u>To seize a cat [s.27]</u> b. <u>To cause a cat to be destroyed [s. 49]</u> c. <u>To require a person's details [s. 50]</u> d. <u>To enter premises [s. 51]</u> e. <u>To carry out general powers of authorised person [s. 52]</u> f. <u>To apply for a warrant [s. 57]</u> g. <u>To give an infringement notice [s. 62]</u> h. <u>To commence a prosecution [s. 73]</u> 3. <u>Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Town's district [s. 26].</u> 4. <u>Authority for an authorised person to cause a cat to be destroyed in accordance with the Cat Act 2011 [s. 49(3)].</u> 5. <u>Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s. 49(3)].</u> 6. <u>Authority to recover the amount of the costs associated with the destruction and disposal of a cat [s. 31].</u> 7. <u>Authority to extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</u> 8. <u>Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Cat Act 2011</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>

Record keeping	<u>Cat Act 2011 Section 12 Register of Cats to be kept by local government.</u> <u>Section 47(3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u>

DRAFT

Delegation	7.1.3 Approval to Breed Cats [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder s.40 Notice of decision
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag [s.39]. 5. Authority to give notice of a decision regarding an application to breed cats [s.40]
Delegates	Chief Executive Officer (1009)
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	7.1.4 Appoint Authorised Persons [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s. 48 Authorised persons
Function	1. Authority to appoint authorised persons by issuing a certificate of authorisation [s.48]. 2. Authority to undertake the following functions as authorised persons: a. To seize a cat [s.27] b. To cause a cat to be destroyed [s. 49] c. To require a person's details [s. 50] d. To enter premises [s. 51] e. To carry out general powers of authorised person [s. 52] f. To apply for a warrant [s .57] g. To give an infringement notice [s. 62] h. To commence a prosecution [s. 73]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	7.1.5 Recovery of Costs – Destruction of Cats [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	7.1.6 Applications to Keep Additional Cats [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer (1009)
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	7.1.7 Reduce or Waiver Registration Fee [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer (1009)
Conditions	This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

08 Dog Act 1976

Dog Act 1976

08.1 Local Government Council to Chief Executive Officer

Delegation	8.1.1 ~~Dog Registrations~~ Dog Registration [DRAFT]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> ~~s.10AA Delegation of local government powers and duties~~ <u>s. 10AA Delegation of local government powers and duties</u>
Express power or duty delegated	<i>Dog Act 1976:</i> ~~s.15(2) and (4A) Registration periods and fees~~ <u>s. 15 Registration periods and fees</u> ~~s.16(3) Registration procedure~~ <u>s. 16 (2) & (3) Registration procedure</u> ~~s.17A(2) If no application for registration made~~ <u>s. 17A(2) Written notice to the owner of a dog that the dog cannot be registered by the local government</u> ~~s.17(4) and (6) Refusal or cancellation of registration~~ <u>s. 17(4) & (6) If an application is not made - seize, detain or destroy</u>
Function	~~Authority to determine a dog registration [s.16(2)]~~ <u>Authority to determine a dog registration [s. 16(2)]</u>. ~~Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]~~ <u>Authority to determine to refuse a dog registration and refund the fee, if any [s. 16(2)]</u>. - Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: - the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; - the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; - the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; - the dog is required to be microchipped but is not microchipped; and ~~the dog is a dangerous dog [s.16(3) and s.17A(2)]~~ <u>the dog is a dangerous dog [s. 16(3) and s. 17A(2)]</u>. ~~Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Town's District [s.15(4A)]~~ <u>Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Town's District [s. 15(4A)]</u>. ~~Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed, [s.17(4)]~~ <u>Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed, [s. 17(4)]</u>. ~~Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]~~ <u>Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s. 17(6)]</u>.

Delegates	Chief Executive Officer (1009)
Conditions	~~The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.~~ <u>The local government may authorise registration officers to effect the registration of dogs pursuant to this Act.</u>
Statutory framework	<u>Dog Regulations 2013</u> <u>Dog Act 1976 section 49 Local government may make local laws</u> <u>Town of Port Hedland Dogs Local Law 2021</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Dog Act 1976 Section 14 Register to be maintained by local government</u> <u>Dog Regulations 2013 Regulations 16 Information to be recorded in register of dogs, 25</u> <u>Information to be given by microchip implanter to microchip database company and 36C</u> <u>Record of decision in centralised registration system.</u>

DRAFT

Delegation	8.1.2 Kennel Establishments [DRAFT]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> ~~s.27 Licensing of approved kennel establishments~~ <u>s. 27 Licensing of approved kennel establishments</u> ~~s.26 Limitations and Exemptions~~ <u>s. 26 Keeping of dogs, limitations and exemptions</u>
Function	~~Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)]~~ <u>Authority to grant, refuse to grant or cancel a kennel licence [s. 27 (4) & (6)]</u> ~~Authority to limit the number of dogs and authority to issue an exemption [s.26]~~ <u>Authority to limit the number of dogs and authority to issue an exemption [s. 26]</u>
Delegates	Chief Executive Officer (1009)
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this delegation.
Statutory framework	<u>Local Government Act 1995 section 9.10(2) appoint authorised persons</u> <u>Dog Act 1976 section 49 Local government may make local laws</u> <u>Town of Port Hedland Dogs Local Law 2021</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Dog Act 1976 Section 14 Register to be maintained by local government.</u> <u>Dog Regulations 2013 Regulations 16 Information to be recorded in register of dogs, 25</u> <u>Information to be given by microchip implanter to microchip database company and 36C</u> <u>Record of decision in centralised registration system.</u>

Delegation	8.1.3 ~~Appoint Authorised Persons~~ Dog Act 1976 Authorised Persons [DRAFT]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> ~~s.10AA Delegation of local government powers and duties~~ <u>s. 10AA Delegation of local government powers and duties</u>
Express power or duty delegated	<i>Dog Act 1976 and Dog Regulations 2013</i> <i>Dog Act 1976:</i> <u>s. 11A Appointment of authorised persons</u> <u>s. 29 Seize dogs</u> <u>s. 33E Declare dangerous dogs</u> <u>s. 33G Seizure and destruction of dogs</u> <u>s. 38 Nuisance dogs</u> <u>s. 39 Dogs may be destroyed</u> <u>s. 43A Requirement to provide personal details</u> <u>s. 44 Enforcement proceedings</u> <u>s. 47 Veterinary treatment of dogs</u> <i>Dog Regulations 2013:</i> <u>r. 35 Dealing with alleged offenders without prosecuting them - infringement notices</u> <u>r. 35(5) Withdrawal of infringement notices</u>
Function	~~Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act.~~ <u>Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act. [s. 11A]</u> ~~Authority to undertake the following functions as authorised persons -~~ <u>Authority to undertake the following functions as authorised persons -</u> ~~To seize dogs [s.29(1)]~~ <u>To seize dogs [s. 29]</u> ~~To declare a dog to be dangerous [s.33]~~ <u>To declare a dog to be dangerous [s. 33]</u> ~~To seize and destroy dogs [s.33G]~~ ~~Issue an order regarding a nuisance dog [s.38]~~ <u>Issue an order regarding a nuisance dog [s. 38(3)]</u> ~~Apply for an order that a dog be destroyed [s.39]~~ <u>Apply for an order that a dog be destroyed [s. 39]</u> ~~Request personal details [s.43A]~~ <u>Request personal details - name and address to be supplied [s. 43A]</u> ~~Commence enforcement proceedings [s.44]~~ <u>Commence enforcement proceedings [s. 44]</u> ~~Veterinary services [s.47]~~ <u>Veterinary service expenses recoverable from local government [s. 47]</u> ~~To issue an infringement notice [r.35]~~ <u>Issue an infringement notice [r. 35(1)]</u> ~~To withdraw infringement notices [r.37]~~ <u>To withdraw infringement notices [r. 35(5)]</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~Nil~~ <u>An authorised person who serves an infringement notice under subregulation (1) cannot withdraw the infringement notice on behalf of the local government under subregulation (5).</u>

Statutory framework	<u>Local Government Act 1995 section 9.10(2) appoint authorised persons</u> <u>Dog Act 1976 section 49 Local government may make local laws</u> <u>Town of Port Hedland Dogs Local Law 2021</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Dog Act 1976 Section 14 Register to be maintained by local government.</u> <u>Dog Regulations 2013 Regulations 16 Information to be recorded in register of dogs, 25</u> <u>Information to be given by microchip implanter to microchip database company and 36C</u> <u>Record of decision in centralised registration system.</u> <u>Local Government (Administration) Regulations 1996 Regulation 19 A person to whom a power</u> <u>or duty is delegated under this Act is to keep records in accordance with regulations in relation</u> <u>to the exercise of the power or the discharge of the duty.</u>

DRAFT

Delegation	8.1.4 Recovery of Moneys due under this Act [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer (1009)
Conditions	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	8.1.5 Dispose of or Sell Dogs Liable to be Destroyed [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	Chief Executive Officer (1009)
Conditions	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	8.1.6 Declare Dangerous Dog [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer (1009)
Conditions	The Chief Executive Officer may further delegate (sub-delegate).
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

DRAFT

Delegation	8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 2. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer (1009)
Conditions	The Chief Executive Officer may further delegate (sub-delegate).
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer (1009)
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

09 Animal Welfare Act 2002

Animal Welfare Act 2002

09.1 Department Primary Industries and Regional Development Appointment

Delegation	9.1.1 ~~General Inspector~~ Animal Welfare Act 2002 General Inspector [DRAFT]
Head of power	09 Animal Welfare Act 2002
Delegator	~~Chief Executive Officer (1009)~~ CEO (Director General, Department Primary Industries and Regional Development)
Express power to delegate	~~Animal Welfare Act 2002:~~ ~~a.33(2)(a)(v) Appointment of general inspectors~~ <u>Animal Welfare Act 2002:</u> <u>s. 33(2)(a)(v) Appointment of general inspectors of a local government</u> <u>s. 33(3) Terms of appointment of a general inspector are to be determined by the CEO and set out in the instrument of appointment.</u>
Express power or duty delegated	~~Animal Welfare Act 2002:~~ ~~s.33 Appointment of general inspectors~~ <u>Animal Welfare Act 2002:</u> <u>s. 33 Appoint General Inspectors</u> <u>s. 35(1) Restricted Appointments, local government employees</u> <u>s. 37 Functions of General Inspectors</u> <u>s. 47 Other powers of Inspectors, subject to sections 38, 39, 42 and 43.</u>
Function	~~Power to carry out duties as a General Inspector [s.33]:~~ <u>1. Authority for a person appointed as General Inspector under the Animal Welfare Act 2002 to exercise the functions and powers of a General Inspector [s.33(2)(a)(v)].</u> <u>2. Authority to exercise the following functions:</u> <u>a. Enforce Part 3 of the Act relating to the welfare, safety and health of animals [s. 37(1)(a)].</u> <u>b. Provide assistance to scientific inspectors if required under s. 48(1) [s. 37(1)(c)].</u> <u>c. Provide information and assistance to the CEO in relation to matters arising under the Act [s. 37(1)(d)].</u>
Delegates	N/A
Conditions	~~Appointment from Chief Executive Officer—Department of Public Service, pursuant to section 33 of the Animal Welfare Act 2002 (this is not a Council power to appoint). General inspectors enforce the provisions concerning offences against animals (including cruelty against animals) contained in Part 3 of the Animal Welfare Act and the regulations.~~ <u>Appointment from Chief Executive Officer (General Director) – pursuant to section 33 of the Animal Welfare Act 2002.</u> <u>*This is not a Local Government Council power to appoint.</u>

Statutory framework	<u>The Animal Welfare Act and regulations are enforceable and contain penalties for non-compliance.</u> <u><i>Animal Welfare (General) Regulations 2003</i></u> <u><i>Animal Welfare (Scientific Purposes) Regulations 2003</i></u> <u><i>Animal Welfare (Pig Industry) Regulations 2010</i></u> <u><i>Animal Welfare (Transport, Saleyards and Depots) (Cattle and Sheep) Regulations 2020</i></u> <u><i>Animal Welfare (Poultry) Regulations 2024</i></u> - <u>Relevant legislation:</u> <u><i>Dog Act 1976</i></u> <u><i>Cat Act 2011</i></u> <u><i>Veterinary Practice Act 2021</i></u> <u><i>Biosecurity Agriculture Management Act 2007</i></u>
Policy	<u>Codes of practice and guidance material are not directly enforceable but compliance with them may be relevant to whether a person has complied with the Animal Welfare Act or regulations.</u>
Record keeping	<u>Appointed General Inspectors to provide information and assistance to the CEO in relation to matters arising under this Act [s. 37(1)(d)].</u> <u>Department Primary Industries and Regional Development for further information on being appointed as a general inspector, including a copy of the relevant nomination forms, email compliance.IDcards@dpird.wa.gov.au or phone +61 08 9363 4047.</u>

DRAFT

10 Food Act 2008

Food Act 2008

10.1 Local Government Council to Chief Executive Officer

Delegation	10.1.1 Prohibition Orders [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	10.1.2 10.1.1 Food Business Registrations Food Business [DRAFT]
Head of power	10 Food Act 2008
Delegator	Local Government Enforcement Agency (Local Government)
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation ~~(2)(b) Enforcement agency may delegate a function conferred on it.~~ <u>s. 122(1) Appointment of authorised officers by enforcement agency for purposes of the Food Act 2008</u> ~~(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]~~ ~~(4) Sub-delegation permissible only if expressly provided in regulations~~
Express power or duty delegated	<i>Food Act 2008:</i> ~~s.110(1) and (5) Registration of food business~~ ~~s.112 Variation of conditions or cancellation of registration of food businesses~~ <i>Food Act 2008:</i> <u>s. 65(1) Serve prohibition orders</u> <u>s. 66 Certificate of clearance to be given in certain circumstances</u> <u>s. 67(4) Request for re-inspection</u> <u>s. 110 Registration of food businesses</u> <u>s. 112 Variation of conditions or cancellation of registration of food businesses</u> <u>s. 115 Register of food businesses to be maintained</u> <i>Food Regulations 2009:</i> <u>r. 51 Enforcement agency may make list of food businesses publicly available</u>
Function	~~1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].~~ ~~2. Authority to vary the conditions or cancel the registration of a food business [s.112].~~ <u>The Chief Executive Officer has the authority to appoint authorised officers to perform functions of the Food Act 2008.</u> <u>1. Authority to serve a prohibition order on the proprietor of a food business where the handling of food poses a risk to public health [s. 65(1)].</u> <u>2. Authority to give a certificate of clearance, where satisfied that the matters giving rise to a prohibition order have been remedied [s. 66].</u> <u>3. Authority to give written notice to proprietor of a food business of a decision not to issue a certificate of clearance following re-inspection [s. 67(4)].</u> <u>4. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s. 110].</u> <u>5. Authority to vary the conditions or cancel the registration of a food business [s. 112].</u> <u>6. Maintain and or prepare register of food businesses [s. 115] and ability to make publicly available [r. 51].</u>
Delegates	<u>Chief Executive Officer (1009)</u> ~~Coordinator Environment & Sustainability (1272)~~ ~~Director Regulatory Services (1245)~~ ~~Environmental Health Officer (1274)~~ ~~Manager Environmental Services (1261)~~

Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: 1. Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; 2. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; 3. WA Priority Classification System; and 4. Verification of Food Safety Program Guideline. - Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1, 2) Coordinator Environmental Health (Function 1, 2) Environmental Health Officer (Function 1)
Statutory framework	<u>Food Act 2008</u> <u>Food Regulations 2009</u> <u>Public Health Act 2016</u> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <u>Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA;</u> - <u>Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1;</u> - <u>WA Priority Classification System; and</u> - <u>Verification of Food Safety Program Guideline.</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Food Act 2008 Section 121 The enforcement agency must report to the Chief Executive Officer (Department of the Public Service) the performance of functions and details of proceedings for an offence under the Act.</u>

Delegation	10.1.3 ~~Appoint Authorised Officers and Designated Officers~~ <u>Food Act 2008 Authorised Officers [DRAFT]</u>
Head of power	10 Food Act 2008
Delegator	~~Local Government~~ <u>Enforcement Agency (Local Government)</u>
Express power to delegate	<i>Food Act 2008:</i> ~~s.118 Functions of enforcement agencies and delegation~~ <u>s. 118 Functions of enforcement agencies and delegation</u> ~~(2)(b) Enforcement agency may delegate a function conferred on it~~ <u>s. 122(1) Appointment of authorised officers by enforcement agency for purposes of the Food Act 2008</u> ~~s. 126(13) Designate authorised officers - infringement notices~~ ~~(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]~~ ~~(4) Sub-delegation permissible only if expressly provided in regulations~~
Express power or duty delegated	<i>Food Act 2008:</i> ~~s.122(1) Appointment of authorised officers~~ ~~s.126(6), (7) and (13) Infringement Officers~~ <i>Food Act 2008:</i> <u>s. 38 Powers of authorised officers</u> <u>s. 40 Power of seizure</u> <u>s. 41 Application for warrant to enter premises</u> <u>s.54 Recover costs of destruction or disposal of forfeited items</u> <u>s. 125 Institution of proceedings</u> <u>s. 126(2) Issue an infringement notice</u> <u>s. 126(3) Inform and receive payment for modified penalties</u> <u>s. 126(6) Extend the payment period for a modified penalty</u> <u>s. 126(7) Withdraw an infringement notice</u>

Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)]. <u>The Chief Executive Officer has the authority to appoint authorised officers to perform functions of the Food Act 2008.</u> <u>1. Authority for authorised officers appointed under this delegation to exercise powers of authorised officers under the Food Act 2008, including:</u> <u>a. exercising the powers of an authorised officer [s. 38];</u> <u>b. seizing items where authorised under the Act [s. 40]; and</u> <u>c. making an application for a warrant [s. 41].</u> <u>d. recover costs incurred in connection with the lawful destruction or disposal of a seized item, including storage costs [s. 54(1)] and the costs of any subsequent proceedings [s. 54(3)]</u> <u>2. Authority to institute proceedings for an offence under the Food Act 2008 [s. 125].</u> <u>3. Authority for designated authorised officer to exercise powers under the Food Act 2008 section 126 Infringement Notices, including:</u> <u>a. issuing infringement notices [s. 126(2)].</u> <u>b. informing a person of the requirement to pay a modified penalty and receiving payment of a modified penalty [s. 126(3)].</u> <u>c. extending the period for payment of a modified penalty [s. 126(6)].</u> <u>d. determining the withdrawal of an infringement notice [s. 126(7)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: 1. Appointment of Authorised Officers as Meat Inspectors; 2. Appointment of Authorised Officers; 3. Appointment of Authorised Officers—Designated officers only; and 4. Appointment of Authorised Officers—Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Statutory framework	<u>Food Regulations 2009 Part 10 Division 3 — Appointment of authorised officers</u> <u>Public Health Act 2016 section 24(1) Designation of authorised officers</u> <u>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</u> <u>- Appointment of Authorised Officers as Meat Inspectors;</u> <u>- Appointment of Authorised Officers;</u> <u>- Appointment of Authorised Officers – Designated officers only; and</u> <u>- Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>

Record keeping	<u>Food Act 2008 Section 121 The enforcement agency must report to the Chief Executive Officer (Department of the Public Service) the performance of functions and details of proceedings for an offence under the Act.</u>

DRAFT

Delegation	10.1.4 Authorised Persons [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.38 Exercise the powers of authorised officers s.40 Power of seizure s.41 To make an application for a warrant
Function	To exercise the powers and functions of authorised persons under the Food Act 2008 as described below: 1. Exercise the powers of authorised officers. 2. To make a seizure as prescribed in section 40 of the <i>Food Act 2008</i> . 3. To make an application for a warrant.
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261)
Conditions	Chief Executive Officer (Function 1, 2, 3) Director Regulatory Services (Function 1, 2, 3) Manager Environmental Services (Function 1, 2, 3) Coordinator Environmental Health (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	24 September 2025

Delegation	10.1.5 Designated Officers and Infringement Notices [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.126(2) To give an infringement notice s.126(3) To inform and receive payment for modified penalties s.126(6) To extend the payment period for a modified penalty s.126(7) To withdraw an infringement notice
Function	To exercise the powers and functions relating to infringement notice under section 126 of the Food Act 2008 as described below: 1. To give an infringement notice; 2. To inform and receive payment for modified penalties; 3. To extend the payment period for a modified penalty; and 4. To withdraw an infringement notice.
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261)
Conditions	Chief Executive Officer (Function 3, 4) Director Regulatory Services (Function 3, 4) Manager Environmental Services (Function 1, 2) Coordinator Environmental Health (Function 1, 2) Environmental Health Officer (Function 1, 2)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	24 September 2025

Delegation	10.1.6 Debt Recovery and Prosecutions [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245)
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	10.1.7 Food Businesses List – Public Access [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.115(a) or (b) Register of food businesses to be maintained <i>Food Regulations 2009</i> r.51 Enforcement agency may make list of food businesses publicly available
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261)
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

11 Graffiti Vandalism Act 2016

Graffiti Vandalism Act 2016

11.1 Local Government Council to Chief Executive Officer

Delegation	11.1.1 Give Notice Requiring Obliteration of Graffiti Notices and Determination of Objections [DRAFT]
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> ~~s.16 Delegation by local governments~~ <u>s. 16 Delegation by local government</u>
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> ~~s.18(2) Notice requiring removal of graffiti~~ <u>s. 18(2) Notice requiring removal of graffiti</u> ~~s.19(3) & (4) Additional powers when notice is given~~ <u>s. 19(3) & (4) Additional powers when notice is given</u> <u>s. 22(3) Objection may be lodged</u> <u>s. 24(1)(b) and (3) Suspension of effect of notice</u>
Function	~~1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].~~ <u>Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s. 18(2)].</u> 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. 3. <u>Authority to deal with an objection to a notice [s. 22(3)].</u> 4. <u>Authority, where an objection has been lodged, to determine that urgent action is required and to take action to give effect to the notice where there are urgent reasons, including endangerment to public safety, likely damage to property or serious nuisance if action is not taken [s. 24(1)(b)].</u> 5. <u>Authority to give notice to the affected person before taking the necessary action [s. 24 (3)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

Delegation	11.1.2 Notices – Deal with Objections and Give Effect to Notices [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. Determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. To give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	11.1.3 Obliterate Graffiti on Private Property [DRAFT]
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> ~~s.16 Delegation by local government~~ <u>s. 16 Delegation by local government</u>
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> ~~s.25(1) Local government graffiti powers on land not local government property~~ <u>s. 25(1) Local government graffiti powers on land not local government property</u>
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local ~~government does not have consent [s.25(1)]~~ <u>government does not have consent [s. 25(1)]</u> .
Delegates	Chief Executive Officer (1009)
Conditions	~~Subject to exercising Powers of Entry~~ <u>Subject to the lawful exercise of the powers of entry.</u>
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

Delegation	11.1.4 Powers of Entry [DRAFT]
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> ~~s.16 Delegation by local government~~ <u>s. 16 Delegation by local government</u>
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> ~~s.28 Notice of entry~~ <u>s. 28 Notice of entry</u> ~~s.29 Entry under warrant~~ <u>s. 29 Entry under warrant</u>
Function	~~1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].~~ <u>Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s. 28].</u> ~~2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].~~ <u>Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s. 29].</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

12 Fines, Penalties, and Infringement Notices Enforcement Act 1994

Fines, Penalties, and Infringement Notices Enforcement Act 1994

12.1 Local Government Council to Chief Executive Officer

Delegation	12.1.1 Register and Withdraw Infringement Notices [DRAFT]
Head of power	12 Fines, Penalties, and Infringement Notices Enforcement Act 1994
Delegator	Local Government
Express power to delegate	<i>Fines, Penalties and Infringement Notices Act 1994:</i> ~~s.13(2) Approved prosecuting authorities and officers~~ <u>s. 13(2) Approved prosecuting authorities and officers</u>
Express power or duty delegated	<i>Fines, Penalties and Infringement Notices Act 1994:</i> ~~s.16 Registration of infringement notice: enforcement certificate~~ <u>s. 16 Registration of infringement notice: enforcement certificate</u> ~~s.22 Prosecuting authority may withdraw proceedings~~ <u>s. 22 Prosecuting authority may withdraw proceedings</u>
Function	~~The powers and functions of designated officers under the~~ <u>The Chief Executive Officer has the authority to authorise persons or classes of persons to perform functions of the</u> ~~<i>Fines, Penalties and Infringement Enforcement Act 1994:</i>~~ <u><i>Fines, Penalties and Infringement Notices 1994.</i></u> 1. ~~To register an infringement notice / enforcement certificate [s.16]:~~ <u>To register an infringement notice / enforcement certificate [s. 16].</u> 2. ~~To withdraw proceedings [s.22]:~~ <u>To withdraw proceedings [s. 22].</u>
Delegates	~~Administration Officer-Regulatory Services (1246)~~ ~~Building Technician (1404) (1282)~~ ~~Coordinator-Environment & Sustainability (1272)~~ ~~Coordinator-Ranger Services (1262)~~ ~~Coordinator-Urban Planning (1284)~~ ~~Director-Regulatory Services (1245)~~ ~~Environmental Health Officer (1274)~~ ~~Manager-Environmental Services (1261)~~ ~~Manager-Planning & Economic Development (1278)~~ ~~Ranger (1263) (1267) (1269) (1358)~~ ~~Ranger-Support Officer (1264)~~ ~~Senior-Ranger (1357) (1265)~~ ~~Trainee-Ranger (1266)~~ Chief Executive Officer (1009)

Conditions	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1) Manager Planning and Economic Development (Function 1) Building Surveyor (Function 1) Building Technician (Function 1) Coordinator Ranger Services (Function 1) Animal Welfare & Prosecutions Advisor (Function 1) Ranger(s) (Function 1) Trainee Ranger (Function 1) Ranger Support Officer (Function 1) Administration Officer Regulatory Services (Function 1) Coordinator Urban Planning (Function 1) Coordinator Environmental Health (Function 1) Environmental Health Officer (Function 1) <u>Fines, Penalties and Infringement Notices Enforcement Act 1994 Section 13(2) The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22.</u>
Statutory framework	<u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

13 Litter Act 1979

Litter Act 1979

13.1 Local Government Council to Chief Executive Officer

Delegation	13.1.1 ~~Authorised Officers~~ Litter Act 1979 Authorised Officers [DRAFT]
Head of power	13 Litter Act 1979
Delegator	Local Government
Express power to delegate	<i>Litter Act 1979:</i> ~~s.26 (1)(c)(ii) Authorised officers, appointment and jurisdiction of etc.~~ <u>s. 26(1)(c)(ii) Authorised officer, an employee of the local government</u>
Express power or duty delegated	<i>Litter Act 1979:</i> ~~s.27 Authorised officers, powers of~~ <u>s. 27 Authorised officers, powers of</u> ~~s.27A Offences involving vehicles, presumptions as to offender etc.~~ <u>s. 27A Offences involving vehicles, presumptions as to offender etc.</u> ~~s.30 Infringement notices~~ <u>s. 30 Infringement notices</u>
Function	~~To issue infringement notices [s.30(1)].~~ ~~To withdraw an infringement notice [s.30(4)&(4A)].~~ ~~The powers and functions of authorised officers [s.27].~~ ~~To institute a prosecution [s.27A].~~ <u>The Chief Executive Officer has the authority to authorise persons or classes of persons to perform functions of the Litter Act 1979.</u> <u>Authority to serve infringement notices for prescribed offences [s. 30(1)].</u> <u>Authority to withdraw an infringement notice [s. 30(4) & (4A)].</u> <u>Powers and functions of Authorised Officers [s. 27].</u> <u>To institute a prosecution for an offence involving vehicles [s. 27A].</u>
Delegates	~~Coordinator Ranger Services (1262)~~ ~~Director Regulatory Services (1245)~~ ~~Manager Environmental Services (1261)~~ ~~Ranger (1263) (1267) (1269) (1358)~~ ~~Senior Ranger (1357) (1265)~~ ~~Trainee Ranger (1266)~~ ~~Chief Executive Officer (1009)~~
Conditions	~~Chief Executive Officer (Function 2, 3, 4)~~ ~~Director Regulatory Services (Function 2, 3, 4)~~ ~~Manager Environmental Services (Function 1, 3)~~ ~~Coordinator Ranger Services (Function 1, 3)~~ ~~Animal Welfare & Prosecutions Advisor (Function 1, 3)~~ ~~Ranger(s) (Function 1, 3)~~ ~~Trainee Ranger (Function 1, 3)~~
Statutory framework	<u>Town of Port Hedland Local Laws</u>

Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

DRAFT

14 Control of Vehicles (Off Road Areas) Act 1978

Control of Vehicles (Off Road Areas) Act 1978

14.1 Local Government Council to Chief Executive Officer

Delegation	14.1.1 ~~Authorised Persons~~Control of Vehicles (Off Road Areas) Act 1978 Authorised Persons [DRAFT]
Head of power	14 Control of Vehicles (Off Road Areas) Act 1978
Delegator	Local Government
Express power to delegate	<i>Control of Vehicles (Off-road Areas) Act 1978:</i> ~~s.38(3)(a) Authorised officers, who are, functions of etc.~~ <u>s. 38(3) Appointed as an authorised person under this subsection, if appointed under the s. 9.10(2) of the Local Government Act 1995 for the purposes of this Act</u>
Express power or duty delegated	<i>Control of Vehicles (Off-road Areas) Act 1978</i> ~~s.37 Infringement notices~~ <u>s. 37 Infringement notices</u> ~~s.38 Authorised Persons~~ <u>s. 38 Authorised Persons</u> ~~s.40 Prosecutions, who may commence~~ <u>s. 40 Prosecutions, who may commence</u>
Function	~~The functions and powers of authorised officers under the Control of Vehicles (Off Road Areas) Act 1978:~~ <u>1. Authority to issue infringement notices [s. 37(1)].</u> <u>2. Authority to withdraw infringement notices [s. 37(5)].</u> <u>3. Authority to exercise powers and functions of authorised persons [s. 38].</u> <u>4. Proceedings for offences may be instituted [s. 40].</u> ~~1. To issue infringement notices [s.37(1)].~~ ~~2. To withdraw and infringement notice [s.37(5)].~~ ~~3. The powers and functions [s.38].~~ ~~4. Institute a prosecution [s.40].~~
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Chief Executive Officer (Function 2, 3, 4) Director Regulatory Services (Function 2, 3, 4) Manager Environmental Services (Function 1, 3) Coordinator Ranger Services (Function 1, 3) Animal Welfare & Prosecutions Advisor (Function 1, 3) Ranger(s) (Function 1, 3) Trainee Ranger (Function 1, 3)

Statutory framework	<u><i>Control of Vehicles (Off-road Areas) Act 1978</i> Section 45 Local government may make local laws for the purposes of this Act.</u> <u><i>Local Government Act 1995</i> Section 9.10(2) appoint authorised persons.</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u><i>Local Government (Administration) Regulations 1996</i> Regulation 19 A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

DRAFT

15 Liquor Control Act 1988

Liquor Control Act 1988

15.1 Local Government Council to Chief Executive Officer

Delegation	15.1.1 Compliance Certificates Liquor Compliance Certificates [DRAFT]
Head of power	15 Liquor Control Act 1988
Delegator	Local Government
Express power to delegate	~~Liquor Control Act 1988:~~ ~~s.39 Certificate of local government as to whether premises comply with laws~~ ~~s.40 Certificate of planning authority as to whether use of premises complies with planning laws~~ <u>Liquor Control Act 1988:</u> <u>s.156 Functions of local governments</u>
Express power or duty delegated	~~Liquor Control Act 1988~~ <u>Liquor Control Act 1988:</u> ~~s.39 Certificate of local government as to whether premises comply with laws~~ <u>s. 39 Certificate of local government as to whether premises comply with laws</u> ~~s.40 Certificate of planning authority as to whether use of premises complies with planning laws~~ <u>s. 40 Certificate of planning authority as to whether use of premises complies with planning laws</u>
Function	~~1. The power to issue a certificate of local government as to whether premises comply with laws [s.39].~~ ~~2. The power to issue a certificate of planning authority as to whether use of premises complies with planning laws [s.40].~~ <u>The Chief Executive Officer has the authority to authorise persons or classes of persons to perform functions of the Liquor Control Act 1988.</u> <u>1. Authority to issue a certificate of local government as to whether premises comply with requirements of the Health (Miscellaneous Provisions) Act 1911, Food Act 2008, Local Government Act 1995, Building Act 2011 and any any written law applying to the sewerage or drainage of those premises [s. 39].</u> <u>2. Authority to issue a certificate of planning authority as to whether use of premises complies with planning laws the requirements of the written laws relating to planning specified [s. 40].</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~Nil~~ <u>Where the holder of a licence under this Act or any employee or agent of such a person is convicted of an offence on a prosecution commenced by an officer of the local government, the local government shall report that event and the nature of the offence to the Director. A local government is required to afford the licensing authority such assistance, by way of the examination of, and reporting on, licensed premises, as the licensing authority may reasonably require.</u>
Statutory framework	<u>Town of Port Hedland Public Places and Local Government Property Local Law 2016</u>

Policy	6/006 Consumption of Alcohol policy
Record keeping	All certificates issued are to be maintained as a Local Government Record. Exercise of delegated powers or duties are to be recorded in OneConnect.

DRAFT

16 Public Health Act 2016

Public Health Act 2016

16.1 (Local Government) Enforcement Agency to Chief Executive Officer

Delegation	16.1.1 Enforcement Agency Reports to the Chief Health Officer [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Town [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	~~16.1.2~~ ~~16.1.1 Designate Authorised Officers~~ <u>Public Health Act 2016 Designated Authorised Officers [DRAFT]</u>
Head of power	16 Public Health Act 2016
Delegator	~~Local Government~~ <u>Enforcement Agency (Local Government)</u>
Express power to delegate	~~Public Health Act 2016:~~ ~~s.21 Enforcement agency may delegate~~ <u>Public Health Act 2016:</u> <u>s. 16 Local Government functions.</u> <u>s. 19 Enforcement agency functions.</u> <u>s. 21 Enforcement agency may delegate.</u> <u>s. 21(1)(b) A power or duty conferred or imposed on an enforcement agency may be delegated if agency a local government.</u> <u>s. 24 Authority to designate a person or class of persons as authorised officers for the purposes of the Public Health Act 2016 or another specified Act, including environmental health officers and other persons.</u>
Express power or duty delegated	~~Public Health Act 2016~~ <u>Public Health Act 2016:</u> ~~s.24(1) and (3) Designation of authorised officers~~ <u>s. 24 Authorised officer for the purposes of the Public Health Act 2016 or another specified Act</u> <u>s. 240 Powers of authorised officers</u>
Function	~~Authority to designate a person or class of persons as~~ <u>The Chief Executive Officer has the authority to:</u> <u>authorised officers for the purposes of:</u> 1. ~~Appoint a qualified person or classes of persons as a designated authorised officer for the purposes of the~~ <u>The Public Health Act 2016 or other specified Act; Public Health Act 2016 or another specified Act, including environmental health officers and other persons [s. 24].</u> 2. ~~Issue to a person designated as an authorised officer under the Public Health Act 2016 a certificate of authority as an authorised officer [s. 30]. Specified provisions of the~~ <u>Public Health Act 2016 or other specified Act; and</u> 3. ~~Provisions of the~~ <u>Powers of authorised officers under the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including:</u> <u>[s. 240].</u> a. ~~an environmental health officer or environmental health officers as a class;~~ b. ~~a person who is not an environmental health officer or a class of persons who are not environmental health officers; and~~ c. ~~a mixture of the two. [s.24(1) and (3)].~~
Delegates	Chief Executive Officer (1009)

Conditions	~~a. Subject to each person so appointed being:-~~ ~~i. Appropriately qualified and experienced [s.25(1)(a));and~~ ~~ii. Issued with a certificate, badge or identity card identifying the authorised officer- [s.30 and 31];~~ ~~b. A Register (list) of authorised officers is to be maintained in accordance with s.27.~~ <u>An enforcement agency must not designate a person or class of persons under section 24(1) unless the enforcement agency considers that person to have the required qualifications and experience to perform the particular functions as authorised officers [s. 25(1)]</u> - <u>Authorised officer's must be issued with, and show evidence on request, of their authorisation under the Act [s. 30]. This is achieved by issuing any person who is authorised under the Public Health Act with a 'Certificate of Authority' document/card [s. 31(3)].</u> <u>Certificate requirements:</u> <u>(a) state that it is issued under the Act - Western Australia</u> <u>(b) name of the person to whom it is issued and bear a photograph or digital image of that person and the person's signature</u> <u>(c) state the date, if any, on which it expires - End of employment unless appointed for period.</u> <u>(d) specify the Acts or provisions of the Acts for the purposes of which the person is designated as an authorised officer and any provisions of an Act that are excluded from the designation.</u> <u>(e) specify any conditions or restrictions to which the person's authority is subject; and</u> <u>(f) bear the signature of the person by whom it is issued and state the capacity in which the person is acting in issuing the certificate - Enforcement Agency (Local Government Chief Executive Officer).</u>
Statutory framework	<u>Public Health Act 2016</u> <u>Food Act 2008</u> <u>Health (Miscellaneous Provisions) Act 1911</u> <u>Local Government Act 1995</u> <u>Health Legislation Administration Act 1984</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Public Health Act 2016 Sections 22 The enforcement agency must report to the Chief Health Officer, at the intervals that the Chief Health Officer requires, on the performance of functions under this Act by the agency and by persons employed or engaged by the agency. Must forward to the Chief Health Officer details of any proceedings for an offence under this Act taken by the agency, and 27 a Register (list) of designated officers is to be maintained.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

Delegation	16.1.2 Public Health Act 2016 Designated Environmental Health Officers [DRAFT]
Head of power	16 Public Health Act 2016
Delegator	Enforcement Agency (Local Government)
Express power to delegate	<i>Public Health Act 2016:</i> s. 16 Local Government functions. s. 17 Local government may appoint environmental health officers s. 18 The Chief Health Officer must, by notice published in the Gazette, approve the qualifications and experience that persons to be appointed as environmental health officers s. 19 Enforcement agency functions. s. 20 The Chief Health Officer may, in writing, impose conditions or restrictions on the performance of functions by the enforcement agency s. 21 Enforcement agency may delegate s. 24 Authority to designate a person or class of persons as authorised officers for the purposes of the Public Health Act 2016 or another specified Act, including environmental health officers and other persons.
Express power or duty delegated	<i>Public Health Act 2016: (Powers or duties that may be delegated under the Public Health Act)</i> s. 22 Reporting to the Chief Health Officer s. 45 Preparing local public health plans s. 46 Publishing current local public health plans s. 68 Registering a registerable activity s. 71 Varying conditions of, suspending or cancelling registrations s. 72 Extending or terminating suspensions of registrations s. 76 Maintaining a register of registerable activities and premises registered s. 78 Granting activity licences s. 82 Vary conditions of, suspending or cancelling activity licences s. 83 Extending or terminating suspension of activity licence s. 86 Maintaining a register of licence holders s. 216 Issuing enforcement orders s. 218 Extending periods of compliance with enforcement order s. 219 Implementing enforcement orders s. 221 Signing costs certificates s. 223 Giving certificates of clearance s. 224 Making assessments of compliance with an enforcement order s. 240 Powers of authorised officers s. 260 Returning seized items s. 262 Signing costs certificates s. 263 Returning forfeited items s. 264 Determine an application for compensation s. 280 Authority to commence proceedings for an offence
Function	The Chief Executive Officer has the authority to: 1. Appoint a qualified person to be an environmental health officer [s.17] 2. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the Public Health Act 2016 or another specified Act or for the purposes of the specified provisions of that Act or another specified Act [s. 24]. 3. Issue to a person designated as an authorised officer under the Public Health Act 2016 a certificate of authority as an authorised officer [s. 30].
Delegates	Chief Executive Officer (1009)

Conditions	A local government must not appoint a person as an environmental health officer unless the person has the qualifications and experience approved by the Chief Health Officer [s. 17(3)]. The Chief Health Officer must, by notice published in the Gazette, approve the qualifications and experience that persons to be appointed as environmental health officers must have [s. 18(1)]. Authorised officer's must be issued with, and show evidence on request, of their authorisation under section 30 of the <i>Public Health Act 2016</i>. This is achieved by issuing any person who is authorised under the Public Health Act with a 'Certificate of Authority' document/card [s. 31(3)], pursuant to the requirements: 1. state that it is issued under the Act - Western Australia 2. name of the person to whom it is issued and bear a photograph or digital image of that person and the person's signature 3. state the date, if any, on which it expires - End of employment unless appointed for period 4. specify the Acts or provisions of the Acts for the purposes of which the person is designated as an authorised officer and any provisions of an Act that are excluded from the designation - <i>Public Health Act 2016, Food Act 2008, Health (Miscellaneous Provisions) Act 1911</i>. 5. specify any conditions or restrictions to which the person's authority is subject; and 6. bear the signature of the person by whom it is issued and state the capacity in which the person is acting in issuing the certificate - Enforcement Agency (Local Government Chief Executive Officer).
Statutory framework	<i>Health Legislation Administration Act 1984</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Food Act 2008</i> <i>Local Government Act 1995</i> Town of Port Hedland Local Laws
Policy	Nil – authority derived directly from the Act and Regulations.
Record keeping	<i>Public Health Act 2016</i> Sections 22 The enforcement agency must report to the Chief Health Officer, at the intervals that the Chief Health Officer requires, on the performance of functions under this Act by the agency and by persons employed or engaged by the agency. Must forward to the Chief Health Officer details of any proceedings for an offence under this Act taken by the agency, and 27 A Register (list) of designated officers is to be maintained. Exercise of delegated powers or duties are to be recorded in OneConnect.

Delegation	16.1.3 Determine Compensation for Seized Items [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	Express Power to Delegate: <i>Public Health Act 2016</i> : s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245)
Conditions	Compensation is limited to a maximum value of \$10,000 with any proposal for compensation above this value to be referred for Council's determination.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	16.1.4 Commence Proceedings [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Function	Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

17 Health (Miscellaneous Provisions) Act 1911

Health (Miscellaneous Provisions) Act 1911

17.1 Local Government Council to Chief Executive Officer

Delegation	17.1.1 Functions of Authorised Persons Health (Miscellaneous Provisions) Act 1911 Authorised Officers [DRAFT]
Head of power	17 Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	<i>Health (Miscellaneous Provisions) Act 1911:</i> ~~s.26 Powers of local governments~~ <u>s. 26 Powers of local government</u> ~~s. 3(2A) An authorised officer is a reference to a person designated as an authorised officer under the Public Health Act 2016 section 24(1).~~
Express power or duty delegated	<i>Health (Miscellaneous Provisions) Act 1911:</i> ~~s.354 Service of notices~~ <u>s. 349 Entry</u> ~~s.349 Entry~~ <u>s. 354 Service of notice</u>
Function	~~To exercise the powers and functions of an authorised persons and deputies under the Health (Miscellaneous Provisions) Act 1911:~~ <u>The Chief Executive Officer has the authority to authorise designated officers to perform functions of the Health (Miscellaneous Provisions) Act 1911.</u> ~~Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354.~~ <u>Authority to serve notices under the Health (Miscellaneous Provisions) Act 1911 [s. 354].</u> ~~Sign and issue licences and registrations issued.~~ <u>Authority to sign and issue licences and registrations required under the Health (Miscellaneous Provisions) Act 1911 and its regulations.</u> ~~Enter premises under s.349 and administer the provisions in the regulations.~~ <u>Authority to enter premises for the purposes of administering the Health (Miscellaneous Provisions) Act 1911 and its regulations [s. 349].</u>
Delegates	~~Coordinator Environment & Sustainability (1272)~~ ~~Director Regulatory Services (1245)~~ ~~Environmental Health Officer (1274)~~ ~~Manager Environmental Services (1261)~~ Chief Executive Officer (1009)

Conditions	~~Chief Executive Officer (Function 1, 2)~~ ~~Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences.~~ ~~Authority is limited to the forming of opinions and issuing notices and directions and does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices.~~ ~~Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.~~ ~~Delegations with respect to the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 includes the approval of applications for effluent disposal systems [r. 4] and issue permits to use effluent disposal systems [r. 10].~~ ~~Director Regulatory Services (Function 1, 2)~~ ~~Manager Environmental Services (Function 1, 2, 3)~~ ~~Coordinator Environmental Health (Function 1, 2, 3)~~ ~~Environmental Health Officer (Function 1, 2, 3)~~ ~~-~~ ~~Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences.~~ ~~Authority is limited to the forming of opinions and issuing notices and directions and does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices.~~ ~~Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.~~ ~~Delegations with respect to the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 includes the approval of applications for effluent disposal systems as described in regulation 4 and issue permits to use effluent disposal systems as described in regulation 10.~~
Statutory framework	<u>Public Health Act 2016</u> <u>Food Act 2008</u> <u>Health (Miscellaneous Provisions) Act 1911</u> Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder. [s. 342] <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Health (Miscellaneous) Provisions Act 1911 section 38 Local Governments to report annually. Every local government shall, in the prescribed form, during the month of February in every year, and at such other times as the Chief Health Officer may direct, report to the Chief Health Officer concerning the sanitary conditions of its district, and all works executed and proceedings taken by the local government.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

18 Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Act 1995

18.1 Local Government Council to Chief Executive Officer

Delegation	18.1.1 Grant of Licence [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	18 Caravan Parks and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Ground Act 1995</i> s.7 Application for grant or renewal of licence s.9 Renewal after expiry s.10 Prohibition notice s.12 Cancellation of licence
Function	The powers and functions relating to licensing of a facility under Part 2, Division 1 of the <i>Caravan Parks and Camping Ground Act 1995</i> : 1. To determine a licence for a facility [s.7]. 2. To renew a licence for facility [s.9]. 3. To give a licence holder a prohibition notice [s.10]. 4. To cancel a licence [s.12].
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261)
Conditions	Chief Executive Officer (Function 1, 2, 3, 4) Director Regulatory Services (Function 1, 2, 3, 4) Manager Environmental Services (Function 1, 2, 3, 4) Coordinator Environmental Health (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	18.1.2 18.1.1 Appointment of Authorised Persons Caravan Parks and Camping Grounds Act 1995 Authorised Persons [DRAFT]
Head of power	18 Caravan Parks and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	~~Caravan Parks and Camping Ground Act 1995~~ ~~s.5 Terms used~~ ~~s.23 Infringement notices~~ <u>Caravan Parks and Camping Grounds Act 1995:</u> <u>s. 5(1)(b) Authorised person appointed under the Local Government Act 1995 section 9.10(2)</u> <u>Local Government Act 1995:</u> <u>s. 9.10(2) CEO may appoint authorised persons for specified laws or provisions.</u>
Express power or duty delegated	~~Caravan Parks and Camping Ground Act 1995~~ <u>Caravan Parks and Camping Ground Act 1995:</u> <u>s. 7 Application for grant or renewal of licence</u> <u>s. 9 Renewal after expiry</u> <u>s. 10 Prohibition notice</u> <u>s. 12 Cancellation of licence</u> <u>s. 18 Powers of entry</u> <u>s. 20 Entry of occupied caravan or camp</u> <u>s. 21 Inspections and works specification notices</u> <u>s. 23 Infringement notices</u> ~~s.18 Powers of entry~~ <u>Caravan Parks and Camping Grounds Regulations 1997:</u> <u>r. 11 Camping other than at caravan park or camping ground</u> ~~s.20 Entry of occupied caravan or camp~~ ~~s.21 Inspections and works specification notices~~
Function	~~The following powers of entry and inspection under Part 3 of the Caravan Parks and Camping Ground Act 1995:~~ ~~1. Powers of entry [s.18]:~~ ~~2. Entry of an occupied caravan or camp [s.20]:~~ ~~3. Inspections and work specification notices [s.21]:~~ <u>1. Grant or Renew License</u> <u>- Authority to determine an application for a licence for a facility [s. 7].</u> <u>- Authority to renew a licence for a facility [s. 9].</u> <u>2. Give prohibition notice or cancel license.</u> <u>- Authority to give a licence holder a prohibition notice [s. 10].</u> <u>- Authority to cancel a licence [s. 12].</u> <u>3. Entry and Inspections</u> <u>- Authority to enter premises [s. 18].</u> <u>- Authority to enter an occupied caravan or camp [s. 20].</u> <u>- Authority to carry out inspections and give work specification notices [s. 21].</u> <u>4. Give or Extend Infringement Notices</u> <u>- Authority to give an infringement notice [s. 23(2)].</u> <u>- Authority to extend the period for payment of the modified penalty [s. 23(5)].</u> <u>5. Withdraw Infringement Notices - Authority to withdraw an infringement notice [s. 23(7)].</u> <u>6. Authority to provide written approval for a person to camp on land referred to in r. 11(1)(a) of the Caravan Parks and Camping Grounds Regulations 1997 [r. 11(2)(a)].</u>

Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>Caravan Parks and Camping Ground Act 1995</u> <u>Local Government Act 1995</u> -
Policy	<u>Nil –authority derived directly from the Act and Regulations.</u>
Record keeping	<u>Local Government (Administration) Regulations 1996 Regulation 19 a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

DRAFT

Delegation	18.1.3 Infringement Notices [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	18 Caravan Parks and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Ground Act 1995</i> s.23 Infringement notices
Function	The following powers and functions regarding infringement notices under the <i>Caravan Parks and Camping Ground Act 1995</i> : 1. To give an infringement [s.23(2)] notice. 2. To extend the period for payment of the modified penalty [s.23(5)]. 3. To withdraw an infringement notice [s.23(7)].
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1267) (1269) (1358) Senior Ranger (1357) (1265) Trainee Ranger (1266)
Conditions	Chief Executive Officer (Function 1, 2, 3) Director Regulatory Service (Function 1, 2, 3) Manager Environmental Services (Function 1, 2) Coordinator Ranger Services (Function 1, 2) Animal Welfare & Prosecutions Advisor (Function 1, 2) Ranger (Function 1, 2) Trainee Ranger (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Coordinator Environmental Health (Function 1, 2)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	18.1.4 Camping other than at Caravan Park or Camping Ground [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	18 Caravan Parks and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Grounds Regulations 1997</i> r.11 Camping other than at caravan park or camping ground
Function	To provide written approval for a person to camp on land referred to in r.11(1)(a) of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> [r.11(2)(a)].
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

19 Planning and Development Act 2005

Planning and Development Act 2005

Delegation	19.1.4 Reports to the Development Assessment Panel [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers <i>Local Government Amendment Act 2024</i> s.9.69B DAP functions
Express power or duty delegated	<i>Planning and Development (Development Assessment) Panels Regulation 2011</i> r.12 Responsible authority must report to Development Assessment Panel (DAP)
Function	Provide the presiding member of a DAP a report on the development application [r.12].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	9.69B. DAP functions (1) In this section — DAP function means a function under DAP regulations that relates to prescribed development applications; DAP regulations means regulations made under the <i>Planning and Development Act 2005</i> Part 11A; prescribed development application has the meaning given in the <i>Planning and Development Act 2005</i> section 171A(1). (2) Regulations under section 9.59 may — (a) provide that a DAP function of a local government — (i) must be performed for and on behalf of the local government by the CEO or employees authorised by the CEO; and (ii) cannot be performed by the local government in any other manner (for example, by the council or a committee of the council); and (b) otherwise deal with or regulate — (i) the performance of a DAP function of a local government as referred to in paragraph (a); and (ii) authorisations referred to in paragraph (a)(i); and (iii) supplementary or incidental matters. (3) Regulations made for the purposes of subsection (2) have effect despite any other provision of this Act.

Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

DRAFT

Delegation	19.2.1 Development Applications [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers
Express power or duty delegated	Under Part 9 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.68 Determination of applications r.77 Amending or cancelling development approval
Function	1. To determine development applications and impose conditions [r.68]. 2. To determine whether to amend or cancel development applications and impose conditions [r.77]. 3. To determine development applications that have a value less than \$5,000,000 and impose condition (r.68) 4. To determine whether to amend or cancel development applications with a value less than \$5,000,000 and impose conditions (r.77)
Delegates	Chief Executive Officer (1009)
Conditions	The delegated power under 1 and 2 (regulations 68 and 77) is conditional upon each of the following: 1. The use in the development application is listed in the zoning table in the local planning scheme; 2. no third-party objections have been received (whether the application has been advertised or not); 3. third party objections have been received but cannot be substantiated on planning grounds; 4. Is not a development application for a transient workers accommodation within 20km of the town site boundary that proposes 16 or more beds; and 5. Has a development value of less than \$10,000,000. Note: Development approval functions for single houses and associated development, except in relation to a heritage protected place, must be determined by the Chief Executive Officer and subdelegates as described in 19.2.1 Development Applications, in accordance with amendments to the <i>Planning & Development Act 2005 s.257C</i>.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	19.2.3 Authorised Person – Entry & Inspection Powers [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers
Express power or duty delegated	Under Part 10 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations:</i> r.79 Entry and Inspection powers
Function	To carry out the entry and inspection powers [r.79]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	24 September 2025

19.1 Local Government Council to Chief Executive Officer

Delegation	19.1.5 19.1.1 ~~Authorised Person – Infringement Notices and Enforcement Powers~~ <u>Planning and Development Act 2005 Authorised Persons</u> [DRAFT]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	~~Local Government Act 1995:~~ ~~s.5.42(b) Delegation of some powers or duties to the CEO~~ ~~s.5.43 Limitations on delegations to the CEO~~ ~~Planning and Development (Local Planning Schemes) Regulations 2015:~~ ~~r.82 Delegations by local government~~ ~~r.79 Entry and inspection powers~~ <u>Planning and Development Act 2005:</u> <u>Responsible authority the local government responsible for the enforcement of the observance of the scheme or order, or the execution of any works which under the scheme or order, or this Act, are to be executed by a local government; and in relation to a region planning scheme, regional interim development order or planning control area, the Commission or a local government exercising the powers of the Commission.</u> - <u>Planning and Development (Local Planning Schemes) Regulations 2015:</u> <u>cl. 78 Powers of local government</u> <u>cl. 82 Delegations by local government</u>
Express power or duty delegated	~~Planning and Development Act 2005~~ ~~s.228 Giving of infringement notice~~ ~~s.230 Extending time to pay modified penalty~~ ~~s.231 Withdrawal of infringement notice~~ <u>Planning and Development Act 2005:</u> <u>s. 214(2), (3) and (5) Illegal development, responsible authority's powers as to</u> <u>s.216 Breach of Act etc. or development approval, injunctions as to</u> <u>s.218 Planning scheme or condition on development, contravening etc.</u> <u>s. 228 Giving of infringement notice</u> <u>s. 230 Extending time to pay modified penalty</u> <u>s. 231 Withdrawal of infringement notice</u> - <u>Planning and Development (Local Planning Schemes) Regulations 2015</u> <u>cl. 79 Entry and inspection powers, the local government CEO may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes of this clause.</u>

Function	The powers and functions relating to enforcement, and infringement notices for prescribed planning offences in Part 13, Division 3 of the <i>Planning and Development Act 2005</i> and the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> respectively: 1. To give an infringement notice for a prescribed planning offence [s.228(1)]; 2. To extend time to pay the modified penalty [s.230]; 3. To withdraw an infringement notice [s.231]; 1. Illegal Development <u>Authority to give written direction to the owner or any other person undertaking unauthorised development to stop, and not recommence, development undertaken in contravention of a planning scheme, interim development order or planning control area requirements [s. 214(2)].</u> <u>Authority to give written direction to the owner or any other person who undertook unauthorised development — to remove, pull down, take up or alter the development; and to restore the land as nearly as practicable to its condition immediately before the development commenced, to the satisfaction of the responsible authority [s. 214(3)].</u> <u>Authority to give written direction to a person responsible for executing works where delay in execution would prejudice the effective operation of a planning scheme or interim development order [s. 214(5)].</u> - 2. Enforcement & Infringement Notices <u>a. Apply for an injunction [s.216(1)].</u> <u>b. Commence a prosecution [s.218].</u> <u>c. To give an infringement notice for a prescribed planning offence [s. 228(1)].</u> <u>d. To extend time to pay the modified penalty [s. 230].</u> <u>e. To withdraw an infringement notice [s. 231].</u> - 3. Entry & Inspection <u>An authorised officer may, for the purpose of monitoring whether the local planning scheme is being complied with, at any reasonable time and with any assistance reasonably required — enter any building or land in the Scheme area; and inspect the building or land and any thing in or on the building or land [cl. 79 (2)].</u>
Delegates	Chief Executive Officer (1009)
Conditions	~~Pursuant to section 234 of the Act and 79 of the Regulations (both these are the CEO's powers to appoint, not the Council's power);~~ Pursuant to <i>Planning and Development Act 2005</i> section 234 and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> clause 79, powers may only be exercised by authorised persons appointed by the Chief Executive Officer, as these provisions relate to the CEO's power of appointment rather than a power of Council.
Statutory framework	<u>This delegation aligns primarily with the <i>Planning and Development Act 2005</i> which establishes the enforcement powers relating to breaches of planning legislation.</u> <u><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></u> <u>Town of Port Hedland Local Planning Scheme No. 7</u> <u>Town of Port Hedland Local Planning Strategy</u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>1/001 Council Framework Policy</u>
Record keeping	<u><i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Regulation 12</u> <u>Responsible authority must report to Development Assessment Panel.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

Delegation	19.1.2 ~~Subdivision~~ Consultation Subdivision [DRAFT]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	~~Local Government Act 1995: Planning and Development Act 2005:~~ <u>s. 142 Consultation requirements as to proposed subdivision, local government to make recommendations and objections with respect to a subdivision plan.</u> ~~s.5.42(b) Delegation of some powers or duties to the CEO~~ ~~s.5.43 Limitations on delegations to the CEO~~ <u>Local Government Act 1995:</u> <u>s. 5.42(b) Delegation of some powers or duties to the CEO</u> <u>s. 5.43 Limitations on delegations to the CEO</u> ~~Planning and Development (Local Planning Schemes) Regulations 2015:~~ ~~r.82 Delegations by local government~~ ~~r.79 Entry and Inspection powers~~
Express power or duty delegated	~~Planning and Development Act 2005:~~ ~~S.142 To make recommendations and objections with respect to a subdivision plan~~ <u>s. 142 Consultation requirements as to proposed subdivision, to make recommendations and objections with respect to a subdivision plan</u>
Function	~~Provide correspondence regarding the powers and functions described below in the Planning and Development Act 2005~~ ~~To make recommendations and objections with respect to a subdivision plan [s.142].~~ <u>Planning and Development Act 2005 section 142</u> <u>Commission is to forward the plan or a copy of the plan to that local government for objections and recommendations.</u> <u>A local government receiving such a plan or copy is to, within 42 days of receipt of the plan or copy or within such longer period as the Commission allows, forward it to the Commission with a memorandum in writing containing any objections to, or recommendations in respect of, the whole or part of that plan; and in the case of a local government receiving a plan or copy relating to land within the area to which an assessed scheme (as defined in the EP Act) applies, advice of any relevant environmental condition to which the assessed scheme is subject.</u> <u>If the local government does not forward a memorandum within the time allowed under subsection (2), the Commission may determine that it is to be taken to have no objections or recommendations to make or advice to give.</u>
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Statutory framework	<u>This delegation aligns with the Planning and Development Act 2005 which establishes the statutory framework for subdivision applications and enables local governments to make recommendations and objections to the Western Australian Planning Commission (WAPC) in relation to subdivision plans.</u> <u>The delegation framework is supported by the Local Government Act 1995 which enables Council to delegate these functions to the CEO.</u>
Policy	<u>1/001 Council Framework policy</u>
Record keeping	<u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

Delegation	19.2.2 19.1.4 Structure Plans and local development plans Structure & Development Plans [DRAFT]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995: Planning and Development Act 2005:</i> <i>Responsible authority the local government responsible for the enforcement of the observance of the scheme or order, or the execution of any works which under the scheme or order, or this Act, are to be executed by a local government; and in relation to a region planning scheme, regional interim development order or planning control area, the Commission or a local government exercising the powers of the Commission.</i> <i>s.5.42(b) Delegation of some powers or duties to the CEO</i> <i>s.5.43 Limitations on delegations to the CEO</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015: cl. 79 Entry and Inspection powers</i> <i>r.82 Delegations by local government</i> <i>cl. 82 Delegations by local government</i> <i>r.79 Entry and Inspection powers</i>
Express power or duty delegated	<i>Under Parts 4, 5 and 6 of Schedule 2 of the Planning and Development (Local Planning and Development (Local Planning Schemes) Regulations 2015:</i> <i>Planning Schemes) Regulations: cl. 17 Action by local government on receipt of application</i> <i>r.17 Action by local government on receipt of application</i> <i>cl. 18 Advertising structure plan</i> <i>r.18 Advertising structure plan</i> <i>cl. 19 Consideration of submission</i> <i>r.19 Consideration of submission</i> <i>cl. 20 Local government report to Commission</i> <i>r.20 Local government report to Commission</i> <i>cl. 29 Amendment of structure plan</i> <i>r.29 Amendment of structure plan</i> <i>cl. 48 Preparation of local development plan</i> <i>r.48 Preparation of local development plan</i> <i>cl. 50 Advertising of local development plan</i> <i>r.50 Advertising of local development plan</i> <i>cl. 51 Consideration of submission</i> <i>r.51 Consideration of submission</i> <i>cl. 52 Decision of local government</i> <i>r.52 Decision of local government</i> <i>cl. 53 Local development plan may provide for later approval of details of development</i> <i>r.53 Local development plan may provide for later approval of details of</i> <i>cl. 59 Amendment of local development plan</i> <i>r.59 Amendment of local development plan</i> <i>cl. 68 Determination of applications</i> <i>cl. 77 Amending or cancelling development approval</i> <i>-</i> <i>Planning and Development (Development Assessment Panels) Regulation 2011:</i> <i>r. 12 Responsible authority must report to Development Assessment Panel (DAP)</i>

Function	1. To determine if a proposed structure plan complies with regulation 16(1) or if further information is required [r.17(1)]. 2. To determine whether to advertise a proposed structure plan and seek comment from any public authority or utility provider [r.18(1)]. 3. To consider any submissions made in respect of a proposed structure plan [r.19(1)]. 4. To prepare a report on the proposed structure plan and provide it to the Commission [r.20(1)]. 5. To determine if amendment to a Structure Plan requires advertising [r.29(3)]. 6. To determine if a proposed local development plan complies or if further information is required and give the applicant an estimate of the fee for dealing with the application under regulation [r.49(1)]. 7. To determine whether to advertise a proposed local development plan and seek comment from any public authority or utility service provider [r.50(1)]. 8. To consider any submission made in respect of a proposed local development plan [r.51]. 9. To determine a local development plan for approval, approval subject to modification or refusal [r.52(1)]. 10. To approve a local development plan that provides for further details [r.53]. 11. To amend a local development plan [r.59(1)]. 12. To determine whether to advertise an amendment of a local development plan [r.59(4)]. 1. Structure Plans and local development plans <u>To determine if a proposed structure plan complies with clause 16(1) or if further information is required [cl. 17(1)].</u> <u>To determine whether to advertise a proposed structure plan and seek comment from any public authority or utility provider [cl. 18(1)].</u> <u>To consider any submissions made in respect of a proposed structure plan [cl. 19(1)].</u> <u>To prepare a report on the proposed structure plan and provide it to the Commission [cl. 20(1)].</u> <u>To determine if amendment to a Structure Plan requires advertising [cl. 29(3)].</u> <u>To determine if a proposed local development plan complies or if further information is required and give the applicant an estimate of the fee for dealing with the application under regulation [cl. 49(1)].</u> <u>To determine whether to advertise a proposed local development plan and seek comment from any public authority or utility service provider [cl. 50(1)].</u> <u>To consider any submission made in respect of a proposed local development plan [cl. 51].</u> <u>To determine a local development plan for approval, approval subject to modification or refusal [cl. 52(1)].</u> <u>To approve a local development plan that provides for further details [cl. 53].</u> <u>To amend a local development plan [cl. 59(1)].</u> <u>To determine whether to advertise an amendment of a local development plan [cl. 59(4)].</u> - 2. Development applications <u>a. To determine development applications and impose conditions. [cl. 68]</u> <u>b. To amend or cancel development approvals and impose conditions. [cl. 77]</u> <u>Note: This delegation applies to development applications with a value less than \$5,000,000.</u> - 3. Reports to the Development Assessment Panel <u>Authority to provide a report to the presiding member of a Development Assessment Panel in relation to a development application [r. 12].</u>
Delegates	Chief Executive Officer (1009)

Conditions	~~Nil~~ <u>The delegated power under function 2 [cl. 68 and cl. 77] is conditional upon each of the following:</u> <u>i. The proposed use is listed within the zoning table of the applicable local planning scheme.</u> <u>ii. Submissions have not been received following advertising of the application, or any submissions received do not raise planning grounds requiring determination by Council.</u> <u>iii. The development is not for transient worker accommodation within 20 kilometres of the Town site boundary proposing 16 or more beds.</u> <u>iv. The development has a value of less than \$10,000,000.</u> <u><i>Note: Development approval functions for single houses and associated development, except where the land is a heritage-protected place, must be determined by the Chief Executive Officer and sub-delegates in accordance with section 257C of the Planning and Development Act 2005.</i></u>
Statutory framework	<u>This delegation aligns with the <i>Local Government Act 1995</i> (delegation authority) and the <i>Planning and Development Act 2005</i> and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, which establish the statutory framework for determining and managing structure plans and local development plans under delegated authority.</u> <u><i>Local Government Act 1995</i> section 9.69B Development Assessment Panel functions</u>
Policy	<u>1/001 Council Framework policy</u>
Record keeping	<u><i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Regulation 12</u> <u>Responsible authority must report to Development Assessment Panel.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

19.2 Planning and Development Miscellaneous

Delegation	19.1.1 Illegal Development [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	19.1.3 Enforcement Powers [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers
Express power or duty delegated	<i>Planning and Development Act 2005</i> s.216 Breach of Act etc. or development approval, injunctions as to s.218 Planning scheme or condition on development, contravening etc.
Function	The enforcement powers and functions described below in the <i>Planning and Development Act 2005</i> : 1. Apply for an injunction [s.216(1)]. 2. Commence a prosecution [s.218].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	~~20.2.1~~ ~~19.2.1 Instrument of Authorisation – Sign Development Applications for Crown Land as Owner~~ Sign Development Applications for Crown Land as Owner [DRAFT]
Head of power	19 Planning and Development Act 2005
Delegator	Minister for Lands (Land Administration Act 1997)
Express power to delegate	~~Section 267A-Planning and Development Act 2005:Planning and Development Act 2005~~ ~~s. 267A Crown and State land, who may sign documents as to~~
Express power or duty delegated	~~Instrument of Authorisation-~~ ~~The power to sign as owner in respect of Crown land relating to development applications under the Planning and Development Act 2005, subject to the below conditions:~~ ~~Planning and Development Act 2005 - Instrument of Authorisation (DoL FILE 1738/2002v8; 858/2001 v9)~~ ~~I, Donald Terrence Redman IWLA, Minister for Lands, a body corporate continued by section 7 (1) of the Land Administration Act 1997 HEREBY under section 267A of the Planning and Development Act 2005, authorise the officers from time to time holding or acting in the positions in the Department of Planning described in Column 2 of the Schedule to perform the powers described in Column 1 of the Schedule, subject to the conditions listed in Column 3 of the Schedule.~~
Function	~~The power to sign as owner in respect of Crown land.~~ ~~The power to sign as owner in respect of Crown land relating to development applications under the Planning and Development Act 2005, in accordance with and subject to approved Government Land policies. [s. 267A]~~
Delegates	~~CEO (Director General, Department Primary Industries and Regional Development)~~ ~~Chief Executive Officer (1009)~~
Conditions	~~The powers in Column 1 subject to the conditions in Column 3 of the Schedule to-~~ ~~Authorisation-DoL-1738/2002v8; 858/2001v9 dated 2 June 2016:~~ ~~Authorise the officers from time to time holding or acting in the positions in the Department of Planning described in Column 2 of the Schedule:~~ ~~Director General (15135.1)~~ ~~Executive Director, Perth Peel Planning (15196.1)~~ ~~Planning Director, Peel Planning (P15414.1)~~ ~~Planning Manager, Statutory and Strategic Planning (P15293.1)~~ ~~Planning Manager, Peel Region Scheme (P15118.1)~~ ~~-~~ ~~To perform the powers described in Column 1 of the Schedule, subject to the conditions listed in Column 3 of the Schedule.~~ ~~-~~ ~~Any signature subject to the following endorsement:~~ ~~Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, land owned in fee simple by the Crown or a State instrumentality, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the Planning and Development Act 2005 (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.~~

Statutory framework	Land Administration Act 1997 Planning and Development Act 2005

DRAFT

Delegation	20.2.2 19.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985 Strata Titles Scheme [DRAFT]
Head of power	19 Planning and Development Act 2005
Delegator	Western Australian Planning Commission
Express power to delegate	<i>Section 16(4) of the Planning and Development Act 2005</i> <i>Planning and Development Act 2005:</i> <i>s. 16(4) Delegation by Commission - The reference to functions in subsection (1) extends, without limitation or restriction, to all of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the Commission by this Act or any other written law.</i>
Express power or duty delegated	<i>Instrument of Delegation – Government Gazette 29 January 2021 Del 2020/01</i> <i>-</i> <i>The functions and powers under section 25 of the Strata Titles Act 1985 subject to the below conditions:</i> <i>Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government. In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</i> <i>-</i> <i>Planning and Development Act 2005 - Instrument of Delegation Del 2020/01 Powers of Local Governments (Government Gazette No. 20 29 January 2021)</i> <i>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</i> <i>B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</i> <i>-</i> <i>Strata Titles Act 1985:</i> <i>s. 15 Subdivision approval of strata scheme</i> <i>s. 21 Approval for modification of restricted use condition</i> <i>s. 22 Approval under planning (scheme by-laws) condition</i>

Function	~~Power to determine applications for the issuing of a certificate of approval under section 25 of the Act for a plan of subdivision, re-subdivision or consolidation subject to the below conditions and reporting requirements:~~ 1. <u>Power to determine applications made under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that— propose the creation of a vacant lot; propose vacant air stratas in multi-tiered strata scheme developments; propose the creation or postponement of a leasehold scheme; propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>); in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to a type of development and/or land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</u> 2. <u>Power to determine applications under sections 21 and 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC.</u> ~~Power to determine applications for the issuing of a certificate of approval under the Act for a plan of subdivision, re-subdivision or consolidation subject to the below conditions and reporting requirements.~~
Delegates	Chief Executive Officer (1009) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278)
Conditions	~~The delegation excludes applications that (as per Delegation 2009/03):~~ <u>A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.</u> ~~i. propose a vacant lot;~~ ~~ii. propose vacant air stratas in multi-tiered strata scheme developments;~~ ~~iii. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to:-~~ ~~• a type of development;~~ ~~• land within an area; and~~ ~~• which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.~~ ~~iv. To provide the WAPC with data on all applications determined under the Instrument of Delegation at the conclusion of each financial year in a format prescribed by the WAPC.~~
Statutory framework	<u>This delegation aligns with the <i>Local Government Act 1995</i> (delegation authority) and the <i>Planning and Development Act 2005</i> and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, which establish the statutory framework for determining and managing structure plans and local development plans under delegated authority.</u> <u><i>Strata Titles Act 1985</i></u> <u>Town of Port Hedland Local Planning Scheme No. 7</u>
Policy	<u>1/001 Council Framework policy</u>

Record keeping	<u>Per conditions, a local government that exercises the powers is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

DRAFT

Delegation	~~20.2.3~~ 19.2.3 Port Hedland West End Improvement Scheme No.1 [DRAFT]
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	~~Clause 87(3) of the Port Hedland West End Improvement Scheme No.1~~ <u>Port Hedland West End Improvement Scheme No.1</u> <u>cl. 87(3) Consultation with other authorities</u>
Express power or duty delegated	~~Clause 87(3) of the Port Hedland West End Improvement Scheme No.1~~ <u>Port Hedland West End Improvement Scheme No.1</u> <u>cl. 87(3) A statutory, public or planning authority receiving a copy of an application may, within 30 days of receiving the application or within such longer period as the Commission allows, provide to the Commission a memorandum in writing containing any objections to, or recommendations in respect of the whole or part of the proposed development.</u>
Function	~~To provide a recommendation to the Western Australian Planning Commission (WAPC) to determine development applications and impose conditions~~ <u>To provide a recommendation to the Western Australian Planning Commission (WAPC) to determine development applications and impose conditions.</u> <u>*The WAPC is the responsible authority for the determination of development applications. All development applications for the West End should be directed to the Department of Planning, Lands and Heritage (DPLH) who administer the Improvement Scheme on behalf of the WAPC.</u>
Delegates	Chief Executive Officer (1009)
Conditions	The delegation excludes applications that: i. have development value of more than \$10,000,000; or ii. include workforce accommodation that proposes 16 or more beds
Statutory framework	<u>WA Government > Publications > Port Hedland West End - Improvement Scheme No.1</u> <u>PORT HEDLAND WEST END IMPROVEMENT SCHEME NO. 1 AS GAZETTED 18th SEPTEMBER 2020 Western Australian Planning Commission</u> <u>Town of Port Hedland Local Planning Scheme No. 7</u> <u>Town of Port Hedland Local Planning Strategy</u>

Policy	Town of Port Hedland Local Planning Policies: LPP/01 Exemptions from Development Approval LPP/02 Advertising Signs LPP/03 Shipping/Sea Containers and Transportable Buildings LPP/04 Percent for Public Art Percent for Public Art Guidelines LPP/05 Workforce Accommodation LPP/06 Social Impact Assessment LPP/07 Coastal Planning LPP/08 Port Hedland International Airport LPP/11 Stormwater Management LPP/12 Variations to the Residential Design Codes - Volume 1 LPP/13 South Hedland Town Centre Design Guidelines LPP/14 Design Review Panel
Record keeping	Exercise of delegated powers or duties are to be recorded in OneConnect.

DRAFT

20 Environmental Protection Act 1986

Environmental Protection Act 1986

20.1 Environmental Protection Agency to CEO

Delegation	20.1.4 ~~20.1.1 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997~~ Environmental Protection Act 1986 Authorised Persons [DRAFT]
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	~~The CEO of the Department delegated the below power to any person of a local government who is appointed as an authorised person under section 87 of the Environmental Protection Act 1986 (see Government Gazette, Delegation No.111 on 20 December 2013)~~ <u>Environmental Protection Act 1986:</u> <u>s. 20 Delegation by CEO (Department of Environment Regulation)</u> <u>s. 87 Appoint authorised persons</u> <u>Delegation No. 52 Government Gazette, WA 47 19 March 2004</u> <u>Delegation No. 112 Government Gazette, WA 232 20 December 2013</u> <u>Delegation No. 119 Government Gazette, WA 71 16 May 2014</u>
Express power or duty delegated	~~Environmental Protection (Noise) Regulations 1997~~ ~~r.13. Construction sites~~ <u>Environmental Protection Act 1986:</u> <u>s. 65(1) Environmental Protection Notice</u> ~~Environmental Protection (Noise) Regulations 1997:~~ <u>r. 13 Construction sites, allowable noise emissions</u> <u>r. 14A Waste collection and other works</u> <u>r. 14B Ancillary measures: waste collection and other works</u> <u>r. 15(3)(c)(vi) Bellringing and calls to worship</u> <u>r. 16 Community noise</u> <u>Part 2 Division 3 — Motor sport venues</u> <u>Part 2 Division 4 — Shooting venues</u> <u>r. 23 Written request to make calibration results to be available in accordance with schedule 4</u> <u>Part 2 Division 7 — Sporting, cultural and entertainment events</u> <u>Part V — Environmental regulation</u>

Function	~~The functions and powers in relation to noise management plans [r.13].~~ <u>1. All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice [Delegation No. 52]</u> <u>2. All powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> other than this power of delegation [Delegation No. 119].</u> <u>3. Powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to— [Delegation No. 112]</u> <u>(a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;</u> <u>(b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);</u> <u>(c) community activities—noise control notices in respect of community noise under regulation 16;</u> <u>(d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;</u> <u>(e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;</u> <u>(f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</u> <u>(g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation.</u>
Delegates	Chief Executive Officer (1009) Coordinator Environment & Sustainability (1272) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261)
Conditions	~~Nil~~ <u>Chief Executive Officer under the <i>Local Government Act 1995</i> (Functions 1, 2, 3)</u> <u>An employee of a local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act (Function 2)</u>
Statutory framework	<u><i>Environmental Protection Act 1986</i></u> <u><i>Environmental Protection (Noise) Regulations 1997</i></u> <u>authorised person means a person or member of a class of persons appointed under section 87(1), and includes the CEO administering the Department (authorised persons and inspectors collectively termed Authorised Officers). Persons employed by local government authorities may apply to Department of Water and Environmental Regulation (DWER) to be appointed as an Authorised Officer.</u> <u><i>Local Government Act 1995</i></u> <u>Town of Port Hedland Local Laws</u>
Policy	<u>Nil – authority derived directly from the Act and Regulations.</u>

Record keeping	<u>Environmental Protection Act 1986 Section 64A The CEO must keep a public record of such particulars of notices given under this Division as are prescribed [s. 65(1)].</u> <u>Environmental Protection (Noise) Regulations 1997 Regulation 15(3)(c)(vi) if so requested by the CEO, a log is to be kept recording details of the date, time and duration of all bellringing or amplified calls to worship made.</u> <u>Exercise of delegated powers or duties are to be recorded in OneConnect.</u>

DRAFT

Delegation	20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)] [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	20 Environmental Protection Act 1986
Delegator	Local Government
Express power to delegate	Section 20 of the <i>Environmental Protection Act 1986</i>
Express power or duty delegated	Instrument of Delegation — Government Gazette No. 47. pg. 919 - 19 March 2004 All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.
Function	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

Delegation	20.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 <i>Environmental Protection Act 1986</i>
Express power or duty delegated	Instrument of Delegation - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.
Function	Pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.

Delegates	Chief Executive Officer (1009)
Conditions	g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— Subregulation 18(13)(b) is not delegated.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

DRAFT

Delegation	20.1.3 Noise Management Plans – Construction Sites [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 <i>Environmental Protection Act 1986</i>
Express power or duty delegated	Instrument of Delegation - Government Gazette No71, 16 May 2014, Pg. 1548 I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.
Function	Chief Executive Officer under the <i>Local Government Act 1995</i> ; and to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
Delegates	Chief Executive Officer (1009)
Conditions	All powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	24 September 2025

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1.1 Audit, Risk and Improvement Committee	29 Apr 2026	Amended delegation	Council is requested to delegate to the ARIC the local government's function under section 7.12A(2) of the Act to meet with the auditor at least once every year. This is an appropriate delegation as it aligns with the ARIC's statutory audit oversight role while remaining within the scope of the limited delegation power available to ARICs under section 7.1C.	CM202627/155
1.2.1 Appoint Authorised Persons	9 Apr 2026	Amended delegation	Delegation Amendment 1.2.1 'Appoint Authorised Persons' to incorporate the function previously contained in delegation 30.9 'Town of Port Hedland Identity Cards' of issuing of identity cards to authorised persons. Simplifying the delegation framework and improve legislative alignment by consolidating the previously non-statutory delegation of issuing identity cards into the statutory delegation of appoint authorised persons who are required under the Act to receive an identity card. Approval of this amendment will result in delegation 30.9's removal from the delegation register. Add subdelegate - new position Building Support Officer	ECM Document Set ID 1348183
1.2.2 Performing Functions outside the District	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.2 Performing Functions outside the District	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger Delegations - add subdelegate	Document ID 242218
1.2.4 Powers of Entry	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
1.2.4 Powers of Entry	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
1.2.4 Powers of Entry	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946

Delegation	Date	Type	Amendment	References
1.2.4 Powers of Entry	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
1.2.4 Powers of Entry	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.4 Powers of Entry	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.4 Powers of Entry	9 Jan 2024	Amended delegation	Amended to include new role/position of Senior Strategic Planner with allocation of \$15,000 financial delegation limit as required for senior officers.	NCR73251 - Synergy Ref
1.2.4 Powers of Entry	17 Jan 2024	Amended delegation	Addition of titles to delegation - Principal Project Engineer, Graduate Engineer and Project Engineer - Asset Management to Function 2 of Delegation.	Nil
1.2.4 Powers of Entry	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation and Senior Project Officer - Operations to all functions	CM202324/292
1.2.4 Powers of Entry	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger Delegations - add subdelegate & conditions functions 1, 2, 4	Document ID 242218
1.2.4 Powers of Entry	23 Sep 2025	Amended delegation	Amendment to Delegation form - Building Technician delegations - add subdelegate & conditions function 2	Document ID 245132
1.2.4 Powers of Entry	16 Oct 2025	Amended delegation	Removed Place Facilitator - title has been removed	Nil

Delegation	Date	Type	Amendment	References
1.2.4 Powers of Entry	9 Apr 2026	Amended delegation	Amend Delegation 1.2.4 to incorporate the function previously contained in Delegation 1.3.1 relating to the determination of an emergency under section 3.34(2) of the Local Government Act 1995 and remove Delegation 1.3.1 from the Delegations Register. To simplify the delegation framework and improve legislative alignment by consolidating the emergency determination and emergency entry powers under section 3.34 of the Local Government Act 1995 into a single delegation. Add subdelegate - new position Building Support Officer with Conditions (Function 1, 2, 3, 5, 6)	ECM Document Set ID 1348183
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck	26 Jun 2024	Amended delegation	Adopted at OCM 25 June 2024 CM202324/292	CM202324/292
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 242218
1.2.5 Abandoned Vehicles	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 242218
1.2.7 Confiscated or Uncollected Goods	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.7 Confiscated or Uncollected Goods	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.7 Confiscated or Uncollected Goods	27 May 2025	Amended delegation	Remove Lead Ranger	Annual Delegation Review
1.2.7 Confiscated or Uncollected Goods	19 Sep 2025	Amended delegation	Amendment to Delegation - Trainee Ranger Delegations - add subdelegate conditions function 1	Document ID 242218
1.2.8 Disposal of Sick or Injured Animals	27 May 2025	Amended delegation	Remove Lead Ranger	Annual Delegation Review
1.2.8 Disposal of Sick or Injured Animals	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions function 1	Document ID 242218

Delegation	Date	Type	Amendment	References
1.2.9 Close Thoroughfares to Vehicles	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates (F1, F3, F4)	CM202324/292
1.2.11 Obstruction of Footpaths and Thoroughfares	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.11 Obstruction of Footpaths and Thoroughfares	25 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations (F1-F6)	CM202324/292
1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.2.18 Tenders for Goods and Services	8 Nov 2021	Amended delegation	Amendment of acceptance to tenders.	NCR59814
1.2.18 Tenders for Goods and Services	8 Nov 2021	Amended delegation	Amendment to description of item 9 to clarify.	NCR59814
1.2.18 Tenders for Goods and Services	30 Aug 2023	Amended delegation	Function 9 reduced to \$750,000 CM202324/118	NCR71505 - Synergy Ref
1.2.18 Tenders for Goods and Services	30 Aug 2023	Amended delegation	Add to condition b: 'Tenders may only be called where there is an adopted budget or provision in the Long Term Financial Plan for the proposed goods or services', and c: 'In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget or Long Term Financial Plan. Council Decision: CM202324/117	NCR71505
1.2.18 Tenders for Goods and Services	26 Jun 2024	Amended delegation	Change F9 limit to \$500,000	CM202324/292

Delegation	Date	Type	Amendment	References
1.2.18 Tenders for Goods and Services	24 Sep 2025	Amended delegation	Annual Delegation Review - Changes (in bold) to function 13: If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, DIRECTORS WILL HAVE authority to APPOINT the next PREFERRED TENDERER UP to THEIR AUTHORISED EXENDITURE AS PER ITEM 22.3 OF THIS REGISTER, AND WITHIN THEIR DIRECTORATE ONLY.	Ordinary Council Meeting resolution CM202526/119
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	7 Feb 2022	Amended delegation	Amendment to Council Conditions on this Delegation (admin error, amount was changed from \$500k to \$1m, this amendment reverses the admin error to the amount adopted by council decision number CM201920/31.	NPP62325
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services	26 Jun 2024	Amended delegation	Change Condition A limit to \$500,000	CM202324/292
1.2.21 Payments from the Municipal or Trust Funds	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.21 Payments from the Municipal or Trust Funds	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.21 Payments from the Municipal or Trust Funds	26 Jun 2024	Amended delegation	Addition of various positions with a \$100 limit to allow for refunds in retail environments.	CM202324/292
1.2.21 Payments from the Municipal or Trust Funds	14 Nov 2024	Amended delegation	Added Project Implementation Lead - Leisure Management System to 1.2.21	NCR79775
1.2.21 Payments from the Municipal or Trust Funds	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779

Delegation	Date	Type	Amendment	References
1.2.21 Payments from the Municipal or Trust Funds	24 Sep 2025	Amended delegation	Annual Delegation Review - remove subdelegates Coordinator Aquatic Operations (1071) Coordinator Customer Experience (1380) Coordinator Sports & Recreation (1143) Coordinator Stadium Operations (1089) Customer Service Coordinator Customer Service Supervisor - Leisure Facilities (1107) Director Community Services (1068) Leisure Business Coordinator (1105) Manager Digital Services (1060) Manager ERP Project (1064) Manager Events, Arts & Culture (1323) Manager Infrastructure Projects & Assets (1160) Manager Project Design & Delivery Manager Public Affairs (1011) Manager Recreation & Leisure Facilities (1070) Manager Waste & Services (1291) Manager Youth & Community Development (1117) Project Implementation Lead – Leisure Management System Senior Accountant - Payables (1032) Senior Accountant (1033) Senior Arts & Culture Officer (1341) Senior Financial Accountant (1035) Senior Management Accountant (1040)	CM202526/119
1.2.21 Payments from the Municipal or Trust Funds	8 May 2026	Amended delegation	Amend Delegations – Transferring the function of customer service refunds to a limit of \$100. Remove subdelegate function 'c. For customer service refunds made by EFTPOS, authorisation must be by a delegated officer up to a limit of \$100'.	AMENDMENT TO DELEGATION FORM - 1.2.21 PAYMENTS FROM MUNICIPAL OR TRUST FUNDS - 1.2.23 DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS - 08/05/2026 Document Set ID 1360109

Delegation	Date	Type	Amendment	References
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	13 Mar 2024	Amended delegation	Rates Officer added capped at \$50, approved by CEO 12/03/2024.	
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	22 Mar 2024	Amended delegation	Addition of Manager Financial Services with a limit of \$1,000.	Signed New/Amendment to Delegation Form 18/03/2024
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	26 Jun 2024	Amended delegation	Addition of Manager to Waive fee's and charges up to \$500.	CM202324/292
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	21 Nov 2024	Amended delegation	Add sub-delegate Manager Recreation & Leisure Facilities (Function 2) Grant Concession as per 02/020 Fees and Charges Waiver Policy for a limit of \$1000 excluding GST per customer per financial year.	NCR79858
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	11 Feb 2025	Amended delegation	Amendment - Add sub-delegate Manager Environmental Services Function 2 Grant Concession up to \$1000	Nil

Delegation	Date	Type	Amendment	References
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	16 Dec 2025	Amended delegation	Amendment to delegate conditions, introducing new section "Correction of Errors..." to give clear guidance on who can approve refunds and write off debts in cases where debts have been raised in error or payments made in error. This change will allow the required authorisation to be built into the new system workflows. "12. The Manager Financial Services or Director Corporate Services may correct errors, regardless of amount, in the instance that the charge is proven to have been created and/or allocated to a debtor in error. 13. The Manager Financial Services or Director Corporate Services may authorise the correcting of funds, regardless of amount, in the instance that the charge is proven to have been paid by a debtor in error. The correction may include refunding/returning the funds to the debtor or reallocating the funds to a valid debt in the debtors name."	Document Set ID 1312725
1.2.23 Grant Concessions, Refunds, Waive or Write Off Debts	8 May 2026	Amended delegation	Amend Delegations – Transferring the function of customer service refunds to a limit of \$100. Add function '4. Authority to issue customer service refunds [r.12(1)]'. Amend subdelegates conditions – Manager Recreation & Leisure Facilities (1070) with Function 2 & 4. Add subdelegates with following subdelegate conditions – Coordinator Aquatic Operations (1071) with function 4; Coordinator Leisure Business (1105) with function 4; Coordinator Sports & Recreation (1143) with function 4; Coordinator Stadium Operations (1089) with function 4; and Customer Service Supervisor - Leisure Facilities (1107) with function 4.	AMENDMENT TO DELEGATION FORM - 1.2.21 PAYMENTS FROM MUNICIPAL OR TRUST FUNDS - 1.2.23 DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS - 08/05/2026 Document Set ID 1360109
1.2.24 Power to Invest and Manage Investments	14 Jun 2021	Amended delegation	Addition of function 2 to job titles "Director Corporate Services" and "Manager Financial Services".	V2 - NCR56023
1.2.24 Power to Invest and Manage Investments	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant	NCR59814

Delegation	Date	Type	Amendment	References
1.2.24 Power to Invest and Manage Investments	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.25 Rate Record Amendment	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant	NCR59814
1.2.25 Rate Record Amendment	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.25 Rate Record Amendment	25 Mar 2024	Amended delegation	Addition of Rates Officer to Functions 1,2,3,4 Addition of Customer Service Officers - Civic Centre to Function 4 Addition of Customer Service Team Leader to Function 4	
1.2.25 Rate Record Amendment	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
1.2.25 Rate Record Amendment	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
1.2.25 Rate Record Amendment	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779
1.2.26 Agreement as to Payment of Rates and Service Charges	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.26 Agreement as to Payment of Rates and Service Charges	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.26 Agreement as to Payment of Rates and Service Charges	22 Feb 2024	Amended delegation	Addition of Rates Officer, Customer Service and Customer Service Team Leader.	
1.2.26 Agreement as to Payment of Rates and Service Charges	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
1.2.26 Agreement as to Payment of Rates and Service Charges	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
1.2.26 Agreement as to Payment of Rates and Service Charges	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779

Delegation	Date	Type	Amendment	References
1.2.27 Determine Due Date for Rates or Service Charges	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.28 Recovery of Rates or Service Charges	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.28 Recovery of Rates or Service Charges	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.2.29 Recover a Fee or Charge (Excluding Rates)	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.30 Recovery of Rates Debts – Require Lessee to Pay Rent	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.2.31 Recovery of Rates Debts - Actions to Take Possession of the Land	5 Dec 2025	Amended delegation	CEO Express Power to Subdelegate Add subdelegates - Director Corporate Services & Manager Financial Services Functions Conditions - Nil	Document Set ID 1309819
1.2.32 Rate Record – Objections	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.6 Destruction of Electoral Papers	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.7 Financial Management Systems and Procedures	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.3.7 Financial Management Systems and Procedures	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.8 Infringement Notices	14 Jun 2021	Amended delegation	Addition of job title “Senior Planner”	NCR56023
1.3.8 Infringement Notices	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
1.3.8 Infringement Notices	20 Jan 2022	Amended delegation	Amend job description from “Town Planner” to “Planner”	NCR61946

Delegation	Date	Type	Amendment	References
1.3.8 Infringement Notices	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
1.3.8 Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
1.3.8 Infringement Notices	6 Mar 2024	Amended delegation	Correction to position title under Conditions to 'Senior Urban Planner' from 'Senior Planner'	Nil
1.3.8 Infringement Notices	27 May 2025	Amended delegation	Remove Lead Ranger	Annual Delegation Review
1.3.8 Infringement Notices	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger - add delegate conditions functions 1, 2	Document ID 242218
1.3.8 Infringement Notices	23 Sep 2025	Amended delegation	Amendment to Delegation form - Building Technician delegations - add delegate conditions functions 2	Document ID 245132
1.3.8 Infringement Notices	9 Apr 2026	Amended delegation	Amendment to Delegation Form Add delegate - Building Support Officer with Conditions (Function 2)	Document Set ID 1348183
1.3.12 Representing Local Government in Court	14 Jun 2021	Amended delegation	Amend job title from "Legal Advisor" to "Senior Legal Counsel"	NCR56023
1.3.12 Representing Local Government in Court	8 Nov 2021	Amended delegation	Addition of Senior Project Accountant.	NCR59814
1.3.12 Representing Local Government in Court	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
1.3.12 Representing Local Government in Court	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
2.1.1 Emergency Management Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

Delegation	Date	Type	Amendment	References
2.1.1 Emergency Management Powers	30 Aug 2023	Amended delegation	Amend to add Manager Infrastructure Operations to Delegates CM202324/117	NCR71505 - Synergy Ref
2.1.1 Emergency Management Powers	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates	CM202324/292
2.1.1 Emergency Management Powers	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger - add delegate	Document ID 242218
5.1.1 Building Permit Authority Functions	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.1 Building Permit Authority Functions	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.1 Building Permit Authority Functions	3 Dec 2024	Amended delegation	Subdelegate title of "Senior Urban Planner" amended to "Coordinator Urban Planner" due to role title change.	Nil
5.1.2 Demolition Permits	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.2 Demolition Permits	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.2 Demolition Permits	3 Dec 2024	Amended delegation	Subdelegate title of "Senior Urban Planner" amended to "Coordinator Urban Planning" due to role title change.	Nil
5.1.3 Occupancy Permits or Building Approval Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
5.1.3 Occupancy Permits or Building Approval Certificates	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.4 Building Act 2011 Authorised Persons	14 Jun 2021	Amended delegation	Addition of job title "Senior Planner"	NCR56023
5.1.4 Building Act 2011 Authorised Persons	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
5.1.4 Building Act 2011 Authorised Persons	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946
5.1.4 Building Act 2011 Authorised Persons	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.4 Building Act 2011 Authorised Persons	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.4 Building Act 2011 Authorised Persons	9 Apr 2026	Amended delegation	Delegation 5.1.4 Designate Employees as Authorised Persons has been reviewed and updated to confirm alignment with the Building Act 2011, associated enforcement provisions and relevant statutory frameworks and Town policies. The inclusion of relevant statutory frameworks and Town policies strengthens governance alignment between the delegation, legislative requirements, and the Town's policy framework. Amendment to delegation form Add subdelegate - new position Building Support Officer with Conditions (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g)	Document Set ID 1348183
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	8 Nov 2021	Amended delegation	Removal of Persons awarded a contract for the provision of pool inspecting services	NCR59814
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	23 Sep 2025	Amended delegation	Amendment to Delegation - Add Subdelegate Building Technician	Document ID 245132
5.1.5 Building Act 2011 Authorised Persons - Swimming Pool Inspectors	9 Apr 2026	Amended delegation	Delegation 5.1.5 Appoint Authorised Persons (Swimming Pool Barrier Inspectors) has been reviewed and updated to ensure the function and legislative references align with the Building Regulations 2012, including the statutory requirement to inspect private swimming pool barriers at least once every four years [r. 52A]. The update ensures the delegation accurately reflects the statutory inspection requirements for private swimming pool safety barriers under the Building Regulations 2012 [r. 52A and r. 53] and improves legislative clarity and consistency within the Register of Delegated Authority. Amendment to Delegation form Add subdelegate - new position Building Support Officer with nil conditions	Document Set ID 1348183
5.1.6 Building Orders	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.6 Building Orders	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.7 Building Compliance & Certification Functions	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460

Delegation	Date	Type	Amendment	References
5.1.7 Building Compliance & Certification Functions	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.7 Building Compliance & Certification Functions	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946
5.1.7 Building Compliance & Certification Functions	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
5.1.7 Building Compliance & Certification Functions	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.7 Building Compliance & Certification Functions	23 Sep 2025	Amended delegation	Amendment to Delegation form - Add Subdelegate Building Technician	Document ID 245132
5.1.7 Building Compliance & Certification Functions	16 Oct 2025	Amended delegation	Removal of title of Place Facilitator	Nil

Delegation	Date	Type	Amendment	References
5.1.7 Building Compliance & Certification Functions	9 Apr 2026	Amended delegation	Consolidated Delegations 5.1.7 Inspection and Copies of Building Records, 5.1.8 Referrals and Issuing Certificates, 5.1.9 Private Pool Barrier – Alternative and Performance Solutions, and 5.1.10 Smoke Alarms – Alternative Solutions have been consolidated into a single delegation titled 5.1.7 Building Records, Certification and Alternative Solutions. The delegation has also been updated to include alignment with relevant statutory frameworks and Town policies. The delegations contained related administrative and compliance functions relating to building records, referrals, certification and alternative building solutions. Consolidating them removes duplication and improves clarity within the Register of Delegated Authority while retaining the full statutory powers required under the Building Act 2011 and Building Regulations 2012. The inclusion of relevant statutory frameworks and Town policies strengthens governance alignment between the delegation, legislative requirements, and the Town's policy framework. Amendment to Delegation form Add subdelegate - new position Building Support Officer with conditions (Function 1)	Document Set ID 1348183
6.2.1 Make Request to FES Commissioner – Control of Fire	30 Aug 2023	Amended delegation	Add Deputy Chief Bush Fire Control Officer (DCBFCO) and Coordinator Ranger Services CM202324/117	NCR71505 - Synergy Ref
6.2.2 Prohibited Burning Times - Variation and Control of Activities	30 Aug 2023	Amended delegation	Remove Chief Bush Fire Control Officer (CBFCO) and add Deputy Chief Bush Fire Control Officer (DCBFCO) CM202324/117	NCR71505 - Synergy Ref
6.2.3 Prohibited Burning Times – Control Activities	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
6.2.3 Prohibited Burning Times – Control Activities	30 Aug 2023	Amended delegation	Remove Functions 1 and 5 from Chief Bush Fire Control Officer (CBFCO), Add Deputy Chief Bush Fire Control Officer (DCBFCO) with Functions 1, 3, 4 and 5. Council Decision CM202324/117	NCR71505

Delegation	Date	Type	Amendment	References
6.2.4 Restricted Burning Times – Vary and Control Activities	30 Aug 2023	Amended delegation	Separate Ranger and Emergency Services Advisor from the Deputy Chief Bush Fire Control Officer (DCBFCO) and give the same functions. Chief Bush Fire Control Officer (CBFCO) to only have Function 1. Council Decision CM202324/117	NCR71505
6.2.5 Control of Operations Likely to Create Bush Fire Danger	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
6.2.5 Control of Operations Likely to Create Bush Fire Danger	30 Aug 2023	Amended delegation	Separate Ranger & Emergency Services Advisor from the Deputy Chief Bush Fire Control Officer (DCBFCO) and give the same functions. Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.5 Control of Operations Likely to Create Bush Fire Danger	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate conditions functions 1, 2	Document ID 242218
6.2.6 Burning Garden Refuse / Open Air Fires	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
6.2.6 Burning Garden Refuse / Open Air Fires	30 Aug 2023	Amended delegation	Remove Chief Bush Fire Control Officer (CBFCO). Add Deputy Chief Bush Fire Control Officer (DCBFCO) Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.6 Burning Garden Refuse / Open Air Fires	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate	Document ID 242218
6.2.7 Firebreaks	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
6.2.7 Firebreaks	30 Aug 2023	Amended delegation	Remove Chief Bush Fire Control Officer (CBFCO). Add Deputy Chief Bush Fire Control Officer (DCBFCO). Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.7 Firebreaks	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate conditions function 1	Document ID 242218
6.2.8 Appoint Bush Fire Control Officers and Fire Weather Officer	20 Jan 2022	Amended delegation	Addition of position "Bushfire Risk Management Planning Officer"	NCR61946

Delegation	Date	Type	Amendment	References
6.2.8 Appoint Bush Fire Control Officers and Fire Weather Officer	30 Aug 2023	Amended delegation	Add express power of duty delegated s. 38A FES Commissioner may designate person employed in Department as Chief Bush Fire Control Officer. Remove Chief Bush Fire Control Officer (CBFCO). Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.9 Control and Extinguishment of Bush Fires	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
6.2.9 Control and Extinguishment of Bush Fires	30 Aug 2023	Amended delegation	Add Deputy Chief Bush Fire Control Officer (DCBFCO). Add Director Regulatory Services. Council Decision CM202324/117	NCR71505 - Synergy Ref
6.2.9 Control and Extinguishment of Bush Fires	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate	Document ID 242218
6.2.12 Prosecution of Offences and Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
6.2.12 Prosecution of Offences and Infringement Notices	23 Dec 2024	Amended delegation	Addition of Delegate - Deputy Chief Bush Fire Control Officer	Amended to Match existing Authorisation Certificate
6.2.12 Prosecution of Offences and Infringement Notices	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add delegate	Document ID 242218
7.1.1 Cat Administration	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
7.1.1 Cat Administration	5 Oct 2022	Amended delegation	Delegations 7.1.1, 7.1.3 and 8.1.1 – Changed position title from 'Customer Service Officer' to 'Customer Service Officers (excl. Leisure)'.	NLB66887
7.1.1 Cat Administration	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.1 Cat Administration	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil

Delegation	Date	Type	Amendment	References
7.1.1 Cat Administration	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
7.1.1 Cat Administration	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779
7.1.1 Cat Administration	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions functions 1, 3, 6	Document ID 242218
7.1.1 Cat Administration	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer, add conditions functions 1, 4	Document ID 246722
7.1.2 Cat Act 2011 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.2 Cat Act 2011 Authorised Persons	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 242218
7.1.2 Cat Act 2011 Authorised Persons	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer	Document ID 246722
7.1.3 Approval to Breed Cats	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
7.1.3 Approval to Breed Cats	30 Jun 2022	Amended delegation	Delegations 7.1.1, 7.1.3 and 8.1.1 – Changed position title from 'Customer Service Officer' to 'Customer Service Officers (excl. Leisure).	NLB66887
7.1.3 Approval to Breed Cats	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.3 Approval to Breed Cats	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
7.1.3 Approval to Breed Cats	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
7.1.3 Approval to Breed Cats	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779

Delegation	Date	Type	Amendment	References
7.1.4 Appoint Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.4 Appoint Authorised Persons	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions functions 2a, 2b, 2c, 2d, 2e, 2f, 2g	Document ID 242218
7.1.4 Appoint Authorised Persons	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer, add Conditions function 2a, 2b, 2c, 2d	Document ID 246722
7.1.6 Applications to Keep Additional Cats	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.6 Applications to Keep Additional Cats	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate conditions functions 1, 2	Document ID 242218
7.2.1 Infringement Notices – Extensions and Withdrawals	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.1 Dog Registration	14 Jun 2021	Amended delegation	Removal of title "Customer Service Supervisor"; Addition of job title "Customer Service Team Leader"	NCR56023
8.1.1 Dog Registration	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
8.1.1 Dog Registration	30 Jun 2022	Amended delegation	Delegations 7.1.1, 7.1.3 and 8.1.1 – Changed position title from 'Customer Service Officer' to 'Customer Service Officers (excl. Leisure).	NLB66887
8.1.1 Dog Registration	5 Oct 2022	Amended delegation	NLB66887	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.

Delegation	Date	Type	Amendment	References
8.1.1 Dog Registration	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
8.1.1 Dog Registration	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
8.1.1 Dog Registration	18 Nov 2024	Amended delegation	New Subdelegate - Coordinator Customer Experience	NCR79779
8.1.1 Dog Registration	19 Sep 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger delegations - add subdelegate	Document ID 2442218
8.1.1 Dog Registration	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer	Document ID 246722
8.1.2 Kennel Establishments	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.2 Kennel Establishments	1 Aug 2025	Amended delegation	Add Subdelegate - Coordinator Ranger Services Function 2	GOV - Authorisations - Delegation Register Updates - NEW OR AMENDMENT TO DELEGATION FORM - 8.1.2 KENNEL ESTABLISHMENTS - COORDINATOR RANGER SERVICES - 06/08/2025 ID 213825
8.1.3 Dog Act 1976 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.3 Dog Act 1976 Authorised Persons	26 Jun 2024	Amended delegation	Add Director Regulatory Services to function 2b - to declare a dog to be dangerous	CM202324/292
8.1.3 Dog Act 1976 Authorised Persons	19 Jun 2025	Amended delegation	Amendment to Delegation form - Trainee Ranger Delegations - Subdelegate conditions functions of 2 (d), 2(f), 2(h) and 2(i).	Document ID 242218

Delegation	Date	Type	Amendment	References
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed	19 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Trainee Ranger	Document ID 242218
8.1.5 Dispose of or Sell Dogs Liable to be Destroyed	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add subdelegate Animal Management Officer	Document ID 246722
8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
9.1.1 Animal Welfare Act 2002 General Inspector	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
10.1.1 Prohibition Orders	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.1 Food Business	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.1 Prohibition Orders	30 Aug 2023	Amended delegation	Add "Senior Environmental Health Officer" Add "Environmental Health Officer". Council Decision: CM202324/117	NCR71505 - Synergy Ref
10.1.1 Food Business	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation Apply F1 only to positions below Senior level	CM202324/292
10.1.4 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.4 Authorised Persons	25 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
10.1.5 Designated Officers and Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

Delegation	Date	Type	Amendment	References
10.1.5 Designated Officers and Infringement Notices	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
10.1.7 Food Businesses List – Public Access	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.7 Food Businesses List – Public Access	30 Aug 2023	Amended delegation	Add "Environmental Health Officer" to Delegates	NCR71505
11.1.1 Notices and Determination of Objections	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
11.1.1 Notices and Determination of Objections	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
11.1.3 Obliterate Graffiti on Private Property	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
11.1.3 Obliterate Graffiti on Private Property	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
11.1.3 Obliterate Graffiti on Private Property	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates	CM202324/292
11.1.4 Powers of Entry	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
11.1.4 Powers of Entry	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations (F1 & F2)	CM202324/292
12.1.1 Register and Withdraw Infringement Notices	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614

Delegation	Date	Type	Amendment	References
12.1.1 Register and Withdraw Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
12.1.1 Register and Withdraw Infringement Notices	30 Aug 2023	Amended delegation	Add "Manager Planning and Economic Development". Remove "Manager Town Planning & Development".	NCR71505
12.1.1 Register and Withdraw Infringement Notices	26 Jun 2024	Amended delegation	Add Senior Urban Planner	CM202324/292
12.1.1 Register and Withdraw Infringement Notices	19 Sep 2025	Amended delegation	Amendment to Delegation form - Delegate Trainee Ranger, Add Conditions function 1	Document ID242218
12.1.1 Register and Withdraw Infringement Notices	23 Sep 2025	Amended delegation	Amendment to Delegation form - Add Delegate Building Technician, Add Conditions Function 1	Document ID 245132
12.1.1 Register and Withdraw Infringement Notices	29 Sep 2025	Amended delegation	Amendment to Delegation form - Add Delegates Senior Environmental Officer & Environmental Health Officer, Conditions function 1	Document ID 246725
13.1.1 Litter Act 1979 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
13.1.1 Litter Act 1979 Authorised Officers	19 Sep 2025	Amended delegation	Amendment to Delegation form - Add delegate Trainee Ranger, Add Conditions function 1, 3	Document ID 242218
14.1.1 Control of Vehicles (Off Road Areas) Act 1978 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
14.1.1 Control of Vehicles (Off Road Areas) Act 1978 Authorised Persons	19 Sep 2025	Amended delegation	Amendment to Delegation form - Add delegate Trainee Ranger, Add Conditions function 1, 3	Document ID 242218
15.1.1 Liquor Compliance Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
15.1.1 Liquor Compliance Certificates	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

Delegation	Date	Type	Amendment	References
15.1.1 Liquor Compliance Certificates	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
17.1.1 Health (Miscellaneous Provisions) Act 1911 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
17.1.1 Health (Miscellaneous Provisions) Act 1911 Authorised Officers	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
18.1.1 Caravan Parks and Camping Grounds Act 1995 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
18.1.3 Infringement Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
18.1.3 Infringement Notices	30 Aug 2023	Amended delegation	Director Regulatory Services and CEO to have Functions 1, 2 and 3. All other delegates to only have Functions 1 and 2. Council Decision: CM202324/117	NCR71505
18.1.3 Infringement Notices	19 Sep 2025	Amended delegation	Remove Lead Ranger Amendment to Delegation form - Add delegate Trainee Ranger, Add Conditions function 1, 2	Document ID 242218
18.1.4 Camping other than at Caravan Park or Camping Ground	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
19.1.1 Illegal Development	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.1 Planning and Development Act 2005 Authorised Persons	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
19.1.1 Planning and Development Act 2005 Authorised Persons	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
19.1.1 Illegal Development	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.1 Planning and Development Act 2005 Authorised Persons	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Economic Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.1 Illegal Development	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.1 Planning and Development Act 2005 Authorised Persons	26 Jun 2024	Amended delegation	Add Urban Planner. Remove Building Surveyor.	CM202324/292
19.1.2 Consultation Subdivision	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.2 Consultation Subdivision	30 Aug 2023	Amended delegation	Amend title of "Manager Town Planning & Development" to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.2 Consultation Subdivision	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.4 Structure & Development Plans	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.4 Reports to the Development Assessment Panel	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.4 Structure & Development Plans	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning and Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505

Delegation	Date	Type	Amendment	References
19.1.4 Reports to the Development Assessment Panel	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Economic Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.1.4 Reports to the Development Assessment Panel	1 May 2025	Amended delegation	Amendment to LGA1995: (2) Regulations under section 9.59 may — (a) provide that a DAP function of a local government — (i) must be performed for and on behalf of the local government by the CEO or employees authorised by the CEO; and (ii) cannot be performed by the local government in any other manner (for example, by the council or a committee of the council); and (b) otherwise deal with or regulate — (i) the performance of a DAP function of a local government as referred to in paragraph (a); and (ii) authorisations referred to in paragraph (a)(i); and (iii) supplementary or incidental matters. (3) Regulations made for the purposes of subsection (2) have effect despite any other provision of this Act.	Local Government Amendment Act 2024
19.2.1 Development Applications	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.1 Development Applications	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
19.2.1 Development Applications	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505

Delegation	Date	Type	Amendment	References
19.2.1 Development Applications	26 Jun 2024	Amended delegation	Add Urban Planner to F3 & F4 Add F3 and F4 to the effect of; 3. To determine development applications that have a value less than \$5000000 and impose conditions (r.68) 4. To determine whether to amend or cancel development applications with a value less than \$5000000 and impose conditions [r.77]. Add note to conditions to the effect of; Development approval functions for single houses and associated development, except in relation to a heritage protected place, must be determined by the Chief Executive Officer and subdelegates as described in 19.2.1 Development Applications, in accordance with Amendments to the Planning & Development Act 2005 s.257C.	CM202324/292
19.2.1 Sign Development Applications for Crown Land as Owner	26 Jun 2024	Amended delegation	Amend Head of Power detail	
19.2.1 Development Applications	25 Nov 2024	Amended delegation	The title of Senior Urban Planner was changed to Coordinator Urban Planning. The title of Urban Planner was changed to Senior Urban Planner. Functions remain the same.	Nil
19.2.2 Strata Titles Scheme	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.2 Strata Titles Scheme	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.2.2 Strata Titles Scheme	26 Jun 2024	Amended delegation	Amend Head of Power detail	
19.2.3 Authorised Person – Entry & Inspection Powers	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.3 Port Hedland West End Improvement Scheme No.1	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460

Delegation	Date	Type	Amendment	References
19.2.3 Authorised Person – Entry & Inspection Powers	1 Apr 2022	Amended delegation	As per the position title change request submitted to Governance, the position of 'Development Services Officer' has been retitled to "Building Surveyor" and the Delegation Register needs to be updated to reflect this title change.	NCR63614
19.2.3 Port Hedland West End Improvement Scheme No.1	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
19.2.3 Authorised Person – Entry & Inspection Powers	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.2.3 Port Hedland West End Improvement Scheme No.1	30 Aug 2023	Amended delegation	Amend title of 'Manager Town Planning & Development' to 'Manager Planning & Economic Development' - 30/08/2023 - Council Decision CM202324/118	NCR71505
19.2.3 Authorised Person – Entry & Inspection Powers	26 Jun 2024	Amended delegation	Change title to Authorised Person – Entry & Inspection Powers from Authorised Person – Infringement Notices and Inspection Powers. Add Urban Planner, Senior Strategic Planner, Senior Planner, Graduate Planner, Project Officer – Strategic Planner, Planning & Development Support Officer.	CM202324/292
19.2.3 Port Hedland West End Improvement Scheme No.1	26 Jun 2024	Amended delegation	Amend Head of Power detail	
19.2.3 Authorised Person – Entry & Inspection Powers	15 Sep 2025	Amended delegation	Amendment to Delegation form - Add Subdelegate Building Technician	Document ID 245132
19.2.3 Port Hedland West End Improvement Scheme No.1	24 Sep 2025	Amended delegation	Annual Delegation Review - Change to conditions (i) : have development value of MORE than \$10,000,000; (changed from 'Less' to 'more')	Ordinary Council Meeting Resolution CM202526/119
20.1.1 Environmental Protection Act 1986 Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
20.1.1 Environmental Protection Act 1986 Authorised Persons	26 Jun 2024	Amended delegation	Amend Head of Power detail	

Delegation	Date	Type	Amendment	References
20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.1.3 Noise Management Plans – Construction Sites	26 Jun 2024	Amended delegation	Amend Head of Power detail	

DRAFT



Expression Of Interest (EOI)

South Hedland Bowls & Tennis Facility

EOI Number: EOI 2425-14
EOI Deadline: 4pm Friday 24 January 2025
Mandatory Site Inspection Options: 10am, Friday 6 December 2024

Submission by: VendorPanel ONLY
Questions by: VendorPanel ONLY

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PART 1 – READ AND KEEP THIS PART**1 Conditions of Responding****1.1 Introduction**

A rare and exciting opportunity to develop a successful not for profit, community or commercial enterprise is being offered by the Town of Port Hedland by way of Expression of Interest.

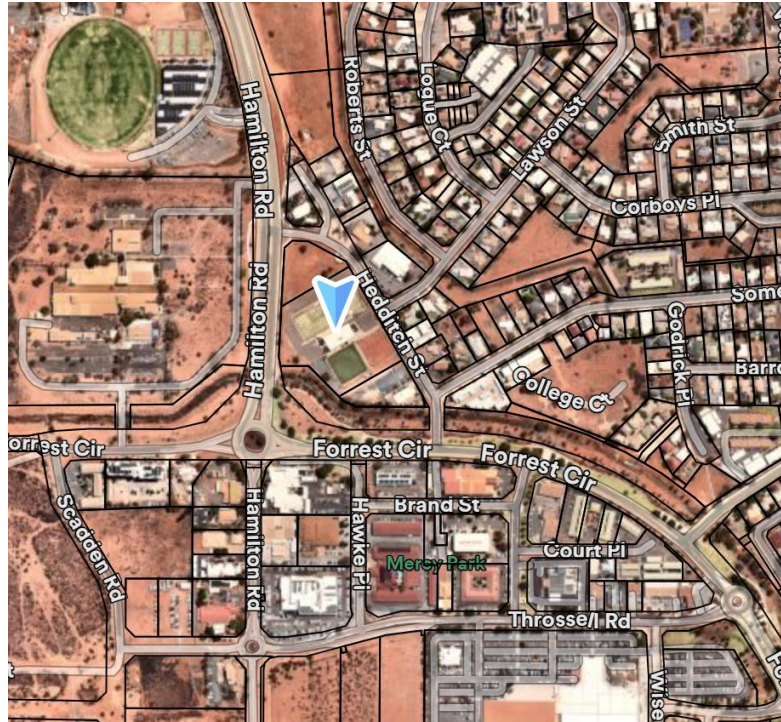
Port Hedland is home to almost 16000 residents which is augmented by a substantial fly-in-fly-out workforce. The median age of the population of Port Hedland is 32 which presents an appealing opportunity for a venture that appeals to, (but is not limited to) young families, sporting and community groups.

Locally known as the South Hedland Bowls and Tennis Club, and located at 9 Hedditch Street, South Hedland, the lot occupies approximately 1.63 hectares and consists of six (6) synthetic grass surfaced tennis courts, a synthetic grass surfaced bowling green, adequate parking areas and a facility equipped to provide dine-in commercial food and beverage options and bar facilities.



PART 1 – READ AND KEEP THIS PART

Over many years the venue has hosted various social events, commercial food and beverage services and recreational tennis and lawn bowls.



The Town of Port Hedland is seeking Expressions of Interest (EOI) from suitably qualified, skilled, and experienced individuals, business, not for profit and community groups to express interest in the reactivation of the facility.

The EOI is seeking interest from eligible proponents to lease the facility and to provide demonstrate and evidence, among other things:

- An understanding and commitment to delivering community needs and expectation.
- The capability to deliver a sustainable and independent community and/or commercial venture.
- Relevant and appropriate skill, experience, and operational capability to maintain a viable and ongoing venture.
- Strong financial capacity and highly effective and demonstrable cost management, compliance and governance competency.

The Town of Port Hedland remains open to flexible options to support a more attractive leasing solution for proponents. Submissions can also include fit-out concepts and alternative (away from food and/or beverage and/or sporting) options for the facility that activate the facility, generate community value and enhance social and environmental expectations of the greater community and concurrently align with the Town of Port Hedland Community Strategic Plan.

Proponents are urged to demonstrate a clear connection and alignment to community expectations for the facility.

PART 1 – READ AND KEEP THIS PART

1.2 Definitions

Below is a summary of important terms used in this EOI:

Attachments: Electronic documents attached to any submission

Deadline: The closing date of this EOI (shown on cover page)

Expression of Interest or EOI: This document

Principal: Town of Port Hedland (Town)

Proponent: Individual/s, corporation/s, that intend to submit a response to this EOI

Requirement: Services and/or mandatory information defined by the principal

Selection Criteria: Criteria used to evaluate a submission

Specification: Services and/or specific targets defined by the principal

Submission: Response form (part 3), response to qualitative criteria, and attachments

1.3 EOI Documents

This EOI is comprised of the following parts:

Part 1 – Conditions of Responding (*read and keep this part*)

Part 2 – Statement of requirements (*read and keep this part*)

Part 3 – Proponent's Submission (*complete and return this part*)

1.4 How to Prepare Your Submission

Carefully read this document and the statement of requirements (part 2)

- Lodge your submission before the deadline, with the following:
 - Signed response form (3.1)
 - Response to qualitative criteria (3.2). Refer to selection criteria (2.2) and specification (2.3)
 - Relevant attachments

1.5 Contact Persons

Questions related to this EOI should be submitted online using VendorPanel. Proponents must not rely on information gleaned from other sources. Only queries and responses lodged in VendorPanel are relevant to this EOI. All correspondence related to this EOI is managed by the town's procurement team.

PART 1 – READ AND KEEP THIS PART

1.6 Briefing/Site Inspection

Attendance at a site briefing and inspection is **mandatory**. Proponents are required to attend a site inspection on Friday 6 December 2024 at 10.00 am AWST. The location of the meeting is The South Hedland Bowls & Tennis Club, 9 Hedditch Street, South Hedland.

Site inspection's provide proponents with the opportunity to speak with the Town's Project and Procurement representatives before the EOI closes. Please confirm your attendance no later than 10am AWST on Thursday 5 December 2024 with the Town's Procurement team by email to: procurement@porthedland.wa.gov.au

Please note that a failure to attend the mandatory site inspection will disqualify an intending proponent from further consideration.

1.7 EOI Submission Requirements

For the purposes of this document the term "submission" means an EOI for the *Management and Operation of the South Hedland Bowls & Tennis Facility, 9 Hedditch Street, South Hedland*, supported by a signed 'proponent submission' (part 3), accompanied with material addressing the 'selection criteria' and 'specifications' (part 2), along with any other relevant attachments.

Once an EOI is closed and submissions are evaluated, the principal may, at its discretion, proceed to call a restricted request for tender (RFT) or request for proposal (RFP). The release of an EOI by the principal does not obligate the principal to release a subsequent RFT or RFP.

Eligibility to participate in any subsequent RFT or RFP process will be restricted to those proponents who make EOI submissions that are deemed as being compliant with the selection criteria (pre-qualified shortlisted proponents).

The receipt of an EOI submission does not in any way obligate the principal to shortlist any proponent, should the project proceed. Submissions will be considered and evaluated against the selection criteria (2.2), specification (2.3), and qualitative criteria (3.2).

PART 1 – READ AND KEEP THIS PART

1.8 Evaluation Process

The following evaluation methodology will be used in respect of this EOI:

- a) Submissions are reviewed for completeness and compliance. Submissions that do not contain all the required information without reasonable explanation will be excluded from evaluation.
- b) Submissions are assessed against the selection criteria and specification
- c) The most suitable proponents may be shortlisted, and requests may be made by the principal to clarify a submission. The principal may also request the proponent make a presentation and/or demonstrate the services offered.

1.9 Selection Criteria

The selection criteria informs evaluators in determining suitable proponents. Where it is necessary to provide additional information relevant to the selection criteria, please ensure all documents are clearly marked and titled.

All pages within part 3 must be completed and returned to the principal as they form part of your submission.

1.10 Qualitative Criteria

In determining the most advantageous submission, the evaluation panel will score each proponent against the qualitative criteria as detailed within part 3 of this document. Each criterion is weighted to indicate the relative degree of importance that the principal places on the technical aspects of the goods or services.

Please note that it is essential that proponents address each qualitative criterion.

Information that you provide addressing each qualitative criterion will be point scored by the evaluation panel. Failure to provide the specified information may result in elimination from the evaluation process or a low score.

PART 1 – READ AND KEEP THIS PART

1.11 Lodgement of Submissions and Delivery Method

Submission's must be made by the deadline listed on the EOI cover page.

The Town only accepts electronic submissions via the VendorPanel portal. Submissions via facsimile, email or post will not be accepted.

The Town's preferred format for the submission is a single PDF file readable by Adobe Acrobat reader or Microsoft Office – 2007 and above applications, with all pages numbered consecutively and an index for referencing.

Any brochures, pamphlets or other supporting documentation shall be included either in the same file or a separate file. If in a separate file; such documentation shall be fully cross referenced to the appropriate section of the submission.

Proponents are responsible for ensuring they have completed the lodgement of their submission documents correctly. Proponents will receive a successful lodgement email notification from VendorPanel to confirm what has been successfully submitted.

In submitting their submissions electronically, proponents represent that they have taken reasonable steps to ensure that the submissions are free of viruses, worms or other disabling features which may affect VendorPanel and/or the principal's computing environment. Submissions found to contain viruses, worms or other disabling features may be excluded from the evaluation process.

1.12 Rejection of Submissions

Submissions will be rejected without consideration of its merits if:

- a) it is submitted after the deadline; or
- b) it is not submitted at the place specified in the EOI.

A submission may also be rejected if it fails to comply with any other requirements of the EOI, submission after the deadline, or submission in a place other than stipulated in this EOI.

1.13 Acceptance of Submissions

Unless otherwise stated in this EOI, submissions must be for all the criteria. The principal is not bound to accept any submission and may reject any or all submissions submitted. The acceptance of a submission does not oblige the principal to proceed to issuing a public tender.

PART 1 – READ AND KEEP THIS PART

1.14 Disclosure of Information and Documents

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a court order.

1.15 Submission Validity Period

All submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the deadline or for forty-five (45) days from the principal's resolution for determining the submission, whichever is the later unless extended on mutual agreement between the Principal and the Proponent in writing.

1.16 Proponents to Inform Themselves

Proponents shall be deemed to have:

- a) examined the EOI and any other information available in writing to proponents for the purpose of submitting an EOI
- b) examined all available information relevant to the risks, contingencies and other circumstances influencing their submission
- c) satisfied themselves they have a full EOI submission including all relevant attachments

1.17 Alterations

Proponents must not alter EOI documents unless required by these general conditions. The principal will issue an addendum to all proponents where matters of significance make it necessary to amend EOI documents before the deadline.

1.18 Ownership of Submissions

All documents, materials, articles, and information submitted by the proponent as part or in support of this Submission shall become upon submission, the absolute property of the principal and will not be returned to the proponent at the conclusion of the submission process PROVIDED that the proponent shall be entitled to retain copyright and other intellectual property rights therein.

PART 1 – READ AND KEEP THIS PART

1.19 Canvassing of Officials

If a proponent, whether personally or by agent, canvasses any of the principal's officers, contractors, agents, or elected members with view of influencing the acceptance and evaluation of any submissions, then regardless of any influence (real or perceived) the principal may, at its discretion, omit the proponent from this process.

1.20 Identity of the Proponent

The identity of the proponent is fundamental to the principal. The proponent must be the person, persons, corporation, or corporations named as proponent in Part 3.

PART 2 – READ AND KEEP THIS PART

2 Statement of Requirements

2.1 Background Information

The Town of Port Hedland is seeking suitably qualified and experienced individuals, companies, not for profits, community groups and sporting groups to submit an Expression of Interest to manage and operate the facility at 9 Hedditch Street, South Hedland also known as the South Hedland Bowls & Tennis Club.

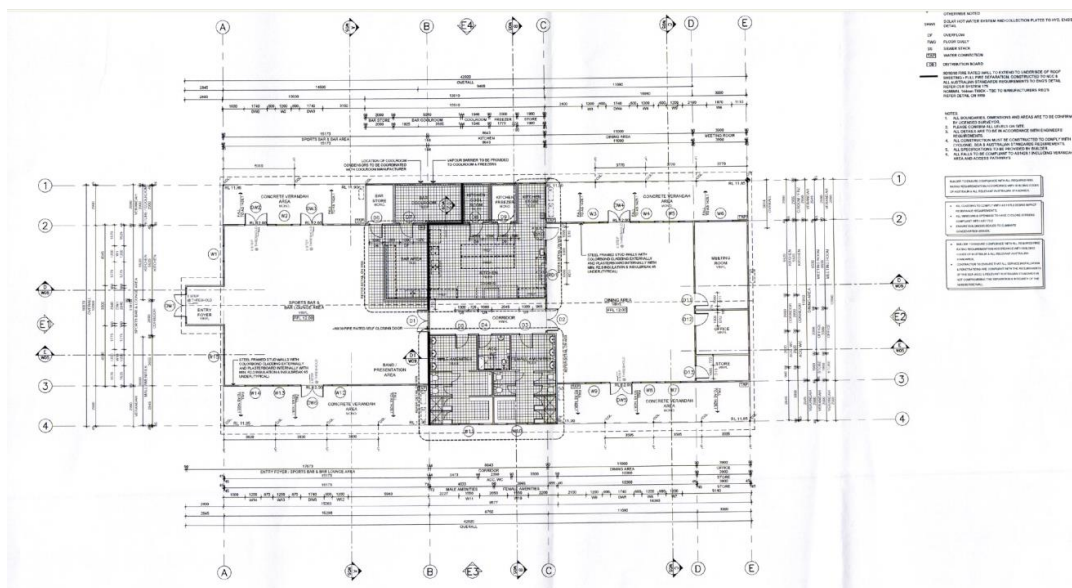
The successful proponent is required to work closely with the principal to ensure a consistent approach to service provision, including aligning operations to community expectations and the principal's strategies, plans and projects as reasonably requested by the principal.

The acceptance of the facility will be on an "as is" basis, save for several repairs and aesthetic restoration activities to render the facility functional and safe to operate – these will be discussed at the mandatory site visit.

The facility was built in circa 2014 as a community operated establishment. The total lease area is approximately 16.3 hectares that includes generous carparking, tennis courts, lawn bowls greens and the facility "club house".

The "club house" incorporates:

- Bar.
- Commercial kitchen and fitted appliances.
- Dining room and service window.
- Cool rooms.
- Dry store.
- Male & female rest rooms.
- Covered outdoor areas.
- Office & meeting space.
- Various furnishings, tables and chairs.



PART 2 – READ AND KEEP THIS PART

Site specific details including zoning and development considerations can be viewed at <https://www.porthedland.wa.gov.au/planning-building-and-environment/planning/planning-documents.aspx>.

Kitchen and Dining

PART 2 – READ AND KEEP THIS PART



PART 2 – READ AND KEEP THIS PART

Bar



PART 2 – READ AND KEEP THIS PART

Exterior – Lawn Bowls & Tennis



PART 2 – READ AND KEEP THIS PART

2.2 Selection Criteria

Criteria	Weighting
Operator Qualifications Demonstrated relevant experience, skill, and qualification to undertake the proposed initiative – proponent and key staff.	15%
Business Capacity: Demonstrated capacity to undertake independent and sustainable management of finance and governance for the proposed initiative.	25%
Business Concept Demonstrated alignment to the Town Community Strategic Plan and further demonstration that the initiative is consistent with community need and aspirations.	25%
Compliance Demonstrated understanding and approach to the compliance, health and safety, and regulatory requirements of the proposed initiative including relevant insurance.	25%
Operations & Maintenance Demonstrated understanding and approach to facility amenity, grounds keeping and non-base building maintenance requirements.	10%

2.3 Specification

The Town is seeking expressions of interest from suitably qualified, experience and skilled proponents to operate and manage the facility known as the South Hedland Bowls & Tennis Club.

The Town is seeking comprehensive proposals that clearly articulate a vision for the facility that is consistent with the Town Community Strategic Plan, delivers value to the community of Port and South Hedland; and represents an independent and sustainable use for the facility.

Intending proponents are encouraged to identify an initiative that is consistent with community need and expectation and in so doing, clearly demonstrates a:

1. High level capacity to operate the initiative.
2. Experience, skill and qualification to maintain and sustain the initiative.
3. Financial capacity to independently operate the initiative.
4. Capacity to implement and sustain sound governance, health and safety and compliance of the initiative.
5. Clear connection and the generation of value to the community.
6. Commitment to maintain the amenity and condition of the facility.

The Town will provide proponents with access to relevant information and the opportunity to inspect plant, equipment and fittings during the mandatory site inspection. Questions will be accepted throughout the EOI process via vendorpanel.

PART 2 – READ AND KEEP THIS PART

2.4 Implementation Timetable

Milestone Description	Target Date (approximate)
EOI released	Wednesday 20 November 2024
Mandatory site inspection	10am Friday 6 December 2024
Closing date for submissions	4pm Friday 24 January 2025
Evaluation	Friday 31 January 2025
Council Meeting	February 2025
Lease award	Friday 7 March 2025
Finalisation of lease documentation	Friday 7 March 2025
Contract commencement	Monday 10 March 2025

2.5 Key deliverables

Item	Measured by
Maintenance and upkeep of the facility	Quarterly inspection reporting
Sustainable financial and operational performance	Submission of annual returns.
Compliance with all applicable rules, regulations and legislation.	Full compliance, licensure and permitting.
Community participation	Customer surveys and community feedback.

PART 3 – COMPLETE AND RETURN THIS PART

3 Proponent's Submission

3.1 Response Form

The Chief Executive Officer

Town of Port Hedland

PO Box 41

Port Hedland WA 6721

I/We (Registered Entity Name): _____

(BLOCK LETTERS)

of: _____

(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to: Management & Operation of the South Hedland Bowls & Tennis Club Facility

I/We agree that I am/We are bound by and will comply with this EOI and its associated schedules, attachments, all in accordance with the requirements contained in this EOI signed and completed.

I/We acknowledge that there is no cost payable by the principal towards the preparation or lodgement of this submission, irrespective of any outcome.

I/We have provided and included a schedule of rates in this submission.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Proponent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

PART 3 – COMPLETE AND RETURN THIS PART

3.2 Qualitative Criteria

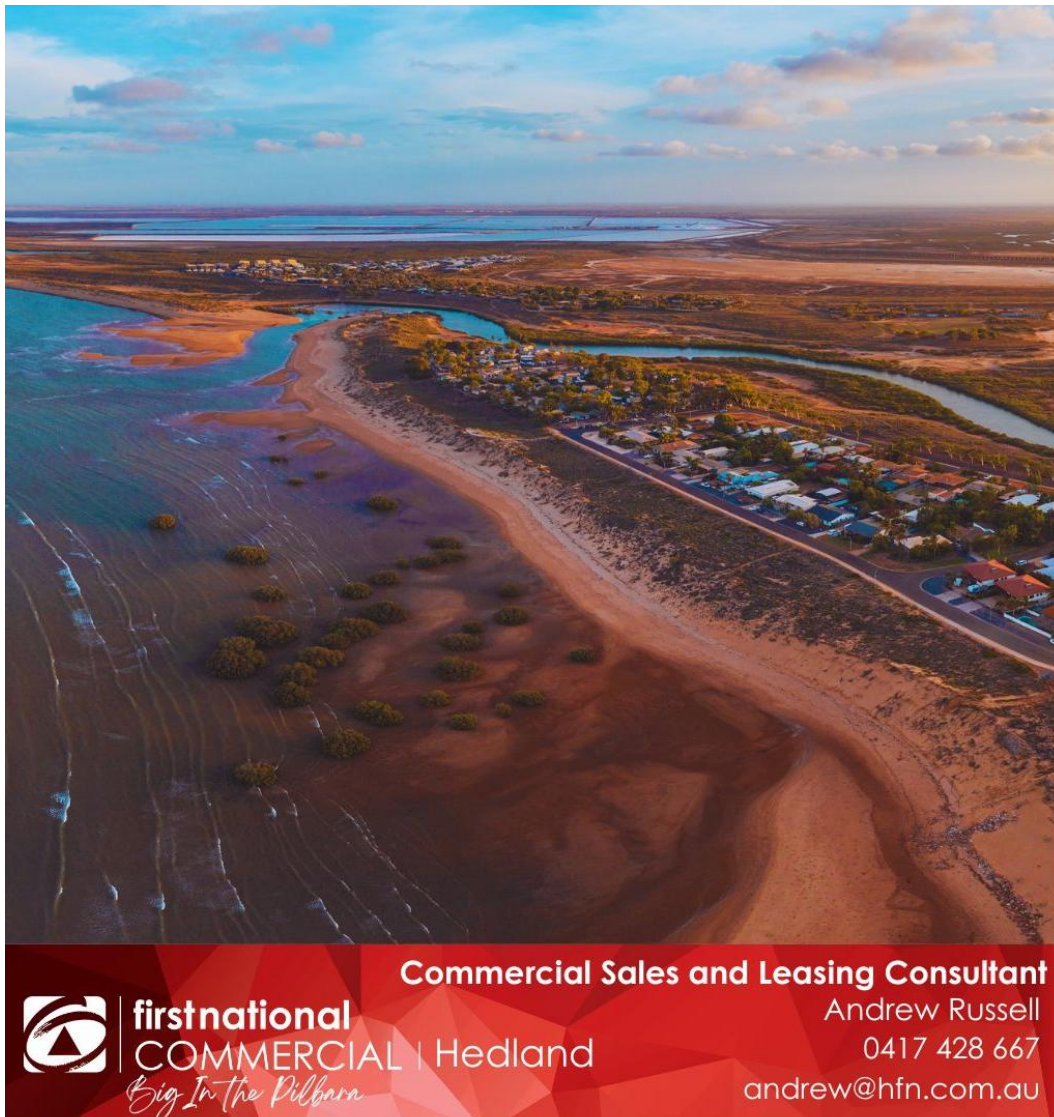
Qualitative Criteria	Provided
RELEVANT EXPERIENCE 15% Proponents should describe their experience in completing similar work. Proponents should address the following information in an attachment labelled “ Relevant Experience ”: - Provide details of similar work - Provide scope of the Proponent’s involvement in similar work - Demonstrate sound judgement, discretion, & professionalism - Demonstrate competency and experience achieving outcomes - Evidence experienced personnel – their role, CV, qualifications, and experience - Staff availability	☐ Y ☐ N
CAPACITY TO DELIVER 25% Proponents should demonstrate the capacity to undertake independent and sustainable management of finance and governance for the proposed initiative. Proponents should address the following information in an attachment labelled “ Capacity ”. - Financial statements or other audited data to demonstrate financial capacity. - Provide a detailed overview of the proposed operating structure, governance protocols and compliance measures to be undertaken. - Provide a business continuity plan and risk assessment that provides for continuous and uninterrupted operation and management of the facility.	☐ Y ☐ N
BUSINESS CONCEPT 25% Proponents should provide a clear concept of the proposed initiative. Proponents should address the following information in an attachment labelled “ Concept ” - A comprehensive description of the proposed initiative including a “vision”. - A detailed description of how the initiative aligns with the Town Community Strategic Plan, community need and expectation, and the generation of value to the community. - Comprehensive details of any intended investment, upgrade or modification to the facility; and how the proponent intends to finance any shortfall. - A description of any short, medium or long term risk that is presented to the initiative and how that risk will be mitigated. - An operating plan for how the initiative will be managed and maintained. - A description of how the proponent intends to market the initiative. - Identification of key performance indicators of the initiative.	☐ Y ☐ N
COMPLIANCE 25% Proponents should clearly demonstrate an understanding and approach to the compliance, health and safety, and regulatory requirements of the proposed initiative including relevant insurance. Proponents should address the following information in an attachment labelled “ Compliance ” - A comprehensive overview of the regulatory requirements of the proposed initiative (as applicable). - A comprehensive health and safety plan for the initiative <u>and</u> the facility, the type of operations or activities and incident management. - An overview of applicable insurances that the proponent requires for the initiative.	☐ Y ☐ N

PART 3 – COMPLETE AND RETURN THIS PART

Qualitative Criteria	Provided
OPERATIONS & MAINTENANCE 10% Proponents should clearly demonstrate a strong understanding of the operation and maintenance requirements for plant, equipment and fittings in accordance with original equipment manufacturers specifications. Proponents should address the following information in an attachment labelled “Operations and Maintenance” I. A provisional maintenance plan for all equipment, plant and fittings that is not considered as being base building. II. A provisional maintenance plan for general amenity, landscaping and appearance.	

- Web links should not be included in this submission and are not evaluated.
- Proponents should assume the evaluation panel has no previous knowledge of individuals/organisations, services provided, or recent experience.
- Proponents must evidence any claims, statements or examples referenced.
- Proponents must respond to all qualitative criteria.

Comparative Market Analysis



4 RASON LINK SOUTH HEDLAND WA 6722

Prepared on 3rd August 2026



Andrew Russell
HEDLAND FIRST NATIONAL REAL ESTATE

Suite 2 20 Wedge Street
PORT HEDLAND WA 6721

m: 0417428667

andrew@hfn.com.au



Town of Port Hedland
Via Email

3rd August 2026

Dear Melissa,
Thank you for the opportunity to appraise your property at 4 RASON LINK SOUTH HEDLAND WA 6722
(Lotteries House)

Careful consideration has been taken to provide you with an appraisal for your property in today's market conditions.

To establish a market value, I have carefully considered the premises, size, location, along with current market conditions and similar properties recently leased or currently on the market.

Property Features:
Approx 4720sqm Land Area
Approx 1000sqm Build Area
Multiple Office Split into 12 Tenancies
2x Functions Rooms
Conference Room with Kitchen
Male and Female Toilets
Undercover Patio Area to Perimeter of the Building
Internal Grass Courtyard area

If you have any questions about the information outlined in this appraisal, please don't hesitate to contact me using the details below. I am happy to assist further and look forward to working with you to achieve your real estate goals.

Yours Sincerely,

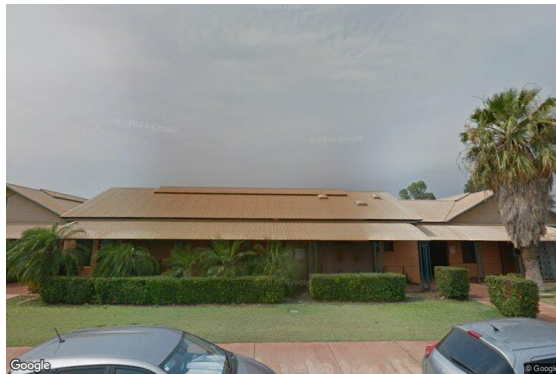
Andrew Russell
HEDLAND FIRST NATIONAL REAL ESTATE
Suite 2 20 Wedge Street
PORT HEDLAND WA 6721
m: 0417428667



Your Property

4 RASON LINK SOUTH HEDLAND WA 6722

- - - 4,720m² -



Your Property History



Introducing Andrew Russell

With over 10 years' experience Andrew boasts a wide range of knowledge and experience working in all facets of real estate, most recently specialising in commercial sales and leasing Pilbara region. Andrew is a driven individual with a problem-solving mindset, he has a strong focus on delivering a high level of service, offering strategic advice and delivering results that align with his client's goals.

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Comparable Rentals

1 1/22-26 THROSSSELL ROAD SOUTH HEDLAND WA 6722



 -  -  1  154m²  98m²
 Year Built 1983 DOM -
 Listing Date - Distance 0.4km
 Listing Price -

Notes from your agent

Unit 1/22-26 Throssell Road
 Offices/ medical/ consulting
 Approx 89sqm office space
 Leased - \$35,400 ++ per annum
 \$397 per sqm net

2 4/7 TONKIN STREET SOUTH HEDLAND WA 6722

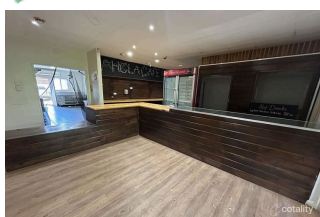


 -  -  1  105m²  105m²
 Year Built 1997 DOM 75 days
 Listing Date 20-Dec-25 Distance 0.4km
 Listing Price \$3000/WEEKLY

Notes from your agent

4/7 Tonkin St
 Offices/ medical/ consulting
 Approx 90sqm office space
 Leased - \$36,000 ++ per annum
 \$400 per sqm net

3 12/22-26 THROSSSELL ROAD SOUTH HEDLAND WA 6722



 -  -  1  356m²  98m²
 Year Built 1983 DOM 134 days
 Listing Date 22-Sep-25 Distance 0.4km
 Listing Price \$50400/ANNUALLY

Notes from your agent

Known as Units 8&9/22 Throssell Rd
 Retail space fitted out as restaurant
 180sqm floor space
 Leased - \$43,20++ per annum
 \$240 per net

DOM = Days on market * This data point was edited by the author of this CMA and has not been verified by Cotality

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Comparable Rentals

4 1/7 TONKIN STREET SOUTH HEDLAND WA 6722



	-		-		4		861m ²		413m ²
Year Built	1997	DOM	-						
Listing Date	-	Distance	0.4km						
Listing Price	-								

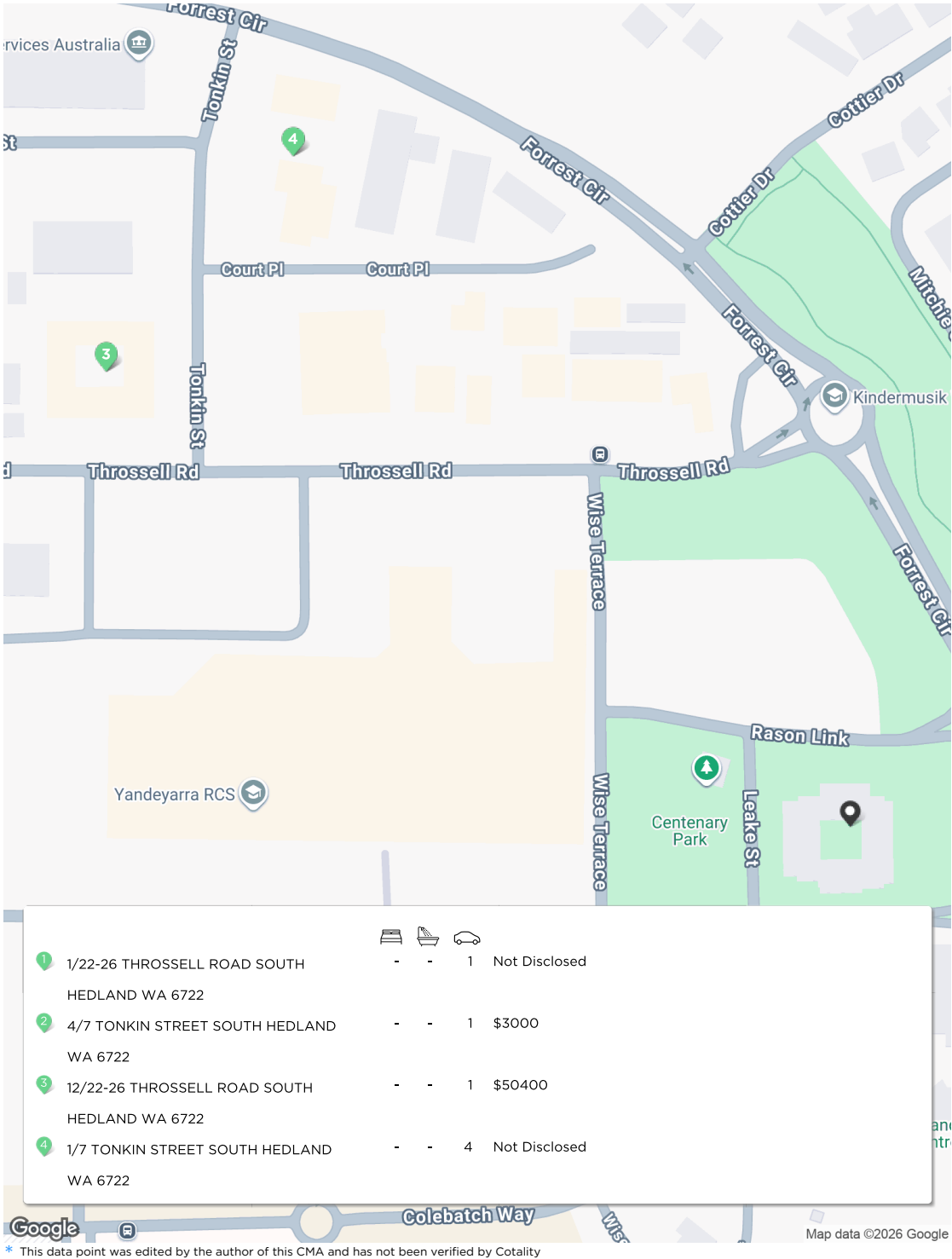
Notes from your agent
Commercial Office Space
861sqm total land area
262sqm lettable office space
Split into two leased out tenancies
Combined rent - \$103,440 ++ per annum
\$394 per sqm net

DOM = Days on market * This data point was edited by the author of this CMA and has not been verified by Cotality

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Comps Map: Rentals





Summary

4 RASON LINK SOUTH HEDLAND WA 6722



Appraisal price range

\$350,000 - \$400,000 + GST + Outs per annum

Notes from your agent

This appraisal equated to a square meter rating within the vicinity of \$350 - \$400 per sqm, based off the net lettable area of approx 1000sqm.



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Council Plan 2025-2035

2025/2026 Progress Report

Quarter Four



Acknowledgement of Country

The Town of Port Hedland would like to acknowledge the Kariyarra, Ngarla, and Nyamal people as the Traditional Custodians of the Town of Port Hedland lands. We recognise their strength and resilience and pay our respects to their Elders past and present. We extend that respect to all Aboriginal and Torres Strait Islander people of the local community and recognise their rich cultures and their continuing connection to land and waters.

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OUR STRATEGIC FRAMEWORK

Vision	Together, we create a thriving, resilient and inclusive future for our diverse community.	
Mission	To guide the growth and development of the Hedland community, economy and environment through the provision of strong civic leadership, provision of high-quality services and facilitation of active community participation.	
Guiding Principles	Integrity, Openness, Respect and Accountability	We will act in a professional, ethical, accountable, and transparent manner nurturing attitudes and behaviours that result in positive community building, relationships, transparency and enhanced community pride.
	Teamwork, Unity and Collaboration	We commit to a high-level of community, stakeholder and staff engagement, cooperation, partnership and networking.
	Active Community Engagement and Citizenship	We will respect the contributions of all community groups and ages fostering the mindset and actions that encourage greater community member involvement, volunteerism and ownership.
	Inclusiveness and Diversity	We will promote a future for all our community members, actively strengthening the social fabric of the community, valuing diversity and responding to special needs and disadvantage.
	Innovation and Creativity	As an organisation, we will encourage an enterprising spirit and initiative to achieve our community's aspirations and Council's vision.
Themes and Goals	Our Community	We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.
	Our Economy	We build prosperity for all – enabling sustained and diversified economic and employment growth.
	Our Built and Natural Environment	We treasure and protect our natural environment and provide sustainable and resilient infrastructure and built form.
	Our Leadership	We are united in our actions to connect, listen, support and advocate, thereby leveraging the potential of our people, places and resources.

INTRODUCTION

The Town is committed to monitoring the implementation of the Council Plan (the Plan). The quarterly reports measure performance against all significant operational and capital improvements listed in the Plan, based on the milestones for key projects/actions.

The CEO also reports to Council on specific Key Performance Indicators (KPIs). These KPIs are set annually and include major projects in the Council Plan.

Performance is also monitored through the community survey, undertaken every two years.

Progress is regularly reported to the community through social media and the Town's website.

FOUR YEAR PRIORITIES

The quarterly progress report will include the following key priorities of the Plan, amongst other significant actions.

- Community safety
- Events and facilities' activation
- Engaged young people
- Marketing Hedland as a place to live, visit and invest
- South Hedland Integrated Sports Hub
- JD Hardie – pump track and landscaping.
- Childcare expansion
- Service worker housing – design and construction
- Wedgefield Route 1 & 2
- Civic and Community Hub - design
- Staff Housing expansion
- Performing Arts Centre
- Town Centre – place making and redevelopment
- Responsible maintenance and renewal of the Town's assets
- Advocacy and partnerships
- Modern Technology

QUARTER 4 HIGHLIGHTS

Highlights of the period April to June 2026 include the progression of important projects including:

- JD Hardie Stage 3 – Construction commenced in April 2026 and is progressing ahead of schedule.
- Community Safety – Youth Food Access initiatives progressed during Q4, with food access mapping completed, the Bussin' Bites program continuing to provide food support and cooking education, and development of a community-supported Pay It Forward Meal Bank underway to strengthen long-term food security outcomes for young people across Hedland.

STATUS CATEGORIES

The status column refers to implementation. The status categories are as follows:

Category	Description
Not started	This initiative/project has not started at the scheduled time
On track	This initiative/project is in progress and expected to be completed in the scheduled time
Behind schedule	This initiative/project is in progress but not expected to be completed in the scheduled time or has not reached the desired milestone at the current reporting period.
Completed	This initiative/project was completed during the reporting period or prior quarters
Past Due	This initiative/project has not started at the scheduled time, or is in progress but has past its scheduled completion date.
Not Proceeding	No longer proceeding as directed by Council resolution in response to external factors or change in direction

ACTIONS OVERVIEW

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

Of the 37 actions, four are completed, 18 are on track, 15 actions are behind schedule as at Q4 of FY2025/2026.

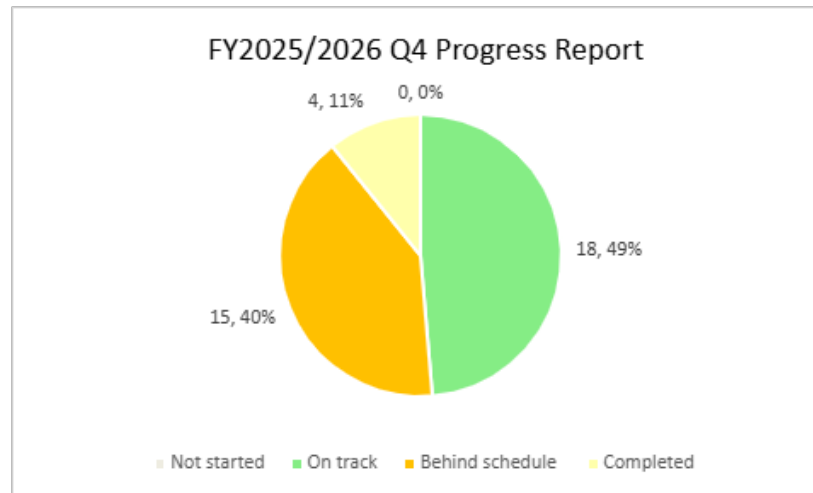


Figure 1: Percentage of actions by status

Theme 1 - Our Community

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

Outcomes

- 1.1 Hardy, healthy and safe people
- 1.2 Inclusive and involved community
- 1.3 A unique, vibrant and diverse community lifestyle
- 1.4 Well-utilised and valued community facilities and services

Projects/actions over the next four years

Project/action	End date	Action Status	Percent Complete	Directorate	Comments
Procure vehicle and provide transport for young people where gaps exist with external collaborators	30/06/2027	On Track	50%	Community Services	Project Initiation Form (PIF) will be submitted for inclusion in the drafting of the FY2026/2027 Annual budget. Awaiting budget approval If approved, the initiative is expected to improve transport accessibility for young people, addressing identified service gaps and enabling greater participation in community, recreational and support programs. This will support stronger community connection, increased social inclusion, and enhanced opportunities for young people to engage in local activities and services.

Youth Food and Security project	30/06/2027	On Track	70%	Community Services	Phase 3 (Responding) Youth Food Access initiatives progressed during Q4 to improve food accessibility for young people across Hedland. Food access mapping engagement with local businesses, agencies and service providers was completed, with development of a public-facing resource and visual map underway. The Bussin' Bites program continued to provide immediate and longer-term support through Grab Bags, quick meal options and weekly cooking sessions focused on healthy meal planning, budgeting and food preparation skills. Development of a community supported Pay It Forward Meal Bank also commenced, with consultation underway with local businesses. These initiatives are expected to strengthen food security, improve access to support services, build practical life skills, and enhance the wellbeing and participation of young people within the community.
Deliver three-year audience development initiative for First Nations work in partnership with Circuitwest	30/06/2029	On Track	40%	Community Services	The three-year audience development initiative for First Nations engagement was successfully secured in partnership with CircuitWest, with contracts executed and implementation planning commenced. Engagement activities progressed through collaboration with Kariyarra Elders, Strelley Community and local First Nations organisations to support culturally informed programming, community participation and improved access to arts and cultural experiences. Development of culturally appropriate communications, language integration and an Acknowledgement of Country resource has been identified as an important initiative and is planned for future implementation.

				In Q4 the Town hosted two events at the Matt Dann theatre, Piyalbajarri, a community storytelling and cultural event with guest performances and student workshops. Stellarphant performance achieved a record attendance and included arts learning opportunities for local students. Transport was provided to enable broader community participation. The Town has been invited to the annual Circuit West event to present at a round table discussion to industry leaders and presenters to highlight the early stages of the audience development plan based in Port Hedland and to provide guidance for other presenters on our current successes and lessons learnt. Early outcomes include increased participation in arts and cultural activities, stronger community connections and growing recognition of the Town's approach, reflected in an invitation to present the initiative's successes and lessons learned at the annual CircuitWest industry event. This initiative is expected to strengthen cultural inclusion, increase participation in arts and cultural activities, enhance community connections, and support greater recognition and celebration of First Nations culture across the Town.

Theme 2 - Our Economy

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

Outcomes

- 2.1 Business and job growth
- 2.2 Enhanced local training and workforce opportunities
- 2.3 Marketing and promotion
- 2.4 Infrastructure for growth

Indicative projects/actions over the next four years

Project/action	End date	Action Status	Percent Complete	Directorate	Comments
Investigate the transition of Visitor and Tourism Services in-house	30/06/2026	Completed	100%	Regulatory Services	Transition planning for the in-housing of the Port Hedland Visitor Centre service is progressing following Council's endorsement of the investigation outcomes at the October 2025 Ordinary Council Meeting. The Visitor Centre remains on track to reopen in early 2027, with refurbishment works scheduled to commence in November 2026. The project will enhance visitor information and destination services, strengthening the promotion of Port Hedland as a visitor destination and supporting increased visitation, tourism development, local business activity and employment opportunities.

Town of Port Hedland commercial interests - Kingsford Smith Business Park, Yacht Club, Strategic Land Acquisitions	30/06/2027	On Track	50%	Regulatory Services	Kingsford Smith Business Park - Stage 2 Subdivisional works are currently out to market. Kingsford Smith Business Park Stage 3 - Subdivision Strategy A consultant has been engaged to support the development of a subdivision strategy for Kingsford Smith Business Park. This work includes undertaking a feasibility study into the development of future stages of development at the park. Spoilbank Marina Masterplan A consultant has been engaged to review the existing Spoilbank Marina masterplan to ensure it remains aligned with current community expectations, economic conditions, environmental considerations, and strategic objectives. The review will identify opportunities for enhancement, staged development, and improved functionality of the marina precinct, while considering coastal processes, infrastructure capacity, commercial viability, and public space outcomes. Yacht Club Tenant has submitted their application for a liquor licence. The application remains under assessment. These projects are progressing strategic investments that will increase business and tourism opportunities, activate key community assets, and strengthen the Town's long-term economic growth and liveability.

Theme 3 - Our Natural and Built Environment

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

Outcomes

3.1 Healthy natural environment

3.2 Safe and fit for purpose built environment

3.3 Accessible, attractive and sustainable urban environment

Indicative projects/actions over the next four years

Project/action	End date	Action Status	Percent Complete	Directorate	Comments
West End and South Hedland precinct planning, redevelopment and placemaking	30/06/2029	On Track	65%	Infrastructure Services	Two rounds of engagement are complete. Development of draft preferred design scenarios for both the West End of Port Hedland and the South Hedland Town Centre are complete with lodgement of the Precinct Structure Plans anticipated by August 2026, with final endorsement by WAPC expected by April 2027. The precinct planning, redevelopment and place-making program will provide a framework for future growth and revitalisation, supporting safe and attractive urban environments, improved infrastructure coordination, enhanced community

					wellbeing, and increased opportunities for investment, employment and economic development.
New SHISH Masterplan	30/06/2026	Behind Schedule	40%	Infrastructure Services	With the Aquatics Centre project now approved, work can commence on revising the master plan to reflect the approved development and support future planning and delivery activities. The updated master plan will guide future investment decisions and support the staged development of sport and recreation infrastructure that responds to community needs and enhances opportunities for recreation, participation and community connection over time.
Aquatics facility	30/06/2029	On Track	25%	Infrastructure Services	The Ordinary Council Meeting (OCM) on 27 May 2026 approved the design to proceed based on the endorsed \$94 million cost plan. Following project approval, the procurement approach has been revised, and the design services package will now be released to market through a full competitive tender process. Progressing the project through detailed design and procurement planning supports the future delivery of a modern aquatic facility that will expand recreation opportunities, encourage active and healthy lifestyles, strengthen community wellbeing, and provide a valued community asset designed to meet the needs of current and future residents.
Stage 1C – South Hedland entrance statement and Hamilton Road upgrades	30/06/2026	Behind Schedule	55%	Infrastructure Services	The project is currently out to tender, with submissions closing on 3 July 2026. Contract award is anticipated in late August 2026, with project commencement expected in October 2026, subject to final approvals and procurement outcomes. Progressing the project towards delivery will

					enhance the presentation and functionality of a key gateway into South Hedland, improve road infrastructure, and contribute to a more accessible, attractive and welcoming urban environment for residents, workers and visitors.
JD Hardie Stage 3 – landscaping and pump track construction	30/06/2027	On Track	55%	Infrastructure Services	Construction commenced in April 2026 and is progressing ahead of schedule. Bulk earthworks are substantially complete, with trenching and service installations continuing. Light pole footings have been completed, and installation of shade structures is now underway. Upon completion, the upgraded space will expand recreation opportunities for children, young people and families, encourage physical activity, and create a more vibrant and well-utilised community asset.
Childcare expansion (two projects: JD Hardie and Rose Nowers)	30/06/2029	On Track	30%	Infrastructure Services	The project received approval to proceed at the most recent Ordinary Council Meeting (OCM). The Issued for Construction (IFC) drawing review is currently underway, with the tender package scheduled for release to market next week. This project will increase the availability of childcare places, improve access to quality early learning opportunities for local children, and provide greater support for families seeking to balance work and caring responsibilities.
Civic and Community Hub – review concept	30/06/2026	Behind Schedule	30%	Infrastructure Services	The Business Case update is on track for completion by 31 August 2026. Following presentation to ELT, a Council report will be prepared for October 2026 seeking endorsement of the Business Case and Concept Plan. Progressing the project through the business case and concept planning stages supports informed decision-making on the future delivery of a civic and

					community hub that will improve access to community services, provide flexible spaces for community activities and events, and create opportunities for residents to connect with Council, services and one another in a central location.
Key (Service) worker housing	30/06/2028	On Track	36%	Infrastructure Services	The contract was awarded by Council at the 27 May 2026 Ordinary Council Meeting. Following the issuance of the Council minutes and due diligence letter on 15 June 2026, contract documentation is now being finalised for execution. Progressing the Service Worker Housing Project supports the delivery of safe, fit-for-purpose accommodation, helping to address workforce housing needs and support the Town's long-term growth and service capacity.
Development WA residential and commercial/industrial subdivision – advocacy and partnership	30/06/2029	On Track	15%	Regulatory Services	Port Hedland is included in the State Government's Seven Cities vision announced in April 2026. To support realising this vision, the State Government announced 195 residential dwellings will be built in Port Hedland for Government Regional Officer Housing (GROH) to meet expected need to 2030. In addition the State Government announced funding of \$79.2 million to deliver the first two stages (121 lots) of Western Edge. Construction is expected to commence in mid-2027. The Town continues to advocate for solutions to increase housing supply and affordability in Port Hedland. These projects are supporting the delivery of a safe, sustainable and fit-for-purpose built environment, while increasing housing supply and capacity for growth. Over time, they are expected to strengthen investor confidence, attract new residents and businesses, and contribute to local employment and economic development.

Wedgefield Route 1 and 2	30/06/2029	On Track	98%	Infrastructure Services	The project has reached technical completion and closure activities progressing. Cyclone-related damage has been identified across several drainage areas, and a damage claim is currently being progressed with DFES. Finalising closure activities and addressing the identified damage will support the delivery of safe, reliable and fit-for-purpose road and drainage infrastructure for the Wedgefield area.
Improved visitor pedestrian access within cemetery plots and upgrade of internal roads	30/06/2027	On Track	35%	Infrastructure Services	Design is complete, and PIT approval has been obtained. The project was released to market in April 2026 and closed on 22 May 2026. Tender submissions exceeded the available budget. A scope review is underway to identify reductions that will enable the project to be re-tendered within the approved funding envelope. Once delivered, the project will improve visitor safety, accessibility and comfort by providing better pedestrian access between plots and upgraded internal roads, creating a more accessible and respectful environment for cemetery visitors.

Theme 4 - Our Leadership

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

Outcomes

- 4.1 Global, national, state, and local presence and voice
- 4.2 Transparent and accountable governance and financial sustainability
- 4.3 Effective delivery of services and infrastructure to meet community needs

Indicative projects/actions over the next four years

Project/action	End date	Action Status	Percent Complete	Directorate	Comments
Increase presence and demonstration of return on investment in Perth (State Government) and Canberra (Federal Government)	30/06/2029	On Track	30%	Office of the CEO	Approval to engage external government relations firm GRA to complete two-month project which will develop Government Engagement Strategy and Government Advocacy Statement as well as Elected Member workshop. This will be done in August/September 2026. Once completed, the strategy and advocacy framework will strengthen the Town's engagement with State and Federal Governments, supporting stronger relationships, increased advocacy effectiveness and improved opportunities to secure external funding and investment aligned to community priorities.

ERP modules implemented: Geographic Information System (GIS), Work Health and Safety System, Grants, Mobile Apps, Enterprise and Strategic Asset Management, Election System, Corporate Performance Planning	30/06/2028	On Track	70%	Corporate Services	Progress on several ERP modules was placed on hold during Q4 due to technical limitations, competing project priorities and resourcing constraints. This includes the Mobile/Field App, Grants Module, Election System and Strategic Asset Management Module. Delivery of the WHS module is continuing separately through Business Systems and is no longer within the scope of the ERP Project. Once progressed, these modules will improve business process efficiency, data management and operational decision-making, supporting effective governance, service delivery and the sustainable management of organisational resources.

NEW AND REVIEWED STRATEGIES AND PLANS

Project/action	End Date	Progress Status	Percent Complete	Directorate	Comments
Public Art Masterplan	30/06/2026	Completed	100%	Community Services	The Public Art Masterplan review was completed and endorsed by Council at the December 2025 Ordinary Council Meeting. The endorsed Masterplan provides a strategic framework to guide future public art investment, partnerships and placemaking initiatives across the Town. Implementation of the Masterplan is expected to enhance the visual character of public spaces, celebrate local identity and culture, and contribute to a more attractive, engaging and vibrant community environment. The next phase of implementation will focus on collaboration with relevant internal departments to establish a comprehensive asset management approach for the Town's public art collection. This work will support improved governance, maintenance planning, lifecycle management, and future investment decisions. Concurrently, the Arts and Culture team will commence delivery of the Masterplan action plan, progressing priority initiatives that align with Council's strategic objectives and community aspirations.
Community Services Strategy (incorporating all services in the Community services portfolio)	30/06/2026	Behind Schedule	30%	Community Services	Consultation for the Community Services Strategy commenced during Q4, with more than 130 stakeholders engaged across the community services sector, community groups, service providers and key partners. Feedback gathered will inform the development of a coordinated, evidence-based strategy for the Community Services portfolio.

					This work is expected to strengthen service planning, improve alignment of community services with local needs, and support enhanced wellbeing, inclusion and access to services for the community.
Reconciliation Action Plan (RAP) 2026-27	30/06/2026	Behind Schedule	70%	Community Services	Internal RAP framework completed, presented to Commissioners during March 25 2026 OCM for endorsement. The project is currently paused pending recruitment to support the next phase of development and implementation. Once progressed, the RAP is expected to strengthen relationships with Aboriginal and Torres Strait Islander peoples, support culturally informed decision-making, and enhance the Town's capacity to deliver inclusive services and meaningful community outcomes.
Council Plan – Major Strategic Review	30/06/2026	Behind schedule	50%	Office of the CEO	Consultation for the Council Plan commenced during Q4, with more than 130 stakeholders engaged across the community services sector, community groups, service providers and key partners. Feedback gathered will inform the development of a coordinated, evidence-based Council Plan. Additional community engagement is scheduled for Q1 of 2026/2027FY. Once developed, the Council Plan will provide a clear and transparent framework for decision-making, ensuring priorities, services and investment are aligned with community needs and supporting accountable governance and sustainable resource allocation.
Place Brand (in progress)	30/06/2026	Behind Schedule	50%	Regulatory Services	The Town has engaged a specialist agency to deliver the Place Brand Project, with completion on track for early 2027, including the development of a new digital platform to replace visitporthedland.com.au. The project is delayed due to the head contractor unexpectedly ceasing all work on the project in mid-2025 and the need for the project to be retendered.

					The project will strengthen Port Hedland's identity and reputation as a place to live, visit and invest, supporting tourism growth, workforce attraction and investment opportunities. By enhancing the Town's profile and promoting its unique lifestyle, economic potential and community strengths, the project will contribute to increased liveability, population growth and long-term economic development.
Develop Destination Management Plan	30/06/2026	Behind Schedule	55%	Regulatory Services	The Town has engaged a consultant to develop a Destination Management Plan, with the project expected to be presented to Council in early 2027. The project is delayed due to the sub-contractor ceasing all work on the project due to issues with the head contractor in mid-2025 and the need for the project to be retendered. The plan will establish a strategic framework to guide tourism development, destination promotion and investment facilitation, positioning Port Hedland to capitalise on economic opportunities and strengthen its appeal as a place to visit, live and invest. Over time, the initiative is expected to support business growth, attract private investment, create employment opportunities and enhance the Town's contribution to the regional economy.
Develop Investment Attraction and Facilitation plan	30/06/2026	Behind Schedule	55%	Regulatory Services	The Town has engaged a consultant to develop the Investment Attraction and Facilitation Plan, with the project expected to be presented to Council in early 2027. The project is delayed due to the sub-contractor ceasing all work on the project due to issues with the head contractor in mid-2025 and the need for the project to be retendered. The Plan will establish a coordinated approach to investment attraction and facilitation, supporting new business and industry opportunities, job creation,

					economic growth and increased private sector investment across Port Hedland.
Develop Resident Attraction and Retention Plan	30/06/2026	Behind Schedule	55%	Regulatory Services	The Town has engaged a consultant to develop the Resident Attraction and Retention Plan, with the project expected to be presented to Council in early 2027. The project is delayed due to the sub-contractor ceasing all work on the project due to issues with the head contractor in mid-2025 and the need for the project to be retendered. The Plan will provide a strategic framework to attract new residents and retain existing residents, supporting population growth, workforce stability, business confidence and long-term economic sustainability within Port Hedland.
Local Emergency Management Arrangements and Local Recovery Plan review	30/06/2026	Behind Schedule	20%	Regulatory Services	An RFQ is scheduled for release in June/July, with delivery expected by the end of Q1 2026/27. Progression of the LEMA project strengthens the Town's ability to enhance emergency management planning and community resilience and support improved emergency preparedness and compliance,
Develop Public Health Plan	30/06/2026	Completed	100%	Regulatory Services	Council adoption of the Public Health Plan provides a clear framework for improving community health and wellbeing, contributing to a healthy and hardy community through coordinated public health planning and preventative action.
Identify baseline Environmental, Social and Governance (ESG) score, and plan to improve score	30/06/2026	Behind Schedule	10%	Regulatory Services	The Approved Projects List has been expanded to include carbon emissions modelling and reporting software, positioning the Town to strengthen its environmental sustainability and evidence-based decision-making capabilities. Following consideration through the 2026/27 budget process, the project will establish baseline emissions data across key operational areas, including fleet, facilities, utilities,

					plant and equipment, travel, waste management and renewable energy initiatives. Once implemented, the system will enable comprehensive emissions monitoring, automated reporting, long-term decarbonisation planning and improved assessment of environmental and financial impacts, supporting more sustainable service delivery and informed investment decisions.
Local Housing Strategy review	30/12/2026	On Track	95%	Regulatory Services	The Local Housing Strategy was endorsed by Council at the May 2026 Ordinary Council Meeting for the purpose of public advertising and consultation, with community feedback being sought until 17 July 2026. Subject to consideration of submissions received, the Strategy is expected to be presented to Council for final adoption in September 2026. The Strategy will provide a long-term framework to guide housing growth and diversity across Port Hedland, supporting increased housing supply, improved liveability, sustainable population growth, workforce attraction and retention, and the coordinated delivery of infrastructure and services to meet future community needs.
Public Open Space and Street Tree Strategy review	30/06/2026	Completed	100%	Regulatory Services	The Public Open Space Strategy was adopted by Council in Q2. The Strategy will guide future investment and decision-making for parks, reserves and recreational spaces, supporting healthy lifestyles, improved community amenity and the delivery of a more liveable and connected community.
Develop Precinct Structure Plans for West End and South Hedland	30/06/2027	On Track	65%	Regulatory Services	Two rounds of community engagement have been completed, and draft preferred design scenarios for both the West End of Port Hedland and the South Hedland Town Centre have been developed.

					Lodgement of the Precinct Structure Plans is anticipated by August 2026, with final endorsement by the Western Australian Planning Commission expected by April 2027. The Precinct Structure Plans will provide a coordinated framework for future land use, infrastructure and development, supporting sustainable growth, increased housing and investment opportunities, efficient service delivery, and the creation of safe, connected and fit-for-purpose urban environments.
Develop Place Plans for West End and South Hedland	30/06/2027	On Track	65%	Regulatory Services	Two rounds of community engagement have been completed, and draft preferred design scenarios for both the West End of Port Hedland and South Hedland Town Centre have been developed. Development of the Place Plans is progressing, with finalisation anticipated following further stakeholder and community input. The Place Plans will provide a shared vision for the future of these centres, guiding investment, revitalisation and place-making initiatives that enhance community wellbeing, improve public spaces, strengthen local identity, support economic activity and create vibrant, attractive and connected places for residents, businesses and visitors.
Develop Corporate Governance Framework	30/06/2026	Behind schedule	45%	Corporate Services	Development of the Corporate Governance Framework has been placed on hold pending the outcomes of the Organisation's Policy Review Program. This approach will ensure the Framework aligns with updated policies, governance requirements and organisational priorities before further development proceeds. Progression will be reconsidered once the policy review program provides further direction.

					Once progressed, the Framework will provide a consistent and integrated approach to governance, supporting clear decision-making, accountability and alignment with organisational policies and priorities.
Procurement and Contracts Framework Review	30/06/2026	Behind schedule	77%	Corporate Services	The Procurement and Contracts Framework Review has been delayed due to Project Uplift and the strategic direction of the Policy Review Program. Draft policy documents have been completed by the consultant and have undergone internal review and stakeholder consultation. Further work is underway to amend and consolidate supporting Internal Operating Procedures (IOPs), including the Anti-Avoidance and Probity IOPs, to ensure alignment with organisational requirements, operating environment changes and related procurement initiatives before the framework is finalised. Once implemented, the framework will provide a clear and consistent approach to procurement and contract management, strengthening governance, probity, compliance and accountability while supporting informed and sustainable procurement decisions across the organisation.
Develop Integrity Framework	30/06/2026	Behind schedule	75%	Corporate Services	The Integrity Maturity Self-Assessment has been completed, with results presented to ELT in April 2026 and ARIC in May 2026. A Draft Integrity Framework has subsequently been developed in June 2026 and circulated for stakeholder consultation due to close on 10 July 2026. The Draft Integrity Framework is scheduled for consideration by ARIC in August 2026, with consideration by Council to follow at the Ordinary Council Meeting in August 2026. Once endorsed and implemented, the Integrity Framework will strengthen ethical decision-making, accountability and transparency across the

					organisation, supporting consistent governance practices and increased stakeholder confidence in Council's operations and decision-making processes.
Asset Management Framework review	30/06/2027	On Track	90%	Corporate Services	The responsibility for this action is currently transitioning to a different business unit. Once progressed, the Asset Management Framework will support consistent and informed asset planning, decision-making and investment, strengthening governance, asset sustainability and long-term financial stewardship.

FUTURE PROJECTS/ACTIONS NOT YET COMMENCED

The following 15 projects/actions have been excluded from this report as they are planned to commence in future reporting periods.

Project/action	Commencement Date	Directorate
Increase initiatives designed to promote Hedland as a place to live, visit and invest	2026/27	Regulatory Services
Enhance capacity in local community for sustainable living	2026/27	Regulatory Services
SHISH Stage 1B Pavilion – construction	2027/28	Infrastructure Services
Staff housing expansion	2026/27	Infrastructure Services
Marina Precinct – Eco-caravan	2027/28	Infrastructure Services
Performing Arts Centre	2028/29	Infrastructure Services
Landfill Masterplan – Closure/Indigenous Land Use Agreement (ILUA)/resource recovery	2028/29	Infrastructure Services
Expand the Shape Your Future Traineeship and Apprenticeship Program to include cadetships and graduates	2027/28	Office of the CEO
Ngalikuru Kuma-Marri Plan 2028-31 (Hedland Aboriginal & Torres Strait Islander Partnership Plan) – to be confirmed in RAP	2026/27	Community Services
Heritage Inventory	2026/27	Regulatory Services
Local Planning Strategy Review	2026/27	Regulatory Services
Coastal Hazard Risk Management Adaptation Plan Review	2027/28	Regulatory Services
Coastal Foreshore Management Plan Review	2028/29	Regulatory Services
South Hedland District Water Management Strategy	2027/28	Regulatory Services
Active Transport Strategy Review	2028/29	Regulatory Services