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Town of Port Hedland

MINUTES

Audit, Risk and Compliance Committee Meeting Tuesday 12 August 2025

Time: **5:30pm**

Location: **Council Chambers, McGregor Street Port Hedland WA 6721**

Distribution Date: **19 August 2025**

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1 Opening of Meeting

The Presiding Member declared the meeting open at 5:30pm.

2 Acknowledgement of Traditional Owners and Dignitaries

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

3 Recording of Attendance

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

3.1 Attendance

Present:	Cr Camilo Blanco – Chairperson
	Deputy Mayor Ash Christensen
	Cr Lorraine Butson
Attendance:	Mark Dacombe (Interim Chief Executive Officer)
	Stephen Leeson (Director Corporate Services)
	Tom Kettle (Manager Governance)
	Jessica Hunt (Audit, Risk & Insurance Officer)
	Public: 5 – including Proxy Member Cr Adrian McCrae

3.2 Attendance by Telephone / Instantaneous Communications

Nil.

3.3 Apologies

Nil.

3.4 Approved Leave of Absence

Nil.

3.5 Disclosures Of Interest

Nil.

4 Applications for Leave of Absence

Nil.

5 Agenda Feedback Session

An Agenda Feedback Session for Committee Members was held on Tuesday 5 August 2025. This session provided the Committee Members with the opportunity to ask questions concerning any item from the agenda that was brought before the Committee at the Audit, Risk & Compliance Committee meeting on Tuesday 12 August 2025.

6 Response to Previous Questions

6.1 Response to Questions taken on notice from Elected Member at the Audit, Risk and Compliance Committee Meeting held on 13 May 2025

Nil.

6.2 Response to Questions taken on notice from Public at the Audit, Risk and Compliance Committee Meeting held on 13 May 2025

Nil.

7 Public Time

7.1 Public Question Time

The Presiding Member declared Public Question Time open at 5:34pm

7.1.1	Janet Gillingham

Question 1

At the 18 March 2025 Annual General Meeting of Electors, a member of the public asked the following 'When was the last Financial Forensic Audit done on the Town of Port Hedland?'. The answer that came back from the Acting CEO was that there has never been one. So, I would like to ask if we can confirm that is the actual answer.

Cr Blanco provided the following response:

I would say that the Acting CEO would be correct. It does come to mind that we had a mass resignation when we had a CEO that caused the Department of Local Government to have a look closely at our finances. I don't know whether we did have a Forensic Audit, but I know that there was a lot of interest in our finances at that stage, but I would have to refer that to the CEO.

The CEO provided the following response:

Taken on notice.

Question 2

At the 18 March 2025 AGM, a Motion #2 put forward with the title being 'Independent Forensic Audit'. It was 'We the Resident Rate Payers and Electors of the Town of Port Hedland express no confidence in the financial reports presented for the Financial

Years 2022/23 and 2023/24'. My question is, will this Motion #2 come to a Council Meeting, because it went through an Annual General meeting of Electors, it was put forward and will Councillors or the Audit & Finance Committee take this on board and bring this all to the actual public in another meeting, maybe an OCM Meeting?

Cr Blanco provided the following response:

My understanding of the motions that were passed at the AGM, was that those motions came to the Council for consideration and the Council then determined those motions would come to the ARC for some consideration. The ARC sits with those motions at the moment. The member of the public that asked those questions was invited to attend tonight's meeting, so he could explain what he wants done with his motion. I will pass that over to the CEO to make sure that I am correct and that we both aligned with that answer.

The CEO provided the following response:

Mr. Ashenden was invited tonight, I believe Mr. Leeson was in contact with him. Could you comment further on his attendance?

The Director Corporate Services provided the following response:

Yes, I did call Mr. Ashenden to check in with him last Thursday about today's date and to offer any assistance towards scoping the requests of the ARC. He didn't indicate that he would or wouldn't be here.

Question 3

With the motions that were put forward at the Annual General Meeting of Electors regarding an Independent Forensic Audit, is this something that that Audit and Finance Committee can move/second and move forward, or then does that have to be a discussion that will go to an Ordinary Council Meeting?

The CEO provided the following response:

The motions aren't on the agenda tonight. The next step was for Mr. Ashenden to have the opportunity to elaborate and make his further submissions tonight. If he doesn't come tonight, then I would expect that we follow up with him as to whether or not he does actually wish to come and in that case we would invite him to the next meeting. We will also give consideration to what should be the next step if he chooses not to make that submission.

The Presiding Member declared Public Question Time closed at 5:43pm

7.2 Public Statement Time

The Presiding Member declared Public Statement Time open at 5:43pm

7.2.1	Teresa Ashenden

Mrs Ashenden made a statement in relation to;

- 2025 Annual General Meeting of Electors Motion 2, and
- Issues that she perceives should be investigated through an independent forensic audit.

7.2.2	Janet Gillingham

Mrs Gillingham made a statement in relation to;

- An independent forensic audit completed by the Department of Local Government in 2005 after a Town CEO departed the role.
- The value of an independent forensic audit for the new Council after the 18 October Ordinary Election.

The Presiding Member declared Public Statement Time closed at 5:53pm

7.3 Petitions / Deputations / Presentations / Submissions

Nil.

8 Questions from Members without Notice

8.1	Cr Camilo Blanco

I would like to request that a report be presented to the ARC. I will read this out and if you could give me some advice on how best to go about this one.
I would like a report presented on payments made to the Port Hedland International Airport within the 2024/25 budget. I would also like copies of any past or current legal advice on the matter to be attached to the report.

<u>The CEO provided the following response:</u>

That can be dealt with as a notice of motion. I have no problem at all in providing the report. Procedurally, I will refer this to the Manager Governance.

Manager Governance provided the following response:

Notices of motion are required to be submitted 7 clear working days ahead of the meeting scheduled. At this point you are unable to add new business to the agenda, so I would recommend that a notice of motion is brought to the next meeting. You would have adequate timing to bring that to the next Council meeting as opposed to the next Committee Meeting if that suited your timeline better.

9 Announcements by Presiding Member without Discussion

Nil.

10 Declarations of All Members to have given due consideration to all matters contained in the Agenda before the Meeting

The following Audit, Risk and Compliance Committee Members declared that they have given due consideration to all matters contained in the agenda.

Cr Camilo Blanco
Deputy Mayor Ash Christensen
Cr Lorraine Butson

11 Confirmation of Minutes of Previous Meeting

ARC202526/001 COMMITTEE DECISION

MOVED: Cr Lorraine Butson **SECONDED: Deputy Mayor Ash Christensen**

That Committee Members confirm that the Minutes of the Audit, Risk and Compliance Committee Meeting held on Tuesday, 13 May 2025 are a true and correct record.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

Disclaimer

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

12 Reports of Officers

12.1	Quarterly Audit Log Review

Author:	**Audit, Risk & Insurance Officer**
Authorising Officer:	**Manager Governance**
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

ARC202526/002 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit, Risk and Compliance Committee receive and note the progress update against the management actions contained within the Internal Audit Report, as per Attachment 1.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (the "ARC Committee") to receive and note the progress update against the management actions contained within the Quarterly Internal Audit Report.

DETAIL

The Internal Audit Report functions as a comprehensive record encompassing all internal audit items owned by the Town. It covers all internal audit items associated with both the preceding 3-Year Strategic Internal Audit Plan (2020-23) and the current 3-Year Strategic Internal Audit Plan (2023-26) to date.

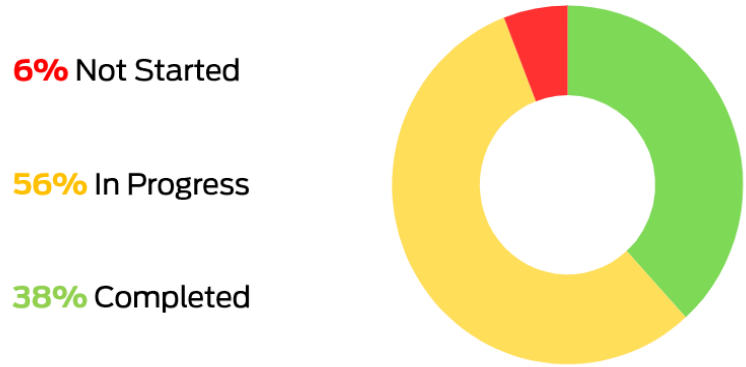
The primary objective of the Audit Report is to provide the administration with a clear overview of all audit items and their respective statuses, whether they are completed, in progress, or overdue. Each audit item is assigned a risk rating, facilitating the administration in prioritising and scheduling tasks for completion.

Regular reviews of the Internal Audit Report are conducted, with subsequent reporting to the ARC Committee. This process acts as a mechanism for oversight and contributes to the enhancement of organisational accountability and transparency.

The reporting quarters have changed to reflect actions taken in the previous quarter to the current ARC Meeting. A summary of the status of agreed management actions is found in the tables below.

Quarter 3 Progress			
Completed	**In progress**	**Not Started**	**Total**
37	47	4	88

Quarter 4 Progress			
Completed	**In progress**	**Not Started**	**Total**
26	38	4	68



Our Internal Auditors, Paxon Group, have recently completed a review of the Audit Log. Paxon have closed out 20 actions, which have now been archived in Camms, essentially removing the actions from the internal audit log.

Verification of items marked as complete by management is periodically conducted by the Town's internal audit function. To provide an additional layer of assurance, Paxon Group has scheduled a review in FY 2025-26 to further verify the completion of these items by auditing the log.

Unfortunately, the software that the Town utilises to record audit items is experiencing minor technical difficulties while generating audit reports. To allow the Committee Members the ability to access the relevant information, this has been provided as an excel spreadsheet as an interim solution. The reporting issue has been escalated to the software provider and we are awaiting their feedback for potential resolutions to the issue.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of medium significance, due to likely consequences arising from non-compliance, potential to impact the Town's ability to deliver services, impact the Town's reputation and general interest by the community in the compliance capability of the business operations of the Town of Port Hedland.

CONSULTATION

Internal
- Action Owners

External Agencies
- Paxon Group

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Regulation 17, *Local Government (Audit) Regulations 1996*

FINANCE AND RESOURCE IMPLICATIONS

There are no financial or resource implications associated with this item.

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

Our Leadership:

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

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

Access and Inclusion

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

Nil.

Corporate Business Plan

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

Our Corporate Services:

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Compliance
Cause	Non-completion of agreed management actions
Effect	Non-compliance with best practice principles, industry standards, legal requirements and compliance guidelines.
Risk Treatment	Accept
There is a compliance risk associated with this item caused by potential non-completion of agreed management actions, leading to non-compliance with industry standards and best practice, legal requirements and compliance guidelines. The risk rating is considered medium (9) which is determined by a likelihood of possible (3) and a consequence of moderate (3). This risk has been accepted due to the adequacy of controls in place including periodic tracking of management actions in the system, automated reminders and follow-up mechanisms.	

OPTIONS

Option 1 – Adopt officer's recommendation
Option 2 – Do not adopt officer's recommendation

CONCLUSION

The ARC Committee has reviewed and acknowledged the progress update on the management actions in the Internal Audit Report. This report tracks the status of all internal audit items under both the preceding and current 3-Year Strategic Internal Audit Plans. Regular review and reporting ensure compliance with best practices and legal requirements, enhancing transparency and accountability. The attached progress summary provides further details on the status of the agreed management actions.

ATTACHMENTS

1. CONFIDENTIAL - 20250718 To PH Audit Log Report [**12.1.1** - 11 pages]

12.2	Quarter 4 Procurement Report on Panel Usage

Author: **Senior Procurement & Contracting Advisor**
Authorising Officer: **Manager Governance**
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

ARC202526/003 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit, Risk and Compliance Committee note 'Nil' identified non-compliance with Policy 2/022 Panels of Pre-Qualified Suppliers for Quarter 4 Financial Year 2024-25.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

PURPOSE

The purpose of this report is for the Audit, Risk and Compliance Committee (the "ARC Committee") to consider:
As part of Panels of Pre-Qualified Suppliers Policy 2/022, Section 3 Compliance and Reporting the Town shall on a quarterly basis report to the Town's Audit, Risk and Compliance Committee any identified non-compliance with the Policy.

DETAIL

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, the Town established the following Panels of Pre-Qualified Suppliers. Under the Panel arrangements, there are a number of contracts that have been extended under the extension provisions in Q4.

Panel Number	Pre-qualified Panel Name	Total Active Contracts	No. Of Contracts Extension - 1 Year
RFT2324-01	Construction	6	6
RFT2324-05	Trades	13	13
RFT2324-20	Construction Professionals	13	13
RFT2324-19	Contractors & Trades	15	15

RFT2324-22	Civil Construction Material	4	4
RFT2324-28	Report Writing Investigation & Response	6	6
RFT2425-11	Graphic Design	6	6

As per section 2.2 of Policy 2/022 Panels of Pre-Qualified Suppliers, the Town exercises one of the following options for the distribution of work:

a) The Town will obtain quotations from each pre-qualified supplier on the panel for all purchases.

Or

b) The Town will purchase goods and services exclusively from any prequalified supplier appointed to that panel.

The quotes obtained are authorised in accordance with the Town's Delegation Register. All Business Units engaging under a Panel arrangement should document the suppliers from whom they have requested quotes as well as those who have provided quotes to increase oversight over panel contracts. Supporting documentation must be sighted to confirm that this process has been followed. By recording the suppliers approached against the supplier responses, we are demonstrating our commitment to engaging a diverse range of suppliers and highlighting the level of participation from local suppliers in the opportunity to join our Panels.

In every instance, a contract for an item of work with a prequalified supplier is not to exceed 12 months or include any options to renew or extend.

Background

The Procurement Team diligently collaborated with the ERP team to address gaps discovered in the ERP system, which had hindered the compilation of the last quarter's report. The process of obtaining the required data proved to be challenging; however, valuable suggestions have been proposed to the ERP Team to streamline the procedure and ensure accurate data compilation in the future.

During this period, Procurement successfully identified the list of projects awarded to Pre-Qualified Panel Suppliers on VendorPanel and TechOne for the duration of 01 October 2024 to 31 December 2024. However, it is essential to acknowledge that the data, though diligently obtained, has been produced through a manual process. Internal Buyers use VendorPanel for purchases under $100,000.00.

Based on the available data, the Procurement Team reports no instances of non-compliance with the Panels Policy, indicating a satisfactory level of adherence.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, due to likely consequences arising from non-compliance, potential to impact the Town's ability to deliver services, impact the Town's reputation and general interest by the community in the compliance capability of the business operations of the Town of Port Hedland.

CONSULTATION

Internal

- *Acting Senior Procurement and Contracting Advisor*

External Agencies
Nil

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Policy 2/022 - Panels of Pre-Qualified Suppliers.
- Policy 2/007 - Procurement Policy
- Regulation 24AC of the Local Government (Functions and General) Regulations 1996

FINANCE AND RESOURCE IMPLICATIONS

Nil.

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

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

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

Access and Inclusion

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

Nil.

Corporate Business Plan

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

Our Corporate Services:
Governance and Procurement - Provide high standards of governance and leadership.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Project
Risk Category	Financial
Cause	Failure to implement the right procedure.
Effect	Non-compliance with industry best practice.
Risk Treatment	The risk will be mitigated by ensuring officers follow the procedures as per the procurement requirements in accordance with the Town's Policy documents.
There is a compliance risk associated with this item because failure to implement the right procedure will result in non-compliance with industry best practice. The risk rating is considered to be medium (6), which is determined by a likelihood of possible (3) and a consequence of minor (2). The risk will be mitigated by ensuring officers follow the procedures as per the procurement requirements in accordance with the Town's Policy documents.	

OPTIONS

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

CONCLUSION

In accordance with the Panels of Pre-Qualified Suppliers Policy 2/022, Section 3, Compliance and Reporting, this report presents the Audit, Risk and Compliance Committee with an overview of the Procurement findings for non-compliance with the Panels Policy for the quarter 01 January to 31 March 2025.

ATTACHMENTS

1. CONFIDENTIAL - Panel Contracts Usage 1 Apr - 30 June 2025 [**12.2.1** - 1 page]
2. CONFIDENTIAL - Procurement Panel Report Apr- June 2025 [**12.2.2** - 2 pages]
3. CONFIDENTIAL - Vendor Panel Supplier Engagement Q 4 Apr - June 2025 [**12.2.3** - 1 page]

12.3	Asset Management Framework Progress Report

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

ARC202526/004 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit, Risk and Compliance Committee receive the progress report on the Asset Management Framework.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

PURPOSE

This report provides an update to the Audit Risk and Compliance Committee regarding the progress made by the Asset Management Framework (AMF) Project Control Group in advancing the implementation of the Town's AMF.

DETAIL

The Town has made notable progress in implementing its AMF since the last report.

The table below provides the current status of each focus area.

Focus Area	Status Update
Prior Audit Findings	**1. Asset Register Review** a. 670 items assessed; key asset classes include Roads & Bridges ($5.88M), Drainage ($7.65M), Footpaths ($832K), Other Assets ($5.13M), Depot ($223K). b. Verification completed for: i. 227 duplicate assets (pending sign-off by Assets and Manager Finance) ii. 16 non-Council assets (ownership proof compiled) iii. 38 impaired assets (documentation ready)

	iv. 217 assets not to be capitalised (justification and GIS attributes documented) v. 172 assets not revalued (capitalisation evidence gathered; may trigger additional revaluation) **2. Asset Movement Report** a. Chartertech/KPMG have nearly completed the report in OneConnect; additional data source integration pending. **3. IOP Finalisation** a. Depreciation, Disposal, and Revaluation IOPs completed and sign-off by ELT on for 14 July 2025. **4. Work-in-Progress Reconciliation** a. Furniture and Fittings reconciled using updated reports; remaining asset classes underway. **5. Capitalisation Progress** a. $16.4M of WIP capitalised; gifted assets (e.g., Cooke Point shared path, drainage, renewals) to be finalised in July. **6. Land & Buildings Revaluation** a. First draft received from APV; over 100 new items identified. b. • 139 assets require revaluation to 2023 fair value; quote approved and documents uploaded. • 45 assets revalued by Marsh in 2023 reinstated as of 30 June 2023. • 52 assets capitalised in 2023 also reinstated. • Depreciation for FY24 and FY25 calculated for all reinstated assets.
Roles and Responsibilities	A document setting out the detailed roles and responsibilities for the different aspects of Asset Management has been finalised and will go to the next AMF PCG for endorsement
Asset Management Plans	Asset Management Plans have been finalised for the 6 Asset Classes of • Roads • Drainage

	• Parks, Open Space, and public Art • Bridges • Footpaths • Buildings and Structures The plans will go to the next AMF PCG for endorsement
Registers	• Attribute data gathered for 2023 revaluation of 139 Assets as part of the audit findings • Land and Building Revaluation first draft received • Attractive Asset IOP finalised and approved
GIS Strategy	• The draft of the strategy and roadmap has been received.

The Town is actively mapping its business processes, with one focus being asset management. As part of this ongoing effort, the following asset-related processes have been documented:

- Loss or Theft of a PAA
- PAA Asset Stolen
- Registration of a Portable Asset
- Building Revaluations
- Asset Handover for Capitalisation
- Capitalisation of a Fleet Asset
- Correction of Capitalisation Amount
- Make changes to PCR and send to Fleet for review
- Project Completion Report Approval
- Receive Approved PCR from Senior Accountant
- Receive passed Project Completion Report from Fleet
- Depreciation of Assets
- Disposal of a Fleet Asset
- Disposal of Infrastructure Assets
- Gifted or Found Assets
- Infrastructure Asset Capitalisation
- Asset Revaluations
- Capitalisation Road Assets

This activity remains ongoing as the Town continues to refine and expand its documentation.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be significant. The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

CONSULTATION

Internal
- Projects and Assets Team
- Financial Services Team
- Digital Services Team
- ERP Team

External Agencies
- National Transport Research Organisation – Consultancy services for AMF

Community
Nil.

LEGISLATION AND POLICY CONSIDERATIONS

- Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

(3) A corporate business plan for a district is to —

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

- DLGSC Asset Management Framework and Guidelines

- 9/010 Asset Management Policy

FINANCE AND RESOURCE IMPLICATIONS

- Town of Port Hedland Long Term Financial Planning (LTFP)
- Town of Port Hedland Annual Budget
- New position established and recruited – Senior Asset Management
- Advertised previously vacant position - Project Engineer - Asset Management

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

<u>Our Built and Natural Environment:</u>

3.2.1 1 Identify, plan and develop the present and future needs for serviced land and infrastructure provision.

3.3.2 The community has access to attractive natural habitats, built form, parks and amenities.

Our Leadership:

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

Effective asset management is essential for the Town to achieve positive social, environmental, and economic outcomes. By maintaining and planning for assets wisely, the Town can deliver reliable services, protect natural resources, and ensure long-term financial sustainability, supporting a vibrant and resilient community.

Access and Inclusion

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

• Outcome 2 – Buildings and Facilities
Considered through the renewal of community assets planning process

Corporate Business Plan

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

Our Infrastructure Services:

Projects and Assets - Effective and efficient project and asset management

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Health & Safety Financial Service Interruption Compliance Reputational
Cause	Insufficient enterprise asset management stems from poor visibility into asset condition, lack of structured lifecycle

	planning, and misalignment between asset strategies and financial frameworks. This leads to reactive maintenance, inadequate risk prioritisation, and gaps in governance and compliance processes. Without integrated systems and clear accountability, organisations struggle to maintain safe environments, meet service expectations, and uphold regulatory standards.
Effect	These deficiencies result in increased safety incidents, financial inefficiencies, and service disruptions. Compliance breaches and audit failures become more likely, while reputational damage grows due to public scrutiny and stakeholder dissatisfaction. Ultimately, the organisation faces diminished trust, constrained funding opportunities, and reduced capacity to deliver reliable and sustainable services
Risk Treatment	The implementation of the Enterprise Asset Management Framework, which provides structured lifecycle planning, improves asset visibility, and aligns asset strategies with financial and compliance requirements. This framework supports proactive maintenance, informed decision-making, and consistent service delivery across critical infrastructure.
The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).	

OPTIONS

Option 1 – Adopt officer's recommendation
Option 2 – Do not adopt officer's recommendation

CONCLUSION

The reported progress has substantially enhanced asset management practices in the Town. Through the completion of documentation and the advancement of strategic initiatives, the Town is better positioned to effectively maintain its assets and support the community's ongoing needs.

ATTACHMENTS
Nil

12.4	Enterprise Resource Planning Implementation Progress Report

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

ARC202526/005 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit Risk and Compliance Committee:

1. **Receive the progress report on the Enterprise Resource Planning Implementation project, and;**
2. **Recommends to Council;**
   (a) to carry over $284,000 of 2024-2025 project funding into the 2025-2026 annual budget; and
   (b) Endorse project variations V10 through V14 for $341,430

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

PURPOSE

This report is to inform the Audit Risk and Compliance Committee on the progress of the Town of Port Hedland's Enterprise Resource Planning (ERP) Implementation Project Control Group (PCG).

DETAIL

Background

At the 30 June 2021 Ordinary Council Meeting report 11.1.3 Award of RFT 2021022 – Enterprise Resource Planning (ERP) Software SAAS was endorsed by Council. Awarded to Technology One, it initially proposed as a 5-year project with forecast project expenditure of $6,383,000. Project budget funds are allocated annually.

	20/21	21/22	22/23	23/24	24/25	Total
Operating	174	450	306	312	-	1,242
Capital	500	2,000	1,464	997	180	5,141
Total	674	2,450	1,770	1,309	180	6,383

→ Approved Budget- OCM 30 June 2021

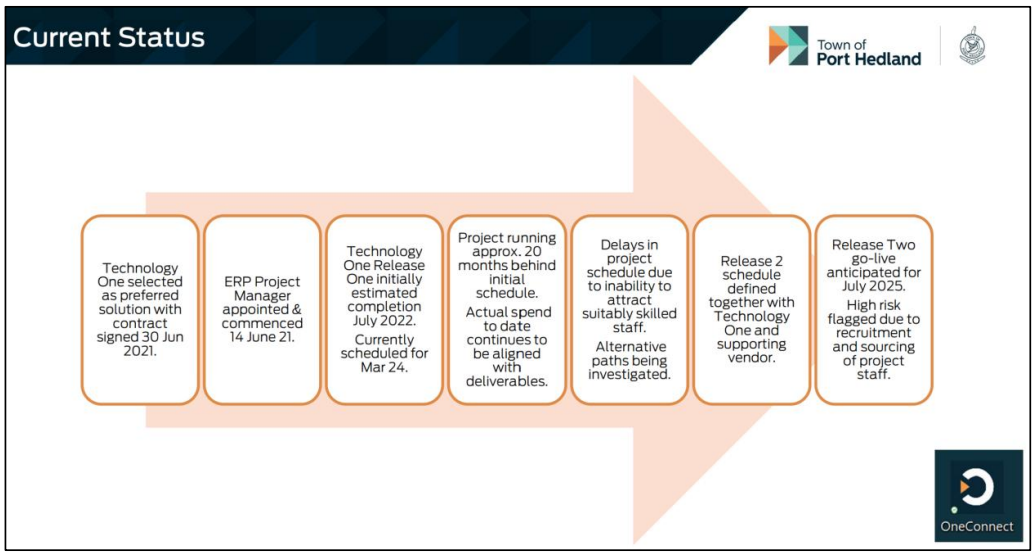
The provision of Technology One license fees and implementation were estimated at $2,680,412 (excluding GST and CPI contracted increases). The balance of $3,596,109 was budgeted for costs relating to:

- Appointment of a dedicated ERP project team;
- Organisational change management processes;
- Organisational training; and
- Data cleansing and data migration processes.

The initial ERP contract period is six (6) years, however there are a further two (2) by three (3) year contract option extensions and one (1) by two (2) years. This represents a total potential contract term of fourteen (14) years (1Jul21 – 30Jun35).

At the Elected Member Briefing 11 March 2024, the Town of Port Hedland ERP Project Council Update, the project status and forecast spend presented were as follows:

Total Project Financial Actual / Forecast								
	FY20/21	**FY21/22 Actual**	**FY22/23 Actual**	**FY23/24 YTD**	**FY23/24 Budget**	**FY24/25 Forecast**	**FY25/26 Forecast**	Total (Actual + Forecast)
Operating	39	4	363	248	430	452	-	1,287
Capital		883	887	672	2,099	2,132	842	6,843
Total	**39**	**886**	**1,250**	**920**	**2,529**	**2,583**	**842**	8,130



Project Update: July 2025

Scope of Works

Since the Phase 2 Planning and Revenue (PnR) Project Implementation commencement on 1st July 24, updates since the 11 March 2024 workshop and as included in ARC reporting, are currently:

- Name Changes: OneCouncil to OneConnect, Release 2 PnR to Phase 2 PnR, and Release 3 Stabilisation to Phase 2 Optimisation.
- Enterprise Asset Management pushed to start Q4 FY24/25 and deploy Q1 FY25/26. Due to a lack of suitably qualified and experienced people to implement the module initially.
- Phase 2 Optimisation commencing August 2025 is planned to include Human Resources (HR) & Finance Gaps from Release 1a and modules Grants, MySafety, Digital Experience Platform, Customer Relationship Management, and remaining HR Modules.

Module Delivery Overview

The OneCouncil ERP Program has progressed significantly across its phased implementation program:

- **Phase 1 – Core Platform (FY20/21 to FY23/24):**

  Of the 23 foundational modules:
  - 16 modules have been fully delivered and are operational.
  - 4 modules are partially delivered, with final optimisation planned for FY25/26.
  - 3 modules are not yet delivered and are included in the Phase 2 Optimisation scope.

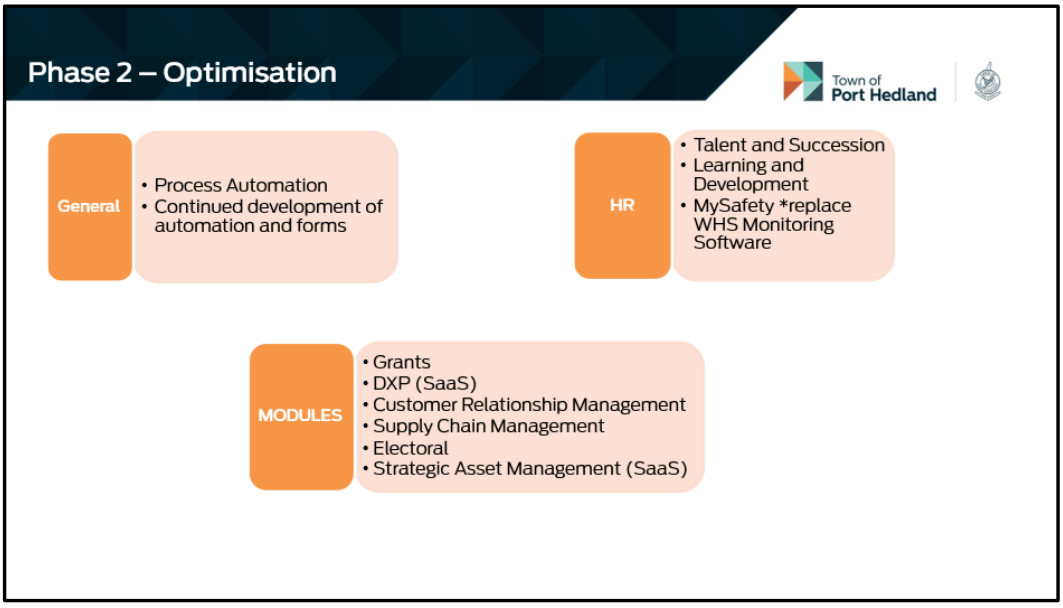
- **Phase 2 – Planning and Regulatory (PnR) (FY24/25):**

  This phase comprises 13 modules. As of July 2025:
  - 2 modules have been delivered.
  - 11 modules are currently in advanced stages of data migration, configuration, and user acceptance testing, with a scheduled go-live date of August 2025.

- **Phase 2 – Optimisation (FY25/26):**

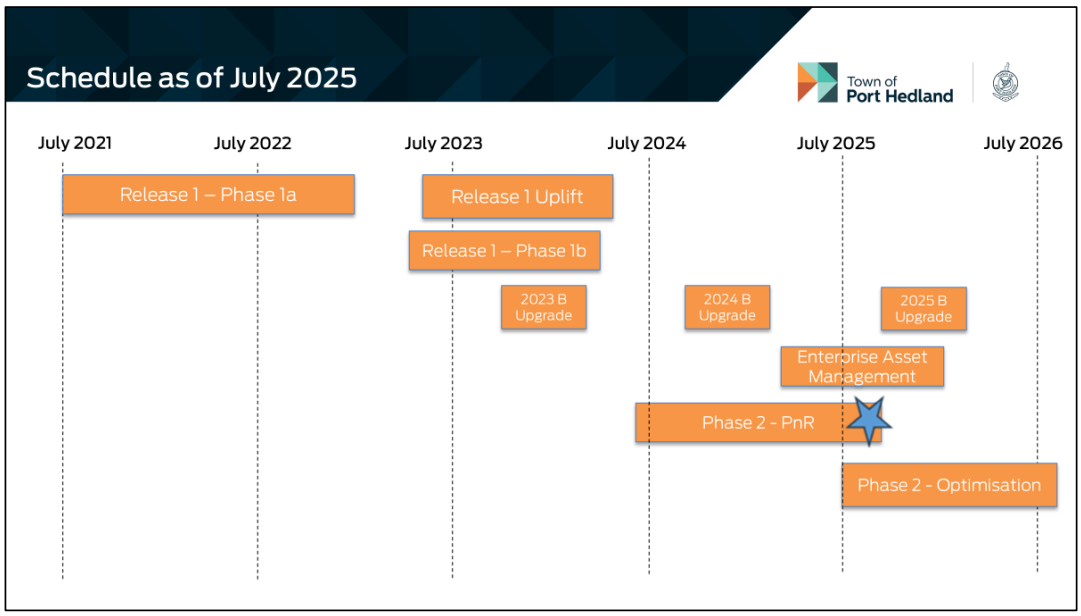
  Six modules are scheduled for delivery in FY25/26, contingent on resourcing and funding confirmation. These modules support improved functionality, user experience, and digital integration aligned with business improvement initiatives.

Module Name				License Purchased	Notes
Phase 1					
Finance				Y	Deployed. Active
General ledger				Y	Deployed. Active
Asset Accounting				Y	Deployed. Active. Reconciling
Banking				Y	Deployed. Active
Accounts Payable				Y	Deployed. Active
Cost Centre Management				Y	Deployed. Active
Contract Management				Y	Deployed. Active. Maturing
Core Functions				Y	Deployed
Corporate Performance Management				Y	Deployed. Partially Active
Enterprise Asset Management				Y	Reimplemented. P2 Optimisation
Financial Asset Management				Y	Reimplemented. P2 Optimisation
Work Order Management				Y	P2 Optimisation
Project Lifecycle Management				Y	P1 Deployed. P2 Optimisaton
HR				Y	
Talent and Succession				Y	Deferred. P2 Optimisation
Learning and Development				Y	Deferred. P2 Optimisation
Payroll				Y	Deployed
eRecruitment				Y	Deployed
Workforce Management					P1 Partially Deployed. P2 Optimisation
Organisational Management				Y	P1 Partially Deployed. P2 Optimisation
Supply Chain Management				Y	
Inventory Management				Y	P1 Deployed. Partially Active. P2 Opt
Purchasing				Y	Deployed. Active
Contracts				Y	Deployed. Active
Customer Request Management				Y	P1 Deployed. Active. P2 Optimsation
Phase 2					
Spatial Management				Y	FY24/25 (Aug 25) Go Live
Portals (externals accessing)				Y	FY24/25 (Aug 25) Go Live
Revenue Management				Y	FY24/25 (Aug 25) Go Live
Debtors Management				Y	FY24/25 (Aug 25) Go Live
Enterprise Cash Receipting				Y	FY24/25 (Aug 25) Go Live
Billing				Y	FY24/25 (Aug 25) Go Live
Property and Rating				Y	FY24/25 (Aug 25) Go Live
Request Management				Y	FY24/25 (Aug 25) Go Live
Property & Land Management				Y	FY24/25 (Aug 25) Go Live
Name Management				Y	FY24/25 (Aug 25) Go Live
Policy & Compliance				Y	FY24/25 (Aug 25) Go Live
Development Applications				Y	FY24/25 (Aug 25) Go Live
Enterprise Content Management				Y	FY24/25 (Aug 25) Go Live
Phase 2 Optimisation					
DXP	FY25/26		$110,000	N	Optimisation FY25/26 Go live
Customer Relations Management	FY25/26		$20,186	N	Optimisation FY25/26 Go live
Grants	FY25/26		$20,186	N	Optimisation FY25/26 Go live
Strategic Asset Management (SaaS)	FY25/26			Y	Optimisation FY25/26 Go live
MySafety **Replaces WHS Monitor Software*	FY25/26		$9,143	N	Optimisation FY25/26 Go live
Mobile & Field Apps	FY25/26			Y	Optimisation FY25/26 Go live
Electoral	FY25/26		$1,200		
Additional Variations Sought			**$160,715**		



Project Timeline

The Phase 2 completion and go live date was initially intended for early July 2025. Additional testing and preparation time was determined necessary, setting a revised 4 August 2025 go-live.



: Current position of the OneConnect Implementation.

Key milestones:

- **Successful Reconciliation of Rates Billing**

  Rates Billing data has been successfully reconciled between the legacy system (Synergy) and OneConnect. This milestone confirms data accuracy and provides assurance over the financial integrity of the billing transition.

- **Cutover Activities Stage Gate Lifted**

  Following internal readiness assessments, the Cutover Activities stage gate has been formally lifted. This marks the project's progression into final readiness and deployment phases.

- **Parallel Testing Underway**

  Parallel testing has commenced, validating system performance and end-to-end processes. Identified issues are being addressed with rapid turnaround to support a smooth transition to go-live.

Project Risks and Mitigations

- **Complex Data Migration Requirements**

The complexity of migrating data from the legacy system (Synergy) to OneConnect continues to pose a risk to data integrity and operational readiness.

Mitigation: A structured data migration framework is in place, incorporating reconciliation checkpoints, validation protocols, and external consultant oversight to ensure accuracy, completeness, and alignment with audit expectations.

- **Increased Delivery Pressure Ahead of August Go-Live**

  The revised August go-live has intensified workload demands across internal teams and consulting partners, increasing the risk of delivery fatigue and timeline slippage.

  Mitigation: Additional consulting capacity has been deployed. Delivery is being closely tracked through daily checkpoints and risk-based prioritisation of outstanding tasks. This increases project spend rates.

- **Project Team Wellbeing**

  The sustained pace of ERP implementation activities is placing significant pressure on the internal team, raising risks related to fatigue, burnout, and reduced performance continuity.

  Mitigation: Leadership is actively monitoring workloads and adjusting priorities where necessary and importantly, encouraging and reminding our teams to keep focused on the must have deliverables, as Phase 2 optimisation delivers the remainder. Support mechanisms have been introduced, including flexible work arrangements, wellbeing check-ins, and escalation protocols to preserve delivery capacity and staff engagement.

- **Project Governance**

  Since the last ARC report, the TechnologyOne (T1) contract and ERP project has been thoroughly reviewed to better understand initial and current project cost projections / scoping / timeframes and importantly, the events that have unfolded since July 2021. Major findings include:

  - The original project go live date was planned for July 2022, then delayed one year.
  - High number of staff turnover in 2021-2022, 2022-2023 and 2023-2024, with many being significant stakeholders and contributing participants to the project. This had an impact upon delivered modules effectiveness and or timeliness, delaying some modules to later project

phases and requiring re-work. This is evidenced several times in ERP Project Control Group meeting minutes

- Legacy contract variations with TechnologyOne (T1) have added to project cost estimates. The new software platform is subscription fee based. The more features of the product the Town uses, or the greater the functionality it requires for improved service delivery and management operational needs, the higher the annual licensing fee.
- Additional project resourcing requirements have been necessary through reimplementation requirements for module items not fully activated:
  - Asset Management
  - Workforce Management
  - Project Lifecycle Management
  - Inventory Management
- Plus, modules not fully considered within the original scope but require necessary and or additional functionality:
  - Project Lifecycle Management
  - Strategic Asset Management
  - GIS spatial and mapping
  - Customer Service Reporting (DXP)
  - WHS (Replacing another platform)
  - Grants Management
  - Electoral

Mitigation: A review of the ERP project implementation program along, its annual budget and expenditure, with revised forecasts for Phase 2 Optimisation 2025-2026 has been undertaken and is included as ***Attachment 1****. This is towards ensuring actual work completed is per implementation milestones previously proposed and project cost estimates are well known and planned for.*

Commercial:

TechnologyOne (T1) Contract

A significant amount of time has been spent reviewing the TechnologyOne (T1) contract. One of the ERP project benefits has been the introduction of a contract management module which has been the basis for this project's review.

While this is a commercial alignment, it has had a material impact on the project's current budget position. The contract variation includes:

- CPI increases applied to contract rates; and
- License fee uplifts in line with TechnologyOne's current pricing structure.

These adjustments reflect valid obligations already incurred and ensure the contract accurately reflects services delivered to date. This alignment improves transparency and provides a more reliable foundation for future contract management and forecasting.

Chartertech (KPMG) Contract Extension – In Progress

An extension to the Chartertech (KPMG) contract is currently underway to support critical activities in the final implementation phase, including data migration, functional consulting, and go-live support. The extension will ensure continuity of delivery and is being progressed in accordance with the Town's procurement and contract governance frameworks.

The Project Control Group (PCG) summary of project tasks is included as Attachment 2.

Next Steps

- Finalise go-live activities for Planning and Revenue modules in August 2025.
- Commence detailed planning and scoping for Phase 2 Optimisation deliverables.
- Continue contract governance, financial oversight, and reporting to support transparency and accountability.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be significant. A decision that will significantly affect the capacity of the Council to carry out any activity identified in the strategic plan.

CONSULTATION

Internal

- Town of Port Hedland Staff

External Agencies

- Technology One Vendor Support
- KPMG consultancy

Community

- Public feedback through request logging mechanisms

LEGISLATION AND POLICY CONSIDERATIONS

- Digital Roadmap 2024 – 2027
- ISO/IEC 27001 Compliance for cybersecurity measures

FINANCE AND RESOURCE IMPLICATIONS

Current project actual cost and future estimates are as follows:

Total Project Financial Estimate													Draft Budget
Component	FY20/21 Actual	FY20/21 Budget	FY21/22 Actual	FY21/22 Budget	FY22/23 Actual	FY22/23 Budget	FY23/24 Actual	FY23/24 Budget	FY24/25 Actual	FY24/25 Budget	TOTAL ACTUALS	TOTAL BUDGETS	FY25/26 Forecast
Materials and Contracts	30,000	674,000	729,906	2,450,000	494,329	931,383	1,032,191	1,312,113	1,274,509	1,562,000	4,902,935	6,929,496	1,342,000
Employee Costs	9,000		1,005,411		1,043,675	1,027,545	729,249	1,106,862	531,455	599,409	3,931,531	2,733,816	612,742
Total	**39,000**	**674,000**	**1,735,317**	**2,450,000**	**1,538,004**	**1,958,928**	**1,761,440**	**2,418,974**	**1,805,964**	**2,161,409**	**6,879,725**	**9,663,312**	**1,954,742**
Total Surplus/Deficit		635,000		714,683		420,924		657,534		355,445		2,783,587	

The total cost of the ERP program across all phases, including actuals to date and forecasted spend, is projected at $9.118M. This includes:

- 4 years implementation costs to date $6.879M
- 2025-2026 Phase 2 Optimisation forecast inc SaaS $1.898M
- Variation approvals requested of Council (V10-V14) $0.341M

Total $9.118M

The draft annual budget 2025-2026 made provision of $1,924,751 to support delivery of the ERP Phase Optimisation program, including modules, vendor consulting, and internal staff resourcing. Of the $355K 2024-2025 project surplus, it is requested that $284K is carried over to meet project funding requirements.

The Enterprise Asset Management (EAM), Strategic Asset Management (SAM), and Digital Experience Platform (DXP) modules are delivered under a Software-as-a-Service (SaaS) model. The implementation costs associated with these modules are incorporated into the annual SaaS subscription fees and are therefore treated as operational expenditure (OPEX). These costs are not capitalised and are recognised as recurring operating expenses in line with the approved SaaS funding approach.

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

Our Leadership:

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

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

4.3.1 High-quality and responsive customer service is provided.

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

Access and Inclusion

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

Nil.

Corporate Business Plan

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

Our Corporate Services:

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

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

Information Communications Technology - To provide a reliable and cost-effective Information Communications Technology (ICT) solution that meets users' needs.

Records Management - Records managed effectively in accordance with the State Records Act.

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

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

Customer Service - High quality and responsive customer service is provided.

Our Infrastructure Services:

Projects and Assets - Effective and efficient project and asset management.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Project
Risk Category	Financial Service Interruption
Cause	Resource demands
Effect	Organisational capacity and service delivery
Risk Treatment	Additional resources and effective project management
There is both a Project and Operational risk associated with this item caused by the need to manage resource demands and meet task milestones, leading to increased workload which impacts day to day service delivery. The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be accepted through effective project management and oversight reporting.	

OPTIONS

Option 1 – Adopt officer's recommendation
Option 2 – Do not adopt officer's recommendation

CONCLUSION

The Town of Port Hedland Enterprise Resource Planning Implementation Project integrates several Corporate Business Plan initiatives and strategies, including the Digital Road Map, Customer Service Strategy and Asset Management.

A forward program of works to implement core modules and then achieve optimal effectiveness of the system has been established with a 12-month timeframe remaining.

ATTACHMENTS

1. CONFIDENTIAL - ERP Project Review v 2 [**12.4.1** - 5 pages]
2. CONFIDENTIAL - ERP - PCG - Attachment 2 [**12.4.2** - 2 pages]

12.5	Public Interest Disclosure Policies & Procedures Review

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

OFFICER'S RECOMMENDATION

That the Audit, Risk and Compliance Committee notes the updated Policy 1/023 'Public Interest Disclosure Policy' as per Attachment 1 and the updated IOP.

SIMPLE MAJORITY VOTE REQUIRED

ARC202526/006 ALTERNATE COMMITTEE DECISION

MOVED: Cr Camilo Blanco **SECONDED: Cr Lorraine Butson**

That the Audit, Risk and Compliance Committee:

1. **Notes the updated Policy 1/023 'Public Interest Disclosure Policy' as per Attachment 1 and the updated IOP.**
2. **Requests further clarification be provided to the ARC Committee in relation to 2.2 and 4.3.**

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

PURPOSE

The purpose of this report is for Council to note 1/023 'Public Interest Disclosure Policy and the updated IOP.

DETAIL

Policies are adopted by Council and establish guidelines or provide direction for the Town of Port Hedland's (Town) activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue.

The Public Interest Disclosure Act 2003 (PID Act) applies to public authorities as defined by s.3 of that Act. Public authorities include Local Government. The PID Act aims to ensure openness and accountability in government by encouraging people to speak up about public interest information without the fear of reprisal. The PID Act provides a system for matters disclosed to be investigated and for appropriate action to be taken.

The Town of Port Hedland's Policy 1/023 'Public Interest Disclosure Policy' was amended and passed for resolution at the 28 May 2025 OCM in accordance with the Public Sector Commission's policy and procedures template to ensure the policy is relevant and up to date.

The Policy has been simplified and the IOP now reflects the process details per guidance material from the Public Sector Commission and the Town's 1/001 Council Policy Framework.

The review of the PID Policy is a task identified in the ARC Committee Annual Work Plan. The purpose of this report is to note the Policy review has been completed by the Council, the IOP provides sufficient guidance per the Public Sector Commission and the updated Policy and IOP are readily accessible on the Town's website and Intranet.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Internal
- ELT

External Agencies
- Public Sector Commission

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

- Town of Port Hedland PID Fact Sheet
- AS 8004–2003 (Whistleblower Protection Programs for Entities)
- AS 8001–2008 (Fraud and Corruption Control)
- Public Interest Disclosure Act 2003
- Public Interest Disclosure Regulations 2003

- Corruption, Crime and Misconduct Act 2003
- Public Sector Commission Website
- Parliamentary Commissioner Act 1971

FINANCE AND RESOURCE IMPLICATIONS

Nil.

STRATEGIC SUSTAINABILITY IMPLICATIONS

The following sections of the Town's Strategic Community Plan is applicable in the consideration of this item:

2.3.2 Red tape for business is minimised through review and reform of relevant policies and by-laws

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

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

Access and Inclusion

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

•*Outcome 3 – Information*

Corporate Business Plan

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

Our Corporate Services:
Governance and Procurement - Provide high standards of governance and leadership.

RISK MANAGEMENT CONSIDERATIONS

There is a reputational risk associated with this item, as it may be perceived that the Town's policies are outdated and do not reflect the Town's current practices. The risk rating is considered to be low (3), which is determined by a likelihood of possible (3) and a consequence of insignificant (1).

Risk Type	Operational
Risk Category	Compliance
Cause	Failure to implement the right policy and procedure
Effect	Non-compliance with industry best practice.
Risk Treatment	The risk will be mitigated by ensuring officers follow the PID Policy and IOP.
There is a compliance risk associated with this item because failure to implement the right procedure will result in non-compliance with industry best practice. The risk rating is considered to be Low (3) which is determined by a likelihood of Possible (3) and a consequence of Insignificant (1). This risk will be avoided by ensuring officers follow the PID Policy and IOP.	

OPTIONS

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

CONCLUSION

Council are required to regularly review its policies and remain compliant with external authorities to ensure they are relevant, up to date and meet the needs of Council and the community. It is recommended that the Audit, Risk & Compliance Committee note the updated Policy 1/023 Public Interest Disclosure to ensure cohesiveness with the governance framework.

ATTACHMENTS

1. 1023- Public- Interest- Disclosure [**12.5.1** - 4 pages]
2. CONFIDENTIAL - GOV 026 Public Interest Disclosure Procedures [**12.5.2** - 12 pages]

12.6	Quarterly Risk Report

Author:	**Acting Senior Audit, Risk & Insurance Advisor**
Authorising Officer:	**Manager Governance**
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

ARC202526/007 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit, Risk and Compliance Committee receives the Quarterly Risk Report.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

PURPOSE

This report provides the Audit, Risk and Compliance Committee (ARC Committee) with an update on the Town's risk management activities.

DETAIL

The Town's Risk Management Policy, along with the Risk Management Framework (RMF), outlines the approach for identifying, assessing, managing, and monitoring risks.
Implemented in early 2024, the Town's risk management system captures a comprehensive register of risks at the strategic and operational levels.
The Camms software is used to record the details of risk. The software is also used to monitor the status of the risks.

Risk owners are expected to update their risks periodically in line with RMF requirements.
Risk data in Camms continues to be refined and improved with each quarterly review.

<u>Overview of Risk Assessment Process</u>

1. Inherent Risk Assessment – This involves evaluating the risk against the Town's Risk Assessment and Acceptance Criteria, focusing solely on the raw potential impact and likelihood, independent of any existing controls.

2. Residual Risk Assessment – This assessment considers all existing controls and mitigation measures, providing a realistic depiction of the actual risk exposure faced by the Town after controls are implemented.
3. Forecast/Future Risk Assessment – If the residual risk exceeds the acceptable threshold, potential treatment plans are considered to further mitigate the risk. Some risks may remain beyond acceptable levels despite efforts; these require rigorous monitoring and review.

Strategic risks

The strategic risks are directly linked to the Town's strategic objectives and are influenced by the external context (e.g., regulatory changes) as well as internal factors like strategic decisions and resource allocation. Strategic risks are managed at Executive Leadership Team (ELT) level.

Since the last update to the ARC Committee, the ELT reviewed the strategic risks, including a review of the risk ratings and controls.

The strategic risks are presented in Attachment 1.

Next steps:

A risk workshop has been scheduled which will include:

- Review of the Risk Appetite Statement;
- Review of the strategic risks including alignment with strategic objectives and the Risk Appetite Statement; and
- Consideration of any new risks.

Operational risks

The operational risks are often integral to the daily functioning of the Town. They can be influenced by the external and internal context, including factors like operational processes, employee actions, and external conditions. Operational risks are managed at Strategic Leadership Team level.

Since the last update to the ARC Committee, risk and control owners have completed a review of the operational risks. The database has also been updated to include risks for the Infrastructure Projects and Assets business unit.

The operational risks with high and extreme residual risk ratings are summarised in Attachment 2.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is of medium significance. It is likely that the community expects the ARC Committee to be well informed about the significant risks facing the Town. Additionally, there is an implicit expectation that the ARC Committee is knowledgeable about the strategies implemented to mitigate these risks, especially concerning the Town's financial stability, ability to deliver essential services, preservation of its reputation, and other critical aspects affecting the community's well-being.

CONSULTATION

Internal
- Strategic Leadership Team
- Executive Leadership Team

External Agencies
Nil

Community
Nil

LEGISLATION AND POLICY CONSIDERATIONS

- AS ISO31000:2018 Risk Management

FINANCE AND RESOURCE IMPLICATIONS

Certain risks outlined in the Risk Register could potentially have financial implications for the Town should they materialise. These specific risks and their corresponding financial implications have been thoroughly documented within the Risk Register.

STRATEGIC SUSTAINABILITY IMPLICATIONS

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

Our Leadership:

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

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

Access and Inclusion

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

Nil.

Corporate Business Plan

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

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

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational
Risk Category	Service Interruption
Cause	Failure to routinely review and update risk assessments
Effect	Implementation of inappropriate or ineffective risk mitigation measures, leaving the organisation vulnerable to potential threats and decreasing responsiveness to emerging risks.
Risk Treatment	Accept with existing controls.
There is a service interruption risk associated with this item caused by failure to periodically review and update risk assessments and perpetuation of outdated risks within the register. This could lead to implementation of inappropriate or ineffective risk mitigation measures, leaving the organisation vulnerable to potential threats and decreased responsiveness to emerging risks, hindering the organisation's ability to proactively identify and address emerging risks, increasing the likelihood of unexpected disruptions. The risk rating is considered Medium (9) determined by a likelihood of Possible (3) and a consequence of Moderate (3). This risk will be accepted, considering existing controls are functional, including: • Training is provided to risk owners. • Reminders are sent to risk owners who have not completed their risk reviews within the specified timeframe.	

OPTIONS

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

CONCLUSION

This report provides the ARC Committee with an update on the Town's Risk Management progress. Through the newly introduced standing report, the ARC Committee gains insight into current and emerging risks, guided by the Risk Management Policy and Framework.

ATTACHMENTS

1. CONFIDENTIAL - 20250721 Risk Heatmap Report Strategic risks - Attachment 1 [**12.6.1** - 20 pages]
2. CONFIDENTIAL - 20250721 Operational Risk Register _ Residual High and Extreme - Attachment 2 [**12.6.2** - 1 page]

13 Motions of Which Previous Notice have been given

Nil.

14 New Business of an Urgent Nature (Late Items)

Nil

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

ARC202526/008 COMMITTEE DECISION

MOVED: Cr Lorraine Butson **SECONDED: Deputy Mayor Ash Christensen**

That the Audit, Risk & Compliance Committee close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995, to consider item 15.1.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

The Presiding Member declared the meeting closed to the public at 6:27pm.

15.1	Town Debtors

ARC202526/009 COMMITTEE DECISION

MOVED: Cr Lorraine Butson **SECONDED: Deputy Mayor Ash Christensen**

That the Audit, Risk & Compliance Committee receives the report on Town Debt.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

ARC202526/010 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit, Risk & Compliance Committee endorses the recovery action by way of seeking a vesting order on 12 Chunking Crescent South Hedland and advises the State Solicitors Office of this intention.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

ARC202526/011 COMMITTEE DECISION

MOVED: Deputy Mayor Ash Christensen SECONDED: Cr Lorraine Butson

That the Audit, Risk & Compliance Committee open the meeting to members of the public.

CARRIED BY SIMPLE MAJORITY (3/0)

For: Cr Camilo Blanco, Deputy Mayor Ash Christensen and Cr Lorraine Butson
Against: Nil

The Presiding Member declared the meeting open to the Public at 6:37pm.

16 Closure

16.1 Date of Next Meeting

The next Audit, Risk and Compliance Committee Meeting will be held on Tuesday 25 November 2025, commencing at 5:30pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6:40pm.

TOWN OF PORT HEDLAND

AUDIT, RISK AND COMPLIANCE COMMITTEE

TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of this document is to define the Terms of Reference (TOR) for the Audit, Risk and Compliance Committee (the "ARC Committee" or "Committee").

These TOR describe the Committee's purpose, authority, membership, functions, reporting requirements and responsibilities.

2. Establishment and Appointment

The ARC Committee is a formally appointed committee of the Council for the Town of Port Hedland (the "Town") pursuant to section 7.1A of the *Local Government Act 1995* ("the Act").

3. Role

The ARC Committee is to provide guidance and assistance to Council concerning matters within its Terms of Reference. It assumes a key role in assisting the Town of Port Hedland (the "Town") in fulfilling its governance and oversight obligations related to financial reporting, internal controls, risk management systems, legislative compliance, ethical accountability, and internal and external audit functions.

4. Objectives

The primary objective of the ARC Committee is to assume responsibility for the annual external audit and establish effective communication with the Town's external auditor. This ensures that Council can be satisfied with the performance of the local government in managing its financial affairs.

Further objectives of the Audit, Risk and Compliance Committee are to oversee:

4.1 The scope of work, objectivity, performance and independence of the external auditor.

4.2 The integrity of internal and external financial reporting, including accounting policies.

4.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Town's financial and physical resources.

4.4 The systems or procedures that are designed to ensure that the Town comply with relevant statutory and regulatory requirements.

4.5 The process and systems which protect the Council against risk, fraud and irregularities.

4.6 Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance.

4.7 Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.

5. Authority and Independence

The ARC Committee does not have executive powers or authority to implement actions in areas over which the administration (management) has responsibility. Furthermore, the ARC Committee does not have any delegated financial responsibility. This ensures that the Committee is able to fulfill its function as an impartial advisory body separate from the Town's management, thereby ensuring objective assessments and guidance.

Under the Town's Register of Delegated Authority – Statutory, the ARC Committee:

5.1 Has the authority to meet with the Town's Auditor at least once every year on behalf of the Council [s.7.12A(2) of the Act].

5.2 Has the authority to:

i. Examine an audit report received by the local government.

ii. determine if any matters raised by the audit report, require action to be taken by the local government; and

iii. Ensure that appropriate action is taken in respect of those matters.

5.3 Has the authority to review and endorse the Town's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4) of the Act].

6. Membership

Composition

6.1 The ARC Committee will comprise of a minimum of three and a maximum of five Elected Members, with one member being an independently appointed member, where possible. All members shall have full voting rights and will be appointed by an absolute majority vote of the Council [s5.10(1)(a) of the Act].

6.2 Council may appoint by an absolute majority up to three (3) Councillors to be Deputy Members of the Committee. Any Deputy Member may perform the functions of any Committee Member when the Member is unable to do so by reason of illness, absence or other cause. A Deputy of a Member of a Committee, while acting as a Member, has all the functions of and all the protection given to a member [s.5.11A(2)(a),(3) and (4) of the Act].

6.3 Deputy Members do not operate as substitutes for individual members. In situations where more than one Deputy Member is in attendance at a Committee meeting, the Committee will conduct a vote to designate which Deputy Member is authorised to perform the duties of the absent member.

Term

6.4 In compliance with section 5.11 of the Act, all members will be appointed by Council, and will remain a member until:

a) the term of the person's appointment as a committee member expires; or
b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
c) the committee is disbanded; or
d) the next ordinary elections day

Appointment

6.5 The Presiding Member and Deputy Presiding Member will be appointed by the ARC Committee Members at the Committee's first meeting following an Election.

Skills and Experience

6.6 Collectively, the group of Committee members possess a diverse set of skills and expertise encompassing risk management, assurance, business acumen and background in related fields.

6.7 Members may seek advice from an external independent advisor. The independent advisor must be able to demonstrate expertise and knowledge in at least one of the disciplines of financial risk management, corporate governance, risk management or auditing. The independent advisor will also have demonstrated understanding and/or experience in:

- Accounting Standards (AASB)
- *Local Government Act 1995*
- Local Government experience and/or Band 1 Council

6.8 New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

Declaration of an Interest

6.9 ARC Committee members are required by the Act and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.

Resignation from the Committee

6.10 In accordance with Part 2, Regulation 4 of the *Local Government (Administration) Regulations 1996*, A Committee member may resign from membership of the Committee by giving the CEO or the Committee's presiding member written notice of the resignation. It is recommended that ARC Committee members provide a notice period of three (3) months.

Management excluded from membership

6.11 The Chief Executive Officer and Employees are not members of the Committee (Section 7.1A(3)&(4) of the Act).

Management attendance

6.12 The following individuals from the Town's administration will be present at ARC Committee Meetings to offer advice, guidance, and undertake the responsibility of recording minutes:

- Chief Executive Officer
- Director Corporate Services
- Manager Governance
- Manager Financial Services
- Senior Audit, Risk and Insurance Advisor
- Audit, Risk and Insurance Support Officer

7. Meetings

7.1 The Committee shall meet at least quarterly.

7.2 The Presiding Member of the Committee has the authority to convene extra meetings, or such meetings may be convened upon the request of the Chief Executive Officer.

7.3 The Committee meetings are generally open to the public unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the Act.

7.4 All Elected Members are invited to attend each Audit, Risk and Compliance Committee meeting, but will not be eligible to vote on any items presented at the meeting.

7.5 Meeting attendance is subject to Electronic Meetings and Electronic Attendance Policy 4/011.

7.6 As prescribed by Section 5.19 of the Act, the quorum for Committee meetings shall be at least 50% of the number of offices of the Committee (whether vacant or not).

7.7 The Chief Executive Officer will facilitate the meetings of the Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.

7.8 The Committee will develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, which covers the responsibilities outlined in this terms of reference.

7.9 Meeting agendas will be prepared and provided at least 72 hours in advance to members, along with appropriate briefing materials.

7.10 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation.

7.11 Pursuant to Regulation 13 of the *Local Government (Administration) Regulations 1996*, the unconfirmed minutes of the Committee meeting will be published within 7 days after the meeting is held.

7.12 Voting is in accordance with Section 5.21 of the Act.

8. Responsibilities

The Committee will fulfill the following responsibilities:

Risk Management

8.1 Review and suggest improvements to whether management has in place a current and fit-for-purpose risk management framework and associated procedures for effective identification and management of the Town's risks, including fraud.

8.2 Determine whether a sound and effective approach has been followed in managing the Town's major risks including those associated with individual projects, program implementation, and activities.

8.3 Assess the impact of the Town's risk management framework on its control environment.

8.4 Review and suggest improvements to the process of developing and implementing the Town's fraud control arrangements and satisfy itself the Town has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

8.5 Determine whether the Town has a sound and effective approach for business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically reviewed and tested.

Internal Control and Internal Audit

8.6 Ensure adequate systems of internal control are in place to mitigate key business risks and promote the effectiveness and efficiency of operations.

8.7 Approve, review and suggest improvements to the Internal Audit Plan and ensure the Internal Audit function is operating effectively, independently and in accordance with the Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.

8.8 Receive and review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.

8.9 Monitor management's implementation of internal audit recommendations, processes and practices to ensure that the independence of the audit function is maintained.

8.10 Oversee the coordination of planned activities among the four lines of defence, delineating ownership, accountabilities, resources and governance of risk management activities within the Town.

Financial Reporting

8.11 Review and suggest improvements to significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.

8.12 Review and suggest improvements to the process for the consolidation of financial information of the Town related entities into the financial reports of the Town.

8.13 Review with management and the external auditors all matters required to be communicated to the Audit, Risk and Compliance Committee under the Australian Auditing Standards, and suggest improvements if required.

8.14 Review and suggest improvements (subject to legislation) to the draft Annual Financial Statements (subject to legislation) and recommend the adoption of the Annual Financial Statements to Council.

Compliance

8.15 Review and suggest improvements to the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.

8.16 Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to these findings.

8.17 Obtain regular updates from management about compliance matters.

8.18 Review and suggest improvements to the annual Compliance Audit Return and report to the Council the results of the review.

External Audit

8.19 Meet with the Office of the Auditor General to discuss the audit plan (audit entrance meeting) and the results of the financial audit (audit exit meeting).

8.20 Consider the findings and recommendations of relevant Performance Audits undertaken by the external auditor and ensure the Town implements relevant recommendations.

8.21 Provide an opportunity for the ARC Committee to meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed privately.

8.22 Annually review and suggest improvements to the performance of external audit including the level of satisfaction with the external audit function.

8.23 Monitor management's implementation of external audit recommendations.

Reporting

8.24 Report regularly to the Council ARC Committee activities, issues, and related recommendations through circulation of minutes.

8.25 Monitor that open communication between the internal auditor, the external auditors, and the Town's management occurs.

Other Responsibilities

8.26 Perform other activities related to this terms of reference as requested by the Council or through audit recommendations.

8.27 Request that the Chief Executive Officer perform a review after an Election, suggest improvements to and assess the adequacy of the Audit, Risk and Compliance Committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

9. Definitions

Term	Definition
ARC Committee	The Audit, Risk and Compliance Committee
CEO	The Chief Executive Officer
Committee	The Audit, Risk and Compliance Committee
The Act	The *Local Government Act 1995*
The Town	The Town of Port Hedland
TOR	The Terms of Reference

10. Version Control

Version	Meeting
V1	*Adopted by Council at its Ordinary Meeting held 16 November 2011.*
V2	*Amended by Council at its Ordinary Meeting held 23 October 2013.*
V3	*Amended by Council at its Ordinary Meeting held on 11 December 2013.*
V4	*Amended by Council at its Ordinary Meeting held on 27 May 2015.*
V5	*Amended by Council at its Ordinary Meeting held on 28 October 2015.*
V6	*Amended by Council at its Ordinary Meeting held on 22 June 2016.*

V7	*Amended by Council at its Ordinary Meeting held on 24 May 2017.*
V8	*Re-Adopted by Council at its Ordinary Meeting held on 1 November 2017.*
V9	*Re-Adopted by Council at its Ordinary Meeting held on 19 December 2019.*
V10	*Amended by Council at its Ordinary Meeting held on 23 September 2020.*
V11	*Amended by Council at its Ordinary Meeting held on 7 September 2022.*
V12	*Amended by Council at its Ordinary Meeting held on 29 May 2024.*

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 2025

Payment Date	Reference Number	Invoice Date	Description	Document Type	Invoice Total	Payment Total
Creditor: 10001 - Australian Taxation Office						
10/07/2025	F 01/07/2025	1/07/2025	Withholding Tax (PAYG)	$HRPAYJNL	272,565.00	0.00
10/07/2025	F 01/07/2025	1/07/2025	Extra Tax	$HRPAYJNL	1,040.00	0.00
10/07/2025	F 01/07/2025	1/07/2025	HELP	$HRPAYJNL	6,670.00	0.00
10/07/2025	F 01/07/2025	1/07/2025	TSL	$HRPAYJNL	1,386.00	0.00
10/07/2025	F 01/07/2025	1/07/2025	Withholding Tax (PAYG)	$HRPAYJNL	2,466.00	0.00
10/07/2025	019035	10/07/2025		Funds Transfer Payment	0.00	273,662.32
17/07/2025	F 15/07/2025	15/07/2025	Withholding Tax (PAYG)	$HRPAYJNL	283,443.32	0.00
17/07/2025	F 15/07/2025	15/07/2025	Extra Tax	$HRPAYJNL	930.00	0.00
17/07/2025	F 15/07/2025	15/07/2025	HELP	$HRPAYJNL	7,554.00	0.00
17/07/2025	F 15/07/2025	15/07/2025	TSL	$HRPAYJNL	1,756.00	0.00
17/07/2025	019254	17/07/2025		Funds Transfer Payment	0.00	304,148.00
24/07/2025	F 15/07/2025	15/07/2025	Withholding Tax (PAYG)	$HRPAYJNL	3,502.00	0.00
24/07/2025	F 15/07/2025	15/07/2025	ETP Tax - Code O	$HRPAYJNL	538.00	0.00
24/07/2025	019394	24/07/2025		Funds Transfer Payment	0.00	4,040.00
Total:					**581,850.32**	**581,850.32**
Creditor: 10002 - Aware Super (Clearing House)						
11/07/2025	F 01/07/2025	1/07/2025	Employee Additional Contrib Pre Tax	$HRPAYJNL	24,972.01	0.00
11/07/2025	F 01/07/2025	1/07/2025	Employee Additional Contrib Post Tax	$HRPAYJNL	648.85	0.00
11/07/2025	F 01/07/2025	1/07/2025	SGC Employer Contribution	$HRPAYJNL	141,322.35	0.00
11/07/2025	F 01/07/2025	1/07/2025	Super - Additional Council Contribution	$HRPAYJNL	11,548.83	0.00
11/07/2025	019253	11/07/2025		Funds Transfer Payment	0.00	178,492.04
22/07/2025	F 15/07/2025	15/07/2025	SGC Employer Contribution	$HRPAYJNL	149,732.02	0.00
22/07/2025	F 15/07/2025	15/07/2025	Super - Additional Council Contribution	$HRPAYJNL	12,763.84	0.00
22/07/2025	F 15/07/2025	15/07/2025	Employee Additional Contrib Pre Tax	$HRPAYJNL	27,101.71	0.00
22/07/2025	F 15/07/2025	15/07/2025	Employee Additional Contrib Post Tax	$HRPAYJNL	670.01	0.00
22/07/2025	F 15/07/2025	15/07/2025	SGC Employer Contribution	$HRPAYJNL	590.08	0.00
22/07/2025	F 15/07/2025	15/07/2025	Super - Additional Council Contribution	$HRPAYJNL	28.35	0.00
22/07/2025	019393	21/07/2025		Funds Transfer Payment	0.00	190,886.01
Total:					**369,378.05**	**369,378.05**
Creditor: 10003 - Child Support Agency						
10/07/2025	F 01/07/2025	1/07/2025	Child Support Agency	$HRPAYJNL	542.25	0.00
10/07/2025	019036	10/07/2025		Funds Transfer Payment	0.00	542.25
17/07/2025	F 15/07/2025	15/07/2025	Child Support Agency	$HRPAYJNL	542.25	0.00
17/07/2025	019255	17/07/2025		Funds Transfer Payment	0.00	542.25
Total:					**1,084.50**	**1,084.50**
Creditor: 10005 - Easifleet Management						
10/07/2025	F 01/07/2025	1/07/2025	EasiFleet - Pre Tax	$HRPAYJNL	556.51	0.00
10/07/2025	F 01/07/2025	1/07/2025	EasiFleet - Post Tax	$HRPAYJNL	585.67	0.00
10/07/2025	231549	27/06/2025	GST on Easi Invoice	Creditors Invoice	114.22	0.00
10/07/2025	019037	10/07/2025		Funds Transfer Payment	0.00	1,256.40
17/07/2025	233183	11/07/2025	GST on Easi Invoice	Creditors Invoice	114.22	0.00
17/07/2025	F 15/07/2025	15/07/2025	EasiFleet - Pre Tax	$HRPAYJNL	556.51	0.00
17/07/2025	F 15/07/2025	15/07/2025	EasiFleet - Post Tax	$HRPAYJNL	585.67	0.00
17/07/2025	019256	17/07/2025		Funds Transfer Payment	0.00	1,256.40
Total:					**2,512.80**	**2,512.80**

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 2025

Creditor: 10006 - Salary Packaging Australia Pty Limited						
10/07/2025	F 01/07/2025	1/07/2025	SPA - Pre Tax	$HRPAYJNL	15,087.79	0.00
10/07/2025	F 01/07/2025	1/07/2025	SPA - Post Tax	$HRPAYJNL	3,262.85	0.00
10/07/2025	01072025	1/07/2025	GST on SPA Invoice	Creditors Invoice	436.43	0.00
10/07/2025	019038	10/07/2025		Funds Transfer Payment	0.00	18,787.07
17/07/2025	15072025	15/07/2025	GST on SPA Invoice	Creditors Invoice	416.49	0.00
17/07/2025	F 15/07/2025	15/07/2025	SPA - Pre Tax	$HRPAYJNL	14,884.57	0.00
17/07/2025	F 15/07/2025	15/07/2025	SPA - Post Tax	$HRPAYJNL	3,081.48	0.00
17/07/2025	019257	17/07/2025		Funds Transfer Payment	0.00	18,382.54
Total:					**37,169.61**	**37,169.61**
Creditor: 10007 - Town of Port Hedland Social Club						
10/07/2025	F 01/07/2025	1/07/2025	Social Club	$HRPAYJNL	590.00	0.00
10/07/2025	019039	10/07/2025		Funds Transfer Payment	0.00	590.00
17/07/2025	F 15/07/2025	15/07/2025	Social Club	$HRPAYJNL	600.00	0.00
17/07/2025	019258	17/07/2025		Funds Transfer Payment	0.00	600.00
Total:					**1,190.00**	**1,190.00**
Creditor: 10008 - Jupps Floorcoverings Port Hedland						
10/07/2025	PH031203	30/06/2025	PHCC Install Window	Creditors Invoice	1,892.00	0.00
10/07/2025	PH031336	30/06/2025	Install Security Door	Creditors Invoice	1,925.00	0.00
10/07/2025	PH031615	9/07/2025	SHL Install Window	Creditors Invoice	649.00	0.00
10/07/2025	PH031833	4/07/2025	JDH Replace Tiles	Creditors Invoice	539.00	0.00
10/07/2025	019040	10/07/2025		Funds Transfer Payment	0.00	5,005.00
17/07/2025	PH031790	9/07/2025	Install Blinds	Creditors Invoice	2,585.00	0.00
17/07/2025	PH031634	9/07/2025	Install Blinds	Creditors Invoice	3,355.00	0.00
17/07/2025	019259	17/07/2025		Funds Transfer Payment	0.00	5,940.00
Total:					**10,945.00**	**10,945.00**
Creditor: 10009 - DeGrey Civil Pty Ltd						
24/07/2025	1788A	8/07/2025	KSBP Testing Fill Deepwater Excavation	Creditors Invoice	2,014.56	0.00
24/07/2025	019395	24/07/2025		Funds Transfer Payment	0.00	2,014.56
Total:					**2,014.56**	**2,014.56**
Creditor: 10012 - Westex Contracting Pty Ltd						
17/07/2025	00010267	9/07/2025	HV24 243 Repairs	Creditors Invoice	2,220.11	0.00
17/07/2025	019260	17/07/2025		Funds Transfer Payment	0.00	2,220.11
Total:					**2,220.11**	**2,220.11**
Creditor: 10016 - Rawlinsons (W.A.)						
10/07/2025	INV-8335	2/07/2025	Cooke Point Shared Footpath	Creditors Invoice	3,025.00	0.00
10/07/2025	019041	10/07/2025		Funds Transfer Payment	0.00	3,025.00
Total:					**3,025.00**	**3,025.00**
Creditor: 10017 - Gadget Locksmiths						
10/07/2025	9359	6/07/2025	Matt Dann Key Replacements	Creditors Invoice	119.00	0.00
10/07/2025	9344	30/06/2025	CC Install New locks	Creditors Invoice	526.86	0.00
10/07/2025	019042	10/07/2025		Funds Transfer Payment	0.00	645.86
Total:					**645.86**	**645.86**

TOWN OF PORT HEDLAND
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Creditor: 10018 - Norda Architects Pty Ltd						
10/07/2025	2506-12	25/06/2025	Marquee Park Claim 1 Jan-Jun 2025	Creditors Invoice	5,775.00	0.00
10/07/2025	2506-11	25/06/2025	Yacht Club Project Management Services	Creditors Invoice	2,574.00	0.00
10/07/2025	2506-16	4/07/2025	PHCC Project Management Services	Creditors Invoice	12,298.00	0.00
10/07/2025	2506-06	25/06/2025	PHCC Compliance Sign Off Review	Creditors Invoice	5,423.00	0.00
10/07/2025	019043	10/07/2025		Funds Transfer Payment	0.00	26,070.00
Total:					**26,070.00**	**26,070.00**
Creditor: 10020 - Scarboro Painting Services (Northwest) Unit (TTF)						
17/07/2025	57022	7/07/2025	GAC Painting	Creditors Invoice	770.00	0.00
17/07/2025	019261	17/07/2025		Funds Transfer Payment	0.00	770.00
Total:					**770.00**	**770.00**
Creditor: 10022 - Brooks Hire						
10/07/2025	300972	25/06/2025	Loader Hire	Creditors Invoice	12,584.88	0.00
10/07/2025	300973	25/06/2025	Service Kit Charge	Creditors Invoice	236.97	0.00
10/07/2025	019044	10/07/2025		Funds Transfer Payment	0.00	12,821.85
23/07/2025	CN 114878	9/05/2025	Refer to 297967	$APCREDT	-466.62	0.00
24/07/2025	297967	9/05/2025	Roller Hire	Creditors Invoice	1,399.86	0.00
24/07/2025	019396	24/07/2025		Funds Transfer Payment	0.00	933.24
Total:					**13,755.09**	**13,755.09**
Creditor: 10027 - Reddings Electrical Pty Ltd						
10/07/2025	7608	24/04/2025	Cemetery Duties	Creditors Invoice	1,100.00	0.00
10/07/2025	019045	10/07/2025		Funds Transfer Payment	0.00	1,100.00
Total:					**1,100.00**	**1,100.00**
Creditor: 10028 - Yurra Pty Ltd						
10/07/2025	015767	29/06/2025	North Circular Repair Mainline	Creditors Invoice	3,423.04	0.00
10/07/2025	015768	29/06/2025	Project LEAF Maintenance Claim 07	Creditors Invoice	25,644.03	0.00
10/07/2025	015766	29/06/2025	SH Town Centre Repair Mainline	Creditors Invoice	4,656.82	0.00
10/07/2025	015806	1/07/2025	Yacht Club Clean Up	Creditors Invoice	2,750.00	0.00
10/07/2025	015905	8/07/2025	Open Spaces Landscape Consultant	Creditors Invoice	13,464.00	0.00
10/07/2025	CT000453 CLAIM 04 - JUNE 2025	1/07/2025	Spoilbank Marina Playground May 2025	Creditors Invoice	113,770.94	0.00
10/07/2025	015824	30/06/2025	Schillaman Nursery Yard Maintenance	Creditors Invoice	1,040.36	0.00
10/07/2025	015827	30/06/2025	Yard Repairs	Creditors Invoice	676.92	0.00
10/07/2025	015826	30/06/2025	Reticulation Inspection	Creditors Invoice	624.78	0.00
10/07/2025	015825	30/06/2025	Len Taplin Reticulation Inspection	Creditors Invoice	578.10	0.00
10/07/2025	019046	10/07/2025		Funds Transfer Payment	0.00	166,628.99
17/07/2025	CT000192 RETENTION DLP	16/07/2025	Marquee Park Off Lead Dog Exercise Area	Creditors Invoice	6,341.60	0.00
17/07/2025	019262	17/07/2025		Funds Transfer Payment	0.00	6,341.60
24/07/2025	015952	14/07/2025	Yacht Club Upgrade Claim 02	Creditors Invoice	24,703.80	0.00
24/07/2025	019397	24/07/2025		Funds Transfer Payment	0.00	24,703.80
Total:					**197,674.39**	**197,674.39**
Creditor: 10029 - Oresome Aircon Cleaning Pty Ltd						
10/07/2025	217822	4/07/2025	Install AC	Creditors Invoice	4,499.00	0.00
10/07/2025	217808	2/07/2025	Len Taplin Install AC	Creditors Invoice	2,695.00	0.00
10/07/2025	217697	1/07/2025	Len Taplin Repair AC	Creditors Invoice	214.50	0.00

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10/07/2025	019047	10/07/2025		Funds Transfer Payment	0.00	7,408.50
17/07/2025	217844	10/07/2025	SHAC AC Maintenance	Creditors Invoice	778.25	0.00
17/07/2025	217879	11/07/2025	Courthouse Gallery AC Maintenance	Creditors Invoice	148.50	0.00
17/07/2025	217890	14/07/2025	Install AC	Creditors Invoice	214.50	0.00
17/07/2025	019263	17/07/2025		Funds Transfer Payment	0.00	1,141.25
24/07/2025	217896	21/07/2025	SHAC AC Repairs	Creditors Invoice	1,639.00	0.00
24/07/2025	217571	23/07/2025	Replace AC	Creditors Invoice	5,142.50	0.00
24/07/2025	217926	17/07/2025	Repair AC	Creditors Invoice	214.50	0.00
24/07/2025	217939	23/07/2025	Install AC	Creditors Invoice	5,148.00	0.00
24/07/2025	019398	24/07/2025		Funds Transfer Payment	0.00	12,144.00
Total:					**20,693.75**	**20,693.75**
Creditor: 10031 - Pilbara Pressure Force Pty Ltd						
10/07/2025	INV-13641	3/07/2025	Stanley St Graffiti Removal	Creditors Invoice	429.00	0.00
10/07/2025	INV-13599	24/06/2025	Clean Memorial Plaque	Creditors Invoice	396.00	0.00
10/07/2025	019048	10/07/2025		Funds Transfer Payment	0.00	825.00
17/07/2025	INV-13683	10/07/2025	Club Room Cleaning	Creditors Invoice	1,056.00	0.00
17/07/2025	INV-13682	10/07/2025	PHCC Steam Cleaning	Creditors Invoice	4,224.00	0.00
17/07/2025	019264	17/07/2025		Funds Transfer Payment	0.00	5,280.00
24/07/2025	INV-13674	8/07/2025	SHL Remove Rubbish	Creditors Invoice	753.50	0.00
24/07/2025	INV-13719	18/07/2025	JDH Pressure Cleaning Courts 14/07/2025	Creditors Invoice	1,809.50	0.00
24/07/2025	INV-13718	18/07/2025	JDH Pressure Cleaning Courts 08/07/2025	Creditors Invoice	1,809.50	0.00
24/07/2025	INV-13559	22/07/2025	MDCC Steam Clean Seats	Creditors Invoice	9,036.50	0.00
24/07/2025	INV-13726	19/07/2025	HV20 208 Pressure Cleaning	Creditors Invoice	3,569.61	0.00
24/07/2025	019399	24/07/2025		Funds Transfer Payment	0.00	16,978.61
Total:					**23,083.61**	**23,083.61**
Creditor: 10034 - Helpcon Enterprises Pty Ltd						
24/07/2025	2324A	22/07/2025	Kennedy Street Safety Rail	Creditors Invoice	15,180.00	0.00
24/07/2025	2327	22/07/2025	General Road Repairs	Creditors Invoice	32,219.00	0.00
24/07/2025	2326	22/07/2025	Hillside Woodstock Rd Repairs	Creditors Invoice	7,590.00	0.00
24/07/2025	2328A	22/07/2025	Road and Pavement Repairs	Creditors Invoice	13,200.00	0.00
24/07/2025	019400	24/07/2025		Funds Transfer Payment	0.00	68,189.00
Total:					**68,189.00**	**68,189.00**
Creditor: 10040 - Up Your Grass Garden Maintenance (UYG)						
10/07/2025	8562	30/06/2025	CC Garden Maintenance	Creditors Invoice	330.00	0.00
10/07/2025	INV-7384	7/07/2025	Bosna Cell Verge Maintenance	Creditors Invoice	12,100.00	0.00
10/07/2025	8655	7/07/2025	Garden Maintenance	Creditors Invoice	231.00	0.00
10/07/2025	8654	8/07/2025	Garden Maintenance	Creditors Invoice	231.00	0.00
10/07/2025	8659	2/07/2025	Wedgefield Cell Verge Maintenance	Creditors Invoice	5,280.00	0.00
10/07/2025	8668A	1/07/2025	Barramine Loop Verge Tree Lopping	Creditors Invoice	709.50	0.00
10/07/2025	8670	1/07/2025	Marquee Park Tree Lopping	Creditors Invoice	1,809.50	0.00
10/07/2025	8661A	1/07/2025	Cassia Pl Tree Lopping	Creditors Invoice	5,395.50	0.00
10/07/2025	019049	10/07/2025		Funds Transfer Payment	0.00	26,086.50
17/07/2025	8709	9/07/2025	Murdoch St Verge Maintenance	Creditors Invoice	995.50	0.00
17/07/2025	8739	11/07/2025	Koombana Ave Tree Lopping	Creditors Invoice	775.50	0.00
17/07/2025	8589	10/07/2025	Garden Maintenance	Creditors Invoice	412.50	0.00
17/07/2025	8588	10/07/2025	Garden Maintenance	Creditors Invoice	412.50	0.00
17/07/2025	8505	10/07/2025	Garden Maintenance	Creditors Invoice	313.50	0.00
17/07/2025	8623	10/07/2025	Garden Maintenance	Creditors Invoice	313.50	0.00
17/07/2025	8590	10/07/2025	Garden Maintenance	Creditors Invoice	291.50	0.00

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17/07/2025	8591	10/07/2025	Garden Maintenance	Creditors Invoice	291.50	0.00
17/07/2025	8259A	10/07/2025	Garden Maintenance	Creditors Invoice	275.00	0.00
17/07/2025	8738	12/07/2025	Murdoch Rd Tree Lopping	Creditors Invoice	1,875.50	0.00
17/07/2025	019265	17/07/2025		Funds Transfer Payment	0.00	5,956.50
24/07/2025	8594	15/07/2025	Garden Maintenance	Creditors Invoice	401.50	0.00
24/07/2025	8639	17/07/2025	Garden Maintenance	Creditors Invoice	374.00	0.00
24/07/2025	INV-7383	23/07/2025	Koombana Cell Maintenance	Creditors Invoice	12,100.00	0.00
24/07/2025	019401	24/07/2025		Funds Transfer Payment	0.00	12,875.50
Total:					**44,918.50**	**44,918.50**
Creditor: 10045 - Everything Earth Pty Ltd						
10/07/2025	INV-0927	1/07/2025	Kevin Scott Oval Drainage Maintenance	Creditors Invoice	11,797.50	0.00
10/07/2025	019050	10/07/2025		Funds Transfer Payment	0.00	11,797.50
Total:					**11,797.50**	**11,797.50**
Creditor: 10048 - Regroup Australia Pty Ltd (AK Evans Group Australia T/A)						
10/07/2025	32344	30/06/2025	Landfill Hire Excavator	Creditors Invoice	13,305.60	0.00
10/07/2025	019051	10/07/2025		Funds Transfer Payment	0.00	13,305.60
Total:					**13,305.60**	**13,305.60**
Creditor: 10055 - TEC Services (Total Electrical & Communicati						
10/07/2025	71527	30/06/2025	Backflow Testing Multiple Sites	Creditors Invoice	2,860.00	0.00
10/07/2025	71554	30/06/2025	JDH Sewer Pump Fault	Creditors Invoice	899.64	0.00
10/07/2025	71381	25/06/2025	LED Emergency Sign	Creditors Invoice	6,786.45	0.00
10/07/2025	71380	25/06/2025	LED Emergency Sign	Creditors Invoice	4,473.70	0.00
10/07/2025	71544	30/06/2025	SHAC Sewer Maintenance	Creditors Invoice	462.00	0.00
10/07/2025	71487	30/06/2025	Forrest Circle Backflow Testing	Creditors Invoice	275.00	0.00
10/07/2025	71488	30/06/2025	McGregor St Backflow Testing	Creditors Invoice	275.00	0.00
10/07/2025	71489	30/06/2025	Limestone Rd Backflow Testing	Creditors Invoice	275.00	0.00
10/07/2025	71565	7/07/2025	Stadium Sliding Door	Creditors Invoice	1,669.58	0.00
10/07/2025	019052	10/07/2025		Funds Transfer Payment	0.00	17,976.37
24/07/2025	70895	15/05/2025	SHAC Maintenance Pump	Creditors Invoice	563.75	0.00
24/07/2025	019402	24/07/2025		Funds Transfer Payment	0.00	563.75
Total:					**18,540.12**	**18,540.12**
Creditor: 10057 - Goodline						
10/07/2025	219757	30/06/2025	Replace Rear Light	Creditors Invoice	301.27	0.00
10/07/2025	219762	30/06/2025	Library Install Shelves	Creditors Invoice	1,052.14	0.00
10/07/2025	219687	30/06/2025	Marra Pop Up Repair Gate Latch	Creditors Invoice	583.61	0.00
10/07/2025	219673	30/06/2025	CMP Repair Clubroom Doors	Creditors Invoice	4,440.15	0.00
10/07/2025	219889	8/07/2025	JDH Repair Basketball Backboard	Creditors Invoice	572.00	0.00
10/07/2025	219718	27/06/2025	Repair Roof Leak	Creditors Invoice	9,629.68	0.00
10/07/2025	219715	27/06/2025	Repair Lights	Creditors Invoice	649.00	0.00
10/07/2025	219716	27/06/2025	Bedroom Light Repair	Creditors Invoice	343.01	0.00
10/07/2025	219750	30/06/2025	Repair Leak	Creditors Invoice	3,137.13	0.00
10/07/2025	019053	10/07/2025		Funds Transfer Payment	0.00	20,707.99
17/07/2025	219974	8/07/2025	Concrete Cut Out	Creditors Invoice	1,522.55	0.00
17/07/2025	219975	8/07/2025	CMO Repair Toilets	Creditors Invoice	3,871.55	0.00
17/07/2025	219705	30/06/2025	GAC Repairs Kiosk & Gym	Creditors Invoice	2,928.20	0.00
17/07/2025	219972	8/07/2025	Brick Wall Repair	Creditors Invoice	844.80	0.00
17/07/2025	220060	10/07/2025	Replace Clothesline	Creditors Invoice	643.37	0.00

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	17/07/2025	019266	17/07/2025		Funds Transfer Payment	0.00	9,810.47
	24/07/2025	220243	17/07/2025	Faye Gladstone Inspect Netball Posts	Creditors Invoice	1,770.45	0.00
	24/07/2025	220320	21/07/2025	Jim Caffey Hall Repairs Doors	Creditors Invoice	11,036.27	0.00
	24/07/2025	220246	21/07/2025	Repairs Carport	Creditors Invoice	453.08	0.00
	24/07/2025	220251	17/07/2025	Maintenance AC	Creditors Invoice	780.37	0.00
	24/07/2025	219690	30/06/2025	PHL Marketing Installations	Creditors Invoice	4,006.81	0.00
	24/07/2025	220248	17/07/2025	CC Repairs Safety Rail	Creditors Invoice	286.00	0.00
	24/07/2025	220128	14/07/2025	Repairs Gate	Creditors Invoice	4,023.03	0.00
	24/07/2025	220250	17/07/2025	Courthouse Gallery Property Inspection	Creditors Invoice	580.80	0.00
	24/07/2025	220350	22/07/2025	Repair Lights	Creditors Invoice	983.70	0.00
	24/07/2025	019403	24/07/2025		Funds Transfer Payment	0.00	23,920.51
Total:						**54,438.97**	**54,438.97**
Creditor: 10058 - MP Rogers & Associates Pty Ltd							
	17/07/2025	25527	30/06/2025	Sutherland Street Seawall CPMP April 2025	Creditors Invoice	5,135.48	0.00
	17/07/2025	019267	17/07/2025		Funds Transfer Payment	0.00	5,135.48
	24/07/2025	25543	30/06/2025	Sutherland Street Stairs	Creditors Invoice	8,457.13	0.00
	24/07/2025	019404	24/07/2025		Funds Transfer Payment	0.00	8,457.13
Total:						**13,592.61**	**13,592.61**
Creditor: 10059 - Complete Office Supplies Pty Ltd							
	10/07/2025	14099731	21/05/2025	Depot Stationery	Creditors Invoice	15.73	0.00
	10/07/2025	019054	10/07/2025		Funds Transfer Payment	0.00	15.73
	24/07/2025	14242049	11/07/2025	Stationery	Creditors Invoice	130.13	0.00
	24/07/2025	019405	24/07/2025		Funds Transfer Payment	0.00	130.13
Total:						**145.86**	**145.86**
Creditor: 10062 - Cleanaway Pty Ltd - 73291687							
	10/07/2025	19411541	30/06/2025	Stadium Clear Bin	Creditors Invoice	262.06	0.00
	10/07/2025	19413859	28/06/2025	Landfill Septic and Transportaion	Creditors Invoice	6,483.47	0.00
	10/07/2025	19411603	30/06/2025	JDH Clear Bin	Creditors Invoice	374.00	0.00
	10/07/2025	19409198	30/06/2025	Skip Bin	Creditors Invoice	566.50	0.00
	10/07/2025	019055	10/07/2025		Funds Transfer Payment	0.00	7,686.03
	24/07/2025	CN 19419421	7/07/2025	Refer to INV 19288852	$APCREDT	-1,086.21	0.00
	24/07/2025	19413280	30/06/2025	SHAC Clear Bin	Creditors Invoice	687.92	0.00
	24/07/2025	19421816	21/07/2025	Septic Truck Transportation	Creditors Invoice	1,900.25	0.00
	24/07/2025	019406	24/07/2025		Funds Transfer Payment	0.00	1,501.96
Total:						**9,187.99**	**9,187.99**
Creditor: 10064 - Local Health Authorities Analytical Committee							
	24/07/2025	MA2025-103	9/07/2025	Annual Sampling Services	Creditors Invoice	4,112.85	0.00
	24/07/2025	019407	24/07/2025		Funds Transfer Payment	0.00	4,112.85
Total:						**4,112.85**	**4,112.85**
Creditor: 10065 - Animal Care Equipment & Services (Australia) Pty Ltd							
	17/07/2025	00041370	19/06/2025	Animal Care	Creditors Invoice	362.00	0.00
	17/07/2025	019268	17/07/2025		Funds Transfer Payment	0.00	362.00
Total:						**362.00**	**362.00**

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Creditor: 10074 - St John Ambulance Western Australia Ltd							
17/07/2025	FAINV01312549	1/07/2025	CPR Training	Creditors Invoice	89.00	0.00
17/07/2025	019269	17/07/2025		Funds Transfer Payment	0.00	89.00
24/07/2025	FAINV01312984	2/07/2025	First Aid Training	Creditors Invoice	180.00	0.00
24/07/2025	FAINV01313007	2/07/2025	First Aid Training	Creditors Invoice	170.00	0.00
24/07/2025	FAINV01313006	2/07/2025	First Aid Training	Creditors Invoice	170.00	0.00
24/07/2025	019408	24/07/2025		Funds Transfer Payment	0.00	520.00
Total:					**609.00**	**609.00**
Creditor: 10076 - Grant Voss						
10/07/2025	RFP_G VOSS-01072025	1/07/2025	Reimbursement Utilities	Creditors Invoice	692.69	0.00
10/07/2025	019056	10/07/2025		Funds Transfer Payment	0.00	692.69
Total:					**692.69**	**692.69**
Creditor: 10077 - Pilbara Medical Holdings Pty Ltd						
17/07/2025	490616	10/07/2025	Serology July 2025	Creditors Invoice	68.20	0.00
17/07/2025	490615	10/07/2025	Serology July 2025	Creditors Invoice	68.20	0.00
17/07/2025	019270	17/07/2025		Funds Transfer Payment	0.00	136.40
24/07/2025	490880	17/07/2025	WHS Vaccination	Creditors Invoice	154.00	0.00
24/07/2025	490878	17/07/2025	WHS Vaccination	Creditors Invoice	154.00	0.00
24/07/2025	490877	17/07/2025	Medical Assessment	Creditors Invoice	125.40	0.00
24/07/2025	490879	17/07/2025	Medical Assessment	Creditors Invoice	125.40	0.00
24/07/2025	019409	24/07/2025		Funds Transfer Payment	0.00	558.80
Total:					**695.20**	**695.20**
Creditor: 10088 - Department of Fire & Emergency Services (Alarm Monitoring On						
24/07/2025	77245	7/07/2025	JDH Annual Monitoring July 2025 - June 2026	Creditors Invoice	1,881.00	0.00
24/07/2025	019410	24/07/2025		Funds Transfer Payment	0.00	1,881.00
Total:					**1,881.00**	**1,881.00**
Creditor: 10091 - Les Mills Asia Pacific (Garnama Pty Ltd T/A)						
10/07/2025	LMB1283736	1/07/2025	GAC Monthly Fee July 2025	Creditors Invoice	1,004.12	0.00
10/07/2025	LMB1283641	1/07/2025	Stadium Monthly Fee July 2025	Creditors Invoice	1,179.26	0.00
10/07/2025	019057	10/07/2025		Funds Transfer Payment	0.00	2,183.38
Total:					**2,183.38**	**2,183.38**
Creditor: 10093 - P&M Automotive Equipment Pty Ltd						
24/07/2025	INV-9103	7/07/2025	Workshop Hoist Inspection	Creditors Invoice	786.50	0.00
24/07/2025	019411	24/07/2025		Funds Transfer Payment	0.00	786.50
Total:					**786.50**	**786.50**
Creditor: 10094 - Hedland Mobile Windscreens						
10/07/2025	47084	1/07/2025	LV24-104 Install Windscreen	Creditors Invoice	1,650.00	0.00
10/07/2025	019058	10/07/2025		Funds Transfer Payment	0.00	1,650.00
24/07/2025	47301	10/07/2025	LV24-169 Adjust Windscreen	Creditors Invoice	1,650.00	0.00
24/07/2025	47299	9/07/2025	LV20-130 Repair Stone Chip	Creditors Invoice	110.00	0.00
24/07/2025	47156	9/07/2025	HV23 218 Glazing	Creditors Invoice	605.00	0.00
24/07/2025	019412	24/07/2025		Funds Transfer Payment	0.00	2,365.00
Total:					**4,015.00**	**4,015.00**

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Creditor: 10104 - Avantgarde Technologies Pty Ltd						
10/07/2025	ES 2352	30/06/2025	Stadium Access Control	Creditors Invoice	36,834.82	0.00
10/07/2025	ES 2351	30/06/2025	Stadium Install Access Control	Creditors Invoice	186,137.92	0.00
10/07/2025	ES 2359	1/07/2025	Video Surveillance & Upgrade July 2025	Creditors Invoice	19,836.30	0.00
10/07/2025	ES 2363	1/07/2025	Stadium Door Licenses	Creditors Invoice	404.25	0.00
10/07/2025	019059	10/07/2025		Funds Transfer Payment	0.00	243,213.29
Total:					**243,213.29**	**243,213.29**
Creditor: 10108 - Insperata Integrated Systems Pty Ltd						
10/07/2025	3745A	30/06/2025	CC Security Alarm	Creditors Invoice	35.75	0.00
10/07/2025	3742	1/07/2025	Router Data All Sites June	Creditors Invoice	1,986.60	0.00
10/07/2025	019060	10/07/2025		Funds Transfer Payment	0.00	2,022.35
17/07/2025	3746	11/07/2025	Workshop Investigate Door	Creditors Invoice	107.25	0.00
17/07/2025	3750	14/07/2025	CC UPS Service	Creditors Invoice	1,570.20	0.00
17/07/2025	3748	11/07/2025	JDH Investigate Door	Creditors Invoice	143.00	0.00
17/07/2025	3747	11/07/2025	Depot Alarm Change	Creditors Invoice	71.50	0.00
17/07/2025	3749	11/07/2025	PHCC Security	Creditors Invoice	35.75	0.00
17/07/2025	019271	17/07/2025		Funds Transfer Payment	0.00	1,927.70
Total:					**3,950.05**	**3,950.05**
Creditor: 10110 - Reece Pty Ltd						
17/07/2025	1014176182	9/07/2025	Irrigation Parts	Creditors Invoice	280.02	0.00
17/07/2025	019272	17/07/2025		Funds Transfer Payment	0.00	280.02
24/07/2025	1014450826	18/07/2025	Irrigation Parts	Creditors Invoice	230.99	0.00
24/07/2025	1014428377	18/07/2025	Irrigation Parts	Creditors Invoice	86.81	0.00
24/07/2025	1014490442	21/07/2025	Irrigation Parts	Creditors Invoice	13.56	0.00
24/07/2025	1014444304	18/07/2025	Irrigation Parts	Creditors Invoice	36.85	0.00
24/07/2025	019413	24/07/2025		Funds Transfer Payment	0.00	368.21
Total:					**648.23**	**648.23**
Creditor: 10113 - Element Advisory Pty Ltd						
17/07/2025	65123	30/06/2025	Town Centre Structure Plan June 2025	Creditors Invoice	26,158.55	0.00
17/07/2025	65120	30/06/2025	West End Structure Plan June 2025	Creditors Invoice	40,703.30	0.00
17/07/2025	019273	17/07/2025		Funds Transfer Payment	0.00	66,861.85
Total:					**66,861.85**	**66,861.85**
Creditor: 10114 - Westbooks (J.D Caffey & Caffey Family Trust T/A)						
10/07/2025	348860	28/05/2025	Library Books	Creditors Invoice	29.59	0.00
10/07/2025	349210	12/06/2025	Library Books	Creditors Invoice	234.42	0.00
10/07/2025	349710	30/06/2025	Library Books	Creditors Invoice	19.97	0.00
10/07/2025	349708	30/06/2025	Library Books	Creditors Invoice	12.57	0.00
10/07/2025	349707	30/06/2025	Library Books	Creditors Invoice	50.29	0.00
10/07/2025	349706	30/06/2025	Library Books	Creditors Invoice	34.76	0.00
10/07/2025	348862	28/05/2025	Library Books	Creditors Invoice	30.31	0.00
10/07/2025	349709	30/06/2025	Library Books	Creditors Invoice	33.30	0.00
10/07/2025	348329	7/05/2025	Library Books	Creditors Invoice	19.22	0.00
10/07/2025	348326	7/05/2025	Library Books	Creditors Invoice	17.01	0.00
10/07/2025	348865	28/05/2025	Library Books	Creditors Invoice	19.22	0.00
10/07/2025	348864	28/05/2025	Library Books	Creditors Invoice	66.54	0.00
10/07/2025	348863	28/05/2025	Library Books	Creditors Invoice	46.50	0.00

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	10/07/2025	348861	28/05/2025	Library Books	Creditors Invoice	39.21	0.00
	10/07/2025	349705	30/06/2025	Library Books	Creditors Invoice	59.00	0.00
	10/07/2025	019061	10/07/2025		Funds Transfer Payment	0.00	711.91
Total:						**711.91**	**711.91**
Creditor: 10120 - Hedland Auto Electrics							
	17/07/2025	25278	4/07/2025	VEH133 Battery	Creditors Invoice	517.99	0.00
	17/07/2025	019274	17/07/2025		Funds Transfer Payment	0.00	517.99
Total:						**517.99**	**517.99**
Creditor: 10125 - Battery Sales & Service							
	17/07/2025	151741	9/07/2025	LV20-130 Battery	Creditors Invoice	211.65	0.00
	17/07/2025	151659	7/07/2025	LV20-163 Battery	Creditors Invoice	185.00	0.00
	17/07/2025	019275	17/07/2025		Funds Transfer Payment	0.00	396.65
	24/07/2025	151933	16/07/2025	LV23-168 Battery	Creditors Invoice	225.25	0.00
	24/07/2025	019414	24/07/2025		Funds Transfer Payment	0.00	225.25
Total:						**621.90**	**621.90**
Creditor: 10127 - Scope Business Imaging							
	24/07/2025	713156	30/06/2025	Preventative Service Plan	Creditors Invoice	215.60	0.00
	24/07/2025	713150	30/06/2025	Preventative Service Plan	Creditors Invoice	215.60	0.00
	24/07/2025	713151	30/06/2025	Preventative Service Plan	Creditors Invoice	215.60	0.00
	24/07/2025	713152	30/06/2025	Preventative Service Plan	Creditors Invoice	1,033.53	0.00
	24/07/2025	713154	30/06/2025	Preventative Service Plan	Creditors Invoice	215.60	0.00
	24/07/2025	713155	30/06/2025	Preventative Service Plan	Creditors Invoice	611.49	0.00
	24/07/2025	713149	30/06/2025	Preventative Service Plan	Creditors Invoice	215.60	0.00
	24/07/2025	566548	30/06/2025	Preventative Service Plan	Creditors Invoice	3,290.05	0.00
	24/07/2025	713153	30/06/2025	Preventative Service Plan	Creditors Invoice	567.02	0.00
	24/07/2025	019415	24/07/2025		Funds Transfer Payment	0.00	6,580.09
Total:						**6,580.09**	**6,580.09**
Creditor: 10128 - Royal Life Saving Society							
	10/07/2025	RLSSWA INV3506	12/06/2025	Term 3 2024	Creditors Invoice	9,100.00	0.00
	10/07/2025	AX-14340	24/06/2025	Instructor Training	Creditors Invoice	1,480.00	0.00
	10/07/2025	RLSSWA INV3511	12/06/2025	Term 2 2025	Creditors Invoice	4,620.00	0.00
	10/07/2025	019062	10/07/2025		Funds Transfer Payment	0.00	15,200.00
Total:						**15,200.00**	**15,200.00**
Creditor: 10131 - Ampac Debt Recovery (WA) Pty Ltd							
	10/07/2025	120101	30/06/2025	Collection Monthly Fee June 2025	Creditors Invoice	160.38	0.00
	10/07/2025	019063	10/07/2025		Funds Transfer Payment	0.00	160.38
Total:						**160.38**	**160.38**
Creditor: 10138 - Gissa International Pty Ltd							
	17/07/2025	CT000144 - CLAIM 27 - JUN 25	1/07/2025	Asset Management June 2025	Creditors Invoice	1,637.00	0.00
	17/07/2025	019276	17/07/2025		Funds Transfer Payment	0.00	1,637.00
Total:						**1,637.00**	**1,637.00**

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Creditor: 10142 - Los Tres Cleaning Services Pty Ltd						
10/07/2025	00004358	10/06/2025	MMR Cleaning Pre & Post Event	Creditors Invoice	330.00	0.00
10/07/2025	00004383	6/07/2025	CMP Cleaning	Creditors Invoice	165.00	0.00
10/07/2025	019064	10/07/2025		Funds Transfer Payment	0.00	495.00
17/07/2025	00004384	13/07/2025	CMP Cleaning	Creditors Invoice	165.00	0.00
17/07/2025	019277	17/07/2025		Funds Transfer Payment	0.00	165.00
24/07/2025	00004387	20/07/2025	CMP Cleaning	Creditors Invoice	165.00	0.00
24/07/2025	019416	24/07/2025		Funds Transfer Payment	0.00	165.00
Total:					**825.00**	**825.00**
Creditor: 10144 - Industrial Automation						
17/07/2025	SINV-15959	10/07/2025	Bi-Annual Remote Access	Creditors Invoice	16,518.00	0.00
17/07/2025	019278	17/07/2025		Funds Transfer Payment	0.00	16,518.00
Total:					**16,518.00**	**16,518.00**
Creditor: 10146 - AMP Bank Limited						
10/07/2025	RFP_AMP BANK_03072025	3/07/2025	Bank Audit Confirmation Request Fees	Creditors Invoice	25.00	0.00
10/07/2025	019065	10/07/2025		Funds Transfer Payment	0.00	25.00
Total:					**25.00**	**25.00**
Creditor: 10150 - Algon Pty Ltd (The Lucky Charm SH)						
10/07/2025	86145	2/07/2025	Library Newspapers	Creditors Invoice	373.20	0.00
10/07/2025	019066	10/07/2025		Funds Transfer Payment	0.00	373.20
Total:					**373.20**	**373.20**
Creditor: 10151 - Beacon Equipment						
10/07/2025	81655 #21	3/07/2025	Tools	Creditors Invoice	2,561.50	0.00
10/07/2025	81611 #1	1/07/2025	Tools	Creditors Invoice	246.00	0.00
10/07/2025	019067	10/07/2025		Funds Transfer Payment	0.00	2,807.50
24/07/2025	81908 #21	19/07/2025	Tools	Creditors Invoice	41.80	0.00
24/07/2025	019417	24/07/2025		Funds Transfer Payment	0.00	41.80
Total:					**2,849.30**	**2,849.30**
Creditor: 10152 - Technical Services Group Pty Ltd						
10/07/2025	INV-00004197	1/07/2025	Public WiFi Renewals FY26	Creditors Invoice	17,400.63	0.00
10/07/2025	019068	10/07/2025		Funds Transfer Payment	0.00	17,400.63
Total:					**17,400.63**	**17,400.63**
Creditor: 10155 - Omnicom Media Group Australia Pty Ltd						
10/07/2025	1859754	30/06/2025	Newspaper Advertising	Creditors Invoice	181.35	0.00
10/07/2025	1859755	30/06/2025	Newspaper Advertising	Creditors Invoice	771.21	0.00
10/07/2025	019069	10/07/2025		Funds Transfer Payment	0.00	952.56
Total:					**952.56**	**952.56**
Creditor: 10162 - Waste Water Services Pty Ltd						
10/07/2025	INVWWS00159	27/06/2025	Landfill Monthly Service June 2025	Creditors Invoice	21,678.34	0.00
10/07/2025	019070	10/07/2025		Funds Transfer Payment	0.00	21,678.34
Total:					**21,678.34**	**21,678.34**

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Creditor: 10166 - Geraldton Fuel Company Pty Ltd						
10/07/2025	02828700	9/07/2025	Fleet Gear Oil	Creditors Invoice	2,991.62	0.00
10/07/2025	019071	10/07/2025		Funds Transfer Payment	0.00	2,991.62
Total:					**2,991.62**	**2,991.62**
Creditor: 10167 - Recharge Petroleum						
10/07/2025	30062025	30/06/2025	Fuel Charges June 2025	Creditors Invoice	4,442.94	0.00
10/07/2025	019072	10/07/2025		Funds Transfer Payment	0.00	4,442.94
Total:					**4,442.94**	**4,442.94**
Creditor: 10176 - StrataGreen (Strata Corporation Pty Ltd T/A)						
10/07/2025	177006A	1/07/2025	Stores Landscape Supplies	Creditors Invoice	171.22	0.00
10/07/2025	177114	3/07/2025	Nursery Supplies	Creditors Invoice	1,206.92	0.00
10/07/2025	019073	10/07/2025		Funds Transfer Payment	0.00	1,378.14
Total:					**1,378.14**	**1,378.14**
Creditor: 10177 - XCY Pty Ltd						
10/07/2025	XCYS10236	30/06/2025	Microsoft Azure Plan Emergency	Creditors Invoice	13,922.70	0.00
10/07/2025	019074	10/07/2025		Funds Transfer Payment	0.00	13,922.70
Total:					**13,922.70**	**13,922.70**
Creditor: 10178 - Kennards Hire Pty Ltd						
24/07/2025	27663342	14/07/2025	Excavator and Trailer Hire	Creditors Invoice	1,692.00	0.00
24/07/2025	019418	24/07/2025		Funds Transfer Payment	0.00	1,692.00
Total:					**1,692.00**	**1,692.00**
Creditor: 10179 - Acacia Connection						
10/07/2025	95739	30/06/2025	Counselling	Creditors Invoice	2,099.90	0.00
10/07/2025	019075	10/07/2025		Funds Transfer Payment	0.00	2,099.90
Total:					**2,099.90**	**2,099.90**
Creditor: 10180 - Andatech Pty Ltd						
10/07/2025	240206	24/06/2025	Breathalyzer Calibration	Creditors Invoice	117.00	0.00
10/07/2025	019076	10/07/2025		Funds Transfer Payment	0.00	117.00
Total:					**117.00**	**117.00**
Creditor: 10181 - G. Bishops Transport Services						
10/07/2025	B310541	25/06/2025	Landfill Freight	Creditors Invoice	2,336.00	0.00
10/07/2025	B311392	30/06/2025	Freight	Creditors Invoice	2,533.23	0.00
10/07/2025	B311733	2/07/2025	Freight	Creditors Invoice	209.54	0.00
10/07/2025	019077	10/07/2025		Funds Transfer Payment	0.00	5,078.77
Total:					**5,078.77**	**5,078.77**
Creditor: 10182 - Technology One						
24/07/2025	252448	20/07/2025	AMS Service Aug 25	Creditors Invoice	8,424.20	0.00

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	24/07/2025	019419	24/07/2025		Funds Transfer Payment	0.00	8,424.20
Total:						**8,424.20**	**8,424.20**
Creditor: 10187 - Hedland Harbour Industries Pty Ltd							
	10/07/2025	TOPHJUN2725	29/06/2025	Equipment Hire	Creditors Invoice	2,004.75	0.00
	10/07/2025	019078	10/07/2025		Funds Transfer Payment	0.00	2,004.75
Total:						**2,004.75**	**2,004.75**
Creditor: 10188 - Creative.adm (Tovy Shearwood Pty Ltd T/A)							
	10/07/2025	8307	30/06/2025	Design Public Health Plan	Creditors Invoice	1,086.80	0.00
	10/07/2025	019079	10/07/2025		Funds Transfer Payment	0.00	1,086.80
	17/07/2025	8286A	30/06/2025	Corporate Business Plan 2023/2027	Creditors Invoice	1,880.73	0.00
	17/07/2025	019279	17/07/2025		Funds Transfer Payment	0.00	1,880.73
Total:						**2,967.53**	**2,967.53**
Creditor: 10190 - Truckline (Specialist Wholesalers Pty Ltd T/A)							
	17/07/2025	10197905	11/07/2025	VEH 137Parts	Creditors Invoice	21.36	0.00
	17/07/2025	10204453	15/07/2025	VEH 137 Parts	Creditors Invoice	66.65	0.00
	17/07/2025	019280	17/07/2025		Funds Transfer Payment	0.00	88.01
	24/07/2025	10225129	24/07/2025	HV22 212 Parts	Creditors Invoice	189.24	0.00
	24/07/2025	019420	24/07/2025		Funds Transfer Payment	0.00	189.24
Total:						**277.25**	**277.25**
Creditor: 10191 - Remote Construction Group Pty Ltd							
	10/07/2025	CT000430 CLAIM 04	1/07/2025	Cooke Point Shared Footpath Construction June 2025	Creditors Invoice	162,393.00	0.00
	10/07/2025	INV-0515	29/06/2025	Greene Place Footpath Repair	Creditors Invoice	3,300.00	0.00
	10/07/2025	019080	10/07/2025		Funds Transfer Payment	0.00	165,693.00
Total:						**165,693.00**	**165,693.00**
Creditor: 10193 - Dulux							
	10/07/2025	903791445	8/07/2025	Stadium Parts	Creditors Invoice	19.87	0.00
	10/07/2025	019081	10/07/2025		Funds Transfer Payment	0.00	19.87
Total:						**19.87**	**19.87**
Creditor: 10194 - Peter Carter							
	10/07/2025	MAYOR CARTER - JUNE 2025	9/07/2025	EM Payments June 2025	Creditors Invoice	8,778.09	0.00
	10/07/2025	019082	10/07/2025		Funds Transfer Payment	0.00	8,778.09
Total:						**8,778.09**	**8,778.09**
Creditor: 10197 - Pilbara Tools & Fasteners Pty Ltd							
	10/07/2025	10162887	12/06/2025	Fleet Tools	Creditors Invoice	29.39	0.00
	10/07/2025	10163231	17/06/2025	Stores Tools	Creditors Invoice	27.81	0.00
	10/07/2025	10164771	8/07/2025	Stores Tools	Creditors Invoice	41.71	0.00
	10/07/2025	10164305	1/07/2025	Stores Tools	Creditors Invoice	144.21	0.00
	10/07/2025	10164342	2/07/2025	Stores Tools	Creditors Invoice	1,331.83	0.00
	10/07/2025	019083	10/07/2025		Funds Transfer Payment	0.00	1,574.95
	17/07/2025	10164994	10/07/2025	Stores Tools	Creditors Invoice	519.39	0.00

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	17/07/2025	10164995	10/07/2025	Stores Tools	Creditors Invoice	452.35	0.00
	17/07/2025	10165263	14/07/2025	Stores PPE	Creditors Invoice	89.52	0.00
	17/07/2025	10165262	14/07/2025	Stores Tools	Creditors Invoice	11.22	0.00
	17/07/2025	019281	17/07/2025		Funds Transfer Payment	0.00	1,072.48
	24/07/2025	10165550	17/07/2025	Stores Tools	Creditors Invoice	171.60	0.00
	24/07/2025	10165439	16/07/2025	Sports Equipment	Creditors Invoice	424.60	0.00
	24/07/2025	019421	24/07/2025		Funds Transfer Payment	0.00	596.20
Total:						**3,243.63**	**3,243.63**
Creditor: 10198 - Pro Earth Civil							
	10/07/2025	00000699	2/06/2025	Spoilbank Road Works	Creditors Invoice	14,147.62	0.00
	10/07/2025	00000702	31/05/2025	RV Overflow Maintenance Clean Up	Creditors Invoice	15,083.08	0.00
	10/07/2025	00000700	31/05/2025	McGregor St Oval Clean Up & Supply Rocks	Creditors Invoice	5,775.98	0.00
	10/07/2025	00000710	30/06/2025	Unsealed Roads Maintenance Pippingarra Road	Creditors Invoice	5,956.50	0.00
	10/07/2025	00000690	31/03/2025	Yandeyarra Road Functionality Report	Creditors Invoice	15,189.13	0.00
	10/07/2025	00000713A	30/06/2025	Hamilton Road Standpipe Rd Resurface	Creditors Invoice	4,149.53	0.00
	10/07/2025	00000698	30/06/2025	Baler PS Maintenance Drainage	Creditors Invoice	4,601.47	0.00
	10/07/2025	00000704	1/06/2025	Pippingarra Road Works	Creditors Invoice	7,314.62	0.00
	10/07/2025	00000694	1/04/2025	Initial Damage Review	Creditors Invoice	4,635.95	0.00
	10/07/2025	019084	10/07/2025		Funds Transfer Payment	0.00	76,853.88
Total:						**76,853.88**	**76,853.88**
Creditor: 10200 - Chaz Roberts							
	17/07/2025	RFP_C ROBERTS_14072025	14/07/2025	Reimbursement Travel	Creditors Invoice	98.92	0.00
	17/07/2025	RFP_C ROBERTS_16072025	16/07/2025	Reimbursement Utilities	Creditors Invoice	419.98	0.00
	17/07/2025	019282	17/07/2025		Funds Transfer Payment	0.00	518.90
Total:						**518.90**	**518.90**
Creditor: 10204 - Workpac Group							
	10/07/2025	PLB.I-108943	25/06/2025	Local History Supervisor WE 22/06/25	Creditors Invoice	3,326.40	0.00
	10/07/2025	019085	10/07/2025		Funds Transfer Payment	0.00	3,326.40
	24/07/2025	PLB.I-108979	2/07/2025	Local History Supervisor WE 29/06/2025	Creditors Invoice	3,326.40	0.00
	24/07/2025	PLB.I-109071	16/07/2025	Local History Supervisor WE 13/072025	Creditors Invoice	3,339.60	0.00
	24/07/2025	PLB.I-109028	9/07/2025	Local History Supervisor WE 06/07/2025	Creditors Invoice	3,339.60	0.00
	24/07/2025	019422	24/07/2025		Funds Transfer Payment	0.00	10,005.60
Total:						**13,332.00**	**13,332.00**
Creditor: 10205 - Total SFS Pty Ltd							
	24/07/2025	25-00007972	17/07/2025	HV20 208 Parts	Creditors Invoice	209.00	0.00
	24/07/2025	019423	24/07/2025		Funds Transfer Payment	0.00	209.00
Total:						**209.00**	**209.00**
Creditor: 10208 - Hedland Electrical Pty Ltd							
	10/07/2025	INV-4203A	8/07/2025	SHL Power Investigation	Creditors Invoice	170.50	0.00
	10/07/2025	INV-4179	1/07/2025	Install Board Cover	Creditors Invoice	805.20	0.00
	10/07/2025	019086	10/07/2025		Funds Transfer Payment	0.00	975.70
	24/07/2025	INV-4228	18/07/2025	Stadium Install Comms Components	Creditors Invoice	842.35	0.00
	24/07/2025	019424	24/07/2025		Funds Transfer Payment	0.00	842.35
Total:						**1,818.05**	**1,818.05**

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Creditor: 10209 - Firesafe Service & Maintenance Pty Ltd							
	10/07/2025	FR01020	4/07/2025	Bowling Club Fire Defects	Creditors Invoice	2,687.43	0.00
	10/07/2025	019087	10/07/2025		Funds Transfer Payment	0.00	2,687.43
	17/07/2025	FR01034	8/07/2025	Stadium Disposal of Fire Extinguisher	Creditors Invoice	996.49	0.00
	17/07/2025	FR01054	14/07/2025	Depot Disposal Fire Extinguisher	Creditors Invoice	1,047.48	0.00
	17/07/2025	019283	17/07/2025		Funds Transfer Payment	0.00	2,043.97
	24/07/2025	FR01095	21/07/2025	Rose Nowers Replace Fire Extinguisher	Creditors Invoice	1,041.26	0.00
	24/07/2025	FR01069	15/07/2025	Stadium Disconnect Alarm	Creditors Invoice	291.50	0.00
	24/07/2025	019425	24/07/2025		Funds Transfer Payment	0.00	1,332.76
Total:						**6,064.16**	**6,064.16**
Creditor: 10212 - Continental Tyres Wedgefield Pty Ltd							
	10/07/2025	53440	3/06/2025	TR22-305 Tyres	Creditors Invoice	195.00	0.00
	10/07/2025	53763	9/07/2025	VEH160 Parts	Creditors Invoice	360.00	0.00
	10/07/2025	019088	10/07/2025		Funds Transfer Payment	0.00	555.00
	17/07/2025	53786	11/07/2025	HV24-245 Tyres	Creditors Invoice	264.00	0.00
	17/07/2025	019284	17/07/2025		Funds Transfer Payment	0.00	264.00
Total:						**819.00**	**819.00**
Creditor: 10213 - PPP Events (E Adz Pty Ltd T/A)							
	10/07/2025	INV-2973	30/06/2025	Citizenship Ceremony Event Hire	Creditors Invoice	461.00	0.00
	10/07/2025	019089	10/07/2025		Funds Transfer Payment	0.00	461.00
Total:						**461.00**	**461.00**
Creditor: 10217 - Active Discovery							
	10/07/2025	CT000413 CLAIM 07	1/07/2025	Marquee Park Playground & Softfall Renewal June 2025	Creditors Invoice	449,604.65	0.00
	10/07/2025	019090	10/07/2025		Funds Transfer Payment	0.00	449,604.65
Total:						**449,604.65**	**449,604.65**
Creditor: 10220 - Department of Mines; Industry Regulation And Safety							
	24/07/2025	RFP_DMIRS_10072025	10/07/2025	Building Service Levy Collected June 2025	Creditors Invoice	8,812.59	0.00
	24/07/2025	019426	24/07/2025		Funds Transfer Payment	0.00	8,812.59
Total:						**8,812.59**	**8,812.59**
Creditor: 10227 - Comtec Data Pty Ltd							
	10/07/2025	INV-4376	1/07/2025	Stadium Monthly Fee	Creditors Invoice	220.00	0.00
	10/07/2025	019091	10/07/2025		Funds Transfer Payment	0.00	220.00
Total:						**220.00**	**220.00**
Creditor: 10229 - Mobile Welding Services WA Pty Ltd							
	17/07/2025	INV-5301	9/07/2025	Welding Services	Creditors Invoice	4,030.30	0.00
	17/07/2025	019285	17/07/2025		Funds Transfer Payment	0.00	4,030.30
Total:						**4,030.30**	**4,030.30**

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Creditor: 10238 - Telstra Limited - Retail						
10/07/2025	2206796902_25062025	25/06/2025	Supply and Usage	Creditors Invoice	5,083.73	0.00
10/07/2025	3802305000_29062025	29/06/2025	Supply and Usage	Creditors Invoice	3,201.91	0.00
10/07/2025	019092	10/07/2025		Funds Transfer Payment	0.00	8,285.64
17/07/2025	1335539233_07072025	7/07/2025	Supply and Usage	Creditors Invoice	55.00	0.00
17/07/2025	2054805813_12072025	12/07/2025	Supply and Usage	Creditors Invoice	407.40	0.00
17/07/2025	019286	17/07/2025		Funds Transfer Payment	0.00	462.40
24/07/2025	2206796985_18072025	18/07/2025	Supply and Usage	Creditors Invoice	165.00	0.00
24/07/2025	019427	24/07/2025		Funds Transfer Payment	0.00	165.00
Total:					**8,913.04**	**8,913.04**
Creditor: 10240 - Forpark Australia						
10/07/2025	INV103198	4/07/2025	Exercise Handles for Open Spaces	Creditors Invoice	660.00	0.00
10/07/2025	019093	10/07/2025		Funds Transfer Payment	0.00	660.00
17/07/2025	INV103232	10/07/2025	Daylesford Playground Slides	Creditors Invoice	1,850.02	0.00
17/07/2025	019287	17/07/2025		Funds Transfer Payment	0.00	1,850.02
Total:					**2,510.02**	**2,510.02**
Creditor: 10242 - Landgate						
10/07/2025	405407	28/06/2025	Gross Rental Valuations	Creditors Invoice	100.63	0.00
10/07/2025	1489926	1/07/2025	Copy of Certificate of Title	Creditors Invoice	379.20	0.00
10/07/2025	019094	10/07/2025		Funds Transfer Payment	0.00	479.83
Total:					**479.83**	**479.83**
Creditor: 10243 - Suzanne Mackay						
10/07/2025	RFP_S MACKAY	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
10/07/2025	RFP_S MACKAY	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
10/07/2025	019095	10/07/2025		Funds Transfer Payment	0.00	1,350.00
17/07/2025	RFP_S MACKAY	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
17/07/2025	019288	17/07/2025		Funds Transfer Payment	0.00	675.00
24/07/2025	RFP_S MACKAY	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
24/07/2025	019428	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 10244 - WA Library Supplies						
10/07/2025	00142354	27/06/2025	Library Bookshelf Accessories	Creditors Invoice	1,019.00	0.00
10/07/2025	019096	10/07/2025		Funds Transfer Payment	0.00	1,019.00
Total:					**1,019.00**	**1,019.00**
Creditor: 10247 - West Australian Newspapers Limited						
10/07/2025	1028531620250630	30/06/2025	Advertising	Creditors Invoice	4,891.61	0.00
10/07/2025	019097	10/07/2025		Funds Transfer Payment	0.00	4,891.61
Total:					**4,891.61**	**4,891.61**
Creditor: 10248 - Lil's Retravision						
10/07/2025	60205041	7/07/2025	Library Staff Room Fridge	Creditors Invoice	998.00	0.00
10/07/2025	019098	10/07/2025		Funds Transfer Payment	0.00	998.00
Total:					**998.00**	**998.00**

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Creditor: 10250 - South Hedland Veterinary Hospital							
	10/07/2025	1004466	3/06/2025	Veterinary Services After Hours June 2025	Creditors Invoice	648.15	0.00
	10/07/2025	019099	10/07/2025		Funds Transfer Payment	0.00	648.15
	24/07/2025	1006082	1/07/2025	Veterinary Services June 2025	Creditors Invoice	552.00	0.00
	24/07/2025	019429	24/07/2025		Funds Transfer Payment	0.00	552.00
Total:						**1,200.15**	**1,200.15**
Creditor: 10252 - Centurion Transport							
	10/07/2025	SI0747542	29/06/2025	Freight	Creditors Invoice	43.32	0.00
	10/07/2025	SI0747543	29/06/2025	Freight	Creditors Invoice	99.94	0.00
	10/07/2025	SI0749734	6/07/2025	Freight	Creditors Invoice	43.32	0.00
	10/07/2025	019100	10/07/2025		Funds Transfer Payment	0.00	186.58
Total:						**186.58**	**186.58**
Creditor: 10253 - Water Corporation - Perth							
	10/07/2025	9008382526_0187	30/06/2025	JDH Supply and Usage	Creditors Invoice	4,236.30	0.00
	10/07/2025	9021895211_0127	27/06/2025	Public Open Spaces Supply and Usage	Creditors Invoice	25,564.96	0.00
	10/07/2025	9025774330_0003	1/07/2025	Marina Service Charge	Creditors Invoice	7,887.76	0.00
	10/07/2025	9025744330_0002	1/07/2025	Marina Adjustment Advice		107,224.08	0.00
	10/07/2025	019101	10/07/2025		Funds Transfer Payment	0.00	144,913.10
	17/07/2025	9010415606_0174	11/06/2025	Supply and Usage	Creditors Invoice	3,120.14	0.00
	17/07/2025	9019005670_0020	11/07/2025	AMCC Trade Waste Account	Creditors Invoice	361.95	0.00
	17/07/2025	9019106893_0015	11/07/2025	Stadium Trade Waste Account	Creditors Invoice	361.95	0.00
	17/07/2025	019289	17/07/2025		Funds Transfer Payment	0.00	3,844.04
	24/07/2025	9019901520_0016	17/07/2025	Marquee Park Trade Waste Account	Creditors Invoice	258.62	0.00
	24/07/2025	9024211743_0007	16/07/2025	Mara Park Pop Ups Trade Waste Account	Creditors Invoice	361.95	0.00
	24/07/2025	9025178754_0003	16/07/2025	PHCC Trade Waste Account	Creditors Invoice	361.95	0.00
	24/07/2025	9023587386_0007	23/07/2025	GAC Trade Waste Account	Creditors Invoice	258.62	0.00
	24/07/2025	9019097712_0015	23/07/2025	SHAC Trade Waste Account	Creditors Invoice	258.62	0.00
	24/07/2025	019430	24/07/2025		Funds Transfer Payment	0.00	1,499.76
Total:						**150,256.90**	**150,256.90**
Creditor: 10258 - Claire Macintyre							
	10/07/2025	RFP_C MACINTYRE	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	RFP_C MACINTYRE	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	019102	10/07/2025		Funds Transfer Payment	0.00	1,350.00
	17/07/2025	RFP_C MACINTYRE	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	17/07/2025	019290	17/07/2025		Funds Transfer Payment	0.00	675.00
	24/07/2025	RFP_C MACINTYRE	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	24/07/2025	019431	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:						**2,700.00**	**2,700.00**
Creditor: 10260 - Marque Haus							
	10/07/2025	12497	25/06/2025	Uniform Employee 19656	Creditors Invoice	401.45	0.00
	10/07/2025	12499	25/06/2025	Uniform Employee 20214	Creditors Invoice	106.70	0.00
	10/07/2025	12480	25/06/2025	Uniform Employee 20438	Creditors Invoice	67.93	0.00
	10/07/2025	12501	25/06/2025	Uniform Employee 20480	Creditors Invoice	74.25	0.00
	10/07/2025	12503	25/06/2025	Uniform Employee 19813	Creditors Invoice	379.18	0.00
	10/07/2025	12498	25/06/2025	Uniform Employee 19442	Creditors Invoice	400.30	0.00
	10/07/2025	12502	25/06/2025	Uniform Employee 20029	Creditors Invoice	37.13	0.00

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	10/07/2025	12500	25/06/2025	Uniform Employee 20214	Creditors Invoice	80.30	0.00
	10/07/2025	12566	30/06/2025	Uniform Employee 20029	Creditors Invoice	100.05	0.00
	10/07/2025	12565	30/06/2025	Uniform Employee 20214	Creditors Invoice	100.05	0.00
	10/07/2025	019103	10/07/2025		Funds Transfer Payment	0.00	1,747.34
Total:						**1,747.34**	**1,747.34**
Creditor: 10261 - M2M One Pty Ltd							
	24/07/2025	161632-25566	3/07/2025	SIM Cards June 2025	Creditors Invoice	20.90	0.00
	24/07/2025	019432	24/07/2025		Funds Transfer Payment	0.00	20.90
Total:						**20.90**	**20.90**
Creditor: 10265 - Acelect							
	24/07/2025	26222	23/07/2025	Stadium Replace Power Outlet	Creditors Invoice	229.23	0.00
	24/07/2025	26165	17/07/2025	Rose Nowers Install New Ovens	Creditors Invoice	863.50	0.00
	24/07/2025	019433	24/07/2025		Funds Transfer Payment	0.00	1,092.73
Total:						**1,092.73**	**1,092.73**
Creditor: 10269 - PCC Productions Pty Ltd							
	17/07/2025	2767	13/07/2025	NAIDOC Concert	Creditors Invoice	8,052.00	0.00
	17/07/2025	019291	17/07/2025		Funds Transfer Payment	0.00	8,052.00
	24/07/2025	2771	15/07/2025	Hire Smoke Machine	Creditors Invoice	88.00	0.00
	24/07/2025	019434	24/07/2025		Funds Transfer Payment	0.00	88.00
Total:						**8,140.00**	**8,140.00**
Creditor: 10270 - North West Entertainment Services							
	10/07/2025	505	7/07/2025	MDCC Media Services	Creditors Invoice	2,821.50	0.00
	10/07/2025	019104	10/07/2025		Funds Transfer Payment	0.00	2,821.50
Total:						**2,821.50**	**2,821.50**
Creditor: 10273 - Hedland Pool Care (Pilbara Pool Supplies Pty Ltd T/A)							
	10/07/2025	INV-7491	8/07/2025	Pool Maintenance	Creditors Invoice	148.50	0.00
	10/07/2025	INV-7490	8/07/2025	Pool Maintenance	Creditors Invoice	121.00	0.00
	10/07/2025	INV-7492	8/07/2025	Pool Maintenance	Creditors Invoice	144.10	0.00
	10/07/2025	INV-7489	8/07/2025	Pool Maintenance	Creditors Invoice	144.10	0.00
	10/07/2025	019105	10/07/2025		Funds Transfer Payment	0.00	557.70
	17/07/2025	INV-7556	14/07/2025	Pool Maintenance	Creditors Invoice	121.00	0.00
	17/07/2025	019292	17/07/2025		Funds Transfer Payment	0.00	121.00
	24/07/2025	INV-7694	22/07/2025	Aquatic Annual Servicing	Creditors Invoice	121.00	0.00
	24/07/2025	INV-7679	22/07/2025	Pool Maintenance	Creditors Invoice	121.00	0.00
	24/07/2025	INV-7695	22/07/2025	Pool Maintenance	Creditors Invoice	121.00	0.00
	24/07/2025	INV-7678	22/07/2025	Pool Maintenance	Creditors Invoice	121.00	0.00
	24/07/2025	019435	24/07/2025		Funds Transfer Payment	0.00	484.00
Total:						**1,162.70**	**1,162.70**
Creditor: 10275 - One Music Australia							
	10/07/2025	APAU-000067849	30/06/2025	GAC & Stadium Annual License Fee	Creditors Invoice	1,632.51	0.00
	10/07/2025	019106	10/07/2025		Funds Transfer Payment	0.00	1,632.51

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	24/07/2025	APAU-000076335	9/07/2025	Annual Membership	Creditors Invoice	2,715.32	0.00
	24/07/2025	019436	24/07/2025		Funds Transfer Payment	0.00	2,715.32
Total:						**4,347.83**	**4,347.83**
Creditor: 10276 - BOC Gases							
	17/07/2025	4039520508	28/06/2025	Rental Fee June 2025	Creditors Invoice	241.14	0.00
	17/07/2025	019293	17/07/2025		Funds Transfer Payment	0.00	241.14
Total:						**241.14**	**241.14**
Creditor: 10279 - Daniels Printing Craftsmen Pty Ltd							
	17/07/2025	95794	9/07/2025	Indigo Digital Printing	Creditors Invoice	231.00	0.00
	17/07/2025	019294	17/07/2025		Funds Transfer Payment	0.00	231.00
Total:						**231.00**	**231.00**
Creditor: 10283 - Hedland Hardware							
	10/07/2025	1179621	30/06/2025	Parts	Creditors Invoice	108.57	0.00
	10/07/2025	1184413	9/07/2025	Landfill Parts	Creditors Invoice	205.75	0.00
	10/07/2025	1183719	8/07/2025	Stadium Parts	Creditors Invoice	34.35	0.00
	10/07/2025	1183877	8/07/2025	PHCC Tape	Creditors Invoice	14.39	0.00
	10/07/2025	1179687	1/07/2025	Playgrounds Repair Tools	Creditors Invoice	235.05	0.00
	10/07/2025	1180793	2/07/2025	Plant Trials	Creditors Invoice	159.60	0.00
	10/07/2025	1181289	3/07/2025	Stadium Parts	Creditors Invoice	29.99	0.00
	10/07/2025	1179943	1/07/2025	Len Taplin Door Handles	Creditors Invoice	73.33	0.00
	10/07/2025	019107	10/07/2025		Funds Transfer Payment	0.00	861.03
	17/07/2025	1187441	15/07/2025	Parts	Creditors Invoice	136.00	0.00
	17/07/2025	1187127	14/07/2025	JDH Parts	Creditors Invoice	48.83	0.00
	17/07/2025	1186812	14/07/2025	JDH Parts	Creditors Invoice	154.04	0.00
	17/07/2025	5000977	14/07/2025	Parts	Creditors Invoice	3,180.00	0.00
	17/07/2025	019295	17/07/2025		Funds Transfer Payment	0.00	3,518.87
	24/07/2025	1188691	17/07/2025	MMR Parts	Creditors Invoice	123.29	0.00
	24/07/2025	1188430	17/07/2025	JDH Parts	Creditors Invoice	13.59	0.00
	24/07/2025	019437	24/07/2025		Funds Transfer Payment	0.00	136.88
Total:						**4,516.78**	**4,516.78**
Creditor: 10288 - Port Hedland Chamber of Commerce & Industry Inc							
	10/07/2025	INV-6382	5/07/2025	Hire Meeting Room	Creditors Invoice	385.00	0.00
	10/07/2025	019108	10/07/2025		Funds Transfer Payment	0.00	385.00
Total:						**385.00**	**385.00**
Creditor: 10289 - Rosmech Sales & Service Pty Ltd							
	10/07/2025	137631	30/06/2025	HV20 208 Parts	Creditors Invoice	858.75	0.00
	10/07/2025	019109	10/07/2025		Funds Transfer Payment	0.00	858.75
	17/07/2025	137800	8/07/2025	Fleet Parts	Creditors Invoice	858.75	0.00
	17/07/2025	019296	17/07/2025		Funds Transfer Payment	0.00	858.75
	24/07/2025	137849	11/07/2025	HV20 208 Parts	Creditors Invoice	3,644.37	0.00
	24/07/2025	019438	24/07/2025		Funds Transfer Payment	0.00	3,644.37
Total:						**5,361.87**	**5,361.87**

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Creditor: 10295 - Jessica Twaddle						
10/07/2025	RFP_J TWADDLE	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
10/07/2025	RFP_J TWADDLE	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
10/07/2025	019110	10/07/2025		Funds Transfer Payment	0.00	1,350.00
17/07/2025	RFP_J TWADDLE	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
17/07/2025	019297	17/07/2025		Funds Transfer Payment	0.00	675.00
24/07/2025	RFP_J TWADDLE	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
24/07/2025	019439	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:					**2,700.00**	**2,700.00**
Creditor: 10308 - Smartrak Aust Pty Ltd						
17/07/2025	MI-9820	1/06/2025	Keymaster Support June 2025	Creditors Invoice	318.96	0.00
17/07/2025	019298	17/07/2025		Funds Transfer Payment	0.00	318.96
Total:					**318.96**	**318.96**
Creditor: 10309 - Coles Supermarkets Australia Pty Ltd						
10/07/2025	224441090	27/06/2025	Depot Wellness Program	Creditors Invoice	52.50	0.00
10/07/2025	224499240	30/06/2025	Catering	Creditors Invoice	181.40	0.00
10/07/2025	222589999	10/06/2025	Vending Stock	Creditors Invoice	150.50	0.00
10/07/2025	224164989	26/06/2025	Catering Platter	Creditors Invoice	120.00	0.00
10/07/2025	221315783	17/06/2025	Landfill Kitchen Stock	Creditors Invoice	229.39	0.00
10/07/2025	221636459	25/06/2025	Team Talk Lunch Catering	Creditors Invoice	275.16	0.00
10/07/2025	216113265	27/05/2025	Reconciliation Week Event	Creditors Invoice	529.85	0.00
10/07/2025	224071844	26/06/2025	Depot Kitchen Stock	Creditors Invoice	197.90	0.00
10/07/2025	224187841	27/06/2025	JDH Kitchen Stock	Creditors Invoice	214.25	0.00
10/07/2025	224493354	27/06/2025	JDH Vending Machine Stock	Creditors Invoice	118.90	0.00
10/07/2025	223371332	24/06/2025	Catering	Creditors Invoice	248.60	0.00
10/07/2025	222959150	23/06/2025	Catering	Creditors Invoice	54.82	0.00
10/07/2025	223771076	30/06/2025	Catering	Creditors Invoice	54.12	0.00
10/07/2025	220349840	9/06/2025	Catering	Creditors Invoice	64.10	0.00
10/07/2025	225046152	8/07/2025	Youth Zone Catering	Creditors Invoice	204.74	0.00
10/07/2025	222320697	16/06/2025	SALT Catering Term 2	Creditors Invoice	55.59	0.00
10/07/2025	224904711	1/07/2025	Youth Zone Catering	Creditors Invoice	188.89	0.00
10/07/2025	224820528	1/07/2025	YAC Catering	Creditors Invoice	47.21	0.00
10/07/2025	225151501	7/07/2025	SHAC Cleaning Products	Creditors Invoice	155.40	0.00
10/07/2025	224339231	7/07/2025	AMF Supplies	Creditors Invoice	89.20	0.00
10/07/2025	224216435	7/07/2025	Naidoc Childrens Morning Tea	Creditors Invoice	359.05	0.00
10/07/2025	224540114	7/07/2025	Depot Wellness Program	Creditors Invoice	71.24	0.00
10/07/2025	222956177	2/07/2025	Office Supplies	Creditors Invoice	275.70	0.00
10/07/2025	019111	10/07/2025		Funds Transfer Payment	0.00	3,938.51
17/07/2025	224997706	3/07/2025	Catering	Creditors Invoice	113.55	0.00
17/07/2025	225152915	11/07/2025	OWLS Catering	Creditors Invoice	138.40	0.00
17/07/2025	226260345	15/07/2025	Youth Zone Program	Creditors Invoice	317.54	0.00
17/07/2025	221331982	30/06/2025	JDH Catering	Creditors Invoice	50.80	0.00
17/07/2025	225887927	11/07/2025	Depot Kitchen Supplies	Creditors Invoice	138.30	0.00
17/07/2025	225120533	11/07/2025	Depot Wellness Program	Creditors Invoice	71.08	0.00
17/07/2025	217500984	11/07/2025	NAIDOC Week Catering	Creditors Invoice	469.00	0.00
17/07/2025	019299	17/07/2025		Funds Transfer Payment	0.00	1,298.67
24/07/2025	224297693	3/07/2025	CSO Meeting Catering	Creditors Invoice	107.06	0.00
24/07/2025	225516073	16/07/2025	Creche Supplies	Creditors Invoice	48.60	0.00
24/07/2025	225510308	18/07/2025	Depot Wellness Program	Creditors Invoice	68.06	0.00

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	24/07/2025	225546200	15/07/2025	Portside Skate Catering	Creditors Invoice	150.10	0.00
	24/07/2025	226369460	17/07/2025	JDH Kiosk Supplies	Creditors Invoice	451.54	0.00
	24/07/2025	019440	24/07/2025		Funds Transfer Payment	0.00	825.36
Total:						**6,062.54**	**6,062.54**
Creditor: 10322 - Charismatic Photography							
	24/07/2025	00000492	18/07/2025	Stadium & SHAC Stock Imagery	Creditors Invoice	1,375.00	0.00
	24/07/2025	019441	24/07/2025		Funds Transfer Payment	0.00	1,375.00
Total:						**1,375.00**	**1,375.00**
Creditor: 10327 - oOh!media Operations Pty Ltd							
	10/07/2025	32765273	30/06/2025	Media Services Fee June 2025	Creditors Invoice	1,371.88	0.00
	10/07/2025	32452757	30/06/2025	Media Services Fee June 2025	Creditors Invoice	73.85	0.00
	10/07/2025	019112	10/07/2025		Funds Transfer Payment	0.00	1,445.73
Total:						**1,445.73**	**1,445.73**
Creditor: 10332 - Shawn Law							
	24/07/2025	RFP_S LAW_170725	17/07/2025	Reimbursement Utilities	Creditors Invoice	198.23	0.00
	24/07/2025	019442	24/07/2025		Funds Transfer Payment	0.00	198.23
Total:						**198.23**	**198.23**
Creditor: 10333 - AVS (Northwest)							
	10/07/2025	00001053	2/07/2025	KSBP Stage 2 Valuation	Creditors Invoice	3,850.00	0.00
	10/07/2025	019113	10/07/2025		Funds Transfer Payment	0.00	3,850.00
Total:						**3,850.00**	**3,850.00**
Creditor: 10342 - Kmart							
	10/07/2025	392655	2/07/2025	JDH and MDCC Stationery	Creditors Invoice	198.00	0.00
	10/07/2025	392639	2/07/2025	School Holiday Materials	Creditors Invoice	220.00	0.00
	10/07/2025	019114	10/07/2025		Funds Transfer Payment	0.00	418.00
	17/07/2025	392861	3/07/2025	Tween Club Materials	Creditors Invoice	208.00	0.00
	17/07/2025	393207	8/07/2025	School Holiday Program Materials	Creditors Invoice	416.50	0.00
	17/07/2025	391201	10/06/2025	Gym Supplies	Creditors Invoice	51.00	0.00
	17/07/2025	393299	9/07/2025	Household Items	Creditors Invoice	497.50	0.00
	17/07/2025	392994	5/07/2025	Household Items	Creditors Invoice	175.50	0.00
	17/07/2025	393182	8/07/2025	Frames	Creditors Invoice	30.00	0.00
	17/07/2025	393603	15/07/2025	WHS Catering	Creditors Invoice	30.00	0.00
	17/07/2025	393538	14/07/2025	Storytime Materials	Creditors Invoice	51.50	0.00
	17/07/2025	019300	17/07/2025		Funds Transfer Payment	0.00	1,460.00
	24/07/2025	393463	11/07/2025	Household Items	Creditors Invoice	559.75	0.00
	24/07/2025	393554	15/07/2025	Household Items	Creditors Invoice	230.25	0.00
	24/07/2025	393687	15/07/2025	Easels for Engagement	Creditors Invoice	120.00	0.00
	24/07/2025	393356	10/07/2025	Tape	Creditors Invoice	24.00	0.00
	24/07/2025	393273	8/07/2025	NAIDOC Materials	Creditors Invoice	292.50	0.00
	24/07/2025	393596	15/07/2025	MDCC Materials	Creditors Invoice	88.50	0.00

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	24/07/2025	019443	24/07/2025		Funds Transfer Payment	0.00	1,315.00
Total:						**3,193.00**	**3,193.00**
Creditor: 10349 - Karli Beresford							
	10/07/2025	RFP_K BERESFORD	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	RFP_K BERESFORD	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	019115	10/07/2025		Funds Transfer Payment	0.00	1,350.00
	17/07/2025	RFP_K BERESFORD	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	17/07/2025	019301	17/07/2025		Funds Transfer Payment	0.00	675.00
	24/07/2025	RFP_K BERESFORD	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	24/07/2025	019444	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:						**2,700.00**	**2,700.00**
Creditor: 10351 - Market Creations Agency							
	10/07/2025	IH27-2	1/07/2025	Council Connect Subscription July 2025- July 2026	Creditors Invoice	22,748.00	0.00
	10/07/2025	019116	10/07/2025		Funds Transfer Payment	0.00	22,748.00
Total:						**22,748.00**	**22,748.00**
Creditor: 10355 - Marster Movers Trust (Marster Movers Pty Ltd as Trust for)							
	17/07/2025	INV-2117	4/06/2025	Library Furniture Removal	Creditors Invoice	1,403.60	0.00
	17/07/2025	019302	17/07/2025		Funds Transfer Payment	0.00	1,403.60
Total:						**1,403.60**	**1,403.60**
Creditor: 10357 - DTMT Logisitics Ptd Ltd							
	10/07/2025	INV-8139	30/06/2025	HV24-244 Freight	Creditors Invoice	1,980.00	0.00
	10/07/2025	019117	10/07/2025		Funds Transfer Payment	0.00	1,980.00
Total:						**1,980.00**	**1,980.00**
Creditor: 10361 - Essential First Aid Training Pty Ltd							
	10/07/2025	INV-6355	22/06/2025	MHFA Blended Community	Creditors Invoice	300.00	0.00
	10/07/2025	019118	10/07/2025		Funds Transfer Payment	0.00	300.00
Total:						**300.00**	**300.00**
Creditor: 10364 - Ash Christensen							
	10/07/2025	D. MAYOR CHRISTENSEN JUNE	9/07/2025	EM Payments June 2025	Creditors Invoice	4,009.09	0.00
	10/07/2025	019119	10/07/2025		Funds Transfer Payment	0.00	4,009.09
Total:						**4,009.09**	**4,009.09**
Creditor: 10368 - Hedland Harbour Cafe							
	10/07/2025	00000732	30/06/2025	OCM Catering	Creditors Invoice	192.00	0.00
	10/07/2025	00000731	30/06/2025	Stadium Catering	Creditors Invoice	300.00	0.00
	10/07/2025	00000733	30/06/2025	Catering	Creditors Invoice	144.00	0.00
	10/07/2025	019120	10/07/2025		Funds Transfer Payment	0.00	636.00
Total:						**636.00**	**636.00**
Creditor: 10373 - Hedland Eye Care Pty Ltd							
	10/07/2025	75581	27/06/2025	Safety Glasses	Creditors Invoice	790.00	0.00

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	10/07/2025	019121	10/07/2025		Funds Transfer Payment	0.00	790.00
Total:						**790.00**	**790.00**
Creditor: 10381 - SAI Global Australia Pty Ltd							
	10/07/2025	SAIG1IS-1401030	1/07/2025	Membership Addition	Creditors Invoice	121.08	0.00
	10/07/2025	019122	10/07/2025		Funds Transfer Payment	0.00	121.08
	24/07/2025	SAIG1IS-1403362	21/07/2025	Subscription Addition	Creditors Invoice	84.54	0.00
	24/07/2025	019445	24/07/2025		Funds Transfer Payment	0.00	84.54
Total:						**205.62**	**205.62**
Creditor: 10382 - Cabcharge Payments Pty Ltd							
	24/07/2025	25051381P2506	9/06/2025	Cab Charges 12/05/2025 - 08/06/2025	Creditors Invoice	1,472.37	0.00
	24/07/2025	019446	24/07/2025		Funds Transfer Payment	0.00	1,472.37
Total:						**1,472.37**	**1,472.37**
Creditor: 10393 - Programmed Skilled Workforce Limited							
	10/07/2025	5045119	18/06/2025	General Expenses Oncharge June 2025	Creditors Invoice	320.32	0.00
	10/07/2025	019123	10/07/2025		Funds Transfer Payment	0.00	320.32
	17/07/2025	5053813	29/06/2025	Trainee WE 29/06/2025	Creditors Invoice	195.94	0.00
	17/07/2025	5060056	10/07/2025	Trainee WE 29/06/2025	Creditors Invoice	129.10	0.00
	17/07/2025	019303	17/07/2025		Funds Transfer Payment	0.00	325.04
	24/07/2025	5059324	6/07/2025	Trainees WE 06/07/2025	Creditors Invoice	587.83	0.00
	24/07/2025	5059999	10/07/2025	Management & Recruitment Fee July 2025	Creditors Invoice	1,877.04	0.00
	24/07/2025	5062459	13/07/2025	Trainees WE 13/07/2025	Creditors Invoice	916.95	0.00
	24/07/2025	019447	24/07/2025		Funds Transfer Payment	0.00	3,381.82
Total:						**4,027.18**	**4,027.18**
Creditor: 10409 - Michael Pinkham							
	10/07/2025	RFP_M PINKHAM	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	RFP_M PINKHAM	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	019124	10/07/2025		Funds Transfer Payment	0.00	1,350.00
	17/07/2025	RFP_M PINKHAM	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	17/07/2025	019304	17/07/2025		Funds Transfer Payment	0.00	675.00
	24/07/2025	RFP_M PINKHAM	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	24/07/2025	019448	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:						**2,700.00**	**2,700.00**
Creditor: 10415 - West-Sure Security (West Sure Group Pty Ltd T/A)							
	24/07/2025	00033097	30/06/2025	Cash Collection June 2025	Creditors Invoice	1,829.52	0.00
	24/07/2025	019449	24/07/2025		Funds Transfer Payment	0.00	1,829.52
Total:						**1,829.52**	**1,829.52**
Creditor: 10423 - Repco							
	17/07/2025	4660263263	11/07/2025	HV24 246 Parts	Creditors Invoice	55.00	0.00
	17/07/2025	4660261000	3/07/2025	Fleet Parts Trailer	Creditors Invoice	375.10	0.00
	17/07/2025	4660264409	15/07/2025	VEH 137 Parts	Creditors Invoice	352.85	0.00
	17/07/2025	4660263981	14/07/2025	HV24 246 Parts	Creditors Invoice	55.00	0.00
	17/07/2025	019305	17/07/2025		Funds Transfer Payment	0.00	837.95
	24/07/2025	4660264765	16/07/2025	HV20 208 Parts	Creditors Invoice	41.80	0.00

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	24/07/2025	4660264785	16/07/2025	SP17 52 Parts	Creditors Invoice	6.08	0.00
	24/07/2025	4660264416	15/07/2025	VEH 137 Parts	Creditors Invoice	144.80	0.00
	24/07/2025	019450	24/07/2025		Funds Transfer Payment	0.00	192.68
Total:						**1,030.63**	**1,030.63**
Creditor: 10428 - Australia Post							
	17/07/2025	1014105974	3/07/2025	Postage June 2025	Creditors Invoice	271.93	0.00
	17/07/2025	019306	17/07/2025		Funds Transfer Payment	0.00	271.93
Total:						**271.93**	**271.93**
Creditor: 10430 - Western Australian Local Government Association							
	10/07/2025	SI-014545	30/06/2025	Council Member Workshops	Creditors Invoice	1,150.36	0.00
	10/07/2025	019125	10/07/2025		Funds Transfer Payment	0.00	1,150.36
	17/07/2025	SI-014735	15/07/2025	Waste Management Training	Creditors Invoice	1,364.00	0.00
	16/07/2025	CNPCS25-12	15/07/2025	Refund for non-attendance	$APCREDT	-300.00	0.00
	17/07/2025	PCS25-49	14/07/2025	WALGA People & Culture Seminar	Creditors Invoice	1,500.00	0.00
	17/07/2025	SI-014753	15/07/2025	Councillor Training	Creditors Invoice	1,078.00	0.00
	17/07/2025	019307	17/07/2025		Funds Transfer Payment	0.00	3,642.00
	24/07/2025	SI-014917	22/07/2025	State Employment Law Essentials	Creditors Invoice	1,364.00	0.00
	24/07/2025	019451	24/07/2025		Funds Transfer Payment	0.00	1,364.00
Total:						**6,156.36**	**6,156.36**
Creditor: 10434 - Komatsu Australia Pty Ltd							
	10/07/2025	004237737	7/07/2025	VEH159 Parts	Creditors Invoice	228.23	0.00
	10/07/2025	019126	10/07/2025		Funds Transfer Payment	0.00	228.23
	17/07/2025	004195249	3/06/2025	HV20-203 Parts	Creditors Invoice	1,114.84	0.00
	17/07/2025	019308	17/07/2025		Funds Transfer Payment	0.00	1,114.84
Total:						**1,343.07**	**1,343.07**
Creditor: 10435 - Sony Pictures Releasing Pty Ltd							
	10/07/2025	865959-1	30/06/2025	Karate Kid	Creditors Invoice	275.00	0.00
	10/07/2025	019127	10/07/2025		Funds Transfer Payment	0.00	275.00
	24/07/2025	867516-1	15/07/2025	Materialists	Creditors Invoice	275.00	0.00
	24/07/2025	019452	24/07/2025		Funds Transfer Payment	0.00	275.00
Total:						**550.00**	**550.00**
Creditor: 10446 - Local Government Professionals Australia WA							
	10/07/2025	34828	1/07/2025	Membership Fee 2025-2026	Creditors Invoice	560.00	0.00
	10/07/2025	34886	1/07/2025	Membership Fee 2025-2026	Creditors Invoice	560.00	0.00
	10/07/2025	35043	1/07/2025	Membership Fee 2025-2026	Creditors Invoice	560.00	0.00
	10/07/2025	35141	1/07/2025	Membership Fee 2025-2026	Creditors Invoice	560.00	0.00
	10/07/2025	34441	1/07/2025	Membership Fee 2025-2026	Creditors Invoice	3,960.00	0.00
	10/07/2025	35053A	1/07/2025	Membership Fee 2025-2026	Creditors Invoice	560.00	0.00
	10/07/2025	019128	10/07/2025		Funds Transfer Payment	0.00	6,760.00
	17/07/2025	46409	9/07/2025	Career Campaign Sponsor Tier 1	Creditors Invoice	5,500.00	0.00
	17/07/2025	019309	17/07/2025		Funds Transfer Payment	0.00	5,500.00
Total:						**12,260.00**	**12,260.00**

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Creditor: 10449 - Hedland Emporium & Office Supplies							
	10/07/2025	428422	3/07/2025	CC Stationery	Creditors Invoice	816.04	0.00
	10/07/2025	019129	10/07/2025		Funds Transfer Payment	0.00	816.04
	17/07/2025	428920	9/07/2025	Ergonomic Mouse	Creditors Invoice	66.00	0.00
	17/07/2025	429060	10/07/2025	Mouse Pad	Creditors Invoice	58.30	0.00
	17/07/2025	019310	17/07/2025		Funds Transfer Payment	0.00	124.30
	24/07/2025	429778	18/07/2025	Leisure Supplies	Creditors Invoice	58.15	0.00
	24/07/2025	019453	24/07/2025		Funds Transfer Payment	0.00	58.15
Total:						**998.49**	**998.49**
Creditor: 10450 - TNT Express							
	10/07/2025	72400954	5/07/2025	Freight	Creditors Invoice	137.58	0.00
	10/07/2025	019130	10/07/2025		Funds Transfer Payment	0.00	137.58
	24/07/2025	72519781	19/07/2025	Freight	Creditors Invoice	193.80	0.00
	24/07/2025	019454	24/07/2025		Funds Transfer Payment	0.00	193.80
Total:						**331.38**	**331.38**
Creditor: 10453 - Leisure Institute of Western Australia (Aquatics) Inc							
	10/07/2025	4640	28/05/2025	LIWA Conference	Creditors Invoice	484.00	0.00
	10/07/2025	019131	10/07/2025		Funds Transfer Payment	0.00	484.00
Total:						**484.00**	**484.00**
Creditor: 10454 - The Walt Disney Company (Australia) Pty Limited							
	10/07/2025	10416863	2/07/2025	Lilo & Stitch	Creditors Invoice	2,072.70	0.00
	10/07/2025	019132	10/07/2025		Funds Transfer Payment	0.00	2,072.70
Total:						**2,072.70**	**2,072.70**
Creditor: 10455 - BJ Young Earthmoving Pty Ltd							
	10/07/2025	1252	30/06/2025	Landfill Clean Fill Supply	Creditors Invoice	13,068.00	0.00
	10/07/2025	019133	10/07/2025		Funds Transfer Payment	0.00	13,068.00
	24/07/2025	1254	11/07/2025	Landfill Clean Fill Supply	Creditors Invoice	13,068.00	0.00
	24/07/2025	019455	24/07/2025		Funds Transfer Payment	0.00	13,068.00
Total:						**26,136.00**	**26,136.00**
Creditor: 10456 - Connect Call Centre Services							
	24/07/2025	00119730	15/07/2025	Overcalls Fee June 2025	Creditors Invoice	784.08	0.00
	24/07/2025	019456	24/07/2025		Funds Transfer Payment	0.00	784.08
Total:						**784.08**	**784.08**
Creditor: 10457 - Pilbara Motor Group							
	10/07/2025	J133056359	30/06/2025	1HVP161 Service	Creditors Invoice	486.87	0.00
	10/07/2025	J133056382	30/06/2025	LV19 118 Service	Creditors Invoice	2,980.38	0.00
	10/07/2025	J133056395	30/06/2025	LV19-109 Service	Creditors Invoice	552.45	0.00
	10/07/2025	P123050137	4/06/2025	LV19 127 Parts	Creditors Invoice	439.55	0.00
	10/07/2025	019134	10/07/2025		Funds Transfer Payment	0.00	4,459.25
	17/07/2025	J130153203	9/07/2025	LV21 154 Service	Creditors Invoice	897.42	0.00

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	17/07/2025	J130153079	9/07/2025	LV23 115 Service	Creditors Invoice	493.31	0.00
	17/07/2025	P123050593	26/06/2025	LV20 133 Parts	Creditors Invoice	221.82	0.00
	17/07/2025	J130153189	9/07/2025	LV25 175 Install Bull Bar	Creditors Invoice	4,690.37	0.00
	17/07/2025	019311	17/07/2025		Funds Transfer Payment	0.00	6,302.92
	24/07/2025	P123051151	18/07/2025	LV19 111 Parts	Creditors Invoice	225.70	0.00
	24/07/2025	P123051155	18/07/2025	LV24 110 Parts	Creditors Invoice	248.05	0.00
	24/07/2025	019457	24/07/2025		Funds Transfer Payment	0.00	473.75
Total:						**11,235.92**	**11,235.92**
Creditor: 10460 - Pilbara Constructions Pty Ltd							
	10/07/2025	CT000422 CLAIM	1/07/2025	Marquee Park Splashpad June 2025	Creditors Invoice	374,821.70	0.00
	10/07/2025	019135	10/07/2025		Funds Transfer Payment	0.00	374,821.70
Total:						**374,821.70**	**374,821.70**
Creditor: 10461 - Paramount Pictures Australia Pty Ltd							
	24/07/2025	R2199812	2/07/2025	Mission Impossible	Creditors Invoice	239.40	0.00
	24/07/2025	019458	24/07/2025		Funds Transfer Payment	0.00	239.40
Total:						**239.40**	**239.40**
Creditor: 10466 - Pilbara Towing & Tilt Tray Services							
	24/07/2025	20241284	1/06/2025	Rangers Towing Fees	Creditors Invoice	700.00	0.00
	24/07/2025	019459	24/07/2025		Funds Transfer Payment	0.00	700.00
Total:						**700.00**	**700.00**
Creditor: 10469 - Broadcast Australia Pty Ltd							
	10/07/2025	90167667	30/06/2025	Ongoing Fee	Creditors Invoice	64.16	0.00
	10/07/2025	90167629	30/06/2025	ABC Classic FM Self Help June 2025	Creditors Invoice	458.34	0.00
	10/07/2025	90168078	1/07/2025	Ongoing Fee	Creditors Invoice	128.34	0.00
	10/07/2025	90168079	1/07/2025	ABC Classic FM Self Help July - October 2025	Creditors Invoice	916.66	0.00
	10/07/2025	019136	10/07/2025		Funds Transfer Payment	0.00	1,567.50
Total:						**1,567.50**	**1,567.50**
Creditor: 10476 - Officeworks Ltd							
	24/07/2025	622734129	14/07/2025	WHS Office Equipment	Creditors Invoice	85.90	0.00
	24/07/2025	019460	24/07/2025		Funds Transfer Payment	0.00	85.90
Total:						**85.90**	**85.90**
Creditor: 10477 - North West Signs							
	17/07/2025	INV-38808	30/06/2025	Signage	Creditors Invoice	333.30	0.00
	17/07/2025	INV-38834	12/07/2025	MDCC Harry Potter	Creditors Invoice	418.00	0.00
	17/07/2025	019312	17/07/2025		Funds Transfer Payment	0.00	751.30
	24/07/2025	INV-38960	19/07/2025	HV20 208 Signage	Creditors Invoice	9.90	0.00
	24/07/2025	INV-38997	21/07/2025	HV20 208 Signage	Creditors Invoice	39.60	0.00
	24/07/2025	INV-39022	23/07/2025	Town Planning Signage	Creditors Invoice	957.00	0.00
	24/07/2025	019461	24/07/2025		Funds Transfer Payment	0.00	1,006.50
Total:						**1,757.80**	**1,757.80**

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Creditor: 10478 - Australian (Aust) Pest Management & Consultancy - Philip Het							
	17/07/2025	00004935	9/07/2025	CC Pest Treatment	Creditors Invoice	660.00	0.00
	17/07/2025	00004937	15/07/2025	Pest Treatment	Creditors Invoice	350.00	0.00
	17/07/2025	019313	17/07/2025		Funds Transfer Payment	0.00	1,010.00
Total:						**1,010.00**	**1,010.00**
Creditor: 10480 - Care for Hedland Environmental Association							
	17/07/2025	510	13/07/2025	Turtle Reporting Annual Fee	Creditors Invoice	3,437.50	0.00
	17/07/2025	019314	17/07/2025		Funds Transfer Payment	0.00	3,437.50
Total:						**3,437.50**	**3,437.50**
Creditor: 10481 - Neverfail Springwater Limited							
	10/07/2025	INV-002170079	8/07/2025	Depot Water	Creditors Invoice	297.20	0.00
	10/07/2025	INV-002161324	1/07/2025	Landfill Water	Creditors Invoice	79.00	0.00
	10/07/2025	INV-002161321	1/07/2025	Library Water	Creditors Invoice	79.00	0.00
	10/07/2025	INV-002161323	1/07/2025	Depot Water	Creditors Invoice	158.00	0.00
	10/07/2025	INV-002161818	1/07/2025	Landfill Water	Creditors Invoice	99.75	0.00
	10/07/2025	INV-002161334	1/07/2025	MDCC Water	Creditors Invoice	158.00	0.00
	10/07/2025	019137	10/07/2025		Funds Transfer Payment	0.00	870.95
Total:						**870.95**	**870.95**
Creditor: 10482 - WA Country Health Service							
	17/07/2025	N3607419	25/06/2025	Workers Compensation June 2025	Creditors Invoice	379.00	0.00
	17/07/2025	019315	17/07/2025		Funds Transfer Payment	0.00	379.00
Total:						**379.00**	**379.00**
Creditor: 10483 - Visimax							
	10/07/2025	INV-1650A	17/06/2025	Rangers Supplies	Creditors Invoice	1,874.85	0.00
	10/07/2025	019138	10/07/2025		Funds Transfer Payment	0.00	1,874.85
Total:						**1,874.85**	**1,874.85**
Creditor: 10486 - Roadshow Films Pty Ltd							
	24/07/2025	002704004	22/07/2025	Harry Potter	Creditors Invoice	385.00	0.00
	24/07/2025	019462	24/07/2025		Funds Transfer Payment	0.00	385.00
Total:						**385.00**	**385.00**
Creditor: 10488 - Woolworths Group Limited							
	17/07/2025	TI-039B9-178D90	13/07/2025	Governance Catering	Creditors Invoice	287.39	0.00
	17/07/2025	TI-039B9-178D91	14/07/2025	CC Wellness Program	Creditors Invoice	51.28	0.00
	17/07/2025	TI-039B9-178D8F	6/07/2025	CC Wellness Program	Creditors Invoice	51.49	0.00
	17/07/2025	019316	17/07/2025		Funds Transfer Payment	0.00	390.16
	24/07/2025	TI-039B9-178D94	22/07/2025	CC Wellness Program	Creditors Invoice	51.31	0.00
	24/07/2025	019463	24/07/2025		Funds Transfer Payment	0.00	51.31
Total:						**441.47**	**441.47**
Creditor: 10489 - Waterchoice							
	17/07/2025	INV-41642	1/07/2025	SHL Rental Fee Water July 25	Creditors Invoice	59.60	0.00

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	17/07/2025	019317	17/07/2025		Funds Transfer Payment	0.00	59.60
Total:						**59.60**	**59.60**
Creditor: 10491 - Pirtek Port Hedland (Hodford Tek Pty Ltd T/A)							
	10/07/2025	25.06-TPH-001	30/06/2025	Fleet Parts	Creditors Invoice	1,074.02	0.00
	10/07/2025	019139	10/07/2025		Funds Transfer Payment	0.00	1,074.02
	24/07/2025	PH-T00085956	18/07/2025	HV20 202 Repairs	Creditors Invoice	981.20	0.00
	24/07/2025	PH-T00085955	18/07/2025	HV23 230 Repairs	Creditors Invoice	401.27	0.00
	24/07/2025	PH-T00085954	18/07/2025	HV20 203 Repairs	Creditors Invoice	571.45	0.00
	24/07/2025	019464	24/07/2025		Funds Transfer Payment	0.00	1,953.92
Total:						**3,027.94**	**3,027.94**
Creditor: 10493 - T-Quip (TA TOCOJEPA Pty Ltd)							
	17/07/2025	140391 #32	8/07/2025	HV24-245 Parts	Creditors Invoice	288.68	0.00
	17/07/2025	019318	17/07/2025		Funds Transfer Payment	0.00	288.68
	22/07/2025	CN140646*140554 #26	18/07/2025	Incorrect item	$APCREDT	-80.65	0.00
	24/07/2025	140554 #6	15/07/2025	HV23 239 Parts	Creditors Invoice	232.67	0.00
	24/07/2025	019465	24/07/2025		Funds Transfer Payment	0.00	152.02
Total:						**440.70**	**440.70**
Creditor: 10503 - Mandurah Safety & Training Services							
	24/07/2025	00065670	14/07/2025	Fire Warden Training	Creditors Invoice	1,815.00	0.00
	24/07/2025	019466	24/07/2025		Funds Transfer Payment	0.00	1,815.00
Total:						**1,815.00**	**1,815.00**
Creditor: 10506 - Data#3 Ltd							
	24/07/2025	SIN000307042	18/07/2025	CSP Monthly Charges June 2025	Creditors Invoice	21,201.82	0.00
	24/07/2025	019467	24/07/2025		Funds Transfer Payment	0.00	21,201.82
Total:						**21,201.82**	**21,201.82**
Creditor: 10507 - Links Modular Solutions Pty Ltd							
	10/07/2025	IN2043871	1/07/2025	JDH Monthly Fee	Creditors Invoice	735.48	0.00
	10/07/2025	019140	10/07/2025		Funds Transfer Payment	0.00	735.48
Total:						**735.48**	**735.48**
Creditor: 10516 - Department of Transport							
	10/07/2025	8074148	7/07/2025	Disclosure of Information Fees	Creditors Invoice	56.85	0.00
	10/07/2025	28062025	28/06/2025	Return of Plates PH26747	$APCREDT	-3.40	0.00
	10/07/2025	019141	10/07/2025		Funds Transfer Payment	0.00	53.45
Total:						**53.45**	**53.45**
Creditor: 10527 - Horizon Power							
	10/07/2025	419159_04072025	4/07/2025	Supply and usage	Creditors Invoice	239.71	0.00
	10/07/2025	578092_04072025	4/07/2025	Supply and Usage	Creditors Invoice	139.30	0.00
	10/07/2025	510142_02072025	2/07/2025	Stadium Supply and Usage	Creditors Invoice	17,699.60	0.00
	10/07/2025	269581_01072025	1/07/2025	Auxillary Lightning Supply and Usage	Creditors Invoice	252.77	0.00
	10/07/2025	510143_02072025	2/07/2025	SHAC Supply and Usage	Creditors Invoice	31,986.75	0.00
	10/07/2025	RPDDB0054579	1/07/2025	Asset Relocation for Peawah & Schillaman Intersection	Creditors Invoice	539,851.80	0.00

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10/07/2025	273354_01072025	1/07/2025	Street Lights Supply and usage	Creditors Invoice	82,677.04	0.00
10/07/2025	019142	10/07/2025		Funds Transfer Payment	0.00	672,846.97
17/07/2025	RPDDB0054692	11/07/2025	Unmetered Supplies for CCTV	Creditors Invoice	53,806.36	0.00
17/07/2025	268925_11072025	11/07/2025	Wedge Street Ablutions Supply and Usage	Creditors Invoice	135.22	0.00
17/07/2025	325366_11072025	11/07/2025	Mara Park Supply and Usage	Creditors Invoice	419.03	0.00
17/07/2025	214080_11072025	11/07/2025	Richardson Street Supply and Usage	Creditors Invoice	289.70	0.00
17/07/2025	192320_11072025	11/07/2025	Anderson Street Port Hedland Supply and Usage	Creditors Invoice	373.40	0.00
17/07/2025	550604_11072025	11/07/2025	Mara Park Pop Ups Supply and Usage	Creditors Invoice	2,095.90	0.00
17/07/2025	367155_03072025	3/07/2025	Street Lights Supply and usage	Creditors Invoice	323.61	0.00
17/07/2025	117495_03072025	3/07/2025	SHL Supply and Usage	Creditors Invoice	973.84	0.00
17/07/2025	581794_15072025	15/07/2025	Supply and Usage	Creditors Invoice	578.93	0.00
17/07/2025	553701_15072025	15/07/2025	Supply and Usage	Creditors Invoice	242.58	0.00
17/07/2025	575821_15072025	15/07/2025	Supply and Usage	Creditors Invoice	807.20	0.00
17/07/2025	569290_15072025	15/07/2025	Supply and Usage	Creditors Invoice	145.38	0.00
17/07/2025	551477_15072025	15/07/2025	Supply and Usage	Creditors Invoice	698.76	0.00
17/07/2025	553475_15072025	15/07/2025	Supply and Usage	Creditors Invoice	251.82	0.00
17/07/2025	548726_15072025	15/07/2025	Supply and Usage	Creditors Invoice	190.81	0.00
17/07/2025	550602_15072025	15/07/2025	Supply and Usage	Creditors Invoice	203.19	0.00
17/07/2025	543957_15072025	15/07/2025	Supply and Usage	Creditors Invoice	147.30	0.00
17/07/2025	253166_15072025	15/07/2025	Anderson Streetscape Supply and Usage	Creditors Invoice	839.73	0.00
17/07/2025	019319	17/07/2025		Funds Transfer Payment	0.00	62,522.76
24/07/2025	110609_11072025	11/07/2025	Traine Crescent Supply and Usage	Creditors Invoice	645.41	0.00
24/07/2025	248536_16072025	16/07/2025	CC Supply and Usage	Creditors Invoice	6,537.23	0.00
24/07/2025	297225_16072025	16/07/2025	Wilson Street Reserve Supply and Usage	Creditors Invoice	88.33	0.00
24/07/2025	563932_16072025	16/07/2025	Yacht Club Supply and Usage	Creditors Invoice	2,808.58	0.00
24/07/2025	510139_17072025	17/07/2025	GAC Supply and Usage	Creditors Invoice	4,960.08	0.00
24/07/2025	579797_17072025	17/07/2025	Supply and Usage	Creditors Invoice	230.69	0.00
24/07/2025	541671_22072025	22/07/2025	Supply and Usage	Creditors Invoice	124.84	0.00
24/07/2025	213494_16072025	16/07/2025	Lukis Street Reserve Supply and Usage	Creditors Invoice	820.31	0.00
24/07/2025	019468	24/07/2025		Funds Transfer Payment	0.00	16,215.47
Total:					**751,585.20**	**751,585.20**

Creditor: 10529 - Blackwoods - BBC

10/07/2025	SI11545461	30/06/2025	PPE	Creditors Invoice	155.05	0.00
10/07/2025	SI11547405	30/06/2025	PPE	Creditors Invoice	173.40	0.00
10/07/2025	SI11552773	30/06/2025	Emergency Sign	Creditors Invoice	16.19	0.00
10/07/2025	SI11574205	2/07/2025	Tools	Creditors Invoice	618.77	0.00
10/07/2025	SI11566062	1/07/2025	Parts	Creditors Invoice	524.35	0.00
10/07/2025	SI11576505	2/07/2025	Tools	Creditors Invoice	155.58	0.00
10/07/2025	SI11597041	4/07/2025	Tools	Creditors Invoice	93.16	0.00
10/07/2025	019143	10/07/2025		Funds Transfer Payment	0.00	1,736.50
17/07/2025	SI11612274	7/07/2025	Tools	Creditors Invoice	1,039.50	0.00
17/07/2025	SI11618454	8/07/2025	Reusable Respirator	Creditors Invoice	104.98	0.00
17/07/2025	SI11647192	10/07/2025	Stores Tools	Creditors Invoice	119.46	0.00
17/07/2025	SI11635360	9/07/2025	Stores Tools	Creditors Invoice	27.46	0.00
17/07/2025	019320	17/07/2025		Funds Transfer Payment	0.00	1,291.40
24/07/2025	SI11700859	17/07/2025	Trolley Steel	Creditors Invoice	545.60	0.00
24/07/2025	SI11691447	16/07/2025	PPE	Creditors Invoice	155.05	0.00
24/07/2025	SI11736376	21/07/2025	Spinifex Spree Supplies	Creditors Invoice	839.93	0.00
24/07/2025	SI11576329	2/07/2025	Tools	Creditors Invoice	456.19	0.00
24/07/2025	SI11708162	17/07/2025	Stores Tools	Creditors Invoice	380.16	0.00
24/07/2025	SI11715501	18/07/2025	Stores Tools	Creditors Invoice	91.52	0.00
24/07/2025	SI11708527	17/07/2025	Stores Gloves	Creditors Invoice	59.84	0.00
24/07/2025	SI11747176	22/07/2025	Tools	Creditors Invoice	155.27	0.00

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	24/07/2025	019469	24/07/2025		Funds Transfer Payment	0.00	2,683.56
Total:						**5,711.46**	**5,711.46**
Creditor: 10532 - North Regional Tafe							
	10/07/2025	I0026833	4/07/2025	First Aid Course Fee	Creditors Invoice	52.86	0.00
	10/07/2025	019144	10/07/2025		Funds Transfer Payment	0.00	52.86
	17/07/2025	I0026870	9/07/2025	CIII in Horticulture Multiple Staff	Creditors Invoice	11,719.80	0.00
	17/07/2025	019321	17/07/2025		Funds Transfer Payment	0.00	11,719.80
Total:						**11,772.66**	**11,772.66**
Creditor: 10536 - Workforce Health Assessors Pty Ltd							
	10/07/2025	INV-92044	7/07/2025	Medical Assessment	Creditors Invoice	165.00	0.00
	10/07/2025	INV-91759	30/06/2025	Medical Assessment	Creditors Invoice	2,722.50	0.00
	10/07/2025	INV-87386	27/05/2025	Medical Assessments April 25	Creditors Invoice	12,720.95	0.00
	10/07/2025	INV-83375	31/03/2025	Standard medical assessments March 2025	Creditors Invoice	7,144.50	0.00
	10/07/2025	INV-81856	24/03/2025	Medical Assessment	Creditors Invoice	4,823.50	0.00
	10/07/2025	INV-90303	26/06/2025	Standard Medical Assessments June 2025	Creditors Invoice	5,863.00	0.00
	10/07/2025	INV-88953	31/05/2025	Standard medical assessments May 25	Creditors Invoice	5,302.00	0.00
	10/07/2025	019145	10/07/2025		Funds Transfer Payment	0.00	38,741.45
Total:						**38,741.45**	**38,741.45**
Creditor: 10547 - Major Motors (The Trustee Major Motors Unit Trust T/A)							
	10/07/2025	1752323	9/07/2025	HV23-224 Insurance Excess	Creditors Invoice	2,500.00	0.00
	10/07/2025	1751765	8/07/2025	HV23-221 Filters	Creditors Invoice	70.35	0.00
	10/07/2025	019146	10/07/2025		Funds Transfer Payment	0.00	2,570.35
	15/07/2025	CN 1753059	10/07/2025	Refer to 1750814	$APCREDT	-808.50	0.00
	17/07/2025	1753062	10/07/2025	HV23-216 Inspect Noise	Creditors Invoice	231.00	0.00
	15/07/2025	1750814	7/07/2025	Replace Parts	Creditors Invoice	808.50	0.00
	17/07/2025	019322	17/07/2025		Funds Transfer Payment	0.00	231.00
Total:						**2,801.35**	**2,801.35**
Creditor: 10568 - Orro Pty Ltd							
	10/07/2025	1073967	6/07/2025	Service and Usage July 25	Creditors Invoice	1,963.28	0.00
	10/07/2025	019147	10/07/2025		Funds Transfer Payment	0.00	1,963.28
Total:						**1,963.28**	**1,963.28**
Creditor: 10574 - Town of Port Hedland							
	24/07/2025	RFP_TOPH_10072025	10/07/2025	TOPH Commission on Building Service June 2025	Creditors Invoice	65.00	0.00
	24/07/2025	019470	24/07/2025		Funds Transfer Payment	0.00	65.00
Total:						**65.00**	**65.00**
Creditor: 10583 - Hays Personnel Services (Australia) Pty Ltd							
	10/07/2025	52851348	2/07/2025	Senior Project Manager Consultant WE 22/06/2025	Creditors Invoice	8,704.74	0.00
	10/07/2025	019148	10/07/2025		Funds Transfer Payment	0.00	8,704.74
Total:						**8,704.74**	**8,704.74**
Creditor: 10596 - Aquatic Services WA Pty Ltd							
	24/07/2025	AS#20250529	21/07/2025	SHAC Recommission & Recirculate	Creditors Invoice	1,301.30	0.00
	24/07/2025	AS#20250530	21/07/2025	SHAC Vacuum Regulator	Creditors Invoice	6,358.65	0.00
	24/07/2025	AS#20250528	21/07/2025	SHAC Chemical Controller	Creditors Invoice	1,273.25	0.00

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	24/07/2025	019471	24/07/2025		Funds Transfer Payment	0.00	8,933.20
Total:						**8,933.20**	**8,933.20**
Creditor: 10598 - Team Global Express							
	10/07/2025	1339-GUJ527	29/06/2025	Freight	Creditors Invoice	146.89	0.00
	10/07/2025	1340-GUJ527	6/07/2025	Freight	Creditors Invoice	90.19	0.00
	10/07/2025	019149	10/07/2025		Funds Transfer Payment	0.00	237.08
	17/07/2025	1341-GUJ527	13/07/2025	Freight	Creditors Invoice	1,820.65	0.00
	17/07/2025	019323	17/07/2025		Funds Transfer Payment	0.00	1,820.65
	24/07/2025	1342-GUJ527	20/07/2025	Freight	Creditors Invoice	304.94	0.00
	24/07/2025	019472	24/07/2025		Funds Transfer Payment	0.00	304.94
Total:						**2,362.67**	**2,362.67**
Creditor: 10623 - OTR Tyres (TKPH Pty Ltd T/A)							
	10/07/2025	165925	9/07/2025	HV23 216 Tyres	Creditors Invoice	1,129.70	0.00
	10/07/2025	019150	10/07/2025		Funds Transfer Payment	0.00	1,129.70
	24/07/2025	166708	16/07/2025	LV21 154 Tyres	Creditors Invoice	935.00	0.00
	24/07/2025	019473	24/07/2025		Funds Transfer Payment	0.00	935.00
Total:						**2,064.70**	**2,064.70**
Creditor: 10637 - Cherry McNicol							
	24/07/2025	RFP_C MCNICOL_21072025	21/07/2025	Reimbursement Utilities	Creditors Invoice	979.38	0.00
	24/07/2025	019474	24/07/2025		Funds Transfer Payment	0.00	979.38
Total:						**979.38**	**979.38**
Creditor: 10645 - Finmec Pty Ltd							
	17/07/2025	059279	30/06/2025	HV20-208 Air Leak	Creditors Invoice	406.29	0.00
	17/07/2025	059260	30/06/2025	VEH136 Repair Light	Creditors Invoice	6,398.96	0.00
	17/07/2025	019324	17/07/2025		Funds Transfer Payment	0.00	6,805.25
Total:						**6,805.25**	**6,805.25**
Creditor: 10658 - Melbourne International Comedy Festival							
	24/07/2025	014252	30/06/2025	Comedy Festival	Creditors Invoice	2,650.68	0.00
	24/07/2025	019475	24/07/2025		Funds Transfer Payment	0.00	2,650.68
Total:						**2,650.68**	**2,650.68**
Creditor: 10659 - The Grants Hub							
	24/07/2025	0001076608	19/07/2025	Essential Annual Subscription	Creditors Invoice	313.20	0.00
	24/07/2025	019476	24/07/2025		Funds Transfer Payment	0.00	313.20
Total:						**313.20**	**313.20**
Creditor: 10663 - Vocus Pty Ltd - Internet							
	10/07/2025	P1325100	1/07/2025	Internet Charges July 25	Creditors Invoice	2,255.00	0.00
	10/07/2025	019151	10/07/2025		Funds Transfer Payment	0.00	2,255.00
Total:						**2,255.00**	**2,255.00**

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Creditor: 10667 - Plan E (Landspace Pty Ltd T/A)						
17/07/2025	INV21830	30/06/2025	Marina Playground - Implementation	Creditors Invoice	9,188.85	0.00
17/07/2025	019325	17/07/2025		Funds Transfer Payment	0.00	9,188.85
Total:					**9,188.85**	**9,188.85**
Creditor: 10671 - Smartsheet Inc.						
17/07/2025	INV2444167	11/07/2025	Business Plan Annual Renewal	Creditors Invoice	4,355.99	0.00
17/07/2025	019326	17/07/2025		Funds Transfer Payment	0.00	4,355.99
Total:					**4,355.99**	**4,355.99**
Creditor: 10683 - Isubscribe Pty Ltd						
17/07/2025	INV-48731	10/07/2025	Subscriptions	Creditors Invoice	2,138.24	0.00
17/07/2025	019327	17/07/2025		Funds Transfer Payment	0.00	2,138.24
Total:					**2,138.24**	**2,138.24**
Creditor: 10688 - Mackay Urbandesign (Feed The Tiger)						
17/07/2025	2151/MARCH 2025	16/04/2025	Port Hedland Design Review Panel March 2025	Creditors Invoice	750.00	0.00
17/07/2025	019328	17/07/2025		Funds Transfer Payment	0.00	750.00
Total:					**750.00**	**750.00**
Creditor: 10699 - Grace Training & Operations (Tilelite Pty Ltd T/A)						
17/07/2025	INV-6099A	9/07/2025	Equipment Training	Creditors Invoice	1,732.50	0.00
17/07/2025	INV-6262	10/07/2025	Small Equipment Training	Creditors Invoice	1,732.50	0.00
17/07/2025	019329	17/07/2025		Funds Transfer Payment	0.00	3,465.00
Total:					**3,465.00**	**3,465.00**
Creditor: 10709 - Aviair Pty Ltd						
10/07/2025	M0001320	1/07/2025	Bi-annual Sponsorship Contribution July - December 2025	Creditors Invoice	57,263.80	0.00
10/07/2025	019152	10/07/2025		Funds Transfer Payment	0.00	57,263.80
Total:					**57,263.80**	**57,263.80**
Creditor: 10714 - Alex Kandie						
24/07/2025	RFP_A KANDIE_18072025	18/07/2025	Reimbursement Utilities	Creditors Invoice	353.95	0.00
24/07/2025	019477	24/07/2025		Funds Transfer Payment	0.00	353.95
Total:					**353.95**	**353.95**
Creditor: 10720 - Coldpoint Refrigeration (TTF The Plutus Trust)						
17/07/2025	CT000434 CLAIM 05 - JUNE 2025	1/07/2025	SHAC Pool Heating Equipment June 2025	Creditors Invoice	8,470.00	0.00
17/07/2025	019330	17/07/2025		Funds Transfer Payment	0.00	8,470.00
Total:					**8,470.00**	**8,470.00**
Creditor: 10721 - Anna Savill						
17/07/2025	RFP_A SAVILL_14072025	14/07/2025	Reimbursement Utilities	Creditors Invoice	380.43	0.00

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	17/07/2025	019331	17/07/2025		Funds Transfer Payment	0.00	380.43
Total:						**380.43**	**380.43**
Creditor: 10724 - Hedland Property Shop (Real Estate Property Shop Network TA)							
	10/07/2025	INV-0035A	7/07/2025	Routine Inspections	Creditors Invoice	390.00	0.00
	10/07/2025	019153	10/07/2025		Funds Transfer Payment	0.00	390.00
	17/07/2025	INV-0021A	5/06/2025	Property Inspection Report	Creditors Invoice	780.00	0.00
	17/07/2025	INV-0041A	11/07/2025	Property Inspection Report	Creditors Invoice	330.00	0.00
	17/07/2025	INV-0036A	9/07/2025	Routine Inspection	Creditors Invoice	130.00	0.00
	17/07/2025	019332	17/07/2025		Funds Transfer Payment	0.00	1,240.00
	24/07/2025	INV-0044A	17/07/2025	Property Inspection Report	Creditors Invoice	330.00	0.00
	24/07/2025	INV-0046A	21/07/2025	Property Inspection Report	Creditors Invoice	130.00	0.00
	24/07/2025	INV-0047A	21/07/2025	Property Inspection Report	Creditors Invoice	1,950.00	0.00
	24/07/2025	INV-0045A	21/07/2025	Property Inspection Report	Creditors Invoice	330.00	0.00
	24/07/2025	019478	24/07/2025		Funds Transfer Payment	0.00	2,740.00
Total:						**4,370.00**	**4,370.00**
Creditor: 10743 - GRA Partners Pty Ltd							
	10/07/2025	AU46-PI0100351	30/06/2025	Consultancy Services June 2025	Creditors Invoice	8,250.00	0.00
	10/07/2025	019154	10/07/2025		Funds Transfer Payment	0.00	8,250.00
Total:						**8,250.00**	**8,250.00**
Creditor: 10747 - Tyrecycle Pty Ltd							
	10/07/2025	239314	2/07/2025	Landfill Waste Tyres	Creditors Invoice	4,397.99	0.00
	10/07/2025	019155	10/07/2025		Funds Transfer Payment	0.00	4,397.99
Total:						**4,397.99**	**4,397.99**
Creditor: 10759 - Direct Civil & Maintenance Pty Ltd							
	24/07/2025	530	8/07/2025	Removal AC Pipes	Creditors Invoice	825.00	0.00
	24/07/2025	019479	24/07/2025		Funds Transfer Payment	0.00	825.00
Total:						**825.00**	**825.00**
Creditor: 10764 - Minter Ellison							
	10/07/2025	11340140	28/02/2025	HR Legal Expenses	Creditors Invoice	396.99	0.00
	10/07/2025	019156	10/07/2025		Funds Transfer Payment	0.00	396.99
Total:						**396.99**	**396.99**
Creditor: 10770 - NPI Plus Pty Ltd							
	24/07/2025	17-7-2025/17-9	17/07/2025	Environmental Engineering Consulting	Creditors Invoice	1,848.00	0.00
	24/07/2025	019480	24/07/2025		Funds Transfer Payment	0.00	1,848.00
Total:						**1,848.00**	**1,848.00**
Creditor: 10787 - Smirkey's Sports							
	17/07/2025	ADG6291607	8/07/2025	Leisure Basketballs	Creditors Invoice	449.60	0.00

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	17/07/2025	019333	17/07/2025		Funds Transfer Payment	0.00	449.60
Total:						**449.60**	**449.60**
Creditor: 10800 - Michael Lancelot Rodrigues							
	10/07/2025	RFP_M RODRIGUES	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_M RODRIGUES	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019157	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_M RODRIGUES	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019334	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_M RODRIGUES	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019481	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 10809 - Kleen West Distributors							
	17/07/2025	00111236	9/07/2025	Stores Chemical	Creditors Invoice	2,831.84	0.00
	17/07/2025	019335	17/07/2025		Funds Transfer Payment	0.00	2,831.84
Total:						**2,831.84**	**2,831.84**
Creditor: 10836 - Line-Right Pty Ltd							
	10/07/2025	INV-1621	23/06/2025	Line Marking Pinga and Moorambine Street	Creditors Invoice	3,058.70	0.00
	10/07/2025	019158	10/07/2025		Funds Transfer Payment	0.00	3,058.70
Total:						**3,058.70**	**3,058.70**
Creditor: 10843 - BT Equipment Pty Ltd (Tutt Bryant Equipment T/A)							
	10/07/2025	008493830	26/06/2025	HV24 243 Parts	Creditors Invoice	221.29	0.00
	10/07/2025	CN008493927	2/07/2025	Overcharged	$APCREDT	-82.09	0.00
	10/07/2025	008492519	22/04/2025	HV24 243 Parts	Creditors Invoice	164.19	0.00
	10/07/2025	019159	10/07/2025		Funds Transfer Payment	0.00	303.39
Total:						**303.39**	**303.39**
Creditor: 10873 - PHIA Operating Company Pty Ltd							
	17/07/2025	PO012893	30/06/2025	Parking	Creditors Invoice	399.00	0.00
	17/07/2025	019336	17/07/2025		Funds Transfer Payment	0.00	399.00
Total:						**399.00**	**399.00**
Creditor: 10899 - Arventa Pty Ltd							
	10/07/2025	INV-011290	9/07/2025	Subscription Renewal	Creditors Invoice	5,414.18	0.00
	10/07/2025	019160	10/07/2025		Funds Transfer Payment	0.00	5,414.18
Total:						**5,414.18**	**5,414.18**
Creditor: 10902 - Khristle Barr							
	10/07/2025	RFP_K BARR	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	RFP_K BARR	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	019161	10/07/2025		Funds Transfer Payment	0.00	1,350.00
	17/07/2025	RFP_K BARR	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	17/07/2025	019337	17/07/2025		Funds Transfer Payment	0.00	675.00
	24/07/2025	RFP_K BARR	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00

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	24/07/2025	019482	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:						**2,700.00**	**2,700.00**
Creditor: 10910 - Place Laboratory Pty Ltd							
	10/07/2025	23008_19	27/06/2025	Detail Design for Town Centre Activation	Creditors Invoice	22,932.83	0.00
	10/07/2025	019162	10/07/2025		Funds Transfer Payment	0.00	22,932.83
	24/07/2025	23008_18	31/05/2025	Detail Design for Town Centre Activation	Creditors Invoice	5,500.00	0.00
	24/07/2025	019483	24/07/2025		Funds Transfer Payment	0.00	5,500.00
Total:						**28,432.83**	**28,432.83**
Creditor: 10912 - Red Rock Glass & Aluminium (Vlahos, Saisamorn T/A)							
	10/07/2025	INV-1300	4/07/2024	Property Repairs	Creditors Invoice	350.00	0.00
	10/07/2025	019163	10/07/2025		Funds Transfer Payment	0.00	350.00
Total:						**350.00**	**350.00**
Creditor: 10922 - Want Pest Control Pty Ltd							
	10/07/2025	4319	9/07/2025	Hamilton Rd Roundabout Treatment	Creditors Invoice	330.00	0.00
	10/07/2025	019164	10/07/2025		Funds Transfer Payment	0.00	330.00
	17/07/2025	4298	10/07/2025	Anderson Street Pest Treatment	Creditors Invoice	6,050.00	0.00
	17/07/2025	019338	17/07/2025		Funds Transfer Payment	0.00	6,050.00
	24/07/2025	4232	7/07/2025	Stadium Maintenance	Creditors Invoice	374.00	0.00
	24/07/2025	019484	24/07/2025		Funds Transfer Payment	0.00	374.00
Total:						**6,754.00**	**6,754.00**
Creditor: 10928 - MKT - Taxation Advisors (MKT Pty Ltd T/A)							
	24/07/2025	51246	30/06/2025	Fee for Preparation of 2025 FBT Return	Creditors Invoice	5,588.00	0.00
	24/07/2025	019485	24/07/2025		Funds Transfer Payment	0.00	5,588.00
Total:						**5,588.00**	**5,588.00**
Creditor: 10944 - Withers & Associates Pty Ltd							
	24/07/2025	INVOICE NO. 2 (FOR) 2025/2026	3/07/2025	Preparation of Public Health Plan Final Stage	Creditors Invoice	5,065.50	0.00
	24/07/2025	019486	24/07/2025		Funds Transfer Payment	0.00	5,065.50
Total:						**5,065.50**	**5,065.50**
Creditor: 10946 - North West Alliance Pty Ltd							
	10/07/2025	6670193115	30/06/2025	Landfill Waste Oil Removal	Creditors Invoice	1,393.11	0.00
	10/07/2025	019165	10/07/2025		Funds Transfer Payment	0.00	1,393.11
Total:						**1,393.11**	**1,393.11**
Creditor: 10947 - Brumby's Go Shop (The Trust For Port Hedland Unit Trust T/A)							
	17/07/2025	INV-1418A	8/07/2025	Catering	Creditors Invoice	150.30	0.00
	17/07/2025	019339	17/07/2025		Funds Transfer Payment	0.00	150.30
	24/07/2025	INV-1422	13/07/2025	NAIDOC Event Catering	Creditors Invoice	336.80	0.00
	24/07/2025	019487	24/07/2025		Funds Transfer Payment	0.00	336.80
Total:						**487.10**	**487.10**

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Creditor: 10950 - Turner Design Pty Ltd						
10/07/2025	19623A	30/06/2025	Port Hedland Plaque Sign	Creditors Invoice	440.00	0.00
10/07/2025	019166	10/07/2025		Funds Transfer Payment	0.00	440.00
Total:					**440.00**	**440.00**
Creditor: 10963 - Koori Mail (Budsoar Pty Ltd T/A)						
17/07/2025	75067	7/07/2025	Mail Subscriptions	Creditors Invoice	175.00	0.00
17/07/2025	019340	17/07/2025		Funds Transfer Payment	0.00	175.00
Total:					**175.00**	**175.00**
Creditor: 10965 - Australia Day Council of WA Inc.						
10/07/2025	INV-2475	10/06/2025	Gold Membership Subscription	Creditors Invoice	800.00	0.00
10/07/2025	019167	10/07/2025		Funds Transfer Payment	0.00	800.00
Total:					**800.00**	**800.00**
Creditor: 10969 - Yvette Louise Lavers						
10/07/2025	RFP_Y LAVERS	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
10/07/2025	RFP_Y LAVERS	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
10/07/2025	019168	10/07/2025		Funds Transfer Payment	0.00	800.00
17/07/2025	RFP_Y LAVERS	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
17/07/2025	019341	17/07/2025		Funds Transfer Payment	0.00	400.00
24/07/2025	RFP_Y LAVERS	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
24/07/2025	019488	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:					**1,600.00**	**1,600.00**
Creditor: 10972 - Old Macdonald's Travelling Farms (Calrach Pty Ltd T/A)						
24/07/2025	WAN1327	17/07/2025	Spinifex Spree	Creditors Invoice	8,800.00	0.00
24/07/2025	019489	24/07/2025		Funds Transfer Payment	0.00	8,800.00
Total:					**8,800.00**	**8,800.00**
Creditor: 10974 - Traffic Logistics Australia (The Gladwell Family Trust)						
24/07/2025	01523	9/07/2025	Traffic Survey	Creditors Invoice	15,741.00	0.00
24/07/2025	019490	24/07/2025		Funds Transfer Payment	0.00	15,741.00
Total:					**15,741.00**	**15,741.00**
Creditor: 10980 - PH Glazing & Building Maint (RJ Pearce Family Trust T/A)						
17/07/2025	INV-3910	15/07/2025	PHCC Replace Glazing	Creditors Invoice	330.00	0.00
17/07/2025	019342	17/07/2025		Funds Transfer Payment	0.00	330.00
Total:					**330.00**	**330.00**
Creditor: 10982 - Markyt (Catalyse Pty Ltd T/A)						
10/07/2025	INV-1486	7/07/2025	50% Fee for MARKYT Community Scorecard	Creditors Invoice	12,100.00	0.00
10/07/2025	019169	10/07/2025		Funds Transfer Payment	0.00	12,100.00
Total:					**12,100.00**	**12,100.00**
Creditor: 11004 - Leader Computers Pty Ltd						
24/07/2025	W-SI-6421495	10/07/2025	Computer Equipment	Creditors Invoice	42,988.10	0.00

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	24/07/2025	019491	24/07/2025		Funds Transfer Payment	0.00	42,988.10
Total:						**42,988.10**	**42,988.10**
Creditor: 11010 - Sugar Blue Burlesque Pty Ltd							
	10/07/2025	INV-0871	30/06/2025	Travel Expenses	Creditors Invoice	215.42	0.00
	10/07/2025	019170	10/07/2025		Funds Transfer Payment	0.00	215.42
Total:						**215.42**	**215.42**
Creditor: 11020 - Jason Ruhle							
	24/07/2025	RFP_J RUHLE_24072025	24/07/2025	Reimbursement Utilities	Creditors Invoice	1,650.00	0.00
	24/07/2025	019492	24/07/2025		Funds Transfer Payment	0.00	1,650.00
Total:						**1,650.00**	**1,650.00**
Creditor: 11024 - Candid Captures by AJ Downes (Anrym Joalan Downes T/A)							
	17/07/2025	CCBAJD270	14/07/2025	Staff Headshot	Creditors Invoice	2,525.00	0.00
	17/07/2025	019343	17/07/2025		Funds Transfer Payment	0.00	2,525.00
Total:						**2,525.00**	**2,525.00**
Creditor: 11034 - Playrope Group Pty Ltd							
	10/07/2025	INV-1976	19/06/2025	KSO Sound System Replacement Parts	Creditors Invoice	11,556.60	0.00
	10/07/2025	019171	10/07/2025		Funds Transfer Payment	0.00	11,556.60
Total:						**11,556.60**	**11,556.60**
Creditor: 11053 - West Coast Shade (TTF West Coast Shade Trust TA)							
	10/07/2025	CT000491 CLAIM 01	1/07/2025	Marquee Park Shade Sails May 2025	Creditors Invoice	118,584.40	0.00
	10/07/2025	019172	10/07/2025		Funds Transfer Payment	0.00	118,584.40
Total:						**118,584.40**	**118,584.40**
Creditor: 11056 - Val Morgan Retail Media Pty Ltd							
	10/07/2025	VMOAU26847	30/06/2025	Advertising June 2025	Creditors Invoice	1,359.91	0.00
	10/07/2025	019173	10/07/2025		Funds Transfer Payment	0.00	1,359.91
Total:						**1,359.91**	**1,359.91**
Creditor: 11065 - Greg Rowe Pty Ltd							
	10/07/2025	CT000193 - CLAIM 22 - JUN-25	2/07/2025	Kingsford Smith Stage 2 June 2025	Creditors Invoice	2,338.60	0.00
	10/07/2025	019174	10/07/2025		Funds Transfer Payment	0.00	2,338.60
Total:						**2,338.60**	**2,338.60**
Creditor: 11081 - Economic Development Australia Limited							
	10/07/2025	MB-1061680	8/07/2025	Membership Renewal	Creditors Invoice	2,600.40	0.00
	10/07/2025	019175	10/07/2025		Funds Transfer Payment	0.00	2,600.40
Total:						**2,600.40**	**2,600.40**
Creditor: 11084 - Mandalay Technologies Pty Ltd							
	10/07/2025	INV-8710	30/06/2025	Image Capture Setup Annual Fee	Creditors Invoice	1,903.00	0.00

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	10/07/2025	019176	10/07/2025		Funds Transfer Payment	0.00	1,903.00
Total:						**1,903.00**	**1,903.00**
Creditor: 11088 - Pilbara Plumbing & Gas Services Pty Ltd							
	10/07/2025	INV-2364	6/06/2025	Depot Emergency Plumbing Repairs	Creditors Invoice	1,187.84	0.00
	10/07/2025	INV-2386	11/06/2025	Stadium Plumbing Repairs	Creditors Invoice	3,491.84	0.00
	10/07/2025	INV-2448	9/07/2025	Open Spaces Plumbing Repair	Creditors Invoice	539.00	0.00
	10/07/2025	INV-2483	29/06/2025	Sewage Treatment Pipework	Creditors Invoice	3,761.66	0.00
	10/07/2025	INV-2493	1/07/2025	Mara Park Repair Ablution	Creditors Invoice	308.00	0.00
	10/07/2025	INV-2454	4/07/2025	PHCC Repair Drainage	Creditors Invoice	693.00	0.00
	10/07/2025	INV-2530	7/07/2025	KSO Showground Plumbing	Creditors Invoice	1,977.80	0.00
	10/07/2025	INV-2503	3/07/2025	Cemetery Beach Exeloo Repair	Creditors Invoice	2,870.80	0.00
	10/07/2025	INV-2504	3/07/2025	Richardson St Exeloo Repair	Creditors Invoice	2,469.30	0.00
	10/07/2025	INV-2466	3/07/2025	Stadium Plumbing HWS	Creditors Invoice	14,606.57	0.00
	10/07/2025	019177	10/07/2025		Funds Transfer Payment	0.00	31,905.81
	17/07/2025	INV-2487	4/07/2025	MCGregor St Oval Exeloo Repair	Creditors Invoice	1,400.11	0.00
	17/07/2025	019344	17/07/2025		Funds Transfer Payment	0.00	1,400.11
	24/07/2025	INV-2579	14/07/2025	Richardson St Ablutions Plumbing	Creditors Invoice	462.00	0.00
	24/07/2025	INV-2570	14/07/2025	Pretty Pool Ablution Plumbing	Creditors Invoice	489.32	0.00
	24/07/2025	019493	24/07/2025		Funds Transfer Payment	0.00	951.32
Total:						**34,257.24**	**34,257.24**
Creditor: 11090 - Andrew John Furlong							
	10/07/2025	RFP_A FURLONG	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_A FURLONG	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019178	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_A FURLONG	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019345	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_A FURLONG	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019494	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11107 - Donna Washington							
	24/07/2025	RFP_D WASHINGTON_170725	17/07/2025	Reimbursement Utilities	Creditors Invoice	80.00	0.00
	24/07/2025	019495	24/07/2025		Funds Transfer Payment	0.00	80.00
Total:						**80.00**	**80.00**
Creditor: 11118 - CharterTech (KPMG Chartertech Pty Ltd TA)							
	10/07/2025	821715748	1/07/2025	Data Migration June 2025	Creditors Invoice	34,848.00	0.00
	10/07/2025	019179	10/07/2025		Funds Transfer Payment	0.00	34,848.00
	17/07/2025	821715773	1/07/2025	Finance Consultancy June 2025	Creditors Invoice	2,860.00	0.00
	17/07/2025	019346	17/07/2025		Funds Transfer Payment	0.00	2,860.00
Total:						**37,708.00**	**37,708.00**
Creditor: 11126 - Thalia Renee Kay							
	10/07/2025	RFP_T KAY_08072025	8/07/2025	Reimbursement Utilities	Creditors Invoice	237.83	0.00
	10/07/2025	RFP_T KAY	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_T KAY	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019180	10/07/2025		Funds Transfer Payment	0.00	1,037.83
	17/07/2025	RFP_T KAY	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019347	17/07/2025		Funds Transfer Payment	0.00	400.00

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	24/07/2025	RFP_T KAY	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019496	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,837.83**	**1,837.83**
Creditor: 11129 - Abbey Rose Ponsford							
	10/07/2025	RFP_A PONSFORD	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_A PONSFORD	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019181	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_A PONSFORD	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019348	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_A PONSFORD	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019497	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11141 - Nancy Kiliswa							
	10/07/2025	RFP_N KILISWA_09072025	9/07/2025	Reimbursement Utilities	Creditors Invoice	546.75	0.00
	10/07/2025	019182	10/07/2025		Funds Transfer Payment	0.00	546.75
Total:						**546.75**	**546.75**
Creditor: 11145 - Global Trauma Resolution Services Pty Ltd							
	10/07/2025	0001784	8/07/2025	Clinical Supervision	Creditors Invoice	369.60	0.00
	10/07/2025	0001772	2/07/2025	Clinical Supervision	Creditors Invoice	369.60	0.00
	10/07/2025	019183	10/07/2025		Funds Transfer Payment	0.00	739.20
	17/07/2025	0001798	10/07/2025	Clinical Supervision	Creditors Invoice	369.60	0.00
	17/07/2025	019349	17/07/2025		Funds Transfer Payment	0.00	369.60
Total:						**1,108.80**	**1,108.80**
Creditor: 11152 - Zoe Smith							
	10/07/2025	RFP_Z SMITH	28/06/2025	Mortgage Reimbursement	Creditors Invoice	620.62	0.00
	10/07/2025	RFP_Z SMITH	5/07/2025	Mortgage Reimbursement	Creditors Invoice	620.62	0.00
	10/07/2025	019184	10/07/2025		Funds Transfer Payment	0.00	1,241.24
	17/07/2025	RFP_Z SMITH	12/07/2025	Mortgage Reimbursement	Creditors Invoice	620.62	0.00
	17/07/2025	019350	17/07/2025		Funds Transfer Payment	0.00	620.62
	24/07/2025	RFP_Z SMITH	19/07/2025	Mortgage Reimbursement	Creditors Invoice	620.62	0.00
	24/07/2025	019498	24/07/2025		Funds Transfer Payment	0.00	620.62
Total:						**2,482.48**	**2,482.48**
Creditor: 11171 - Rupa Khatri							
	10/07/2025	RFP_R KHATRI_01072025	1/07/2025	Reimbursement Utiliities	Creditors Invoice	146.43	0.00
	10/07/2025	RFP_R KHATRI	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_R KHATRI	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019185	10/07/2025		Funds Transfer Payment	0.00	946.43
	17/07/2025	RFP_R KHATRI	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019351	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_R KHATRI	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00

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	24/07/2025	019499	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,746.43**	**1,746.43**
Creditor: 11174 - Lorraine Butson							
	10/07/2025	CR BUTSON - JUNE 2025	9/07/2025	EM Payments June 2025	Creditors Invoice	2,757.24	0.00
	10/07/2025	019186	10/07/2025		Funds Transfer Payment	0.00	2,757.24
	24/07/2025	CR BUTSON - 24-25 AMENDMEN	21/07/2025	EM Payments Amendment	Creditors Invoice	14.80	0.00
	24/07/2025	019500	24/07/2025		Funds Transfer Payment	0.00	14.80
Total:						**2,772.04**	**2,772.04**
Creditor: 11186 - Michael Anthony Barsby							
	10/07/2025	RFP_M BARSBY	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_M BARSBY	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019187	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_M BARSBY	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019352	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_M BARSBY	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019501	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11195 - Freshworks Inc							
	17/07/2025	FSAUD22854	6/07/2025	Enterprise Annual Plan July - December 2025	Creditors Invoice	876.43	0.00
	17/07/2025	019353	17/07/2025		Funds Transfer Payment	0.00	876.43
Total:						**876.43**	**876.43**
Creditor: 11197 - Sparkle by Mia Pty Ltd							
	10/07/2025	INV-6772	2/07/2025	Vacate Clean	Creditors Invoice	1,633.50	0.00
	10/07/2025	019188	10/07/2025		Funds Transfer Payment	0.00	1,633.50
	24/07/2025	INV-6810	21/07/2025	Vacate Clean	Creditors Invoice	638.00	0.00
	24/07/2025	INV-6803	21/07/2025	Vacate Clean	Creditors Invoice	1,672.00	0.00
	24/07/2025	INV-6811	21/07/2025	Vacate Clean	Creditors Invoice	1,045.00	0.00
	24/07/2025	019502	24/07/2025		Funds Transfer Payment	0.00	3,355.00
Total:						**4,988.50**	**4,988.50**
Creditor: 11203 - Camilo Blanco							
	10/07/2025	CR BLANCO - JUNE 2025	9/07/2025	EM Payments June 2025	Creditors Invoice	2,759.09	0.00
	10/07/2025	019189	10/07/2025		Funds Transfer Payment	0.00	2,759.09
Total:						**2,759.09**	**2,759.09**
Creditor: 11207 - Jason Signmakers (TTF Jason Signmakers Unit Trust T/A)							
	24/07/2025	48702	17/07/2025	Design for LED Sign	Creditors Invoice	1,089.00	0.00
	24/07/2025	019503	24/07/2025		Funds Transfer Payment	0.00	1,089.00
Total:						**1,089.00**	**1,089.00**
Creditor: 11214 - Hart Sport Australia Pty Ltd							
	10/07/2025	10278842	25/06/2025	Nightlights Materials	Creditors Invoice	1,632.65	0.00
	10/07/2025	019190	10/07/2025		Funds Transfer Payment	0.00	1,632.65

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	24/07/2025	10278842B	14/07/2025	Nightlights Materials	Creditors Invoice	3,080.00	0.00
	24/07/2025	019504	24/07/2025		Funds Transfer Payment	0.00	3,080.00
Total:						**4,712.65**	**4,712.65**
Creditor: 11217 - Priority Management - Perth Pty Ltd							
	10/07/2025	INV-5117	8/07/2025	Microsoft Workshops	Creditors Invoice	19,184.00	0.00
	10/07/2025	019191	10/07/2025		Funds Transfer Payment	0.00	19,184.00
Total:						**19,184.00**	**19,184.00**
Creditor: 11219 - JH Computer Services WA Pty Ltd							
	10/07/2025	005871-D03	25/06/2025	Computer Equipment	Creditors Invoice	4,178.90	0.00
	10/07/2025	019192	10/07/2025		Funds Transfer Payment	0.00	4,178.90
	17/07/2025	005851-D02	23/06/2025	Computer Equipement	Creditors Invoice	712.80	0.00
	17/07/2025	005940-D01	18/06/2025	Computer Equipment	Creditors Invoice	185.90	0.00
	17/07/2025	019354	17/07/2025		Funds Transfer Payment	0.00	898.70
Total:						**5,077.60**	**5,077.60**
Creditor: 11221 - Grace Records Management (Australia) Pty Ltd							
	24/07/2025	I601657548	30/04/2025	Development of Information Asset	Creditors Invoice	12,595.00	0.00
	24/07/2025	019505	24/07/2025		Funds Transfer Payment	0.00	12,595.00
Total:						**12,595.00**	**12,595.00**
Creditor: 11226 - Chen Zhang							
	10/07/2025	RFP_C ZHANG_202072025	2/07/2025	Reimbursement Work Expense	Creditors Invoice	111.10	0.00
	10/07/2025	019193	10/07/2025		Funds Transfer Payment	0.00	111.10
	24/07/2025	RFP_C ZHANG_18072025	18/07/2025	Reimbursement Work Expense	Creditors Invoice	85.70	0.00
	24/07/2025	019506	24/07/2025		Funds Transfer Payment	0.00	85.70
Total:						**196.80**	**196.80**
Creditor: 11229 - Perfect Gym Solutions Pty Ltd							
	10/07/2025	INV270004308	30/06/2025	Leisure Management June 2025	Creditors Invoice	41.80	0.00
	10/07/2025	019194	10/07/2025		Funds Transfer Payment	0.00	41.80
	24/07/2025	INV270004190	15/07/2025	Leisure Management July 2025	Creditors Invoice	4,446.77	0.00
	24/07/2025	019507	24/07/2025		Funds Transfer Payment	0.00	4,446.77
Total:						**4,488.57**	**4,488.57**
Creditor: 11232 - Mining Electrical Contracting Pty Ltd							
	10/07/2025	INV-21221642	3/07/2025	CC Test Lights	Creditors Invoice	343.75	0.00
	10/07/2025	INV-21221647	4/07/2025	Reset Power	Creditors Invoice	343.75	0.00
	10/07/2025	INV-21221656	8/07/2025	MMR Replace Light	Creditors Invoice	506.00	0.00
	10/07/2025	INV-21221652	4/07/2025	GAC Install RCD to Kiosk	Creditors Invoice	979.00	0.00
	10/07/2025	019195	10/07/2025		Funds Transfer Payment	0.00	2,172.50
	17/07/2025	INV-21221667	9/07/2025	SHAC Replace Lights	Creditors Invoice	1,174.25	0.00
	17/07/2025	INV-21221661	8/07/2025	Cemetery Beach Replace Touchscreen	Creditors Invoice	1,375.00	0.00
	17/07/2025	INV-21221682	13/07/2025	Tennis Club Install Light	Creditors Invoice	71,335.00	0.00
	17/07/2025	019355	17/07/2025		Funds Transfer Payment	0.00	73,884.25
	24/07/2025	INV-21221685	23/07/2025	CMP Replace Light	Creditors Invoice	674.30	0.00
	24/07/2025	019508	24/07/2025		Funds Transfer Payment	0.00	674.30
Total:						**76,731.05**	**76,731.05**

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Creditor: 11233 - Realmstudios Pty Ltd							
	17/07/2025	INV-4062	30/06/2025	Public Open Space Strategy	Creditors Invoice	2,893.00	0.00
	17/07/2025	019356	17/07/2025		Funds Transfer Payment	0.00	2,893.00
Total:						**2,893.00**	**2,893.00**
Creditor: 11234 - Rhiannon Holmes-Cinquina							
	10/07/2025	RFP_R HOLMES_02072025	2/07/2025	Reimbursement Utilities	Creditors Invoice	83.80	0.00
	10/07/2025	RFP_R HOLMES-CINQUINA	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_R HOLMES-CINQUINA	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019196	10/07/2025		Funds Transfer Payment	0.00	883.80
	17/07/2025	RFP_R HOLMES-CINQUINA	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019357	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_R HOLMES-CINQUINA	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019509	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,683.80**	**1,683.80**
Creditor: 11262 - Planning Institute of Australia							
	10/07/2025	19725	3/06/2025	WA Regional Conference	Creditors Invoice	50.00	0.00
	10/07/2025	19727	3/06/2025	WA Regional Conference	Creditors Invoice	35.00	0.00
	10/07/2025	19728	3/06/2025	WA Regional Conference	Creditors Invoice	60.00	0.00
	10/07/2025	019197	10/07/2025		Funds Transfer Payment	0.00	145.00
Total:						**145.00**	**145.00**
Creditor: 11267 - Disability Sports Australia Limited							
	10/07/2025	INV-1582A	25/06/2025	Abilities Unleashed Events	Creditors Invoice	2,200.00	0.00
	10/07/2025	019198	10/07/2025		Funds Transfer Payment	0.00	2,200.00
Total:						**2,200.00**	**2,200.00**
Creditor: 11282 - Maxiparts Operations Pty Ltd							
	17/07/2025	6337077	2/07/2025	HV23-216 Parts	Creditors Invoice	185.88	0.00
	17/07/2025	019358	17/07/2025		Funds Transfer Payment	0.00	185.88
Total:						**185.88**	**185.88**
Creditor: 11295 - Porter Consulting Engineers (TTF The Consult Engineer UT TA)							
	10/07/2025	00025367	27/06/2025	Buttweld Rd Intersection Design	Creditors Invoice	660.00	0.00
	10/07/2025	019199	10/07/2025		Funds Transfer Payment	0.00	660.00
Total:						**660.00**	**660.00**
Creditor: 11304 - Howard & Heaver Pty Ltd							
	10/07/2025	CT000410 CLAIM 8 JUNE 2025	2/07/2025	Rose Nowers Design June 2025	Creditors Invoice	7,700.00	0.00
	10/07/2025	019200	10/07/2025		Funds Transfer Payment	0.00	7,700.00
Total:						**7,700.00**	**7,700.00**
Creditor: 11309 - Carabiner Architects Pty Ltd							
	10/07/2025	CT000275 - CLAIM 53 - JUN 25	2/07/2025	South Hedland Integrated Sports Hub Design June 2025	Creditors Invoice	73,361.68	0.00
	10/07/2025	019201	10/07/2025		Funds Transfer Payment	0.00	73,361.68
Total:						**73,361.68**	**73,361.68**

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Creditor: 11314 - Renae Kerry Price							
10/07/2025	RFP_R PRICE	28/06/2025	Mortgage Reimbursement		Creditors Invoice	646.15	0.00
10/07/2025	RFP_R PRICE	5/07/2025	Mortgage Reimbursement		Creditors Invoice	646.15	0.00
10/07/2025	019202	10/07/2025			Funds Transfer Payment	0.00	1,292.30
17/07/2025	RFP_R PRICE	12/07/2025	Mortgage Reimbursement		Creditors Invoice	646.15	0.00
17/07/2025	019359	17/07/2025			Funds Transfer Payment	0.00	646.15
24/07/2025	RFP_R PRICE	19/07/2025	Mortgage Reimbursement		Creditors Invoice	646.15	0.00
24/07/2025	019510	24/07/2025			Funds Transfer Payment	0.00	646.15
Total:						**2,584.60**	**2,584.60**
Creditor: 11318 - Corporate Traveller (Australian Opco Pty Ltd T/A)							
10/07/2025	55121455	30/06/2025	19365 Food Course Booking 25899743		Creditors Invoice	988.46	0.00
10/07/2025	54918696	19/06/2025	20389 Site Visit Booking 25928170		Creditors Invoice	351.99	0.00
10/07/2025	54323653	22/05/2025	20116 LG Pro Conference Booking 25345358		Creditors Invoice	1,474.29	0.00
10/07/2025	55184486	2/07/2025	20030 Waste Management Conference Booking 26027665		Creditors Invoice	1,257.56	0.00
10/07/2025	55184825	2/07/2025	19399 Waste Conferrence Booking 26027809		Creditors Invoice	1,257.56	0.00
10/07/2025	55202778	3/07/2025	20458 NGA Conference Booking 25914813		Creditors Invoice	2,714.36	0.00
10/07/2025	019203	10/07/2025			Funds Transfer Payment	0.00	8,044.22
17/07/2025	55379177	10/07/2025	19874 Irrigation Conference Booking 25745267		Creditors Invoice	450.13	0.00
17/07/2025	55453462	15/07/2025	19499 Developing Conference Booking 25474796		Creditors Invoice	131.75	0.00
17/07/2025	55303716	8/07/2025	19868 RCAWA Assistant Workshop Booking 25834888		Creditors Invoice	492.29	0.00
17/07/2025	55149930	30/06/2025	Overdue Fees		Creditors Invoice	52.19	0.00
17/07/2025	55416506	13/07/2025	18616 Waste Management Training Booking 26027809		Creditors Invoice	215.70	0.00
17/07/2025	019360	17/07/2025			Funds Transfer Payment	0.00	1,342.06
24/07/2025	55378459	10/07/2025	20323 Developing Conference Booking 26103845		Creditors Invoice	3,454.05	0.00
24/07/2025	55486512	16/07/2025	20450 Bushfire Course Booking 26148382		Creditors Invoice	845.70	0.00
24/07/2025	55486504	16/07/2025	20459 Bushfire Course Booking 26148381		Creditors Invoice	845.70	0.00
24/07/2025	55509761	17/07/2025	20358 Bushfire Course Booking 26158560		Creditors Invoice	13.40	0.00
24/07/2025	55389488	11/07/2025	20533 Site Visit Booking 26108558		Creditors Invoice	976.99	0.00
24/07/2025	55489911	16/07/2025	19913 Business Awareness Course Booking 26150175		Creditors Invoice	866.00	0.00
24/07/2025	55302682	7/07/2025	20320 PLA WA Region Booking 26062983		Creditors Invoice	845.70	0.00
24/07/2025	55313865	8/07/2025	Contractor Book Week Booking 26076098		Creditors Invoice	845.70	0.00
24/07/2025	55548657	18/07/2025	19656 Road Safety Conference Booking 26174762		Creditors Invoice	863.56	0.00
24/07/2025	55548654	18/07/2025	20067 Road Safety Conference Booking 26175114		Creditors Invoice	863.56	0.00
24/07/2025	55302388	7/07/2025	20320 LIWA State Conference Booking 26062284		Creditors Invoice	845.70	0.00
24/07/2025	54964821	23/06/2025	20320 PLA WA Region Conference Booking 25882864		Creditors Invoice	1,629.83	0.00
24/07/2025	54323671	22/05/2025	19891 LG Pro Conference Booking 25341997		Creditors Invoice	1,564.63	0.00
24/07/2025	55589217	21/07/2025	Flights and Fees Booking 26189933		Creditors Invoice	2,384.11	0.00
24/07/2025	55473456	16/07/2025	19393 Waste Management Conference Booking 26027665		Creditors Invoice	502.33	0.00
24/07/2025	54323667	22/05/2025	20139 LG Pro Conference		Creditors Invoice	1,564.63	0.00
24/07/2025	55377493	10/07/2025	20317 CEO Connections Forum Booking 26104188		Creditors Invoice	1,285.20	0.00
24/07/2025	55108355	28/06/2025	20389 Site Visit Booking 25928170		Creditors Invoice	211.23	0.00
24/07/2025	55304529	8/07/2025	Mayor RCAWA Government and Forum Booking 25987919		Creditors Invoice	1,013.48	0.00
24/07/2025	55356967	10/07/2025	20389 Senior HRBP Site Visit Booking 26044444		Creditors Invoice	1,044.91	0.00
24/07/2025	55473457	16/07/2025	19339 Waste Conference Booking 26027809		Creditors Invoice	502.33	0.00
24/07/2025	55589152	21/07/2025	20391 Apax Conference Booking 26189979		Creditors Invoice	2,565.78	0.00
24/07/2025	54875465	18/06/2025	20229 Visit Port Hedland Booking 25907353		Creditors Invoice	229.26	0.00
24/07/2025	54323681	22/05/2025	20220 LG Pro Conference Booking 25345108		Creditors Invoice	1,371.78	0.00
24/07/2025	55610943	22/07/2025	19826 APAX 26200876		Creditors Invoice	1,766.31	0.00
24/07/2025	019511	24/07/2025			Funds Transfer Payment	0.00	28,901.87
Total:						**38,288.15**	**38,288.15**

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Creditor: 11334 - Parrys Merchants (Scottjenny Pty Ltd T/A)						
10/07/2025	S16871	12/06/2025	SHAC Kiosk Supplies	Creditors Invoice	405.77	0.00
10/07/2025	019204	10/07/2025		Funds Transfer Payment	0.00	405.77
17/07/2025	S17771	9/07/2025	Stadium Kiosk Supplies	Creditors Invoice	319.26	0.00
17/07/2025	S17770	9/07/2025	SHAC Kiosk Supplies	Creditors Invoice	1,098.05	0.00
17/07/2025	019361	17/07/2025		Funds Transfer Payment	0.00	1,417.31
Total:					**1,823.08**	**1,823.08**
Creditor: 11335 - Ciara Dillon						
10/07/2025	RFP_C DILLON	28/06/2025	Rental Reimbursement	Creditors Invoice	330.00	0.00
10/07/2025	RFP_C DILLON	5/07/2025	Rental Reimbursement	Creditors Invoice	330.00	0.00
10/07/2025	019205	10/07/2025		Funds Transfer Payment	0.00	660.00
17/07/2025	RFP_C DILLON	12/07/2025	Rental Reimbursement	Creditors Invoice	330.00	0.00
17/07/2025	019362	17/07/2025		Funds Transfer Payment	0.00	330.00
24/07/2025	RFP_C DILLON	19/07/2025	Rental Reimbursement	Creditors Invoice	330.00	0.00
24/07/2025	019512	24/07/2025		Funds Transfer Payment	0.00	330.00
Total:					**1,320.00**	**1,320.00**
Creditor: 11343 - Tracey Jean Sheikh						
10/07/2025	RFP_T SHEIKH_10062025	10/06/2025	Reimbursement Utilities	Creditors Invoice	1,478.43	0.00
10/07/2025	RFP_T SHEIKH	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
10/07/2025	RFP_T SHEIKH	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
10/07/2025	019206	10/07/2025		Funds Transfer Payment	0.00	2,278.43
17/07/2025	RFP_T SHEIKH	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
17/07/2025	019363	17/07/2025		Funds Transfer Payment	0.00	400.00
24/07/2025	RFP_T SHEIKH_17072025	17/07/2025	Reimbursement Utilities	Creditors Invoice	14.47	0.00
24/07/2025	RFP_T SHEIKH	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
24/07/2025	019513	24/07/2025		Funds Transfer Payment	0.00	414.47
Total:					**3,092.90**	**3,092.90**
Creditor: 11345 - Elite Pool Covers Holdings Pty Ltd						
24/07/2025	4702559	30/04/2025	Pool Blankets Repair	Creditors Invoice	4,808.10	0.00
24/07/2025	019514	24/07/2025		Funds Transfer Payment	0.00	4,808.10
Total:					**4,808.10**	**4,808.10**
Creditor: 11355 - ARRB Group Ltd						
17/07/2025	SIN004808	26/05/2025	Asset Management Plan	Creditors Invoice	10,219.00	0.00
17/07/2025	019364	17/07/2025		Funds Transfer Payment	0.00	10,219.00
Total:					**10,219.00**	**10,219.00**
Creditor: 11362 - Sydney Tools Pty Ltd						
24/07/2025	17773816	26/06/2025	Stores Equipment	Creditors Invoice	2,636.00	0.00
24/07/2025	019515	24/07/2025		Funds Transfer Payment	0.00	2,636.00
Total:					**2,636.00**	**2,636.00**
Creditor: 11365 - Adrian Mcrae						
10/07/2025	CR MCRAE - JUNE 2025	9/07/2025	EM Payments June 2025	Creditors Invoice	2,759.09	0.00

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	10/07/2025	019207	10/07/2025		Funds Transfer Payment	0.00	2,759.09
Total:						**2,759.09**	**2,759.09**
Creditor: 11369 - Harwell Holdings Pty Ltd							
	10/07/2025	INV-0043	13/05/2025	Drainage Works	Creditors Invoice	12,353.39	0.00
	10/07/2025	INV-0055A	30/06/2025	Unsealed Roads Maintenance Pippingarra Road	Creditors Invoice	7,949.67	0.00
	10/07/2025	INV-0053	30/06/2025	Unsealed Roads Maintenance Gray Street	Creditors Invoice	4,930.01	0.00
	10/07/2025	INV-0054A	30/06/2025	Hamilton Road Standpipe Access	Creditors Invoice	9,454.50	0.00
	10/07/2025	019208	10/07/2025		Funds Transfer Payment	0.00	34,687.57
Total:						**34,687.57**	**34,687.57**
Creditor: 11379 - Nintex Pty Ltd							
	17/07/2025	INV95760	28/06/2025	ICT Services	Creditors Invoice	61,292.00	0.00
	17/07/2025	019365	17/07/2025		Funds Transfer Payment	0.00	61,292.00
Total:						**61,292.00**	**61,292.00**
Creditor: 11381 - Walkabout Hotel (Camp Management Services Pty Ltd T/A)							
	17/07/2025	FT-394	1/07/2025	Governance Catering	Creditors Invoice	200.00	0.00
	17/07/2025	019366	17/07/2025		Funds Transfer Payment	0.00	200.00
Total:						**200.00**	**200.00**
Creditor: 11383 - Stephen Galvin							
	24/07/2025	RP_S GALVIN_21072025	21/07/2025	Reimbursement Utilities	Creditors Invoice	139.00	0.00
	24/07/2025	019516	24/07/2025		Funds Transfer Payment	0.00	139.00
Total:						**139.00**	**139.00**
Creditor: 11386 - Mcarthur (Talent Architects Pty Ltd T/A)							
	10/07/2025	INV-0000073141	8/07/2025	Principal HR Operations WE 06/07/2025	Creditors Invoice	5,214.82	0.00
	10/07/2025	INV-0000072616	1/07/2025	Principal HR Operations WE 29/06/2025	Creditors Invoice	5,427.06	0.00
	10/07/2025	019209	10/07/2025		Funds Transfer Payment	0.00	10,641.88
	24/07/2025	INV-0000073659	15/07/2025	Principal HR Operations WE 13/07/2025	Creditors Invoice	5,214.82	0.00
	24/07/2025	019517	24/07/2025		Funds Transfer Payment	0.00	5,214.82
Total:						**15,856.70**	**15,856.70**
Creditor: 11395 - Fahad Quddeh							
	10/07/2025	RFP_F QUDDEH	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_F QUDDEH	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019210	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_F QUDDEH	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019367	17/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,200.00**	**1,200.00**
Creditor: 11396 - Attekus Pty Ltd							
	10/07/2025	INVAAU0000558	30/06/2025	Consultancy services May 2025	Creditors Invoice	12,505.63	0.00

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	10/07/2025	019211	10/07/2025		Funds Transfer Payment	0.00	12,505.63
Total:						**12,505.63**	**12,505.63**
Creditor: 11399 - McLeods Lawyers Pty Ltd							
	10/07/2025	146200	30/06/2025	Matter 48832	Creditors Invoice	190.96	0.00
	10/07/2025	146177	30/06/2025	Matter 52139	Creditors Invoice	1,299.54	0.00
	10/07/2025	146271	30/06/2025	Matter 53463	Creditors Invoice	1,299.54	0.00
	10/07/2025	145804	30/05/2025	Matter 54120	Creditors Invoice	2,266.44	0.00
	10/07/2025	146093	30/06/2025	Matter 55384	Creditors Invoice	1,772.10	0.00
	10/07/2025	146166	30/06/2025	Matter 55285	Creditors Invoice	2,970.00	0.00
	10/07/2025	146239	30/06/2025	Matter 50286	Creditors Invoice	2,894.43	0.00
	10/07/2025	019212	10/07/2025		Funds Transfer Payment	0.00	12,693.01
	17/07/2025	146084	30/06/2025	Matter 55282	Creditors Invoice	1,638.07	0.00
	17/07/2025	146272	30/06/2025	Matter 54282	Creditors Invoice	708.84	0.00
	17/07/2025	019368	17/07/2025		Funds Transfer Payment	0.00	2,346.91
Total:						**15,039.92**	**15,039.92**
Creditor: 11400 - Seton Australia (Brady Australia Pty Ltd T/A)							
	24/07/2025	9359475774	11/07/2025	WHS PPE Vests	Creditors Invoice	249.44	0.00
	24/07/2025	019518	24/07/2025		Funds Transfer Payment	0.00	249.44
Total:						**249.44**	**249.44**
Creditor: 11402 - Hames Sharley (WA) Pty Ltd							
	24/07/2025	WA018109	30/04/2025	Local Housing Strategy April 2025	Creditors Invoice	3,514.85	0.00
	24/07/2025	019519	24/07/2025		Funds Transfer Payment	0.00	3,514.85
Total:						**3,514.85**	**3,514.85**
Creditor: 11407 - Jessica Easey							
	10/07/2025	RFP_J EASEY	28/06/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	RFP_J EASEY	5/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	019213	10/07/2025		Funds Transfer Payment	0.00	1,350.00
	17/07/2025	RFP_J EASEY	12/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	17/07/2025	019369	17/07/2025		Funds Transfer Payment	0.00	675.00
	24/07/2025	RFP_J EASEY	19/07/2025	Mortgage Reimbursement	Creditors Invoice	675.00	0.00
	24/07/2025	019520	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:						**2,700.00**	**2,700.00**
Creditor: 11410 - Comiskey's Contracting Pty Ltd							
	24/07/2025	CT000347 CLAIM 12 - JUNE 2025	3/07/2025	Landfill Infrastructure Works June 2025	Creditors Invoice	6,684.25	0.00
	24/07/2025	019521	24/07/2025		Funds Transfer Payment	0.00	6,684.25
Total:						**6,684.25**	**6,684.25**
Creditor: 11417 - Fetch Print Pty Ltd							
	24/07/2025	FPH250713	21/07/2025	Work With Us Printing	Creditors Invoice	253.00	0.00
	24/07/2025	019522	24/07/2025		Funds Transfer Payment	0.00	253.00
Total:						**253.00**	**253.00**

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Creditor: 11420 - Pumps Australia Pty Ltd							
	24/07/2025	72631	14/07/2025	Workshop Fire Pump	Creditors Invoice	1,204.50	0.00
	24/07/2025	019523	24/07/2025		Funds Transfer Payment	0.00	1,204.50
Total:						**1,204.50**	**1,204.50**
Creditor: 11421 - Steven Fern							
	24/07/2025	RFP_S FERN_16072025	16/07/2025	Reimbursement Work Expenses	Creditors Invoice	30.10	0.00
	24/07/2025	019524	24/07/2025		Funds Transfer Payment	0.00	30.10
Total:						**30.10**	**30.10**
Creditor: 11439 - Latoya Pania Kaweroa							
	10/07/2025	RFP_L KAWEROA	28/06/2025	Rental Reimbursment	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_L KAWEROA	5/07/2025	Rental Reimbursment	Creditors Invoice	400.00	0.00
	10/07/2025	019214	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_L KAWEROA	12/07/2025	Rental Reimbursment	Creditors Invoice	400.00	0.00
	17/07/2025	019370	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_L KAWEROA	19/07/2025	Rental Reimbursment	Creditors Invoice	400.00	0.00
	24/07/2025	019525	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11458 - StayKool Aircon & Electrical Services (MDL Elect & A/C PL)							
	10/07/2025	10963019	30/06/2025	Install AC	Creditors Invoice	4,385.44	0.00
	10/07/2025	019215	10/07/2025		Funds Transfer Payment	0.00	4,385.44
Total:						**4,385.44**	**4,385.44**
Creditor: 11468 - Altus Planning Pty Ltd							
	10/07/2025	AP4017	1/07/2025	Provision of Planning Consultant	Creditors Invoice	1,545.50	0.00
	10/07/2025	019216	10/07/2025		Funds Transfer Payment	0.00	1,545.50
Total:						**1,545.50**	**1,545.50**
Creditor: 11470 - AIE Engineering and Construction Management Pty Ltd							
	17/07/2025	INV-2874	30/06/2025	GAC Plantroom Inspection	Creditors Invoice	2,651.00	0.00
	17/07/2025	019371	17/07/2025		Funds Transfer Payment	0.00	2,651.00
	24/07/2025	INV-2864	9/07/2025	Gilbert Street Flood Pump Replacement May 2025	Creditors Invoice	27,254.24	0.00
	24/07/2025	019526	24/07/2025		Funds Transfer Payment	0.00	27,254.24
Total:						**29,905.24**	**29,905.24**
Creditor: 11472 - Cathara Consulting Pty Ltd							
	17/07/2025	IV12064068	30/06/2025	Business Process Analyst June 2025	Creditors Invoice	23,375.00	0.00
	17/07/2025	019372	17/07/2025		Funds Transfer Payment	0.00	23,375.00
Total:						**23,375.00**	**23,375.00**
Creditor: 11478 - Thorny Devil Access Pty Ltd							
	24/07/2025	INV-5020	16/07/2025	PPE Order	Creditors Invoice	178.65	0.00
	24/07/2025	INV-5150	23/07/2025	PPE Order	Creditors Invoice	188.85	0.00

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	24/07/2025	INV-5153A	23/07/2025	PPE Order	Creditors Invoice	318.96	0.00
	24/07/2025	INV-5152	23/07/2025	PPE Order	Creditors Invoice	1,308.31	0.00
	24/07/2025	INV-5151	23/07/2025	Hydration Supplies	Creditors Invoice	256.10	0.00
	24/07/2025	019527	24/07/2025		Funds Transfer Payment	0.00	2,250.87
Total:						**2,250.87**	**2,250.87**
Creditor: 11480 - TicketSearch Pty Ltd							
	10/07/2025	INV-2724	1/07/2025	Ticket Sales June 25	Creditors Invoice	21.78	0.00
	10/07/2025	019217	10/07/2025		Funds Transfer Payment	0.00	21.78
Total:						**21.78**	**21.78**
Creditor: 11481 - Carryl-Anne Norton-Price							
	10/07/2025	RFP_C NORTON-PRICE	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_C NORTON-PRICE	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019218	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_C NORTON-PRICE_100725	10/07/2025	Reimbursement Utilities	Creditors Invoice	174.85	0.00
	17/07/2025	RFP_C NORTON-PRICE	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019373	17/07/2025		Funds Transfer Payment	0.00	574.85
	24/07/2025	RFP_C NORTON-PRICE	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019528	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,774.85**	**1,774.85**
Creditor: 11493 - Renee Hutchins							
	10/07/2025	RFP_R HUTCHINS	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_R HUTCHINS	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019219	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_R HUTCHINS	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019374	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_R HUTCHINS	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019529	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11498 - GBSC Yurra Pty Ltd							
	10/07/2025	CT000454 CLAIM 4 JUNE 2025	1/07/2025	AMCC Renovations June 2025	Creditors Invoice	49,743.09	0.00
	10/07/2025	019220	10/07/2025		Funds Transfer Payment	0.00	49,743.09
	24/07/2025	441947	23/07/2025	McGregor Oval Shelter Repairs	Creditors Invoice	18,535.00	0.00
	24/07/2025	019530	24/07/2025		Funds Transfer Payment	0.00	18,535.00
Total:						**68,278.09**	**68,278.09**
Creditor: 11500 - Hedland Pest Control (HPC Ventures Pty Ltd & In Pais PL TA)							
	17/07/2025	381	9/07/2025	Kevin Scott Oval Mosquito Treatment	Creditors Invoice	3,125.00	0.00
	17/07/2025	019375	17/07/2025		Funds Transfer Payment	0.00	3,125.00
Total:						**3,125.00**	**3,125.00**
Creditor: 11503 - Nocterra Pty Ltd							
	10/07/2025	NOC_206880	30/06/2025	Seawall Monitoring Report Year 3	Creditors Invoice	1,540.00	0.00

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	10/07/2025	019221	10/07/2025		Funds Transfer Payment	0.00	1,540.00
Total:						**1,540.00**	**1,540.00**
Creditor: 11504 - Ciltech Pty Ltd							
	10/07/2025	CT000414 CLAIM 07 - JUNE 2025	1/07/2025	Beach Access Staircase & Shade Structure June 2025	Creditors Invoice	192,802.58	0.00
	10/07/2025	019222	10/07/2025		Funds Transfer Payment	0.00	192,802.58
Total:						**192,802.58**	**192,802.58**
Creditor: 11505 - Port Hedland Cleaning (PHCS WA Pty Ltd TA)							
	10/07/2025	INV-6778	7/07/2025	NAIDOC Opening Ceremony Cleaning	Creditors Invoice	1,089.00	0.00
	10/07/2025	019223	10/07/2025		Funds Transfer Payment	0.00	1,089.00
Total:						**1,089.00**	**1,089.00**
Creditor: 11507 - Environmental Industries Pty Ltd							
	17/07/2025	INV37782	6/07/2025	Open Spaces Ad-hoc FE 06/07/2025	Creditors Invoice	9,964.35	0.00
	17/07/2025	INV37781	6/07/2025	Open Spaces Maintenance FE 06/07/2025	Creditors Invoice	20,266.06	0.00
	17/07/2025	019376	17/07/2025		Funds Transfer Payment	0.00	30,230.41
Total:						**30,230.41**	**30,230.41**
Creditor: 11513 - Genesis Accounting Pty Ltd							
	10/07/2025	INV-1694	1/07/2025	License Fee for GST Addon	Creditors Invoice	3,410.00	0.00
	10/07/2025	019224	10/07/2025		Funds Transfer Payment	0.00	3,410.00
Total:						**3,410.00**	**3,410.00**
Creditor: 11519 - Ritambra Sahu							
	10/07/2025	RFP_R SAHU	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_R SAHU	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019225	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_R SAHU	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019377	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_R SAHU	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019531	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11527 - Glenn Callaghan							
	10/07/2025	RFP_G CALLAGHAN_03072025	3/07/2025	Reimbursement Work Expenses	Creditors Invoice	899.00	0.00
	10/07/2025	RFP_G CALLAGHAN_01072025	1/07/2025	Reimbursement Utilities	Creditors Invoice	216.46	0.00
	10/07/2025	019226	10/07/2025		Funds Transfer Payment	0.00	1,115.46
Total:						**1,115.46**	**1,115.46**
Creditor: 11528 - Salman Tabani							
	10/07/2025	RFP_S TABANI	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_S TABANI	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019227	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_S TABANI	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019378	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_S TABANI	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00

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	24/07/2025	019532	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11532 - Karen Krollig							
	17/07/2025	RFP_K KROLLIG_11072025	11/07/2025	Reimbursement Travel	Creditors Invoice	424.52	0.00
	17/07/2025	019379	17/07/2025		Funds Transfer Payment	0.00	424.52
Total:						**424.52**	**424.52**
Creditor: 11534 - Lite Force Pty Ltd							
	10/07/2025	11986	7/07/2025	SHAC Repair Toilet Lights	Creditors Invoice	1,320.00	0.00
	10/07/2025	019228	10/07/2025		Funds Transfer Payment	0.00	1,320.00
	24/07/2025	12010	21/07/2025	Stadium Carpark Lighting Repairs	Creditors Invoice	4,101.13	0.00
	24/07/2025	12018	23/07/2025	SHAC Replace Light	Creditors Invoice	682.00	0.00
	24/07/2025	019533	24/07/2025		Funds Transfer Payment	0.00	4,783.13
Total:						**6,103.13**	**6,103.13**
Creditor: 11540 - Mucci's Bricklaying& Bobcat Worx							
	10/07/2025	INV-0148	6/07/2025	Repairs to Anderson Street Driveway	Creditors Invoice	1,320.00	0.00
	10/07/2025	INV-0150	6/07/2025	GAC Repair Pavers	Creditors Invoice	1,650.00	0.00
	10/07/2025	INV-0147	6/07/2025	Slash Munda Drains Wedgefield	Creditors Invoice	2,750.00	0.00
	10/07/2025	INV-0149	6/07/2025	Tree Planting	Creditors Invoice	825.00	0.00
	10/07/2025	019229	10/07/2025		Funds Transfer Payment	0.00	6,545.00
	17/07/2025	INV-0153	12/07/2025	GAC Re-twitch Fence	Creditors Invoice	440.00	0.00
	17/07/2025	INV-0152	12/07/2025	Install Concrete Sleepers	Creditors Invoice	880.00	0.00
	17/07/2025	019380	17/07/2025		Funds Transfer Payment	0.00	1,320.00
Total:						**7,865.00**	**7,865.00**
Creditor: 11541 - Lee-Ann Hayes							
	10/07/2025	RFP_L HAYES	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_L HAYES	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019230	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_L HAYES_10072025	10/07/2025	Reimbursement Work Expense	Creditors Invoice	52.39	0.00
	17/07/2025	RFP_L HAYES	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019381	17/07/2025		Funds Transfer Payment	0.00	452.39
	24/07/2025	RFP_L HAYES	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019534	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,652.39**	**1,652.39**
Creditor: 11545 - NDY Management Pty Ltd							
	10/07/2025	60477917	29/06/2025	MDTC Fire Suppression System Design	Creditors Invoice	13,024.00	0.00
	10/07/2025	019231	10/07/2025		Funds Transfer Payment	0.00	13,024.00
Total:						**13,024.00**	**13,024.00**
Creditor: 11555 - Scott Printers Pty Ltd							
	17/07/2025	192063	10/07/2025	Youth Week Design	Creditors Invoice	1,650.00	0.00

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List of Payments - Payment details for Month of July 2025

	17/07/2025	019382	17/07/2025		Funds Transfer Payment	0.00	1,650.00
Total:						**1,650.00**	**1,650.00**
Creditor: 11556 - Leslie Rigot							
	10/07/2025	RFP_L RIGOT	28/06/2025	Rental Reimbursement	Creditors Invoice	292.00	0.00
	10/07/2025	RFP_L RIGOT	5/07/2025	Rental Reimbursement	Creditors Invoice	292.00	0.00
	10/07/2025	019232	10/07/2025		Funds Transfer Payment	0.00	584.00
	17/07/2025	RFP_L RIGOT	12/07/2025	Rental Reimbursement	Creditors Invoice	292.00	0.00
	17/07/2025	019383	17/07/2025		Funds Transfer Payment	0.00	292.00
	24/07/2025	RFP_L RIGOT	19/07/2025	Rental Reimbursement	Creditors Invoice	292.00	0.00
	24/07/2025	019535	24/07/2025		Funds Transfer Payment	0.00	292.00
Total:						**1,168.00**	**1,168.00**
Creditor: 11557 - Lateral Aspect (TTF Lucas Family Trust)							
	24/07/2025	INV-4829	23/04/2025	Library Brochures	Creditors Invoice	517.00	0.00
	24/07/2025	INV-4810	10/04/2025	Word Doc Template	Creditors Invoice	440.00	0.00
	24/07/2025	INV-4828	22/04/2025	Library Brochures	Creditors Invoice	660.00	0.00
	24/07/2025	INV-4903	4/07/2025	Library Brochures	Creditors Invoice	1,155.00	0.00
	24/07/2025	019536	24/07/2025		Funds Transfer Payment	0.00	2,772.00
Total:						**2,772.00**	**2,772.00**
Creditor: 11559 - Bevin Creative (TTF Bevin Design House Trust)							
	10/07/2025	INV-8084	16/06/2025	Graphic Design Advertising	Creditors Invoice	1,001.00	0.00
	10/07/2025	019233	10/07/2025		Funds Transfer Payment	0.00	1,001.00
Total:						**1,001.00**	**1,001.00**
Creditor: 11564 - Vocus Communications - Phone							
	10/07/2025	4622-0899654	2/07/2025	Communications June 2025	Creditors Invoice	1,432.86	0.00
	10/07/2025	019234	10/07/2025		Funds Transfer Payment	0.00	1,432.86
Total:						**1,432.86**	**1,432.86**
Creditor: 11565 - Vocus Pty Ltd - Licences							
	10/07/2025	82067-020725	2/07/2025	Licence Fees	Creditors Invoice	13.10	0.00
	10/07/2025	019235	10/07/2025		Funds Transfer Payment	0.00	13.10
Total:						**13.10**	**13.10**
Creditor: 11566 - Grindels Pty Ltd							
	10/07/2025	1781A	7/07/2025	Repairs Water Pressure	Creditors Invoice	890.36	0.00
	10/07/2025	1769A	6/07/2025	JDH Repair Water Fountain	Creditors Invoice	924.00	0.00
	10/07/2025	1765	3/07/2025	SHAC Install Pipe Cover Changerooms	Creditors Invoice	308.00	0.00
	10/07/2025	1776A	6/07/2025	Jim Caffey Hall Repair Taps	Creditors Invoice	402.61	0.00
	10/07/2025	1750A	30/06/2025	Jim Caffey Plumbing	Creditors Invoice	2,232.24	0.00
	10/07/2025	019236	10/07/2025		Funds Transfer Payment	0.00	4,757.21
	17/07/2025	1782A	7/07/2025	FG Netball Courts Repair Water Outage	Creditors Invoice	5,114.07	0.00
	17/07/2025	019384	17/07/2025		Funds Transfer Payment	0.00	5,114.07
Total:						**9,871.28**	**9,871.28**

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List of Payments - Payment details for Month of July 2025

Creditor: 11568 - Harvey Norman Port Hedland (TTF Porthed Centa NO 2 Trust)						
24/07/2025	1873070	17/07/2025	Laser Remote	Creditors Invoice	68.00	0.00
24/07/2025	1872887	15/07/2025	Creche Digital Camera	Creditors Invoice	270.00	0.00
24/07/2025	019537	24/07/2025		Funds Transfer Payment	0.00	338.00
Total:					**338.00**	**338.00**
Creditor: 11586 - Steen Plumbing Services						
10/07/2025	INV-0448	8/07/2025	RV Overflow Dump Point Plumbing	Creditors Invoice	726.00	0.00
10/07/2025	INV-0445	4/07/2025	MMR Maintenance Ablutions	Creditors Invoice	2,183.80	0.00
10/07/2025	INV-0447	8/07/2025	CC Plumbing	Creditors Invoice	909.78	0.00
10/07/2025	INV-0432A	1/07/2025	RV Overflow Dump Point Plumbing	Creditors Invoice	140.80	0.00
10/07/2025	019237	10/07/2025		Funds Transfer Payment	0.00	3,960.38
17/07/2025	INV-0438A	4/07/2025	RV Overflow Dump Point Plumbing	Creditors Invoice	140.80	0.00
17/07/2025	INV-0469A	15/07/2025	Dump Point Plumbing	Creditors Invoice	145.20	0.00
17/07/2025	INV-0468A	15/07/2025	CC Public Ablutions Plumbing	Creditors Invoice	869.00	0.00
17/07/2025	019385	17/07/2025		Funds Transfer Payment	0.00	1,155.00
24/07/2025	INV-0477	16/07/2025	Yikara Park Plumbing	Creditors Invoice	635.93	0.00
24/07/2025	019538	24/07/2025		Funds Transfer Payment	0.00	635.93
Total:					**5,751.31**	**5,751.31**
Creditor: 11587 - Conference & Education Management						
24/07/2025	DNAC25-535	16/07/2025	DNA Conference Dinner	Creditors Invoice	498.00	0.00
24/07/2025	019539	24/07/2025		Funds Transfer Payment	0.00	498.00
Total:					**498.00**	**498.00**
Creditor: 11591 - Fitness Audio and Lighting						
10/07/2025	02862705	20/06/2025	Stadium Fitness Equipment	Creditors Invoice	131.00	0.00
10/07/2025	019238	10/07/2025		Funds Transfer Payment	0.00	131.00
Total:					**131.00**	**131.00**
Creditor: 11594 - Impact Digi Pty Ltd						
10/07/2025	2538	4/07/2025	Naidoc Week Design	Creditors Invoice	330.00	0.00
10/07/2025	019239	10/07/2025		Funds Transfer Payment	0.00	330.00
24/07/2025	2563	24/07/2025	Project Fees Newsletter April	Creditors Invoice	66.00	0.00
24/07/2025	019540	24/07/2025		Funds Transfer Payment	0.00	66.00
Total:					**396.00**	**396.00**
Creditor: 11596 - Parul Sharma						
10/07/2025	RFP_P SHARMA	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
10/07/2025	RFP_P SHARMA	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
10/07/2025	019240	10/07/2025		Funds Transfer Payment	0.00	800.00
17/07/2025	RFP_P SHARMA	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
17/07/2025	019386	17/07/2025		Funds Transfer Payment	0.00	400.00
24/07/2025	RFP_P SHARMA	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00

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	24/07/2025	019541	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11605 - Andries Grobbelaar							
	24/07/2025	RFP_R GROBBELAAR_17072025	17/07/2025	Reimbursement Utilities	Creditors Invoice	227.80	0.00
	24/07/2025	019542	24/07/2025		Funds Transfer Payment	0.00	227.80
Total:						**227.80**	**227.80**
Creditor: 11610 - Tracy Brunstrome and Hammond Pty Ltd							
	10/07/2025	INV0021570	2/07/2025	Consulting Fees Master Program	Creditors Invoice	5,230.50	0.00
	10/07/2025	019241	10/07/2025		Funds Transfer Payment	0.00	5,230.50
Total:						**5,230.50**	**5,230.50**
Creditor: 11616 - RP Infrastructure Pty Ltd							
	10/07/2025	CT000474 - CLAIM 2 - JUN 25	2/07/2025	Project Management Consultancy Services June 2025	Creditors Invoice	14,482.05	0.00
	10/07/2025	019242	10/07/2025		Funds Transfer Payment	0.00	14,482.05
Total:						**14,482.05**	**14,482.05**
Creditor: 11620 - Brandon Nicholas Botes							
	10/07/2025	RFP_B BOTES	28/06/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	RFP_B BOTES	5/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	10/07/2025	019243	10/07/2025		Funds Transfer Payment	0.00	800.00
	17/07/2025	RFP_B BOTES	12/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	17/07/2025	019387	17/07/2025		Funds Transfer Payment	0.00	400.00
	24/07/2025	RFP_B BOTES	19/07/2025	Rental Reimbursement	Creditors Invoice	400.00	0.00
	24/07/2025	019543	24/07/2025		Funds Transfer Payment	0.00	400.00
Total:						**1,600.00**	**1,600.00**
Creditor: 11626 - Pretty Pools Servicing							
	24/07/2025	INV-02643	24/06/2025	SHAC Pool Blanket	Creditors Invoice	9,850.87	0.00
	24/07/2025	019544	24/07/2025		Funds Transfer Payment	0.00	9,850.87
Total:						**9,850.87**	**9,850.87**
Creditor: 11627 - Badgemore Consulting							
	17/07/2025	001TOFPH	14/07/2025	Consultant Services	Creditors Invoice	3,120.00	0.00
	17/07/2025	019388	17/07/2025		Funds Transfer Payment	0.00	3,120.00
Total:						**3,120.00**	**3,120.00**
Creditor: 11630 - Mayank Bharatkumar Prajapati							
	10/07/2025	RFP_M PRAJAPATI	28/06/2025	Mortagage Reimbursement	Creditors Invoice	250.00	0.00
	10/07/2025	RFP_M PRAJAPATI	5/07/2025	Mortagage Reimbursement	Creditors Invoice	675.00	0.00
	10/07/2025	019244	10/07/2025		Funds Transfer Payment	0.00	925.00
	17/07/2025	RFP_M PRAJAPATI	12/07/2025	Mortagage Reimbursement	Creditors Invoice	675.00	0.00
	17/07/2025	019389	17/07/2025		Funds Transfer Payment	0.00	675.00
	24/07/2025	RFP_M PRAJAPATI	19/07/2025	Mortagage Reimbursement	Creditors Invoice	675.00	0.00

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CEO's Delegated Payments List - Regulation 13 (1) Local Government (Financial Management) Regulations 1996
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	24/07/2025	019545	24/07/2025		Funds Transfer Payment	0.00	675.00
Total:						**2,275.00**	**2,275.00**
Creditor: 11639 - Prime First Aid and Training							
	10/07/2025	INV-0048A	5/06/2025	PFA Education and Care Setting	Creditors Invoice	265.00	0.00
	10/07/2025	019245	10/07/2025		Funds Transfer Payment	0.00	265.00
Total:						**265.00**	**265.00**
Creditor: 11641 - SAS Distribution Australia Pty Ltd							
	24/07/2025	00012521	13/06/2025	Leisure Staging	Creditors Invoice	6,733.40	0.00
	24/07/2025	019546	24/07/2025		Funds Transfer Payment	0.00	6,733.40
Total:						**6,733.40**	**6,733.40**
Creditor: 11646 - National Transport Research Organisation							
	17/07/2025	FBR-TBC-1	15/04/2025	Training Fundamentals of Building Roads	Creditors Invoice	2,420.00	0.00
	17/07/2025	019390	17/07/2025		Funds Transfer Payment	0.00	2,420.00
Total:						**2,420.00**	**2,420.00**
Creditor: 11648 - Vision Intelligence Pty Ltd							
	24/07/2025	2847511	21/07/2025	Marina Playground Security	Creditors Invoice	2,190.10	0.00
	24/07/2025	019547	24/07/2025		Funds Transfer Payment	0.00	2,190.10
Total:						**2,190.10**	**2,190.10**
Creditor: 11651 - Christopher Hausmann							
	10/07/2025	RFP_C HAUSMANN_02072025	2/07/2025	Reimbursement - Relocation	Creditors Invoice	5,474.83	0.00
	10/07/2025	019246	10/07/2025		Funds Transfer Payment	0.00	5,474.83
Total:						**5,474.83**	**5,474.83**
Creditor: 11652 - Humanforce							
	24/07/2025	HPS1_9554	26/06/2025	SaaS Monthly Fee	Creditors Invoice	29,810.00	0.00
	24/07/2025	019548	24/07/2025		Funds Transfer Payment	0.00	29,810.00
Total:						**29,810.00**	**29,810.00**
Creditor: 99999 - Sundry Eft							
	10/07/2025	RFP_R GOODWIN_270625	27/06/2025	Sundry EFT	Creditors Invoice	500.00	0.00
	7/07/2025	019033	30/06/2025		Funds Transfer Payment	0.00	500.00
	10/07/2025	RFP_GROUNDED CONSTRUCTI(	30/06/2025	Sundry EFT	Creditors Invoice	8,233.80	0.00
	7/07/2025	019033	1/07/2025		Cancelled Payment	500.00	0.00
	10/07/2025	RFP_PARTY ON THE GREEN_03	3/07/2025	Sundry EFT	Creditors Invoice	8,525.00	0.00
	10/07/2025	RFP_A HASAN_04072025	4/07/2025	Sundry EFT	Creditors Invoice	31.03	0.00
	10/07/2025	RFP_R GOODWIN_27062025	27/06/2025	Sundry EFT	Creditors Invoice	500.00	0.00
	10/07/2025	CN_RFP_R GOODWIN_276	27/06/2025	Sundry EFT	$APCREDT	-500.00	0.00
	10/07/2025	RFP_PARENT TV PTY LTD_0107	1/07/2025	Sundry EFT	Creditors Invoice	3,822.50	0.00
	10/07/2025	RFP_C REATH_01072025	1/07/2025	Sundry EFT	Creditors Invoice	400.00	0.00
	10/07/2025	019247	10/07/2025		Funds Transfer Payment	0.00	8,233.80

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	10/07/2025	019248	10/07/2025		Funds Transfer Payment	0.00	8,525.00
	10/07/2025	019249	10/07/2025		Funds Transfer Payment	0.00	31.03
	10/07/2025	019250	10/07/2025		Funds Transfer Payment	0.00	500.00
	10/07/2025	019251	10/07/2025		Funds Transfer Payment	0.00	3,822.50
	10/07/2025	019252	10/07/2025		Funds Transfer Payment	0.00	400.00
	17/07/2025	RFP_M EARLE-SADLER_1107202	11/07/2025	Sundry EFT	Creditors Invoice	166.64	0.00
	17/07/2025	RFP_A MONAGHAN_10072025	10/07/2025	Sundry EFT	Creditors Invoice	500.00	0.00
	17/07/2025	019391	17/07/2025		Funds Transfer Payment	0.00	166.64
	17/07/2025	019392	17/07/2025		Funds Transfer Payment	0.00	500.00
	24/07/2025	RFP_OAKLEY REYNOLDS_18072	18/07/2025	Sundry EFT	Creditors Invoice	1,000.00	0.00
	24/07/2025	RFP_A HOWELL_15072025	15/07/2025	Sundry EFT	Creditors Invoice	2,000.00	0.00
	24/07/2025	RFP_T MYERS_15072025	15/07/2025	Sundry EFT	Creditors Invoice	2,000.00	0.00
	24/07/2025	RFP_J CHAPPE_25062025	25/06/2025	Sundry EFT	Creditors Invoice	70.00	0.00
	24/07/2025	RFP_RBH REAL ESTATE_220720	22/07/2025	Sundry EFT	Creditors Invoice	8,195.30	0.00
	24/07/2025	019549	24/07/2025		Funds Transfer Payment	0.00	1,000.00
	24/07/2025	019550	24/07/2025		Funds Transfer Payment	0.00	2,000.00
	24/07/2025	019551	24/07/2025		Funds Transfer Payment	0.00	2,000.00
	24/07/2025	019552	24/07/2025		Funds Transfer Payment	0.00	70.00
	24/07/2025	019553	24/07/2025		Funds Transfer Payment	0.00	8,195.30
Total:						**35,944.27**	**35,944.27**
Grand Total						**5,802,882.71**	**5,802,882.71**

Municipal Fund Account
EFT Payments

	Creditors	**8,485,745.95**
	Payroll	**2,796,972.16**
Direct Debits		
	Merchant Fees	**4,029.60**
	Securepay Refunds	**5,643.95**
	Payrix Refunds	**50.50**
	Credit cards	**54,484.53**
	WA Treasury Loans	**318,791.34**
	Other fees	**1,585.00**
Total		**11,667,303.03**
	Grand Total	**11,667,303.03**

TOWN OF PORT HEDLAND

Credit cards payments for the month of July 2025

Cardholder name	Cardholder account	Cardholder limit $	Amount $
XXXXXXXXXX	4336 - xxxx - xxxx - 3424	$ 5,000.00	$ 2,532.47
XXXXXXXXXX	4336 - xxxx - xxxx - 5690	$ 15,000.00	$ 200.00
XXXXXXXXXX	4336 - xxxx - xxxx - 6947	$ 5,000.00	$ 4,283.58
XXXXXXXXXX	4336 - xxxx - xxxx - 6048	$ 10,000.00	$ 1,465.35
XXXXXXXXXX	4336 - xxxx - xxxx - 6022	$ 5,000.00	$ 2,103.21
XXXXXXXXXX	4336 - xxxx - xxxx - 0859	$ 10,000.00	$ 7,133.68
XXXXXXXXXX	4336 - xxxx - xxxx - 9264	$ 5,000.00	$ 20.00
XXXXXXXXXX	4336 - xxxx - xxxx - 0839	$ 5,000.00	$ 2,978.90
XXXXXXXXXX	4336 - xxxx - xxxx - 6662	$ 15,000.00	$ 5,996.70
XXXXXXXXXX	4336 - xxxx - xxxx - 0609	$ 15,000.00	$ 4,333.58
XXXXXXXXXX	4336 - xxxx - xxxx - 1907	$ 10,000.00	$ 3,127.42
XXXXXXXXXX	4336 - xxxx - xxxx - 0004	$ 15,000.00	$ 4,345.00
XXXXXXXXXX	4336 - xxxx - xxxx - 9981	$ 10,000.00	$ 1,450.88
XXXXXXXXXX	4336 - xxxx - xxxx - 7366	$ 20,000.00	$ 0.00
XXXXXXXXXX	4336 - xxxx - xxxx - 2027	$ 3,000.00	$ 181.89
XXXXXXXXXX	4336 - xxxx - xxxx - 5308	$ 15,000.00	$ 5,919.86
XXXXXXXXXX	4336 - xxxx - xxxx - 6954	$ 2,000.00	$ 19.00
XXXXXXXXXX	4336 - xxxx - xxxx - 0885	$ 5,000.00	$ 162.35
XXXXXXXXXX	4336 - xxxx - xxxx - 0302	$ 20,000.00	$ 1,517.43
NAB interest and other charges			$ 266.96
		TOTAL	**$ 48,038.26**

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

NAB Connect **Transaction History Report**

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-3424
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	2,532.47 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
02/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		36.95 DR		36.95 DR
03/07/2025	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOUTH HEDLAND		157.00 DR		
03/07/2025	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOUTH HEDLAND		157.00 DR		314.00 DR
07/07/2025	CREDIT CARD PURCHASE AUSTRALIAN INSTITUTE BOWEN HILLS		1,615.00 DR		1,615.00 DR
24/07/2025	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOUTH HEDLAND		71.00 DR		
24/07/2025	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOUTH HEDLAND		157.00 DR		
24/07/2025	CREDIT CARD PURCHASE SUBWAY SOUTH HEDLAND SOUTH HEDLAND		157.00 DR		385.00 DR
28/07/2025	CREDIT CARD PURCHASE SOUTH WEST COACH LINES BUSSELTON		109.62 DR		109.62 DR
29/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		52.80 DR		52.80 DR
31/07/2025	CREDIT CARD PURCHASE ZAMBRERO SOUTH HEDLAND SOUTH HEDLAND		19.10 DR		19.10 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-5690
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	200.00 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
25/07/2025	CREDIT CARD PURCHASE WALGA EVENTS WEST LEEDERVI		200.00 DR		200.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-6947
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	4,283.58 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/07/2025	CREDIT CARD PURCHASE KMART 1103 SOUTH HEDLAND		10.80 DR		
01/07/2025	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		16.35 DR		
01/07/2025	CREDIT CARD PURCHASE KARRATHA INT HOTEL KARRATHA		638.45 DR		665.60 DR
02/07/2025	CREDIT CARD PURCHASE Walkabout Hotel Port Hedland		400.00 DR		400.00 DR
08/07/2025	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		146.84 DR		146.84 DR
15/07/2025	CREDIT CARD PURCHASE KMART 1103 SOUTH HEDLAND		40.00 DR		40.00 DR
21/07/2025	CREDIT CARD PURCHASE MCI Group Satigny		1,515.57 DR		
21/07/2025	CREDIT CARD PURCHASE MCI Group Satigny		1,515.57 DR		3,031.14 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-6048
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	1,465.35 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
02/07/2025	CREDIT CARD PURCHASE ASIC SYDNEY		30.00 DR		30.00 DR
16/07/2025	CREDIT CARD PURCHASE KARRIBI DEVELOPMENTS P/L SOUTH HEDLAND		1,150.00 DR		1,150.00 DR
17/07/2025	CREDIT CARD PURCHASE AYESHAS CAFE PTY LTD PORT HEDLAND		185.35 DR		185.35 DR
25/07/2025	CREDIT CARD PURCHASE ASIC SYDNEY		100.00 DR		100.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-6022
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	184.23 CR
Total debits:	2,103.21 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/07/2025	CREDIT CARD PURCHASE WWW.ONEPLANEV* ONEPLAN LONDON		136.50 DR		136.50 DR
02/07/2025	CREDIT CARD PURCHASE SMP*Chef Bistro South Hedland		128.08 DR		128.08 DR
11/07/2025	CREDIT CARD PURCHASE PAC AUSTRALIA PERTH		1,450.65 DR		1,450.65 DR
16/07/2025	CREDIT CARD PURCHASE COMPASS ESPLANADE HOTEL PERTH		250.00 DR		250.00 DR
22/07/2025	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		126.18 DR		126.18 DR
23/07/2025	CREDIT CARD REFUND PAC AUSTRALIA PERTH			184.23 CR	184.23 CR
24/07/2025	CREDIT CARD PURCHASE AMPOL S HEDLAND 55481F SOUTH HEDLAND		11.80 DR		11.80 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name		**Opening balance:**	0.00 CR
XXXXXXXX		**Total credits:**	0.00 CR
Account number		**Total debits:**	7,133.68 DR
4336-xxxx-xxxx-0859		**Closing balance:**	0.00 CR
Currency			
AUD		Date from:	01 July 2025
		Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/07/2025	CREDIT CARD PURCHASE CORSIGN WA PTY LTD GNANGARA		796.40 DR		796.40 DR
03/07/2025	CREDIT CARD PURCHASE JKS ALUMINIUM WEDGEFIELD		946.00 DR		946.00 DR
14/07/2025	CREDIT CARD PURCHASE CORSIGN WA PTY LTD GNANGARA		1,155.00 DR		1,155.00 DR
18/07/2025	CREDIT CARD PURCHASE CONTAINIT SOLUTIONS PARKES		1,000.38 DR		
18/07/2025	CREDIT CARD PURCHASE CONTAINIT SOLUTIONS PARKES		2,679.60 DR		3,679.98 DR
25/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		24.10 DR		
25/07/2025	CREDIT CARD PURCHASE Dick Smith DWNZ67B7 Melbourne		219.80 DR		243.90 DR
30/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		89.25 DR		
30/07/2025	CREDIT CARD PURCHASE COLES 0385 SOUTH HEDLAND		223.15 DR		312.40 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-9264
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	20.00 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
04/07/2025	CREDIT CARD PURCHASE KMART 1103 SOUTH HEDLAND		20.00 DR		20.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-0839
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	2,978.90 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
03/07/2025	CREDIT CARD PURCHASE LOCAL GOVERNEMENT MANA MT HAWTHORN		100.00 DR		100.00 DR
07/07/2025	CREDIT CARD PURCHASE DMIRS EAST PERTH EAST PERTH		430.00 DR		430.00 DR
15/07/2025	CREDIT CARD PURCHASE eBay O*16-13310-45248 Sydney		80.90 DR		
15/07/2025	CREDIT CARD PURCHASE eBay O*16-13310-45247 Sydney		294.20 DR		
15/07/2025	CREDIT CARD PURCHASE eBay O*16-13310-45249 Sydney		517.80 DR		892.90 DR
25/07/2025	CREDIT CARD PURCHASE KARRIBI DEVELOPMENTS P/L SOUTH HEDLAND		1,150.00 DR		1,150.00 DR
29/07/2025	CREDIT CARD PURCHASE THE HEDLAND HOTEL PORT HEDLAND		406.00 DR		406.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-6662
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	5,996.70 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
08/07/2025	CREDIT CARD PURCHASE WHENIWORK.COM WHENIWORK.COMMN		744.44 DR		744.44 DR
09/07/2025	CREDIT CARD PURCHASE Newman Hotel Newman		45.00 DR		
09/07/2025	CREDIT CARD PURCHASE Newman Hotel Newman		82.00 DR		127.00 DR
10/07/2025	CREDIT CARD PURCHASE DOME NEWMAN NEWMAN		28.60 DR		
10/07/2025	CREDIT CARD PURCHASE DOME NEWMAN NEWMAN		66.20 DR		
10/07/2025	CREDIT CARD PURCHASE SMARTMART NEWMAN NEWMAN		82.84 DR		
10/07/2025	CREDIT CARD PURCHASE WWW.BAREFOOTSPORT.CO .N PARAPARAUMU		2,062.58 DR		2,240.22 DR
22/07/2025	CREDIT CARD PURCHASE SNAP PRINT SOLUTIONS SUBISUBIACO		55.00 DR		55.00 DR
23/07/2025	CREDIT CARD PURCHASE PAC AU* PAC AUSTRALIA PERTH		1,415.02 DR		
23/07/2025	CREDIT CARD PURCHASE PAC AU* PAC AUSTRALIA PERTH		1,415.02 DR		2,830.04 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-0609
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	4,333.58 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
14/07/2025	CREDIT CARD PURCHASE Fire Protection Associ Blackburn Nor		4,000.00 DR		4,000.00 DR
23/07/2025	CREDIT CARD PURCHASE The Diner Cairns		19.90 DR		
23/07/2025	CREDIT CARD PURCHASE ONE FORK Berrimah		29.00 DR		
23/07/2025	CREDIT CARD PURCHASE ShangriLa Htl The Marina Cairns		90.00 DR		138.90 DR
24/07/2025	CREDIT CARD PURCHASE The Diner Cairns		14.50 DR		14.50 DR
28/07/2025	CREDIT CARD PURCHASE ZLR*Charlies Bar Eaton		20.72 DR		
28/07/2025	CREDIT CARD PURCHASE SQ *RED ROOSTER DARWIN Eaton		25.46 DR		
28/07/2025	CREDIT CARD PURCHASE ONE FORK Berrimah		80.00 DR		126.18 DR
31/07/2025	CREDIT CARD PURCHASE COMPASS ESPLANADE HOTEL PERTH		54.00 DR		54.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-1907
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	3,127.42 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/07/2025	CREDIT CARD PURCHASE FACEBK *L58TRTQ5Y2 fb.me/ads		480.22 DR		480.22 DR
03/07/2025	CREDIT CARD PURCHASE EMBED SOCIAL PATRICH		4.21 DR		
03/07/2025	CREDIT CARD PURCHASE METACDN PTY LTD MELBOURNE		127.82 DR		132.03 DR
07/07/2025	CREDIT CARD PURCHASE NEWS PTY LIMITED SURRY HILLS		16.00 DR		
07/07/2025	CREDIT CARD PURCHASE EMBED SOCIAL PATRICH		74.91 DR		90.91 DR
15/07/2025	CREDIT CARD PURCHASE MANYCHAT.COM MANYCHAT.COM CA		38.22 DR		
15/07/2025	CREDIT CARD PURCHASE REBRANDLY.COM DUBLIN		587.07 DR		625.29 DR
21/07/2025	CREDIT CARD PURCHASE ZAPIER.COM/CHARGE ZAPIER.COM CA		46.79 DR		46.79 DR
22/07/2025	CREDIT CARD PURCHASE Intuit Mailchimp Sydney		60.53 DR		
22/07/2025	CREDIT CARD PURCHASE FACEBK *W5MQLTY6B2 DUBLIN		467.18 DR		527.71 DR
24/07/2025	CREDIT CARD PURCHASE ACTIVECAMPAIGN, INC. 8003570402 IL		531.50 DR		531.50 DR
29/07/2025	CREDIT CARD PURCHASE VMO*VIMEO.COM 848-359-5618 NY		369.60 DR		369.60 DR
30/07/2025	CREDIT CARD PURCHASE PICS.IO PICS.IO DE		323.37 DR		323.37 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-0004
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	4,345.00 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
14/07/2025	CREDIT CARD PURCHASE IPWEA 01300416745		1,595.00 DR		
14/07/2025	CREDIT CARD PURCHASE IPWEA 01300416745		2,750.00 DR		4,345.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-9981
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	477.41 CR
Total debits:	1,450.88 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
03/07/2025	CREDIT CARD PURCHASE H.I. West Perth OPI West Perth		477.41 DR		477.41 DR
04/07/2025	CREDIT CARD REFUND H.I. West Perth OPI West Perth			477.41 CR	
04/07/2025	CREDIT CARD PURCHASE BETTYS BURGERS AUSTRAL PERTH		26.50 DR		
04/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		38.70 DR		412.21 CR
07/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		8.94 DR		
07/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		12.03 DR		
07/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		12.56 DR		
07/07/2025	CREDIT CARD PURCHASE H.I. West Perth OPI West Perth		21.91 DR		55.44 DR
09/07/2025	CREDIT CARD PURCHASE WWW.BANNERBUZZ.COM. AU SILVERWATER		249.94 DR		249.94 DR
24/07/2025	CREDIT CARD PURCHASE SPACE PRINT SYDNEY		485.10 DR		485.10 DR
28/07/2025	CREDIT CARD PURCHASE EB *The Pilbara Regime 801-413-7200		117.79 DR		117.79 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name		**Opening balance:**	0.00 CR
XXXXXXXX		**Total credits:**	0.00 CR
Account number		**Total debits:**	0.00 DR
4336-xxxx-xxxx-7366		**Closing balance:**	0.00 CR
Currency			
AUD		Date from:	01 July 2025
		Date to:	31 July 2025

Transaction details

No transactions found.

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-2027
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	181.89 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
14/07/2025	CREDIT CARD PURCHASE GALVINS PLUMBING SUPPL PORT HEDLAND		91.19 DR		91.19 DR
23/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		18.20 DR		18.20 DR
25/07/2025	CREDIT CARD PURCHASE KMART 1103 SOUTH HEDLAND		72.50 DR		72.50 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-5308
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	30.00 CR
Total debits:	5,919.86 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
01/07/2025	CREDIT CARD PURCHASE UBER *ONE MEMBERSHIP SYDNEY		9.99 DR		
01/07/2025	CREDIT CARD PURCHASE HUB CONVENIENCE MASCOT		24.25 DR		34.24 DR
02/07/2025	CREDIT CARD PURCHASE DELAWARE NORTH RETAI REDCLIFFE		22.90 DR		
02/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		54.65 DR		77.55 DR
03/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		20.15 DR		
03/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		71.34 DR		
03/07/2025	CREDIT CARD PURCHASE WOOLWORTHS/PORT HEDLAND SPORT HEDLAND		90.00 DR		181.49 DR
04/07/2025	CREDIT CARD PURCHASE GOOD THINGS SOUTH YARRA		2,574.03 DR		2,574.03 DR
08/07/2025	CREDIT CARD PURCHASE DOME PORT HEDLAND PORT HEDLAND		53.70 DR		53.70 DR
11/07/2025	CREDIT CARD PURCHASE DOME PORT HEDLAND PORT HEDLAND		11.90 DR		
11/07/2025	CREDIT CARD PURCHASE LOCAL GOVERNEMENT MANA MT HAWTHORN		190.00 DR		
11/07/2025	CREDIT CARD PURCHASE Vistaprint Australia PTY Derrimut		219.40 DR		421.30 DR
14/07/2025	CREDIT CARD PURCHASE LOCAL GOVERNEMENT MANA MT HAWTHORN		560.00 DR		560.00 DR

Transaction History Report (Continued)

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
15/07/2025	CREDIT CARD PURCHASE PUBLIC RELATIONS SYDNEY		385.00 DR		385.00 DR
17/07/2025	CREDIT CARD PURCHASE CONFERENCE CHARGE MOLENDINAR		100.98 DR		
17/07/2025	CREDIT CARD PURCHASE TICKETS*PINK PILBA BELROSE		800.00 DR		900.98 DR
21/07/2025	CREDIT CARD PURCHASE DOME PORT HEDLAND PORT HEDLAND		11.40 DR		11.40 DR
22/07/2025	CREDIT CARD PURCHASE PT HLAND APORT CAFE PORT HEDLAND		6.00 DR		6.00 DR
23/07/2025	CREDIT CARD PURCHASE Mooz Gelato & Juice B Cairns City		11.17 DR		
23/07/2025	CREDIT CARD PURCHASE NEWS @ BNE VIR CONCOURSE BRISBANE AIRP		24.32 DR		
23/07/2025	CREDIT CARD PURCHASE BWTAXI CAIRNS 131008 BUNGALOW		25.73 DR		61.22 DR
24/07/2025	CREDIT CARD PURCHASE AAA LAUNDRY SYSTEMS WEST COURT		6.00 DR		
24/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		15.95 DR		
24/07/2025	CREDIT CARD PURCHASE UBER *TRIP SYDNEY		21.77 DR		
24/07/2025	CREDIT CARD PURCHASE DELAWARE NORTH RETAI REDCLIFFE		39.50 DR		83.22 DR
25/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		13.48 DR		
25/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		14.27 DR		
25/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		14.29 DR		
25/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		23.36 DR		
25/07/2025	CREDIT CARD PURCHASE Yaya's Hellenic Kitch Cairns City		54.36 DR		119.76 DR
28/07/2025	CREDIT CARD REFUND Rydges ESP Cairns OPI Cairns City			30.00 CR	
28/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		9.01 DR		
28/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		11.00 DR		
28/07/2025	CREDIT CARD PURCHASE UBER* TRIP WWW.UBER.COM/		25.04 DR		

Transaction History Report (Continued)

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
28/07/2025	CREDIT CARD PURCHASE Rydges ESP Cairns OPI Cairns City		151.00 DR		166.05 DR
29/07/2025	CREDIT CARD PURCHASE HMSHost Cairns Airport Cairns		5.68 DR		
29/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		25.00 DR		
29/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		38.06 DR		68.74 DR
30/07/2025	CREDIT CARD PURCHASE SUSHI SUSHI BDA BRISBANE		27.50 DR		
30/07/2025	CREDIT CARD PURCHASE UBER *TRIP HELP.UBER.COM Sydney		45.10 DR		
30/07/2025	CREDIT CARD PURCHASE TAXIPAY AUSTRALIA MASCOT		102.59 DR		175.19 DR
31/07/2025	CREDIT CARD PURCHASE UBER *ONE MEMBERSHIP SYDNEY		9.99 DR		9.99 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-6954
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	19.00 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
14/07/2025	CREDIT CARD PURCHASE DEFECTWISE PREMIUM ULTIMO		19.00 DR		19.00 DR

Transaction History Report (Continued)

Account details

Account name
XXXXXXXX
Account number
4336-xxxx-xxxx-0885
Currency
AUD

Account balance summary

Opening balance:	0.00 CR
Total credits:	0.00 CR
Total debits:	162.35 DR
Closing balance:	0.00 CR
Date from:	01 July 2025
Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
14/07/2025	CREDIT CARD PURCHASE CITY OF PERTH PERTH		15.14 DR		
14/07/2025	CREDIT CARD PURCHASE Hilton Perth Perth		29.17 DR		
14/07/2025	CREDIT CARD PURCHASE LS Fat Boyz Small Bar West Perth		42.65 DR		
14/07/2025	CREDIT CARD PURCHASE LS Fat Boyz Small Bar West Perth		48.74 DR		135.70 DR
15/07/2025	CREDIT CARD PURCHASE BP EXPRESS ASCOT 2244 BELMONT		26.65 DR		26.65 DR

Transaction History Report (Continued)

Account details		Account balance summary	
Account name		**Opening balance:**	0.00 CR
XXXXXXXX		**Total credits:**	0.00 CR
Account number		**Total debits:**	1,517.43 DR
4336-xxxx-xxxx-0302		**Closing balance:**	0.00 CR
Currency			
AUD		Date from:	01 July 2025
		Date to:	31 July 2025

Transaction details

Date	Narrative	Reference number	Debit amount	Credit amount	EOD balance
09/07/2025	CREDIT CARD PURCHASE SP YARNMARKETPLACE BRISBANE		298.68 DR		298.68 DR
18/07/2025	CREDIT CARD PURCHASE DOME PORT HEDLAND PORT HEDLAND		20.75 DR		
18/07/2025	CREDIT CARD PURCHASE KARRIBI DEVELOPMENTS P/L SOUTH HEDLAND		920.00 DR		940.75 DR
28/07/2025	CREDIT CARD PURCHASE STARLINK INTERNET Sydney		278.00 DR		278.00 DR

End of report

TOWN OF PORT HEDLAND

Fuel cards report for the month of July 2025

Card Number	Registration	Work Order	Asset	Plant Description	Fleet Numbers	Type	Amount
70501634363xxxxxx		1001021		Sundry Plant	2 Stroke Drum	Fuel	476.74
70501634363xxxxxx	PH26853	1000802	4000003	Toyota Camry Sedan - Hybrid	LV19-104	Fuel	101.58
70501634363xxxxxx	PH26855	1000858	4000265	Toyota Camry Sedan - Hybrid	LV19-120	Fuel	88.62
70501634363xxxxxx	PH27217	1000854	4000261	Toyota Corolla Hatch - Hybrid	LV20-132	Fuel	88.24
70501634363xxxxxx	PH27216	1000803	4000004	Toyota Camry Sedan - Hybrid	LV20-134	Fuel	84.49
70501634363xxxxxx	PH27576	1000844	4000090	Toyota Corolla Hatch - Hybrid	LV20-140	Fuel	137.79
70501634363xxxxxx	PH27575	1000847	4000093	Toyota Corolla Hatch - Hybrid	LV20-157	Fuel	75.54
70501634363xxxxxx	PH27626	1000866	4000282	Toyota Corolla Hatch - Hybrid	LV20-156	Fuel	74.58
70501634363xxxxxx	PH27625	1000849	4000095	Toyota Corolla Hatch - Hybrid	LV20-159	Fuel	135.23
70501634363xxxxxx	PH27587	1000807	4000008	Toyota Corolla Hatch - Hybrid	LV20-147	Fuel	145.65
70501634363xxxxxx	PH27585	1000846	4000092	Toyota Corolla Hatch - Hybrid	LV20-146	Fuel	80.60
70501634363xxxxxx	PH27586	1000805	4000006	Toyota Corolla Hatch - Hybrid	LV20-142	Fuel	68.03
70501634363xxxxxx	PH27640	1000851	4000097	Toyota Corolla Hatch - Hybrid	LV20-161	Fuel	77.72
70501634363xxxxxx	PH26744	1000809	4000010	Toyota Corolla Hatch - Hybrid	LV20-162	Fuel	171.72
70501634363xxxxxx	PH27584	1000810	4000011	Toyota Corolla Hatch - Hybrid	LV20-163	Fuel	72.91
70501634363xxxxxx	PH27642	1000806	4000007	Toyota Corolla Hatch - Hybrid	LV20-145	Fuel	227.99
70501634363xxxxxx	PH27641	1000804	4000005	Toyota Corolla Hatch - Hybrid	LV20-136	Fuel	67.53
70501634363xxxxxx	PH27711	1000859	4000266	Toyota Corolla Hatch - Hybrid	LV20-137	Fuel	129.37
70501634363xxxxxx	PH27709	1000845	4000091	Toyota Corolla Hatch - Hybrid	LV20-141	Fuel	70.29
70501634363xxxxxx	PH27713	1000843	4000089	Toyota Corolla Hatch - Hybrid	LV20-139	Fuel	37.73
70501634363xxxxxx	PH27712	1000860	4000267	Toyota Corolla Hatch - Hybrid	LV20-138	Fuel	72.15
70501634363xxxxxx	PH27710	1000850	4000096	Toyota Corolla Hatch - Hybrid	LV20-160	Fuel	73.15
70501634363xxxxxx	PH27967	1000839	4000069	Isuzu Dmax 4x4 Dual Cab Tray Top	LV21-153	Fuel	306.27
70501634363xxxxxx	PH28968	1001489	4000333	LV23-129 Nissan Patrol	LV23-129	Fuel	266.38
70501634363xxxxxx	PH29201	1001770	4000378	LV23-113 - Isuzu MUX	LV23-113	Fuel	481.01
70501668573xxxxxx	PH29250	1002003	4000387	LV23-166 - Toyota Corolla Ascent CVT	LV23-166	Fuel	76.54
70501668573xxxxxx	PH29332	1002146	4000394	Isuzu MUX Wagon	LV23-112	Fuel	63.01
70501668573xxxxxx	PH29542	1002533	4000408	LV24-107 Isuzu Mux LS-U	LV24-107	Fuel	102.98
70501668573xxxxxx	PH29549	1002537	4000410	Isuzu MUX LS-U	LV24-110	Fuel	545.14
70501668573xxxxxx	PH29692	1002540	4000411	Isuzu MUX LS-U	LV24-169	Fuel	303.29
70501668573xxxxxx	PH29689	1002544	4000413	Isuzu MUX LS-U	LV24-171	Fuel	49.32
70501668573xxxxxx	PH29693	1002535	4000409	Isuzu MUX LS-U	LV24-102	Fuel	1,015.43
70501668573xxxxxx	PH29682	1002542	4000412	Isuzu MUX LS-U	LV24-104	Fuel	141.55
70501668573xxxxxx	PH29331	1002145	4000393	Isuzu MUX Wagon	LV23-128	Fuel	134.95
70501668573xxxxxx	PH30006	1003008	4000466	Isuzu LS-U MUX	LV24-120	Fuel	214.13
Total Recharge Purchase Card Payments							**6,257.65**

Recharge Petroleum ABN : 54 128 300 309, TOWNO01 - TOWN OF PORT HEDLAND Tax Invoice/Statement Details 1/07/2025 - 31/07/2025 Page : 1

CARD TRANSACTIONS

Card : 70501634363xxxxxx Details : 2 STROKE DRUM
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
10/07/2025	BP PORT HEDLAND(ANDER	01281382	ULP91	245.74	$1.7636	$1.9400	$433.40	$43.34	$476.74	0	
			Total	**245.74**				**$43.34**	**$476.74**		

Card : 70501634363xxxxxx Details : LV19-104 TOYOTA CAMRY
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
10/07/2025	BP PORT HEDLAND	01282447	PREM95	47.05	$1.9627	$2.1590	$92.35	$9.23	$101.58	0	
			Total	**47.05**				**$9.23**	**$101.58**		

Card : 70501634363xxxxxx Details : LV19-120 TOYOTA CAMRY
Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
23/07/2025	BP PORT HEDLAND	01295462	ULP91	44.33	$1.8173	$1.9990	$80.56	$8.06	$88.62	0	
			Total	**44.33**				**$8.06**	**$88.62**		

Card : 70501634363xxxxxx Details : TOYOTA COROLLA
Rego : PH27217

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
13/06/2025	Last Odometer									69341	
3/07/2025	BP PORT HEDLAND	01277348	ULTIM98	39.06	$2.0536	$2.2590	$80.22	$8.02	$88.24	70023	5.7
			Total	**39.06**				**$8.02**	**$88.24**		

Card : 70501634363xxxxxx Details : TOYOTA CAMRY
Rego : PH27216

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
7/06/2025	Last Odometer									63156	
10/07/2025	BP SOUTH HEDLAND	01282406	ULP91	43.13	$1.7809	$1.9590	$76.81	$7.68	$84.49	63835	6.4
			Total	**43.13**				**$7.68**	**$84.49**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
19/06/2025	Last Odometer									777	
4/07/2025	BP PORT HEDLAND	01276257	PREM95	31.39	$1.9627	$2.1590	$61.61	$6.16	$67.77	50364	0.1
16/07/2025	BP PORT HEDLAND	01288200	ULP91	35.03	$1.8173	$1.9990	$63.65	$6.37	$70.02	51049	5.1
			PREM95	**31.39**				**$6.16**	**$67.77**		
			ULP91	**35.03**				**$6.37**	**$70.02**		
			Total	**66.42**				**$12.53**	**$137.79**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
14/06/2025	Last Odometer									68584	

16/07/2025	BP PORT HEDLAND	01288207	ULP91	37.79	$1.8173	$1.9990	$68.67	$6.87	$75.54	69203	6.1
			Total	**37.79**				**$6.87**	**$75.54**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
18/06/2025	Last Odometer									23873	
28/07/2025	BP SOUTH HEDLAND	01300626	ULP91	38.07	$1.7809	$1.9590	$67.80	$6.78	$74.58	24622	5.1
			Total	**38.07**				**$6.78**	**$74.58**		

Card : 70501634363xxxxxx Details : LV20-159 Rego : PH27625

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
30/06/2025	Last Odometer									88862	
26/07/2025	BP SANDFIRE ROADHOUSE	01298598	ULP91	22.39	$2.1664	$2.3830	$48.51	$4.85	$53.36	89837	2.3
26/07/2025	BP PORT HEDLAND	01298643	PREM95	37.92	$1.9627	$2.1590	$74.43	$7.44	$81.87	89546	
			PREM95	**37.92**				**$7.44**	**$81.87**		
			ULP91	**22.39**				**$4.85**	**$53.36**		
			Total	**60.31**				**$12.29**	**$135.23**		

Card : 70501634363xxxxxx Details : LV20-147 Rego : PH27587

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
26/06/2025	Last Odometer									777	
8/07/2025	BP SOUTH HEDLAND	01280374	ULP91	38.26	$1.7809	$1.9590	$68.14	$6.81	$74.95	777	
21/07/2025	BP PORT HEDLAND	01292861	ULP91	35.37	$1.8173	$1.9990	$64.27	$6.43	$70.70	77	
			Total	**73.63**				**$13.24**	**$145.65**		

Card : 70501634363xxxxxx Details : LV20-146 Rego : PH27585

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
11/06/2025	Last Odometer									12	
1/07/2025	BP PORT HEDLAND	01272177	PREM95	37.33	$1.9627	$2.1590	$73.27	$7.33	$80.60	64949	0.1
			Total	**37.33**				**$7.33**	**$80.60**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
13/06/2025	Last Odometer									44054	
3/07/2025	BP SOUTH HEDLAND	01277472	PREM95	18.38	$1.9173	$2.1090	$35.24	$3.52	$38.76	44443	4.7
22/07/2025	BP SOUTH HEDLAND	01294172	PREM95	13.88	$1.9173	$2.1090	$26.61	$2.66	$29.27	44703	5.3
			Total	**32.26**				**$6.18**	**$68.03**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
25/05/2025	Last Odometer									51625	
2/07/2025	BP PORT HEDLAND	01273214	PREM95	36.00	$1.9627	$2.1590	$70.65	$7.07	$77.72	52230	6.0
			Total	**36.00**				**$7.07**	**$77.72**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
11/06/2025	Last Odometer									47630	
3/07/2025	BP SOUTH HEDLAND	01277419	ULP91	35.80	$1.7809	$1.9590	$63.75	$6.38	$70.13	46570	
19/07/2025	BP PORT HEDLAND	01290693	ULP91	33.52	$1.8173	$1.9990	$60.92	$6.09	$67.01	48800	1.5
31/07/2025	BP SOUTH HEDLAND	01304661	ULP91	17.65	$1.7809	$1.9590	$31.44	$3.14	$34.58	49532	2.4
			Total	**86.97**				**$15.61**	**$171.72**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
30/06/2025	Last Odometer									29322	
22/07/2025	BP SOUTH HEDLAND	01294117	ULP91	37.22	$1.7809	$1.9590	$66.28	$6.63	$72.91	29993	5.5
			Total	**37.22**				**$6.63**	**$72.91**		

Card : 705016343632xxxxxx Details : LV20-145 Rego : PH27642

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
20/06/2025	Last Odometer									46000	
1/07/2025	BP SOUTH HEDLAND	01272117	ULP91	37.87	$1.7809	$1.9590	$67.45	$6.74	$74.19	46782	4.8
15/07/2025	BP SOUTH HEDLAND	01287190	PREM95	37.62	$1.9173	$2.1090	$72.13	$7.21	$79.34	47657	4.3
26/07/2025	BP SOUTH HEDLAND	01298599	ULP91	38.01	$1.7809	$1.9590	$67.69	$6.77	$74.46	48489	4.6
			PREM95	**37.62**				**$7.21**	**$79.34**		
			ULP91	**75.88**				**$13.51**	**$148.65**		
			Total	**113.50**				**$20.72**	**$227.99**		

Card : 70501634363xxxxxx Details : LV20-136 Rego : PH27641

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
29/06/2025	Last Odometer									777	
16/07/2025	BP SOUTH HEDLAND	01288209	ULP91	34.47	$1.7809	$1.9590	$61.39	$6.14	$67.53	62631	0.1
			Total	**34.47**				**$6.14**	**$67.53**		

Card : 70501634363xxxxxx Details : LV20-137 Rego : PH27711

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
30/06/2025	Last Odometer									110	
15/07/2025	BP SOUTH HEDLAND	01287139	ULP91	36.61	$1.7809	$1.9590	$65.20	$6.52	$71.72	39116	0.1
31/07/2025	BP SOUTH HEDLAND	01304669	ULP91	29.43	$1.7809	$1.9590	$52.41	$5.24	$57.65	39679	5.2
			Total	**66.04**				**$11.76**	**$129.37**		

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

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
6/06/2025	Last Odometer									43207	
11/07/2025	BP SOUTH HEDLAND	01284042	ULP91	35.88	$1.7809	$1.9590	$63.90	$6.39	$70.29	43892	5.2
			Total	**35.88**				**$6.39**	**$70.29**		

Card : 70501634363xxxxxx Details : LV20-139 Rego : PH27713

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
19/05/2025	Last Odometer									38067	
30/07/2025	BP SOUTH HEDLAND	01303423	ULP91	19.26	$1.7809	$1.9590	$34.30	$3.43	$37.73	777	
			Total	**19.26**				**$3.43**	**$37.73**		

Card : 70501634363xxxxxx Details : LV20-138 Rego : PH27712

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
15/05/2025	Last Odometer									47406	
4/07/2025	BP SOUTH HEDLAND	01276255	PREM95	34.21	$1.9173	$2.1090	$65.59	$6.56	$72.15	48663	2.7
			Total	**34.21**				**$6.56**	**$72.15**		

Card : 70501634363xxxxxx Details : LV20-160 Rego : PH27710

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
23/06/2025	Last Odometer									36661	

7/07/2025	BP PORT HEDLAND	01279337	PREM95	33.88	$1.9627	$2.1590	$66.50	$6.65	$73.15		37324	5.1
			Total	**33.88**				**$6.65**	**$73.15**			

Card : 70501634363xxxxxx Details : LV21-153 Rego : PH27967

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
10/07/2025	BP KARRATHA	01282547	DIESEL U	74.04	$1.7264	$1.8990	$127.82	$12.78	$140.60		0	
13/07/2025	BP SOUTH HEDLAND	01285293	DIESEL U	49.37	$1.7991	$1.9790	$88.82	$8.88	$97.70		0	
15/07/2025	BP KARRATHA WEST	01287008	DIESEL	35.79	$1.7264	$1.8990	$61.79	$6.18	$67.97		0	
			DIESEL	**35.79**				**$6.18**	**$67.97**			
			DIESEL U	**123.41**				**$21.66**	**$238.30**			
			Total	**159.20**				**$27.84**	**$306.27**			

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
12/06/2025	Last Odometer										55972	
11/07/2025	BP PORT HEDLAND	01283970	ULTIM98	117.92	$2.0536	$2.2590	$242.16	$24.22	$266.38		56671	16.9
			Total	**117.92**				**$24.22**	**$266.38**			

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
27/01/2025	Last Odometer										39631	
20/07/2025	BP ROEBOURNE ROADHO	01291639	DIESEL	37.16	$1.9082	$2.0990	$70.91	$7.09	$78.00		46710	0.5
22/07/2025	BP CARNARVON	01293884	DIESEL	50.03	$1.6536	$1.8190	$82.73	$8.27	$91.00		47956	4.0
23/07/2025	BP WONTHELLA	01295646	DIESEL U	56.08	$1.6536	$1.8190	$92.74	$9.27	$102.01		48741	7.1
25/07/2025	BP SOUTH PERTH	01298240	DIESEL U	55.03	$1.8173	$1.9990	$100.00	$10.00	$110.00		49288	10.1
31/07/2025	BP GREENWOOD NORTH	01304904	DIESEL U	53.22	$1.7082	$1.8790	$90.91	$9.09	$100.00		49765	11.2
			DIESEL	**87.19**				**$15.36**	**$169.00**			
			DIESEL U	**164.33**				**$28.36**	**$312.01**			
			Total	**251.52**				**$43.72**	**$481.01**			

Card : 705016685737xxxxxx Details : LV23-166 Rego : PH29250

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
26/06/2025	Last Odometer										2981	
15/07/2025	BP PORT HEDLAND	01287080	ULP91	38.29	$1.8173	$1.9990	$69.58	$6.96	$76.54		12	
			Total	**38.29**				**$6.96**	**$76.54**			

Card : 705016685737xxxxxx Details : LV23-112 Rego : PH29331

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
17/05/2025	Last Odometer										17705	
6/07/2025	BP SOUTH HEDLAND	01278457	DIESEL U	31.84	$1.7991	$1.9790	$57.28	$5.73	$63.01		19500	1.8
			Total	**31.84**				**$5.73**	**$63.01**			

Card : 705016685737xxxxxx Details : LV24-107 Rego : PH29542

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
6/07/2025	BP KARRATHA WEST	01278465	DIESEL U	52.57	$1.7809	$1.9590	$93.62	$9.36	$102.98		0	
			Total	**52.57**				**$9.36**	**$102.98**			

Card : 705016685737xxxxxx Details : LV24-110 Rego : PH29549

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
25/06/2025	Last Odometer										13359	
2/07/2025	BP SOUTH HEDLAND	01273315	DIESEL U	29.19	$1.7991	$1.9790	$52.52	$5.25	$57.77		13664	9.6

3/07/2025	BP CARNARVON	01277130	DIESEL	72.34	$1.6718	$1.8390	$120.94	$12.09	$133.03	14536	8.3
3/07/2025	BP KALBARRI	01277152	DIESEL	41.74	$1.6355	$1.7990	$68.26	$6.83	$75.09	14965	9.7
3/07/2025	OPT KARRATHA	01277801	DIESEL	23.59	$1.6627	$1.8290	$39.23	$3.92	$43.15	13865	
4/07/2025	BP KALBARRI	01276066	DIESEL	36.08	$1.6355	$1.7990	$59.01	$5.90	$64.91	77	
5/07/2025	BP CARNARVON	01276459	DIESEL	45.46	$1.6718	$1.8390	$76.00	$7.60	$83.60	15743	0.3
5/07/2025	OPT KARRATHA	01276941	DIESEL	47.89	$1.6627	$1.8290	$79.63	$7.96	$87.59	16372	7.6
			DIESEL	**267.10**				**$44.30**	**$487.37**		
			DIESEL U	**29.19**				**$5.25**	**$57.77**		
			Total	**296.29**				**$49.55**	**$545.14**		

Card : 705016685737xxxxxx Details : LV24-169 Rego : PH29692

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
16/06/2025	Last Odometer										33090	
1/07/2025	BP KARRATHA WEST	01272195	DIESEL U	16.99	$1.7809	$1.9590	$30.25	$3.03	$33.28		35283	0.8
18/07/2025	BP PORT HEDLAND	01290053	DIESEL	34.67	$1.8355	$2.0190	$63.64	$6.36	$70.00		37353	1.7
18/07/2025	OPT ROEBUCK PLAINS RO	01290054	DIESEL	46.69	$2.0445	$2.2490	$95.46	$9.55	$105.01		1234	
20/07/2025	BP ROEBUCK PLAINS ROA	01291578	DIESEL	42.24	$2.0445	$2.2490	$86.36	$8.64	$95.00		38093	0.1
			DIESEL	**123.60**				**$24.55**	**$270.01**			
			DIESEL U	**16.99**				**$3.03**	**$33.28**			
			Total	**140.59**				**$27.58**	**$303.29**			

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
18/04/2025	Last Odometer										15200	
21/07/2025	BP SOUTH HEDLAND	01293057	DIESEL U	24.92	$1.7991	$1.9790	$44.84	$4.48	$49.32		17900	0.9
			Total	**24.92**				**$4.48**	**$49.32**			

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
22/06/2025	Last Odometer										26486	
3/07/2025	BP SANDFIRE ROADHOUSE	01277266	DIESEL	45.06	$2.1345	$2.3480	$96.18	$9.62	$105.80		27246	5.9
4/07/2025	BP ROEBUCK PLAINS ROA	01275962	DIESEL	50.05	$2.0445	$2.2490	$102.33	$10.23	$112.56		27534	17.4
4/07/2025	BP FITZROY CROSSING	01276048	DIESEL	41.79	$2.1536	$2.3690	$90.00	$9.00	$99.00		27970	9.6
5/07/2025	BP OPT HALLS CREEK	01276931	DIESEL	0.86	$2.1536	$2.3690	$1.85	$0.19	$2.04		28192	0.4
5/07/2025	BP OPT HALLS CREEK	01276932	DIESEL	50.13	$2.1536	$2.3690	$107.96	$10.80	$118.76		28192	
5/07/2025	BP OPT KUNUNURRA	01276933	DIESEL	57.33	$1.7264	$1.8990	$98.97	$9.90	$108.87		28558	15.7
8/07/2025	BP OPT KUNUNURRA	01280715	DIESEL	20.82	$1.7264	$1.8990	$35.95	$3.59	$39.54		28701	14.6
10/07/2025	BP OPT HALLS CREEK	01282713	DIESEL	50.52	$2.1536	$2.3690	$108.80	$10.88	$119.68		29290	8.6
11/07/2025	BP FITZROY CROSSING	01283809	DIESEL	45.69	$2.1536	$2.3690	$98.40	$9.84	$108.24		29593	15.1
11/07/2025	BP ROEBUCK PLAINS ROA	01283844	DIESEL	52.41	$2.0445	$2.2490	$107.15	$10.72	$117.87		29958	14.4
12/07/2025	BP SANDFIRE ROADHOUSE	01284303	DIESEL	35.38	$2.1345	$2.3480	$75.52	$7.55	$83.07		3271	
			Total	**450.04**				**$92.32**	**$1,015.43**			

Card : 70501668573xxxxxx Details : LV24-170 Rego :

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST	Cust Ref	Odometer	L/100km
25/07/2025	BP SOUTH HEDLAND	01298205	DIESEL U	70.11	$1.8355	$2.0190	$128.68	$12.87	$141.55		0	
			Total	**70.11**				**$12.87**	**$141.55**			

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
26/06/2025	Last Odometer										33160	

6/07/2025	BP PORT HEDLAND	01278269	DIESEL	66.84	$1.8355	$2.0190	$122.68	$12.27	$134.95	33747	11.4
			Total	**66.84**				**$12.27**	**$134.95**		

Card : 70501668573xxxxxx Details : LV24-120 Rego : PH30006

Date	Location	Invoice	Product	Quantity	Unit exGST	Unit incGST	Total exGST	GST	Total incGST Cust Ref	Odometer	L/100km
1/06/2025	Last Odometer									77	
23/07/2025	BP SOUTH HEDLAND	01295590	DIESEL U	66.59	$1.8173	$1.9990	$121.01	$12.10	$133.11	1	
27/07/2025	BP ROEBOURNE ROADHO	01299299	DIESEL	38.60	$1.9082	$2.0990	$73.65	$7.37	$81.02	777	5.0
			DIESEL	**38.60**				**$7.37**	**$81.02**		
			DIESEL U	**66.59**				**$12.10**	**$133.11**		
			Total	**105.19**				**$19.47**	**$214.13**		

Cards	**Totals -**	**DIESEL**	**1,069.16**			**$202.35**	**$2,225.75**
		DIESEL U	**579.95**			**$102.84**	**$1,131.33**
		PREM95	**327.66**			**$63.83**	**$702.21**
		ULP91	**934.12**			**$167.62**	**$1,843.74**
		ULTIM98	**156.98**			**$32.24**	**$354.62**

Product Summary -

Product	Quantity	GST	Ext
DIESEL	**1,069.16**	**$202.35**	**$2,225.75**
DIESEL ULT	**579.95**	**$102.84**	**$1,131.33**
PREM95	**327.66**	**$63.83**	**$702.21**
ULP91	**934.12**	**$167.62**	**$1,843.74**
ULTIM98	**156.98**	**$32.24**	**$354.62**
Total	**3,067.87**	**$568.88**	**$6,257.65**

Town of Port Hedland

Investment Summary Report
July 2025

PRUDENTIAL INVESTMENT SERVICES CORP

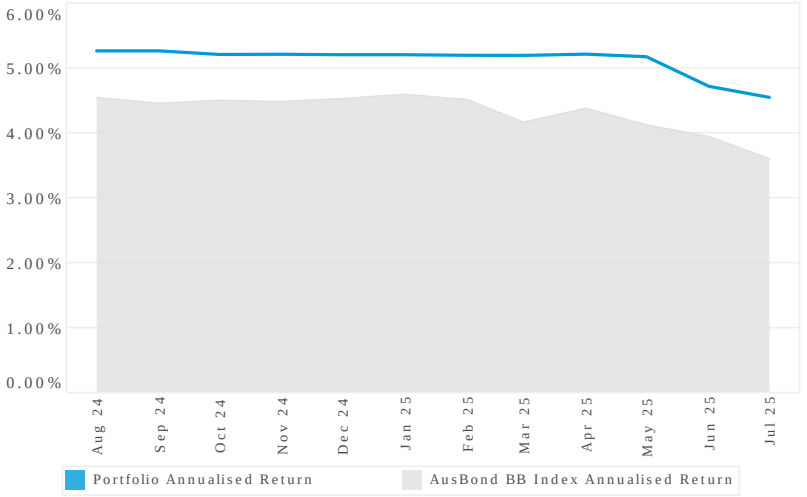
Town of Port Hedland

Executive Summary - July 2025

Investment Holdings

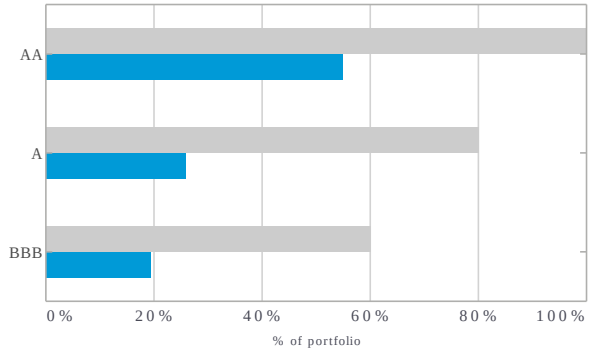
	Face Value ($)	Current Value ($)	Current Yield (%)
Cash	57,521,119	57,521,119	4.0752
Term Deposit	135,000,000	136,701,463	4.5330
	192,521,119	194,222,582	4.3962

Investment Performance

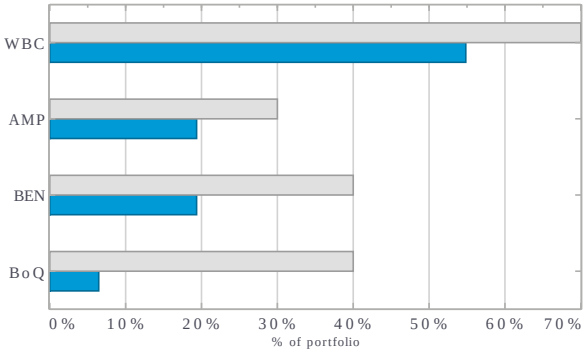


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Portfolio Exposure | Investment Policy Limit

Term to Maturities

	Face Value ($)	Policy Max		
Between 0 and 1 years	155,000,001	100%	100%	a
	155,000,001			

PRUDENTIAL INVESTMENT SERVICES CORP

Town of Port Hedland

Investment Holdings Report - July 2025

Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.	Reference
1,000.00	0.0000%	National Australia Bank	Cash	1,000.00	544815	Reserve
381,377.92	0.0000%	National Australia Bank	Cash	381,377.92	544816	Trust
5,696,176.00	4.1000%	National Australia Bank	Cash	5,696,176.00	544817	Call
20,000,001.40	4.5000%	AMP Bank	BBB+	20,000,001.40	545309	31d Notice
31,442,563.74	3.8500%	National Australia Bank	Cash	31,442,563.74	544818	Muni
57,521,119.06	4.0752%			57,521,119.06		

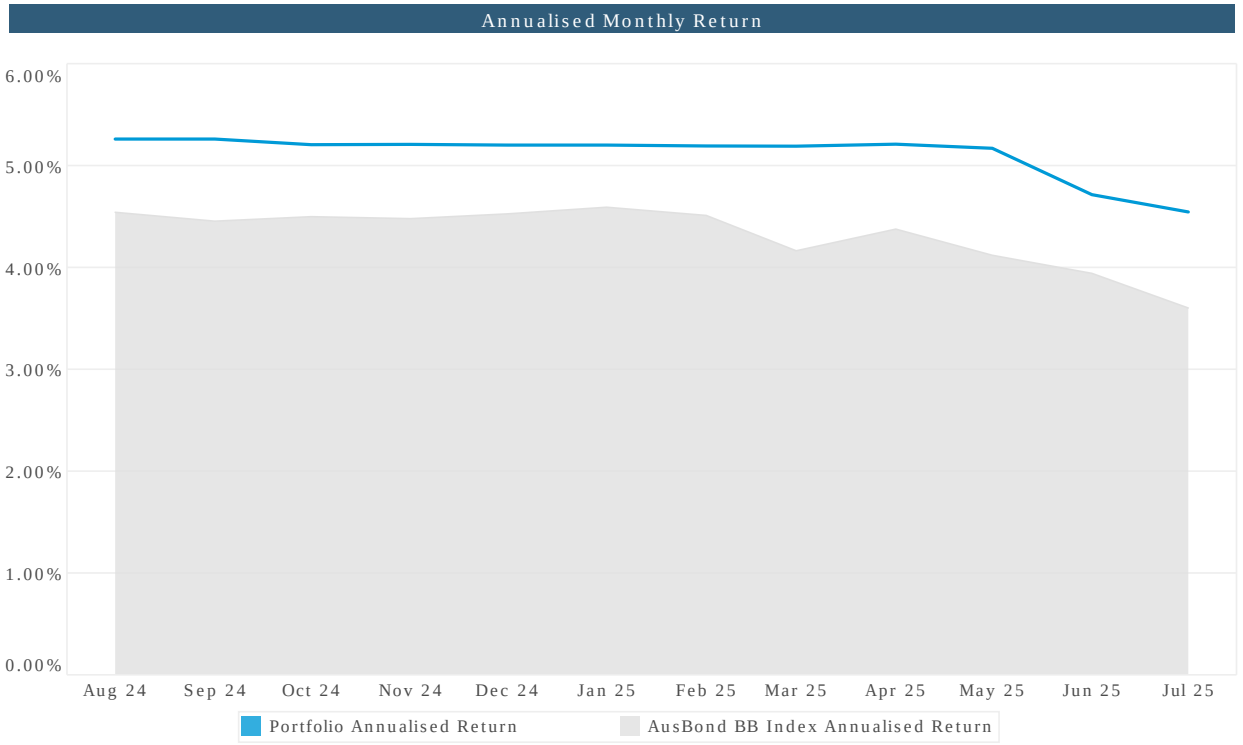
Term Deposits

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
16-Sep-25	30,000,000.00	5.1600%	Bendigo and Adelaide Bank	A-	30,000,000.00	20-Nov-24	31,077,238.36	545641	1,077,238.36	At Maturity	
24-Nov-25	10,000,000.00	4.3000%	AMP Bank	BBB+	10,000,000.00	25-Jun-25	10,043,589.04	546201	43,589.04	At Maturity	
20-Jan-26	10,000,000.00	4.3700%	Bank of Queensland	A-	10,000,000.00	25-Jun-25	10,044,298.63	546195	44,298.63	At Maturity	
27-May-26	35,000,000.00	4.3700%	Westpac Group	AA-	35,000,000.00	29-May-25	35,268,186.30	546096	268,186.30	At Maturity	
17-Jun-26	50,000,000.00	4.3500%	Westpac Group	AA-	50,000,000.00	17-Jun-25	50,268,150.68	546184	268,150.68	At Maturity	
135,000,000.00	4.5330%			135,000,000.00		136,701,463.01		1,701,463.01		

Town of Port Hedland

Accrued Interest Report - July 2025

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	0.00	0.00%
National Australia Bank	544816					0.00	0	0.00	0.00%
National Australia Bank	544817					0.00	0	19,835.18	4.10%
National Australia Bank	544818					0.00	0	102,812.88	3.85%
AMP Bank	545309					73,982.40	0	76,438.36	4.50%
						73,982.40		199,086.41	4.08%
Term Deposits									
Westpac Group	545996		20,000,000.00	15-Apr-25	15-Jul-25	234,854.79	14	36,131.50	4.71%
Bendigo and Adelaide Bank	545641		30,000,000.00	20-Nov-24	16-Sep-25	0.00	31	131,473.98	5.16%
AMP Bank	546201		10,000,000.00	25-Jun-25	24-Nov-25	0.00	31	36,520.55	4.30%
Bank of Queensland	546195		10,000,000.00	25-Jun-25	20-Jan-26	0.00	31	37,115.07	4.37%
Westpac Group	546096		35,000,000.00	29-May-25	27-May-26	0.00	31	129,902.74	4.37%
Westpac Group	546184		50,000,000.00	17-Jun-25	17-Jun-26	0.00	31	184,726.02	4.35%
						234,854.79		555,869.86	4.54%
Grand Totals						308,837.19		754,956.27	4.41%

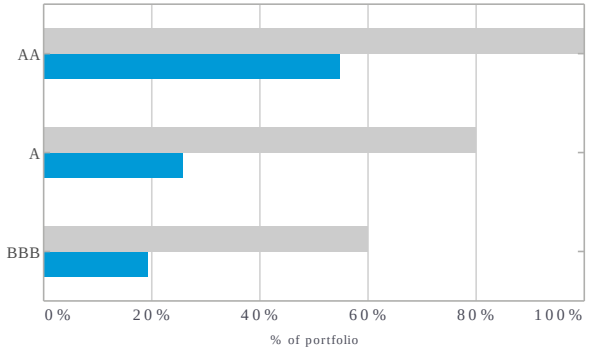


Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Jul 2025	4.54%	3.60%	0.94%
Last 3 months	4.81%	3.89%	0.92%
Last 6 months	5.00%	4.11%	0.89%
Financial Year to Date	4.54%	3.60%	0.94%
Last 12 months	5.11%	4.31%	0.80%

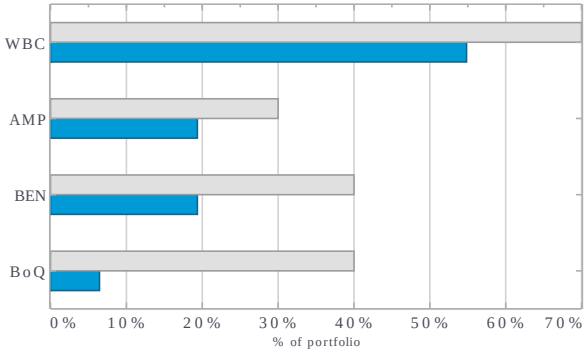
Town of Port Hedland

Investment Policy Compliance Report - July 2025

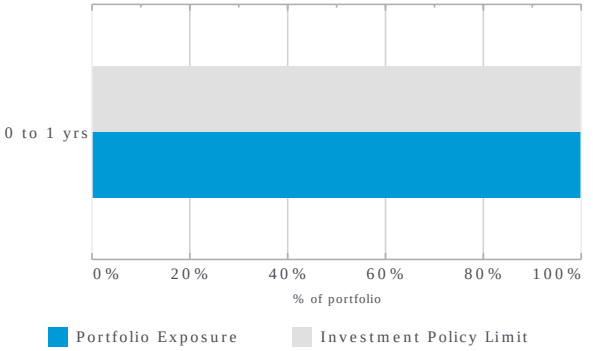
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value ($)		Policy Max	
AA	85,000,000	55%	100%	a
A	40,000,000	26%	80%	a
BBB	30,000,001	19%	60%	a
	155,000,001			

Institution	% of portfolio	Investment Policy Limit	
Westpac Group (AA-)	55%	70%	a
AMP Bank (BBB+)	19%	30%	a
Bendigo and Adelaide Bank (A-)	19%	40%	a
Bank of Queensland (A-)	6%	40%	a

	Face Value ($)		Policy Max	
Between 0 and 1 years	155,000,001	100%	100%	a
	155,000,001			

a = compliant
r = non-compliant

PRUDENTIAL INVESTMENT SERVICES CORP

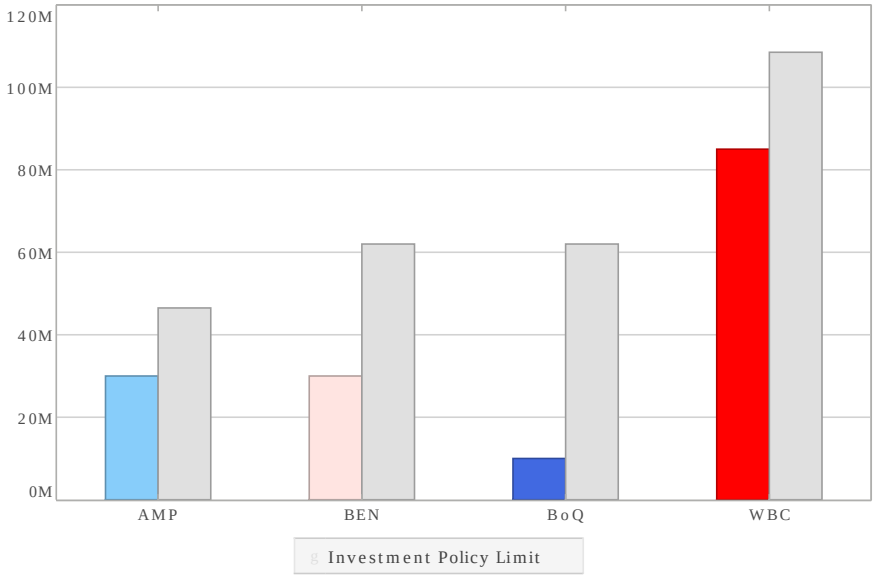
Town of Port Hedland

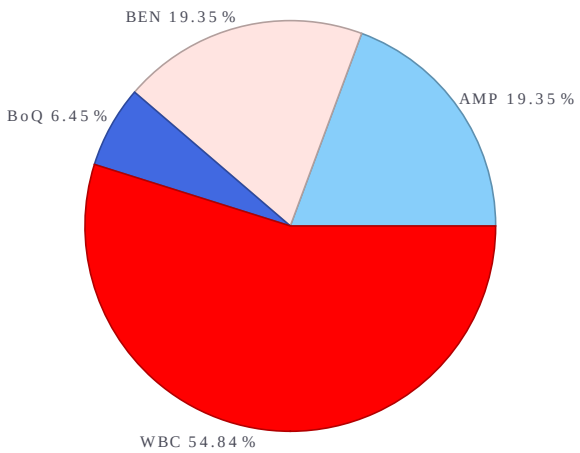
Individual Institutional Exposures Report - July 2025

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	30,000,001	19%	46,500,000	30%	16,499,999
Bank of Queensland (A-)	10,000,000	6%	62,000,001	40%	52,000,001
Bendigo and Adelaide Bank (A-)	30,000,000	19%	62,000,001	40%	32,000,001
Westpac Group (AA-)	85,000,000	55%	108,500,001	70%	23,500,001
	155,000,001				

Individual Institutional Exposure Charts





Town of Port Hedland
Cashflows Report - July 2025

Actual Cashflows for July 2025

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
15-Jul-25	545996	Westpac Group	Term Deposit	Maturity: Face Value	20,000,000.00
		Westpac Group	Term Deposit	Maturity: Interest Received/Paid	234,854.79
				Deal Total	20,234,854.79
				Day Total	20,234,854.79
				Total for Month	20,234,854.79

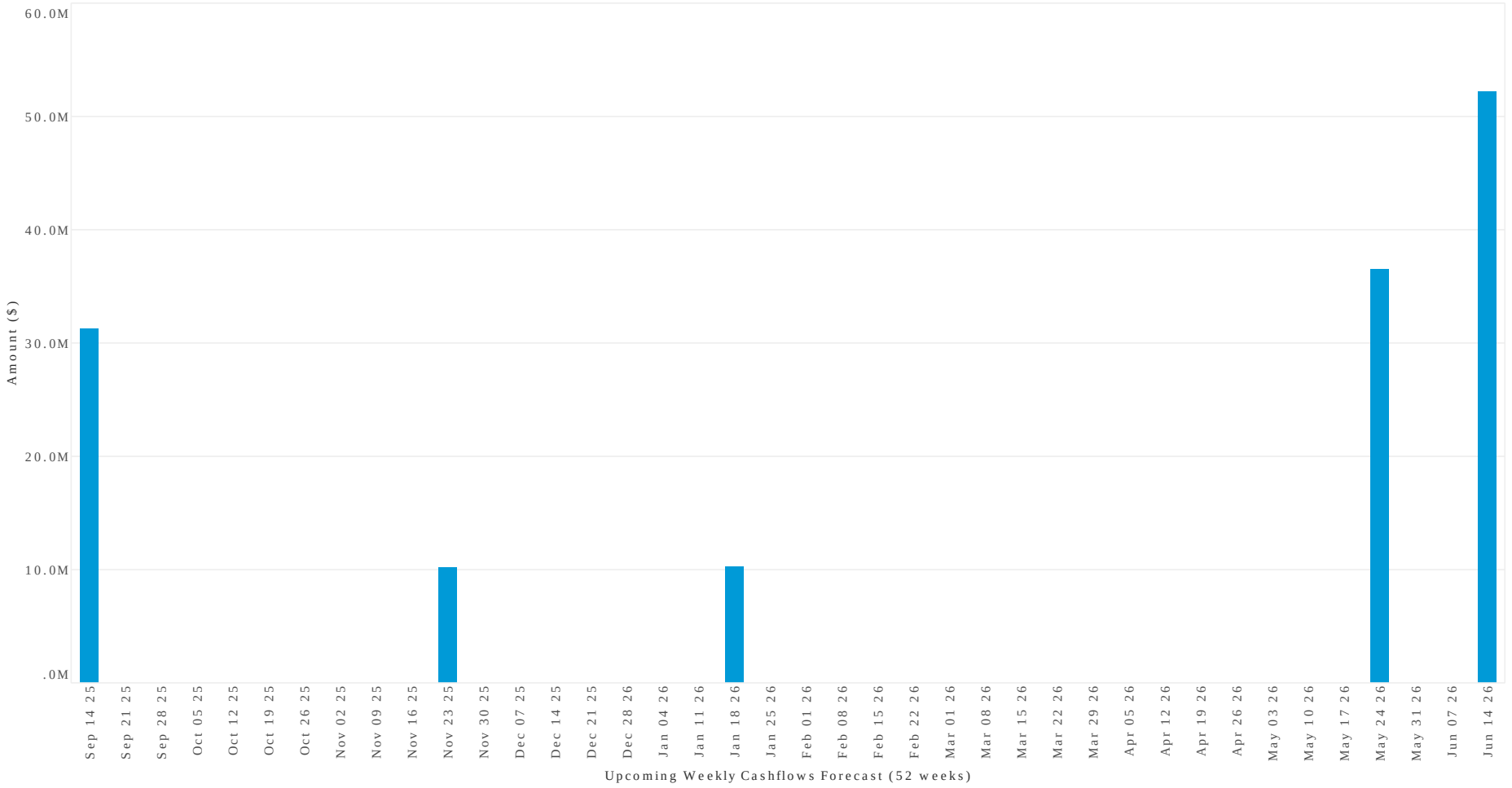
Forecast Cashflows for August 2025

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount

PRUDENTIAL INVESTMENT SERVICES CORP

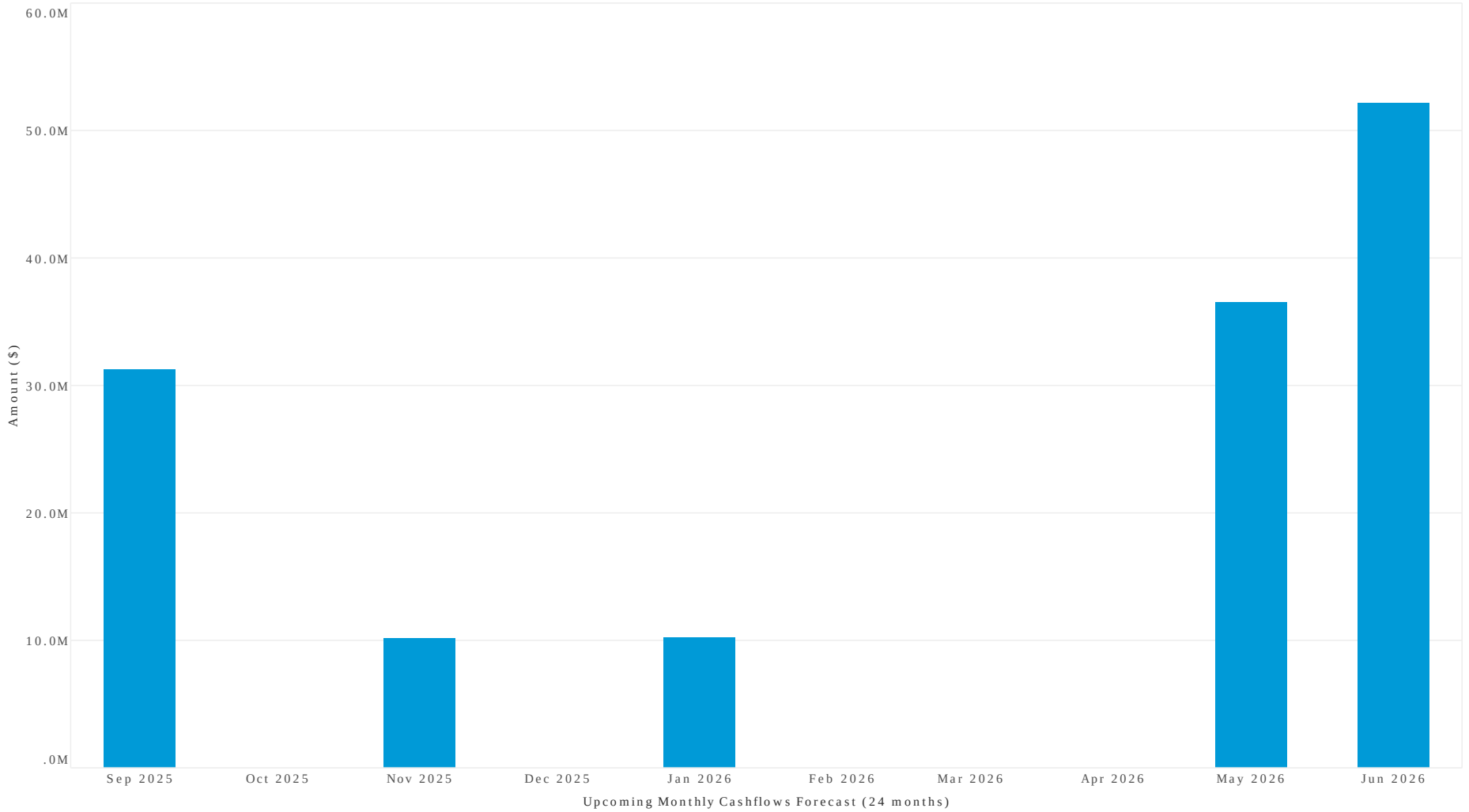
Town of Port Hedland

Cashflows Report - July 2025



Town of Port Hedland

Cashflows Report - July 2025



PRUDENTIAL INVESTMENT SERVICES CORP

2025-2026
Statement of Objects & Reasons

- Objectivity
- Fairness & Equity
- Consistency
- Transparency and administrative efficiency

"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"

Differential General Rates and Minimum Payment Rate

In accordance with section 6.36 of the *Local Government Act 1995* (the Act), the Town of Port Hedland (the Town) is required to publish its Objects and Reasons for implementing Differential Rates.

Introduction and Objective

This strategy establishes a framework to address the following key elements:

a) Raise sufficient rates yield to maintain current services and future infrastructure renewal to meet community expectations, as outlined in the Long-Term Financial Plan and Rating Strategy 2025 -2030, whilst ensuring a balanced budget.

b) Future rates growth from new development at the:
   - Boodarie Strategic Industrial Area
   - Lumsden Point
   - Both new developments in Wedgefield (Hedland Junction) and Kingsford Smith Business Park, and
   - New major UV mining development as outlined in the forward capital works program of the Long-Term Financial Plan, to be directed into the Town's Strategic Reserve to fund future new infrastructure.

c) That the basis of valuation for rating purposes continues to be Gross Rental Value (GRV) and Unimproved Value (UV) method.
   * Landgate values all properties in the State independently.

d) Properties are rated according to predominant land use; this classification is provided to council from Landgate; or zoning with regard the Town Planning Scheme with each differential having a separate calculated rate in the dollar and established minimums to achieve greater equity across all sectors and ensure a base level contribution.
   * The use of differential rating is considered a means to achieve greater uniformity in annual rate revenue apportionment across property types, being subject to fluctuations in their triennial revaluation reviews.

e) To maintain transparency and consistency each year in annual rating.
   * The Town of Port Hedland charges separately for rates, waste and State Emergency Services Levy (ESL)

f) That electronic communication methods are more efficient and effective.
   * Sustainable, cost effective and a digital Town of Port Hedland.

GROSS RENTAL VALUATION (GRV)

The Act determines that properties of a non-rural purpose within a Townsite boundary be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates.

The Valuer-General determines the GRV for all properties within the Town of Port Hedland every three years. The current general valuation is effective from 1 July 2025. (Valuation period 2025/26 to 2028/29).

Properties are rated according to predominant land use or the Town Planning Scheme's zoning. Three differential categories form the GRV basis, each having a separately calculated rate in the dollar to achieve greater equity across categories.

The GRV is determined by Landgate collecting rental evidence to determine the fair rental value for each property or groups of properties. Interim valuations are provided regularly to the Town by the Valuer-General for properties where changes occur (i.e. subdivisions or strata title of properties, amalgamations, building constructions, demolition, additions, and/or property rezoning). In such instances, the Town recalculates the rates for the affected properties and issues interim rates notices.

In addition to the above, section 6.28 (1) (2)(3) of the Act concludes the basis for rating 'relevant resource interest' is to be unimproved value of land, except land on which capital improvement are located, Reviews are continually undertaken and monitored for consideration to applying to the Minister for Local Government who; under section 6.28(1) determines gross rental value (GRV) basis of capital improvement land.

The current gross rental valuation schedule was and is effective from 1 July 2025.

UNIMPROVED VALUATION (UV)

As the Town has adopted differential rates, the basis of UV is applied upon land that is predominantly of a rural purpose in nature and can be located both inside and outside the town site boundary. All mining and petroleum interest, predominant Land use or zoned strategic industry, mining, mining resource, resource processing, stockpiling, salt mining and all state agreements located both inside and outside the townsite boundary are rated on the basis of unimproved value, with the exception of Ministerial approval to rate GRV.

Covering but not limited to Mining leases, State Agreements, Mining tenements, Pastoral leases, along with all other leasing and licences as described by the Mining Act (*Mining Act 1904*) and the Port Hedland Port Authority "The Government Trading Enterprises Act 2023 (WA) (GTE Act)" leased land and privately owned land.

Unimproved values are reviewed and provided to the Town annually by the Valuer General at Landgate, with a valuation roll provided. Interim valuations are provided monthly to the Town by Landgate for properties where changes have occurred, in such instances the Town recalculates the rates for the affected properties and issues interim rates notices.

The current unimproved rental valuation schedule is effective from 1 July 2025.

MINIMUM RATE PAYMENT

6.35. Minimum payment

(1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be calculated as payable on that land.

(2) A minimum payment is to be a general minimum but subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.

(3) In applying subsection (2) the local government is to ensure the general minimum is imposed across each rating differential on not less than –
a. 50% per cent of the total number of separately rated properties in the district; or
b. 50% per cent of the number of properties in each differential category referred to in subsection (6),
on which a minimum payment is imposed.

Regarding the UV Mining differential, the lower minimum is applied to ensure that the rate burden is distributed equitably between all property owners. A lesser minimum of $250 is applied to Mining categories to reflect the State Government amendment to the *Valuation of Land Act 1978* with the objective of providing some minor rate relief to small tenement owners.

2025/26 Budget Focus

The following are the proposed Differential General Rates and Minimum Payments for the Town of Port Hedland for the 2025/26 financial year and are effective from 1 July 2025.

The rate in the dollar will be based on the general valuation as supplied by the Valuer General (VG) with respect of gross rental values (GRV's) effective from 1 July 2025 and (UV's) effective from 1 July 2025 and as amended by any interim valuations received subsequent to that date.

The Valuation provided a broad range of adjustments to the Gross Rental Values and Unimproved Valuations, including:

Residential	51.73% increase
Commercial/Industrial	13.71% increase
Mass Accommodation	14.41% decrease
Pastoral/Other	9.69% decrease
Mining	8.91% increase

To produce similar rate yields, the rate in the dollar is recalculated to compensate for the increase or decrease in valuations provided.

The Rate modelling undertaken for the 2025/26 period will yield in net revenue $88,097,940

The above calculation is before concessions and other doubtful debt as well as quarantined rates and risk considerations are applied. The Town will review its expenditure in line with the Town's long term financial plan and considered efficiency measures as part of its budget deliberation.

Rate Category	2024/25 Current	2024/25 % Share	2025/26 Proposed	2025/26 Proposed	2025/26 % Share
	Rate in the Dollar	Percentage of Revenue	Rate in the Dollar	Minimums	Percentage of Revenue
	$	%	$	$	%
GRV Residential	0.06700	17.66	0.043500	1,300	15.27
GRV Commercial / Industrial	0.08957	8.44	0.078533	1,900	6.89
GRV Accommodation	0.13300	3.22	0.130500	1,900	2.35
GRV Airport	n/a	n/a	0.087000	1,900	0.92
UV Pastoral/Other	0.12000	0.37	0.132870	1,900	0.32
UV Mining	0.227571	70.31	0.240000	250	74.25

Efficiency Measures

- Continue to review & monitor all land for capital improvements
- Continue to use local suppliers whenever possible and appropriate
- Structuring operational revenues and expenditure to ensure adequate provision for asset renewal into the future
- Lobby State and Federal Governments and private sector for improved infrastructure investment.
- Continue to pursue investment in key infrastructure development such as the west end, airport, service industry and logistics.
- Further implementation of the Enterprise Resourcing Planning (ERP) system.
- Continued review of the need for and remuneration of each position.
- Continued review of service unit budgets for underutilised resources.

Service Improvements

Substantial funds designated by the Town for the creation of three critically important hubs:

South Hedland Integrated Sports Hub (SHISH).
Civic and Arts Precinct.
JD Hardie Youth and Community Hub.

Differential General Rates and General Minimum Payments

The following are the objects and reasons for each of the differential rates:

GRV RESIDENTIAL

Means any land that is predominately used for:

- Singular and multi-dwellings and is zoned Residential/Rural Residential approved by the Town of Port Hedland planning department under the Town of Port Hedland Local Planning Scheme.

O R

- Which is vacant of any construction and is zoned Residential/Rural Residential under the Town of Port Hedland Local Planning Scheme.

OBJECTS: The Object of this differential rate is to apply a base differential rate to residential properties for non-business purposes.

REASONS: The minimum rate of $1,300 remains for this category is to ensure that all ratepayers make a reasonable contribution towards the financial impact and costs incurred in providing community services and activities, maintaining Town infrastructure, furthering the Town's strategic goals, and encouraging and supporting residential development within the town sites.

Equally supporting sustainability by investing in infrastructure and funding renewal and replacement assets programs.

The rate for this category maintains a consistent rate yield from 2024/25 with on increase in the GRV valuations and subsequently a decrease to the rate in the dollar resulting in 0% movement.

GRV COMMERCIAL / INDUSTRIAL

Means any land that is predominately used for:

- Commercial or industrial operations

OR

- Land that is zoned as commercial or industrial, as identified in the Town of Port Hedland Local Planning Scheme.

This includes, but is not limited to; the town centre, commercial business precincts, mixed business, shopping centres, Wedgefield Industrial Estate (including care takers buildings) and Strategic Industry zones, industrial, transport and light industry uses, the West End precinct and Port Hedland Port Authority leased land inside and outside town site boundary and privately owned land.

Miscellaneous Licenses with Local Government Ministerial approval -

- Miscellaneous Licenses (all approved uses) defined under the Mining Act 1978 that have been granted by Department of Mines Industry and Regulation & Safety & deemed rateable, with infrastructure on the land.

OBJECTS: The object of this differential rate is to apply council rates to all income producing facilities, raising revenue to fund costs associated with maintaining infrastructure renewal and services provided to these properties, or locations,

REASONS: The minimum rate of $1,900 remains for this category and differential acknowledges costs associated with the provision and maintenance and renewal of infrastructure used by commercial or industrial businesses including road structure, lighting and drainage, car parking, landscaping, and higher costs in relation to infrastructure and regulatory services, landscape & infrastructure development to assist with dust mitigation.

In maintaining fairness & equity ensuring consistency with previous years, the Town continues a close working relationship with Development WA minimising risk and preventing land banking; and encourages all businesses equally by supporting sustainability by investing in business infrastructure to assist with business, social & economic growth and funding renewal and replacement assets programs.

The rate for this category maintains the rate yield from 2024/25 to support and encourage local businesses with an increase in the GRV valuations and subsequently a decrease to the rate in the dollar.

GRV ACCOMMODATION

Means any land:

- Where approved transient workforce accommodation facilities are located (TWA's)

OR

- Land approved and predominantly used for providing large scale accommodation for temporary workers to the Town as identified in the Town of Port Hedland Local Planning Scheme,

OR

- Holiday Accommodation, Hotel, Lodge, Motel, Tourist Development and Tourism Resort, Identified AirBnB's, Caravan Parks or alike.

OBJECTS: The object of this differential rate is to ensure that rates are distributed equitably between residents and non-residential workers, who spend a significant portion of the year in Port Hedland.

REASONS: The rate for this category supports the Town's preferred option that the operational workforce associated with resource interest be housed in normal residential properties within the town boundaries.

The rate in the dollar is proposed to be three times (x3) the Residential rate category which equates to three times (x3) the lowest GRV rate in the dollar. This differential rate maintains a proportional share of rating required. Mass Accommodation properties have the potential to have a greater impact on the Town's services and assets than other properties due to the number of occupants on a relatively small land parcel.

The Town remains committed to the long-term financial plan of sustainability centralised around export, mining, construction, maintenance, and access to the Port, should be housed in normal residential properties within the town boundaries. It is only through this that the town benefits from an integrated and normalised residential workforce and thereafter the community and society benefit from greater participation in community activities, including sporting and cultural bodies, and higher participation rates in volunteerism and sport.

GRV AIRPORT ZONE

Means any land that is:

- Located within Port Hedland International Airport (PHIA) Leased Area

OBJECTS: The Object of this differential rate is to recognise a share of costs associated with tourism, transport infrastructure and mass worker accommodation associated within the Port Hedland International Airport area.

REASONS: Airport properties located in the Port Hedland Airport Precinct receive direct benefit from significant Airport Infrastructure and Mass Accommodation services, this category is to ensure that areas of high activity which impacts upon the Town's environment make a reasonable contribution towards the financial impact and costs incurred in providing community services and activities.

The rate for this category has been determined upon the 2024/25 rate revenue raised from all subleases within the Port Hedland Airport Precinct which are now combined on a single valuation (which includes two Transient Worker Accommodation facilities) plus an increase towards meeting the Town's increased cost of service delivery.

UV MINING

Means any land:

- Predominately used for the purpose of resource processing,

OR

- Processing or refining of fuel sources,

OR

- Predominately used for the purpose of stock piling.

OR

- Does not have the characteristics of any other UV differential rate category.

Mining Leases and Licences, Exploration Licenses, Prospecting Licenses, Retention Licenses, General Purpose Leases, Special Prospecting Licenses for Gold and Miscellaneous Licenses (all approved uses) defined under the Mining Act 1978 that have been granted by Department of Mines Industry and Regulation & Safety and determined as rateable.

OBJECTS: The object of this differential rate is to reflect and raise revenue to manage the impact on the Town as a result from mining and resource sectors.

REASONS: There is a minimum rate of $250 for this category. Mining properties impact on utilisation of urban and rural infrastructure by heavier transport and higher traffic volumes associated with resource sector operations supports the large investment that the Town of Port Hedland makes to road and road drainage infrastructure. This services remote mining activities on townsite and rural roads throughout the municipality and reflects the ongoing extensive maintenance, which impacts the frequency that is required to ensure a minimum level of serviceability is achieved. Along with additional costs associated with monitoring and managing the effects of environmental impacts relating to dust, noise, air pollution and smell, and community complaints to such events which are all considered here.

In addition, these properties have access to all other service facilities provided by the Town. Properties with a land use UV often have a State or Regional significance, some of which are subject to legacy State Agreements that limit the methods of valuation to UV restrictive formulae for calculation of valuation. The differential rate for this category is considered to levy a proportional comparative with their impact on local community (ie: Heavy haulage vehicle movement, environmental health, and strategic future housing planning).

The town is equally supporting sustainability by investing in infrastructure and funding renewal and replacement assets programs, including landscape and infrastructure development to assist with dust mitigation.

UV PASTORAL / OTHER

Means any land:

- that has been granted a pastoral lease under the repealed Land Act 1933;

OR

- renewal of pastoral leases (administered by the Department of Lands);

OR

- land predominately used for pastoral activities as defined in the Land Administration Act 1997.

OR

- Phone Towers & Broadcasting Corporations & Telecommunication operations

OR

- For all other miscellaneous land use nowhere else classified

OBJECTS: The object of this differential rate is to be the base rate by which all other UV rated properties are assessed. Raised revenue is to provide for rural infrastructure and services in addition to the Town services, facilities and infrastructure which are available to be accessed by the properties in this category.

REASONS: The minimum rate of $1,900 for this category acknowledges the continuing focus on development and diversification of Pastoral Properties in the region, encouraging development of tourism and rangeland activities in conjunction with reforms being introduced by the State Government, to support the opportunity for live cattle trade (Strategic Community Plan 2022/2032), and associated activities from the Port to further diversify the local economy. Equally supporting sustainability by investing in infrastructure and funding renewal and replacement assets programs.

The Town has a continuing focus on development in the region, encouraging development with communication broadband internet & Wi Fi services in the modern digital economy, connectivity is essential for regional businesses and communities to build and maintain a sustainable future.

The reason for a lower rate applied to the Pastoral/Other category, as compared to UV Mining is to reflect the lower level of impact these activities have on general infrastructure and facilities including road infrastructure, recreation facilities.

The rate for this category maintains the rate yield from 2024/25 with a decrease in the UV valuations and subsequently a decrease to the rate in the dollar.

TOWN'S RATING STRATEGY

The key points for the 2025/26 Rating Strategy:

This strategy establishes a framework to address the following key elements:

a) Raise sufficient rates yield to maintain current services and future infrastructure renewal to meet community expectations, as outlined in the adopted Long Term Financial Plan whilst ensuring a balanced budget.

b) Future rates growth from new development at the:
   - Boodarie Strategic Industrial Area
   - Lumsden Point
   - Wedgefield (Hedland Junction) and Kingsford Smith Business Park, and
   - New major UV mining

   Be directed into the Town's Strategic Reserve to fund future new infrastructure development as outlined in the forward capital works program of the Long-Term Financial Plan.

c) That the basis of valuation for rating purposes continues to be Gross Rental Value (GRV) and Unimproved Value (UV) method.
   * Landgate values all properties in the State independently.

d) Properties are rated according to predominant land use; this classification is provided to the Town from Landgate; or zoning with regard the Town Planning Scheme with each having a separate calculated rate in the dollar and established minimums to achieve greater equity across all sectors and ensure a base level contribution.
   * The use of differential rating is considered a means to achieve greater uniformity in annual rate revenue apportionment across property types, being subject to fluctuations in their triennial revaluation reviews.

e) To maintain transparency and consistency each year in annual rating.
   * The Town of Port Hedland charges separately for rates, waste, and State Emergency Services Levy (ESL).

f) That electronic communication methods are more efficient and effective.
   * Sustainable, cost effective and a digital Town of Port Hedland.

Rate Category	Actual Revenue - 2024/2025	Proposed Revenue - 2025/26
GRV Residential	$13,539,773	$13,448,427
GRV Commercial/ Industrial	$6,068,587	$6,072,957
GRV Accommodation	$2,465,573	$2,070,610
GRV Airport	$0	$810,236
UV Pastoral / Other	$281,169	$279,129
UV Mining	$53,890,433	$65,416,581
TOTAL	$76,245,534	$88,097,940

The above rate model as of 17th June 2025 is proposed to yield $88,097,940 in gross rate revenue.

After concession of $225,913 and an estimated amount of $8,089,875 quarantined and transferred to the Strategic Reserve, net revenue will be $79,782,152

This model continues to reflect an equitable distribution of the rate burden reflecting the Towns Rating Strategy and ensuring the Town can continue to deliver services, along with maintaining road & asset renewal and deliver the Town's objectives for long term financial planning.

PENSIONER RATES CAP GAP

The Town provides additional rating relief for its eligible pensioners, whose rates exceed $1,500 and are therefore not subsidised to the full 50% by the State Government. This Pensioner Rate Cap Gap program is intended to be capped at $500 per annum from 2025/26 and requires rates are paid in full each year.

CHANGES FROM ADVERTISED INTENDED RATING

The public notice and invitation of submissions on the Town's intention to levy differential rates 2025/26 and associated draft statement of objects and reason the Town will consider all submission before making a final determination on the amount of rating and the rate in the dollar charges. Rating will be confirmed at the time of adopting the annual budget.

MARK DACOMBE

ACTING CHIEF EXECUTIVE OFFICER

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TOWN OF PORT HEDLAND

CONCESSIONS AND EXEMPTIONS

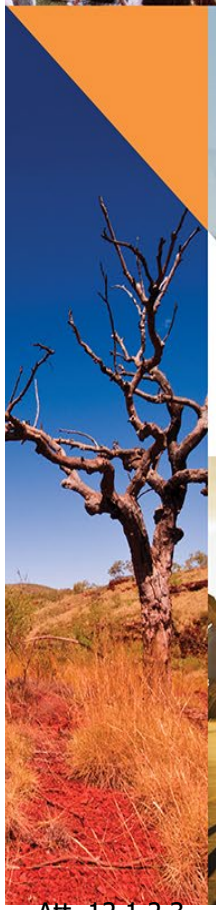
Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	2025/26 Budget
				$
Bloodwood Tree Association Inc.	Rate	Concession	50%	4,094
Care for Hedland	Rate	Concession	100%	4,994
Foundation Housing	Rate	Concession	50%	8,935
Gumala Investments Pty Ltd	Rate	Concession	50%	13,040
Kariyarra Land Aboriginal Corporation	Rate	Concession	50%	15,121
One Tree Community Services Inc.	Rate	Concession	100%	7,602
Rose Nowers Early Learning Centre Inc	Rate	Concession	100%	3,985
Trealoar Child Care Centre Inc.	Rate	Concession	100%	6,245
Grand Lodge Freemasons	Rate	Concession	100%	4,052
Hedland BMX	Rate	Concession	100%	2,937
Hedland Sporting Shooters Club	Rate	Concession	100%	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
Port Hedland Golf Club	Rate	Concession	100%	5,103
Port Hedland Kart Club	Rate	Concession	100%	1,736
Port Hedland Motorcycle Club	Rate	Concession	100%	20,993
Port Hedland Seafarers Centre	Rate	Concession	100%	5,391
Port Hedland Speedway Club	Rate	Concession	100%	15,811
Port Hedland Turf Club	Rate	Concession	100%	5,780
RSL Port Hedland Sub Branch	Rate	Concession	100%	2,396
South Hedland Owners and Trainers Association	Rate	Concession	100%	27,105
St Johns Ambulance	Rate	Concession	100%	17,277
Volunteer Marine Rescue Group	Rate	Concession	100%	4,264
Communicare Group Ltd	Rate	Concession	100%	11,853
Empowering People In Communities (EPIC) Inc	Rate	Concession	100%	2,941
Pensioner Rate Cap Gap Remission	Rate	Waiver		7,731
				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.



Town of Port Hedland

Town of Port Hedland

Schedule of Fees and Charges

for the year ending 30 June 2026

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Town of Port Hedland						
Regulatory: Basis of setting level of fees and charges is covered under S6.17(1) of the Local Government Act 1995. This takes Into consideration the cost to the local government, the Importance of the service and the price that Is provided by alternative providers.						
Companion Card: The Western Australian Companion Card Program promotes the right of people with a disability to fair ticketing at entertainment venues. The Town of Port Hedland supports and affiliates with this program (Council Decision 201314/255). Holders of a Companion Card will have their fee waived when attending ticketed entertainment/facilities to support a person with a disability. The purpose of the Companion Card Is to ensure that people who are unable to attend venues and events without a companion to provide attendant care support, are not charged two admission fees. The following Town of Port Hedland facilities recognize the Companion Card Program:						
Wanangkura Stadium, Gratwick Aquatic Centre, South Hedland Aquatic Centre, JD Hardie Centre, Matt Dann Cultural Centre, Library Workshops.						
Pensioner Definition: An eligible pensioner Is a pensioner as defined In the Rates and Charges (Rebates and Deferments) Act 1992 section 3(1).						
Community Group Definition: To qualify for the Community Group Rate as set out below, clubs and organIsatIons are required to provide documentary evidence that clearly establishes that they are a Community Organization as defined by the ATO. The Australian Tax Office (ATO) defines community organIsatIons as "any organization engaged In charitable or other community based activity operating under Australian law and not established for the purpose of making a profit." This documentation may be In the form of the organIsatIons constitution, ABN status or documentation stating their dissolution clause and/or non-profit clause.						
Port Hedland based not-for-profits, sporting groups and performing arts groups may apply for a waiver of fees and charges in line with 2/020 Fees and Charges Waiver Policy.						
Rating Charges						
Rates Report	Per re-print	N	$28.50	$0.00	$28.50	D
Settlement Enquiry – Rate Search	Per search	N	$28.50	$0.00	$28.50	D
Complete Owners Listing	Per request	N	$353.00	$0.00	$353.00	D
(Non-commercial purposes)						
Dishonoured items – Direct Debit	Per failure	N	$25.00	$0.00	$25.00	D
Instalment Notice Administration Fee	Per instalment	N	$15.00	$0.00	$15.00	D
The administration fee does not apply to the first instalment						
Instalment Plans Interest		N			5.50%	R
Interest for Outstanding debts after 35 days		N			7.0%	R
Rates on charge of Search / Legal Fees	Per charge	N			At cost	R
Debtors on charge of Search / Legal Fees	Per charge	N			At cost	R
Debtors outstanding after 35 days		N			7.0%	R

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Freedom of Information						
Freedom of Information Application Fee	Per request	N	$30.00	$0.00	$30.00	R
Freedom of Information time taken dealing with application (per hour or pro rata)	Per hour	N	$30.00	$0.00	$30.00	R
Freedom of Information supervised access (per hour or pro rata)	Per hour	N	$30.00	$0.00	$30.00	R
Freedom of Information equipment / room hire for supervised access	At cost	N			At cost	R
Freedom of Information photocopying (staff time)	Per hour	N	$30.00	$0.00	$30.00	R
Freedom of Information photocopying (per copy)	Per copy	N	$0.20	$0.00	$0.20	R
Freedom of Information transcribing	Per hour	N	$30.00	$0.00	$30.00	R
Freedom of Information recording duplication	Per hour	N	$30.00	$0.00	$30.00	R
Freedom of Information delivery, packaging and postage	Per hour	N			At cost	R
General						
Agenda or Minutes of a Council or Committee (Per Set)	Per agenda	N	$10.00	$0.00	$10.00	D
Agenda or Minutes of a Council or Committee (Delivery, packaging and postage)	At cost	N			At cost	D
Agenda or Minutes of a Council or Committee		N	$4.00	$0.00	$4.00	D
Audio / video recording of Council Meetings		N	$15.00	$0.00	$15.00	D
General Performance and Event ticketing						
Live Performance and Events Tickets	Per ticket	Y		TBD per Event/Performance		D
General TOPH Stallholder Fees						
General stallholder fees	Per stall	N			TBD per Event	D
Community Groups	Per stall	N			Free/Exempt	D
Cleaning Fees						
This cleaning fee applies to all parks, ovals, reserves, recreation grounds and all community hire facilities. The Matt Dann Theatre and cinema is excluded.						
Cleaning Fee	Per hour	Y	$136.36	$13.64	$150.00	D

continued on next page ...

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Cleaning Fees [continued]						
Failure to tidy a facility within 6hrs of an event	Per booking	Y	$200.00	$20.00	$220.00	D
$200 + any cleaning fees acquired by the Town of Port Hedland						
Bonds						
The level of bond will be assessed upon application via the bond matrix and the applicant notified of the level.						
All Events/All Facilities Bonds						
Bond - Standard	Per booking	N	$500.00	$0.00	$500.00	D
Bond - High risk	Per booking	N	Amount determined as per the bond matrix. Min. Fee excl. GST: $500.00			D
Equipment Bonds						
Laptop bond	Per booking	N	$1,500.00	$0.00	$1,500.00	R
Bond for lighting swipe card	Per card	N	$50.00	$0.00	$50.00	D
Key Bond	Per booking	N	$50.00	$0.00	$50.00	D
Community Ovals and Parks						
Sports Grounds, Ovals, Reserves and Parks						
Club and Association Seasonal Hire Fees						
Junior Players Hire (U18)	Per player	Y	$2.73	$0.27	$3.00	D
Senior Players Hire	Per player	Y	$13.64	$1.36	$15.00	D
Storage fee – per season	Per m2 per booking	Y	$27.27	$2.73	$30.00	D
Sporting Club Room	Per season	Y	$227.27	$22.73	$250.00	D
Late Seasonal Booking Fee	Per booking	Y	$181.82	$18.18	$200.00	D
Late Seasonal Cancellation Fee	Per booking	Y	$181.82	$18.18	$200.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Adhoc Hire						
Full day rate for ToPH oval/reserves/park hire	Per day	Y	$636.36	$63.64	$700.00	D
All parks	Per hour	Y	$36.36	$3.64	$40.00	D
All Reserves and Ovals	Per hour	Y	$45.45	$4.55	$50.00	D
Marie Marland Baseball Diamond	Per hour	Y	$18.18	$1.82	$20.00	D
Marie Marland Softball Field	Per hour	Y	$18.18	$1.82	$20.00	D
Marie Marland Soccer, Touch Football and Rugby field 1 & 2	Per hour	Y	$18.18	$1.82	$20.00	D
Faye Gladstone Netball Courts, Port Hedland Tennis Courts, Port Hedland Hockey Field						
Court Hire Hourly Rate	Per hour per court	Y	$13.64	$1.36	$15.00	D
Colin Matheson Oval, Kevin Scott Oval, Maire Marland Reserve, Faye Gladstone Netball Courts, McGregor St Reserve						
Lighting per hour	Per kW hour	Y	$0.41	$0.04	$0.45	D
Race Meetings						
Charges for Race Meetings	Per race meeting	Y	$1,663.64	$166.36	$1,830.00	D
Community Pavilion / Hall Hire						
Percy Gratwick Memorial Hall						
After Hours Staffing or Call Out Fee	Per hour	Y	$80.45	$8.05	$88.50	D
Per officer minimum two Officers required						
Facility Rental – All-inclusive rate	Per hour	Y	$90.91	$9.09	$100.00	D
Gratwick Hall - 24 hour facility hire	Per 24 hours	Y	$909.09	$90.91	$1,000.00	D
Facility Rental – Floor Space Only	Per hour	Y	$54.55	$5.45	$60.00	D
Facility Rental – Kitchen	Per hour	Y	$27.27	$2.73	$30.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Colin Matheson Community Pavilion						
Facility Hire – All Inclusive Rate including Kitchen	Per hour	Y	$40.91	$4.09	$45.00	D
Colin Matheson Pavilion - 24 hour facility hire	Per 24 hours	Y	$545.45	$54.55	$600.00	D
Jim Caffey Memorial Hall and Andrew McLaughlin Community Centre						
Facility Rental	Per hour	Y	$36.36	$3.64	$40.00	D
Port Hedland Community Centre						
Half Meeting Room – Ground Floor	Per hour	Y	$54.55	$5.45	$60.00	D
Whole Meeting Room – Ground Floor	Per hour	Y	$94.55	$9.45	$104.00	D
Ground Floor Kitchen Only	Per hour	Y	$54.55	$5.45	$60.00	D
Community Space Half – Ground Floor	Per hour	Y	$19.09	$1.91	$21.00	D
Community Space Whole – Ground Floor	Per hour	Y	$38.18	$3.82	$42.00	D
Function Space Half – 1st Floor	Per hour	Y	$75.91	$7.59	$83.50	D
Function Space Whole – 1st Floor	Per hour	Y	$113.64	$11.36	$125.00	D
First Floor Kitchen Only	Per hour	Y	$75.91	$7.59	$83.50	D
24 Hour Whole Facility	24 hours	Y	$2,727.27	$272.73	$3,000.00	D
24 Hour Half Facility	24 hours	Y	$1,454.55	$145.45	$1,600.00	D
Community BBQ						
Community BBQ Bond	Per event	N	$1,000.00	$0.00	$1,000.00	D
Aquatic Centres						
Aquatic Centre Rental						
Non Pool area hire	Per booking	Y	$23.64	$2.36	$26.00	D
Includes 5 entries						

continued on next page ...

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Aquatic Centre Rental [continued]						
Full Facility Commercial per hour	Per hour	Y	$283.64	$28.36	$312.00	D
Includes all entries						
Staff fee per hour (Duty Manager)	Per hour	Y	$80.45	$8.05	$88.50	D
Staff fee per hour (Life Guard)	Per hour	Y	$67.27	$6.73	$74.00	D
Full Facility School carnival hire	Per day	Y	$567.27	$56.73	$624.00	D
Spectator fees apply						
Main Pool School carnival hire	Per half day	Y	$378.18	$37.82	$416.00	D
Spectator fees apply						
Lane hire peak (4pm-7pm)	Per hour	Y	$16.36	$1.64	$18.00	D
Entries not included						
Lane hire off peak	Per hour	Y	$8.18	$0.82	$9.00	D
Entries not included						
Deep section hire	Per hour	Y	$16.55	$1.65	$18.20	D
South Hedland Acquatic Centre only. Entries not included.						
Inflatable Obstacle Course hire	Per hour	Y	$175.00	$17.50	$192.50	D
Includes staff costs						
Individual Inflatable equipment hire per hour	Per hour	Y	$80.45	$8.05	$88.50	D
Includes staff costs						
Individual Inflatable equipment hire per hour Promotional	Per hour	Y			Free	D
Inflatable public use	Per entry	Y			Free	D
Additional to entry fee						
Inflatable Obstacle Course hire per hour Promotional	Per hour	Y			Free	D
Water polo per hour		Y			Free	D
During closed hours; must hire additional staff						
Sports Club Coaches		Y			Free	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Pool Charges						
Adult entry (18+ years)	Per entry	Y	$5.45	$0.55	$6.00	D
Companion Card Entry	Per entry	Y			Free	D
Limit two per card holder						
Companion Card Entry Additional	Per entry	Y	$1.82	$0.18	$2.00	D
Concession Adult	Per entry	Y	$2.73	$0.27	$3.00	D
Child entry (0-5)	Per entry	Y			Free	D
Child entry (6+ up to 17 years)	Per entry	Y	$2.73	$0.27	$3.00	D
Spectators	Per entry	Y	$1.82	$0.18	$2.00	D
Spectators Swim lessons, Sports Clubs and Promotional	Per entry	Y			Free	D
JD Hardie Youth Aquatic Booking Entry	Per entry	Y			Free	D
Swimming Lessons						
Child Swimming Lessons	Per lesson	N	$16.50	$0.00	$16.50	D
Adult Stroke Correction / Squad	Per lesson	Y	$20.91	$2.09	$23.00	D
Private Lesson (Adult or Child)	Per lesson	Y	$42.73	$4.27	$47.00	D
Aquatic Program	Per program	Y	$104.09	$10.41	$114.50	D
Aquatic Program	Per session	Y	$10.55	$1.05	$11.60	D
Memberships						
Aquatic memberships Joining fee	Per sign up	Y	$34.55	$3.45	$38.00	D
Aquatic Membership Adult Fortnightly DD (18 yrs.+)	Per fortnight	Y	$34.55	$3.45	$38.00	D
Covers entry costs and Aquatic GF classes only						
Aquatic Membership Adult Fortnightly DD Concession (18 yrs.+)	Per fortnight	Y	$17.27	$1.73	$19.00	D
Covers entry costs and Aquatic GF classes only						

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Wanangkura Stadium						
Wanangkura Health Club Memberships (per fortnight)						
Platinum Joining Fee	Per membership	Y	$90.91	$9.09	$100.00	D
Teen Fit membership joining fee	Per membership	Y	$34.55	$3.45	$38.00	D
Membership Administration Fee	Per membership	Y	$54.55	$5.45	$60.00	D
Direct Debit Rejection fee	Per rejection	N	$6.00	$0.00	$6.00	D
Platinum Membership	Per membership	Y	$53.18	$5.32	$58.50	D
(Gym, group fitness and pool entry) Fortnightly Direct Debit						
Platinum Membership Concession	Per membership	Y	$43.64	$4.36	$48.00	D
(Gym, group fitness and pool entry) Fortnightly Direct Debit						
Platinum Membership 1 Week Pass	Per week	Y	$56.82	$5.68	$62.50	D
Platinum Membership 1 Month Pass	Per month	Y	$170.45	$17.05	$187.50	D
Carers Gym Entry	Per entry	Y			Free	D
Casual entry	Per entry	Y	$19.09	$1.91	$21.00	D
Casual Concession	Per entry	Y	$16.36	$1.64	$18.00	D
Fitness test or assessment	Per session	Y	$141.82	$14.18	$156.00	D
Teen Fit membership	Per fortnight	Y	$34.55	$3.45	$38.00	D
Fortnightly Direct Debit						
Family Platinum Membership	Per fortnight	Y	$101.82	$10.18	$112.00	D
2x adults platinum, 2x under 12yo creche and pool.						
Corporate Rates – 10-19 people	Per fortnight	Y			10% Discount	D
Hedland Senior High School & Childcare	Per fortnight	Y			30% Discount	D
Corporate Joining Fee	Per member	Y	$45.45	$4.55	$50.00	D
Non-member PT Surcharge	Per session	Y	$10.00	$1.00	$11.00	D
Program Level 1	Per session	Y	$9.09	$0.91	$10.00	D
Program Level 2	Per session	Y	$13.64	$1.36	$15.00	D
Program Level 3	Per session	Y	$18.18	$1.82	$20.00	D
Program Level 4	Per session	Y	$22.73	$2.27	$25.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Wanangkura Health Club Memberships (per fortnight) [continued]						
Program Level 5	Per session	Y	$27.27	$2.73	$30.00	D
Discounted Kickstart PT Pack	Per pack	Y	$90.00	$9.00	$99.00	D
3 x discounted 30 min – can only be used once						
Other						
New / Replacement Membership Tag	Per replacement	Y	$13.64	$1.36	$15.00	D
Replacement duress necklace	Per replacement	Y	$473.64	$47.36	$521.00	D
Personal Training						
Personal Training 45 min member	Per session	Y	$70.45	$7.05	$77.50	D
Personal Training 60 min member	Per session	Y	$81.82	$8.18	$90.00	D
2 Person Personal Training 45 min member (second persons rate)	Per session	Y	$54.55	$5.45	$60.00	D
2 Person Personal Training 60 min member (second persons rate)	Per session	Y	$68.18	$6.82	$75.00	D
Group Fitness 60 min	Per class	Y	$170.45	$17.05	$187.50	D
20-35 person capacity depending on class selected						
Team Sports (per team)						
Casual Indoor Court Entry	Per entry	Y	$6.36	$0.64	$7.00	D
Social Sports Forfeit Fine	Per game	Y	$72.73	$7.27	$80.00	D
Social Sports Team Registration Fee	Per game	Y	$72.73	$7.27	$80.00	D
Social Sports Game Fee	Per game	Y	$54.55	$5.45	$60.00	D
Junior Sports Game Fee (Team)	Per game	Y	$33.18	$3.32	$36.50	D
Social Sports Individual Registration Fee	Per session	Y	$10.91	$1.09	$12.00	D
Creche						
Creche per child	Per child	Y	$6.36	$0.64	$7.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Squash Court Hire						
Per court / per hour	Per hour	Y	$18.18	$1.82	$20.00	D
Per court / per half hour	Per half hour	Y	$9.09	$0.91	$10.00	D
Facility Hire fees						
Wanangkura Stadium Facility Rental						
Jimblebar Room	Per hour	Y	$113.64	$11.36	$125.00	D
Jimblebar Room	Per day	Y	$795.45	$79.55	$875.00	D
Club Room (no kitchen)	Per hour	Y	$42.73	$4.27	$47.00	D
Club Room	Per hour	Y	$66.36	$6.64	$73.00	D
Club Room	Per day	Y	$464.55	$46.45	$511.00	D
Yarrie Meeting Room	Per hour	Y	$38.18	$3.82	$42.00	D
Yarrie Meeting Room	Per day	Y	$267.27	$26.73	$294.00	D
External Basketball Court Hire	Per court per hour	Y	$20.91	$2.09	$23.00	D
Indoor Court Full Court	Per day	Y	$1,045.45	$104.55	$1,150.00	D
Indoor Court Full Court	Per hour	Y	$104.55	$10.45	$115.00	D
Indoor Court half court	Per hour	Y	$52.27	$5.23	$57.50	D
Events and Bookings Services Hire						
Staff charge per hour	Per hour	Y	$80.45	$8.05	$88.50	D
Scoreboard System bond	Per booking	N	$1,500.00	$0.00	$1,500.00	D
Cancelled booking fee – 50 % (discretionary)	Per booking	Y			50% of booking cost	D
Carpet laying and pack up	per hour per person	Y	$81.82	$8.18	$90.00	D
Carpet cleaning (post event)	Per event	Y	$473.64	$47.36	$521.00	D
3 Phase Distribution Board/Cord Hire	Per event	Y	$50.00	$5.00	$55.00	D
Additional Waste Removal/Skip Bin	Per event	Y	$473.64	$47.36	$521.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Promotional						
The use of promotional fees are at the discretion of the Town						
7 days for 7		Y	$6.36	$0.64	$7.00	D
30 days for $30		Y	$27.27	$2.73	$30.00	D
Half price joining fee		Y	$45.45	$4.55	$50.00	D
Personal Training Trial		Y			No charge	D
2 for 1 gym entry		Y			No charge	D
2 for 1 group fitness entry		Y			No charge	D
Free 3 day trial membership		Y			No charge	D
$0 joining fee		Y			No charge	D
Up to 1 free month		Y			No charge	D
For existing members						
First month free		Y			No charge	D
1 free class		Y			No charge	D
Free 1 month Teen Fit		Y			No charge	D
Matt Dann Theatre & Cinema						
Movies Tickets						
Adults	Per person	Y	$18.18	$1.82	$20.00	D
Concession	Per person	Y	$15.45	$1.55	$17.00	D
Children 12 and under	Per person	Y	$12.73	$1.27	$14.00	D
Live/ Cultural Performance Tickets						
Booking fee per transaction		Y	$5.45	$0.55	$6.00	D
Gift vouchers	Per person	Y			$9-$150 Min. Fee excl. GST: $9.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Venue Hire Charge						
Whole Venue	Per day	Y	$454.55	$45.45	$500.00	D
Up to 8 hours.						
Whole Venue Basic Access	Per hour	Y	$45.45	$4.55	$50.00	D
Whole Venue - Concert rate	Per day	Y	$1,136.36	$113.64	$1,250.00	D
24 hour access inc. staff & tech. Not eligible for fee waiver						
Cleaning						
Matt Dann Cleaning Bond	Per booking	N	$220.00	$0.00	$220.00	D
Ticket Production						
All venue hirers will be required to use the Matt Dann Theatre & Cinema Ticketing system						
Ticketing Setup Fee	Per event	Y	$47.27	$4.73	$52.00	D
Reserved Seating Mode per ticket printing	Per ticket sold	Y	$0.91	$0.09	$1.00	D
General Seating Mode per ticket printing	Per ticket sold	Y	$0.45	$0.05	$0.50	D
Screen Advertising						
Community Service Announcement	Per session	Y			Free	D
Subject to materials being provided in a specific format, and availability of advertising slots – *one month advance notice required.						
Commercial Advertising 10 screening package	Per Package	Y			As Calculated	D
Subject to materials being provided in DCP format						
Commercial Advertising 6 month screening package Subject to content guidelines	Per Package	Y			As Calculated	D
Subject to materials being provided in DCP format						
Commercial Advertising 12 month screening package Subject to content guidelines	Per Package	Y			As Calculated	D
Subject to materials being provided in DCP format						

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Staffing Costs (per hour)						
Monday Sunday: 5am-11pm (up to 8 hours)	Per hour	Y	$56.82	$5.68	$62.50	D
Monday Sunday: 5am-11pm (Per additional hour over 8 hours)	Per hour	Y	$75.91	$7.59	$83.50	D
Monday Sunday: 5am-11pm (Per additional hour over 10 hours)	Per hour	Y	$85.45	$8.55	$94.00	D
Monday Sunday: Outside 5am-11pm Public Holidays	Per hour	Y	$85.45	$8.55	$94.00	D
Technician	Per hour	Y	$122.73	$12.27	$135.00	D
Assistant Technician	Per hour	Y	$72.73	$7.27	$80.00	D
Equipment Hire						
Audio						
Audio Console	Per day	Y	$113.64	$11.36	$125.00	D
Yamaha Grand Piano	Per day	Y	$113.64	$11.36	$125.00	D
Use on Stage Area Only						
Speakers and Amplifier Equipment	Per day	Y	$363.64	$36.36	$400.00	D
Portable Audio System	Per Package	Y	$272.73	$27.27	$300.00	D
4x QSC K12 Active Speakers (w/ Travel Bags), 4x XLR/IEC Loom, 4 x Konig Meyer Speaker Stands (w/ Travel Bags), 2x Tall Boom Microphone Stands (w/ Travel Bags), 2x SM58 Microphones (w/Clips), 2x Radial Passive DI, 2x Instrument Cable, 5x XLR Microphone Cable, 1x RCA to 3.5mm Jack Cable, 1x Pre-sonus Studio Live 16.4.2 OR Allen + Heath ZED16FX, 3 x 6-way Power Boards, 2x 25m Extension Cables, 2x 10m Extension Cables						
Microphone Equipment	Per day	Y	$109.09	$10.91	$120.00	D
Lighting Packages						
Hazer Unique 2.1 (Inc 5L Fluid)	Per day	Y	$56.82	$5.68	$62.50	D
Chauvet battery LED Up Lights	Per day	Y	$18.18	$1.82	$20.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Lighting Packages [continued]						
Small Theatrical Lighting	Per day	Y	$189.09	$18.91	$208.00	D
8 x 1000w Pacific, 8 x 1200w Rama Fresnel's, ION Lighting Console, Jands Dimmers						
Follow Spot	Per day	Y	$56.82	$5.68	$62.50	D
1 available						
Moving Lights Package A	Per day	Y	$208.18	$20.82	$229.00	D
4 x Chauvet Rogue R1 Spot						
Moving Lights Package B	Per day	Y	$312.73	$31.27	$344.00	D
6x Martin Mac 350 Entour						
Video Switcher	Per day	Y	$70.91	$7.09	$78.00	D
Portable Projector	Per day	Y	$136.36	$13.64	$150.00	D
Cinema Projector (Indoor Only)	Per day	Y	$227.27	$22.73	$250.00	D
Cinema Package (Indoor Only)	Per day	Y	$472.73	$47.27	$520.00	D
Includes Projector, Media Server, Audio, Screen, Intelligent Lighting						
Film Screening Fee						
Film license & Booking Fee	Per booking	N	As per Individual company Screening terms plus 10%			D
Consumables						
Test & Tag	Per item	Y	$23.64	$2.36	$26.00	D
Foyer Seating Package	Per day	Y	$189.09	$18.91	$208.00	D
Use within venue only. 6 x Round Tables 24 x Chairs 6 x Round tables 24 x Chairs						
Tall Round Bar Tables	Per day	Y	$94.55	$9.45	$104.00	D
5 Available. Use within venue only.						
Red Carpet	Per day	Y	$94.55	$9.45	$104.00	D
Use within venue only.						

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
JD Hardie Centre						
Programs						
Kids Club Casual	Per Child	Y	$7.27	$0.73	$8.00	D
Kids Club 10 Pass	Per 10 pass	Y	$47.27	$4.73	$52.00	D
Kids Club Family Pass (up to 3 Siblings)	Per family per session	Y	$12.91	$1.29	$14.20	D
Kids Club Family (up to 3 Siblings) 10 Pass	Per family per session 10 pass	Y	$94.55	$9.45	$104.00	D
Kids Club 20 Visit Single Pass	Per pass	Y	$94.55	$9.45	$104.00	D
Kids Club 20 Family Pass (Up to 3 Siblings)	Per pass	Y	$189.09	$18.91	$208.00	D
Kids Club School Holiday – Casual Pass	Per child	Y	$5.00	$0.50	$5.50	D
Kids Club School Holiday – Family Casual Pass (Up to 3 Siblings)	Per Entry / up to 3 siblings	Y	$10.00	$1.00	$11.00	D
Casual court/Performing Arts Hire	Per Entry/ Per Hour	Y	$7.27	$0.73	$8.00	D
Birthday Package 1	Per booking	Y	$165.45	$16.55	$182.00	D
Max 30 participants						
Cleaning Fee	Per Hour	Y	$136.36	$13.64	$150.00	D
Equipment Hire						
Tea and Coffee onsite only / per person per day	Per person, per day	Y	$1.82	$0.18	$2.00	D
Laptop hire	Per session	Y	$38.18	$3.82	$42.00	D
Onsite only. For the period of the venue hire						
Portable PA system	Per day	Y	$146.82	$14.68	$161.50	D
Includes handheld microphone, aux cord and stands onsite only. For the period of the venue hire						
Additional Staffing						
Duty Manager	Per hour	Y	$77.73	$7.77	$85.50	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Additional Staffing [continued]						
Program Officer/Assistant	Per hour	Y	$58.64	$5.86	$64.50	D
Facility Rental						
External court hire – per court	Per hour	Y	$20.91	$2.09	$23.00	D
External court hire – per court	Per day	Y	$151.36	$15.14	$166.50	D
External court floodlights per court	Per hour	Y	$0.41	$0.04	$0.45	D
Scoreboard hire	Per hour	Y	$23.64	$2.36	$26.00	D
Indoor Court	Per hour	Y	$75.91	$7.59	$83.50	D
Indoor Court (1/2 size)	Per hour	Y	$38.18	$3.82	$42.00	D
Performing Arts Room	Per hour	Y	$47.27	$4.73	$52.00	D
Half Performing Arts Room	Per hour	Y	$23.64	$2.36	$26.00	D
Youth Lounge Half	Per hour	Y	$28.64	$2.86	$31.50	D
Youth Lounge	Per hour	Y	$56.82	$5.68	$62.50	D
Meeting Room	Per hour	Y	$38.18	$3.82	$42.00	D
Kitchen	Per hour	Y	$56.82	$5.68	$62.50	D
Exclusive Use of Stadium floor, industrial kitchen and gallery area.	Per hour	Y	$132.73	$13.27	$146.00	D
No Community Rate Apply Charge per hour, Minimum 3 hours. Staff, PA system, projector, coffee and tea, cleaning fee and bond additional						
Scoreboard bond	Per booking	N	$1,500.00	$0.00	$1,500.00	D
Spinifex Spree						
Community Groups		Y			Free/Exempt	D
Applicable 1 July - 31 August						
Retail/Business						
Retail stallholder 3m frontage (Local)	Per stall	N	$50.00	$0.00	$50.00	D
Retail stallholder 3m frontage	Per stall	N	$190.00	$0.00	$190.00	D
Retail stallholder 6m frontage	Per stall	N	$230.00	$0.00	$230.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Retail/Business [continued]						
Retail stallholder 9m frontage	Per stall	N	$270.00	$0.00	$270.00	D
Retail stallholder 12m and above frontage	Per stall	N	$310.00	$0.00	$310.00	D
Food/Beverage						
Food vendor 3m frontage	Per stall	N	$260.00	$0.00	$260.00	D
Food vendor 6m frontage	Per stall	N	$300.00	$0.00	$300.00	D
Food vendor 9m frontage	Per stall	N	$340.00	$0.00	$340.00	D
Food vendor 12m and above frontage	Per stall	N	$380.00	$0.00	$380.00	D
Amusement Operators						
Amusement operators	per 1m frontage	N	$10.00	$0.00	$10.00	D
Applicable 1 September - 30 June						
Retail/Business						
Retail stallholder 3m frontage (Local)	Per stall	N	$51.50	$0.00	$51.50	D
Retail stallholder 3m frontage	Per stall	N	$196.00	$0.00	$196.00	D
Retail stallholder 6m frontage	Per stall	N	$237.00	$0.00	$237.00	D
Retail stallholder 9m frontage	Per stall	N	$278.00	$0.00	$278.00	D
Retail stallholder 12m and above frontage	Per stall	N	$319.50	$0.00	$319.50	D
Food/Beverage						
Food vendor 3m frontage	Per stall	N	$268.00	$0.00	$268.00	D
Food vendor 6m frontage	Per stall	N	$309.00	$0.00	$309.00	D
Food vendor 9m frontage	Per stall	N	$350.00	$0.00	$350.00	D
Food vendor 12m and above frontage	Per stall	N	$391.50	$0.00	$391.50	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Amusement Operator						
Amusement operators	Per 1m frontage	N	$10.50	$0.00	$10.50	D
South Hedland Town Centre						
Town Centre Only Limited Power	Per hour	Y	$38.18	$3.82	$42.00	D
Stage not Included (Minimum of 3 Hours)						
Town Centre Full Access	Per hour	Y	$104.09	$10.41	$114.50	D
Includes power, stage and open space. Minimum of 3 Hours.						
Town Centre Only Limited Power – 50% Discount Applied	Per hour	Y	$19.09	$1.91	$21.00	D
Stage not Included (Minimum of 3 Hours)						
Town Centre Full Access – 50% Discount applied	Per hour	Y	$52.27	$5.23	$57.50	D
Includes power, stage and open space. Minimum of 3 Hours.						
Spoilbank Marina						
Hire of Spoilbank Marina Hardstand Work Area	Per week	Y	$473.64	$47.36	$521.00	D
1 x bay (max 3 months)						
New / Replacement Standpipe, Lighting, Spoilbank Marina Hardstand Key or Swipe card	Each	Y	$47.27	$4.73	$52.00	D
Library & Information Services						
Printing / copying (A4)	Per page	Y	$0.18	$0.02	$0.20	D
Printing / copying (A3)	Per page	Y	$0.36	$0.04	$0.40	D
Colour printing / copying (A4)	Per page	Y	$0.55	$0.05	$0.60	D
Colour printing / copying (A3)	Per page	Y	$1.09	$0.11	$1.20	D
Facsimile Australia	Per page	Y	$0.91	$0.09	$1.00	D
Facsimile International	Per page	Y	$2.27	$0.23	$2.50	D
Laminating (A4)	Per sheet	Y	$2.73	$0.27	$3.00	D
Laminating (A3)	Per sheet	Y	$3.64	$0.36	$4.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Library & Information Services [continued]						
Binding (A4)	Per binding	Y	$4.55	$0.45	$5.00	D
USB Device	Per unit	Y	$5.45	$0.55	$6.00	D
Earphones	Per unit	Y	$2.73	$0.27	$3.00	D
Library Bags	Per unit	Y	$4.09	$0.41	$4.50	D
Lost Membership Card Replacement	Per membership	N	$5.00	$0.00	$5.00	D
Late Book Return Fee		N	$5.00	$0.00	$5.00	D
Items 3 weeks overdue						
Late Return Fee – Energy Audit Kit	Per day	N	$5.00	$0.00	$5.00	D
Administration Fee for lost/non-returned items		N	$6.00	$0.00	$6.00	D
5 weeks overdue + additional replacement cost of lost item						
Local History Collection Research	Per hour or part thereof	Y	$36.36	$3.64	$40.00	D
Individual, non-library- member/non-local						
Local History Collection Research – Commercial	Per hour or part thereof	Y	$90.91	$9.09	$100.00	D
Commercial users only						
Special events/activities	Per event/activity	Y			At cost	D
Invigilation of Examination	Per hour or part thereof	Y	$109.09	$10.91	$120.00	D
Publication – Port Hedland Memories	Per publication	Y	$18.18	$1.82	$20.00	D
Smart Rider bus tickets		Y	Smart Rider bus tickets prices as per schedule set by Public Transport Authority of WA			R
Leasing						
Lease Fee/Rent payable						
Standard Community Lease		Y	$189.09	$18.91	$208.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Environmental Protection						
Noise Approvals						
Application Fee for a Noise Management Plan (including construction noise)	Per application	N	$500.00	$0.00	$500.00	R
Application Fee Regulation 18 Noise Approvals for Events If received more than 60 days from date of event	Per application	N	$1,000.00	$0.00	$1,000.00	R
Application Fee Regulation 18 Noise Approvals for Events If received between 21 and 59 days from date of event	Per application	N	$1,250.00	$0.00	$1,250.00	R
Application Fee Regulation 18 Noise. Approvals for Events If received less than 21 days from date of event	Per application	N	$1,250.00	$0.00	$1,250.00	R
Environmental Health						
Trading in Public Places						
1 Day Fee	Per application	N	$60.00	$0.00	$60.00	D
1 week or part thereof	Per application	N	$100.00	$0.00	$100.00	D
1 month or part thereof	Per application	N	$250.00	$0.00	$250.00	D
1 year or part thereof	Per application	N	$1,900.00	$0.00	$1,900.00	D
Stallholder/Street trader eligible community groups and eligible community events		N			Free/Exempt	D
Lodging Houses						
Lodging House Registration	Per registration	N	$250.00	$0.00	$250.00	R
Includes Motels						
Temporary Accommodation Application Fee	Per application	N	$218.50	$0.00	$218.50	D
Research Fee – Research required above normal service						
Hourly Rate	Per hour	N	$200.00	$0.00	$200.00	D
Private Water/Food Sampling Requested for Analysis (Lab analysis not included, sample inspection only)						
Hourly Rate	Per hour	N	$200.00	$0.00	$200.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Temporary Public Building Events (NEW)						
Public Building/Events – Commercial	Per application	N	$250.00	$0.00	$250.00	D
Commercial operator						
Public Building/Events	Per application	N			Free/Exempt	D
Not for Profit/community group operator						
Caravan Parks						
Caravan Parks		N	Long Stay Sites – 6per site, Short Stay Sites - 6per site, Camp Site - 3per site, Overflow Sites – 1.50per site (Minimum 200)			R
Skin Penetration Establishments and Beauty Establishments						
Skin Penetration Annual Registration Fee	Per assessment	N	$250.00	$0.00	$250.00	D
Food Act 2008						
Notification Fee high, medium & low risk	Per notification	N	$65.00	$0.00	$65.00	R
Notification Fee Exempted Food Premises, Not for Profit & Community Groups	Per notification	N			Free/Exempt	R
Registered Premises Assessment Fee						
High Risk	Per assessment	N	$656.00	$0.00	$656.00	D
2 assessments per year						
Medium Risk	Per assessment	N	$500.00	$0.00	$500.00	D
2 assessments per year						
Low Risk	Per assessment	N	$270.50	$0.00	$270.50	D
1 assessment per year						
Very Low Risk	Per assessment	N			Free/Exempt	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Registered Premises Assessment Fee [continued]						
Second & Subsequent Re-Assessment (fee per hour)	Per assessment	N	$218.50	$0.00	$218.50	D
Application Fee Construct & Establish a Food Premises (s110(3)) & Includes Notification Fee						
Notification Fee	Per notification	N	$65.00	$0.00	$65.00	R
Hourly Rate	Per hour	N	$200.00	$0.00	$200.00	D
Certificates						
Liquor Act Certification Section 39						
Hourly rate (or part thereof, min 210)	Per hour	N	$200.00	$0.00	$200.00	D
Gaming Act Certification Section 50 (1)						
Hourly rate (or part thereof, min 210)	Per hour	N	$210.00	$0.00	$210.00	D
Local Government Report Fee (Septic tank applications to Dept. of Health)						
Local government application fee	Per application	N	$118.00	$0.00	$118.00	R
Permit to use apparatus	Per permit	N	$118.00	$0.00	$118.00	R
Local government report fee	Per report	N	$118.00	$0.00	$118.00	D
Rangers						
Reinspection Fee – To be applied when 2nd and subsequent inspections are required resulting from non-compliance	Per hour	N	$150.00	$0.00	$150.00	D
Private Works						
Environmental Health Officer requested to do works	Per hour	Y	$198.64	$19.86	$218.50	D
e.g. special sampling for other companies, including equipment. Fee for service to undertake works upon request from the public and outside of typical Environmental Health duties performed during business hours. Includes but not limited to Pest control vehicle inspections, waste water decommissioning inspections.						

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Asbestos Sampling						
Take asbestos sample and have analysed and supply report	Per hour	N	$300.00	$0.00	$300.00	D
Does not include analysis costs						
Building Services						
General						
Application for consent under regulation 6, of Local Government (Uniform Local Provisions) Regulations 1996	Per application	N	$500 + 0.1% of the Estimated Value of the unauthorised work as determined by the relevant permit authority			R
Buildings Approvals List (Orders & Requisitions) Desktop (10 days)	Per request	N	$104.00	$0.00	$104.00	D
Copy of approved building plans (per permit) Residential	Per permit	N	$36.50	$0.00	$36.50	D
Copy of approved building plans (per permit) Commercial	Per permit	N	$57.50	$0.00	$57.50	D
Copy of documents: Home Indemnity Insurance, Building Permit, Building Order etc.	Per copy	N	$64.50	$0.00	$64.50	D
Building reports per hr min 1 hr (weekly or monthly)	Per report	N	$104.00	$0.00	$104.00	D
Swimming Pool Inspections Fee	Per inspection	N	$78.00	$0.00	$78.00	R
Incl re-inspection. This fee will be included on the Rates Notice for all properties with private swimming pools and this is regardless of the number of inspections required to achieve compliance. (Pursuant to R53 of the Building Regs 2012)						
Swimming Pool inspection(s) per request outside of normal inspection programs	Per inspection	N	$312.00	$0.00	$312.00	R
Pursuant to S6.16(2) of the Local Government Act 1995						
Local Government Approval of Battery Powered Smoke Alarms (GST Inclusive)	Per inspection	N	$180.00	$0.00	$180.00	R
Certified application for Building Permit (s. 16(l))						
(a) for building work for a Class 1 or Class 10 building or incidental structure	Per application	N	0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than $110.00			R
(b) for building work for a Class 2 to Class 9 building or incidental structure	Per application	N	0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than $110.00			R

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Certified application for Building Permit (s. 16(l)) [continued]						
Uncertified application for Building Permit (s. 16(1))	Per application	N	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than $110.00			R
Application for a Demolition Permit (s. 16 (1))						
(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure	Per application	N	$110.00	$0.00	$110.00	R
(b) for demolition work in respect of a Class 2 to Class 9 building		N	$110.00	$0.00	$110.00	R
Application to extend the time during which a building or Demolition Permit has effect (s. 32(3)(f))	Per application	N	$110.00	$0.00	$110.00	R
Application for Occupancy Permits, Building Approval certificates						
Application for an Occupancy Permit for a Completed Building (s. 46)	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application for a temporary Occupancy Permit for an incomplete Building (s. 47)	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application for a modification of Occupancy Permit for additional use of a building on a temporary basis (s. 48)	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application for a replacement Occupancy Permit for permanent change of the building's use or classification (s. 49)	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application for an Occupancy Permit for a Building in respect of which unauthorised work has been done (s. 51(2))	Per application	N	0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than $110.00			R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Application for Occupancy Permits, Building Approval certificates [continued]						
Application for a Building Approval certificate for a Building in respect of which unauthorised work has been done (s. 51(3))	Per application	N	0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than $110.00			R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application to replace Occupancy Permit for an existing Building (s. 52 (1))	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application for a Building Approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application to extend the time during which an Occupancy Permit or Building approval Certificate has effect (s.65(3)(a))	Per application	N	$110.00	$0.00	$110.00	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	Per application	N	$2,160.15	$0.00	$2,160.15	R
The fee outlined is Statutory fees in accordance with Regulation 11 and Schedule 2 (as revised) of the Building Regulations 2012 effective 23 June 2017 and are not set by the Town						
Certificate of Building Compliance (Unauthorised Works) Class 1 and 10	Per application	Y	$500 + 0.1% of the Estimated Value of the unauthorised work as determined by the relevant permit authority			D
Other						
BSL & BCITF		N	Charged as a percentage of construction value			R
BCITF		N	Charged as a percentage of construction value			R
Planning Services						
General						
Copy of Development Approval	Each	N	$110.00	$0.00	$110.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
General [continued]						
Written Planning Advice	Each	N	$73.00	$0.00	$73.00	R
Section 70A / Restrictive Covenant Request	Per request	Y	$447.27	$44.73	$492.00	D
Charge is per request includes Landgate lodgement (164) and clearance conditions						
Application for road or place name	Per application	N	$300.00	$0.00	$300.00	D
Road Dedication and/or Pedestrian Accessway Closure	Per request	N	$600.00	$0.00	$600.00	R
Section 40 – Liquor License	Per application	N	$73.00	$0.00	$73.00	D
Statutory Development Fees						
(a) $0-$50,000	Per application	N	$147.00	$0.00	$147.00	R
(b) $50,000-$500,000	Per application	N	0.32% of the estimated development cost			R
(c) $500,000-$2.5 million	Per application	N	$1,700 + 0.257% for every $1 in excess of $500,000			R
(d) $2.5 million-$5 million	Per application	N	$7,161 + 0.206% for every $1 in excess of $2.5 million			R
(e) $5 million-$21.5 million	Per application	N	$12,633 + 0.123% for every $1 in excess of $5 million			R
(f) More than $21.5 million	Per application	N	$34,196.00	$0.00	$34,196.00	R
Determination of an extractive Industry	Per application	N	$739.00	$0.00	$739.00	R
Change of Use or Continuation of a Non-Conforming Use	Per application	N	$295.00	$0.00	$295.00	R
Home Business	Per application	N	$222.00	$0.00	$222.00	R
Advertising of Development Application	Per application	N	$300.00	$0.00	$300.00	R
Inclusive of newspaper and onsite						
Amendment to Development Application	Per amendment	N	$295.00	$0.00	$295.00	R
Clearance of subdivision conditions						
(a) Not more than 5 Lots	Per application per lot	N	$73.00	$0.00	$73.00	R
(b) 5 Lots to 195 Lots	Per application per lot	N	$73.00 per Lot for the first 5 Lots then $35.00 per Lot			R

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Clearance of subdivision conditions [continued]						
(c) More than 195 Lots	Per application per lot	N	$7,393.00	$0.00	$7,393.00	R
1. Development Assessment Panel Applications where the estimated cost of development is:						
(a) less than $2 million	Per application	N	$5,475.00	$0.00	$5,475.00	R
(b) not less than $2 million and less than $7 million	Per application	N	$6,322.00	$0.00	$6,322.00	R
(c) not less than $7 million and less than $10 million	Per application	N	$9,760.00	$0.00	$9,760.00	R
(d) not less than $10 million and less than $12.5 million	Per application	N	$10,620.00	$0.00	$10,620.00	R
(e) not less than $12.5 million and less than $15 million	Per application	N	$10,922.00	$0.00	$10,922.00	R
(f) not less than $15 million and less than $17.5 million	Per application	N	$11,226.00	$0.00	$11,226.00	R
(g) not less than $17.5 million and less than $20 million	Per application	N	$11,530.00	$0.00	$11,530.00	R
(h) not less than $20 million and less than $50 million	Per application	N	$11,833.00	$0.00	$11,833.00	R
(i) not less than $50 million	Per application	N	$17,097.00	$0.00	$17,097.00	R
Regulation 17 Amendment	Per application	N	$271.00	$0.00	$271.00	R
Professional Consultancy (GST Inclusive) per hour						
Director/Manager	Per hour	Y	$88.00	$8.80	$96.80	R
Coordinator/Senior Planner	Per hour	Y	$66.00	$6.60	$72.60	R
Planner/Graduate Planner	Per hour	Y	$36.86	$3.69	$40.55	R
Graduate Planner	Per hour	Y	$36.86	$3.69	$40.55	R
Scheme Amendments/Structure Plans/Activity Centre Plans/Local Development Plans						
Scheme Amendments/Structure Plans/Activity Centre Plans/Local Development Plans	Per application	N	Estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009, Price on application.			R

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Ranger Services						
Registration						
Dog Registration						
If the dog is owned by a pensioner, a 50% discount applies. If between 1st of June and 31st of October (inclusive) **and** if dogs ***first*** registration, a 50% discount applies. If owned by a pensioner **and** between 1st of June and 31st of October (inclusive) **and** if dogs ***first*** registration, 75% discount applies.						
Unsterilized dog 1 year	Per registration	N	$50.00	$0.00	$50.00	R
Unsterilized dog 3 year	Per registration	N	$120.00	$0.00	$120.00	R
Unsterilized dog Lifetime	Per registration	N	$250.00	$0.00	$250.00	R
Sterilised dog 1 year	Per registration	N	$20.00	$0.00	$20.00	R
Sterilised dog 3 year	Per registration	N	$42.50	$0.00	$42.50	R
Sterilised dog Lifetime	Per registration	N	$100.00	$0.00	$100.00	R
Cat Registration						
If the cat is owned by a pensioner, a 50% discount applies. If between 1st of June and 31st of October (inclusive), 50% discount applies. If owned by a pensioner **and** between 1st of June and 31st of October (inclusive), 75% discount applies.						
Sterilised cat 1 year	Per registration	N	$20.00	$0.00	$20.00	R
Sterilised cat 3 year	Per registration	N	$42.50	$0.00	$42.50	R
Sterilised cat Lifetime	Per registration	N	$100.00	$0.00	$100.00	R
Cat breeder 1 year	Per registration	N	$100.00	$0.00	$100.00	R
Other						
Daily sustenance fees and all impoundment fees where impounded animal is not recovered by the owner		N	If an impounded animal is not recovered by the owner, any daily sustenance fees and all impoundment fees will be waived. The owner remains liable for any infringements relating to the animal			D
Seizure and impounding of a dog Unregistered	Each	N	$150.00	$0.00	$150.00	D
Seizure and impounding of a registered dog (poundable)	Each	N	$100.00	$0.00	$100.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Other [continued]						
Maintenance of dog in pound	Per day	N	$30.00	$0.00	$30.00	D
Pay per day or part thereof – sustenance (keep fees)						
Maintenance of cat/kitten in pound	Per day	N	$20.00	$0.00	$20.00	D
Pay per day or part thereof – sustenance						
Sustenance and maintenance fee for animals impounded beyond 7 days	Per day	N	$100.00	$0.00	$100.00	D
Per day or part thereof						
Return of a dog impounded outside normal hours	Each	N	$300.00	$0.00	$300.00	D
Microchip impounded animal	Each	N	$60.00	$0.00	$60.00	D
Seizure and impounding of a cat / kitten	Each	N	$100.00	$0.00	$100.00	D
Application to keep more than two Dogs	Per application	N	$210.00	$0.00	$210.00	D
License to keep an approved kennel / Renewal of License	Per license	N	$210.00	$0.00	$210.00	R
Impound Fees As per s.464 of the Local Government (Miscellaneous Provisions) Act 1960						
Livestock impound release Fees Chargeable by Ranger after 06:00am and before 18:00pm	Per head	N	$210.00	$0.00	$210.00	R
Livestock Impound Fees Chargeable by Ranger after 18:00pm and before 06:00am	Per head	N	$260.00	$0.00	$260.00	R
Poundage Fees for Cattle Impounded						
First 24 hours	Per head	N	$25.00	$0.00	$25.00	R
Each 24 hours or part thereafter	Per head	N	$15.00	$0.00	$15.00	R
Sustenance for Cattle Impounded each 24 hours or part thereafter	Per head	N	$30.00	$0.00	$30.00	R
Impound, Poundage, Sustenance fees for suckling animal under the age of 6 months not running with its mother	Per head	N	$15.00	$0.00	$15.00	R
Traps						
Vermin Trap Hire (per fortnight or part thereof)	Per fortnight	Y			Free/Exempt	D
Bond	Per booking	N			Free/Exempt	D
Vermin Trap Replacement Fee	Each	Y	$236.36	$23.64	$260.00	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Traps [continued]						
Dog Trap – Hire	Per day	Y			Free/Exempt	D
Bond	Per booking	N			Free/Exempt	D
Dog Trap Replacement Fee	Each	Y	$1,272.73	$127.27	$1,400.00	D
Dangerous / Restricted Dog collars	Each	Y	$54.55	$5.45	$60.00	D
Dangerous / Restricted Breed Dog Signs	Each	Y	$31.82	$3.18	$35.00	D
Initial 1x Dangerous Dog Collar and 2x Dangerous Dog Signs.		Y	At the time of declaring a dog dangerous, the Town will provide 1x Dangerous Dog Collar and 2x Dangerous Dog Signs at no cost. Replacements can be purchased at the listed fee.			R
Abandoned Vehicles						
Towing Charge						
Light Vehicle	Each	N	$300.00	$0.00	$300.00	D
Vehicle above 4.5 tonne GVM to 22.5 tonne GCM	Each	N	$1,400.00	$0.00	$1,400.00	D
Heavy Vehicle (>22.5 tonne GCM)	Each	N	$3,000.00	$0.00	$3,000.00	D
Storage of impounded vehicle or item (daily fee)	Per day	N	$10.00	$0.00	$10.00	D
Administrative Maintenance	Each	N	$70.00	$0.00	$70.00	D
Shopping Trolleys, signs and other items						
Release of Impounded Shopping Trolleys, signs or other items	Per item	N	$50.00	$0.00	$50.00	D
Off Road Vehicle Charges						
Seizure of off road vehicle including removal fee	Each	N	$300.00	$0.00	$300.00	R
Release Fee during work hours	Each	N	$100.00	$0.00	$100.00	R
Emergency Management / Fire Control Officer						
Engineering Private Works are not included						

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Emergency Management / Fire Control Officer [continued]						
Provision of private works or inspections related to non-compliance with the Bush Fires Act 1954	Per hour	Y	$200.00	$20.00	$220.00	D
Fee for services e.g. assessment of emergency management plans, follow up on compliance notices. Engineering Private Works are not included.						
Private Works						
Note: All plant hire rates include operator labour costs as plant will not be a dry hire. Rates for wet plant hire are for normal time only. Rates will be grossed up during over-time hours at the applicable rate.						
Front end loader	Per hour	Y	$185.45	$18.55	$204.00	D
Tip truck 10m3	Per hour	Y	$164.55	$16.45	$181.00	D
Tip Truck 6m3	Per hour	Y	$140.00	$14.00	$154.00	D
Tip Truck 3m3	Per hour	Y	$117.27	$11.73	$129.00	D
Street sweeper (large)	Per hour	Y	$244.09	$24.41	$268.50	D
Street sweeper (small)	Per hour	Y	$175.00	$17.50	$192.50	D
Roller (Flat drum)	Per hour	Y	$141.82	$14.18	$156.00	D
Sign Truck (plus materials)	Per hour	Y	$140.00	$14.00	$154.00	D
Water Truck (large)	Per hour	Y	$164.55	$16.45	$181.00	D
Tractor	Per hour	Y	$164.55	$16.45	$181.00	D
Tractor and slasher / Mower	Per hour	Y	$199.55	$19.95	$219.50	D
Grader	Per hour	Y	$205.45	$20.55	$226.00	D
Positrack	Per hour	Y	$141.82	$14.18	$156.00	D
Includes attachments						
Landfill Compactor Unit	Per hour	Y	$339.09	$33.91	$373.00	D
Excavator Medium	Per hour	Y	$175.00	$17.50	$192.50	D
Excavator Small	Per hour	Y	$131.82	$13.18	$145.00	D
Excavator Large	Per hour	Y	$221.36	$22.14	$243.50	D
Mowers with Catchers	Per hour	Y	$140.00	$14.00	$154.00	D
Disposal of waste to be charged at cost						
Ride on Mower	Per hour	Y	$105.91	$10.59	$116.50	D
Variable Message Board	Per day	Y	$105.00	$10.50	$115.50	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Private Works [continued]						
Trailer Box	Per hour	Y	$12.36	$1.24	$13.60	D
Trailer Large Car	Per hour	Y	$23.64	$2.36	$26.00	D
Trailer Heavy Plant	Per hour	Y	$42.73	$4.27	$47.00	D
Spray Unit excl chemicals	Per hour	Y	$140.00	$14.00	$154.00	D
Chemicals @ cost @ time of purchase						
Sanitisation / Graffiti Vehicle	Per hour	Y	$140.00	$14.00	$154.00	D
Chemicals @ cost @ time of purchase						
Irrigation Vehicle	Per hour	Y	$140.00	$14.00	$154.00	D
Parts at cost price at time of purchase						
4x4 Ute	Per hour	Y	$99.55	$9.95	$109.50	D
2x4 Ute	Per hour	Y	$82.27	$8.23	$90.50	D
Small Sedan	Per hour	Y	$64.55	$6.45	$71.00	D
Labour	Per hour	Y	$86.82	$8.68	$95.50	D
Increase CPI						
Supervisor (increase CPI)	Per hour	Y	$146.36	$14.64	$161.00	D
Labour (Time and a half as per EBA)	Per hour	Y	$129.09	$12.91	$142.00	D
Increase CPI						
Labour (Double time and a half as per EBA)	Per hour	Y	$172.27	$17.23	$189.50	D
Increase CPI						
Ensuite trailer (Community Rate)	Per day	Y	$250.00	$25.00	$275.00	D
Ensuite trailer (Commercial Rate)	Per day	Y	$300.00	$30.00	$330.00	D
Ensuite trailer (Commercial Rate)	Per week	Y	$1,800.00	$180.00	$1,980.00	D
Water						
Water (ex-standpipe) Cooke Point / Murdoch dive Pre Paid (per kilolitre)	Per KL	N	$5.50	$0.00	$5.50	R
Note: This charge is cost recovery (including the implementation of a new swipe card system) plus administration. Water billed monthly.						

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Water [continued]						
New / Replacement swipe card/remote/fob/property/facility keys	Each	N	$105.00	$0.00	$105.00	D
Technical Services						
General Administration Fee	Per hour	Y	$160.91	$16.09	$177.00	D
Crossover Application Fee	Per application	N	$425.00	$0.00	$425.00	D
Traffic Count Information Fee	Per hour	Y	$160.91	$16.09	$177.00	D
Traffic Count Setup Fee	Per hour	Y	$129.09	$12.91	$142.00	D
Bond Administration Fee	Per application	N	$170.00	$0.00	$170.00	D
RAV Approval Fee (Existing Network)	Per application	N	$129.00	$0.00	$129.00	D
RAV Approval Fee (New Network)	Per application	N	$425.00	$0.00	$425.00	D
Additional fees will be charged for assessments outside of 100km radius from Civic Centre						
Undertaking Works within Road Reserve Fee	Per application	N	$425.00	$0.00	$425.00	D
Signage Approval Fee	Per application	N	$170.00	$0.00	$170.00	D
Inspection Fee per hour	Per hour	N	$114.00	$0.00	$114.00	D
Research Fee per hour of part thereof	Per hour	Y	$104.09	$10.41	$114.50	D
15min blocks						
Subdivision Supervision Inspection Fee (Civil engaged a consulting engineer) Percentage of contract value	Per project	Y			1.50%	D
Subdivision Supervision Inspection Fee (Civil not engaged a consulting engineer) Percentage of contract value	Per project	Y			3.00%	D
Unsealed Road Maintenance Contribution	Per tonne per km	N	$0.35	$0.00	$0.35	D
Design Service Fee per hour	Per hour	Y	$114.09	$11.41	$125.50	D
Project Management Fee per hour	Per hour	Y	$118.18	$11.82	$130.00	D
Verge Bond (kerb, basic treatment) per m2	Per SQM	N	$445.00	$0.00	$445.00	D
Verge Bond (kerb, landscaped treatment) per m2	Per SQM	N	$555.00	$0.00	$555.00	D
Additional Bond including Footpaths	Per SQM	N	$445.00	$0.00	$445.00	D
Powell Road Rail Crossing Access Fee		N	$3,715.00	$0.00	$3,715.00	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Cemetery						
On application to hold a funeral, the following fees shall be payable in advance						
Grave Site Digging						
Dig grave at least 1.8m to 2.1m deep (Single Plot) Monday to Friday (Work carried out by Town)	Per grave	Y	$1,040.91	$104.09	$1,145.00	D
Dig grave at least 1.8m to 2.1m deep (Single Plot) Monday to Friday (Contractor)	Per grave	Y			At cost	D
Administration						
Grant of Right of Burial fee term 25 years	Per term	N	$83.50	$0.00	$83.50	D
Registration of re-assignment or bequest of Grant of Right of Burial	Per registration	N	$83.50	$0.00	$83.50	D
Plot Fee						
Land for grave 2.75 x 1.5m where directed by ToPH Officer	Per plot	N	$80.00	$0.00	$80.00	R
Land for grave 2.75 x 1.5m where selected by applicant	Per plot	N	$160.00	$0.00	$160.00	R
Reopen an existing grave	Per request	Y	$756.36	$75.64	$832.00	D
Exhume remains performed by specialist contractor		Y			POA	R
Re-interment after exhumation	Each	Y			No charge	R
Miscellaneous						
Single use monumental masons license	Each	N	$80.00	$0.00	$80.00	R
Monumental masons license annual	Each	N	$220.00	$0.00	$220.00	R
Funeral directors license annual	Each	N	$220.00	$0.00	$220.00	R
Single use funeral permit	Each	N	$80.00	$0.00	$80.00	R
Permission to erect a headstone or monument	Each	N	$70.00	$0.00	$70.00	R
Placement of ashes	Per placement	Y	$100.00	$10.00	$110.00	R
Memorial Plaques						
Plaque Administration fee	Per plaque	Y	$75.91	$7.59	$83.50	D

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Memorial Plaques [continued]						
Installation of plaques	Per hour	Y	$72.73	$7.27	$80.00	R
Per hour, min. 1 hour charge						
Waste Management						
Classic Bin Service Fee incl.1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight	Per waste service	N	$338.00	$0.00	$338.00	D
Additional Classic Service General Waste (2nd) 240lt Bin Service per week for residents & existing commercial customers	Per waste service	N	$182.50	$0.00	$182.50	D
Additional Classic Recycling (2nd) 240lt Bin and Service per fortnight for residents and existing commercial customers	Per waste service	N	$155.50	$0.00	$155.50	D
Classic Recycling 240lt Bin and Service per fortnight standalone service	Per waste service	N	$175.50	$0.00	$175.50	D
Premium Recycling 240lt Bin and Service per fortnight standalone service (roll in roll out)	Per waste service	N	$557.00	$0.00	$557.00	D
Additional Premium Waste (and bin) Service	Per waste service	N	$307.00	$0.00	$307.00	D
Premium Bin Service Fee	Per waste service	N	$557.00	$0.00	$557.00	D
Incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight (roll in roll out)						
Additional Premium Bin Service Fee	Per waste service	N	$557.00	$0.00	$557.00	D
Incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight (roll in roll out)						
Additional Premium Recycling Service	Per waste service	N	$250.00	$0.00	$250.00	D
Incl. 1 Recycling 240lt Bin Service per fortnight (roll in roll out)						
Event bin	Per bin	Y	$83.64	$8.36	$92.00	D
Incl.1 General Waste 240L bin delivery and removal						
Disability and Improvement Plan (DAIP) Bin Service Fee	Per waste service	N	$312.00	$0.00	$312.00	D
Incl. 1 General Waste 240lt Bin Service per week and 1 Recycling 240lt Bin Service per fortnight						

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Waste Management [continued]						
Bin Delivery / Futile Repair Attempt	Per bin	N	$30.00	$0.00	$30.00	D
Missed Collection/Additional Service Fee Per Lift	Per lift	N	$30.00	$0.00	$30.00	D
Bin Replacement (with police report)	Per bin	N			Free/Exempt	D
Bin Replacement (no police report)	Per bin	N	$140.00	$0.00	$140.00	D
Waste Facility						
Residential Domestic Waste						
Residential General Waste (Household Waste)		Y			Free/Exempt	D
Residential vehicles only. Domestic Waste over 1 tonne will be charged at Commercial rate						
Residential Green waste		Y			Free/Exempt	D
(Uncontaminated) Residential Vehicles Only. Green waste in commercial quantities will be charged at Commercial Green waste rate						
Residential Asbestos		Y			Free/Exempt	D
Residential vehicles only. maximum 0.5 tonne Asbestos generated from major renovations or in excess of the above will be charged at the commercial asbestos rate (must be double wrapped & labelled)						
Residential Hazardous Waste (Household Waste)		Y			Free/Exempt	D
Gas bottles, Fire extinguishers, Flares, Sharps, EPIRBS and Lubricating and hydraulic oil. Residential vehicles only						
Sale / Removal of deposited items from Landfill		Y	As determined by Manager and approved by the CEO			D
Industrial and Construction Waste						
Commercial Putrescible Waste Includes MRF residuals	Per tonne	Y	$126.82	$12.68	$139.50	D
Minimum Charge 1 tonne						
Commercial Industrial Waste Mixed loads	Per tonne	Y	$175.45	$17.55	$193.00	D
Minimum Charge 1 tonne						
Bulky Commercial Waste Bulk Bags, unbegged rail grindings piping, mattresses, oversized items, inflatable air filled items and other lightweight or non- compactable items.	Per tonne	Y	$900.00	$90.00	$990.00	D
Minimum Charge 1 tonne						

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Industrial and Construction Waste [continued]						
Timber products including pallets, treated and / or painted timber	Per tonne	Y	$90.91	$9.09	$100.00	D
Minimum Charge 1 tonne						
Construction & Demolition Waste Mixed loads	Per tonne	Y	$175.45	$17.55	$193.00	D
Minimum Charge 1 tonne						
Concrete and Bricks (crushed and clean 50mm and smaller) suitable for road base	Per tonne	Y	$94.55	$9.45	$104.00	D
Minimum Charge 1 tonne						
Concrete containing rio/reinforcements, bitumen, asphalt and uncrushed concrete	Per tonne	Y	$218.18	$21.82	$240.00	D
Minimum Charge 1 tonne						
Uncontaminated Scrap Metal processing fee	Per tonne	Y	$30.00	$3.00	$33.00	D
Bulk Clean fill Suitable for cover material to be accompanied by an approved application form	Per tonne	Y	$25.00	$2.50	$27.50	D
As per Landfill licence conditions						
Drilling Mud Waste Disposal Spreadable	Per tonne	Y	$136.36	$13.64	$150.00	D
Minimum Charge 1 tonne						
Commercial quantities of electronic waste	Per tonne	Y	$884.55	$88.45	$973.00	D
Minimum Charge 1 tonne						
Clean and Uncontaminated Rail Grindings	Per tonne	Y	$165.45	$16.55	$182.00	D
Minimum charge 1 tonne must be contained in bags						
Commercial Green Waste						
Commercial clean Green waste	Per tonne	Y	$61.82	$6.18	$68.00	D
Minimum Charge 1 tonne						
Green waste (Uncontaminated) chipped/shredded	Per tonne	Y			Free/Exempt	D

Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Vehicle and Related Products						
Metal car bodies (LPG tanks, fuel, oils and batteries removed), metal trailers and metal boats	Per vehicle	Y			per vehicle Min. Fee excl. GST: $100.00	D
Boats Non-Metal	Each	Y	$94.55	$9.45	$104.00	D
Caravans / Buses	Each	Y	$94.55	$9.45	$104.00	D
Vehicle Batteries Per tonne	Per tonne	Y			Free/Exempt	D
Commercial quantity / Fire extinguisher including gas cylinders, helium bottles oxy, asedaine bottles	Per tonne	Y			Per Tonne Min. Fee excl. GST: $100.00	D
Liquid Waste						
Liquid Waste including septic waste and grease trap waste	Per tonne	Y	$135.91	$13.59	$149.50	D
Minimum Charge 1 tonne						
Rubber Products						
Residential customers maximum of 4 passenger or 4x4 vehicle tyres	Per tonne	Y			Free/Exempt	D
5 or more tyres considered a commercial load therefore require Controlled Waste Tracking form						
Commercial Tyres	Per tonne	Y	$945.45	$94.55	$1,040.00	D
Minimum charge 1 tonne. Note: Controlled Waste Tracking Form Required						
Commercial Rubber Products Including Conveyor Belts	Per tonne	Y	$945.45	$94.55	$1,040.00	D
Minimum charge 1 tonne note: Controlled Waste Tracking Form Required						
Specialist/Hazardous Disposal						
Confidential Documents/Quarantine Materials for Immediate Burial	Per tonne	Y	$236.36	$23.64	$260.00	D
Minimum charge 1 tonne Note: Must Be Bagged and Sealed						
Asbestos Waste Disposal	Per tonne	Y	$236.36	$23.64	$260.00	D
For Immediate Burial. Minimum charge 1 tonne						

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Name	Unit	GST	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Discretionary/ Regulatory
Specialist/Hazardous Disposal [continued]						
Asbestos Pipe and other Bulky Lightweight Immediate Burial Products	Per tonne	Y	$236.36	$23.64	$260.00	D
Minimum charge 1 tonne						
Biomedical, Biological & Clinical Waste disposal R100, R120, R130, R140	Per tonne	Y	$236.36	$23.64	$260.00	D
Minimum charge 1 tonne						
Contaminated Bulk Soil	Per tonne	Y	$236.36	$23.64	$260.00	D
(Class I or II) which meets the Town of Port Hedland guideline and has been pre-approved by Waste Operations. (fixated soil, Garnet, contaminated soil) Minimum charge 1 tonne						
Hazardous Waste Analysis	Per analysis	Y	$430.00	$43.00	$473.00	D
(At Manager discretion) Minimum Charge $454.00 Additional analytes at cost plus 15%						
Certificate of Disposal	Per disposal	Y	$47.27	$4.73	$52.00	D
Other Charges						
Specialist materials processing fee	Per tonne	Y	$884.55	$88.45	$973.00	D
Demountable buildings, all items requiring specialist processing to compact. Minimum charge 1 tonne						
Wash Bay Use Per Vehicle – HV / LV	Per vehicle	Y	$61.82	$6.18	$68.00	D
Includes cleaning fluid						
Wash Bay Use Per Vehicle – Light Vehicles	Per vehicle	Y	$28.64	$2.86	$31.50	D
Includes cleaning fluid						
Incorrectly Tipped Waste including relocation/remediation works	Per hour	Y	$399.09	$39.91	$439.00	D
Minimum charge 1 hour						
Out of hours operations	Per hour	Y	$945.45	$94.55	$1,040.00	D
Minimum charge 1 hour Notice period required						
Administration Fee to reprint weighbridge dockets	Per docket	Y	$28.64	$2.86	$31.50	D
Commercial Waste Handling Fee	Per hour	Y	$399.09	$39.91	$439.00	D
Minimum charge 15 mins. Notice required. At discretion of Manager Waste Operations						
Off-loading Fee using Front End Loader or forklift	Per hour	Y	$945.45	$94.55	$1,040.00	D
Minimum charge 15 mins. Notice required At discretion of Manager Waste Operations						

TOWN OF PORT HEDLAND

ANNUAL BUDGET

FOR THE YEAR ENDED 30 JUNE 2026

LOCAL GOVERNMENT ACT 1995

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TOWN OF PORT HEDLAND
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2026

	Note	2025/26 Budget	2024/25 Actual - Apr 25	2024/25 Budget
Revenue		$	$	$
Rates	2(a)	88,332,115	79,106,664	76,470,647
Grants, subsidies and contributions		3,329,000	1,779,600	3,859,753
Fees and charges	15	16,237,560	15,261,392	14,918,110
Interest revenue	10(a)	9,320,262	9,382,565	8,160,833
Other revenue		5,037,960	10,059,415	2,812,590
		122,256,897	115,589,636	106,221,933
Expenses				
Employee costs		(39,039,309)	(29,161,533)	(38,610,094)
Materials and contracts		(33,576,018)	(22,614,214)	(26,259,704)
Utility charges		(5,969,593)	(4,151,595)	(5,762,155)
Depreciation and Amortisation	6	(26,757,875)	(20,567,693)	(25,367,600)
Finance costs	10(c)	(1,013,136)	(929,835)	(921,173)
Insurance		(1,933,683)	(1,510,603)	(1,779,017)
Other expenditure		(2,125,475)	(1,128,053)	(1,825,553)
		(110,415,089)	(80,063,526)	(100,525,296)
		11,841,808	35,526,110	5,696,637
Capital grants, subsidies and contributions		19,908,494	1,187,808	15,775,000
Profit on asset disposals	5	208,000	148,581	192,410
Fair value adjustments to investment property at fair value through profit or loss		-	1,991,971	-
		20,116,494	3,328,360	15,967,410
Net result for the period		**31,958,302**	**38,854,470**	**21,664,047**
Items that will not be reclassified subsequently to profit or loss			1,554,894	
Total other comprehensive income for the period		-	1,554,894	-
Total comprehensive income for the period		**31,958,302**	**40,409,364**	**21,664,047**

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

TOWN OF PORT HEDLAND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2026

	Note	2025/26 Budget	2024/25 Actual - Apr 25	2024/25 Budget
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts		$	$	$
Rates		88,332,115	75,777,167	76,470,647
Grants, subsidies and contributions		3,661,900	2,415,000	3,859,753
Fees and charges		17,161,720	15,261,392	14,918,110
Interest revenue		9,320,262	9,382,565	8,160,833
Goods and services tax received		3,479,608	188,558	-
Other revenue		5,037,960	10,059,415	2,812,590
		126,993,565	113,084,097	106,221,933
Payments				
Employee costs		(39,039,309)	(28,416,958)	(38,610,094)
Materials and contracts		(36,933,620)	(32,508,662)	(26,259,704)
Utility charges		(5,969,593)	(4,151,595)	(5,762,155)
Finance costs		(1,013,136)	(301,476)	(921,173)
Insurance paid		(1,933,683)	(1,510,603)	(1,779,017)
Other expenditure		(2,125,475)	(1,122,485)	(1,825,553)
		(87,014,816)	(68,011,779)	(75,157,696)
Net cash provided by operating activities	4	39,978,749	45,072,318	31,064,237
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(21,882,872)	(7,310,513)	(26,036,068)
Payments for construction of infrastructure	5(b)	(28,224,991)	(11,783,146)	(24,302,101)
Capital grants, subsidies and contributions		21,899,343	1,306,589	15,775,000
Proceeds from sale of property, plant and equipment	5(a)	459,800	1,005,505	432,500
Proceeds on disposal of financial assets at fair value through profit and loss		-	(16,797)	-
Proceeds on Deferred Income		-	-	864,000
Net cash (used in) investing activities		(27,748,720)	(16,798,363)	(33,266,669)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	7(a)	(2,098,783)	(1,667,654)	(2,044,935)
Payments for principal portion of lease liabilities	8	(48,518)	(45,810)	(34,425)
Proceeds on disposal of financial assets at amortised cost - term deposits		-	(30,000,000)	-
Net cash (used in) financing activities		(2,147,301)	(31,713,464)	(2,079,360)
Net increase (decrease) in cash held		10,082,729	(3,439,509)	(4,281,793)
Cash at beginning of year		16,440,338	24,045,944	19,493,060
Cash and cash equivalents at the end of the year	4	**26,523,067**	**20,606,435**	**15,211,268**

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

TOWN OF PORT HEDLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2026

OPERATING ACTIVITIES	Note	2025/26 Budget	2024/25 Actual - Apr 25	2024/25 Budget
		$	$	$
Revenue from operating activities				
General rates	2(a)(i)	86,992,690	77,817,654	75,162,184
Rates excluding general rates	2(a)	1,339,425	1,289,010	1,308,463
Grants, subsidies and contributions		3,329,000	1,779,600	3,859,753
Fees and charges	15	16,237,560	15,261,392	14,918,110
Interest revenue	10(a)	9,320,262	9,382,565	8,160,833
Other revenue		5,037,960	10,059,415	2,812,590
Profit on asset disposals	5	208,000	261,478	192,410
		122,464,897	115,851,114	106,414,343
Expenditure from operating activities				
Employee costs		(39,039,309)	(29,161,533)	(38,610,094)
Materials and contracts		(33,576,018)	(22,614,214)	(26,259,704)
Utility charges		(5,969,593)	(4,151,595)	(5,762,155)
Depreciation and Amortisation	6	(26,757,875)	(20,567,693)	(25,367,600)
Finance costs	10(c)	(1,013,136)	(929,835)	(921,173)
Insurance		(1,933,683)	(1,510,603)	(1,779,017)
Other expenditure		(2,125,475)	(1,128,053)	(1,825,553)
Asset write off	5	-	(112,897)	-
		(110,415,089)	(80,176,423)	(100,525,296)
Non cash amounts excluded from operating activities	3(c)	25,625,715	11,717,049	24,282,638
Amount attributable to operating activities		**37,675,523**	**47,391,740**	**30,171,685**
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		19,908,494	1,187,808	15,775,000
Proceeds from disposal of property, plant and equipment	5(a)	418,000	914,095	432,500
Proceeds from deferred Income		-	-	864,000
		20,326,494	2,101,903	17,071,500
Outflows from investing activities				
Payments for property, plant and equipment	5(a)	(19,893,520)	(6,645,921)	(26,036,068)
Payments for construction of infrastructure	5(b)	(25,659,083)	(10,711,951)	(24,302,101)
		(45,552,603)	(17,357,872)	(50,338,169)
Amount attributable to investing activities		**(25,226,109)**	**(15,255,969)**	**(33,266,669)**
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from new leases - non cash	8	-	288,051	-
Transfers from reserve accounts	9(a)	41,967,316	15,596,590	33,699,170
		41,967,316	15,884,641	33,699,170
Outflows from financing activities				
Repayment of borrowings	7(a)	(2,098,783)	(1,667,654)	(2,044,935)
Payments for principal portion of lease liabilities	8	(48,518)	(25,775)	(34,425)
Transfers to reserve accounts	9(a)	(58,714,934)	-	(36,264,863)
		(60,862,235)	(1,693,429)	(38,344,223)
Amount attributable to financing activities		**(18,894,919)**	**14,191,212**	**(4,645,053)**
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus at the start of the financial year	3	6,500,000	8,371,133	8,022,184
Amount attributable to operating activities		37,675,523	47,391,740	30,171,685
Amount attributable to investing activities		(25,226,109)	(15,255,969)	(33,266,669)
Amount attributable to financing activities		(18,894,919)	14,191,212	(4,645,053)
Surplus/(deficit) remaining after the imposition of general rat	3	**54,496**	**54,698,116**	**282,146**

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

TOWN OF PORT HEDLAND
STATEMENT OF CAPITAL WORKS
FOR THE YEAR ENDED 30 JUNE 2026

CAPITAL WORKS PROGRAM

Capital Project Name	2025/26 Budget	Grant Funding	Capital Revenue	Municipal	Strategic Reserve	Asset Management Reserve	Housing Reserve	Plant Reserve	Proceeds from Sale of Assets
Civic & Community Hub - Design	800,000				800,000				
Aquatics Facility - Design	3,969,500				3,969,500				
SHISH Masterplan - Design	800,000				800,000				
JD Hardie Stage 3 - Outdoor Elements - Construction	4,400,000	4,000,000			400,000				
Spoilbank Marina - Playground	2,100,000	2,000,000			100,000				
Service Worker Housing	9,394,620	4,500,000			4,894,620				
Wise Terrace Closure	1,735,000				1,735,000				
Access Inclusion Improvement Program - Upgrades	30,000				30,000				
Wedgefield Route 1 Stage 3 - Peawah and Schillaman St	6,603,365	6,603,365							
Wedgefield Route 1 Stage 4 - Yanana St	700,000	700,000							
Wedgefield Route 1 Stage 3 - Crossover Upgrade Works	70,000		70,000						
Wedgefield Route 1 Stage 2 - Crossover Upgrade Works	450,000		450,000						
Shade Structures New	300,000					300,000			
Blackspot Improvement Program	1,157,000	1,157,000							
Staff Housing Upgrade Program	150,000						150,000		
Aquatics Facility Renewal Program	48,400					48,400			
Playground & Softfall Renewal Program	1,200,000					1,200,000			
Asset Management Plan - Parks, Open Space and Public Art	1,320,625					1,320,625			
Asset Management Plan - Paths	385,540					385,540			
Asset Management Plan - Roads	3,592,854					3,592,854			
Asset Management Plan - Buildings & Structures	1,200,000					1,200,000			
Asset Management Plan - Drainage	800,000					800,000			
IT Renewal Program	560,000							560,000	
Heavy Vehicle Fleet Replacement Program	251,000							205,500	45,500
Light Vehicle Fleet Replacement Program	1,390,000							1,017,500	372,500
PIF - Emergency Warning Digital Signs	214,000	57,000				157,000			
PIF - Network Upgrade	780,000			780,000					
PIF - Public Art Name plates	50,000				50,000				
PIF - RV Overflow access control	120,000					120,000			
PIF - Stadium Staff kitchen	250,000					250,000			
PIF - Community Facility Solar Strategy	480,700	240,350			240,350				
Childcare Expansion	250,000				250,000				
Funding used in Capital Works	**45,552,603**	**19,257,715**	**520,000**	**780,000**	**13,269,470**	**9,374,418**	**150,000**	**1,783,000**	**418,000**

Grant Funding as above	19,257,715
Grant Funding additional	130,779
Revenue Contributions	520,000
Grant Funding & Contributions used in Capital Works	**19,908,494**

*Note the Wedgefield Federal and State grants remaining have been incorporated into the 25-26 budget

These will reduce the overall total value of projects *Wedgefield, and reduce the drawdown from UF&CW Reserve by the amount of grants to be added as revenue to next year's budget

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

TOWN OF PORT HEDLAND
FOR THE YEAR ENDED 30 JUNE 2026
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TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

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 2026

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2025/26 Budgeted rate revenue	2025/26 Budgeted interim rates	2025/26 Budgeted total revenue	2024/25 Actual total revenue	2024/25 Budget total revenue
				$	$	$	$	$	$
(i) General rates									
GRV Residential	Gross rental valuation	0.04350	5,306	279,064,998	12,139,327	450,000	12,589,327	12,398,373	12,398,373
GRV Commercial Industrial	Gross rental valuation	0.07853	592	74,499,349	5,850,657		5,850,657	6,156,987	6,156,987
GRV Mass Accommodation	Gross rental valuation	0.13050	16	15,866,740	2,070,610		2,070,610	2,465,573	2,465,573
GRV Airport	Gross rental valuation	0.08700	1	9,313,060	810,236		810,236	-	-
Unimproved Value									
UV Pastoral & Other	Unimproved valuation	0.13287	17	2,043,574	271,529		271,529	273,569	273,569
UV Mining	Unimproved valuation	0.24000	503	272,501,380	65,400,331		65,400,331	56,523,153	53,867,683
Total general rates			6,435	653,289,101	86,542,690	450,000	86,992,690	77,817,654	75,162,184
		Minimum							
(ii) Minimum payment		$							
GRV Residential	Gross rental valuation	1,300.00	1,007		1,309,100		1,309,100	1,141,400	1,141,400
GRV Commercial Industrial	Gross rental valuation	1,900.00	117		222,300		222,300	311,600	311,600
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	4		7,600		7,600	7,600	7,600
UV Mining	Unimproved valuation	250.00	65		16,250		16,250	22,750	22,750
Total minimum payments			1,193	-	1,555,250	-	1,555,250	1,483,350.00	1,483,350
Total general rates and minimum payments			7,628	653,289,101	88,097,940	450,000	88,547,940	79,301,004	76,645,534
					88,097,940	450,000	88,547,940	79,301,004	76,645,534
Concessions - Community							(208,094)	(185,415)	(168,127)
Concessions - Pensioners							(7,731)	(8,925)	(6,760)
Total rates					88,097,940	450,000	88,332,115	79,106,664	76,470,647
Instalment plan interest							65,000	57,360	75,000
Late payment of rate or service charge interest							280,000	241,285	280,000
							345,000	298,645	420,000

*Rateable Value at time of adopting budget.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2025/26 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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

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.

	2025/26 Budget revenue	2024/25 Budget revenue
	$	$
Instalment plan admin charge revenue	65,000	65,000
Instalment plan interest earned	65,000	75,000
Unpaid rates and service charge interest earned	280,000	280,000
	410,000	420,000

(c) Service Charges

The Town will not raise service charges for the year ended 30th June 2026.

(d) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount ($)	2025/26 Budget	2024/25 Actual	2024/25 Budget
					$	$	$
Bloodwood Tree Association Inc.	Rate	Concession	50%	8,188	4,094	2,716	2,716
Care for Hedland	Rate	Concession	100%	4,994	4,994	6,972	6,972
Foundation Housing	Rate	Concession	50%	17,870	8,935	9,914	9,914
Gumala Investments Pty Ltd	Rate	Concession	50%	26,081	13,040	14,733	14,733
Kariyarra Land Aboriginal Corporation	Rate	Concession	50%	30,243	15,121	9,460	9,460
One Tree Community Services Inc.	Rate	Concession	100%	7,602	7,602	8,276	8,276
Rose Nowers Early Learning Centre Inc	Rate	Concession	100%	3,985	3,985	4,246	4,246
Trealoar Child Care Centre Inc.	Rate	Concession	100%	6,245	6,245	6,611	6,611
Grand Lodge Freemasons	Rate	Concession	100%	4,052	4,052	4,204	4,204
Hedland BMX	Rate	Concession	100%	2,937	2,937	3,057	3,057
Hedland Sporting Shooters Club	Rate	Concession	100%	9,965	9,965	8,442	8,442
Hedland Well Womens Centre	Rate	Concession	100%	1,531	1,531	1,900	1,900
Hedland Mens Shed Incorporated	Rate	Concession	100%	2,203	2,203	1,319	1,319
Hedland Womans's Refuge	Rate	Concession	100%	2,737	2,737	2,670	2,670
Port Hedland Golf Club	Rate	Concession	100%	5,103	5,103	5,016	5,016
Port Hedland Kart Club	Rate	Concession	100%	1,736	1,736	-	-
Port Hedland Motorcycle Club	Rate	Concession	100%	20,993	20,993	19,908	19,908
Port Hedland Seafarers Centre	Rate	Concession	100%	5,391	5,391	5,380	5,380
Port Hedland Speedway Club	Rate	Concession	100%	15,811	15,811	14,994	14,994
Port Hedland Turf Club	Rate	Concession	100%	5,780	5,780	6,019	6,019
RSL Port Hedland Sub Branch	Rate	Concession	100%	2,396	2,396	2,446	2,446
South Hedland Owners and Trainers Association	Rate	Concession	100%	27,105	27,105	25,704	25,704
St Johns Ambulance	Rate	Concession	100%	17,277	17,277	17,287	-
Volunteer Marine Rescue Group	Rate	Concession	100%	4,264	4,264	4,138	4,138
Communicare Group Ltd	Rate	Concession	100%	11,853	11,853	-	-
Empowering People In Communities (EPIC) Inc	Rate	Concession	100%	2,941	2,941	-	-
Pensioner Rate Cap Gap Remission	Rate	Waiver			7,731	8,925	6,760
					215,825	194,340	174,887

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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 April 2025	2024/25 Budget 30 June 2025
Current assets		$	$	$
Cash and cash equivalents	4	40,113,977	49,760,673	15,211,268
Financial assets		190,000,000	190,000,000	160,000,000
Receivables		8,264,009	8,264,009	4,689,747
Inventories		1,034,336	1,034,336	767,758
Other assets		7,459,091	7,459,091	4,495,931
		246,871,413	256,518,109	185,164,704
Less: current liabilities				
Trade and other payables		(2,422,078)	(2,422,078)	(1,749,982)
Contract liabilities		(8,667,591)	(8,667,591)	(7,436,116)
Capital grant/contribution liability		-	-	(864,000)
Lease liabilities	8	(58,086)	(10,720)	-
Long term borrowings	7	(2,193,054)	(340,920)	(2,098,783)
Employee provisions		(2,209,860)	(2,209,860)	(1,950,323)
Other provisions		(429,037)	(2,397,539)	(2,382,170)
		(15,979,706)	(16,048,708)	(16,481,374)
Net current assets		230,891,707	240,469,401	168,683,330
Less: Total adjustments to net current assets	3(b)	(167,800,261)	(154,256,906)	(168,401,184)
Net current assets used in the Statement of Financial Activity		63,091,446	86,212,495	282,146

(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	9	(172,201,826)	(158,485,615)	(172,937,026)
- Movement of current to non-current bonds		-	(3,200)	-
- Prepaid lease legal fee		-	(31,611)	-
- Asset clearing		-	22,675	-
- Rates receivable		(32,085)	-	(28,553)
Add: Current liabilities not expected to be cleared at end of year		-	-	-
- Current portion of borrowings		2,193,054	340,920	2,098,783
- Current portion of lease liabilities		58,086	10,720	-
- Current portion of contract liability held in reserve		-	2,397,540	-
- Current portion of employee benefit provisions held in reserve		2,182,510	567,505	2,465,612
- Current portion of prepaid lease income		-	924,160	-
Total adjustments to net current assets		(167,800,261)	(154,256,906)	(168,401,184)

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.*

	Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 April 2025	2024/25 Budget 30 June 2025
Adjustments to operating activities		$	$	$
Less: Profit on asset disposals	5	(208,000)	(261,478)	(192,410)
Less: Non-cash grants and contributions for assets		-	(8,690,867)	-
Add: Depreciation	6	26,757,875	20,567,693	25,367,600
Add: Prior year invoices - movements between Capital and Opex		-	101,702	-
- Pensioner deferred rates		-	(1)	-
- Prepaid Lease fee		-	-	31,608
- Prepaid Lease income		(924,160)	-	(924,160)
Non cash amounts excluded from operating activities		25,625,715	11,717,049	24,282,638

(d) Non-cash amounts excluded from financing activities

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

	Note	2025/26 Budget 30 June 2026	2024/25 Actual 30 April 2025	2024/25 Budget 30 June 2025
Adjustments to financing activities		$	$	$
Less: Lease liability recognised	8	-	(288,051)	-
Non cash amounts excluded from financing activities		-	(288,051)	-

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

3. NET CURRENT ASSETS

(e) 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 2026

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	2025/26 Budget	2024/25 Actual - Apr 25	2024/25 Budget
		$	$	$
Cash at bank and on hand		22,314,803	18,245,288	15,210,268
Term deposits		17,799,174	31,515,385	1,000
Total cash and cash equivalents		40,113,977	49,760,673	15,211,268
Held as				
- Unrestricted cash and cash equivalents		40,113,977	49,760,673	1,410,242
- Restricted cash and cash equivalents		-	-	13,801,026
	3(a)	40,113,977	49,760,673	15,211,268
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:				
- Cash and cash equivalents		-	-	13,801,026
- Restricted financial assets at amortised cost - term deposits		172,201,826	158,485,615	160,000,000
		172,201,826	158,485,615	173,801,026
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Reserve accounts	9	172,201,826	158,485,615	172,937,026
Unspent capital grants, subsidies and contribution liabilities		-	-	864,000
		172,201,826	158,485,615	173,801,026
Reconciliation of net cash provided by operating activities to net result				
Net result		31,958,302	38,854,470	21,664,047
Depreciation	6	26,757,875	20,567,693	25,367,600
(Profit)/loss on sale of asset	5	(208,000)	(148,581)	(192,410)
Fair value adjustments to investment property through profit or loss		-	(1,991,971)	-
(Increase)/decrease in receivables		-	(3,140,939)	-
(Increase)/decrease in other assets		-	(5,042,861)	-
Increase/(decrease) in payables		-	(1,872,941)	-
Increase/(decrease) in contract liabilities		(924,160)	-	-
Increase/(decrease) in unspent capital grants		-	2,059,609	-
Increase/(decrease) in other provision		2,303,226	633,927	-
Increase/(decrease) in employee provisions		-	27,350	-
Capital grants, subsidies and contributions		(19,908,494)	(1,187,808)	(15,775,000)
Net cash from operating activities		39,978,749	48,757,948	31,064,237

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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2025/26 Budget				2024/25 Actual - April 2025					2024/25 Budget			
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit
(a) Property, Plant and Equipment	$	$	$	$	$	$	$	$	$	$	$	$	$
Land - freehold land					320,026	-	-	-	-	1,030,000	-	-	-
Buildings - non-specialised	12,844,620	-	-	-	5,306,131	-	-	-	-	20,019,233	-	-	-
Buildings - specialised	4,017,900	-	-	-	11,929,590	-	-	-	-	-	-	-	-
Plant and equipment	3,031,000	210,000	418,000	208,000	3,579,828	652,617	914,095	261,478	(84,397)	4,986,835	240,090	432,500	192,410
Other property, plant and equipment [WIP]	-	-	-	-	(4,208)	-	-	-	-	-	-	-	-
Other property, plant and equipment [Asset Disposal Clearing]	-	-	-	-	22,675	-	-	-	-	-	-	-	-
Total	19,893,520	210,000	418,000	208,000	21,154,042	652,617	914,095	261,478	(84,397)	26,036,068	240,090	432,500	192,410
(b) Infrastructure													
Infrastructure - Roads and bridges	12,573,219	-	-	-	12,355,100	-	-	-	-	10,586,676	-	-	-
Infrastructure - footpaths	2,120,540	-	-	-	2,280,539	-	-	-	-	1,101,818	-	-	-
Infrastructure - drainage	800,000	-	-	-	4,811,365	-	-	-	-	1,800,000	-	-	-
Infrastructure - parks and ovals	9,020,625	-	-	-	2,464,328	-	-	-	-	3,557,000	-	-	-
Infrastructure - waste facilities	-	-	-	-	-	-	-	-	-	3,060,324	-	-	-
Other infrastructure Bus Shelters	-	-	-	-	121,282	-	-	-	-	-	-	-	-
Other Infrastructure	1,144,700	-	-	-	8,947,692	-	-	-	(28,500)	4,196,283	-	-	-
Infrastructure Work in Progress	-	-	-	-	(21,844,702)	-	-	-	-	-	-	-	-
Total	25,659,083	-	-	-	9,135,604	-	-	-	(28,500)	24,302,101	-	-	-
(c) Right of Use Assets													
Right of use - buildings	-	-	-	-	288,051	-	-	-	-	-	-	-	-
	-	-	-	-	288,051	-	-	-	-	-	-	-	-
Total	45,552,603	210,000	418,000	208,000	30,577,697	652,617	914,095	261,478	(112,897)	50,338,169	240,090	432,500	192,410

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.

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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

6. DEPRECIATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
By Class			
Buildings - non-specialised	1,476,408	1,163,957	1,476,408
Buildings - specialised	4,967,724	4,087,377	4,967,724
Furniture and equipment	1,054,032	820,554	1,054,032
Plant and equipment	1,745,328	1,508,532	1,773,096
Infrastructure - Roads and bridges	10,878,106	8,328,119	9,952,812
Infrastructure - footpaths	1,148,736	1,037,969	1,148,736
Infrastructure - drainage	403,776	385,631	403,776
Infrastructure - parks and ovals	2,023,056	1,504,910	-
Other infrastructure Depot Infrastructure	38,688	53,703	-
Other infrastructure Bus Shelters	106,116	47,434	106,116
Other infrastructure	2,206,464	1,588,398	4,449,564
Right of use - buildings	54,000	41,110	35,336
Intangible assets - rehabilitation asset - landfill	655,441	-	-
	26,757,875	20,567,693	25,367,600
By Program			
Governance	1,474,860	1,220,491	1,474,860
General purpose funding	655,441	-	-
Law, order, public safety	288,552	204,543	288,552
Education and welfare	2,113,152	1,503,310	2,113,152
Housing	1,504,788	1,248,578	1,504,788
Community amenities	1,567,344	1,273,700	1,567,344
Recreation and culture	6,805,056	5,372,142	6,786,392
Transport	10,987,138	8,363,851	10,243,200
Economic services	123,108	103,310	123,108
Other property and services	1,238,436	1,277,768	1,266,204
	26,757,875	20,567,693	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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

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 2025	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal outstanding 30 June 2026	2025/26 Budget Interest Repayments	Actual Principal 1 July 2024	2024/25 Actual New Loans	2024/25 Actual - April Principal Repayments	Actual Principal outstanding 30 April 2025	2024/25 Actual - April Interest Repayments	Budget Principal 1 July 2024	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal outstanding 30 June 2025	2024/25 Budget Interest Repayments
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Staff Housing	393250	WATC	4.8531%	9,202,611	-	(335,198)	8,867,413	(437,866)	9,521,961	-	(265,045)	9,256,916	(379,232)	9,521,961	-	(319,350)	9,202,611	(399,805)
Staff Housing	425341	WATC	4.8989%	93,684	-	(3,397)	90,286	(4,500)	96,919	-	(2,685)	94,234	(3,897)	96,919	-	(3,235)	93,684	(4,663)
Seawalls	393249	WATC	4.3931%	4,220,303	-	(467,428)	3,752,875	(174,354)	4,667,677	-	(371,443)	4,296,234	(163,442)	4,667,677	-	(447,374)	4,220,303	(194,481)
Seawalls	425344	WATC	4.4915%	4,035,870	-	(445,429)	3,590,441	(170,508)	4,461,771	-	(353,585)	4,108,186	(159,762)	4,461,771	-	(462,262)	3,999,509	(205,080)
Depot Facility	393246	WATC	4.1784%	2,417,924	-	(847,330)	1,570,594	(81,975)	3,230,638	-	(674,897)	2,555,741	(99,633)	3,230,638	-	(812,714)	2,417,924	(116,712)
				19,970,392	-	(2,098,783)	17,871,609	(869,203)	21,978,966	-	(1,667,654)	20,311,312	(805,966)	21,978,966	-	(2,044,935)	19,934,031	(920,741)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

7. BORROWINGS

(b) New borrowings - 2025/26

The Town does not intend to undertake any new borrowings for the year ended 30th June 2026

(c) Unspent borrowings

The Town had no unspent borrowing funds as at 30th June 2025 nor is it expected to have unspent borrowing funds as at 30th June 2026.

(d) Credit Facilities

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
Undrawn borrowing facilities credit standby arrangements			
Bank overdraft limit	-	-	-
Bank overdraft at balance date	-	-	-
Credit card limit	300,000	300,000	230,000
Total amount of credit unused	300,000	300,000	230,000
Loan facilities			
Loan facilities in use at balance date	17,871,609	20,311,312	19,934,031

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 2026

8. LEASE LIABILITIES

Purpose	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2025	2025/26 Budget New Leases	2025/26 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2026	2025/26 Budget Lease Interest Repayments	Actual Principal 1 July 2024	2024/25 Actual New Leases	2024/25 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2025	2024/25 Actual Lease Interest repayments	Budget Principal 1 July 2024	2024/25 Budget New Leases	2024/25 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2025	2024/25 Budget Lease Interest repayments
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Port Hedland Library	Sentinel Countrywide Retail	1.6%	3 years	-	-	-	-	-	36,496	-	(36,954)	(458)	(170)	34,425	-	(34,425)	-	(431)
Port Hedland Library	Countrywide Retail	4.3%	5 years	272,692	-	(48,518)	224,174	(12,783)	-	288,051	(8,856)	279,195	(1,226)	-	-	-	-	-
Gratwick Gym Equipment	MAIA	1.2%	3 years	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				272,692	-	(48,518)	224,174	(12,783)	36,496	288,051	(45,810)	278,737	(1,397)	34,425	-	(34,425)	-	(431)

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 it's 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.

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2025/26 Budget				2024/25 Actual - Apr 25				2024/25 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	2,182,510	-	-	2,182,510	2,182,510	-	-	2,182,510	1,525,612	-	-	1,525,612
(b) Reserves cash backed - Plant Reserve	1,046,723	2,834,158	(1,783,000)	2,097,881	3,035,926	-	(1,989,527)	1,046,399	5,056,658	2,897,632	(4,886,835)	3,067,455
(c) Reserves cash backed - Airport Reserve	1,595,891	53,055	-	1,648,946	3,385,991	-	-	3,385,991	3,385,991	109,900	-	3,495,891
(d) Reserves cash backed - Landfill remediation reserve	9,297,763	1,331,104	-	10,628,867	7,853,093	-	-	7,853,093	6,255,956	1,444,670	-	7,700,626
(e) Reserves cash backed - Unfinished Works & Committed Works Reserve	2,873,173	-	(2,873,173)	-	22,166,864	-	(7,022,984)	15,143,880	13,622,554	-	-	13,622,554
(f) Reserves cash backed - Housing Reserve	973,957	5,032,379	(150,000)	5,856,336	1,369,238	-	-	1,369,238	3,310,805	104,719	(500,000)	2,915,524
(g) Reserves cash backed - Spoilbank Reserve	126,360	4,201	-	130,561	123,201	-	-	123,201	123,201	3,159	-	126,360
(h) Reserves cash backed - Asset Management Reserve	18,031,334	22,132,356	(9,374,418)	30,789,272	13,083,187	-	(3,539,491)	9,543,696	16,223,641	21,937,924	(16,989,777)	21,171,788
(i) Reserves cash backed - Waste Management Reserve	13,212,134	1,381,480	-	14,593,614	13,052,059	-	(2,647,439)	10,404,620	13,119,140	3,220,399	(3,060,324)	13,279,215
(j) Reserves cash backed - Strategic Reserve	86,242,007	20,249,246	(13,269,470)	93,221,783	88,116,257	-	(397,150)	87,719,107	87,333,895	6,387,984	(8,262,234)	85,459,645
(k) Reserves cash backed - Cyclone Emergency Response Reserve	1,193,338	2,912,846	-	4,106,184	1,163,070	-	-	1,163,070	1,163,070	30,268	-	1,193,338
(l) Reserves cash backed - Financial Risk Reserve	18,679,018	620,984	(14,292,255)	5,007,747	18,550,810	-	-	18,550,810	19,250,810	128,208	-	19,379,018
(m) Reserves cash backed - Public Art Reserve	-	463,125	-	463,125	-	-	-	-	-	-	-	-
(n) Reserves cash backed - Kingsford Smith Development Reserve	-	1,700,000	(225,000)	1,475,000	-	-	-	-	-	-	-	-
	155,454,208	58,714,934	(41,967,316)	172,201,826	174,082,205	0	(15,596,590)	158,485,615	170,371,333	36,264,863	(33,699,170)	172,937,026

(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

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

10. OTHER INFORMATION

The net result includes as revenues	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
(a) Interest earnings			
Investments	8,969,429	9,079,720	7,800,000
Late payment of fees and charges *	5,833	4,204	5,833
Other interest revenue	345,000	298,641	355,000
	9,320,262	9,382,565	8,160,833
* 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	2,674,167	687,628	529,797
Other	2,363,793	479,999	1,977,800
	5,037,960	1,167,626	2,507,597
(b) Auditors remuneration			
Audit services	211,214	194,567	176,440
	211,214	194,567	176,440
(c) Interest expenses (finance costs)			
Borrowings (refer Note 7(a))	869,203	805,966	920,741
Interest on lease liabilities (refer Note 8)	12,000	1,397	431
Other finance costs	131,934	122,472	-
	1,013,136	929,835	921,173

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

11. COUNCIL MEMBERS REMUNERATION

	2025/26 Budget	2024/25 Actual	2024/25 Budget
	$	$	$
Elected member [Mayor Peter Carter]			
Mayor's allowance	100,514	45,000	60,000
Meeting attendance fees	53,215	32,609	43,975
Superannuation	18,687	-	-
Other expenses	10,000	2,703	10,000
Annual allowance for ICT expenses	2,000	1,500	2,000
	184,416	81,812	115,975
Elected member [Deputy Mayor Ash Christensen]			
Deputy Mayor's allowance	25,129	11,250	15,000
Meeting attendance fees	35,480	23,438	31,747
Superannuation	7,513	-	-
Other expenses	6,375	531	6,375
Annual allowance for ICT expenses	2,000	1,500	2,000
	76,497	36,719	55,122
Elected member [Councillor Camilo Blanco]			
Meeting attendance fees	35,480	23,438	31,747
Superannuation	4,498	-	-
Other expenses	6,375	531	6,375
Annual allowance for ICT expenses	2,000	1,500	2,000
	48,353	25,469	40,122
Elected member [Councillor Lorraine Butson]			
Meeting attendance fees	35,480	20,683	31,747
Superannuation	4,498	-	-
Other expenses	6,375	862	6,375
Annual allowance for ICT expenses	2,000	1,500	2,000
	48,353	23,045	40,122
Elected member [Councillor Adrian McRae]			
Meeting attendance fees	35,480	23,438	31,747
Superannuation	4,498	-	-
Other expenses	6,375	531	6,375
Annual allowance for ICT expenses	2,000	1,500	2,000
	48,353	25,470	40,122
Elected member [Councillor Ambika Rebello]			
Meeting attendance fees	-	23,438	31,747
Other expenses	-	747	6,375
Annual allowance for ICT expenses	-	1,500	2,000
	-	25,685	40,122
Elected member (Councillor Tim Turner)			
Meeting attendance fees	-	18,367	31,747
Other expenses	-	531	6,375
Annual allowance for ICT expenses	-	1,333	2,000
	-	20,232	40,122
Elected member (Councillor Flo Bennet)			
Meeting attendance fees	-	11,225	31,747
Other expenses	-	531	6,375
Annual allowance for ICT expenses	-	833	2,000
	-	12,590	40,122
Elected member (Councillor Sven Arentz)			
Meeting attendance fees	-	17,721	31,747
Other expenses	-	531	6,375
Annual allowance for ICT expenses	-	1,167	2,000
	-	19,419	40,122
Elected member [Vacant]			
Meeting attendance fees	35,480	-	-
Superannuation	4,498	-	-
Other expenses	6,375	-	-
Annual allowance for ICT expenses	2,000	-	-
	48,353	-	-
Elected member [Vacant]			
Meeting attendance fees	35,480	-	-
Superannuation	4,498	-	-
Other expenses	6,375	-	-
Annual allowance for ICT expenses	2,000	-	-
	48,353	-	-
Elected member [Vacant]			
Meeting attendance fees	35,480	-	-
Superannuation	4,498	-	-
Other expenses	6,375	-	-
Annual allowance for ICT expenses	2,000	-	-
	48,353	-	-
Elected member [Vacant]			
Meeting attendance fees	35,480	-	-
Child care expenses	4,498	-	-
Other expenses	6,375	-	-
Annual allowance for ICT expenses	2,000	-	-
	48,353	-	-
Total Council Member Remuneration	599,381	270,441	451,951
Mayor's allowance	100,514	45,000	60,000
Deputy Mayor's allowance	25,129	11,250	15,000
Meeting attendance fees	337,055	194,357	297,951
Superannuation	57,684	-	-
Other expenses	61,000	7,500	61,000
Annual allowance for ICT expenses	18,000	12,334	18,000
	599,381	270,441	451,951

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

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 2025	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2026
	$	$	$	$
Nominated Election Bond	100	-	-	100
Public Open Space	376,379	-	-	376,379
Mosquito Control	4,388	-	-	4,388
	380,867	-	-	380,867

TOWN OF PORT HEDLAND
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2026

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 2026

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 2026

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 2026

15. FEES AND CHARGES

	2025/26 Budget	2024/25 Actual - April 25	2024/25 Budget
	$	$	$
By Program:			
General purpose funding	77,633	44,052	77,633
Law, order, public safety	-	69,371	-
Education and welfare	90,000	60,076	85,000
Housing	370,000	22,100	370,000
Community amenities	10,817,519	11,472,168	9,744,214
Recreation and culture	3,698,048	2,428,936	3,590,892
Transport	1,124,160	88,374	990,370
Economic services	-	212,495	
Other property and services	60,200	863,821	60,000
	16,237,560	15,261,392	14,918,110

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

Operational Carryovers
YTD to June - End of Financial Year 2024/25

Works Project	Project Description	Project Details	Proposed Budget in 25/26	Proposed Forecast in 25/26	TYPE	Proposed Carryover	Officer Justification
200050	B&ED - Place Branding	To fund completion of place branding project in 25/26	0	331,546	Carryover	331,546	Place Branding Project - Multi year project. Funds carried forward to cover entire contract award amount.
200063	TP&BS - Local Housing Strategy	To develop and implement housing plan	20,000	35,991	Carryover	15,991	Close out and finalise contract.
200002	ICT - IT Delivery Programs, Events & Special Projects	ERP program	780,000	1,064,000	Carryover	284,000	Funding of ERP - One Connect development & initiatives *Subject to ARC endorsement
100002	DirCorp - Corporate Services Mgmt Director Operations	Asset Management Framework	82,000	172,000	Carryover	90,000	To further progress AMF initiatives including AMP v2 and building specific plans (Stadium, SHAC, GAC, JD Hardie)
100002	DirCorp - Corporate Services Mgmt Director Operations	Audit log initiatives	0	80,000	Carryover	80,000	To prioritise and resource addressing aged audit log initiatives as raised at ARC
100002	DirCorp - Corporate Services Mgmt Director Operations	HR digitised process improvements	0	70,000	Carryover	70,000	To continue with KPMG's agreed scope of works, benefiting onboarding / offboarding and payroll
100004	ENV - Environmental Services Operations	Mosquito Borne Disease Monitoring Sentinel Chicken facility	0	30,000	Carryover	30,000	Funding to house disease monitoring sentinel chickens in suitable facility, to provide mosquito borne disease prewarning.
100004	ENV - Environmental Services Operations	Mosquito control program – drone upgrade	0	40,000	Carryover	40,000	Funding to provide for an upgraded drone with increased load capacity for chemical treatment and 3d rendering capabilities to aid GIS mapping and chemical treatment calculations.
100013	ICT - IT & Program Delivery Admin & Overheads	Process Mapping and PRIS	0	43,573	Carryover	43,573	Process Mapping and PRIS works to be completed
100013	ICT - IT & Program Delivery Admin & Overheads	GIS Strategy and Implementation	150,000	302,607	Carryover	152,607	$51,685.8 left to be invoiced on Arup Strategy contract. Additional funds required to establish GIS Data Pipelines. First one in progress with the work done by GISSA
100013	ICT - IT & Program Delivery Admin & Overheads	Roster, Award interpretation, Time & attendance (Humanforce)	65,860	95,670	Carryover	29,810	June invoices received in July 2025
100013	ICT - IT & Program Delivery Admin & Overheads	Venue Management (Bookable)	0	58,417	Carryover	58,417	To fund remainder of contract and June invoices received in July
100013	ICT - IT & Program Delivery Admin & Overheads	Shared drive migration	0	113,333	Carryover	113,333	PIF from FY24/25 with $64,209.99 left to be invoiced on ES2 Migration with Remainder to be spent
100013	ICT - IT & Program Delivery Admin & Overheads	Cloud Migration - (SAAS Migration)	75,000	163,894	Carryover	88,894	PIF from FY24/25 - Planned Migration pushed due to Emergency works (On-prem failure), SharePoint Project & T1 Delay. Spent $61,106.30 for Emergency "Lift & Shift"
100013	ICT - IT & Program Delivery Admin & Overheads	Learning Management System	65,000	130,000	Carryover	65,000	Funding of LMS project that didn't start in FY24/25 due to resource constraints. Intended to commence in 25/26
100007	GOV - Governance Admin & Operations	Service Planning	0	57,600	Carryover	57,600	To commence Phase 2 in October 2025 ahead of drafting the 2026-2027 annual budget
		SUMMARY:	**1,237,860**	**2,788,630**	**0**	**1,550,770**	

Opex Carryovers

Capital Expenditure 2024-2025

Project	Project Description	Adopted Budget	Adopted Carry Forward	Additional Funding	Actual Spend	Project Savings	Projects Discontinued	Projects Rescoped	Gross Carry Forwards Proposed	Grant Funding included in Carry Forward	Net Carry Forwards Proposed
10001	Seawalls	960,000	52,523	294,212	615,061	-	-	-	691,675	691,675	-
10002	Civic and Community Hub	207,846	320,000	-	447,430	-	-	-	80,416	-	80,416
10005	Len Taplin Upgrade	-	22,117	-	17,496	4,621	-	-	-	-	-
10007	Residential Housing - Langley Gardens	-	319,577	-	240,087	79,490	-	-	-	-	-
10014	SHISH Masterplan	224,971	-	-	51,329	8,856	-	-	164,786	-	164,786
10019	PHSCH Stage 1: Community Centre	-	116,840	-	107,073	9,767	-	-	-	-	-
10020	Shade Structure Renewal Program	240,000	-	-	193,042	40,945	-	-	6,013	-	6,013
10026	Wedgefield Route 1	6,670,000	2,292,314	-	3,560,451	1,178,057	-	-	4,223,806	2,881,543	1,342,263
10033	Service Worker Housing (prev Key Worker Housing)	-	236,134	-	14,039	-	-	-	222,095	-	222,095
10035	Stadium - Chiller Rectification	-	937,132	-	579,794	357,338	-	-	-	-	-
10037	Stadium Fitness Renew inc 38,39,40	-	226,785	-	220,768	6,017	-	-	-	-	-
10039	Stadium - Renewals & Upgrades	-	117,890	-	56,509	-	-	-	61,381	-	61,381
10044	JD Hardie Stage 3 - Outdoor Elements	-	191,305	-	112,001	79,304	-	-	-	-	-
10046	Softfall Renewal Program	440,000	-	-	57	439,943	-	-	-	-	-
10049	Marquee Park POS Redevelopment	100,000	86,169	651,469	344,806	415,513	-	-	77,319	-	77,319
10057	South Hedland Cemetery Masterplan	-	1,745,838	-	3,846	-	-	-	1,741,992	-	1,741,992
10058	South Hedland Townsite Activation	-	294,848	-	93,318	102,286	-	-	99,244	-	99,244
10061	Landfill - Pond Liner Replacement	3,060,324	-	-	2,751,318	-	-	-	309,006	-	309,006
10064	Carpark Renewal Program	300,000	-	-	280,488	7,190	-	-	12,322	-	12,322
10065	Access Inclusion Maintenance Program	30,000	-	-	17,424	12,576	-	-	-	-	-
10066	Depot Nursery	205,000	297,179	-	3,802	-	-	-	498,377	-	498,377
10067	Landfill - Weigh Bridge Office	-	169,570	-	189,807	- 20,237	-	-	-	-	-
10069	Footpath Renewal Program	500,000	236,304	-	585,222	151,082	-	-	-	-	-
10073	Solar Strategy Implementation	-	271,354	-	336,974	- 65,620	-	-	-	-	-
10080	Drainage Renewal Program	800,000	-	-	810,595	- 10,595	-	-	-	-	-
10083	Kerb Renewal Program	400,000	-	-	187,524	116,371	-	-	96,105	-	96,105
10088	Remote Community Roads Renewal Program	571,676	-	-	221,794	326,563	-	-	23,319	23,319	-
10089	Road Reseal Program - Sealed Roads	1,600,000	-	-	1,428,522	27,905	-	-	143,573	143,573	-
10091	Colin Matheson Oval Floodlights	-	134,902	-	2,875	132,027	-	-	-	-	-
10092	Staff Housing Renewal Minor Works	600,000	-	-	644,853	- 44,853	-	-	-	-	-
10096	Koombana Lookout Grounds Beautification	100,000	503,725	-	721,126	- 117,401	-	-	-	-	-
10097	Playground Renewal Program	750,000	-	-	611,791	8,209	-	-	130,000	-	130,000
10098	Prelim. Road Safety Audit & Compliance	75,000	-	-	53,409	6,423	-	-	15,168	-	15,168
10125	Marina: Playground Design	2,000,000	-	-	274,465	-	-	-	1,725,536	1,725,536	-
10126	Landfill - Community Recycling Centre	-	225,000	-	854	224,146	-	-	-	-	-
10127	Performing Arts Centre	177,009	160,000	-	213,630	-	-	-	123,379	-	123,379
10128	Annual Renewal Program: Restrict Access	250,000	-	-	175,580	74,420	-	-	-	-	-
10130	SHISH Stage 1C - Hamilton Rd & Entrance	4,360,000	6,140,000	-	1,286,958	-	-	-	9,213,042	864,000	8,349,042
10134	Port Hedland Tennis and Hockey Club	-	30,887	-	47,709	- 16,822	-	-	-	-	-
10137	Cooke Point Shared Path	601,818	1,183,858	955,673	1,842,852	697,117	-	-	201,380	-	201,380
10145	Marina: Eco Caravan Park	-	198,763	-	-	198,763	-	-	-	-	-
10147	SHISH Stage 4A - Aquatic	227,666	610,000	-	35,276	802,390	-	-	-	-	-
10151	Hedland RSL Bathroom & Roof Replacement	-	55,562	-	5,922	49,640	-	-	-	-	-
10157	Yikara Park Playground renewal	-	582,517	-	504,777	77,740	-	-	-	-	-
10158	Road Reseal Program - Unsealed Roads	500,000	-	-	278,265	221,735	-	-	-	-	-
10160	South Hedland Standpipe Relocation	-	150,000	-	-	150,000	-	-	-	-	-
10164	Cottier Dr to Huxtable Cres Drainage	-	268,155	-	220,658	-	-	-	47,497	-	47,497
10165	Sutherland St Bus Shelters	-	118,000	-	121,702	- 3,702	-	-	-	-	-
10180	Morgans - Hot Water Systems & Blinds	-	70,000	-	74,745	- 4,745	-	-	-	-	-
10183	One Tree Plumbing Upgrades	-	66,896	-	136,778	- 69,882	-	-	-	-	-

Capital Expenditure 2024-2025

Project	Project Description	Adopted Budget	Adopted Carry Forward	Additional Funding	Actual Spend	Project Savings	Projects Discontinued	Projects Rescoped	Gross Carry Forwards Proposed	Grant Funding included in Carry Forward	Net Carry Forwards Proposed
10184	Rose Nowers Plumbing Upgrades	-	101,000	-	92,288	8,712	-	-	-	-	-
10188	BBQ Renewal Program	152,000	-	-	150,137	1,863	-	-	-	-	-
10189	Drinking Fountains Renewal Program	80,000	-	-	83,181	- 3,181	-	-	-	-	-
10190	Irrigation Infrastructure Renewal	550,000	-	-	165,435	384,565	-	-	-	-	-
10191	Park Lighting Upgrade Program	160,000	160,000	-	59,616	51,606	-	-	208,778	-	208,778
10192	Tree Planting Program	300,000	-	-	95,498	204,502	-	-	-	-	-
10193	Landscaping Renewal Program	285,000	-	-	249,354	35,646	-	-	-	-	-
10196	Kingsford Smith Park - Land subdivision	2,400,000	194,146	-	338,595	-	-	-	2,255,551	-	2,255,551
10197	IT Renewal Program	562,900	-	-	497,510	65,390	-	-	-	-	-
10198	Plant Replacement Program	2,638,935	100,000	-	1,565,903	246,529	-	-	926,503	-	926,503
10200	Landfill - Mandalay Ticket Entry System	-	75,000	-	55,721	19,279	-	-	-	-	-
10202	Landfill - Styrofoam Compactor	-	50,000	-	-	-	50,000	-	-	-	-
10203	Landfill - Cardboard Compactor	-	100,000	-	-	-	100,000	-	-	-	-
10204	Christmas Decorations Sth Hedland	-	59,396	-	31,755	-	-	-	27,642	-	27,642
10205	Matt Dann Theatre Lighting Upgrades	-	185,076	-	16,522	-	-	-	168,554	-	168,554
10207	SHISH Stage 1B - Multi-use Pavilion	331,741	-	-	-	-	-	331,741	-	-	-
10212	McGregor St Oval Renewal	-	168,489	-	80,145	88,344	-	-	-	-	-
10213	New CCTV Cameras & Workstations	1,000,000	330,604	-	1,169,784	160,820	-	-	-	-	-
10224	Port Hedland Yacht Club Refurb	1,560,000	-	-	254,119	- 1,307	-	-	1,307,188	-	1,307,188
10225	AMCC - Compliance Improvements	350,000	-	-	346,135	-	-	-	3,865	-	3,865
10226	Blackspot - Demarchi Rd and Murdoch Rd	235,000	-	-	19,023	-	-	-	215,977	86,800	129,177
10227	Blackspot - Link Rd and Wallwork Rd	265,000	-	-	266,269	- 1,269	-	-	-	-	-
10228	Blackspot - Buttweld Rd, Nth Circular Rd	345,000	-	-	32,663	-	-	-	312,337	207,000	105,337
10229	TS Pilbara Shed Landscaping and Cladding	350,000	-	-	349,528	472	-	-	-	-	-
10230	Gilbert Street Flood Pumps	1,000,000	-	-	29,987	-	-	-	970,014	-	970,014
10231	Rose Nowers - Childcare Developments	6,000,000	-	-	148,790	5,851,210	-	-	-	-	-
10232	Rose Nowers Childcare Carpark Upgrades	1,500,000	-	-	32,936	-	-	-	1,467,064	-	1,467,064
10237	Aquatic Facilities 24/25 Renewal Program	900,000	-	-	449,559	320,441	-	-	130,000	-	130,000
10238	Lot 5996 Cottier Drive (Key Worker Hsg)	457,000	-	-	-	-	-	-	457,000	-	457,000
10239	Portion of Hudson Way - SHISH	160,000	-	-	-	-	-	160,000	-	-	-
10240	Lot 362 Forrest Circle - SHISH	413,000	-	-	-	-	-	413,000	-	-	-
10241	Integrated Lighting & Irrigation Upgrade	470,000	-	-	360,433	-	-	-	109,567	-	109,567
10242	South Hedland Bowls Club	250,000	-	-	-	-	-	-	250,000	-	250,000
10243	UPS Refresh Program	220,000	-	-	-	-	-	-	220,000	-	220,000
10244	Printer Replacement	180,000	-	-	71,613	36,774	-	-	71,613	-	71,613
10245	Chambers IT Upgrades	160,000	-	-	159,621	379	-	-	-	-	-
10246	Gratwick Aquatic Centre PA and Alarms	20,000	-	-	-	-	-	-	20,000	-	20,000
10247	Emergent HVAC Upgrades	150,000	-	-	141,326	8,674	-	-	-	-	-
10248	Ablution Facilities Renewal	125,000	-	-	164	124,836	-	-	-	-	-
10249	Kevin Scott Oval - Synthetic Pitch Replc	30,000	-	-	28,013	1,987	-	-	-	-	-
10250	Signage and Wayfinding Renewal Program	100,000	-	-	-	-	-	-	100,000	-	100,000
10251	Combined Cyclone and Fire Danger Rating	186,283	-	-	135,694	-	-	-	50,589	-	50,589
300016	Purchase of Staff Housing	500,000	-	-	-	500,000	-	-	-	-	-
10252	Port Hedland Visitor Centre Maintenance	-	-	334,000	54,632	229,368	-	-	50,000	-	50,000
10216	Kevin Scott Oval Playground Replacement (insurance)	-	-	-	84,850	- 84,850	-	-	-	-	-
	Q2 25 Requests	-	-	-	395,309	- 395,309	-	-		-	-
	Total Capital Projects	**50,338,169**	**19,955,855**	**2,235,354**	**28,736,910**	**13,508,056**	**150,000**	**904,741**	**29,229,673**	**6,623,446**	**22,606,227**

Town of Port Hedland
Register of Delegated Authority - Statutory Delegations

REVIEW

Reviewed by	Date approved	References
Council	27 Aug 2025	

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

(a) A local government from performing any of its functions by acting through a person other than the CEO"; or
(b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

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DELEGATIONS

01 Local Government Act 1995
Local Government Act 1995

01.1 Council to Committees of Council

Delegation	**1.1.1 Audit, Risk and Compliance Committee**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995:* s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	1. Authority to meet with the Town's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: i. examine an audit report received by the local government. ii. determine if any matters raised by the audit report, require action to be taken by the local government; and iii. ensure that appropriate action is taken in respect of those matters. 3. Authority to review and endorse the Town's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit, Risk and Compliance Committee
Conditions	This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council.
Express power to subdelegate	Nil. Sub-delegation is prohibited by s.7.1B.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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01.2 Council to CEO

Delegation	**1.2.1 Appoint Authorised Persons**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act. [s.3.24 and s.9.10]. 2. Authority to appoint authorised person for the purposes of the *Graffiti Vandalism Act 2016*, which prescribes Part 9 of the *Local Government Act 1995* as the enabling power [s.15 of the *Graffiti Vandalism Act 2016*].
Delegates	Chief Executive Officer (1009)
Conditions	a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.2 Performing Functions outside the District**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Emergency Management Advisor (1268) Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Nil

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil

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Delegation	**1.2.4 Powers of Entry**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	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) Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Graduate Engineer (1172) (1343) Graduate Environmental Health Officer (1273) Graduate Planner (1283) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278) Place Facilitator Planning & Development Support Officer (1280) Principal Project Engineer Project Engineer - Asset Management (1247)(1354) Project Engineer (1169)(1172) Ranger (1263) (1265) (1267) (1357) (1358) Senior Building Surveyor (1282) Senior Environmental Health Officer (1272) Senior Infrastructure Operations Officer (1355) Senior Planner Senior Project Engineer (1168) Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285)

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Subdelegate conditions	Director Regulatory Services (Function 1 ,2, 3, 4, 5) Director Infrastructure Services (Function 1, 2, 3, 4, 5) Senior Planner (Function 2) Manager Planning and Economic Development (Function 2) Emergency Management Advisor (Function 1 ,2, 3, 4, 5) Manager Environmental Services (Function 1 ,2, 3, 4, 5) Senior Environmental Health Officer (Function 2) Building Surveyor (Function 2) Planning and Development Support Officer (Function 2) Environmental Health Officer (Function 2) Graduate Environmental Health Officer (Function 2) Graduate Planner (Function 2) Coordinator Ranger Services (Function 1, 2, 3, 4, 5) Ranger(s) (Function 1, 2, 4) Planner (Function 2) Place Facilitator (Function 2) Project Officer - Strategic Planner (Function 2) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5) Environmental Health Technical Officer (Function 2) Senior Strategic Planner (Function 2) Senior Project Engineer (Function 2) Principal Project Engineer (Function 2) Graduate Engineer (Function 2) Project Engineer - Asset Management (Function 2) Project Engineer (Function 2) Coordinator Property Management (Function 1, 2, 3, 4, 5) Coordinator Parks and Reserves (Function 1, 2, 3, 4, 5) Coordinator Landscape and Irrigation (Function 1, 2, 3, 4, 5) Senior Project Officer - Operations (Function 1, 2, 3, 4, 5)

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Delegation	**1.2.5 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**1.2.6 Remove and Impound any goods and abandoned Vehicle**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**1.2.7 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Manager Environmental Services (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2, 3) Emergency Management Advisor (Function 1) Ranger(s) (Function 1) Senior Environmental Health Officer (Function 1) Environmental Health Technical Officer (Function 1) Graduate Environmental Health Officer (Function 1)

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Coordinator Ranger Services (Function 1, 2) Ranger(s) (Function 1)

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Delegation	**1.2.9 Close Thoroughfares to Vehicles**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
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)].
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Director Infrastructure Services (1157) Manager Infrastructure Operations (1179) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Director Infrastructure Services (Function 1, 2, 3, 4, 5) Manager Infrastructure Operations (Function 1, 2, 3) Coordinator Property Management (Function 1, 3, 4) Coordinator Parks and Reserves (Function 1, 3, 4) Coordinator Landscape and Irrigation (Function 1, 3, 4) Senior Project Officer - Operations (Function 1, 3, 4) Determination shall be in accordance with the *Road Traffic (Events on Roads) Regulations 1991.*

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Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 *Parks and Reserves Act 1895*. [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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278)
Subdelegate conditions	Director Regulatory Services (Function 1) Director Infrastructure Services (Function 1, 2) Director Community Services (Function 1) Manager Planning and Economic Development (Function 1) Manager Infrastructure Operations (Function 2)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.11 Obstruction of Footpaths and Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.25(1) Notices requiring certain things to be done by owner or occupier of land *Local Government (Uniform Local Provisions) Regulations 1996:* 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 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)]. 5. 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]. 6. Authority to require an owner occupier of land to remove any part of a structure, tree
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 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6) Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Manager Environmental Services (Function 1, 2, 5, 6) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5, 6) Coordinator Property Management (Function 1, 2, 3, 4, 5, 6) Coordinator Parks and Reserves (Function 1, 2, 3, 4, 5, 6) Coordinator Landscape and Irrigation (Function 1, 2, 3, 4, 5, 6) Senior Project Officer - Operations (Function 1, 2, 3, 4, 5, 6)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	**1.2.12 Gates across Public Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* 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	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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**1.2.13 Public Thoroughfare – Dangerous Excavations**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) & (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 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	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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.14 Crossing – Construction, Repair and Removal**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* 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 *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278) Manager Waste & Services (1291)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995*: 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	*Local Government Act 1995*: 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) [ULP r.17(5)].
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 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995*: 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	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.18 Tenders for Goods and Services**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* 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

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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 as per item 22.3 of this register, 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)

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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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Governance (1045) Procurement Advisor (1054) Procurement Officer (1053) (1361) Senior Procurement & Contracting Advisor (1052)
Subdelegate conditions	a. 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 b. * Directors are authorised to accept tenders up to their authorised expenditure as per item 22.3 of this register, and within their Directorate only. c. Directors are authorised to accept and reject tenders under function 9 within their Directorate only in line with the adopted budget. d. All above sub-delegations must be in accordance with the Purchasing Policy 2/007 Directors (Function 1, 3, 4, 5, 6, 7, 8, 9*,10, 11, 12, 13*, 14, 15*) Senior Procurement & Contracting Advisor (Function 7, 9,12) Procurement Officer (Function 12) Procurement Advisor (Function 12) Manager Governance (Function 12)
Policy	Purchasing Policy 2/007

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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	*Local Government Act 1995:* 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	*Local Government (Functions and General) Regulation 1996:* 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 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)]. 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
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Procurement Advisor (1054) Procurement Officer (1053) (1361) Senior Procurement & Contracting Advisor (1052)
Subdelegate conditions	a. in accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget. b. * Directors are authorised to enter into a contract or contracts with pre-qualified suppliers for particular goods or services under function 9 up to $250,000 excluding GST within their Directorate only. c. All above sub-delegations must be in accordance with the Purchasing Policy 2/007 Director (Function 1, 2, 4, 5*, 6, 7, 8, 9) Senior Procurement & Contracting Advisor (Function 5, 6, 7, 9) Procurement Advisor (Function 5, 6, 7, 9) Procurement Officer (Function 5, 6, 7, 9)
Policy	Purchasing Policy 2/007
Date adopted	25 June 2024
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Delegation	**1.2.20 Disposing of Property**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
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)]. 3. Authority to dispose of property to a person or body that is an exempt disposition pursuant to r. 30 of the *Local Government (Functions and General) Regulations 1996*.
Delegates	Chief Executive Officer (1009)

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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 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 *Local Government Act 1995*. 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 *Local Government Act 1995* 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 *Local Government Act*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Authority to dispose of property is only up to the financial value allocated as per Delegation 22.3 - Income and Expenditure Financial Limits Director Regulatory Services (Function 1) Director Corporate Services (Function 1) Director Infrastructure Services (Function 1) Director Community Services (Function 1)
Date adopted	25 June 2024
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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	*Local Government Act 1995:* 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	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Executive Manager Human Resources (1017) Manager Environmental Services (1261) Manager Financial Services (1031) Manager Governance (1045) Manager Planning & Economic Development (1278)

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Subdelegate conditions	a. Sub-Delegates must comply with finance procedures approved by the CEO (Financial Management Regulation 5). b. The Municipal Fund and Trust Fund is to be signed by two (2) of the abovementioned officers, unless it is a transfer of funds between Town accounts. ** Note – payments for investments are specifically outlined under section 1.2.24 and are not included in this section.* c. For customer service refunds made by EFTPOS, authorisation must be by a delegated officer up to a limit of $100.

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Delegation	**1.2.22 Community Grants Program Policy**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Approve and make payments in accordance with the Policy 'Community Grants Program' 6/003 and under Part 2 of the *Local Government (Financial Management) Regulations 1996.*
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	a. Directors can accept and award grant funding, up to their delegated financial authority limit in section 22.3.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.23 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
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)].
Delegates	Chief Executive Officer (1009)
Conditions	<u>Waiver of Fee or Charge:</u> 1. 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. 2. 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. 3. The Manager Financial Services may waive fees and charges related to their operational responsibilities, where such waiver is to: a. a value up to $1,000 (ex GST) per customer within a financial year 4. Managers may waive fees and charges related to their operational responsibilities, where such waiver is to: i. a value up to $500 (ex GST) per customer within a financial year. 5. The Rates Officers may waive fees and charges related to their operational responsibilities, where such waiver is to: i. a value up to $50 (ex GST) per customer within a financial year. <u>Grant a Concession:</u> 6. 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.

	1. 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: i. a value up to $1,000 (ex GST) per customer within a financial year. 2. 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: i. a value up to $50 (ex GST) per customer within a financial year. <u>Write off Debts</u> 3. 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. 4. 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. 5. The Rates Officer may write off debts, excluding rates, limited to a value up to $50 (ex GST) per debtor within a financial year. 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	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 Recreation & Leisure Facilities (1070) Rates Officer (1042) (1340)
Subdelegate conditions	Director Corporate Services (Function 1, 2, 3) Director Regulatory Services (Function 1, 2, 3) Director Infrastructure Services (Function 1, 2, 3) Director Community Services (Function 1, 2, 3) Rates Officer (Function 1, 2, 3, 4) Manager Financial Services (Function 1, 2, 3) Manager Recreation & Leisure Facilities (Function 2) Manager Environmental Services (Function 2)
Policy	02/020 Fees and Charges Waiver Policy
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Executive Manager Human Resources (1017) Manager Digital Services (1060) Manager Environmental Services (1261) Manager ERP Project (1064) Manager Events, Arts & Culture (1323) Manager Financial Services (1031) Manager Governance (1045) Manager Infrastructure Projects & Assets (1160) Manager Planning & Economic Development (1278) Manager Project Design & Delivery Manager Public Affairs (1011) Manager Recreation & Leisure Facilities (1070) Manager Waste & Services (1291) Manager Youth & Community Development (1117) Senior Accountant - Payables (1032) Senior Accountant (1033) Senior Financial Accountant (1035) Senior Management Accountant (1040)

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Subdelegate conditions	Directors (Function 1) Managers (Function 1) Manager ERP Project (Function 1) Director Corporate Services (Function 1 & 2) Manager Financial Services (Function 1 & 2) Senior Accountant - Payable (Function 1 & 2) Senior Management Accountant (Function 1 & 2) Senior Financial Accountant (Function 1 & 2) Senior Accountant (Function 1 & 2)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.25 Rate Record Amendment**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 [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 [6.40(1) and (2)]. 4. Authority to provide the owner of rateable land a dated notice accompanied by the details and particulars described [6.41(1)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Customer Experience (1380) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Corporate Services (1029) Manager Financial Services (1031) Rates Officer (1042) (1340) Senior Accountant - Payables (1032)
Subdelegate conditions	Director Corporate Services (Function 1, 2, 3, 4) Manager Financial Services (Function 1, 2, 3, 4) Senior Accountant - Payable (Function 1) Rates Officer (Function 1, 2, 3, 4) Customer Service Officer - Civic Centre (Function 4) Customer Service Team Leader (Function 4) Customer Service Coordinator (Function 4) Coordinator Customer Service (Function 4)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Customer Experience (1380) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Corporate Services (1029) Manager Financial Services (1031) Rates Officer (1042) (1340) Senior Accountant - Payables (1032)
Subdelegate conditions	Payments of rates and service charges to be done in accordance with Policy Debt Management 2/005
Policy	Policy Debt Management 2/005
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 *Local Government Act 1995*.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Express power or duty delegated	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Payments of rates and service charges are to be done in accordance with 2/005 Policy Debt Management.
Policy	2/005 Policy Debt Management.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
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 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.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.32 Rate Record – Objections**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.34 Execute Documents and Contract Formalities**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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02 Emergency Management Act 2005
Emergency Management Act 2005

02.1 Council to CEO / Employees

Delegation	**2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area**
Head of power	02 Emergency Management Act 2005
Delegator	Local Government
Express power to delegate	*Emergency Management Act 2005:* s.45 Exercise of powers under this division
Express power or duty delegated	*Emergency Management Act 2005:* 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	Powers and functions of local government during a cyclone under Part 3 Division 3 of the *Emergency Management Act 2005*.
Delegates	Chief Executive Officer (1009) 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) (1265) (1267) (1357) (1358) Senior Infrastructure Operations Officer (1355)
Conditions	Nil
Express power to subdelegate	Nil

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05 Building Act 2011
Building Act 2011

05.1 Council to CEO

Delegation	**5.1.1 Grant a Building Permit**
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
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.20 Grant of building 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 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]. 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 ii. Authority to impose any condition on the building 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
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Planning and Economic Development (Function 1, 2, 3, 4,5) Coordinator Urban Planning (Function 1, 2, 3, 4, 5) Building Surveyor (Function 1, 2, 3, 4, 5)

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Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**5.1.2 Demolition Permits**
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
Express power or duty delegated	*Building Act 2011:* 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)
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Planning and Economic Development (Function 1, 2, 3, 4,5) Coordinator Urban Planning (Function 1, 2, 3, 4, 5) Building Surveyor (Function 1, 2, 3, 4, 5)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**5.1.3 Occupancy Permits or Building Approval Certificates**
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
Express power or duty delegated	*Building Act 2011:* 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 *Building Regulations 2012:* 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
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4) Manager Planning and Economic Development (Function 1, 2, 3, 4) Coordinator Urban Planning (Function 1, 2, 3, 4) Building Surveyor (Function 1, 2, 3, 4,)
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**5.1.4 Designate Employees as Authorised Persons**
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
Express power or duty delegated	*Building Act 2011:* 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	a. Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Graduate Planner (1283) Manager Planning & Economic Development (1278) Place Facilitator Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285) Swimming Pool Inspector

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Subdelegate conditions	Director Regulatory Services (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Manager Planning and Economic Development (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Urban Planner - (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Coordinator Urban Planning - (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Building Surveyor (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Graduate Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Planning and Development Support Officer (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Place Facilitator (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Project Officer - Strategic Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Strategic Planner - (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g)
Date adopted	25 June 2024
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Delegation	**5.1.5 Appoint Authorised Persons (Swimming Pool Inspectors)**
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
Express power or duty delegated	*Building Regulations 2012:* r.53 Inspection of barrier to private swimming pool
Function	To inspect the barrier of private swimming pools 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 *Building Act 2011* Regulation 5A of the *Building Regulation 2012* to designate authorised persons for the purpose of that Act.
Subdelegates	Administration Officer Regulatory Services (1246) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Swimming Pool Inspector
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**5.1.6 Building Orders**
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
Express power or duty delegated	*Building Act 2011:* 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	1. Authority to make Building Orders in relation to: a. Building work; b. Demolition work; and c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. 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)]. 5. 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)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6) Manager Planning and Economic Development (Function 1, 2) Coordinator Urban Planning (Function 1, 2) Building Surveyor (Function 1, 2)
Date adopted	25 June 2024
Adoption references	CM202324/292

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Delegation	**5.1.7 Inspection and Copies of Building Records**
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
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Graduate Planner (1283) Manager Planning & Economic Development (1278) Place Facilitator Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285)
Subdelegate conditions	Nil
Date adopted	25 June 2024
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Last reviewed	25 June 2024

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Delegation	**5.1.8 Referrals and Issuing Certificates**
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
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Town's District [s.145A(2)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1) Manager Planning and Economic Development (Function 1) Coordinator Urban Planning (Function 1) Building Surveyor (Function 1)
Date adopted	25 June 2024
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Delegation	**5.1.9 Private Pool Barrier – Alternative and Performance Solutions**
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
Express power or duty delegated	*Building Regulations 2012:* r.51 Application for occupancy permit or building approval certificate for unauthorised work
Function	1. 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)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / 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)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Date adopted	25 June 2024
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Delegation	**5.1.10 Smoke Alarms – Alternative Solutions**
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
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. 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
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 2) Manager Planning and Economic Development (Function 2) Building Surveyor (Function 2)
Date adopted	25 June 2024
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06 Bush Fires Act 1954

Bush Fires Act 1954

06.1 Council to CEO

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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Function	Authority to perform all of the powers, duties and functions of the local government under the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*.
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; iii. Delegation 6.2.3 - Prohibited Burning Times – Control Activities; iv. Delegation 6.2.4 - Restricted Burning Times – Vary and Control Activities; v. Delegation 6.2.5 - Control of Operations Likely to Create Bush Fire Danger; vi. Delegation 6.2.6 - Burning Garden Refuse / Open Air Fires; vii. Delegation 6.2.7 - Firebreaks; viii. Delegation 6.2.8 - Appoint Bush Fire Control Officer/s and Fire Weather Officer; ix. Delegation 6.2.9 - Control and Extinguishment of Bush Fires x. Delegation 6.2.10 - Apply for Declaration as an Approved Area; 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; 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.
Express power to subdelegate	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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06.2 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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
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Delegation	**6.2.2 Prohibited Burning Times - Vary**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* 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	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)].
Delegates	Chief Executive Officer (1009) Deputy Chief Bush Fire Control Officer Mayor
Conditions	Decisions under s,17(7) must be undertaken 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).
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
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Delegation	**6.2.3 Prohibited Burning Times – Control Activities**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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 *Bush Fire Regulations 1954:* 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)

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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 undertaken 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).
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
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Delegation	**6.2.4 Restricted Burning Times – Vary and Control Activities**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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 *Bush Fire Regulations 1954:* 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)].

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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)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* 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 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
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) (1265) (1267) (1357) (1358)
Conditions	Chief Executive Officer (Function 1, 2) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1, 2) Deputy Chief Bush Fire Control Officer (Function 1, 2) Emergency Management Advisor (Function 1, 2) Bush Fire Control Officers: • Coordinator Ranger Services (Function 1, 2) • Ranger(s) (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)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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 *Bush Fires Regulations 1954:* 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) 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 Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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Delegation	**6.2.7 Firebreaks**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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,
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) (1265) (1267) (1357) (1358)
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)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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Delegation	**6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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	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
Delegates	Chief Executive Officer (1009) Emergency Management Advisor (1268)
Conditions	Appointments: Deputy Chief Bush Fire Control Officer • Emergency Management Advisor Bush Fire Control Officer • Coordinator Ranger Services • Lead Ranger • Ranger(s) • 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
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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
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) (1265) (1267) (1357) (1358)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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)] *(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.)*
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**6.2.12 Prosecution of Offences**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) 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)].
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) (1265) (1267) (1357) (1358)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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Delegation	**6.2.13 Withdrawal of Infringement Notices**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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07 Cat Act 2011
Cat Act 2011

07.1 Council to CEO

Delegation	**7.1.1 Cat Registrations**
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	*Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags s.13 Notice of decision regarding registrations *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
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)].
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 *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government

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Subdelegates	Administration Officer - Corporate Services (1030) Administration Officer - Infrastructure Services (1158) (1310) Administration Officer Regulatory Services (1246) Coordinator Customer Experience (1380) Coordinator Ranger Services (1262) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Regulatory Services (1245) Library Officer Library Officer - Children's Program Library Officer - Local History Library Supervisor (1124) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Ranger Support Officer (1264) Senior Librarian (1123) Trainee Administration Officer
Subdelegate conditions	Director Regulatory Services (Function 3, 4, 5, 6) Manager Environmental Services (Function 3, 4, 6) Coordinator Ranger Services (Function 1, 3, 6) Ranger(s) (Function 1, 3, 6) Senior Librarian (Function 1, 4) Libraries Supervisor (Function 1, 4) Library Officer(s) (Function 1, 4) Library Officer Local History (Function 1,4) Library Officer - Children's Program (Function 1,4) Customer Service Team Leader (Function 1, 4) Customer Service Coordinator (Function 1,4) Customer Service Officer (excl. Leisure) (Function 1, 4) Coordinator Customer Experience (Function 1, 4) Administration Officer Corporate Services (Function 1, 4) Administration Officer Regulatory Services (Function 1, 4) Administration Officer Infrastructure (Function 1, 4) Trainee Administration Officer (Function 1, 4) Ranger Support Officer (Function 1, 4)

Delegation	**7.1.2 Cat Control Notices**
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	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**7.1.3 Approval to Breed Cats**
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	*Cat Act 2011:* 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 *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Administration Officer - Corporate Services (1030) Administration Officer - Infrastructure Services (1158) (1310) Administration Officer Regulatory Services (1246) Coordinator Customer Experience (1380) Coordinator Ranger Services (1262) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Regulatory Services (1245) Library Officer Library Officer - Children's Program Library Officer - Local History Library Supervisor (1124) Manager Environmental Services (1261) Ranger Support Officer (1264) Senior Librarian (1123) Trainee Administration Officer

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Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Environmental Services (Function 1, 2, 3, 4, 5) Coordinator Ranger Services (Function 4) Senior Librarian (Function 4) Libraries Supervisor (Function 4) Library Officer(s) (Function 4) Library Officer Local History (Function 4) Library Officer - Children's Program (Function 4) Customer Service Team Leader (Function 4) Customer Service Officer(s) (Function 4) Customer Service Coordinator (Function 4) Coordinator Customer Experience (Function 4) Administration Officer Corporate Services (Function 4) Administration Officer Regulatory Services (Function 4) Administration Officer Infrastructure Services (Function 4) Trainee Administration Officer (Function 4) Ranger Support Officer (Function 4)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**7.1.4 Appoint Authorised Persons**
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	*Cat Act 2011:* 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
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2h) Manager Environmental Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Coordinator Ranger Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Ranger(s)s (Function 2 a, 2b, 2c, 2d, 2e, 2f and 2g)

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Delegation	**7.1.5 Recovery of Costs – Destruction of Cats**
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	*Cat Act 2011:* 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
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**7.1.6 Applications to Keep Additional Cats**
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	*Cat (Uniform Local Provisions) Regulations 2013:* 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 *Cat (Uniform Local Provisions) Regulations 2013*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 3) Manager Environmental Services (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2) Ranger(s) (Function 1, 2)

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Delegation	**7.1.7 Reduce or Waiver Registration Fee**
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	*Cat Regulations 2012:* 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 *Local Government Act 1995*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

08 Dog Act 1976
Dog Act 1976

08.1 Council to CEO

Delegation	**8.1.1 Dog Registrations**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
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 [s15(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 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*

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Subdelegates	Administration Officer - Corporate Services (1030) Administration Officer - Infrastructure Services (1158) (1310) Administration Officer Regulatory Services (1246) Coordinator Customer Experience (1380) Coordinator Ranger Services (1262) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Regulatory Services (1245) Library Officer Library Officer - Children's Program Library Officer - Local History Library Supervisor (1124) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Ranger Support Officer (1264) Senior Librarian (1123) Trainee Administration Officer
Subdelegate conditions	Nil

DRAFT

Delegation	**8.1.2 Kennel Establishments**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.27 Licensing of approved kennel establishments s.26 Limitations and Exemptions
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261)
Subdelegate conditions	Director Regulatory Services 1, 2 Manager Environmental Services 1, 2 Coordinator Ranger Services 2
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**8.1.3 Appoint Authorised Persons**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976 and Dog Regulations 2013*
Function	1. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act. 2. Authority to undertake the following functions as authorised persons a. To seize dogs [s.29(1)] 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] e. Apply for an order that a dog be destroyed [s.39] f. Request personal details [s.43A] g. Commence enforcement proceedings [s.44] h. Veterinary services [s.47] i. To issue an infringement notice [r.35] j. To withdraw infringement notices [r.37]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (*NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 2(a), 2(b), 2(c), 2(d), 2(e), 2(f), 2(g) 2(h), 2(j)) Manager Environmental Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Coordinator Ranger Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Ranger(s) (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Trainee Ranger(s) (Function 2(d), 2(f), 2(h), 2(i)

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Delegation	**8.1.4 Recovery of Moneys due under this Act**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**8.1.5 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**8.1.6 Declare Dangerous Dog**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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	25 June 2024

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Delegation	**8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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).
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

10 Food Act 2008
Food Act 2008

10.1 Council to CEO

Delegation	**10.1.1 Prohibition Orders**
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	*Food Act 2008:* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Nil
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**10.1.2 Food Business Registrations**
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	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
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].
Delegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
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) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1)
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**10.1.3 Appoint Authorised Officers and Designated Officers**
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	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
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).
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.
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**10.1.4 Authorised Persons**
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	*Food Act 2008:* 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 *Food Act 2008*. 3. To make an application for a warrant.
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Chief Executive Officer (Function 1, 2, 3) Director Regulatory Services (Function 1, 2, 3) Manager Environmental Services (Function 1, 2, 3) Senior Environmental Health Officer (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3)
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	**10.1.5 Designated Officers and Infringement Notices**
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	*Food Act 2008:* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Chief Executive Officer (Function 3, 4) Director Regulatory Services (Function 3, 4) Manager Environmental Services (Function 1, 2) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2)
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	**10.1.6 Debt Recovery and Prosecutions**
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	*Food Act 2008:* 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 *Food Act 2008* [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.
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**10.1.7 Food Businesses List – Public Access**
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	*Food Act 2008:* s.115(a) or (b) Register of food businesses to be maintained *Food Regulations 2009* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
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.
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
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11 Graffiti Vandalism Act 2016

Graffiti Vandalism Act 2016

11.1 Council to CEO

Delegation	**11.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
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)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**11.1.2 Notices – Deal with Objections and Give Effect to Notices**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* 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
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**11.1.3 Obliterate Graffiti on Private Property**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* 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 exercising Powers of Entry.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Nil

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Delegation	**11.1.4 Powers of Entry**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* 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
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Nil

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12 Fines, Penalties, and Infringement Notices Enforcement Act 1994

Fines, Penalties, and Infringement Notices Enforcement Act 1994

12.1 Council to CEO / Employees

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	*Fines, Penalties and Infringement Notices Act 1994:* s.13(2) Approved prosecuting authorities and officers
Express power or duty delegated	*Fines, Penalties and Infringement Notices Act 1994:* s.16 Registration of infringement notice: enforcement certificate s.22 Prosecuting authority may withdraw proceedings
Function	The powers and functions of designated officers under the *Fines, Penalties and Infringement Enforcement Act 1994:* 1. To register an infringement notice / enforcement certificate [s.16]. 2. To withdraw proceedings [s.22].
Delegates	Administration Officer Regulatory Services (1246) Chief Executive Officer (1009) Coordinator Ranger Services (1262) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Planning & Economic Development (1278) Ranger (1263) (1265) (1267) (1357) (1358) Ranger Support Officer (1264) Senior Building Surveyor (1282)
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) Coordinator Ranger Services (Function 1) Ranger(s) (Function 1) Ranger Support Officer (Function 1) Administration Officer Regulatory Services (Function 1) Coordinator Urban Planning (Function 1)
Express power to subdelegate	Nil

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13 Litter Act 1979
Litter Act 1979

13.1 Council to CEO / Employees

Delegation	**13.1.1 Authorised Officers**
Head of power	13 Litter Act 1979
Delegator	Local Government
Express power to delegate	*Litter Act 1979:* s.26 (1)(c)(ii) Authorised officers, appointment and jurisdiction of etc.
Express power or duty delegated	*Litter Act 1979:* s.27 Authorised officers, powers of s.27A Offences involving vehicles, presumptions as to offender etc. s.30 Infringement notices
Function	1. To issue infringement notices [s.30(1)]. 2. To withdraw an infringement notice [s.30(4)&(4A)]. 3. The powers and functions of authorised officers [s.27]. 4. To institute a prosecution [s.27A].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
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) Ranger(s) (Function 1, 3)

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14 Control of Vehicles (Off Road Areas) Act 1978

Control of Vehicles (Off Road Areas) Act 1978

14.1 Council to CEO / Employees

Delegation	**14.1.1 Authorised Officers**
Head of power	14 Control of Vehicles (Off Road Areas) Act 1978
Delegator	Local Government
Express power to delegate	*Control of Vehicles (Off-road Areas) Act 1978:* s.38(3)(a) Authorised officers, who are, functions of etc.
Express power or duty delegated	*Control of Vehicles (Off-road Areas) Act 1978* s.37 Infringement notices s.38 Authorised Persons s.40 Prosecutions, who may commence
Function	The functions and powers of authorised officers under the *Control of Vehicles (Off Road Areas) Act 1978:* 1. To issue infringement notices [s37. (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) (1265) (1267) (1357) (1358)
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) Ranger(s) (Function 1, 3)

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15 Liquor Control Act 1998

Liquor Control Act 1998

15.1 Council to CEO

Delegation	**15.1.1 Compliance Certificates**
Head of power	15 Liquor Control Act 1998
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
Express power or duty delegated	*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
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*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
Subdelegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Manager Planning & Economic Development (1278) Senior Environmental Health Officer (1272) Senior Planner
Subdelegate conditions	Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1) Manager Planning and Economic Development (Function 2) Senior Planner (Function 2) Senior Environmental Health Officer (Function 1) Environmental Health Officer (Function 1) Graduate Environmental Health Officer (Function 1)
Date adopted	25 June 2024
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16 Public Health Act 2016
Public Health Act 2016

16.1 Council to CEO / Employees

Delegation	**16.1.1 Enforcement Agency Reports to the Chief Health Officer**
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	*Public Health Act 2016* 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
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	25 June 2024
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Delegation	**16.1.2 Designate Authorised Officers**
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	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: 1. T*he Public Health Act 2016* or other specified Act; 2. Specified provisions of the *Public Health Act 2016* or other specified Act; and 3. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: 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.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
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Delegation	**16.1.3 Determine Compensation for Seized Items**
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	Express Power to Delegate: *Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* 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.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016,* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	25 June 2024
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Delegation	**16.1.4 Commence Proceedings**
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	*Public Health Act 2016* s.280 Commencing Proceedings
Function	Authority to commence proceedings for an offence under the *Public Health Act 2016* [s.280].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245)
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016,* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
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17 Health (Miscellaneous Provisions) Act 1911

Health (Miscellaneous Provisions) Act 1911

17.1 Council to CEO / Employees

Delegation	**17.1.1 Functions of Authorised Persons**
Head of power	17 Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government
Express power or duty delegated	*Health (Miscellaneous Provisions) Act 1911:* s.354 Service of notice s.349 Entry
Function	To exercise the powers and functions of an authorised persons and deputies under the Health (Miscellaneous Provisions) Act 1911: 1. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354. 2. Sign and issue licences and registrations issued. 3. Enter premises under s.349 and administer the provisions in the regulations.
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1, 2, 3) Senior Environmental Health Officer (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3) a. 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. b. 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. c. Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done. d. 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.
Express power to subdelegate	Nil

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18 Caravan and Camping Grounds Act 1995

Caravan and Camping Grounds Act 1995

18.1 Council to CEO / Employees

Delegation	**18.1.1 Grant of Licence**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Ground Act 1995* 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 *Caravan Parks and Camping Ground Act 1995:* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
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) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2)
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person
Date adopted	25 June 2024
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Delegation	**18.1.2 Appointment of Authorised Persons**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Ground Act 1995* s.18 Powers of entry 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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Nil

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Delegation	**18.1.3 Infringement Notices**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Ground Act 1995* s.23 Infringement notices
Function	The following powers and functions regarding infringement notices under the *Caravan Parks and Camping Ground Act 1995*: 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 Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
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) Ranger (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Senior Environmental Health Officer (Function 1, 2)
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person

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Delegation	**18.1.4 Camping other than at Caravan Park or Camping Ground**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Grounds Regulations 1997* 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 *Caravan Parks and Camping Grounds Regulations 1997* [r.11(2)(a)].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Nil
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person
Date adopted	25 June 2024
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19 Planning and Development Act 2005

Planning and Development Act 2005

19.1 Council to CEO

Delegation	**19.1.1 Illegal Development**
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
Express power or duty delegated	*Planning and Development Act 2005:* 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
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)
Subdelegate conditions	Nil
Date adopted	25 June 2024
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Delegation	**19.1.2 Subdivision**
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
Express power or duty delegated	*Planning and Development Act 2005:* S.142 To make recommendations and objections with respect to a subdivision plan
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)
Subdelegate conditions	Nil
Date adopted	25 June 2024
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Delegation	**19.1.3 Enforcement Powers**
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
Express power or duty delegated	*Planning and Development Act 2005* 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 *Planning and Development Act 2005:* 1. Apply for an injunction [s.216(1)]. 2. Commence a prosecution [s.218].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**19.1.5 Authorised Person – Infringement Notices and Enforcement Powers**
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
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
Function	The powers and functions relating to enforcement, and infringement notices for prescribed planning offences in Part 13, Division 3 of the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015* 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].
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).
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)
Subdelegate conditions	Director Regulatory Services (Function 2, 3) Manager Planning and Economic Development (Function 1) Coordinator Urban Planning (Function 1) Senior Urban Planner (Function 1)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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19.2 Local Planning Scheme – Council to CEO

Delegation	**19.2.1 Development Applications**
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
Express power or duty delegated	Under Part 9 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015:* 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 *Planning & Development Act 2005 s.257C*.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)

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Subdelegate conditions	Director Regulatory Services (Function 1, 2) Manager Planning & Economic Development (Function 1, 2) Coordinator Urban Planning (Function 1, 2) Senior Urban Planner (Function 3, 4)
Date adopted	25 June 2024
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Delegation	**19.2.2 Structure Plans and local development plans**
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
Express power or duty delegated	Under Parts 4, 5 and 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations:* r.17 Action by local government on receipt of application r.18 Advertising structure plan r.19 Consideration of submission r.20 Local government report to Commission r.29 Amendment of structure plan r.48 Preparation of local development plan r.50 Advertising of local development plan r.51 Consideration of submission r.52 Decision of local government r.53 Local development plan may provide for later approval of details of development r.59 Amendment of local development plan
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
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278)
Subdelegate conditions	Nil
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Delegation	**19.2.3 Authorised Person – Entry and Inspection Powers**
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
Express power or duty delegated	Under Part 10 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations:* r.79 Entry and Inspection powers
Function	To carry out the entry and inspection powers [r.79]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Graduate Planner (1283) Manager Planning & Economic Development (1278) Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Senior Planner Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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20.2 Planning and Development Act 2005

Delegation	**20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner**
Head of power	19 Planning and Development Act 2005
Delegator	Minister for Lands
Express power to delegate	Section 267A *Planning and Development Act 2005*
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.
Function	The power to sign as owner in respect of Crown land.
Delegates	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.
Date adopted	25 June 2024
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Delegation	**20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985**
Head of power	19 Planning and Development Act 2005
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16(4) of the *Planning and Development Act 2005*
Express power or duty delegated	Instrument of Delegation Government Gazette 29 January 2021 Del 2020/01 The functions and powers under section 25 of the *Strata Titles Act 1985* subject to the below conditions:
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.
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): 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 WPAC 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
Date adopted	25 June 2024
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Delegation	**20.2.3 Port Hedland West End Improvement Scheme No.1**
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Clause 87(3) of the Port Hedland West End Improvement Scheme No.1
Express power or duty delegated	Clause 87(3) of the Port Hedland West End Improvement Scheme No.1
Function	To provide a recommendation to the *Western Australian Planning Commission* (WAPC) to determine development applications and impose conditions
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
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278)
Subdelegate conditions	Nil

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20 Environmental Protection Act 1986

20.1 Environmental Protection Act 1986

Delegation	**20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]**
Head of power	20 Environmental Protection Act 1986
Delegator	Local Government
Express power to delegate	Section 20 of the *Environmental Protection Act 1986*
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 *Local Government Act 1995*.
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 *Local Government Act 1995*.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**20.1.2 Noise Management Plans – Keeping Logbooks, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
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 *Environmental Protection Act 1986* ("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 *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, 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 *Local Government Act 1995,* powers and duties under the *Environmental Protection (Noise) Regulations 1997,* 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.

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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
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Delegation	**20.1.3 Noise Management Plans – Construction Sites**
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
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 *Environmental Protection Act 1986* ("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 Local Government Act 1995; and b. to any employee of the local government under the *Local Government Act 1995* 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 *Environmental Protection (Noise) Regulations 1997*, other than this power of
Function	Chief Executive Officer under the *Local Government Act 1995;* and to any employee of the local government under the *Local Government Act 1995* 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 *Environmental Protection (Noise) Regulations 1997*, 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 Environmental Protection (Noise) Regulations 1997, other than this power of delegation.
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Delegation	**20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997**
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)
Express power or duty delegated	*Environmental Protection (Noise) Regulations 1997* r.13. Construction sites
Function	The functions and powers in relation to noise management plans [r.13].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
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20 Road Traffic (Vehicles) Act 2012

20.3 Road Traffic (Vehicles) Act 2012

Delegation	**20.3.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	20 Road Traffic (Vehicles) Act 2012
Delegator	Department of Transport
Express power to delegate	Pursuant to the *Road Traffic (Vehicles) Regulations 2014*
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf.
Function	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the Local Government Act 1995; b. regulations made under the Local Government Act 1995; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the Dog Act 1 976); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations.
Delegates	Chief Executive Officer (1009)
Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: i. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and ii. where the vehicle is a station wagon or van, have the words "Ranger'', "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.

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21 Town of Port Hedland Local Laws

Town of Port Hedland Local Laws

21.1 Parking Local Law 2015

Delegation	**21.1.1 Payment of Fee to Park in Parking Station**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 5.3(a) Payment of fee to park in parking station
Function	Pursuant to the Town of Port Hedland Parking Local Law 2015, a person shall not park a vehicle, or permit a vehicle to remain parked, in a parking station during any period for which a fee is payable unless: a. in the case of a parking station having an authorised person on duty, the appropriate fee is paid when demanded; and b. in the case of a parking station equipped with parking meters, the appropriate fee is inserted in the meter, or the required payment is made in such other form as may be permitted [cl. 5.3(a)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**21.1.2 Restricted Parking Areas**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.1(3) Restrictions on parking in particular areas
Function	A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a vehicle in an area designated by a sign stating "Authorised Vehicles Only" [cl. 6.1(3)]
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Manager Environmental Services (1261)
Conditions	Nil
Date adopted	25 June 2024
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Delegation	**21.1.3 Vehicle on Thoroughfare to Be Moved**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.9(1) and (2) Authorised person may order vehicle on thoroughfare to be moved
Function	1. The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it [cl. 6.9]. 2. If the driver of a vehicle fails to comply with a direction given under subclause (1), an authorised person may impound the vehicle and may recover the costs of the removal of the vehicle from the driver of the vehicle [cl. 6.9].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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Delegation	**21.1.4 Authorised Person May Mark Tyres**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.10(1) Authorised person may mark tyres
Function	Authorised person may mark tyres [cl. 6.10(1)].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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Delegation	**21.1.5 Driving or Parking on Reserves**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.14 Driving or parking on reserves
Function	No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose [cl. 6.14].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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Delegation	**21.1.6 Suspension of Parking Limitations for Urgent, Essential or Official Duties**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.15(1),(2) – Suspension of parking limitations for urgent, essential or official duties
Function	Suspension of parking limitations for urgent, essential or official duties pursuant to the Town's Parking Local Law 2015 [cl. 6.15].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Manager Environmental Services (1261)
Conditions	Nil
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Delegation	**21.1.7 Infringements for Prescribed Offences as Per Schedule 2**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 2 – An authorised person may issue an infringement for any prescribed offences as per Schedule 2
Function	An authorised person may issue an infringement for any prescribed offences as per Schedule 2 of the Town's Parking Local Law 2015.
Delegates	Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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21.2 Bush Fire Brigades Local Law 2017

Delegation	**21.2.1 Determining Seniority**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 3.2(3) Where more than one person is appointed as a Bush Fire Control Officer, the local government shall determine seniority as CBFCO, DCBFCO, and further seniority as is considered appropriate
Function	Power to determine seniority as Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DCBFCO) and further seniority as is considered appropriate pursuant to the Town's Bush Fire Brigades Local Law 2017 [cl. 3.2(3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.2.2 Disagreements**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.6(3) - The local government is the final authority on matters affecting the bush fire brigade and may resolve any disagreement which is not resolved under section 4.6(1) or (2)
Function	The Local Government is the final authority on matters affecting the bush fire brigade pursuant to the Town's Bush Fire Brigades Local Law 2017 [cl. 4.6(3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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21.3 Public Places and Local Government Property Local Law 2016

Delegation	**21.3.1 Determinations**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.1 – Local Government may make determinations in accordance with clause 2.2 Clause 2.3 – Erect a sign to give notice of the effect of a determination Clause 2.6 – Amend or revoke a determination
Function	Determinations in respect of Local Government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016.
Delegates	Chief Executive Officer (1009)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.3.2 Activities Requiring a Licence**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	cl.3.1(1), (2) and (3) Activities requiring a Licence cl.3.2 Licence required to camp outside a facility cl.3.3 Licence required for possession and consumption of liquor
Function	1. Local government may exempt a person from compliance to requiring a licence and may exempt specified local government property or a class of local government property from the application of that person [cl.3.1]. 2. Authority to impound any tent, camp, hut, similar structure erected on local government property without a licence [cl.3.2]. 3. Authority to attach a notice to a vehicle in the form of a wheel clamp, advising the owner that the vehicle will be released upon payment and if impounding costs are not paid within 24 hours, the vehicle may be removed to the local government pound [cl.3.2]. 4. Authority to prohibit a person on local government property from consuming any liquor or have in his or her possession or under his or her control any liquor, without a licence [cl.3.3].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4) Manager Environmental Services (Function 2, 3, 4) Coordinator Ranger Services (Function 3, 4) Ranger(s) (Function 3, 4)

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Delegation	**21.3.3 Use of Local Government Property**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.6(1) – erect a sign specifying condition of use Clause 4.10 – give notice for liability of damage to government property
Function	Use of Local Government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016: 1. Erect a sign specifying condition of use [cl. 4.6(1)]. 2. Give notice for liability of damage to government property [cl. 4.10].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.3.4 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.7 – Direct a person to leave local government property where they have contravened written law Clause 4.11 – Refuse entry to local government property Clause 5.9 – Close all or part of the airport if it is necessary Clause 5.10 – Undertake any controlled activity that may affect the airspace
Function	Use of local government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016: 1. Direct a person to leave local government property where they have contravened written law [cl. 4.7]. 2. Refuse entry to local government property [cl. 4.11]. 3. Close all or part of the airport if it is necessary [cl. 5.9]. 4. Undertake any controlled activity that may affect the airspace [cl. 5.10].
Delegates	Aquatic Duty Manager Aquatic Supervisor (1074) Chief Executive Officer (1009) Coordinator - Works & Services (1235) Coordinator Aquatic Operations (1071) Coordinator Customer Experience (1380) Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Coordinator Ranger Services (1262) Coordinator Sports & Recreation (1143) Coordinator Stadium Operations (1089) Coordinator Workshop & Fleet (1186) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Officer - JD Hardie (1136) (1135) Customer Service Officer - Leisure Facilities Customer Service Supervisor - Leisure Facilities (1107) Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Duty Manager – Wanangkura Stadium (1103) (1302) Emergency Management Advisor (1268) Employee Services Coordinator Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Events & Bookings Officer (1106) Events Supervisor (1148) Executive Manager Human Resources (1017) Graduate Environmental Health Officer (1273) Health Club Supervisor (1092)

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	IT Change Management Coordinator Leisure Business Coordinator (1105) Library Supervisor (1124) Manager Digital Services (1060) Manager Environmental Services (1261) Manager ERP Project (1064) Manager Events, Arts & Culture (1323) Manager Financial Services (1031) Manager Governance (1045) Manager Infrastructure Operations (1179) Manager Infrastructure Projects & Assets (1160) Manager Planning & Economic Development (1278) Manager Project Design & Delivery Manager Public Affairs (1011) Manager Recreation & Leisure Facilities (1070) Manager Waste & Services (1291) Manager Youth & Community Development (1117) Marketing & Communications Coordinator Membership Experience Officers Payroll Coordinator (1299) Project Implementation Lead – Leisure Management System Ranger (1263) (1265) (1267) (1357) (1358) Revenue Coordinator Senior Arts & Culture Officer (1341) Senior Community Development Officer (1118) Senior Corporate Performance Advisor (1345) Senior Environmental Health Officer (1272) Senior Events Officer (1147) Senior Governance Advisor (1048) Senior Infrastructure Operations Officer (1355) Senior Learning & Talent Senior Librarian (1123) Senior Organisation Development Advisor Senior Procurement & Contracting Advisor (1052) Senior Project Engineer (1168) Senior Theatre Technical Officer (1156) Senior Youth Officer (1132) Social Sports Officer (1090) Sustainability Advisor Theatre and Cinema Operations Officer (1152) Warehousing and Purchasing Coordinator (1325) Youth Development Officer (1142) Youth Development Officer (1322) Youth Services Supervisor (1141)

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Conditions	Chief Executive Officer (Function 1, 2, 3, 4) Directors (Function 1, 2) Managers (Function 1, 2) *unless specified below* Seniors (Function 1, 2) *unless specified below* Coordinators (Function 1, 2) *unless specified below* Supervisors (Function 1, 2) *unless specified below* Advisors (Function 1, 2) *unless specified below* Duty Managers (Function 1, 2) *unless specified below* Manager Environmental Services (Function 1, 2, 4) Manager Infrastructure Projects & Assets (Function 1, 2, 4) Manager Waste & Services (Function 1, 2, 4) Manager Digital Services (Function 1, 2, 4) Senior Project Engineer (Function 4) Senior Environmental Health Officer (Function 1, 2, 4) Environmental Health Officer (Function 1, 2, 4) Environmental Health Technical Officer (Function 1, 2, 4) Graduate Environmental Health Officer (Function 1, 2, 4) Theatre and Cinema Operations Officer (Function 1, 2) Ranger(s) (Function 1, 2) Social Sports Officer (Function 1, 2) Membership Experience Officers (Function 1, 2) Customer Service Officer - Leisure Facilities (Function 1, 2) Customer Service Officer - Civic Centre (Function 1, 2) Events and Bookings Officer (Function 1, 2) Senior Events Officer (Function 1, 2) Youth Programs Officer (Function 1, 2) Youth Development Officer (Function 1, 2) Project Implementation Lead - Leisure Management Systems (Function 1, 2) unless specified below

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Delegation	**21.3.5 Thoroughfares – General**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.17 – notice to redirect or repair sprinkler Clause 6.18 – notice to remove or cut hazardous plants Clause 6.19 – Notice to repair damage to thoroughfare Clause 6.20 – notice to remove thing unlawfully placed on thoroughfare
Function	Activities in thoroughfares under the Town of Port Hedland Public Places and Local Government Property Local Law 2016 1. Notice to redirect or repair sprinkler [cl. 6.17]. 2. Notice to remove or cut hazardous plants [cl. 6.18]. 3. Notice to repair damage to thoroughfare [cl. 6.19]. 4. Notice to remove thing unlawfully placed on thoroughfare [cl. 6.20].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	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) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272) Senior Infrastructure Operations Officer (1355)

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Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4) Director Infrastructure Services (Function 1, 2, 3, 4) Manager Infrastructure Operations (Function 1, 2, 3, 4) Manager Environmental Services (Function 1, 2, 3, 4) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Coordinator Ranger Services (Function 1, 2, 3, 4) Coordinator Landscape & Irrigation (Function 1, 2, 3, 4) Coordinator Property Management (Function 1, 2, 3, 4) Coordinator Parks and Reserves (Function 1, 2, 3, 4) Emergency Management Advisor (Function 1, 2, 3, 4) Ranger(s) (Function 1, 2, 3, 4) Senior Project Officer - Operations (Function 1, 2, 3, 4)

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Delegation	**21.3.6 Grant Licence for Commercial Activity**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 12.9 – Grant a licence to a person authorising the person to provide a specified type of commercial activity at one or more specified public places Clause 12.12 - Grant a licence subject to any condition that the local government considers appropriate Clause 12.19 – renewals of licence Clause 12.20 - restrictions on renewal of licence Clause 12.21 - renewal of licence Clause 12.22 – Suspension of licence Clause 12.24 – Revocation of suspension Clause 12.25 – cancellation of licence Clause 12.28 – amendment of licence
Function	Grant Licence for Commercial Activity under the Town of Port Hedland Public Places and Local Government Property Local Law 2016: 1. Grant a licence to a person authorising the person to provide a specified type of commercial activity at one or more specified public places [cl. 12.9]. 2. Grant a licence subject to any condition that the local government considers appropriate [cl. 12.12]. 3. Renewals of licence [cl. 12.19]. 4. Restrictions on renewal of licence [cl. 12.20]. 5. Renewal of licence [cl.12.21]. 6. Suspension of licence [cl. 12.22]. 7. Revocation of suspension [cl. 12.24]. 8. Cancellation of licence [cl. 12.25]. 9. Amendment of licence [cl. 12.28].
Delegates	Chief Executive Officer (1009)
Conditions	*Nil*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9) Manager Environmental Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9) Senior Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9) Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9) Graduate Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9)

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Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.3.7 Prescribed Offences – Schedule 7**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	1. Items 1 to 4 2. Item 5 3. Items 6 to 48 4. Items 49 and 50 5. Item 51
Function	Infringements for prescribed offences as per schedule 7 – Prescribed Offences
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Manager Environmental Services (Function 1, 2, 3, 4, 5) Senior Environmental Health Officer (Function 1, 3, 4, 5) Environmental Health Officer (Function 1, 3, 4, 5) Graduate Environmental Health Officer (Function 1, 3, 4, 5) Coordinator Ranger Services (Function 1, 2, 3, 5) Ranger(s) (Function 1, 2, 3, 5)

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21.4 Cemetery Local Law 2015

Delegation	**21.4.1 General Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.2 – Grant of right of burial Clause 2.3 – Right of holder Clause 3.4 – Minimum Notice required Clause 4.2 – Funeral director's licence Clause 4.4 – Application may be refused Clause 5.2 – Funeral processions Clause 5.5 – conduct of funeral by board Clause 5.6 – Disposal of ashes Clause 6.4 – opening of coffin Clause 7.5 – Removal of sand, soil or loam Clause 7.6 – Hours of work Clause 7.8 – Use of wood Clause 7.11 – Minor maintenance and repair works Clause 7.14 – Requirements of a memorial plaque Clause 7.15 – Monumental mason's licence Clause 7.17 – Carrying out monumental work Clause 7.19 – Cancellation of a monumental mason's licence Clause 8.2 – Damaging and removing of objects Clause 8.3 – Flowers
Function	Various Local Government Powers under the Town of Port Hedland Cemetery Local Law 2015: 1. Grant of right of burial [cl. 2.2]. 2. Right of holder [cl. 2.3]. 3. Minimum Notice required [cl.3.4]. 4. Funeral director's licence [cl. 4.2]. 5. Application may be refused [cl. 4.4]. 6. Funeral processions [cl. 5.2]. 7. Conduct of funeral by board [cl. 5.5]. 8. Disposal of ashes [cl. 5.6]. 9. Opening of coffin [cl. 6.4]. 10. Removal of sand, soil or loam [cl. 7.5]. 11. Hours of work [cl. 7.6]. 12. Use of wood [cl.7.8]. 13. Minor maintenance and repair works [cl. 7.11]. 14. Requirements of a memorial plaque [cl. 7.14]. 15. Monumental mason's licence [cl. 7.15]. 16. Carrying out monumental work [cl. 7.17]. 17. Cancellation of a monumental mason's licence [cl. 7.19]. 18. Damaging and removing of objects [cl. 8.2]. 19. Flowers [cl.8.3].
Delegates	Chief Executive Officer (1009)

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Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Waste & Services (1291)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 6, 15, 16, 17) Director Infrastructure Services (Function 1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19) Manager Infrastructure Operations (Function 1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19) Manager Waste & Services (Function 1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.4.2 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 5.4 – Offenders may be ordered to leave Clause 6.1 – Depth of grave Clause 7.4 – Operation of work Clause 7.7 – Unfinished work Clause 7.10 – Supervision Clause 8.7 – Removal from the cemetery
Function	Powers of an authorised officer under the Town's Cemetery Local Law 2015. 1. Offenders may be ordered to leave [cl. 5.4]. 2. Depth of grave [cl. 6.1]. 3. Operation of work [cl. 7.4]. 4. Unfinished work [cl. 7.7]. 5. Supervision [cl. 7.10]. 6. Removal from the cemetery [cl. 8.7].
Delegates	Chief Executive Officer (1009) Director Infrastructure Services (1157) Manager Infrastructure Operations (1179) Manager Waste & Services (1291)
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6) Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5, 6) Manager Waste and Services (Function 1, 2, 3, 4, 5, 6)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.4.3 Prescribed Offences**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 1 – Prescribed offences Schedule 3 – Withdrawal of infringement notice
Function	Infringements for prescribed offences as per schedule 1 and withdrawal of infringement notice as per Schedule 3 of the Town of Port Hedland Cemetery Local Law 2015: 1. Prescribed offences [schedule 1]. 2. Withdrawal of infringement notice [schedule 3].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Chief Executive Officer (Function 2) Director Regulatory Services (Function 2) Manager Environmental Services (Function 1) Coordinator Ranger Services (Function 1) Ranger(s) (Function 1)

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21.5 Dogs Local Law 1998

Delegation	**21.5.1 Various Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 7.0 – 7.9 - Application for Kennel Establishment Licence Clause 10.1 – Fouling of Streets and Public Places and Reserves Clause 14.5 – Issue an acknowledgement or withdraw a notice
Function	Various Local Government Powers under the Town of Port Dogs Local Law 1998: 1. Application for Kennel Establishment Licence [cl. 7.0 - 7.9]. 2. Fouling of Streets and Public Places and Reserves [cl. 10.1]. 3. Issue an acknowledgement or withdraw a notice [cl. 14.5].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3) Manager Environmental Services (Function 1, 2) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Coordinator Ranger Services (Function 1, 2) Ranger(s) (Function 2)

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Delegation	**21.5.2 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.5 – Seizing a dog Clause 4.6 - Notifying the owner of a seized dog Clause 4.8 - Accepting proof of ownership Clause 8.1.14 – Request upkeep of kennels and yards Clause 14.2 – Notice of offence committed Second Schedule – Modified penalties
Function	Powers of an authorised officer under the Town of Port Hedland Dogs Local Law: 1. Seizing a dog [cl. 4.5]. 2. Notifying the owner of a seized dog [cl. 4.6]. 3. Accepting proof of ownership [cl. 4.8]. 4. Request upkeep of kennels and yards [cl. 8.1.14]. 5. Notice of offence committed [cl. 14.2]. 6. Modified penalties [second schedule].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5,) Director Regulatory Services (Function 3, 4, 5) Manager Environmental Services (Function 3, 4, 5) Coordinator Ranger Services (Function 1, 2, 3, 4, 5, 6) Ranger(s) (Function 1, 2, 3, 4, 5, 6)
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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21.6 Health Local Law 2016

Delegation	**21.6.1 Various Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 3.13 – Licensing of morgues Clause 4.3(2)(b) – Disposal of liquid waste Clause 6.5 - Local Government may execute work and recover costs under Division 1 – flies (Pest Control) Clause 6.8 - Local Government may execute work and recover costs under Division 2 – Mosquitoes (Pest Control) Clause 7.1(1) – Notice to clean, disinfect or disinfest Clause 7.3(2) – Notice to destroy or amend an insanitary house Clause 7.4 – Persons in contact with an infectious disease sufferer Clause 7.8 - Local Government may execute work and recover costs under Division 1 – General provisions (Infectious diseases) Clause 8.4 – Lodging house application Clause 8.5 – Renewal of registration – lodging house Clause 8.7(1) and (4) – Revocation of registration and notice thereof Clause 8.18 – Approval of mechanical ventilation in lieu of fixed ventilation Clause 8.24 – Keeper report Clause 9.5 – Certificate of registration Clause 9.7 – Alterations to premises Clause 10.1 – Infringements for offences and penalties
Function	Various Local Government Powers under the Town's Health Local Law 2016: 1. Licensing of morgues [cl. 3.13]. 2. Disposal of liquid waste [cl. 4.3(2)(b)]. 3. Local Government may execute work and recover costs under Division 1 – flies (Pest Control) [cl. 6.5]. 4. Local Government may execute work and recover costs under Division 2 – Mosquitoes (Pest Control) [cl. 6.8]. 5. Notice to clean, disinfect or disinfest [cl. 7.1(1)]. 6. Notice to destroy or amend an insanitary house [cl. 7.3(2)]. 7. Persons in contact with an infectious disease sufferer [cl. 7.4]. 8. Local Government may execute work and recover costs under Division 1 – General provisions (Infectious diseases) [cl. 7.8]. 9. Lodging house application [cl. 8.4]. 10. Renewal of registration – lodging house [cl. 8.5]. 11. Revocation of registration and notice thereof [cl. 8.7]. 12. Approval of mechanical ventilation in lieu of fixed ventilation [cl. 8.18]. 13. Keeper report [cl. 8.24]. 14. Certificate of registration [cl. 9.5]. 15. Alterations to premises [cl. 9.7]. 16. Infringements for offences and penalties [cl. 10.1].

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Delegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Director Regulatory Services (Function 3, 8, 11) Manager Environmental Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16) Senior Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16) Environmental Health Officer (Function 1, 2, 3, 5, 7, 9, 10, 11, 12, 13, 14, 15, 16) Graduate Environmental Health Officer (Function 1, 2, 3, 5, 7, 9, 10, 11, 12, 13, 14, 15, 16)
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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21.7 Animals, Environment and Nuisance Local Law 2016

Delegation	**21.7.1 Various Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.7 – application for approval to keep poultry and pigeons Clause 2.16(2) – Approval required to keep bees Clause 2.18(1) and (3) – Dispose of bees and bee hives or both Clause 2.20 - Licence to keep farm animals Clause 2.22 – Determination of application to keep farm animals Clause 2.24 – Variation or cancellation of licence to keep farm animals and conditions of licence Clause 2.25(2) – Conditions for keeping farm animals Clause 2.26 – keeping a miniature horse Clause 2.27 – keeping a miniature pig Clause 3.3 – unauthorised storage of materials Clause 3.4 – Prohibited activities Clause 3.7(2) – Notice requiring removal of refuse and disused materials Clause 3.8 – Notice requiring removal of unsightly overgrowth of vegetation Clause 3.11 – Notice requiring removal of hazardous trees Clause 4.3(c) – Notice to take such action to prevent emission or refection of light Clause 4.4(3)(a) and (d) - Approval of burning rubbish, refuse or other material Clause 6.1(1) – Notice of breach Clause 6.3 – Undertake requirements of notice Schedule 1 – Prescribed offences item 1 Schedule 1 – Prescribed offences items 2 to 3 Schedule 1 – prescribed offences item 4 Schedule 1 – prescribed offences items 5 to 6 Schedule 1 – prescribed offences items 7 to 25 Schedule 1 – prescribed offences item 26 Schedule 1 – prescribed offences items 27 to 34 Schedule 1 – prescribed offences items 35 and 36 Schedule 1 - prescribed offences items 37 to 41 Schedule 1 – prescribed offences item 42 Schedule 1 – prescribed offences items 43 to 47 Schedule 1 – prescribed offences items 48

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Function	Various Local Government Powers under the Town's Animals, Environment and Nuisance Local Law 2016: 1. Application for approval to keep poultry and pigeons [cl. 2.7]. 2. Approval required to keep bees [cl. 2.16(2)]. 3. Dispose of bees and bee hives or both [cl. 2.18(1) and (3)]. 4. Licence to keep farm animals [cl. 2.20]. 5. Determination of application to keep farm animals [cl. 2.22]. 6. Variation or cancellation of licence to keep farm animals and conditions of licence [cl. 2.24]. 7. Conditions for keeping farm animals [cl. 2.25(2). 8. Keeping a miniature horse [cl. 2.26]. 9. Keeping a miniature pig [cl. 2.27]. 10. Unauthorised storage of materials [cl. 3.3]. 11. Prohibited activities [cl. 3.4]. 12. Notice requiring removal of refuse and disused materials [cl. 3.7(2). 13. Notice requiring removal of unsightly overgrowth of vegetation [cl. 3.8]. 14. Notice requiring removal of hazardous trees [cl. 3.11]. 15. Notice to take such action to prevent emission or refection of light [cl. 4.3(c)]. 16. Approval of burning rubbish, refuse or other material [cl. 4.4(3)(a) and (d)]. 17. Notice of breach [cl. 6.1(1). 18. Undertake requirements of notice [cl. 6.3]. 19. Prescribed offences item 1 [schedule 1]. 20. Prescribed offences items 2 to 3 [schedule 1]. 21. Prescribed offences item 4 [schedule 1]. 22. Prescribed offences items 5 to 6 [schedule 1]. 23. Prescribed offences items 7 to 25 [schedule 1]. 24. Prescribed offences item 26 [schedule 1]. 25. Prescribed offences items 27 to 34 [schedule 1]. 26. Prescribed offences items 35 and 36 [schedule 1]. 27. Prescribed offences items 37 to 41 [schedule 1]. 28. Prescribed offences item 42 [schedule 1]. 29. Prescribed offences items 43 to 47 [schedule 1]. 30. Prescribed offences items 48 [schedule 1].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Emergency Management Advisor (1268) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)

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Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17,18) Manager Environmental Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30) Senior Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30) Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30) Graduate Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29 ,30) Coordinator Ranger Services (Function 3, 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29, 30) Emergency Management Advisor (Function 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29, 30) Ranger(s) (Function 3, 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29 ,30)

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Delegation	**21.7.2 Authorised officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.26(2) and (3) - Keeping a miniature horse Clause 2.27(2) – Keeping a miniature pig Clause 2.28(1)(c) and (2) – Approval of materials for farm animal shelter Clause 2.30(1) – Impounding of livestock Clause 3.1 - Provision of refuse receptacles Clause 3.5(b) – Approval for dust management plan Clause 3.7 – Notice requiring the removal of refuse, rubbish or disused material Clause 3.8 – Notice requiring the removal of the overgrowth of vegetation Clause 4.4(5) – Determining fire danger rating Clause 4.8 – Approved method for disposal of swimming pool backwash Clause 4.11 – Abate a nuisance where an amusement is provided Clause 4.14(2) – Notice requiring a person to dispose of any feed or waste products
Function	Authorised Officer under the Town's Animals, Environment and Nuisance Local Law 2016: 1. Keeping a miniature horse [cl. 2.26]. 2. Keeping a miniature pig [cl. 2.27]. 3. Approval of materials for farm animal shelter [cl. 2.28]. 4. Impounding of livestock [cl. 2.30]. 5. Provision of refuse receptacles [cl. 3.1]. 6. Approval for dust management plan [cl 3.5]. 7. Notice requiring the removal of refuse, rubbish or disused material [cl. 3.7]. 8. Notice requiring the removal of the overgrowth of vegetation [cl. 3.8]. 9. Determining fire danger rating [cl. 4.4]. 10. Approved method for disposal of swimming pool backwash [cl. 4.8]. 11. Abate a nuisance where an amusement is provided [cl. 4.11]. 12. Notice requiring a person to dispose of any feed or waste products [cl.4.14].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)

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Conditions	Chief Executive Officer Manager Environmental Services (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Senior Environmental Health Officer (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Environmental Health Officer (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Graduate Environmental Health Officer (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Emergency Management Advisor (Function 7, 8, 9) Coordinator Ranger Services (Function 1, 2, 4, 7, 8, 9, 12) Ranger(s) (Function 1, 2, 4, 7, 8, 9, 12)

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21.8 Waste Local Law 2020

Delegation	**21.8.1 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.7(2) – Exemption Clause 2.6(b) – Duties of an Owner or Occupier Clause 3.3 – Receptacles and Containers for Public Use Schedule 2 – Prescribed Offences
Function	Powers of an authorised officer under the Town's Waste Local Law 2018: 1. Exemption [cl. 2.7(2)]. 2. Duties of an Owner or Occupier [cl.2.6(b)]. 3. Receptacles and Containers for Public Use [cl. 3.3]. 4. Prescribed Offences [prescribed offences].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Manager Waste & Services (1291) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272) Senior Waste & Resource Recovery Officer (1248) Site Supervisor Waste Contracts Officer
Conditions	Chief Executive Officer (1, 2, 3) Director Regulatory Services (1, 2, 3) Director Infrastructure Services (1, 2, 3) Manager Environmental Services (4) Manager Infrastructure Operations (1, 2, 3, 4) Senior Environmental Health Officer (4) Environmental Health Officer (4) Environmental Health Technical Officer (4) Graduate Environmental Health Officer (4) Manager Waste and Services (1, 2, 3, 4) Senior Waste & Resource Recovery Officer (1, 2, 3, 4) Waste Contracts Officer (1, 2, 3, 4) Site Supervisor (1, 2, 3, 4) Coordinator Ranger Services (4) Ranger(s) (4)

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AMENDMENTS

Delegation	Date	Type	Amendment	References
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
1.2.4 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
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

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Delegation	Date	Type	Amendment	References
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
1.2.5 Declare Vehicle is Abandoned Vehicle Wreck	26 Jun 2024	Amended delegation	Adopted at OCM 25 June 2024 CM202324/292	CM202324/292
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

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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

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Delegation	Date	Type	Amendment	References
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
1.2.18 Tenders for Goods and Services	25 Jun 2025	Amended delegation	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.	Nil
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

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Delegation	Date	Type	Amendment	References
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
1.2.23 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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 Defer, Grant Discounts, Waive or Write Off Debts	26 Jun 2024	Amended delegation	Addition of Manager to Waive fees and charges up to $500.	CM202324/292
1.2.23 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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
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
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

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Delegation	Date	Type	Amendment	References
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
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

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Delegation	Date	Type	Amendment	References
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
1.2.32 Rate Record – Objections	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	30 Aug 2023	Amended delegation	Amend to add Manager Infrastructure Operations to Delegates CM202324/117	NCR71505 - Synergy Ref
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations as subdelegates	CM202324/292
5.1.1 Grant a Building Permit	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.1 Grant a Building Permit	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

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Delegation	Date	Type	Amendment	References
5.1.1 Grant a Building Permit	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
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 Designate Employees as Authorised Persons	14 Jun 2021	Amended delegation	Addition of job title "Senior Planner"	NCR56023
5.1.4 Designate Employees as Authorised Persons	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
5.1.4 Designate Employees as Authorised Persons	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946
5.1.4 Designate Employees as 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

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Delegation	Date	Type	Amendment	References
5.1.4 Designate Employees as Authorised Persons	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.5 Appoint 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 Appoint Authorised Persons (Swimming Pool Inspectors)	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.5 Appoint 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 Appoint Authorised Persons (Swimming Pool Inspectors)	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
5.1.6 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 Inspection and Copies of Building Records	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
5.1.7 Inspection and Copies of Building Records	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.7 Inspection and Copies of Building Records	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946

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Delegation	Date	Type	Amendment	References
5.1.7 Inspection and Copies of Building Records	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 Inspection and Copies of Building Records	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.8 Referrals and Issuing Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.8 Referrals and Issuing 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
5.1.10 Smoke Alarms – Alternative Solutions	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.10 Smoke Alarms – Alternative Solutions	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
5.1.10 Smoke Alarms – Alternative Solutions	30 Aug 2023	Amended delegation	amended to change title name of "Manager Town Planning & Development' to ' Manager Planning & Economic Development. Council Decision CM202324/118	NCR71505
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 - Vary	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

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Delegation	Date	Type	Amendment	References
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
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
6.2.6 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
6.2.7 Firebreaks	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
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
6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	20 Jan 2022	Amended delegation	Addition of position "Bushfire Risk Management Planning Officer"	NCR61946
6.2.8 Appoint Bush Fire Control Officer/s 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
6.2.12 Prosecution of Offences	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	23 Dec 2024	Amended delegation	Addition of Delegate - Deputy Chief Bush Fire Control Officer	Amended to Match existing Authorisation Certificate

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Delegation	Date	Type	Amendment	References
7.1.1 Cat Registrations	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
7.1.1 Cat Registrations	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 Registrations	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.1 Cat Registrations	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
7.1.1 Cat Registrations	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
7.1.1 Cat Registrations	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779
7.1.2 Cat Control Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
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
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
7.1.6 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
8.1.1 Dog Registrations	14 Jun 2021	Amended delegation	Removal of title "Customer Service Supervisor"; Addition of job title "Customer Service Team Leader"	NCR56023

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Delegation	Date	Type	Amendment	References
8.1.1 Dog Registrations	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
8.1.1 Dog Registrations	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 Registrations	5 Oct 2022	Amended delegation	NLB66887	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.
8.1.1 Dog Registrations	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
8.1.1 Dog Registrations	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
8.1.1 Dog Registrations	18 Nov 2024	Amended delegation	New Subdelegate - Coordinator Customer Experience	NCR79779
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

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Delegation	Date	Type	Amendment	References
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 Appoint 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 Appoint 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 Appoint Authorised Persons	25 Jun 2025	Amended delegation	Add Role of Trainee Ranger(s) to Subdelegates with the functions of 2 (d), 2(f), 2(h) and 2(i).	Nil
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
8.1.8 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
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

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Delegation	Date	Type	Amendment	References
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
10.1.2 Food Business Registrations	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.2 Food Business Registrations	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
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 Give Notice Requiring Obliteration of Graffiti	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
11.1.1 Give Notice Requiring Obliteration of Graffiti	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
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

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Delegation	Date	Type	Amendment	References
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
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
13.1.1 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
14.1.1 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
15.1.1 Compliance Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
15.1.1 Compliance Certificates	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
15.1.1 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 Functions of Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
17.1.1 Functions of Authorised Persons	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
18.1.2 Appointment of 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

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Delegation	Date	Type	Amendment	References
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 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 Illegal Development	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.2 Subdivision	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.2 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 Subdivision	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.5 Authorised Person – Infringement Notices and Enforcement 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
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers	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
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers	26 Jun 2024	Amended delegation	Add Urban Planner. Remove Building Surveyor.	CM202324/292

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Delegation	Date	Type	Amendment	References
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
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 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 Structure Plans and local development plans	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.2 Structure Plans and local 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

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Delegation	Date	Type	Amendment	References
19.2.3 Authorised Person – Entry and Inspection Powers	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.3 Authorised Person – Entry and 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 Authorised Person – Entry and 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 Authorised Person – Entry and 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
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 Logbooks, 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	
20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985	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
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.3 Port Hedland West End Improvement Scheme No.1	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
20.2.3 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
20.2.3 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
20.2.3 Port Hedland West End Improvement Scheme No.1	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.3 Port Hedland West End Improvement Scheme No.1	25 Jun 2025	Amended delegation	Change to conditions (i) : have development value of MORE than $10,000,000; (changed from 'Less' to 'more')	Nil

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Delegation	Date	Type	Amendment	References
20.3.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	26 Jun 2024	Amended delegation	Amend Head of Power detail	
21.1.2 Restricted Parking Areas	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.3 Vehicle on Thoroughfare to Be Moved	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.4 Authorised Person May Mark Tyres	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.5 Driving or Parking on Reserves	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
21.1.6 Suspension of Parking Limitations for Urgent, Essential or Official Duties	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.7 Infringements for Prescribed Offences as Per Schedule 2	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.3.2 Activities Requiring a Licence	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.3.4 Authorised Officers	14 Jun 2021	Amended delegation	Removal of job title "Customer Service Team Leader"; Addition of title "Customer Service Supervisor".	NCR56023
21.3.4 Authorised Officers	12 Jan 2022	Amended delegation	Addition of Duty Manager – Wanangkura Stadium	NCR61750
21.3.4 Authorised Officers	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
21.3.4 Authorised Officers	8 Aug 2023	Amended delegation	Addition of Senior Theatre Technical Officer to 21.3.4 Authorised Officers	NCR71198

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Delegation	Date	Type	Amendment	References
21.3.4 Authorised Officers	30 Aug 2023	Amended delegation	Positions to be added to functions 1 and 2: Youth Services Supervisor, Youth Programs Officer, You Development Officer, Senior Youth Officer, Senior Community Development Officer, Senior Theatre Technical Officer, Manager Planning and Economic Development. Remove Manager Business & Economic Development and Manager Town Planning and Development. Function 4 added to Manager Environmental Services, Manager Waste & Services, Manager Infrastructure Projects & Assets, Manager IT & Program Delivery and Senior Project Engineer for Drone Flying.	NCR71505
21.3.4 Authorised Officers	26 Jun 2024	Amended delegation	Add Seniors, Coordinators, Duty Manager, Supervisors, Advisors and Customer Service Officers to F1 & F2. Add F4 to Environmental Health Officer, Environmental Health Technical Officer and Graduate Environmental Health Officer. Tidy up of positions to the above classifications unless stipulated otherwise in the existing delegation.	CM202324/292
21.3.4 Authorised Officers	14 Nov 2024	Amended delegation	Added Project Implementation Lead - Leisure Management System - 21.3.4	Nil
21.3.4 Authorised Officers	18 Nov 2024	Amended delegation	Added delegate Project Implementation Lead - Leisure Management System	NCR79776
21.3.4 Authorised Officers	18 Nov 2024	Amended delegation	New delegate - Coordinator Customer Experience	NCR79779
21.3.5 Thoroughfares – General	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil

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Delegation	Date	Type	Amendment	References
21.3.5 Thoroughfares – General	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.3.5 Thoroughfares – General	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations (F1-F4)	CM202324/292
21.3.6 Grant Licence for Commercial Activity	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services	NLB66887
21.3.7 Prescribed Offences – Schedule 7	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services	NLB66887
21.4.1 General Powers	26 Jun 2024	Amended delegation	Add Manager Waste & Services (F1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19)	CM202324/292
21.4.2 Authorised Officers	26 Jun 2024	Amended delegation	Add Manager Waste & Services (F1, 2, 3, 4, 5, 6)	CM202324/292
21.4.3 Prescribed Offences	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
21.5.1 Various Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.5.2 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.6.1 Various Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.7.1 Various Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
21.7.2 Authorised officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.8.1 Authorised Officers	14 Jun 2021	Amended delegation	Amended job title from "Waste Technical Officer" to "Waste Contracts Officer".	NCR56023
21.8.1 Authorised Officers	17 Jun 2021	Amended delegation	Amendments to typographical errors	NCR56109
21.8.1 Authorised Officers	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
21.8.1 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.8.1 Authorised Officers	30 Aug 2023	Amended delegation	Add Director Infrastructure Services, Senior Waste & Resource Recovery Officer and Manager Infrastructure Operations.	NCR71505

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Town of Port Hedland
Register of Delegated Authority - Statutory Delegations

REVIEW

Reviewed by	Date approved	References
Council	27 Aug 2025	

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

(a) A local government from performing any of its functions by acting through a person other than the CEO"; or
(b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

Planning and Development Act 2005 and associated regulations
Dog Act 1976 and regulations;
Cat Act 2011 and regulations
Bush Fires Act 1954, regulations and local law created under that Act;
Litter Act 1979 and regulations
Local Government (Miscellaneous Provisions) 1960 as amended;
Caravan Parks and Camping Grounds Act 1995;
Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Building Act 2011

N.B. – This is not an exhaustive list.

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DELEGATIONS

01 Local Government Act 1995
Local Government Act 1995

01.1 Council to Committees of Council

Delegation	**1.1.1 Audit, Risk and Compliance Committee**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995:* s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	1. Authority to meet with the Town's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: i. examine an audit report received by the local government. ii. determine if any matters raised by the audit report, require action to be taken by the local government; and iii. ensure that appropriate action is taken in respect of those matters. 3. Authority to review and endorse the Town's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit, Risk and Compliance Committee
Conditions	This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council.
Express power to subdelegate	Nil. Sub-delegation is prohibited by s.7.1B.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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01.2 Council to CEO

Delegation	**1.2.1 Appoint Authorised Persons**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act. [s.3.24 and s.9.10]. 2. Authority to appoint authorised person for the purposes of the *Graffiti Vandalism Act 2016*, which prescribes Part 9 of the *Local Government Act 1995* as the enabling power [s.15 of the *Graffiti Vandalism Act 2016*].
Delegates	Chief Executive Officer (1009)
Conditions	a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.2 Performing Functions outside the District**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Emergency Management Advisor (1268) Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Nil

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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. A report on the use of this delegation will be presented to the ARC Committee Meeting at least once per 6-month period and aligned with the report of delegation *1.2.4. Powers of Entry.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil

DRAFT

Delegation	**1.2.4 Powers of Entry [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer (1009)
Conditions	~~Nil~~ A report on contentious/non-consensual entry use of this delegation will be presented to the ARC Committee Meeting at least once per 6-month period and aligned with the report of delegation *1.2.3 Compensation for damage incurred when performing executive functions.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	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) Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Graduate Engineer (1172) (1343) Graduate Environmental Health Officer (1273) Graduate Planner (1283) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278) Place Facilitator Planning & Development Support Officer (1280) Principal Project Engineer Project Engineer - Asset Management (1247)(1354) Project Engineer (1169)(1172) Ranger (1263) (1265) (1267) (1357) (1358) Senior Building Surveyor (1282) Senior Environmental Health Officer (1272) Senior Infrastructure Operations Officer (1355) Senior Planner Senior Project Engineer (1168) Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285)

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Subdelegate conditions	Director Regulatory Services (Function 1 ,2, 3, 4, 5) Director Infrastructure Services (Function 1, 2, 3, 4, 5) Senior Planner (Function 2) Manager Planning and Economic Development (Function 2) Emergency Management Advisor (Function 1 ,2, 3, 4, 5) Manager Environmental Services (Function 1 ,2, 3, 4, 5) Senior Environmental Health Officer (Function 2) Building Surveyor (Function 2) Planning and Development Support Officer (Function 2) Environmental Health Officer (Function 2) Graduate Environmental Health Officer (Function 2) Graduate Planner (Function 2) Coordinator Ranger Services (Function 1, 2, 3, 4, 5) Ranger(s) (Function 1, 2, 4) Planner (Function 2) Place Facilitator (Function 2) Project Officer - Strategic Planner (Function 2) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5) Environmental Health Technical Officer (Function 2) Senior Strategic Planner (Function 2) Senior Project Engineer (Function 2) Principal Project Engineer (Function 2) Graduate Engineer (Function 2) Project Engineer - Asset Management (Function 2) Project Engineer (Function 2) Coordinator Property Management (Function 1, 2, 3, 4, 5) Coordinator Parks and Reserves (Function 1, 2, 3, 4, 5) Coordinator Landscape and Irrigation (Function 1, 2, 3, 4, 5) Senior Project Officer - Operations (Function 1, 2, 3, 4, 5)

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Delegation	**1.2.5 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**1.2.6 Remove and Impound any goods and abandoned Vehicle**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

DRAFT

Delegation	**1.2.7 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Manager Environmental Services (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2, 3) Emergency Management Advisor (Function 1) Ranger(s) (Function 1) Senior Environmental Health Officer (Function 1) Environmental Health Technical Officer (Function 1) Graduate Environmental Health Officer (Function 1)

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Coordinator Ranger Services (Function 1, 2) Ranger(s) (Function 1)

DRAFT

Delegation	**1.2.9 Close Thoroughfares to Vehicles**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
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)].
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Director Infrastructure Services (1157) Manager Infrastructure Operations (1179) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Director Infrastructure Services (Function 1, 2, 3, 4, 5) Manager Infrastructure Operations (Function 1, 2, 3) Coordinator Property Management (Function 1, 3, 4) Coordinator Parks and Reserves (Function 1, 3, 4) Coordinator Landscape and Irrigation (Function 1, 3, 4) Senior Project Officer - Operations (Function 1, 3, 4) Determination shall be in accordance with the *Road Traffic (Events on Roads) Regulations 1991.*

DRAFT

Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

DRAFT

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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 *Parks and Reserves Act 1895*. [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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278)
Subdelegate conditions	Director Regulatory Services (Function 1) Director Infrastructure Services (Function 1, 2) Director Community Services (Function 1) Manager Planning and Economic Development (Function 1) Manager Infrastructure Operations (Function 2)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**1.2.11 Obstruction of Footpaths and Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.25(1) Notices requiring certain things to be done by owner or occupier of land *Local Government (Uniform Local Provisions) Regulations 1996:* 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 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)]. 5. 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]. 6. Authority to require an owner occupier of land to remove any part of a structure, tree
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 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6) Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Manager Environmental Services (Function 1, 2, 5, 6) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5, 6) Coordinator Property Management (Function 1, 2, 3, 4, 5, 6) Coordinator Parks and Reserves (Function 1, 2, 3, 4, 5, 6) Coordinator Landscape and Irrigation (Function 1, 2, 3, 4, 5, 6) Senior Project Officer - Operations (Function 1, 2, 3, 4, 5, 6)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**1.2.12 Gates across Public Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* 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	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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**1.2.13 Public Thoroughfare – Dangerous Excavations**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) & (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 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	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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.14 Crossing – Construction, Repair and Removal**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* 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 *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Planning & Economic Development (1278) Manager Waste & Services (1291)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995*: 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	*Local Government Act 1995*: 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) [ULP r.17(5)].
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 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government (Uniform Local Provisions) Regulations 1996:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

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	*Local Government Act 1995*: 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	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* 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

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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 ~~choose~~appoint the next ~~most~~preferred ~~advantageous~~tenderer ~~tender~~up to ~~accept~~their authorised expenditure as per item 22.3 of this register, 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)

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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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Governance (1045) Procurement Advisor (1054) Procurement Officer (1053) (1361) Senior Procurement & Contracting Advisor (1052)
Subdelegate conditions	a. 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 b. * Directors are authorised to accept tenders up to their authorised expenditure as per item 22.3 of this register, and within their Directorate only. c. Directors are authorised to accept and reject tenders under function 9 within their Directorate only in line with the adopted budget. d. All above sub-delegations must be in accordance with the Purchasing Policy 2/007 Directors (Function 1, 3, 4, 5, 6, 7, 8, 9*,10, 11, 12, 13*, 14, 15*) Senior Procurement & Contracting Advisor (Function 7, 9,12) Procurement Officer (Function 12) Procurement Advisor (Function 12) Manager Governance (Function 12)
Policy	Purchasing Policy 2/007

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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	*Local Government Act 1995:* 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	*Local Government (Functions and General) Regulation 1996:* 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 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)]. 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
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Procurement Advisor (1054) Procurement Officer (1053) (1361) Senior Procurement & Contracting Advisor (1052)
Subdelegate conditions	a. an accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget. b. * Directors are authorised to enter into a contract or contracts with pre-qualified suppliers for particular goods or services under function 9 up to $250,000 excluding GST within their Directorate only. c. All above sub-delegations must be in accordance with the Purchasing Policy 2/007 Director (Function 1, 2, 4, 5*, 6, 7, 8, 9) Senior Procurement & Contracting Advisor (Function 5, 6, 7, 9) Procurement Advisor (Function 5, 6, 7, 9) Procurement Officer (Function 5, 6, 7, 9)
Policy	Purchasing Policy 2/007
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.20 Disposing of Property**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
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)]. 3. Authority to dispose of property to a person or body that is an exempt disposition pursuant to r. 30 of the *Local Government (Functions and General) Regulations 1996*.
Delegates	Chief Executive Officer (1009)

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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 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 *Local Government Act 1995*. 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 *Local Government Act 1995* 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 *Local Government Act*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Authority to dispose of property is only up to the financial value allocated as per Delegation 22.3 - Income and Expenditure Financial Limits Director Regulatory Services (Function 1) Director Corporate Services (Function 1) Director Infrastructure Services (Function 1) Director Community Services (Function 1)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Executive Manager Human Resources (1017) Manager Environmental Services (1261) Manager Financial Services (1031) Manager Governance (1045) Manager Planning & Economic Development (1278)

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Subdelegate conditions	a. Sub-Delegates must comply with finance procedures approved by the CEO (Financial Management Regulation 5). b. The Municipal Fund and Trust Fund is to be signed by two (2) of the abovementioned officers, unless it is a transfer of funds between Town accounts. ** Note – payments for investments are specifically outlined under section 1.2.24 and are not included in this section.* c. For customer service refunds made by EFTPOS, authorisation must be by a delegated officer up to a limit of $100.

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Delegation	**1.2.22 Community Grants Program Policy**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Approve and make payments in accordance with the Policy 'Community Grants Program' 6/003 and under Part 2 of the *Local Government (Financial Management) Regulations 1996.*
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	a. Directors can accept and award grant funding, up to their delegated financial authority limit in section 22.3.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.23 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
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)].
Delegates	Chief Executive Officer (1009)
Conditions	<u>Waiver of Fee or Charge:</u> 1. 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. 2. 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. 3. The Manager Financial Services may waive fees and charges related to their operational responsibilities, where such waiver is to: a. a value up to $1,000 (ex GST) per customer within a financial year 4. Managers may waive fees and charges related to their operational responsibilities, where such waiver is to: i. a value up to $500 (ex GST) per customer within a financial year. 5. The Rates Officers may waive fees and charges related to their operational responsibilities, where such waiver is to: i. a value up to $50 (ex GST) per customer within a financial year. <u>Grant a Concession:</u> 6. 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.

	1. 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: i. a value up to $1,000 (ex GST) per customer within a financial year. 2. 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: i. a value up to $50 (ex GST) per customer within a financial year. <u>Write off Debts</u> 3. 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. 4. 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. 5. The Rates Officer may write off debts, excluding rates, limited to a value up to $50 (ex GST) per debtor within a financial year. 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	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 Recreation & Leisure Facilities (1070) Rates Officer (1042) (1340)
Subdelegate conditions	Director Corporate Services (Function 1, 2, 3) Director Regulatory Services (Function 1, 2, 3) Director Infrastructure Services (Function 1, 2, 3) Director Community Services (Function 1, 2, 3) Rates Officer (Function 1, 2, 3, 4) Manager Financial Services (Function 1, 2, 3) Manager Recreation & Leisure Facilities (Function 2) Manager Environmental Services (Function 2)
Policy	02/020 Fees and Charges Waiver Policy
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Executive Manager Human Resources (1017) Manager Digital Services (1060) Manager Environmental Services (1261) Manager ERP Project (1064) Manager Events, Arts & Culture (1323) Manager Financial Services (1031) Manager Governance (1045) Manager Infrastructure Projects & Assets (1160) Manager Planning & Economic Development (1278) Manager Project Design & Delivery Manager Public Affairs (1011) Manager Recreation & Leisure Facilities (1070) Manager Waste & Services (1291) Manager Youth & Community Development (1117) Senior Accountant - Payables (1032) Senior Accountant (1033) Senior Financial Accountant (1035) Senior Management Accountant (1040)

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Subdelegate conditions	Directors (Function 1) Managers (Function 1) Manager ERP Project (Function 1) Director Corporate Services (Function 1 & 2) Manager Financial Services (Function 1 & 2) Senior Accountant - Payable (Function 1 & 2) Senior Management Accountant (Function 1 & 2) Senior Financial Accountant (Function 1 & 2) Senior Accountant (Function 1 & 2)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.25 Rate Record Amendment**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 [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 [6.40(1) and (2)]. 4. Authority to provide the owner of rateable land a dated notice accompanied by the details and particulars described [6.41(1)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Customer Experience (1380) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Corporate Services (1029) Manager Financial Services (1031) Rates Officer (1042) (1340) Senior Accountant - Payables (1032)
Subdelegate conditions	Director Corporate Services (Function 1, 2, 3, 4) Manager Financial Services (Function 1, 2, 3, 4) Senior Accountant - Payable (Function 1) Rates Officer (Function 1, 2, 3, 4) Customer Service Officer - Civic Centre (Function 4) Customer Service Team Leader (Function 4) Customer Service Coordinator (Function 4) Coordinator Customer Service (Function 4)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Customer Experience (1380) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Corporate Services (1029) Manager Financial Services (1031) Rates Officer (1042) (1340) Senior Accountant - Payables (1032)
Subdelegate conditions	Payments of rates and service charges to be done in accordance with Policy Debt Management 2/005
Policy	Policy Debt Management 2/005
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 *Local Government Act 1995*.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Express power or duty delegated	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031) Senior Accountant - Payables (1032)
Subdelegate conditions	Payments of rates and service charges are to be done in accordance with 2/005 Policy Debt Management.
Policy	2/005 Policy Debt Management.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
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 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.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.32 Rate Record – Objections**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services (1029) Manager Financial Services (1031)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**1.2.34 Execute Documents and Contract Formalities**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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02 Emergency Management Act 2005
Emergency Management Act 2005

02.1 Council to CEO / Employees

Delegation	**2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area**
Head of power	02 Emergency Management Act 2005
Delegator	Local Government
Express power to delegate	*Emergency Management Act 2005:* s.45 Exercise of powers under this division
Express power or duty delegated	*Emergency Management Act 2005:* 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	Powers and functions of local government during a cyclone under Part 3 Division 3 of the *Emergency Management Act 2005*.
Delegates	Chief Executive Officer (1009) 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) (1265) (1267) (1357) (1358) Senior Infrastructure Operations Officer (1355)
Conditions	Nil
Express power to subdelegate	Nil

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05 Building Act 2011
Building Act 2011

05.1 Council to CEO

Delegation	**5.1.1 Grant a Building Permit**
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
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.20 Grant of building 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 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]. 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 ii. Authority to impose any condition on the building 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
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Planning and Economic Development (Function 1, 2, 3, 4,5) Coordinator Urban Planning (Function 1, 2, 3, 4, 5) Building Surveyor (Function 1, 2, 3, 4, 5)

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Date adopted	25 June 2024
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Delegation	**5.1.2 Demolition Permits**
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
Express power or duty delegated	*Building Act 2011:* 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)
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Planning and Economic Development (Function 1, 2, 3, 4,5) Coordinator Urban Planning (Function 1, 2, 3, 4, 5) Building Surveyor (Function 1, 2, 3, 4, 5)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**5.1.3 Occupancy Permits or Building Approval Certificates**
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
Express power or duty delegated	*Building Act 2011:* 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 *Building Regulations 2012:* 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
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4) Manager Planning and Economic Development (Function 1, 2, 3, 4) Coordinator Urban Planning (Function 1, 2, 3, 4) Building Surveyor (Function 1, 2, 3, 4,)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**5.1.4 Designate Employees as Authorised Persons**
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
Express power or duty delegated	*Building Act 2011:* 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	a. Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Graduate Planner (1283) Manager Planning & Economic Development (1278) Place Facilitator Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285) Swimming Pool Inspector

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Subdelegate conditions	Director Regulatory Services (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Manager Planning and Economic Development (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Urban Planner - (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Coordinator Urban Planning - (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Building Surveyor (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Graduate Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Planning and Development Support Officer (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Place Facilitator (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Project Officer - Strategic Planner (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Senior Strategic Planner - (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**5.1.5 Appoint Authorised Persons (Swimming Pool Inspectors)**
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
Express power or duty delegated	*Building Regulations 2012:* r.53 Inspection of barrier to private swimming pool
Function	To inspect the barrier of private swimming pools 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 *Building Act 2011* Regulation 5A of the *Building Regulation 2012* to designate authorised persons for the purpose of that Act.
Subdelegates	Administration Officer Regulatory Services (1246) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Swimming Pool Inspector
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**5.1.6 Building Orders**
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
Express power or duty delegated	*Building Act 2011:* 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	1. Authority to make Building Orders in relation to: a. Building work; b. Demolition work; and c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. 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)]. 5. 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)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6) Manager Planning and Economic Development (Function 1, 2) Coordinator Urban Planning (Function 1, 2) Building Surveyor (Function 1, 2)
Date adopted	25 June 2024
Adoption references	CM202324/292

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Delegation	**5.1.7 Inspection and Copies of Building Records**
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
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Graduate Planner (1283) Manager Planning & Economic Development (1278) Place Facilitator Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**5.1.8 Referrals and Issuing Certificates**
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
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Town's District [s.145A(2)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 1) Manager Planning and Economic Development (Function 1) Coordinator Urban Planning (Function 1) Building Surveyor (Function 1)
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**5.1.9 Private Pool Barrier – Alternative and Performance Solutions**
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
Express power or duty delegated	*Building Regulations 2012:* r.51 Application for occupancy permit or building approval certificate for unauthorised work
Function	1. 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)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / 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)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Date adopted	25 June 2024
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Delegation	**5.1.10 Smoke Alarms – Alternative Solutions**
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
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. 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
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Building Surveyor (1282)
Subdelegate conditions	Director Regulatory Services (Function 2) Manager Planning and Economic Development (Function 2) Building Surveyor (Function 2)
Date adopted	25 June 2024
Adoption references	CM202324/292
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06 Bush Fires Act 1954

Bush Fires Act 1954

06.1 Council to CEO

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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Function	Authority to perform all of the powers, duties and functions of the local government under the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*.
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; iii. Delegation 6.2.3 - Prohibited Burning Times – Control Activities; iv. Delegation 6.2.4 - Restricted Burning Times – Vary and Control Activities; v. Delegation 6.2.5 - Control of Operations Likely to Create Bush Fire Danger; vi. Delegation 6.2.6 - Burning Garden Refuse / Open Air Fires; vii. Delegation 6.2.7 - Firebreaks; viii. Delegation 6.2.8 - Appoint Bush Fire Control Officer/s and Fire Weather Officer; ix. Delegation 6.2.9 - Control and Extinguishment of Bush Fires x. Delegation 6.2.10 - Apply for Declaration as an Approved Area; 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; 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.
Express power to subdelegate	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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06.2 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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
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Delegation	**6.2.2 Prohibited Burning Times - Vary**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* 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	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)].
Delegates	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).
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
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Delegation	**6.2.3 Prohibited Burning Times – Control Activities**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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 *Bush Fire Regulations 1954:* 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)

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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).
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**6.2.4 Restricted Burning Times – Vary and Control Activities**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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 *Bush Fire Regulations 1954:* 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)].

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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)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* 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 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
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) (1265) (1267) (1357) (1358)
Conditions	Chief Executive Officer (Function 1, 2) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1, 2) Deputy Chief Bush Fire Control Officer (Function 1, 2) Emergency Management Advisor (Function 1, 2) Bush Fire Control Officers: • Coordinator Ranger Services (Function 1, 2) • Ranger(s) (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)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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 *Bush Fires Regulations 1954:* 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) 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 Executive Officer (1009) Coordinator Ranger Services (1262) Deputy Chief Bush Fire Control Officer Emergency Management Advisor (1268) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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Delegation	**6.2.7 Firebreaks**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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,
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) (1265) (1267) (1357) (1358)
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)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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Delegation	**6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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	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
Delegates	Chief Executive Officer (1009) Emergency Management Advisor (1268)
Conditions	Appointments: Deputy Chief Bush Fire Control Officer • Emergency Management Advisor Bush Fire Control Officer • Coordinator Ranger Services • Lead Ranger • Ranger(s) • 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
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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
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) (1265) (1267) (1357) (1358)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

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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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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)] *(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.)*
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

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	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**6.2.12 Prosecution of Offences**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) 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)].
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) (1265) (1267) (1357) (1358)
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)

DRAFT

Delegation	**6.2.13 Withdrawal of Infringement Notices**
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* 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
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

07 Cat Act 2011
Cat Act 2011

07.1 Council to CEO

Delegation	**7.1.1 Cat Registrations**
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	*Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags s.13 Notice of decision regarding registrations *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
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)].
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 *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government

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Subdelegates	Administration Officer - Corporate Services (1030) Administration Officer - Infrastructure Services (1158) (1310) Administration Officer Regulatory Services (1246) Coordinator Customer Experience (1380) Coordinator Ranger Services (1262) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Regulatory Services (1245) Library Officer Library Officer - Children's Program Library Officer - Local History Library Supervisor (1124) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Ranger Support Officer (1264) Senior Librarian (1123) Trainee Administration Officer
Subdelegate conditions	Director Regulatory Services (Function 3, 4, 5, 6) Manager Environmental Services (Function 3, 4, 6) Coordinator Ranger Services (Function 1, 3, 6) Ranger(s) (Function 1, 3, 6) Senior Librarian (Function 1, 4) Libraries Supervisor (Function 1, 4) Library Officer(s) (Function 1, 4) Library Officer Local History (Function 1,4) Library Officer - Children's Program (Function 1,4) Customer Service Team Leader (Function 1, 4) Customer Service Coordinator (Function 1,4) Customer Service Officer (excl. Leisure) (Function 1, 4) Coordinator Customer Experience (Function 1, 4) Administration Officer Corporate Services (Function 1, 4) Administration Officer Regulatory Services (Function 1, 4) Administration Officer Infrastructure (Function 1, 4) Trainee Administration Officer (Function 1, 4) Ranger Support Officer (Function 1, 4)

Delegation	**7.1.2 Cat Control Notices**
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	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**7.1.3 Approval to Breed Cats**
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	*Cat Act 2011:* 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 *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Administration Officer - Corporate Services (1030) Administration Officer - Infrastructure Services (1158) (1310) Administration Officer Regulatory Services (1246) Coordinator Customer Experience (1380) Coordinator Ranger Services (1262) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Regulatory Services (1245) Library Officer Library Officer - Children's Program Library Officer - Local History Library Supervisor (1124) Manager Environmental Services (1261) Ranger Support Officer (1264) Senior Librarian (1123) Trainee Administration Officer

DRAFT

Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5) Manager Environmental Services (Function 1, 2, 3, 4, 5) Coordinator Ranger Services (Function 4) Senior Librarian (Function 4) Libraries Supervisor (Function 4) Library Officer(s) (Function 4) Library Officer Local History (Function 4) Library Officer - Children's Program (Function 4) Customer Service Team Leader (Function 4) Customer Service Officer(s) (Function 4) Customer Service Coordinator (Function 4) Coordinator Customer Experience (Function 4) Administration Officer Corporate Services (Function 4) Administration Officer Regulatory Services (Function 4) Administration Officer Infrastructure Services (Function 4) Trainee Administration Officer (Function 4) Ranger Support Officer (Function 4)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**7.1.4 Appoint Authorised Persons**
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	*Cat Act 2011:* 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
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2h) Manager Environmental Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Coordinator Ranger Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Ranger(s)s (Function 2 a, 2b, 2c, 2d, 2e, 2f and 2g)

DRAFT

Delegation	**7.1.5 Recovery of Costs – Destruction of Cats**
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	*Cat Act 2011:* 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
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**7.1.6 Applications to Keep Additional Cats**
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	*Cat (Uniform Local Provisions) Regulations 2013:* 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 *Cat (Uniform Local Provisions) Regulations 2013*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 3) Manager Environmental Services (Function 1, 2, 3) Coordinator Ranger Services (Function 1, 2) Ranger(s) (Function 1, 2)

DRAFT

Delegation	**7.1.7 Reduce or Waiver Registration Fee**
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	*Cat Regulations 2012:* 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 *Local Government Act 1995*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

08 Dog Act 1976
Dog Act 1976

08.1 Council to CEO

Delegation	**8.1.1 Dog Registrations**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
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 [s15(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 be found in
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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*

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Subdelegates	Administration Officer - Corporate Services (1030) Administration Officer - Infrastructure Services (1158) (1310) Administration Officer Regulatory Services (1246) Coordinator Customer Experience (1380) Coordinator Ranger Services (1262) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Team Leader (1275) Director Regulatory Services (1245) Library Officer Library Officer - Children's Program Library Officer - Local History Library Supervisor (1124) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Ranger Support Officer (1264) Senior Librarian (1123) Trainee Administration Officer
Subdelegate conditions	Nil

DRAFT

Delegation	**8.1.2 Kennel Establishments**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.27 Licensing of approved kennel establishments s.26 Limitations and Exemptions
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261)
Subdelegate conditions	Director Regulatory Services 1, 2 Manager Environmental Services 1, 2 Coordinator Ranger Services 2
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**8.1.3 Appoint Authorised Persons [DRAFT]**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976 and Dog Regulations 2013*
Function	1. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act. 2. Authority to undertake the following functions as authorised persons a. To seize dogs [s.29(1)] 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] e. Apply for an order that a dog be destroyed [s.39] f. Request personal details [s.43A] g. Commence enforcement proceedings [s.44] h. Veterinary services [s.47] i. To issue an infringement notice [r.35] j. To withdraw infringement notices [r.37]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (*NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 2(a), 2(b), 2(c), 2(d), 2(e), 2(f), 2(g) 2(h), 2(j)) Manager Environmental Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Coordinator Ranger Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Ranger(s) (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Trainee Ranger(s) (Function 2(d), 2(f), 2(h), 2(i)

DRAFT

Delegation	**8.1.4 Recovery of Moneys due under this Act**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**8.1.5 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

DRAFT

Delegation	**8.1.6 Declare Dangerous Dog**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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	25 June 2024

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Delegation	**8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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).
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* 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.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)*
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

10 Food Act 2008

Food Act 2008

10.1 Council to CEO

Delegation	**10.1.1 Prohibition Orders**
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	*Food Act 2008:* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Nil
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**10.1.2 Food Business Registrations**
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	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
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].
Delegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
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) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1)
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**10.1.3 Appoint Authorised Officers and Designated Officers**
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	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
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).
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.
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

DRAFT

Delegation	**10.1.4 Authorised Persons**
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	*Food Act 2008:* 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 *Food Act 2008*. 3. To make an application for a warrant.
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Chief Executive Officer (Function 1, 2, 3) Director Regulatory Services (Function 1, 2, 3) Manager Environmental Services (Function 1, 2, 3) Senior Environmental Health Officer (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3)
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	**10.1.5 Designated Officers and Infringement Notices**
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	*Food Act 2008:* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Chief Executive Officer (Function 3, 4) Director Regulatory Services (Function 3, 4) Manager Environmental Services (Function 1, 2) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2)
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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Delegation	**10.1.6 Debt Recovery and Prosecutions**
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	*Food Act 2008:* 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 *Food Act 2008* [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.
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**10.1.7 Food Businesses List – Public Access**
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	*Food Act 2008:* s.115(a) or (b) Register of food businesses to be maintained *Food Regulations 2009* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
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.
Express power to subdelegate	Nil - *Food Regulations 2009* do not provide for sub-delegation.
Date adopted	25 June 2024
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11 Graffiti Vandalism Act 2016

Graffiti Vandalism Act 2016

11.1 Council to CEO

Delegation	**11.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
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)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**11.1.2 Notices – Deal with Objections and Give Effect to Notices**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* 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
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**11.1.3 Obliterate Graffiti on Private Property**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* 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 exercising Powers of Entry.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Nil

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Delegation	**11.1.4 Powers of Entry**
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* 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
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358) Senior Infrastructure Operations Officer (1355)
Subdelegate conditions	Nil

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12 Fines, Penalties, and Infringement Notices Enforcement Act 1994

Fines, Penalties, and Infringement Notices Enforcement Act 1994

12.1 Council to CEO / Employees

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	*Fines, Penalties and Infringement Notices Act 1994:* s.13(2) Approved prosecuting authorities and officers
Express power or duty delegated	*Fines, Penalties and Infringement Notices Act 1994:* s.16 Registration of infringement notice: enforcement certificate s.22 Prosecuting authority may withdraw proceedings
Function	The powers and functions of designated officers under the *Fines, Penalties and Infringement Enforcement Act 1994:* 1. To register an infringement notice / enforcement certificate [s.16]. 2. To withdraw proceedings [s.22].
Delegates	Administration Officer Regulatory Services (1246) Chief Executive Officer (1009) Coordinator Ranger Services (1262) Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Environmental Services (1261) Manager Planning & Economic Development (1278) Ranger (1263) (1265) (1267) (1357) (1358) Ranger Support Officer (1264) Senior Building Surveyor (1282)
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) Coordinator Ranger Services (Function 1) Ranger(s) (Function 1) Ranger Support Officer (Function 1) Administration Officer Regulatory Services (Function 1) Coordinator Urban Planning (Function 1)
Express power to subdelegate	Nil

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13 Litter Act 1979
Litter Act 1979

13.1 Council to CEO / Employees

Delegation	**13.1.1 Authorised Officers**
Head of power	13 Litter Act 1979
Delegator	Local Government
Express power to delegate	*Litter Act 1979:* s.26 (1)(c)(ii) Authorised officers, appointment and jurisdiction of etc.
Express power or duty delegated	*Litter Act 1979:* s.27 Authorised officers, powers of s.27A Offences involving vehicles, presumptions as to offender etc. s.30 Infringement notices
Function	1. To issue infringement notices [s.30(1)]. 2. To withdraw an infringement notice [s.30(4)&(4A)]. 3. The powers and functions of authorised officers [s.27]. 4. To institute a prosecution [s.27A].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
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) Ranger(s) (Function 1, 3)

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14 Control of Vehicles (Off Road Areas) Act 1978

Control of Vehicles (Off Road Areas) Act 1978

14.1 Council to CEO / Employees

Delegation	**14.1.1 Authorised Officers**
Head of power	14 Control of Vehicles (Off Road Areas) Act 1978
Delegator	Local Government
Express power to delegate	*Control of Vehicles (Off-road Areas) Act 1978:* s.38(3)(a) Authorised officers, who are, functions of etc.
Express power or duty delegated	*Control of Vehicles (Off-road Areas) Act 1978* s.37 Infringement notices s.38 Authorised Persons s.40 Prosecutions, who may commence
Function	The functions and powers of authorised officers under the *Control of Vehicles (Off Road Areas) Act 1978:* 1. To issue infringement notices [s37. (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) (1265) (1267) (1357) (1358)
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) Ranger(s) (Function 1, 3)

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15 Liquor Control Act 1998

Liquor Control Act 1998

15.1 Council to CEO

Delegation	**15.1.1 Compliance Certificates**
Head of power	15 Liquor Control Act 1998
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
Express power or duty delegated	*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
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*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
Subdelegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Manager Planning & Economic Development (1278) Senior Environmental Health Officer (1272) Senior Planner
Subdelegate conditions	Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1) Manager Planning and Economic Development (Function 2) Senior Planner (Function 2) Senior Environmental Health Officer (Function 1) Environmental Health Officer (Function 1) Graduate Environmental Health Officer (Function 1)
Date adopted	25 June 2024
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16 Public Health Act 2016
Public Health Act 2016

16.1 Council to CEO / Employees

Delegation	**16.1.1 Enforcement Agency Reports to the Chief Health Officer**
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	*Public Health Act 2016* 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
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	25 June 2024
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Delegation	**16.1.2 Designate Authorised Officers**
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	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: 1. T*he Public Health Act 2016* or other specified Act; 2. Specified provisions of the *Public Health Act 2016* or other specified Act; and 3. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: 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.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	25 June 2024
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Delegation	**16.1.3 Determine Compensation for Seized Items**
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	Express Power to Delegate: *Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* 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.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016,* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
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Delegation	**16.1.4 Commence Proceedings**
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	*Public Health Act 2016* s.280 Commencing Proceedings
Function	Authority to commence proceedings for an offence under the *Public Health Act 2016* [s.280].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245)
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016,* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
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17 Health (Miscellaneous Provisions) Act 1911

Health (Miscellaneous Provisions) Act 1911

17.1 Council to CEO / Employees

Delegation	**17.1.1 Functions of Authorised Persons**
Head of power	17 Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government
Express power or duty delegated	*Health (Miscellaneous Provisions) Act 1911:* s.354 Service of notice s.349 Entry
Function	To exercise the powers and functions of an authorised persons and deputies under the Health (Miscellaneous Provisions) Act 1911: 1. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354. 2. Sign and issue licences and registrations issued. 3. Enter premises under s.349 and administer the provisions in the regulations.
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Chief Executive Officer (Function 1, 2) Director Regulatory Services (Function 1, 2) Manager Environmental Services (Function 1, 2, 3) Senior Environmental Health Officer (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3) a. 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. b. 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. c. Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done. d. 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.
Express power to subdelegate	Nil

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18 Caravan and Camping Grounds Act 1995

Caravan and Camping Grounds Act 1995

18.1 Council to CEO / Employees

Delegation	**18.1.1 Grant of Licence**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Ground Act 1995* 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 *Caravan Parks and Camping Ground Act 1995:* 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) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
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) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2)
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**18.1.2 Appointment of Authorised Persons**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Ground Act 1995* s.18 Powers of entry 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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Nil

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Delegation	**18.1.3 Infringement Notices**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Ground Act 1995* s.23 Infringement notices
Function	The following powers and functions regarding infringement notices under the *Caravan Parks and Camping Ground Act 1995*: 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 Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
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) Ranger (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Senior Environmental Health Officer (Function 1, 2)
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person

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Delegation	**18.1.4 Camping other than at Caravan Park or Camping Ground**
Head of power	18 Caravan 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
Express power or duty delegated	*Caravan Parks and Camping Grounds Regulations 1997* 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 *Caravan Parks and Camping Grounds Regulations 1997* [r.11(2)(a)].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Nil
Express power to subdelegate	*Caravan Parks and Camping Ground Act 1995* s.17 Appointment of authorised person
Date adopted	25 June 2024
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19 Planning and Development Act 2005

Planning and Development Act 2005

19.1 Council to CEO

Delegation	**19.1.1 Illegal Development**
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
Express power or duty delegated	*Planning and Development Act 2005:* 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
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)
Subdelegate conditions	Nil
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Delegation	**19.1.2 Subdivision**
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
Express power or duty delegated	*Planning and Development Act 2005:* S.142 To make recommendations and objections with respect to a subdivision plan
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].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**19.1.3 Enforcement Powers**
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
Express power or duty delegated	*Planning and Development Act 2005* 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 *Planning and Development Act 2005:* 1. Apply for an injunction [s.216(1)]. 2. Commence a prosecution [s.218].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Regulatory Services (1245)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**19.1.5 Authorised Person – Infringement Notices and Enforcement Powers**
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
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
Function	The powers and functions relating to enforcement, and infringement notices for prescribed planning offences in Part 13, Division 3 of the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015* 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].
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).
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)
Subdelegate conditions	Director Regulatory Services (Function 2, 3) Manager Planning and Economic Development (Function 1) Coordinator Urban Planning (Function 1) Senior Urban Planner (Function 1)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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19.2 Local Planning Scheme – Council to CEO

Delegation	**19.2.1 Development Applications**
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
Express power or duty delegated	Under Part 9 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015:* 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 *Planning & Development Act 2005 s.257C*.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278) Senior Urban Planner (1279)

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Subdelegate conditions	Director Regulatory Services (Function 1, 2) Manager Planning & Economic Development (Function 1, 2) Coordinator Urban Planning (Function 1, 2) Senior Urban Planner (Function 3, 4)
Date adopted	25 June 2024
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Delegation	**19.2.2 Structure Plans and local development plans**
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
Express power or duty delegated	Under Parts 4, 5 and 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations:* r.17 Action by local government on receipt of application r.18 Advertising structure plan r.19 Consideration of submission r.20 Local government report to Commission r.29 Amendment of structure plan r.48 Preparation of local development plan r.50 Advertising of local development plan r.51 Consideration of submission r.52 Decision of local government r.53 Local development plan may provide for later approval of details of development r.59 Amendment of local development plan
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
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**19.2.3 Authorised Person – Entry and Inspection Powers**
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
Express power or duty delegated	Under Part 10 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations:* r.79 Entry and Inspection powers
Function	To carry out the entry and inspection powers [r.79]
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Graduate Planner (1283) Manager Planning & Economic Development (1278) Planning & Development Support Officer (1280) Senior Building Surveyor (1282) Senior Planner Senior Strategic Planner (1281) Senior Urban Planner (1279) Strategic Planner (1285)
Subdelegate conditions	Nil
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
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20.2 Planning and Development Act 2005

Delegation	**20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner**
Head of power	19 Planning and Development Act 2005
Delegator	Minister for Lands
Express power to delegate	Section 267A *Planning and Development Act 2005*
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.
Function	The power to sign as owner in respect of Crown land.
Delegates	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.
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985**
Head of power	19 Planning and Development Act 2005
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16(4) of the *Planning and Development Act 2005*
Express power or duty delegated	Instrument of Delegation Government Gazette 29 January 2021 Del 2020/01 The functions and powers under section 25 of the *Strata Titles Act 1985* subject to the below conditions:
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.
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): 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 WPAC 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
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**20.2.3 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
Express power or duty delegated	Clause 87(3) of the Port Hedland West End Improvement Scheme No.1
Function	To provide a recommendation to the *Western Australian Planning Commission* (WAPC) to determine development applications and impose conditions
Delegates	Chief Executive Officer (1009)
Conditions	The delegation excludes applications that: i. have development value of ~~less~~more than $10,000,000; or ii. include workforce accommodation that proposes 16 or more beds
Subdelegates	Coordinator Urban Planning (1284) Director Regulatory Services (1245) Manager Planning & Economic Development (1278)
Subdelegate conditions	Nil

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20 Environmental Protection Act 1986

20.1 Environmental Protection Act 1986

Delegation	**20.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]**
Head of power	20 Environmental Protection Act 1986
Delegator	Local Government
Express power to delegate	Section 20 of the *Environmental Protection Act 1986*
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 *Local Government Act 1995*.
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 *Local Government Act 1995*.
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**20.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
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 *Environmental Protection Act 1986* ("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 *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, 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 *Local Government Act 1995,* powers and duties under the *Environmental Protection (Noise) Regulations 1997,* 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.

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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
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Delegation	**20.1.3 Noise Management Plans – Construction Sites**
Head of power	20 Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
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 *Environmental Protection Act 1986* ("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 Local Government Act 1995; and b. to any employee of the local government under the *Local Government Act 1995* 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 *Environmental Protection (Noise) Regulations 1997*, other than this power of
Function	Chief Executive Officer under the *Local Government Act 1995;* and to any employee of the local government under the *Local Government Act 1995* 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 *Environmental Protection (Noise) Regulations 1997*, 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 Environmental Protection (Noise) Regulations 1997, other than this power of delegation.
Date adopted	25 June 2024
Adoption references	CM202324/292
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Delegation	**20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997**
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)
Express power or duty delegated	*Environmental Protection (Noise) Regulations 1997* r.13. Construction sites
Function	The functions and powers in relation to noise management plans [r.13].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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20 Road Traffic (Vehicles) Act 2012

20.3 Road Traffic (Vehicles) Act 2012

Delegation	**20.3.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	20 Road Traffic (Vehicles) Act 2012
Delegator	Department of Transport
Express power to delegate	Pursuant to the *Road Traffic (Vehicles) Regulations 2014*
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf.
Function	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the Local Government Act 1995; b. regulations made under the Local Government Act 1995; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the Dog Act 1 976); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations.
Delegates	Chief Executive Officer (1009)
Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: i. have words clearly set out on the sides of the vehicle which state the nameof the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and ii. where the vehicle is a station wagon or van, have the words "Ranger'', "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.

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21 Town of Port Hedland Local Laws

Town of Port Hedland Local Laws

21.1 Parking Local Law 2015

Delegation	**21.1.1 Payment of Fee to Park in Parking Station**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 5.3(a) Payment of fee to park in parking station
Function	Pursuant to the Town of Port Hedland Parking Local Law 2015, a person shall not park a vehicle, or permit a vehicle to remain parked, in a parking station during any period for which a fee is payable unless: a. in the case of a parking station having an authorised person on duty, the appropriate fee is paid when demanded; and b. in the case of a parking station equipped with parking meters, the appropriate fee is inserted in the meter or the required payment is made in such other form as may be permitted [cl. 5.3(a)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Nil

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Delegation	**21.1.2 Restricted Parking Areas**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.1(3) Restrictions on parking in particular areas
Function	A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a vehicle in an area designated by a sign stating "Authorised Vehicles Only" [cl. 6.1(3)]
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Manager Environmental Services (1261)
Conditions	Nil
Date adopted	25 June 2024
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Last reviewed	25 June 2024

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Delegation	**21.1.3 Vehicle on Thoroughfare to Be Moved**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.9(1) and (2) Authorised person may order vehicle on thoroughfare to be moved
Function	1. The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it [cl. 6.9]. 2. If the driver of a vehicle fails to comply with a direction given under subclause (1), an authorised person may impound the vehicle and may recover the costs of the removal of the vehicle from the driver of the vehicle [cl. 6.9].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Emergency Management Advisor (1268) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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Delegation	**21.1.4 Authorised Person May Mark Tyres**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.10(1) Authorised person may mark tyres
Function	Authorised person may mark tyres [cl. 6.10(1)].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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Delegation	**21.1.5 Driving or Parking on Reserves**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.14 Driving or parking on reserves
Function	No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose [cl. 6.14].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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Delegation	**21.1.6 Suspension of Parking Limitations for Urgent, Essential or Official Duties**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.15(1),(2) – Suspension of parking limitations for urgent, essential or official duties
Function	Suspension of parking limitations for urgent, essential or official duties pursuant to the Town's Parking Local Law 2015 [cl. 6.15].
Delegates	Chief Executive Officer (1009) Director Regulatory Services (1245) Manager Environmental Services (1261)
Conditions	Nil
Date adopted	25 June 2024
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Last reviewed	25 June 2024

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Delegation	**21.1.7 Infringements for Prescribed Offences as Per Schedule 2**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 2 – An authorised person may issue an infringement for any prescribed offences as per Schedule 2
Function	An authorised person may issue an infringement for any prescribed offences as per Schedule 2 of the Town's Parking Local Law 2015.
Delegates	Coordinator Ranger Services (1262) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Nil

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21.2 Bush Fire Brigades Local Law 2017

Delegation	**21.2.1 Determining Seniority**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 3.2(3) Where more than one person is appointed as a Bush Fire Control Officer, the local government shall determine seniority as CBFCO, DCBFCO, and further seniority as is considered appropriate
Function	Power to determine seniority as Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DCBFCO) and further seniority as is considered appropriate pursuant to the Town's Bush Fire Brigades Local Law 2017 [cl. 3.2(3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.2.2 Disagreements**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.6(3) - The local government is the final authority on matters affecting the bush fire brigade and may resolve any disagreement which is not resolved under section 4.6(1) or (2)
Function	The Local Government is the final authority on matters affecting the bush fire brigade pursuant to the Town's Bush Fire Brigades Local Law 2017 [cl. 4.6(3)].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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21.3 Public Places and Local Government Property Local Law 2016

Delegation	**21.3.1 Determinations**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.1 – Local Government may make determinations in accordance with clause 2.2 Clause 2.3 – Erect a sign to give notice of the effect of a determination Clause 2.6 – Amend or revoke a determination
Function	Determinations in respect of Local Government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016.
Delegates	Chief Executive Officer (1009)
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.3.2 Activities Requiring a Licence**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	cl.3.1(1), (2) and (3) Activities requiring a Licence cl.3.2 Licence required to camp outside a facility cl.3.3 Licence required for possession and consumption of liquor
Function	1. Local government may exempt a person from compliance to requiring a licence and may exempt specified local government property or a class of local government property from the application of that person [cl.3.1]. 2. Authority to impound any tent, camp, hut, similar structure erected on local government property without a licence [cl.3.2]. 3. Authority to attach a notice to a vehicle in the form of a wheel clamp, advising the owner that the vehicle will be released upon payment and if impounding costs are not paid within 24 hours, the vehicle may be removed to the local government pound [cl.3.2]. 4. Authority to prohibit a person on local government property from consuming any liquor or have in his or her possession or under his or her control any liquor, without a licence [cl.3.3].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4) Manager Environmental Services (Function 2, 3, 4) Coordinator Ranger Services (Function 3, 4) Ranger(s) (Function 3, 4)

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Delegation	**21.3.3 Use of Local Government Property**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.6(1) – erect a sign specifying condition of use Clause 4.10 – give notice for liability of damage to government property
Function	Use of Local Government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016: 1. Erect a sign specifying condition of use [cl. 4.6(1)]. 2. Give notice for liability of damage to government property [cl. 4.10].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.3.4 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.7 – Direct a person to leave local government property where they have contravened written law Clause 4.11 – Refuse entry to local government property Clause 5.9 – Close all or part of the airport if it is necessary Clause 5.10 – Undertake any controlled activity that may affect the airspace
Function	Use of local government property under the Town of Port Hedland Public Places and Local Government Property Local Law 2016: 1. Direct a person to leave local government property where they have contravened written law [cl. 4.7]. 2. Refuse entry to local government property [cl. 4.11]. 3. Close all or part of the airport if it is necessary [cl. 5.9]. 4. Undertake any controlled activity that may affect the airspace [cl. 5.10].
Delegates	Aquatic Duty Manager Aquatic Supervisor (1074) Chief Executive Officer (1009) Coordinator - Works & Services (1235) Coordinator Aquatic Operations (1071) Coordinator Customer Experience (1380) Coordinator Landscape & Irrigation (1217) Coordinator Parks & Reserves (1194) Coordinator Property Management (1180) Coordinator Ranger Services (1262) Coordinator Sports & Recreation (1143) Coordinator Stadium Operations (1089) Coordinator Workshop & Fleet (1186) Customer Service Coordinator Customer Service Officer - Civic Centre Customer Service Officer - JD Hardie (1136) (1135) Customer Service Officer - Leisure Facilities Customer Service Supervisor - Leisure Facilities (1107) Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245) Duty Manager – Wanangkura Stadium (1103) (1302) Emergency Management Advisor (1268) Employee Services Coordinator Environmental Health Officer (1274) Environmental Health Technical Officer (1294) Events & Bookings Officer (1106) Events Supervisor (1148) Executive Manager Human Resources (1017) Graduate Environmental Health Officer (1273) Health Club Supervisor (1092)

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	IT Change Management Coordinator Leisure Business Coordinator (1105) Library Supervisor (1124) Manager Digital Services (1060) Manager Environmental Services (1261) Manager ERP Project (1064) Manager Events, Arts & Culture (1323) Manager Financial Services (1031) Manager Governance (1045) Manager Infrastructure Operations (1179) Manager Infrastructure Projects & Assets (1160) Manager Planning & Economic Development (1278) Manager Project Design & Delivery Manager Public Affairs (1011) Manager Recreation & Leisure Facilities (1070) Manager Waste & Services (1291) Manager Youth & Community Development (1117) Marketing & Communications Coordinator Membership Experience Officers Payroll Coordinator (1299) Project Implementation Lead – Leisure Management System Ranger (1263) (1265) (1267) (1357) (1358) Revenue Coordinator Senior Arts & Culture Officer (1341) Senior Community Development Officer (1118) Senior Corporate Performance Advisor (1345) Senior Environmental Health Officer (1272) Senior Events Officer (1147) Senior Governance Advisor (1048) Senior Infrastructure Operations Officer (1355) Senior Learning & Talent Senior Librarian (1123) Senior Organisation Development Advisor Senior Procurement & Contracting Advisor (1052) Senior Project Engineer (1168) Senior Theatre Technical Officer (1156) Senior Youth Officer (1132) Social Sports Officer (1090) Sustainability Advisor Theatre and Cinema Operations Officer (1152) Warehousing and Purchasing Coordinator (1325) Youth Development Officer (1142) Youth Development Officer (1322) Youth Services Supervisor (1141)

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Conditions	Chief Executive Officer (Function 1, 2, 3, 4) Directors (Function 1, 2) Managers (Function 1, 2) *unless specified below* Seniors (Function 1, 2) *unless specified below* Coordinators (Function 1, 2) *unless specified below* Supervisors (Function 1, 2) *unless specified below* Advisors (Function 1, 2) *unless specified below* Duty Managers (Function 1, 2) *unless specified below* Manager Environmental Services (Function 1, 2, 4) Manager Infrastructure Projects & Assets (Function 1, 2, 4) Manager Waste & Services (Function 1, 2, 4) Manager Digital Services (Function 1, 2, 4) Senior Project Engineer (Function 4) Senior Environmental Health Officer (Function 1, 2, 4) Environmental Health Officer (Function 1, 2, 4) Environmental Health Technical Officer (Function 1, 2, 4) Graduate Environmental Health Officer (Function 1, 2, 4) Theatre and Cinema Operations Officer (Function 1, 2) Ranger(s) (Function 1, 2) Social Sports Officer (Function 1, 2) Membership Experience Officers (Function 1, 2) Customer Service Officer - Leisure Facilities (Function 1, 2) Customer Service Officer - Civic Centre (Function 1, 2) Events and Bookings Officer (Function 1, 2) Senior Events Officer (Function 1, 2) Youth Programs Officer (Function 1, 2) Youth Development Officer (Function 1, 2) Project Implementation Lead - Leisure Managment Systems (Function 1, 2) unless specified below

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Delegation	**21.3.5 Thoroughfares – General**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.17 – notice to redirect or repair sprinkler Clause 6.18 – notice to remove or cut hazardous plants Clause 6.19 – Notice to repair damage to thoroughfare Clause 6.20 – notice to remove thing unlawfully placed on thoroughfare
Function	Activities in thoroughfares under the Town of Port Hedland Public Places and Local Government Property Local Law 2016 1. Notice to redirect or repair sprinkler [cl. 6.17]. 2. Notice to remove or cut hazardous plants [cl. 6.18]. 3. Notice to repair damage to thoroughfare [cl. 6.19]. 4. Notice to remove thing unlawfully placed on thoroughfare [cl. 6.20].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	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) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272) Senior Infrastructure Operations Officer (1355)

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Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4) Director Infrastructure Services (Function 1, 2, 3, 4) Manager Infrastructure Operations (Function 1, 2, 3, 4) Manager Environmental Services (Function 1, 2, 3, 4) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Coordinator Ranger Services (Function 1, 2, 3, 4) Coordinator Landscape & Irrigation (Function 1, 2, 3, 4) Coordinator Property Management (Function 1, 2, 3, 4) Coordinator Parks and Reserves (Function 1, 2, 3, 4) Emergency Management Advisor (Function 1, 2, 3, 4) Ranger(s) (Function 1, 2, 3, 4) Senior Project Officer - Operations (Function 1, 2, 3, 4)

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Delegation	**21.3.6 Grant Licence for Commercial Activity**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 12.9 – Grant a licence to a person authorising the person to provide a specified type of commercial activity at one or more specified public places Clause 12.12 - Grant a licence subject to any condition that the local government considers appropriate Clause 12.19 – renewals of licence Clause 12.20 - restrictions on renewal of licence Clause 12.21 - renewal of licence Clause 12.22 – Suspension of licence Clause 12.24 – Revocation of suspension Clause 12.25 – cancellation of licence Clause 12.28 – amendment of licence
Function	Grant Licence for Commercial Activity under the Town of Port Hedland Public Places and Local Government Property Local Law 2016: 1. Grant a licence to a person authorising the person to provide a specified type of commercial activity at one or more specified public places [cl. 12.9]. 2. Grant a licence subject to any condition that the local government considers appropriate [cl. 12.12]. 3. Renewals of licence [cl. 12.19]. 4. Restrictions on renewal of licence [cl. 12.20]. 5. Renewal of licence [cl.12.21]. 6. Suspension of licence [cl. 12.22]. 7. Revocation of suspension [cl. 12.24]. 8. Cancellation of licence [cl. 12.25]. 9. Amendment of licence [cl. 12.28].
Delegates	Chief Executive Officer (1009)
Conditions	*Nil*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9) Manager Environmental Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9) Senior Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9) Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9) Graduate Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9)

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Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.3.7 Prescribed Offences – Schedule 7**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	1. Items 1 to 4 2. Item 5 3. Items 6 to 48 4. Items 49 and 50 5. Item 51
Function	Infringements for prescribed offences as per schedule 7 – Prescribed Offences
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Manager Environmental Services (Function 1, 2, 3, 4, 5) Senior Environmental Health Officer (Function 1, 3, 4, 5) Environmental Health Officer (Function 1, 3, 4, 5) Graduate Environmental Health Officer (Function 1, 3, 4, 5) Coordinator Ranger Services (Function 1, 2, 3, 5) Ranger(s) (Function 1, 2, 3, 5)

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21.4 Cemetery Local Law 2015

Delegation	**21.4.1 General Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.2 – Grant of right of burial Clause 2.3 – Right of holder Clause 3.4 – Minimum Notice required Clause 4.2 – Funeral director's licence Clause 4.4 – Application may be refused Clause 5.2 – Funeral processions Clause 5.5 – conduct of funeral by board Clause 5.6 – Disposal of ashes Clause 6.4 – opening of coffin Clause 7.5 – Removal of sand, soil or loam Clause 7.6 – Hours of work Clause 7.8 – Use of wood Clause 7.11 – Minor maintenance and repair works Clause 7.14 – Requirements of a memorial plaque Clause 7.15 – Monumental mason's licence Clause 7.17 – Carrying out monumental work Clause 7.19 – Cancellation of a monumental mason's licence Clause 8.2 – Damaging and removing of objects Clause 8.3 – Flowers
Function	Various Local Government Powers under the Town of Port Hedland Cemetery Local Law 2015: 1. Grant of right of burial [cl. 2.2]. 2. Right of holder [cl. 2.3]. 3. Minimum Notice required [cl.3.4]. 4. Funeral director's licence [cl. 4.2]. 5. Application may be refused [cl. 4.4]. 6. Funeral processions [cl. 5.2]. 7. Conduct of funeral by board [cl. 5.5]. 8. Disposal of ashes [cl. 5.6]. 9. Opening of coffin [cl. 6.4]. 10. Removal of sand, soil or loam [cl. 7.5]. 11. Hours of work [cl. 7.6]. 12. Use of wood [cl.7.8]. 13. Minor maintenance and repair works [cl. 7.11]. 14. Requirements of a memorial plaque [cl. 7.14]. 15. Monumental mason's licence [cl. 7.15]. 16. Carrying out monumental work [cl. 7.17]. 17. Cancellation of a monumental mason's licence [cl. 7.19]. 18. Damaging and removing of objects [cl. 8.2]. 19. Flowers [cl.8.3].
Delegates	Chief Executive Officer (1009)

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Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services (1157) Director Regulatory Services (1245) Manager Infrastructure Operations (1179) Manager Waste & Services (1291)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 6, 15, 16, 17) Director Infrastructure Services (Function 1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19) Manager Infrastructure Operations (Function 1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19) Manager Waste & Services (Function 1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.4.2 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 5.4 – Offenders may be ordered to leave Clause 6.1 – Depth of grave Clause 7.4 – Operation of work Clause 7.7 – Unfinished work Clause 7.10 – Supervision Clause 8.7 – Removal from the cemetery
Function	Powers of an authorised officer under the Town's Cemetery Local Law 2015. 1. Offenders may be ordered to leave [cl. 5.4]. 2. Depth of grave [cl. 6.1]. 3. Operation of work [cl. 7.4]. 4. Unfinished work [cl. 7.7]. 5. Supervision [cl. 7.10]. 6. Removal from the cemetery [cl. 8.7].
Delegates	Chief Executive Officer (1009) Director Infrastructure Services (1157) Manager Infrastructure Operations (1179) Manager Waste & Services (1291)
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6) Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Manager Infrastructure Operations (Function 1, 2, 3, 4, 5, 6) Manager Waste and Services (Function 1, 2, 3, 4, 5, 6)
Date adopted	25 June 2024
Adoption references	Adopted at Ordinary Council Meeting on 25/06/2024 CM202324/292
Last reviewed	25 June 2024

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Delegation	**21.4.3 Prescribed Offences**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 1 – Prescribed offences Schedule 3 – Withdrawal of infringement notice
Function	Infringements for prescribed offences as per schedule 1 and withdrawal of infringement notice as per Schedule 3 of the Town of Port Hedland Cemetery Local Law 2015: 1. Prescribed offences [schedule 1]. 2. Withdrawal of infringement notice [schedule 3].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Chief Executive Officer (Function 2) Director Regulatory Services (Function 2) Manager Environmental Services (Function 1) Coordinator Ranger Services (Function 1) Ranger(s) (Function 1)

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21.5 Dogs Local Law 1998

Delegation	**21.5.1 Various Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 7.0 – 7.9 - Application for Kennel Establishment Licence Clause 10.1 – Fouling of Streets and Public Places and Reserves Clause 14.5 – Issue an acknowledgement or withdraw a notice
Function	Various Local Government Powers under the Town of Port Dogs Local Law 1998: 1. Application for Kennel Establishment Licence [cl. 7.0 - 7.9]. 2. Fouling of Streets and Public Places and Reserves [cl. 10.1]. 3. Issue an acknowledgement or withdraw a notice [cl. 14.5].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)
Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3) Manager Environmental Services (Function 1, 2) Senior Environmental Health Officer (Function 1, 2) Environmental Health Officer (Function 1, 2) Graduate Environmental Health Officer (Function 1, 2) Coordinator Ranger Services (Function 1, 2) Ranger(s) (Function 2)

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Delegation	**21.5.2 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.5 – Seizing a dog Clause 4.6 - Notifying the owner of a seized dog Clause 4.8 - Accepting proof of ownership Clause 8.1.14 – Request upkeep of kennels and yards Clause 14.2 – Notice of offence committed Second Schedule – Modified penalties
Function	Powers of an authorised officer under the Town of Port Hedland Dogs Local Law: 1. Seizing a dog [cl. 4.5]. 2. Notifying the owner of a seized dog [cl. 4.6]. 3. Accepting proof of ownership [cl. 4.8]. 4. Request upkeep of kennels and yards [cl. 8.1.14]. 5. Notice of offence committed [cl. 14.2]. 6. Modified penalties [second schedule].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Regulatory Services (1245) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358)
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5,) Director Regulatory Services (Function 3, 4, 5) Manager Environmental Services (Function 3, 4, 5) Coordinator Ranger Services (Function 1, 2, 3, 4, 5, 6) Ranger(s) (Function 1, 2, 3, 4, 5, 6)
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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21.6 Health Local Law 2016

Delegation	**21.6.1 Various Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 3.13 – Licensing of morgues Clause 4.3(2)(b) – Disposal of liquid waste Clause 6.5 - Local Government may execute work and recover costs under Division 1 – flies (Pest Control) Clause 6.8 - Local Government may execute work and recover costs under Division 2 – Mosquitoes (Pest Control) Clause 7.1(1) – Notice to clean, disinfect or disinfest Clause 7.3(2) – Notice to destroy or amend an insanitary house Clause 7.4 – Persons in contact with an infectious disease sufferer Clause 7.8 - Local Government may execute work and recover costs under Division 1 – General provisions (Infectious diseases) Clause 8.4 – Lodging house application Clause 8.5 – Renewal of registration – lodging house Clause 8.7(1) and (4) – Revocation of registration and notice thereof Clause 8.18 – Approval of mechanical ventilation in lieu of fixed ventilation Clause 8.24 – Keeper report Clause 9.5 – Certificate of registration Clause 9.7 – Alterations to premises Clause 10.1 – Infringement's for offences and penalties
Function	Various Local Government Powers under the Town's Health Local Law 2016: 1. Licensing of morgues [cl. 3.13]. 2. Disposal of liquid waste [cl. 4.3(2)(b)]. 3. Local Government may execute work and recover costs under Division 1 – flies (Pest Control) [cl. 6.5]. 4. Local Government may execute work and recover costs under Division 2 – Mosquitoes (Pest Control) [cl. 6.8]. 5. Notice to clean, disinfect or disinfest [cl. 7.1(1)]. 6. Notice to destroy or amend an insanitary house [cl. 7.3(2)]. 7. Persons in contact with an infectious disease sufferer [cl. 7.4]. 8. Local Government may execute work and recover costs under Division 1 – General provisions (Infectious diseases) [cl. 7.8]. 9. Lodging house application [cl. 8.4]. 10. Renewal of registration – lodging house [cl. 8.5]. 11. Revocation of registration and notice thereof [cl. 8.7]. 12. Approval of mechanical ventilation in lieu of fixed ventilation [cl. 8.18]. 13. Keeper report [cl. 8.24]. 14. Certificate of registration [cl. 9.5]. 15. Alterations to premises [cl. 9.7]. 16. Infringement's for offences and penalties [cl. 10.1].

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Delegates	Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Senior Environmental Health Officer (1272)
Conditions	Director Regulatory Services (Function 3, 8, 11) Manager Environmental Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16) Senior Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16) Environmental Health Officer (Function 1, 2, 3, 5, 7, 9, 10, 11, 12, 13, 14, 15, 16) Graduate Environmental Health Officer (Function 1, 2, 3, 5, 7, 9, 10, 11, 12, 13, 14, 15, 16)
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Date adopted	25 June 2024
Adoption references	CM202324/292
Last reviewed	25 June 2024

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21.7 Animals, Environment and Nuisance Local Law 2016

Delegation	**21.7.1 Various Powers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.7 – application for approval to keep poultry and pigeons Clause 2.16(2) – Approval required to keep bees Clause 2.18(1) and (3) – Dispose of bees and bee hives or both Clause 2.20 - Licence to keep farm animals Clause 2.22 – Determination of application to keep farm animals Clause 2.24 – Variation or cancellation of licence to keep farm animals and conditions of licence Clause 2.25(2) – Conditions for keeping farm animals Clause 2.26 – keeping a miniature horse Clause 2.27 – keeping a miniature pig Clause 3.3 – unauthorised storage of materials Clause 3.4 – Prohibited activities Clause 3.7(2) – Notice requiring removal of refuse and disused materials Clause 3.8 – Notice requiring removal of unsightly overgrowth of vegetation Clause 3.11 – Notice requiring removal of hazardous trees Clause 4.3(c) – Notice to take such action to prevent emission or refection of light Clause 4.4(3)(a) and (d) - Approval of burning rubbish, refuse or other material Clause 6.1(1) – Notice of breach Clause 6.3 – Undertake requirements of notice Schedule 1 – Prescribed offences item 1 Schedule 1 – Prescribed offences items 2 to 3 Schedule 1 – prescribed offences item 4 Schedule 1 – prescribed offences items 5 to 6 Schedule 1 – prescribed offences items 7 to 25 Schedule 1 – prescribed offences item 26 Schedule 1 – prescribed offences items 27 to 34 Schedule 1 – prescribed offences items 35 and 36 Schedule 1 - prescribed offences items 37 to 41 Schedule 1 – prescribed offences item 42 Schedule 1 – prescribed offences items 43 to 47 Schedule 1 – prescribed offences items 48

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Function	Various Local Government Powers under the Town's Animals, Environment and Nuisance Local Law 2016: 1. Application for approval to keep poultry and pigeons [cl. 2.7]. 2. Approval required to keep bees [cl. 2.16(2)]. 3. Dispose of bees and bee hives or both [cl. 2.18(1) and (3)]. 4. Licence to keep farm animals [cl. 2.20]. 5. Determination of application to keep farm animals [cl. 2.22]. 6. Variation or cancellation of licence to keep farm animals and conditions of licence [cl. 2.24]. 7. Conditions for keeping farm animals [cl. 2.25(2). 8. Keeping a miniature horse [cl. 2.26]. 9. Keeping a miniature pig [cl. 2.27]. 10. Unauthorised storage of materials [cl. 3.3]. 11. Prohibited activities [cl. 3.4]. 12. Notice requiring removal of refuse and disused materials [cl. 3.7(2). 13. Notice requiring removal of unsightly overgrowth of vegetation [cl. 3.8]. 14. Notice requiring removal of hazardous trees [cl. 3.11]. 15. Notice to take such action to prevent emission or refection of light [cl. 4.3(c)]. 16. Approval of burning rubbish, refuse or other material [cl. 4.4(3)(a) and (d)]. 17. Notice of breach [cl. 6.1(1). 18. Undertake requirements of notice [cl. 6.3]. 19. Prescribed offences item 1 [schedule 1]. 20. Prescribed offences items 2 to 3 [schedule 1]. 21. Prescribed offences item 4 [schedule 1]. 22. Prescribed offences items 5 to 6 [schedule 1]. 23. Prescribed offences items 7 to 25 [schedule 1]. 24. Prescribed offences item 26 [schedule 1]. 25. Prescribed offences items 27 to 34 [schedule 1]. 26. Prescribed offences items 35 and 36 [schedule 1]. 27. Prescribed offences items 37 to 41 [schedule 1]. 28. Prescribed offences item 42 [schedule 1]. 29. Prescribed offences items 43 to 47 [schedule 1]. 30. Prescribed offences items 48 [schedule 1].
Delegates	Chief Executive Officer (1009)
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services (1262) Director Regulatory Services (1245) Emergency Management Advisor (1268) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)

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Subdelegate conditions	Director Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17,18) Manager Environmental Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30) Senior Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30) Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29, 30) Graduate Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 23, 24, 25, 26, 27, 28, 29 ,30) Coordinator Ranger Services (Function 3, 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29, 30) Emergency Management Advisor (Function 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29, 30) Ranger(s) (Function 3, 10, 12, 13, 14, 16, 17, 19, 22, 23, 25, 27, 29 ,30)

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Delegation	**21.7.2 Authorised officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.26(2) and (3) - Keeping a miniature horse Clause 2.27(2) – Keeping a miniature pig Clause 2.28(1)(c) and (2) – Approval of materials for farm animal shelter Clause 2.30(1) – Impounding of livestock Clause 3.1 - Provision of refuse receptacles Clause 3.5(b) – Approval for dust management plan Clause 3.7 – Notice requiring the removal of refuse, rubbish or disused material Clause 3.8 – Notice requiring the removal of the overgrowth of vegetation Clause 4.4(5) – Determining fire danger rating Clause 4.8 – Approved method for disposal of swimming pool backwash Clause 4.11 – Abate a nuisance where an amusement is provided Clause 4.14(2) – Notice requiring a person to dispose of any feed or waste products
Function	Authorised Officer under the Town's Animals, Environment and Nuisance Local Law 2016: 1. Keeping a miniature horse [cl. 2.26]. 2. Keeping a miniature pig [cl. 2.27]. 3. Approval of materials for farm animal shelter [cl. 2.28]. 4. Impounding of livestock [cl. 2.30]. 5. Provision of refuse receptacles [cl. 3.1]. 6. Approval for dust management plan [cl 3.5]. 7. Notice requiring the removal of refuse, rubbish or disused material [cl. 3.7]. 8. Notice requiring the removal of the overgrowth of vegetation [cl. 3.8]. 9. Determining fire danger rating [cl. 4.4]. 10. Approved method for disposal of swimming pool backwash [cl. 4.8]. 11. Abate a nuisance where an amusement is provided [cl. 4.11]. 12. Notice requiring a person to dispose of any feed or waste products [cl.4.14].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Emergency Management Advisor (1268) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272)

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Conditions	Chief Executive Officer Manager Environmental Services (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Senior Environmental Health Officer (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Environmental Health Officer (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Graduate Environmental Health Officer (Function 1, 2, 3, 5, 6, 7, 8, 10, 11, 12) Emergency Management Advisor (Function 7, 8, 9) Coordinator Ranger Services (Function 1, 2, 4, 7, 8, 9, 12) Ranger(s) (Function 1, 2, 4, 7, 8, 9, 12)

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21.8 Waste Local Law 2020

Delegation	**21.8.1 Authorised Officers**
Head of power	21 Town of Port Hedland Local Laws
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.7(2) – Exemption Clause 2.6(b) – Duties of an Owner or Occupier Clause 3.3 – Receptacles and Containers for Public Use Schedule 2 – Prescribed Offences
Function	Powers of an authorised officer under the Town's Waste Local Law 2018: 1. Exemption [cl. 2.7(2)]. 2. Duties of an Owner or Occupier [cl.2.6(b)]. 3. Receptacles and Containers for Public Use [cl. 3.3]. 4. Prescribed Offences [prescribed offences].
Delegates	Chief Executive Officer (1009) Coordinator Ranger Services (1262) Director Infrastructure Services (1157) Director Regulatory Services (1245) Environmental Health Officer (1274) Graduate Environmental Health Officer (1273) Manager Environmental Services (1261) Manager Infrastructure Operations (1179) Manager Waste & Services (1291) Ranger (1263) (1265) (1267) (1357) (1358) Senior Environmental Health Officer (1272) Senior Waste & Resource Recovery Officer (1248) Site Supervisor Waste Contracts Officer
Conditions	Chief Executive Officer (1, 2, 3) Director Regulatory Services (1, 2, 3) Director Infrastructure Services (1, 2, 3) Manager Environmental Services (4) Manager Infrastructure Operations (1, 2, 3, 4) Senior Environmental Health Officer (4) Environmental Health Officer (4) Environmental Health Technical Officer (4) Graduate Environmental Health Officer (4) Manager Waste and Services (1, 2, 3, 4) Senior Waste & Resource Recovery Officer (1, 2, 3, 4) Waste Contracts Officer (1, 2, 3, 4) Site Supervisor (1, 2, 3, 4) Coordinator Ranger Services (4) Ranger(s) (4)

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AMENDMENTS

Delegation	Date	Type	Amendment	References
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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
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

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Delegation	Date	Type	Amendment	References
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
1.2.6 Remove and Impound any goods and abandoned Vehicle	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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 Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

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Delegation	Date	Type	Amendment	References
1.2.8 Disposal of Sick or Injured Animals	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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

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Delegation	Date	Type	Amendment	References
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
1.2.18 Tenders for Goods and Services	25 Jun 2025	Amended delegation	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.	Nil
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

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Delegation	Date	Type	Amendment	References
1.2.21 Payments from the Municipal or Trust Funds	14 Nov 2024	Amended delegation	Added Project Implementation Lead - Leisure Managment 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
1.2.23 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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 Defer, Grant Discounts, 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
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
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

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Delegation	Date	Type	Amendment	References
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
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

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Delegation	Date	Type	Amendment	References
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
1.2.32 Rate Record – Objections	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	30 Aug 2023	Amended delegation	Amend to add Manager Infrastructure Operations to Delegates CM202324/117	NCR71505 - Synergy Ref
2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	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 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
5.1.1 Grant a Building Permit	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.1 Grant a Building Permit	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

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Delegation	Date	Type	Amendment	References
5.1.1 Grant a Building Permit	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
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 Designate Employees as Authorised Persons	14 Jun 2021	Amended delegation	Addition of job title "Senior Planner"	NCR56023
5.1.4 Designate Employees as Authorised Persons	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
5.1.4 Designate Employees as Authorised Persons	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946
5.1.4 Designate Employees as 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

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Delegation	Date	Type	Amendment	References
5.1.4 Designate Employees as Authorised Persons	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.5 Appoint 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 Appoint Authorised Persons (Swimming Pool Inspectors)	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.5 Appoint 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 Appoint Authorised Persons (Swimming Pool Inspectors)	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
5.1.6 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 Inspection and Copies of Building Records	23 Dec 2021	Amended delegation	Addition of Place Facilitator	NCR61460
5.1.7 Inspection and Copies of Building Records	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.7 Inspection and Copies of Building Records	20 Jan 2022	Amended delegation	Amend job description from "Town Planner" to "Planner"	NCR61946

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Delegation	Date	Type	Amendment	References
5.1.7 Inspection and Copies of Building Records	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 Inspection and Copies of Building Records	9 Jan 2024	Amended delegation	Addition of new role/position to delegation - Senior Strategic Planner	NCR73251
5.1.8 Referrals and Issuing Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.8 Referrals and Issuing 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
5.1.10 Smoke Alarms – Alternative Solutions	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
5.1.10 Smoke Alarms – Alternative Solutions	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
5.1.10 Smoke Alarms – Alternative Solutions	30 Aug 2023	Amended delegation	amended to change title name of "Manager Town Planning & Development' to ' Manager Planning & Economic Development. Council Decision CM202324/118	NCR71505
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 - Vary	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

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Delegation	Date	Type	Amendment	References
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
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
6.2.7 Firebreaks	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	20 Jan 2022	Amended delegation	Addition of position "Bushfire Risk Management Planning Officer"	NCR61946
6.2.8 Appoint Bush Fire Control Officer/s 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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
6.2.12 Prosecution of Offences	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	23 Dec 2024	Amended delegation	Addition of Delegate - Deputy Chief Bush Fire Control Officer	Amended to Match existing Authorisation Certificate

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Delegation	Date	Type	Amendment	References
6.2.12 Prosecution of Offences	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
7.1.1 Cat Registrations	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
7.1.1 Cat Registrations	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 Registrations	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.1 Cat Registrations	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
7.1.1 Cat Registrations	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
7.1.1 Cat Registrations	18 Nov 2024	Amended delegation	New subdelegate - Coordinator Customer Experience	NCR79779
7.1.1 Cat Registrations	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
7.1.2 Cat Control Notices	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
7.1.2 Cat Control Notices	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

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Delegation	Date	Type	Amendment	References
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
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
8.1.1 Dog Registrations	14 Jun 2021	Amended delegation	Removal of title "Customer Service Supervisor"; Addition of job title "Customer Service Team Leader"	NCR56023

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Delegation	Date	Type	Amendment	References
8.1.1 Dog Registrations	6 Jul 2021	Amended delegation	Addition of job title "Trainee Administration Officer"	NCR56614
8.1.1 Dog Registrations	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 Registrations	5 Oct 2022	Amended delegation	NLB66887	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.
8.1.1 Dog Registrations	15 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	Nil
8.1.1 Dog Registrations	23 May 2024	Amended delegation	Addition of Customer Service Coordinator role to supersede Customer Service Team Leader role.	
8.1.1 Dog Registrations	18 Nov 2024	Amended delegation	New Subdelegate - Coordinator Customer Experience	NCR79779
8.1.1 Dog Registrations	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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

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Delegation	Date	Type	Amendment	References
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 Appoint 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 Appoint 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 Appoint Authorised Persons	25 Jun 2025	Amended delegation	Add Role of Trainee Ranger(s) to Subdelegates with the functions of 2 (d), 2(f), 2(h) and 2(i).	Nil
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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
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

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Delegation	Date	Type	Amendment	References
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
10.1.2 Food Business Registrations	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
10.1.2 Food Business Registrations	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
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 Give Notice Requiring Obliteration of Graffiti	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
11.1.1 Give Notice Requiring Obliteration of Graffiti	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
11.1.1 Give Notice Requiring Obliteration of Graffiti	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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
11.1.3 Obliterate Graffiti on Private Property	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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
11.1.4 Powers of Entry	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

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Delegation	Date	Type	Amendment	References
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
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
13.1.1 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 Authorised Officers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
14.1.1 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
14.1.1 Authorised Officers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

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Delegation	Date	Type	Amendment	References
15.1.1 Compliance Certificates	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
15.1.1 Compliance Certificates	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
15.1.1 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 Functions of Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
17.1.1 Functions of Authorised Persons	26 Jun 2024	Amended delegation	Remove Graduate Environmental Health Officer delegation	CM202324/292
18.1.2 Appointment of Authorised Persons	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
18.1.2 Appointment of Authorised Persons	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
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	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

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Delegation	Date	Type	Amendment	References
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 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 Illegal Development	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.2 Subdivision	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.2 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 Subdivision	26 Jun 2024	Amended delegation	Add Urban Planner	CM202324/292
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.1.5 Authorised Person – Infringement Notices and Enforcement 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
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers	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
19.1.5 Authorised Person – Infringement Notices and Enforcement Powers	26 Jun 2024	Amended delegation	Add Urban Planner. Remove Building Surveyor.	CM202324/292

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Delegation	Date	Type	Amendment	References
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
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 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 Structure Plans and local development plans	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.2 Structure Plans and local 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

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Delegation	Date	Type	Amendment	References
19.2.3 Authorised Person – Entry and Inspection Powers	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
19.2.3 Authorised Person – Entry and 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 Authorised Person – Entry and 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 Authorised Person – Entry and 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
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	
20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
20.1.4 Appointment of Authorised Persons under the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985	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
20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.3 Port Hedland West End Improvement Scheme No.1	23 Dec 2021	Amended delegation	Removal of Senior Strategic Planner	NCR61460
20.2.3 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
20.2.3 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
20.2.3 Port Hedland West End Improvement Scheme No.1	26 Jun 2024	Amended delegation	Amend Head of Power detail	
20.2.3 Port Hedland West End Improvement Scheme No.1	25 Jun 2025	Amended delegation	Change to conditions (i) : have development value of MORE than $10,000,000; (changed from 'Less' to 'more')	Nil

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Delegation	Date	Type	Amendment	References
20.3.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	26 Jun 2024	Amended delegation	Amend Head of Power detail	
21.1.1 Payment of Fee to Park in Parking Station	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.1.2 Restricted Parking Areas	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.3 Vehicle on Thoroughfare to Be Moved	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.3 Vehicle on Thoroughfare to Be Moved	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.1.4 Authorised Person May Mark Tyres	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.4 Authorised Person May Mark Tyres	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.1.5 Driving or Parking on Reserves	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

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Delegation	Date	Type	Amendment	References
21.1.5 Driving or Parking on Reserves	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.1.6 Suspension of Parking Limitations for Urgent, Essential or Official Duties	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.7 Infringements for Prescribed Offences as Per Schedule 2	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.1.7 Infringements for Prescribed Offences as Per Schedule 2	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.3.2 Activities Requiring a Licence	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.3.2 Activities Requiring a Licence	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.3.4 Authorised Officers	14 Jun 2021	Amended delegation	Removal of job title "Customer Service Team Leader"; Addition of title "Customer Service Supervisor";	NCR56023
21.3.4 Authorised Officers	12 Jan 2022	Amended delegation	Addition of Duty Manager – Wanangkura Stadium	NCR61750
21.3.4 Authorised Officers	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
21.3.4 Authorised Officers	8 Aug 2023	Amended delegation	Addition of Senior Theatre Technical Officer to 21.3.4 Authorised Officers	NCR71198

DRAFT

Delegation	Date	Type	Amendment	References
21.3.4 Authorised Officers	30 Aug 2023	Amended delegation	Positions to be added to functions 1 and 2: Youth Services Supervisor, Youth Programs Officer, You Development Officer, Senior Youth Officer, Senior Community Development Officer, Senior Theatre Technical Officer, Manager Planning and Economic Development. Remove Manager Business & Economic Development and Manager Town Planning and Development. Function 4 added to Manager Environmental Services, Manager Waste & Services, Manager Infrastructure Projects & Assets, Manager IT & Program Delivery and Senior Project Engineer for Drone Flying.	NCR71505
21.3.4 Authorised Officers	26 Jun 2024	Amended delegation	Add Seniors, Coordinators, Duty Manager, Supervisors, Advisors and Customer Service Officers to F1 & F2. Add F4 to Environmental Health Officer, Environmental Health Technical Officer and Graduate Environmental Health Officer. Tidy up of positions to the above classifications unless stipulated otherwise in the existing delegation.	CM202324/292
21.3.4 Authorised Officers	14 Nov 2024	Amended delegation	Added Project Implementation Lead - Leisure Management System - 21.3.4	Nil
21.3.4 Authorised Officers	18 Nov 2024	Amended delegation	Added delegate Project Implementation Lead - Leisure Management System	NCR79776
21.3.4 Authorised Officers	18 Nov 2024	Amended delegation	New delegate - Coordinator Customer Experience	NCR79779
21.3.4 Authorised Officers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.3.5 Thoroughfares – General	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil

DRAFT

Delegation	Date	Type	Amendment	References
21.3.5 Thoroughfares – General	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.3.5 Thoroughfares – General	26 Jun 2024	Amended delegation	Add Coordinator Property Management, Coordinator Parks & Reserves and Coordinator Landscape & Irrigation, Senior Project Officer - Operations (F1-F4)	CM202324/292
21.3.5 Thoroughfares – General	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.3.6 Grant Licence for Commercial Activity	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services	NLB66887
21.3.7 Prescribed Offences – Schedule 7	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services	NLB66887
21.3.7 Prescribed Offences – Schedule 7	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.4.1 General Powers	26 Jun 2024	Amended delegation	Add Manager Waste & Services (F1, 2, 3, 6, 7, 10, 11, 12, 13, 14, 15, 16, 18, 19)	CM202324/292
21.4.2 Authorised Officers	26 Jun 2024	Amended delegation	Add Manager Waste & Services (F1, 2, 3, 4, 5, 6)	CM202324/292
21.4.3 Prescribed Offences	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887

DRAFT

Delegation	Date	Type	Amendment	References
21.4.3 Prescribed Offences	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.5.1 Various Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.5.1 Various Powers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.5.2 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.5.2 Authorised Officers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.6.1 Various Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.7.1 Various Powers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.7.1 Various Powers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

DRAFT

Delegation	Date	Type	Amendment	References
21.7.2 Authorised officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.7.2 Authorised officers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil
21.8.1 Authorised Officers	14 Jun 2021	Amended delegation	Amended job title from "Waste Technical Officer" to "Waste Contracts Officer".	NCR56023
21.8.1 Authorised Officers	17 Jun 2021	Amended delegation	Amendments to typographical errors	NCR56109
21.8.1 Authorised Officers	30 Jun 2022	Amended delegation	Position title change requests, additional positions, threshold changes and additions, new functions,	Nil
21.8.1 Authorised Officers	5 Oct 2022	Amended delegation	Changed position title from 'Manager Environmental Health and Community Safety' to 'Manager Environmental Services'.	NLB66887
21.8.1 Authorised Officers	30 Aug 2023	Amended delegation	Add Director Infrastructure Services, Senior Waste & Resource Recovery Officer and Manager Infrastructure Operations.	NCR71505
21.8.1 Authorised Officers	27 May 2025	Amended delegation	Remove Trainee Ranger Position (Delegation Review meeting 27/05/2025) - Title Change Form (received HR 22/05/2025), delegation no longer required Awaiting council approval at 30 June 2025 OCM	Nil

DRAFT

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	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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. A report on the use of this delegation will be presented to the ARC Committee Meeting at least once per 6-month period and aligned with the report of delegation *1.2.4. Powers of Entry.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community Services (1068) Director Corporate Services (1029) Director Infrastructure Services (1157) Director Regulatory Services (1245)
Subdelegate conditions	Nil

Delegation	**1.2.4 Powers of Entry [DRAFT]**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* 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	*Local Government Act 1995:* 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 execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer (1009)
Conditions	~~Nil~~ A report on contentious/non-consensual entry use of this delegation will be presented to the ARC Committee Meeting at least once per 6-month period and aligned with the report of delegation *1.2.3 Compensation for damage incurred when performing executive functions.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

DRAFT

Corporate Business Plan 2023-2027

2024-25 Quarter Four Progress Report

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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MESSAGE FROM THE CEO

Welcome to the 2024-25FY Quarter 4 report on the Corporate Business Plan 2023 - 2027.

The Corporate Business Plan is the primary guiding document for the organisation. It is very important to ensure that implementation is on track, and that necessary revisions are made as circumstances require. The quarterly reports are public, and therefore a key source of information to the community.

The report identifies where adjustments are needed, for example, where grant funding is still pending or there have been unavoidable construction delays. These updates will be incorporated into the annual revision of the Corporate Business Plan.

Once again, I extend my thanks to the managers and staff who have contributed to this report, which represents the organisation's commitment to high quality delivery, transparency and accountability.

Mark Dacombe
Acting Chief Executive Officer
Town of Port Hedland

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 implementation of the Corporate Business Plan. Key measures enable us to monitor if we did what we said we would do and if we are having the desired impact.

These quarterly reports measure performance against all significant operational and capital improvements listed in the Corporate Business Plan, based on the milestones for initiatives and projects.

The CEO also reports to Council on specific Key Performance Indicators (KPIs). These KPIs are set annually and include major projects in the Corporate Business 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 Report will include the following key priorities of the Corporate Business Plan, amongst other significant actions.

- Key worker housing: building 75 houses by June 2027
- Childcare: development of childcare facilities
- Community safety: improving safety around the South Hedland Shopping Centre Precinct
- JD Hardie Stage 3 development, encouraging pro-social activity, and leadership development.
- South Hedland Town Centre – place making and redevelopment
- South Hedland Civic and Community Hub
- South Hedland Integrated Sports Hub (Stage 1 and 2 completed; Stages 3, 4 and 5 in progress)
- Performing Arts Centre ('shovel ready')
- Waste transfer station and community recycling centre
- Responsible maintenance and renewal of the Town's assets

PROGRESS

The following table sets out the services the Town will deliver in the next four years, grouped under the responsible directorate. The table identifies each service and, where applicable, the specific actions designed to affect changes to the service over the four-year period of the Corporate Business Plan.

The status column refers to implementation. The status categories are as follows:

Category	Description
Not started	This initiative/project is scheduled to start at a later time in the course of the Corporate Business Plan
On track	This initiative/project is in progress and expected to be completed in the scheduled time
Behind schedule	This initiative/project has not started at the scheduled time, or is in progress but not expected to be completed in the scheduled time. Please see the "comment" column for an explanation and management response
Completed	This initiative/project was completed during the prior quarters
Ongoing	This initiative/project is in progress and expected to continue for some time in the future

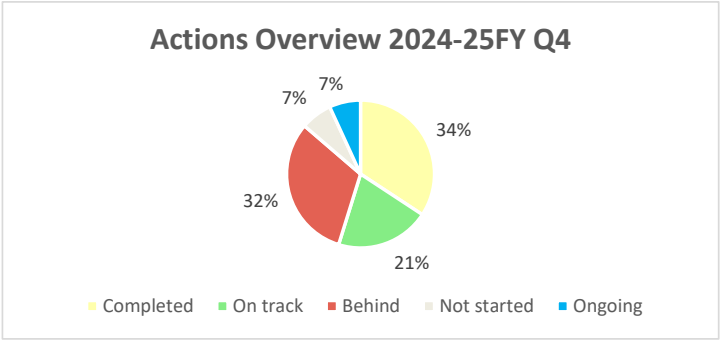
Some of the key actions are designed to cause improvements in outcomes other than service satisfaction. For example, increased investment in club development is intended to improve club capability in key areas such as event planning, accessibility, volunteer training, membership growth and experience. It is important to identify and measure these impacts. Where relevant, these impact measures are included in the report.

The "comment" column provides further information if relevant where a project is on track, or an explanation and/or management response where a project is behind schedule.

ACTIONS OVERVIEW

Of the 114 CBP actions, 43 actions were completed in 2023-24 Financial Year. These actions have been greyed in the report for ease of reference. 2 completed actions from 2023-24 FY has since been reopened. The table and the chart below show the summary of the status of the 73 actions that have been reported against as at Q4 2024-25 FY:

Category	Description	Number	%ge
Not started	This initiative/project is scheduled to start at a later time in the course of the Corporate Business Plan	5	7
On track	This initiative/project is in progress and expected to be completed in the scheduled time	15	21
Behind schedule	This initiative/project has not started at the scheduled time, or is in progress but not expected to be completed in the scheduled time. Please see the "comment" column for an explanation and management response	23	32
Completed	This initiative/project was completed during the prior quarters	25	34
Ongoing	This initiative/project is in progress and expected to continue for some time in the future	5	7
		73	**100**



ACTION SUMMARY

Directorate: Community Services

Action	Action Status	% Complete	End Date	Progress Comment
Service: Recreation and Leisure Facilities and Programs				
1.1.6.1 Leisure system stand-alone integrated data, booking and revenue system by May 2024	Completed	100	30/06/2024	2024 Tender awarded Stage 1 commenced - working group and needs analysis completed. Stage 2 in progress - UAT Stage 3 expected to be actioned June 2024 Roll out completed 10/6/2024. The LMS is being utilised for all administration activities, both simple and complex that occur within the Port Hedland Leisure Business Implementation of the system has met expectations, and ongoing refinement is in place through regular feedback from leisure staff and members. Administration measures success through system performance data, customer usage trends, and operational efficiency improvements.
Service: Youth and Community Development				
1.1.3.1 Instigate process of YAC advising Council by December 2024	Completed	100	31/12/2024	Hedland Youth Advisory Council have met with ToPH Council in November 2024. The YAC will continue to formally present to the Elected Members twice a year (June & November) with informal opportunities considered as required.
1.1.4.5 Work with partners to create additional responsive youth and children's events, services and programs	On going		30/06/2025	Collaborative programming undertaken through Q4 included School Holiday Program, Nightlights and structured programming. Q4 JD Facility attendance - 33,035 Q4 Kids Club attendance (0 to 5 years) - 1319 Q4 Kids Club attendance (6 to 11 years) - 175 Q4 Kids Club attendance (Adults) - 1114

				Q4 Youth Services attendance - centre based - 2807 Annual JD Facility Attendance - 132,134 Annual Kids Club attendance (0 to 5 years) - 6556 Annual Kids Club attendance (6 to 11 years) - 964 Annual Kids Club attendance (Adults) - 5135 Annual Youth Services attendance - centre based - 17,224
1.2.3.1 Adopt Ngalikuru Kuma-Marri Plan 2023-2027 (Hedland Aboriginal & Torres Strait Islander Partnership Plan) by March 2024	On going		30/06/2024	This plan was presented to Council at the 25 June.2024 OCM and was not endorsed. Council decision CM202324/295.
1.2.3.2 Engage, at least once per quarter, with communities including the Kariyarra, Nyamal and Ngarla nations to foster connections and wellbeing	Completed	100	30/06/2024	Reconciliation Action Week delivered to community. One of two regional LGA's selected to participate in the Reconciliation WA Walk. Reconciliation Banner Program participant. Engagement with ATSI community over Civic and Community Hub, Performing Arts Centre, and Public Open Space Strategy. Teams leading and supporting with NAIDOC events within the community. Delivering NAIDOC events in the Children's and Youth Services space.
1.2.4.1 Complete the investigations listed in the Access and Inclusion Plan by Dec 2026: - Investigate improving access to the coast with the accessibility of beaches and foreshore environments by Dec 2025 - Investigate an access upgrade to the parking and entry of Port Hedland and South Hedland Libraries by Jun 2025 - Investigate and implement other ways of encouraging and supporting access and inclusion in community by Dec 2024	On track	72	31/12/2026	Feasibility and sustainability are key drivers in understanding whether this project can progress within our region with sites such as Cemetery Beach and Spoil Bank Marina being investigated. These sites have constraints due to turtle nesting, tidal movements and broader accessibility constraints. Access and Inclusion Network is continued to meet on a monthly basis in Q4. - National Carers Day delivered. - Abilities Unleashed delivered.
1.2.4.2 Revise community grants program by September 2023	Completed	100	30/06/2024	
1.2.4.3 Run new community grants program by September 2023	Completed	100	30/06/2024	

1.2.5.1 Undertake at least two rounds of Community Engagement training (IAP2) with ToPH staff by June 2024	Completed	100	30/06/2024	Two rounds of IAP2 training including Methods and Essentials have been completed. Additionally, EM training and Engagement Essentials (non-accredited training) has been undertaken.
1.2.5.2 Review Community Engagement Strategy by June 2024	Behind Schedule	92	30/06/2024	Draft has been completed with refinement now being undertaken. Supplementary branding and interface software being investigated. The Community Engagement Strategy has been reviewed with a new strategy currently in draft form. Initial internal consultation has been completed, with final feedback to be gathered through targeted internal engagement over the next three weeks. Council workshop and presentation deferred until November, waiting for incoming Council
4.2.4.1 Establish Consumer Reference Group by March 2024	Completed	100	30/06/2024	Commenced in June 2024. This group is made up of community organisations working in the Access and Inclusion space.
Service: Events, Arts and Culture				
1.3.1.1 Establish an Arts and Culture Working Group by June 2025	Completed	100	30/06/2025	Email database has been created and consultation was undertaken as part of the Public Art Masterplan engagement process. A regional Arts & Culture Working Group has been established, which includes art galleries, arts organisations and local governments across the Pilbara. A Northwest Regional LG Arts & Culture Network has been established
1.3.2.1 Develop and adopt the Public Art masterplan by June 2024	Completed	100	30/06/2024	Public Art Policy endorsed by Council at OCM 26 March 2025 Item 12.2.2 SOPs completed.
1.3.3.1 Review of existing and development of new partnership agreements: - collaborate with other regional LGs and venues to (re) establish a stronger North West live music and performance touring circuit by June 2024 - create a South Hedland Town Centre working group of local businesses and organisations to establish a program of	Behind Schedule	97	30/12/2024	Collaboration chain established with surrounding local governments including Geraldton, Karratha, Newman and Broome to enhance programming and regional touring opportunities to share. Working groups members have been identified in final stages Venues are being explored however with Esplanade closing down this does impact touring options.

regular arts and activation in the Town Centre by Dec 2024 - create an annual schedule of intimate live music gigs in spaces and venues across Hedland				
1.3.3.2 Enhance collaboration between the Courthouse Art Gallery and the Spinifex Gallery – provide funding for collaboration on community Art Day event by April 2024	Completed	100	30/06/2024	The Town has appointed The Junction Co to continue contract management services for the Courthouse Gallery until June 2027. Note that the Junction Co and Spinifex Hill Studios are collaborating on an upcoming exhibition at the Courthouse Gallery, which opens on 26 July 2024. Both organizations have also agreed to collaborate on annual events such as Scribblers on the Road, and other regional arts events. Local Spinifex artists were able to showcase artwork at the Courthouse gallery, enhancing the collaboration between the stakeholders. Community Art Day held at the Shay Gap Park on April 13, 2024. Newly appointed CEO for CHG - 1st April 2025. Ongoing collaborations have been established to support TJC during staff transition period. Appointed CEO resigned. TJC restructured their team and appointed Ashleigh Barr as General Manager of TJC and Chelsea Taylor as the Activations Officer. The EAC team have been working with these two new incomers advising of requirement to strengthen collaboration with Spinifex Hills and TOPH. TOPH have requested a meeting with FORM CEO to discuss collaboration with CHG. The Spinifex Hills Studio was invited and attended the recent library Under the Yarning Tree, engaging with local young people by supplying paints and showcasing a residence's art to the event.

1.3.4.1 Employ an Activation Supervisor to enable community groups to increase participation in local events by December 2023	Completed	100	30/06/2024	New Activation Supervisor has been employed.
3.3.4.1 Develop Town Activation Plan by June 2025	Behind schedule	88	30/06/2025	As referred to in the Q3 report, the Town Activation Plan takes the form of an annual activation program under the Events, Arts and Culture Strategy. Council will receive an update on the 2025/26 program in the near future.
3.3.4.2 Implement Town Activation Plan	Ongoing			The Town activation program is ongoing.
Service: Club Development				
1.1.4.1 Identify key areas of need and facilitate four Club Development Workshops by June 2024 (previously two)	Completed	100	30/06/2024	Club workshops in 23/24 July 2023 Grants essential workshop September 2023 Clubs WA RSA workshop September 2023 Clubs WA - Constitution Workshop September 2023 Clubs WA - Committee and Board Compliance workshop November 2024 Club Committee Sundowner - Anthony Kudefitus presentation Feb 2024 - Ian Crawford 7 steps to high performing regional sporting clubs March 2024 - Becoming a Good Sports Club Workshop There are workshops upcoming including individual seasonal club consultations Clubs WA effective club governance workshops Best club practices and club requirements workshop Grant workshop Club accounting and finances Club compliance health check for Kidsport, gameplan, WWCC
1.1.4.2 Engage clubs in the planning of the (Annual) Hedland Sport and Recreation Expo by March 2024	Completed	100	30/03/2024	Expo held March 2024 13 - Clubs/Associations attended 7 - Stakeholders 162 - Children attended

1.1.4.3 Support the clubs to be compliant with Gameplan, Kidssport and WWCC by June 2024	Completed	100	30/06/2024	Completed seasonal hire form amended to include compliance checks of: Kidssport, WWCC and registration of game plan June 2023 - 5 clubs registered with Game plan - Australian sports commission March 2024 - 18 Clubs registered with game plan - Australian sports commission June 2024 22 clubs registered with game plan - a 350% improvement over previous years
1.1.4.4 Conduct Pre and Post seasonal checks and consultations with clubs on the Town's performance regarding maintenance of sporting facilities	Completed	100	30/06/2024	All pre and post season checks up to 30/6/2024 have been successfully completed
Service: Community Safety				
1.1.5.1 Community Safety Plan – advocate and educate staff and the public to contribute to the 'Eyes on the Street' app by reporting suspicious activity and anti-social behaviour by December 2024	Completed	100	30/12/2024	Engagements undertaken for 16 Days in WA (gender-based violence advocacy event) to increase public knowledge and awareness of Community Safety Plan and Snap Send Solve in collaboration with the Hedland Family Violence Action Group. Provided 1 x internal training session on reporting pathways with more workshops to come internally and externally. Snap, Send, Solve magnets and Eyes on the Street card and phone wallet included in Community Safety Packs.
1.1.5.2 Undertake public education on logging safety issues on an ongoing basis via social media	Completed	100	30/12/2024	Ongoing community awareness through social media and community engagement activities.1 Shopping Centre pop up and 2 social media posts over Q4.
Service: Libraries				
1.4.1.1 New Library Strategy developed in 2025/26	On track	15	30/06/2026	Work on the new Library Strategy is proceeding. It is proposed to embed the revised actions into a broader Community Services Strategy. The approach to this and other Council strategies will be included in the Council Plan workshop to be held in September 2025.
Directorate: Corporate Services				
Action	**Action Status**	**% Complete**	**End Date**	**Progress Comment**
Service: Governance and Procurement				

2.3.3.1 Hold three engagement sessions with local businesses to participate in Council procurement activities 2023/24	Behind schedule	70	30/06/2024	Two sessions held in 2024. An engagement session will be scheduled for June/July 2025 to present the Town's Annual Procurement Plan for the 2025-2026 Budget. Annual Procurement Plan drafted for further consultation with key stakeholder upon adoption of 2025/26 Annual Budget. Engagement session three scheduled for August.
2.3.3.2 Review and improve procurement information and resources available to local businesses	Behind schedule	70	30/06/2024	Town Procurement Framework review complete and action plan developed. Two RFQ for redrafting of documentation and contracts due for release on Vendorpanel 11 July 2025.
Service: Financial Management and Rates				
4.2.1.1 Integrate AMPs with the long-term financial forecast commencing 2024/25	On track	93	30/06/2025	Asset Management Plans have yet to be amended as per feedback, draft AMP have been uploaded to Docs on Tap for draft budget development.
4.2.2.3 Develop a Rating Strategy by June 2024	Completed	100	30/06/2024	Initial Rates modelling workshop held with Councillors in November 2023. Draft report is currently in progress. Rating Policy adopted by Councillors CM202324/291 Amendment Motion. Council adopts the proposed Rating Strategy 2025-2030 CM202324/293
Service: Information Communications Technology				
2.3.4.1 Enterprise Resource Planning System (ERP) and associated business process improvements: - Enterprise Budget module by Jun 2024	Completed	100	30/06/2024	Budget module launched in December 2023. Q2 Budget also added into OneConnect. Budge model for 2024025 is also in OneConnect and in use by management.
2.3.4.2 - eRecruitment module (Human Resources Management service improvement) by March 2024	Completed	100	30/06/2024	
2.3.4.3 - Major improvements to Finance modules by March 2024	Completed	100	31/03/2024	Various improvements have been made and are in production, being used by the finance and other teams. Further updates will be completed up to the end of current financial year, which is the updated date for this action now.

2.3.4.4 - Integrated Workplace Health and Safety (WHS) system (Work Health and Safety service improvement) by March 2024	Behind Schedule	1	30/06/2024	The system went live on March 11, 2024. The system has not met operational effectiveness and has since been set aside. An evaluation of the Tech 1 module for WHS reporting is being undertaken. On hold due to resourcing constraints.
2.3.4.5 - Enterprise Asset Management improvements by April 2024	Completed	100	30/04/2024	An Asset Management Framework (AMF) Project Control Group (PCG), consisting of key stakeholders, has been established. This group will provide oversight, governance, and direction throughout the development and execution of the AM Framework, ensuring that all relevant perspectives are considered and that the project progresses smoothly. The Town is currently recruiting for a role that will support the Asset Management (AM) Framework Due to various challenges, it was decided to start Enterprise Asset Management module 2nd half FY2024-2025 and deliver 1st half of FY2025-2026 with SaaS+ solution. The challenges stem from difficulty in securing skilled resources at short notice, limited business readiness due to competing BAU priorities, and uncertainty around ToPH's capacity to manage change and deliver necessary training. These factors increased the risk of project delays and cost escalations. The Asset Management Framework (AMF) Project Control Group (PCG) and Framework established, and the Framework used during the PCG meeting that ensures of tasks are delivered.
2.3.4.6 - Strategic Asset Management module by April 2025	Completed	100	30/04/2025	A Project Control Group (PCG) has been established. This group provides oversight, governance, and direction throughout the development and execution of the AM Framework, ensuring that all relevant perspectives are considered and that the project progresses smoothly. The new role will play a crucial part in coordinating these efforts, driving collaboration, and supporting the successful delivery of the framework. Due to various challenges, it was decided to start Enterprise Asset Management module 2nd half FY24/25 and deliver 1st half of FY25/26 with SaaS+ solution. The challenges stem from difficulty in securing skilled resources at short notice, limited business readiness due to competing BAU priorities, and uncertainty around

				ToPH's capacity to manage change and deliver necessary training. These factors increased the risk of project delays and cost escalations. Enterprise Asset Management (EAM) module in progress in 2nd half FY24/25 and Strategic Asset Management (SAM) to be delivered 1st half of FY25/26 with SaaS+ solution and is on track. EAM & SAM SaaS+ demo with team scheduled to enable early adoption and requirement alignment.
2.3.4.7 - Leisure system stand-alone integrated data, booking and revenue system (Recreation and Leisure Facilities and Programs service improvement) by May 2024	Completed	100	30/06/2024	The system went live Jun 10, 2024 The LMS is being utilised for all administration activities, both simple and complex that occur within the Port Hedland Leisure Business
2.3.4.8 - Property and Rates module by August 2025	On track	90	31/08/2025	ERP project updates are reported through to the Audit Risk and Compliance committee commencing March 2025. Go/No Go Dress Rehearsal commencing weekend of 28/07/25. Key milestone
2.3.4.9 - Electronic Content (Records) Management by August 2025	On track	95	31/08/2025	ECM has passed UAT Phase 1 testing milestone and showcase to the origination the functionality done in May 25. Deployment scheduled for 4th August Go Live as Part of Planning & Revenue.
2.3.4.10 - Geographic Information System (GIS) by August 2025	On Track	80	31/08/2025	EAM & SAM SaaS plus solution design workshops done, next stage is configuration and Testing, at this stage, T1 Enterprise Maps (GIS) will be integrated and tested.
Service: Strategic and Corporate Planning				
4.2.3.3 Strategic reporting system by March 2024	Completed	100	30/03/2024	The system is in use for CBP reporting.
4.2.3.4 Review and update of the suite of internal plans by June 2024	Completed	100	30/06/2024	Strategies register and strategy tree developed. Gaps have been identified. Presented to EMs in a Council Workshop on 9 September 2024 as part of the Minor strategic review.
Service: Audit and Risk Management				
4.2.2.1 Review and update Risk Management Framework by September 2023	Completed	100	30/06/2024	The Risk Management Framework was reviewed and updated. It was presented to ELT on 26 September 2023.
4.2.2.2 Develop Fraud Control Plan by March 2024	Completed	100	30/03/2024	The Fraud Control Plan was adopted by ELT on 30July 2024. It was received by the ARC Committee at its meeting held on 11 September 2024 with a recommendation made by the Committee for Council to receive at its meeting in late September

				2024. It was presented to Council at the 25 September 2024 OCM.
4.2.3.1 Implement Risk and Audit reporting system by March 2024	Completed	100	30/06/2024	The audit and risk reporting system launched in early 2024. Risk reports from the system were presented to the Audit, Risk, and Compliance Committee at its meeting held on March 12, 2024.
Service: Customer Service				
4.3.1.1 Undertake a review of customer service across the organisation by March 2024	Completed	100	30/06/2024	The review has been completed and will be presented to Council on July 10.
Directorate: Infrastructure Services				
Action	**Action Status**	**% Complete**	**End Date**	**Progress Comment**
Service: Projects and Assets				
1.4.1.2 Childcare Expansion and Development	Behind Schedule	55	30/06/2025	Detailed design has been completed and Rose Nowers will be seeking grant funding to complete the project.
2.5.2.5 Key Worker Housing EOI process completed by end of December 2023	Completed	100	30/06/2024	The Key Worker Housing Expression of Interest (EOI) process has concluded, meeting the target deadline of the end of December 2023. A thorough evaluation was completed, and three companies have successfully advanced to the Request for Proposal (RFP) phase. As such, the project has now transitioned to the RFP phase.
2.5.2.6 Key Worker Housing RFP process complete by June 2024	Completed	100	30/06/2024	The Key Worker Housing is out for tender. The Town sought advice about the best way to attract more proponents and has asked for design and construct proposals to enable proponents to bring their expertise to the table and provide a cost effective solution. Then tender closes in early September at the request of proponents.
2.5.3.1 Civic and Community Hub schematic concept design by September 2024	Behind schedule	95	30/09/2024	Value engineering is taking place to look at more of a refurbishment option in order to make the project more cost effective. Once this option is finalised it will be presented to Council.
2.5.3.2 Performing Arts Centre schematic concept design by September 2024	Behind schedule	95	30/09/2024	This project will be presented to Council once the aquatic centre site selection is finalised.

2.5.3.3 JD Hardie Youth Hub Landscaping and Pump Track by March 2024	Behind schedule	99	31/03/2024	The Town is awaiting the outcome of a funding application to Lotteries West. If this is successful, the project will progress to the tender and construction phase.
2.5.3.4 JD Hardie Youth Hub Stage 4 schematic concept design by end of September 2024	Completed	100	30/06/2024	The schematic concept design for JD Hardie Youth Hub Stage 4 has been successfully completed. A draft operational plan and business case are currently being completed and upon completion of these documents, the design will be presented to elected members for their consideration.
2.5.3.5 JD Hardie Youth Hub Stage 4 detailed design by June 2025	Not Started	0	30/06/2025	This project is part of the draft 25/26 work plan.
2.5.3.6 South Hedland Integrated Sports Hub (SHISH) design of Stage 1 by March 2024	Completed	100	30/06/2024	The detailed design of South Hedland Integrated Sports Hub Stage 1 is complete. The organisation is actively pursuing grant funding options to facilitate the project's progression to the tender and construction phase.
2.5.3.7 South Hedland Integrated Sports Hub (SHISH) design of Stage 2 & 3 by June 2025	Behind schedule	55	30/06/2025	The Councill will consider the location of the aquatics centre at its July meeting. After that decision has been made then the Town will commence a review of the current endorsed masterplan. The reviewed masterplan will be endorsed by Council and once a new masterplan is endorsed the SHISH design will commence.
2.5.5.1 Marina Eco Caravan Park schematic concept design by June 2024	Behind schedule	50	30/06/2024	The concept design has been completed however State land approvals were not forthcoming and other options will now have to be considered.
2.5.5.2 Marina Eco Caravan Park detailed design by June 2025	Not Started	0	30/06/2025	Detailed design will not progress due to State approvals not being forthcoming.
2.5.5.3 Marina Community Building schematic concept design by June 2024	Completed	100	30/06/2024	An updated concept design, draft operational plan and business case was presented to council for endorsement at the 29 May 2024 OCM and the motion lapsed (Item 12.4.3).
2.5.5.4 Marina Community Building detailed design and approvals by June 2025	Not Started	0	30/06/2025	If the Council wish to reconsider this proposal it can do so at a later date. No further work is being undertaken on this project at the moment.

3.2.3.1 Supply, installation and commissioning of eleven grid-connected, roof-mounted solar PV systems at facilities and residential houses by March 2024	Completed	100	30/03/2024	Horizon Power approvals have been finalised, and all installations have been completed. The systems are now generating power. In the first month of full generation, it is estimated the Town saved over $130,000 on electricity costs over a three-month period.
3.3.3.2 South Hedland Town Centre Redevelopment design by June 2024	Behind schedule	75	30/06/2024	A concept plan has been finalised and will be presented to council for endorsement
4.3.4.1 Establish Asset Management framework and strategic management plan by June 2024	Completed	100	30/06/2024	The Asset management framework has been finalised as have asset management plans. The 25/26 renewal budgets have been prepared using the plans. The Town will be implementing Enterprise Asset Management Technology One solution over the next 12 months.
Service: Roads and Footpaths				
2.5.4.1 Wedgefield Heavy Transport Strategy design of Route 1 by June 2024	Completed	100	30/06/2024	The design of the Wedgefield Heavy Vehicle Strategy (Route 1) has been completed. The works have been tendered, and the evaluation of received proposals is currently underway. The construction contract is scheduled to be awarded by the council, with construction anticipated to commence in Q1 2025.
4.3.4.2 Implementation of Active Transport Strategy: - pedestrian Access Ways (PAWs) upgrades	On track	45	30/06/2025	The Cooke Point shared plan has been completed and the airport link has been scoped. Footpath renewals have been completed.
Service: Drainage				
3.2.1.1 Design of drainage Route 1 by June 2024	Completed	100	30/06/2024	The design of the Wedgefield Heavy Vehicle Strategy (Route 1) has been completed. The works have been tendered, and the evaluation of received proposals is currently underway. The construction contract is scheduled to be awarded by the council, with construction anticipated to commence in Q1 2025.
Service: Street Lighting				
3.2.1.4 Advocate for Horizon Power to replace current street lighting with LED	On track	77	30/06/2025	The Town continues to advocate to Horizon Power for LED lights to be installed. The town has provided letters of support to Horizon Power to apply for State Government funding.
3.2.1.5 Upgrade Wanangkura Stadium external car park lighting by March 2024	Completed	100	30/06/2024	LED lighting has now been installed at this site. Existing infrastructure was utilised, and light installation atop existing poles was successfully undertaken.

Service: Parks and Gardens				
3.3.2.1 Develop public open space at Spoilbank Marina by December 2024 (delivered by the Pilbara Ports Authority)	Completed	100	30/12/2024	This Project is yet to be commissioned and handed to the Town. At this time is remains under the control of the Pilbara Ports / Department of Transport. Planning is underway to understand the scope of works to maintain landside facilities and open spaces and corresponding rough order of magnitude of associated costs. An RFT has been released for the services required to maintain landside operations, the results of which will be subject of a report to the OCM October 2024. The schedule for handover to the Town is unconfirmed but appears to be set for 1 November 2024 or thereabouts. Official opening ceremony took place on 29 November 2024. Handover completed. Implementation deed completed. Town has in place 5 year maintenance contracts and dedicated resource to manage the facility
3.3.2.2 South Hedland Integrated Sports open space (timing tba)	Not Started	0	30/06/2027	The Aquatics Centre location will be decided by Council at its July 2025 meeting. After this decision is made Town staff will commence a review of the SHISH masterplan and timings for staging of works packages.
3.3.2.3 South Hedland Entry Statement (timing tba)	Not Started	0	30/06/2027	The South Hedland Entry Statement was put on hold until the aquatics centre location was decided. The Council will make a decision on the location of the aquatics centre at its July OCM. The project will be put out to tender once the decision on the aquatics centre location is confirmed.
Service: Verges and Street Trees				
3.3.5.2 Identify opportunities to expand the irrigation network by June 2024	Completed	100	30/06/2024	A study into current and present water requirements and the irrigation network has been completed. Improvement works are expected to feature during the FY 2024-2025 concurrent to the series of open space projects planned and underway in South Hedland The irrigation network CW program 24/25 will realize the replacement of some valves as recommended by the consultant and an upgrade to the integrated network operating system.
Service: Waste and Services				
3.2.3.2 Build community recycling centre by June 2025 (include Tip Shop)	Ongoing	100	30/06/2025	There has been no further work on this project. Town staff will recommend the Town install hook lift bins in the recycling area to enable residents to separate their waste thereby meaning a cleaner recycling stream with the Town gaining more revenue.

3.2.3.3 Planning of landfill closure and opening of new site commencing 2023/24	On track	10	30/06/2025	The Town is waiting for the outcome of the State's ILUA negotiation in the Boodarie SIA as the new landfill site is subject to the Kariyarra native title determination.
Service: Cemeteries				
3.3.5.1 Delivery of improved visitor pedestrian access within plots and upgrade of internal roads by December 2024	Behind Schedule	0	30/12/2024	The Town has completed a survey of the cemetery to ascertain plot locations and will commence the pedestrian access programme in the 25/26 year.
Directorate: CEO's Office				
Action	**Action Status**	**% Complete**	**End Date**	**Progress Comment**
Service: Public Affairs and Communication				
1.1.2.1 Identify key gaps in health services from Public Health Plan (link to advocacy)	On track	70	30/06/2025	The plan is being completed by Reg Services - there are a number of proposed actions in the plan that Public Affairs needs to consider in terms of feasibility and strategic links to existing strategies and the overarching Town advocacy plan. We understand the health services plan has been further delayed.
2.1.1.2 Develop refreshed Public Affairs Strategy	Completed	100	30/06/2024	Draft presented to SLT for feedback. Final Strategy to be endorsed by ELT July 2024. Completed
2.4.1.2 Develop social investment framework by March 2024, supporting industry partnerships.	Completed	100	30/06/2024	Collective Impact Prospectus 2024 developed.
4.1.1.1 Sentiment analysis undertaken with key Government stakeholders by June 2024	Behind schedule	75	30/06/2024	Current environment not considered as optimal for conducting government sentiment analysis. Continuing to seek anecdotal feedback on both State and Federal government's perceptions of the ToPH.
4.1.2.1 Enhance government and industry partnerships	Behind schedule	85	30/06/2024	The Town continues to work hard to create new and enhance existing government and industry partnerships. We are actively seeking meetings with both State and Federal government, we are working on centralising our approach to funding and partnerships and finalising a number of multi-year agreements, and we are constantly seeking new business development opportunities when we learn of new organisations/business/industry entering the Hedland market.

Service: Human Resources Management				
2.2.1.1 Introduce and embed systems, processes, and practices to support diversity and inclusion by June 2024	Behind schedule	95	30/06/2024	The Town's recruitment IOP is in final review and incorporates EEO best practice. Disability and Inclusion training is offered across the organisation as part of the Corporate Training Calendar and onboarding modules via ELMO for all staff. e-Recruitment module includes EEO data collection to support informed and improved HR practices. Reasonable adjustments are explored on a case-by-case basis to support employees to carry out their role effectively. The Town is currently exploring the creation of a Disability & Inclusion internal working group in partnership with community development. Improvements to continue. Recruitment IOP has been updated and will continue to be reviewed. Changes will be communicated to the organisation as needed. Supporting Community Development to set up a Disability Access & Inclusion Working group to be set-up by 30 June 2025, briefing note has been prepared by an Officer in Community Services, the employee has since left the Town and HR will support as required. As above - Working group creation in progress, IOP being finalised this month.
2.2.2.1 Work with Hedland Senior High School, TAFE and other key stakeholders to promote Youth & Aboriginal employment opportunities each year.	Completed	100	30/06/2025	Current school-based traineeships promoted with Hedland Senior High School and in partnership with Programmed (School Based) and Northwest Regional TAFE. Full time traineeships promoted across the community including Hedland Senior High School. Year 9 Career Taster program planned for site-based activation sessions across the Town was planned for 2024 however HSHS have pushed back to 2025 due to other commitments/priorities. Strategic partnerships are being explored with local stakeholders to form more established career options and pathways such as Clontarf and Royal Life Saving WA, as well as WALGA as a training provider. Work experience opportunities are accommodated where possible to allow young people to tangibly experience working in local government and establish career options and pathways.

				To date, the programs have been successful, and students have moved into school-based traineeships from work experience placements, full time traineeships from school-based traineeships and into permanent employment from full time traineeships. The Town will continue to work with and strengthen partnerships with key stakeholders and will be looking to explore ways of connecting with other stakeholders in town.
2.2.3.1 Support HR transformation via eRecruitment module to be implemented by March 2024	Completed	100	30/06/2024	e-Recruitment module went live mid-Feb 2024. Closing old/previous recruitment systems by end April 2024.
2.2.5.1 Develop and implement a new Employee Value Proposition Employment and refresh the Town's Employer Branding by June 2025	Behind schedule	80	30/06/2025	Employer branding to take place in FY25/26 in consultation with PR & Comms team. New improved Leisure membership rolled out in Sept 2024 Health insurance discounts rolled out in Oct 2024 Corporate partnership Banking rolled out in Feb 2025 New health/Wellness Cards rolled out in July 2025 Provide more positions on a remote/hybrid working arrangement - Ongoing Reward and recognition program currently being reviewed, aim to roll out updated IOP and program in July 2025.
Service: Work Health and Safety				
3.2.2.4 Implement a contemporary self-service Workplace Health and Safety (WHS) system by March 2024	Behind schedule	80	31/03/2024	Action was 100% achieved as WHS monitor System was implemented on 5th March 2024 however, the system isn't performing to the expected standard and configuration and the Town has reverted to the prior WHS Safety System which remains compliant. The WHS team is working with IT to review the WHS Monitor project and explore viability of this system or an alternate online system for managing WHS requirements. The Town has completed a recent WHS LGIS audit (Oct 2024) with results demonstrating an improvement from 89% (Silver) to 92% (Gold). Revised recommended end date is now 31 December 2025.

				WHS Team working with IT - Principal Business Systems - Digital Services to introduce OneConnect My Safety Module. Demo of module scheduled for 26/06/2025. WHS Monitor System to be shut down.
3.2.2.5 Undertake WHS training and education for employees and leaders by March 2024	Completed	100	30/06/2024	WHS Monitor System training completed by WHS Monitor Champions who are currently training staff within their departments on the system.
Service: Council Support				
4.2.3.2 Council leadership and team development	On track	55	30/06/2025	The Council Improvement Plan adopted at the August 28 Ordinary Council Meeting. Independent consultants appointed to facilitate completion of high priority Council Improvement Plan actions. First workshop and training scheduled for January 2025. Council Improvement Plan Phase one initiatives complete. Phase two initiatives substantially complete and draft policies to be presented to the Council the July OCM. See Council Improvement Plan quarterly updates for more information.
Directorate: Regulatory Services				
Action	**Action Status**	**% Complete**	**End date**	**Progress Comment**
Service: Business and Economic Development				
2.4.1.1 Establish new Economic Development grant by September 2023	Completed	100	30/06/2024	Economic Diversification & Business Placemaking grants established and in operation.
2.4.2.1 Develop Tourism Destination Management Plan by December 2024	On track	85	30/12/2025	Destination Management Plan delayed due to delays in Visitor Centre operations Tender. Request for Tender released in October 2024. Tender Awarded in December 2024. Destination Management Plan has been commenced, community consultation/engagement conducted over April/May 2025. First draft Destination Management Plan currently under first round of internal review.

2.4.2.2 Establish partnerships with one or more regional tourism organisations to promote Hedland by June 2024	Behind schedule	90	30/06/2025	Regular meetings held with Pilbara LGA's to discuss tourism. Regular engagement with Australia's Northwest Tourism. Funds for potential regional tourism partnership secured in 2024/25 budget. The Town continues to progress this but waiting on an acceptable proposal to establish a partnership. The Town attended an LGA stakeholders' workshop with Australis's Northwest in February 2025. The Town retains its membership with Australia's Northwest and will write requesting a formal partnership in April 2025. The Town expects to imminently receive a partnership proposal from Australia's North West for consideration.
2.4.4.1 Develop the Hedland Place Brand	On track	75	30/12/2025	Place Brand tender delayed due to delays in Visitor Centre operations Tender. Request for Tender released in October 2024. Tender awarded in December 2024. Expected completion mid to late 2025. Hedland Place Brand has been commenced, engagement scheduled for April/May 2025. Place Brand development is currently on hold while the Destination Management Plan, Investment Attraction and Facilitation Plan and Resident Attraction and Retention Plan are finalised (expected August 2025).
3.2.1.2 Identify land transaction and development opportunities	Completed	100	30/06/2024	South Hedland Accommodation Business Cases finalised. Stage 2 subdivision for Kingsford Smith Business Park to be finalised, lots to be placed on market.
Service: Emergency Planning and Preparedness				
3.2.2.1 New welfare centre in Port Hedland to provide additional capacity during emergencies by March 2024	Completed	100	30/06/2024	The Town of Port Hedland Community Centre has been delivered and access arrangements, provisions and back-up power supply has been commissioned. The facility is ready for activation as a welfare centre as required.
3.2.2.2 Emergency dashboard to develop community preparedness for emergencies by September 2023	Completed	100	30/06/2024	Emergency dashboard was fully delivered in October 2023 The system was tested during the recent close pass of a cyclone in February 2024, and analytics for the dashboard have demonstrated that it has a significant reach with over 1000 views in the 2 weeks. The system will receive ongoing review and update to ensure that it remains current and compliant with emergency management legislation and process changes.

3.2.2.3 Emergency management planning through exercises to test and improve systems - schedule once appropriate facilitators are engaged (approx. April 2024)	Completed	100	30/06/2024	The Town undertook a comprehensive Business Continuity exercise in November 2023 A critical learning from this exercise was that more expansive testing and exercises are required to ensure that the Town is vigilant and responsive to emergency. An RFQ was issued and awarded in March 2024 to engage a specialist consultant to undertake ongoing business continuity and emergency management training and exercises for the ToPH. The consultant will also supply comprehensive resources to ensure that staff are fully equipped to support the community's response and resilience during emergencies
Service: Environmental Health and Services				
1.1.1.1 Develop new Public Health Plan by March 2024	On track	95	30/12/2025	Public Health Plan draft complete- to be presented to Council in Oct OCM post-election
3.1.1.1 Establish a sustainability working group by March 2024	Completed	100	30/06/2024	First sustainability committee meeting occurred on the 12/06/24 with future meetings to occur quarterly
3.1.1.2 Undertake a determination under the Town of Port Hedland Dogs Local Law 2021 to prevent dog access to beach areas during the turtle season	Completed	100	30/06/2024	Advice received from DBCA in relation to threats to turtle nesting. Stakeholder meeting programmed for July Report to council expected for August 2024 Items were deferred from Nov OCM (CM202425/192) to Feb 2025 OCM to extend consultation. - Consultation was completed and item taken to council in March OCM. Council endorsed a balanced approach to turtle conservation that considers both the environment and the needs of community (CM202425/280) -Resolution involves the installation of education and regulatory signage at each beach entry point to nesting foreshores. - The this will be co-designed with Care for Hedland and installation expected prior to next nesting season (oct 2025)

3.1.1.3 Support community groups through delivery of funding to SAFE and Care for Hedland	Completed	100	30/06/2024	Funding and applicable contract for SAFE completed 1/7/2023 with funding period ending 30/06/24 Funding and applicable contract for Care for Hedland completed 22/2/2024 with contract period ending 2026 ($100k per year for 3 years) - KPI based reporting required under contract and monthly meetings underway
3.1.2.1 Investigate opportunities for expansion of container deposit/collection locations by June 2024	Completed	100	30/06/2024	Trial complete and expansion across waste bin network programmed Consultation with waste team ongoing Communications team ready to deliver messaging regarding the program Further, container collection bags have been provided to Town facilities for staff to collect containers with collections as required by Care for Hedland.
3.1.3.1 Establish grants or award scheme for community and business sustainability initiatives by September 2023	Completed	100	30/06/2024	Sustainability Grant package has been open to the community since October 2023. https://www.porthedland.wa.gov.au/our-community/community/grants-program/sustainability-grant.aspx
3.1.4.1 Signpost off-road vehicle access at authorised locations to encourage use of more formalised pathways and support enforcement	Completed	100	30/06/2024	All locations earmarked for 2023-24 signage program complete
3.2.4.1 Increase enforcement of unauthorised off-road locations: - increase patrols in priority areas - partnership with Care for Hedland to provide additional monitoring in turtle nesting areas - ongoing public communications regarding the appropriate use of off-road vehicles	Ongoing		30/06/2024	Ongoing patrols in place. Increased surveillance on nesting beaches. Care For Hedland partnership in year two and successfully operating
Service: Heritage				
3.3.1.1 Aboriginal heritage Legislation (on hold)	On track	90	30/06/2025	Review of aboriginal heritage procedure draft completed. Internal review complete. Stakeholder consultation scheduled for July 2025.

				Internal Operating Procedure scheduled for SLT/ELT approval in July 2025, then presentations to roll out IOP.
Service: Housing				
2.1.1.1 Improve information on barriers and opportunities for housing	Completed	100	30/06/2024	9 x Hedland Housing Committee meetings held, chaired by Mayor. Partnership with PDC to fund Local Housing Strategy ($60,000). Local Housing Strategy background analysis report and public consultation completed. Advocacy for $22m PHVBS funding to be spent on housing outside West End completed.
2.5.2.1 Acquisition of land for housing	Completed	100	30/06/2024	Direct deal negotiations on land secured, subject to Council progressing the Key Worker Housing Project.
2.5.2.2 Secure Development Approval for Key Worker Housing Project by June 2024	Completed	100	30/06/2024	Council delayed issuing construction Tender, so this action is on hold.
2.5.2.3 Secure Land for Key Worker Housing Project by June 2024	Completed	100	30/06/2024	Direct deal negotiations on land secured, subject to Council progressing the Key Worker Housing Project.
2.5.2.4 Prepare Local Housing Typology/Strategy by January 2025	Behind Schedule	90	30/01/2025	A partnership with Pilbara Development Commission has been established to deliver this project. Procurement for the consultant to prepare Local Housing Strategy is complete. Background report and stakeholder engagement complete. Draft Local Housing Strategy received. Council Briefing and final public consultation scheduled for August 2025. Council adoption scheduled for November 2025.
Service: Planning and Development				
2.1.1.3 Convey the Town's preference for residential first at all meetings with industry/developers	Completed	100	30/06/2024	Residential first conveyed to meetings with all TWA developers. Discussing with Development WA on progress of (Stage 1) western edge residential subdivision in South Hedland and Pony Club-Stables subdivision in Pretty Pool.
3.2.1.3 Conduct annual review of social impact assessment and management plans for FIFO workforce by June 2024	Completed	100	30/06/2024	Annual review of workforce accommodation social impact assessment and management plans for the 23-24 reporting period completed.
3.3.1.2 Review Public Open Space Strategy by December 2024	Behind Schedule	95	30/12/2024	Draft Public Open Space and Street Tree Strategy complete.

				Variation to include asset management and GIS data to be delivered in early 2025. Draft Public Open Space Strategy (including variations) received. Council Briefing and final public consultation scheduled for May 2025. Council adoption scheduled for July 2025.
3.3.1.3 Complete 5 local planning policy / guidelines / FAQ reviews per financial year	Completed	100	30/06/2024	Stormwater Management, Advertising Signs and Transportable Buildings policies reviewed. Construction Management Plan and Built Strata FAQs completed.
3.3.3.1 Prepare resident attraction and retention guide (as part of the place branding and destination management plan) by December 2024	Behind Schedule	85	30/12/2024	Resident Attraction tender delayed due to delays in Visitor Centre operations Tender. Request for Tender released in October 2024, awarded December 2024. Expected completion late 2025. Resident Attraction Plan has been commenced; engagement scheduled for April/May 2025. First draft Resident Attraction and Retention Plan currently under first round of internal review.
Service: Building Services				
2.3.4.11 Identify actions to streamline and reduce red tape in development and building approvals processes by June 2024	Completed	100	30/06/2024	Planning and building sections of website improved to streamline information. Planning FAQ's on website to assist with planning processes. Local Planning Policy reviewed for Stormwater Management, Transportable Buildings and Advertising Signage. Joined Small Business Friendly Local Government program in September 2024.

APPENDIX – STRATEGIC RESPONSES

Strategic Responses
OUR COMMUNITY
1.1.1 Stakeholders are engaged to develop a whole of town approach to increase accessibility to quality health and wellbeing services.
1.1.2 Community needs and gaps in health provision are identified and delivered.
1.1.3 Youth services and facilities are implemented with regular input from youth and providers.
1.1.4 Partnerships with stakeholders to deliver sport and recreation are enhanced.
1.1.5 Agencies and the community are fully engaged to reduce anti-social behaviours and improve community safety
1.1.6 Town-wide health, safety, recreation and sporting activities and services are promoted.
1.2.1 Newcomers to Port Hedland are provided with inductions, information and opportunities to engage and get involved.
1.2.2 A residential workforce is promoted to industry as the preferred option.
1.2.3 Forums and activities to give a voice to youth, people with a disability, ageing, Aboriginal and Torres Strait Islander, and Culturally and Linguistically Diverse (CALD) people are recognised and supported.
1.2.4 Regular opportunities for the broad community to have input into the Town of Port Hedland plans and programs are provided for transparency, accountability and two-way interaction.
1.2.5 Opportunities to get involved and results of engagement are regularly promoted.
1.3.1 The community, industry, arts and cultural organisations are engaged to identify, plan and coordinate events and activities.
1.3.2 Events and activities to celebrate the Town's cultural heritage, arts and Pilbara lifestyle are consistently programmed and delivered.
1.3.3 Partnerships with industry and government to support events and activities are enhanced.
1.3.4 The Town's program of events and activities is promoted locally, regionally and nationally.
1.4.1 The present and future facilities and requirements of the town are planned for and developed in-line with relevant facility standards and community needs.
1.4.2 Facilities and community infrastructure are revitalised across the town.
1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.
1.4.4 Community services and facilities are well promoted.
OUR ECONOMY
2.1.1 Lobby State and Federal Governments and private sector for improved infrastructure investment.
2.1.2 Lobby State Government and industry for policy change.
2.1.3 Strengthen the levels of collaboration, partnership and active networking between industry and business operators and stakeholders.

2.1.4 Regularly engage local business, government agencies and other relevant stakeholders to: · Identify strategic employment and Business and Economic Development opportunities and priorities · Assess and address market failures affecting the cost of living · Assess and address cost of doing business challenges.
2.1.5 Encourage and support the development of industry specific value chains.
2.2.1 Engage and coordinate local training providers, business, industry, services, agencies, social sector and infrastructure providers in the development of training and employment opportunities.
2.2.2 Maintain strong partnerships with the private sector and government to fund projects and create jobs are pursued.
2.2.3 Encourage innovation and new business creation to enhance the diversity of employment opportunities
2.2.4 Promote and support broader education and training options.
2.2.5 Continue to expand Council participation in initiatives that expand local training and employment opportunities, especially for young people and Indigenous residents.
2.3.1 Provide regular learning opportunities to enhance local business management skills and knowledge to enhance businesses performance.
2.3.2 Minimise red tape for business through regular review and reform of relevant policies and by-laws.
2.3.3 Prioritise, encourage and promote local procurement.
2.3.4 Ensure business approval processes are transparent, and pathways streamlined.
2.3.5 Identify opportunities for new social enterprise, innovators, and small and medium sized businesses and implement strategies to attract and support them.
2.4.1 Market and promote Hedland for business investment opportunities.
2.4.2 Market and promote Hedland for tourism.
2.4.3 Grow and promote existing and new local events that champion local culture and community.
2.4.4 Market and promote the local lifestyle of the Hedland community.
2.4.5 Promote major economic achievements and contributions of the Hedland economy at local, regional, state, national and international levels.
2.5.1 Pursue investment in key infrastructure development such as the port, airport, service industry and logistics.
2.5.2 Ensure future supply of housing and serviced land for development.
2.5.3 Invest and develop key community and recreation infrastructure.
2.5.4 Improve public transport services and frequencies throughout both residential and industrial estates, especially after hours.
2.5.5 Support tourism infrastructure development.
2.5.6 Support regional growth initiatives.
OUR BUILT AND NATURAL ENVIRONMENT
3.1.1 Inform and engage Traditional Owners, key stakeholders, and the community in the protection and enhancement of the natural environment.
3.1.2 Grow community understanding of local biodiversity and its protection.
3.1.3 Develop greater opportunities for young people to design and implement environmental projects.

3.1.4 Ensure natural resource assets are well-managed and enhanced.
3.2.1 Identify, plan and develop the present and future needs for serviced land and infrastructure provision.
3.2.2 Prepare, educate, respond and recover in partnership with key agencies from emergencies such as cyclones.
3.2.3 Provide and promote sustainable energy, waste and water management practices.
3.2.4 Enhance the protection and valuing of amenities and urban space through community engagement.
3.3.1 Urban and spatial planning is implemented to enhance human interaction with nature and industry
3.3.2 The community has access to attractive natural habitats, built form, parks and amenities
3.3.3 The South Hedland Place Plan is implemented including the transformation of Wise Terrace.
3.3.4 Town Teams are created and supported in both Port and South Hedland that actively engage residents in place making and urban renewal.
3.3.5 The greening and vegetation of streetscape verges are systematically implemented.
3.3.6 A Cultural Wayfinding and Public Art Implementation Plan is developed and implemented.
OUR LEADERSHIP
4.1.1 Town of Port Hedland is represented and is an active contributor in international, national, state and regional forums and policy development.
4.1.2 Hedland is positively marketed and promoted locally, state-wide, nationally and internationally to tourists, investors and new residents.
4.1.3 A positive town narrative and a unique brand is developed and promoted.
4.2.1 Sound long-term financial planning is implemented.
4.2.2 Transparent and regular financial reporting and communication to the community is undertaken.
4.2.3 Transparent and regular governance reporting and communication to the community is undertaken.
4.2.4 Constructive forums are facilitated for discussion and the representation of the diversity of community views and needs that impact on the town's developments, programs and policies.
4.3.1 High-quality and responsive customer service is provided.
4.3.2 Community members, businesses and tourists are engaged to provide feedback about local facilities and services.
4.3.3 Innovative marketing to attract amenity usage is implemented.
4.3.4 Efficiency strategies across the town's infrastructure and amenity assets are implemented.

Town of Port Hedland

Policy

2/004 RATING

Objective

This policy will provide an administrative framework to outline the principles and methodology used in respect to rates raised and waived under the Local Government Act 1995.

In setting rates, Council considers the long term vision for the Town, financial sustainability and the likely impacts on the community.

Content

As part of its budgetary process, the Town will establish its forecast budget deficit with Council determining the amount of rates to cover this shortfall, to meet the Town's financial, operational and statutory responsibilities for the coming financial year

Rating revenue requirements are imposed as a rate in the dollar charge, applied to rateable property valuations as independently determined by the Valuer-General.

Rates and associated charges (including instalment arrangements and interest charges) are disclosed in the Annual Budget as resolved by Council and prescribed by the *Local Government Act 1995* (as amended).

Differential General Rating

Differential rating allows a local government to rate on the basis of land use, zoning or a combination of both. The rate is expressed as a rate per dollar of valuation.

Minimum General Rating

The minimum amount payable of a general rate or differential general rate is determined by Council, irrespective of valuation. This classification is to ensure all ratepayers make a minimum contribution for all non-exclusive services.

Specified Area Rate

A specified area rate can be set to meet the cost of undertaking specific work in an area or for providing a service or facility for ratepayers in a specific area that have benefited or will benefit from these works. Options to set this class of rates are considered when developing the rates strategy.

Interim Rates

Interim valuations shall only be applied where additional levies of at least $100.00 result in the year in which the new valuation takes effect. Where additional levies of less than $100.00 would otherwise result, the interim valuation is to be applied from 1 July in the next financial year.

When a subdivision or strata title has occurred resulting in the creation of new assessments, receipt credits resulting from a valuation adjustment will be transferred to the new assessments.

Rating of Council Facility Leases

All Council lease agreements shall be subject to the application of municipal rates as per the conditions included within the lease agreement.

Rates Concession (Rateable Land)

All rate concessions will be considered by Council during the budget process. Rate concessions will not be proposed to Council outside of the budget process, unless due to extraordinary circumstances and authorised by the Chief Executive Officer.

A concession under this policy will be assessed in accordance with section 6.47 of the *Local Government Act 1995*.

All applications for concession under s6.47 of the *Local Government Act 1995* must be in writing on the prescribed form and contain a declaration as to the accuracy of the information contained therein.

An application will be required to be lodged every year prior to 31 March and is to be assessed in accordance with this policy.

Council may request additional information from an organisation making an application if it considers it necessary to do so. Information requested is not limited to, but typically include:

- Copies of the Constitution of the organisation
- Recent financial statements of the organisation
- Information demonstrating precisely how land subject to the application is used.

Council is only able to grant a concession from rates under section 6.47.

It is the policy of the Town of Port Hedland that any concession of rates in respect of any rateable land in the Council area will be available only when the applicant satisfies the requirements of this Policy.

Rates concessions will only be provided to community groups or associations that operate as a body corporate or an Incorporated Association or at the discretion of Council in extraordinary circumstances. Concessions will not be provided to an individual. The Town of Port Hedland will determine what is of benefit to the community for the purpose of this policy.

Rates concessions for residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a concession.

The concession amounts range from 50% to 100% of the rates that are payable. Whether a concession is granted in response to an application or, if a concession is granted, the percentage of the rates that may be waived, is entirely at the discretion of Council and the granting of a concession in any year, will not guarantee that any future concessions will be granted.

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Late applications submitted after the due date may be reviewed and adopted by Council under exceptional circumstances.

Non Rated Land

Non Rated land will be determined based on law, by way of Act or Agreement, during the budget process, or by the Chief Executive Officer (by way of application). Council is to be advised of any change in the status of Non Rated Land, with two (2) months of the change occurring.

Back Rating of Properties

Where a property settlement has occurred and the vendor and purchaser are not aware that a valuation adjustment is pending (advice has not been given to the Agent or the owner that a revaluation/interim rate is pending), back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

Those ratepayers subjected to back rates of more than two financial years can request the option to pay by instalments over an extended period, other than the standard instalment option.

The fee for instalments would not apply in this instance however penalty interest would be calculated on any alternative instalment payment that remains unpaid after the due date as per the agreement made with Council, and continue to accrue until such time as the instalment is paid.

State Agreements

State Agreements have a rate exemption clause.

State Agreements are considered a high risk to rely on from a long term financial perspective.
A nominated amount of funds is held within the Financial Risk Reserve to Mitigate this risk. A percentage of the rate revenue raised in any one year that is directly dependent on State Government Policy, excluding mining tenements, should be held in the Financial Risk Reserve until the following financial year to mitigate risks.

Payment of Rates

The Town levies rates once a year and issues an annual rates notice to all ratepayers. Rates are levied as early as possible in each financial year and are typically due for payment in the following months each year if instalment options are chosen:

- September
- November
- February
- May

In the event that rates are levied earlier or later, due dates for payment shall be set in accordance with section 6.50 of the *Local Government Act 1995.*

Objection Rights

Pursuant to section 6.76 of the Local Government Act, a person may object to a rates notice on the following grounds:

- There is an error in the rate notice in relation to the identity of the land owner or the part of the land to be rated; or
- If the Town imposes a differential general rate, that the characteristics of the land recorded in the rate record as the basis for imposing that rate should be deleted and other characteristics substituted.

An objection is to be made to the Town in writing within 42 days of the service of a rate notice under section 6.41.

Town of Port Hedland **Policy**

Pursuant to section 32 of the *Valuation of Land Act 1978*, a person may object to the valuation on which their rates assessment was based. An objection to the valuation of land is to be directed to the Valuer-General at Landgate and is to be made in writing within 60 days of service of the rates notice under section 6.41.

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	-	26 April 2006
	V02	CM201819/120	13 February 2019
	V03	CM202021/112	3 February 2021
	V04	CM202324/291	25 June 2024
	V05	Draft	27 August 2025
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Town of Port Hedland

Policy

2/004 RATING

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Town of Port Hedland

Policy

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	-	26 April 2006
	V02	CM201819/120	13 February 2019
	V03	CM202021/112	3 February 2021
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Review frequency	~~Annually~~3 Yearly		

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Town of Port Hedland

Policy

2/010 Council Investments

Objective

To provide a framework for the investment of Council funds that seeks to maximise the return to Council whilst having due consideration for the risk and security of each investment; and ensures that Council's liquidity requirements are being satisfied.

Strategic Context

This policy links to the Council's Objectives to ensure sound long-term financial planning is implemented by the Town.

Policy Statement

- The principal objective is to guide the investment of surplus funds in the preservation of capital and investment decisions must align to this;
- The maximisation of returns within the confines of this policy is encouraged in order to capitalise return on investment;
- The surplus funds available for investment include reserves, other restricted funds and general revenue funds surplus to liquidity requirements;
- Adequate cash reserves will be maintained to allow the Town to conduct its business.
- Factors that guide investment decisions:
    - The use of Rating Agency's "Investment Grade" credit ratings (Security);
    - The maintenance of adequate levels of diversification (Security);
    - The ability to have ready access to funds for day-to-day requirements (Liquidity); and
    - Compliance with appropriate legislative requirements (Compliance).

Legislative requirements

All investments are to comply with the following:

- *Local Government Act 1995* (WA) Section 6.14;
- *Trustees Act 1962* (WA) Part III - Investments;
- *Banking Act 1959* (Cth);
- *Local Government (Financial Management) Regulations 1996* (WA) Regulations 8,19,19C, 28 and 49.

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Town of Port Hedland

Delegation of Authority

Council

Council is responsible for approving the Town's Investment Policy.

Chief Executive Officer

The Chief Executive Officer is delegated by the Council for the implementation of the Investment Policy in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's investment portfolio to staff as per below.

Director of Corporate Services

The Director of Corporate Services is responsible for the compliance, monitoring and reviewing the performance of the Town's investment strategy and reporting performance outcomes to the Council.

Manager Financial Services

The Manager Financial Services is responsible for the daily operation, management and implementation of the Investment strategies.

Investment Management

Approved Investments

Investments are limited (in accordance with Regulation 19C of the *Local Government (Financial Management) Regulations 1996),* to Australian currency denominated*:*

- Deposits with Authorised Deposit-Taking Institutions (ADIs) as defined in in the Banking Act 1959 (Commonwealth) section 5 for a term not exceeding 3 years.
- Interest Bearing deposits with the Western Australian Treasury Corporation (WATC) for a term not exceeding 3 years.
- Bonds guaranteed by the Commonwealth Government or State or Territory for a term not exceeding 3 years.

Prohibited Investments

This policy, in accordance with legislation, prohibits any investment not included in the Approved Investments section. For the avoidance of doubt, prohibited investments include:

- Derivative based instruments; and
- Principal only investments or securities that provide potentially nil or negative cash flow; and

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- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind

The leveraging of investments (borrowing to invest) is prohibited.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
c) Term to Maturity Framework: limits based upon maturity of securities

a) Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Long Term Credit Rating *	Investment Maximum %
AAA to AA-	100%
A+ to A-	80%
BBB+ & BBB	60%

b) Individual Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

Long Term Credit Rating *	Investment Maximum %
AAA to AA-	70%
A+ to A-	40%
BBB+ & BBB	30%

** Ratings are based on Standard & Poor's (S&P) criteria. Moody's or Fitch equivalent will be used where an S&P rating is not available.*

Investments are to comply with the credit limit frameworks as at the time of placement. Any subsequent unintended breaches due to investment maturities, redemptions, or other causes of changes to portfolio size will be monitored and addressed when practicable but not necessitate divestments in and of itself.

If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having

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regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Term to Maturity Limits	Minimum %	Maximum %
Less than or equal to 1 year	40%	100%
Greater than 1 year & less than or equal to 3 years	0%	60%

Performance Benchmark

The performance of the investment portfolio shall be measured against the industry standard Bloomberg Ausbond Bank Bill Index.

Operational Issues

Reporting and Performance Monitoring

Council will receive a monthly report on the investment portfolio detailing the performance of the investment portfolio and Counterparty percentage exposure of total portfolio. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

Professional Advice

The Town may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such advisor must be approved by Council and licensed by the Australian Securities and Investments Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

Any independent advisor engaged by the Town is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing. This includes that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed, which are not being fully rebated to their clients, for either the Town or any of its other clients as this can create a conflict of interest.

Town of Port Hedland

Definitions

Authorised Deposit -Taking Institutions (ADIs)

Means an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Investment Grade
Means that either Standard & Poor Global Ratings (S&P) or Moody's Corporation (Moody's) has rated an investment as having "Investment Grade" credit rating as below:

S&P Investment Grade	Moody's Investment Grade	Risk Profile	Grade Quality
AAA	Aaa	Extremely strong capacity to meet financial commitments. Highest rating	High
AA+	Aa1	Strong capacity to meet financial commitments	High
AA	Aa2		
AA-	Aa3		
A+	A1	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances	Medium
A	A2		
A-	A3		
BBB+	Baa1	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions	Low
BBB	Baa2		
BBB-	Baa3		

Relevant legislation	*Local Government Act 1995* (WA) *Local Government (Financial Management) Regulations 1996* (WA) *The Trustees Act 1962* (WA) *Banking Act 1959* (Cth)
Delegated authority	Yes
Business unit	Financial Services
Directorate	Corporate Services

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Town of Port Hedland

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	200708/160	23 April 2008
	V02	200809/396	24 June 2009
	V03	201112/008	13 July 2011
	V04	201314/338	28 May 2014
	V05	201516/012	29 July 2015
	V06	CM202021/040	23 September 2020
	V07	CM202223/017	7 September 2022
	V08	CM202324/233	27 March 2024
	V09	Draft	27 August 2025
Review frequency	Every Two Years		

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Town of Port Hedland

Policy

2/010 Council Investments

Objective

To provide a framework for the investment of Council funds that seeks to maximise the return to Council whilst having due consideration for the risk and security of each investment; and ensures that Council's liquidity requirements are being satisfied.

Strategic Context

This policy links to the Council's ~~Strategic Community Plan 2018-2028 Outcome 4.b.1~~Objectives to ensure sound long-term financial planning is implemented by the Town.

Policy Statement

- The principal objective is to guide the investment of surplus funds in the preservation of capital and investment decisions must align to this;
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    - The use of Rating Agency's "Investment Grade" credit ratings (Security);
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The Chief Executive Officer is delegated by the Council for the implementation of the Investment Policy in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's investment portfolio to staff as per below.

Director of Corporate Services

The Director of Corporate Services is responsible for the compliance, monitoring and reviewing the performance of the Town's investment strategy and reporting performance outcomes to the Council.

Manager Financial Services

The Manager Financial Services is responsible for the daily operation, management and implementation of the Investment strategies.

Investment Management

Approved Investments

Investments are limited (in accordance with Regulation 19C of the *Local Government (Financial Management) Regulations 1996),* to Australian currency denominated*:*

- Deposits with Authorised Deposit-Taking Institutions (ADIs) as defined in in the Banking Act 1959 (Commonwealth) section 5 for a term not exceeding 3 years.
- Interest Bearing deposits with the Western Australian Treasury Corporation (WATC) for a term not exceeding 3 years.
- Bonds guaranteed by the Commonwealth Government or State or Territory for a term not exceeding 3 years.

Prohibited Investments

This policy, in accordance with legislation, prohibits any investment not included in the Approved Investments section. For the avoidance of doubt, prohibited investments include:

- Derivative based instruments; and
- Principal only investments or securities that provide potentially nil or negative cash flow; and

- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind

The leveraging of investments (borrowing to invest) is prohibited.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
c) Term to Maturity Framework: limits based upon maturity of securities

a) Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Long Term Credit Rating *	Investment Maximum %
AAA to AA-	100%
A+ to A-	80%
BBB+ & BBB	60%

b) Individual Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

Long Term Credit Rating *	Investment Maximum %
AAA to AA-	70%
A+ to A-	40%
BBB+ & BBB	30%

** Ratings are based on Standard & Poor's (S&P) criteria. Moody's or Fitch equivalent will be used where an S&P rating is not available.*

Investments are to comply with the credit limit frameworks as at the time of placement. Any subsequent unintended breaches due to investment maturities, redemptions, or other causes of changes to portfolio size will be monitored and addressed when practicable but not necessitate divestments in and of itself.

If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Term to Maturity Limits	Minimum %	Maximum %
Less than or equal to 1 year	40%	100%
Greater than 1 year & less than or equal to 3 years	0%	60%

Performance Benchmark

The performance of the investment portfolio shall be measured against the industry standard Bloomberg Ausbond Bank Bill Index.

Operational Issues

Reporting and Performance Monitoring

Council will receive a monthly report on the investment portfolio detailing the performance of the investment portfolio and Counterparty percentage exposure of total portfolio. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

Professional Advice

The Town may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such advisor must be approved by Council and licensed by the Australian Securities and Investments Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

Any independent advisor engaged by the Town is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing. This includes that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed, which are not being fully rebated to

their clients, for either the Town or any of its other clients as this can create a conflict of interest.

Definitions

Authorised Deposit -Taking Institutions (ADIs)

Means an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Investment Grade
Means that either Standard & Poor Global Ratings (S&P) or Moody's Corporation (Moody's) has rated an investment as having "Investment Grade" credit rating as below:

S&P Investment Grade	Moody's Investment Grade	Risk Profile	Grade Quality
AAA	Aaa	Extremely strong capacity to meet financial commitments. Highest rating	High
AA+	Aa1	Strong capacity to meet financial commitments	High
AA	Aa2		
AA-	Aa3		
A+	A1	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances	Medium
A	A2		
A-	A3		
BBB+	Baa1	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions	Low
BBB	Baa2		
BBB-	Baa3		

Town of Port Hedland

Relevant legislation	*Local Government Act 1995* (WA) *Local Government (Financial Management) Regulations 1996* (WA) *The Trustees Act 1962* (WA) *Banking Act 1959* (Cth)
Delegated authority	Yes
Business unit	Financial Services
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03 V04 V05 V06 V07 V08 V09	200708/160 200809/396 201112/008 201314/338 201516/012 CM202021/040 CM202223/017 CM202324/233 Draft	23 April 2008 24 June 2009 13 July 2011 28 May 2014 29 July 2015 23 September 2020 7 September 2022 27 March 2024 27 August 2025
Review frequency	Every Two Years		

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Town of Port Hedland

Policy

2/019 FINANCIAL RESERVES

Objective

The objective of the Financial Reserves Policy is to provide a framework for the establishment and ongoing management of financial reserves.

Content

The Town has established a number of reserves for the purpose of setting aside funds for specific purposes with clear linkages to the adopted strategies and plans of the Town.

Reserves may be utilised only for the purpose for which they were created. As part of the ongoing management of the Financial Reserves, each Reserve will be reviewed on an annual basis as part of Budget preparation to ensure that the purpose of the Reserve is still current and maintains clear linkages with the adopted strategies and plans of the Town. The Local Government Act 1995 and Regulations prescribe the necessary steps should the Town seek to change the purpose of a Reserve or expend Reserve funds for an alternative purpose.

Reserves may be externally restricted (external funding requirement to restrict funds in a Reserve) or internally restricted (Town funds). As a general rule, interest earnings from investments will only be applied to externally restricted funds. All other interest will be applied to general purpose municipal revenue.

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which are to set out:

- The purpose of the reserve;
- The basis of calculation for any transfer to and from the reserve; and
- The proposed allocation of any unexpended balance remaining in the reserve following completion of the project.

Reserve funds may only be expended by an absolute majority resolution of Council, typically encompassed by the adoption of the budget or subsequent half yearly budget reviews.

Each month the financial report presented to Council is to include a schedule of Reserves, showing:

- Opening balance at 1 July;
- Budgeted transfer to reserves;
- Budgeted transfer from reserves;
- Estimated closing balance at 30 June; and
- Current balance

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Town of Port Hedland

Policy

Authorised Reserves of the Town of Port Hedland

	Purpose	Calculation Funding/Basis	Target Balance
Employee Leave	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave, long service leave.	Transfers to and from the Reserve will be based upon projected end of year non-current liabilities relating to employee leave entitlements.	100% of non-current employee leave liabilities as reported in Town of Port Hedland's Annual Financial Statements (Provisions Note).
Spoilbank	To fund the Port Hedland Spoilbank development.	Transfer to and from the Reserve are based on the contributions to and the expenditure associated with the Spoilbank development.	The Reserve will be depleted as the Spoilbank development is completed.
Asset Management – Infrastructure	To fund the ongoing maintenance, refurbishment, renewal, replacement and development of Council owned infrastructure assets within the Town of Port Hedland.	Transfers to the Reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, and additional income achieved. Council can also make decisions to direct specific income to the Asset Management Infrastructure reserve. The current council decisions that have this direction are specific lease proceeds. (CM201415/032) Transfers from the Reserve are based upon meeting the annual renewal requirements for the year in line with	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans. Target: To facilitate, on average, the attainment of a 110% Asset Sustainability Ratio every yea

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		Council's Asset Management Plans (excluding Plant).	
Waste Management	To fund the development, operation, maintenance and capital expenditure for the Council's waste management facilities including the landfill and waste collection operations.	Transfer to and from the Reserve will represent any surplus or deficit generated from the Council's waste management facilities including landfill and waste collection operations and a return to the Municipal Fund for the return on investment.	The Reserve balance should be modelled to ensure sufficient funds are available in Reserve to meet future capital expenditure requirements as per the Landfill masterplan.
Plant	To fund the plant replacement program.	Where there are sufficient funds available, transfer an amount up to the annual plant depreciation to the Reserve. This should be adequate to meet future plant replacement funding requirements. Transfers from the Reserve will replenish the municipal fund for purchases as per the approved Plant Replacement Program. Funds from the sale of plant and equipment are to be transferred to the reserve for use on replacement plant.	No more than the annual depreciation of the Town's major and minor plant.

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Unfinished Works and Committed Works	To transfer unspent municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.	Transfers to and from the Reserve will be based upon the unspent Municipal funded expenditure on specific projects identified at year end to enable the identification of carryover expenditure into the next financial year.	N/A
Strategic	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.	Transfers to the reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, additional income achieved. Transfers from the reserve will occur to fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan and identified in the Long Term Financial Plan and the annual budget.	The reserve balance will diminish as projects are completed.
Airport	To fund the future Port Hedland International Airport Capital Works commitments.	Transfer to or from the reserve will represent any surplus or deficit generated from the Port Hedland International Airport Capital Works Program being completed.	The reserve balance will diminish as capital works are completed, with any remaining balance to be transferred to the Asset Management Reserve.

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Housing Reserve	To fund the maintenance, refurbishment, redevelopment and construction of Local Government provided housing.	Transfers to the reserve will be the sale proceeds from residential town properties.	A minimum, if not more than the annual depreciation of the Town's buildings – non-specialised.
Cyclone Response	To fund cyclone and emergency related projects.	Transfer to and from the Reserve are based on the contributions to and expenditure relating to Cyclone emergency response and projects that will improve the Town's ability to respond to cyclone emergencies.	The Reserve will be depleted and not replenished.
Financial risk reserve	To provide funds to mitigate against financial risks including legal cases with penalties awarded against the Town, SAT rulings upholding valuation objections on high value properties likely to cause significantly large refunds and other unknown events potentially resulting in financial loss to the Town.	Transfers to the reserve are as budgeted each financial year. Transfers to the reserve will be rateable assessments that the Town deem as "at risk "of falling with in the reserves purpose (subject to legal cases, SAT rulings, valuation objections and may potentially result in a refund). Transfers to the reserve will not include the additional fees and charges included on the rates notice (eg. ESL levy). Transfers from the reserve will be on all assessments the Town deem as no longer at risk and will be return to the municipal funds.	No more than enough to cover any potential rate refunds that materially impact the Town's budget. The ideal balance will change on a yearly basis and is subject to an annual review.

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Landfill Establishment Reserve	To fund the closure and repatriation of the existing landfill facility situated at North Circular Road, South Hedland while also planning for the design, development and construction of a new landfill facility on a suitable designated site.	The required surplus generated from the Council's waste management facilities in line with the long term financial model.	The target balance will cover the long term financial modelling inclusive of all costs and requirements to meet the future capital expenditure requirements of the Landfill masterplan.
Public Art Reserve	To fund public art.	Funded from developer contributions received where amounts are set aside for public art.	The reserve balance will diminish as projects are completed.
Kingsford Smith Development Reserve	To fund ongoing development of the Kingsford Smith Business Park Development	Transfers to include surplus generated by sales of developed land from the Kingsford Smith Business Park.	The reserve will be depleted as the development project is completed.

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Town of Port Hedland **Policy**

Definitions

Nil.

Relevant legislation	*Local Government Act 1995* Part 6 Division 4 s. 6.11 Reserve Accounts *Local Government (Financial Management) Act 1996*
Delegated authority	
Business unit	Financial Services
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201516/194	23 March 2016
	V02	CM201920/199	22 April 2020
	V03	CM202021/102	16 December 2020
	V04	CM202021/166	3 June 2021
	V05	CM202324/291	25 June 2024
	V06	DRAFT	30 August 2025
Review frequency	2 Yearly		

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Town of Port Hedland

Policy

2/019 FINANCIAL RESERVES

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- The basis of calculation for any transfer to and from the reserve; and
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- Opening balance at 1 July;
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Town of Port Hedland

Policy

Authorised Reserves of the Town of Port Hedland

	Purpose	Calculation Funding/Basis	Target Balance
Employee Leave	To ensure that adequate funds are available to finance employee leave entitlements such as annual leave, long service leave~~, sick leave and redundancies.~~.	Transfers to and from the Reserve will be based upon projected end of year non-current liabilities relating to employee leave entitlements.	100% of non-current employee leave liabilities as reported in Town of Port Hedland's Annual Financial Statements (Provisions Note).
Spoilbank	To fund the Port Hedland Spoilbank development.	Transfer to and from the Reserve are based on the contributions to and the expenditure associated with the Spoilbank development.	The Reserve will be depleted as the Spoilbank development is completed.
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		Transfers from the Reserve are based upon meeting the annual renewal requirements for the year in line with Council's Asset Management Plans (excluding Plant).	
Waste Management	To fund the development, operation, maintenance and capital expenditure for the Council's waste management facilities including the landfill and waste collection operations.	Transfer to and from the Reserve will represent any surplus or deficit generated from the Council's waste management facilities including landfill and waste collection operations and a return to the Municipal Fund for the return on investment.	The Reserve balance should be modelled to ensure sufficient funds are available in Reserve to meet future capital expenditure requirements as per the Landfill masterplan.
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Unfinished Works and Committed Works	To transfer unspent municipal funded expenditure on specific projects to enable identification of carryover expenditure into the next financial year.	Transfers to and from the Reserve will be based upon the unspent Municipal funded expenditure on specific projects identified at year end to enable the identification of carryover expenditure into the next financial year.	N/A
Strategic	To fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan.	Transfers to the reserve are dependent upon the level of rate revenue generated, contributions received, savings identified, additional income achieved. Transfers from the reserve will occur to fund strategic projects as included in the Town's Strategic Community Plan and Corporate Business Plan and identified in the Long Term Financial Plan and the annual budget.	The reserve balance will diminish as projects are completed.
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Financial risk reserve	To provide funds to mitigate against financial risks including legal cases with penalties awarded against the Town, SAT rulings upholding valuation objections on high value properties likely to cause significantly large refunds and other unknown events potentially resulting in financial loss to the Town.	Transfers to the reserve are as budgeted each financial year. Transfers to the reserve will be rateable assessments that the Town deem as "at risk "of falling with in the reserves purpose (subject to legal cases, SAT rulings, valuation objections and may potentially result in a refund). Transfers to the reserve will not include the additional fees and charges included on the rates notice (eg. ESL levy). Transfers from the reserve will be on all assessments the Town deem as no longer at risk and will be return to the municipal funds.	No more than enough to cover any potential rate refunds that materially impact the Town's budget. The ideal balance will change on a yearly basis and is subject to an annual review.

Town of Port Hedland

Policy

Landfill Establishment Reserve	To fund the closure and repatriation of the existing landfill facility situated at North Circular Road, South Hedland while also planning for the design, development and construction of a new landfill facility on a suitable designated site.	The required surplus generated from the Council's waste management facilities in line with the long term financial model.	The target balance will cover the long term financial modelling inclusive of all costs and requirements to meet the future capital expenditure requirements of the Landfill masterplan.
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Town of Port Hedland **Policy**

Definitions

Nil.

Relevant legislation	*Local Government Act 1995* Part 6 Division 4 s. 6.11 Reserve Accounts *Local Government (Financial Management) Act 1996*
Delegated authority	
Business unit	Financial Services
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM201516/194	23 March 2016
	V02	CM201920/199	22 April 2020
	V03	CM202021/102	16 December 2020
	V04	CM202021/166	3 June 2021
	V05	CM202324/291	25 June 2024
	V06	DRAFT	30 August 2025
Review frequency	~~Annually~~2 Yearly		

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Town of Port Hedland Policy

2/005 Financial Hardship Policy

Objective

The objective of this policy is to recognise there are unforeseen cases of genuine financial hardship where payment of outstanding rates would cause the ratepayer further distress. The policy outlines the scope and criteria for determining applications for rating relief.

This policy applies to Owner/Occupier residential and small business owner ratepayers. However, the Town encourages any ratepayer experiencing payment difficulty to make contact with the Town.

Content

Qualifying Criteria

Subject to qualifying criteria, eligible residential and small business ratepayers experiencing Financial Hardship will be provided assistance where:

a) In the opinion of the Chief Executive Officer, upon recommendation by the Approving Officer, the ratepayer is experiencing genuine financial hardship;
b) The ratepayer's circumstances can be substantiated if requested;
c) The ratepayer is not bankrupt or subject to a bankruptcy petition;
d) No revenue is being derived from the residential property;
e) The non-residential property is the principal place of business of the ratepayer;
f) The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.

Assistance

When ratepayers are determined to be in Financial Hardship the Town will:

a) Cease any penalty interest; **excluding the late payment interest applicable to the Emergency Services Levy*
b) Temporarily pause payment of your rates, fees and charges;
c) Establish an alternative payment arrangement plan.

The maximum time for a concession on future interest charges is two years. The maximum time for a pause on payment is 6 months.

Supporting Documentation

Third party documentation may be requested to assist in determining applications for Financial Hardship.

Ratepayer Obligations

Ratepayers are obliged to inform the Town of any changes in their circumstances that would no longer warrant consideration of Financial Hardship.

Residential ratepayers are encouraged to make application for State concessions which may provide them with further financial benefit.

Small business ratepayers are encouraged to make application for Federal and State Government funding which may provide them with further financial benefits.

Ratepayers are required to use available Payment Options.

Duration

A temporary suspension from the payment of rates and subsequent establishment of alternative payment arrangements, shall aim to clear overdue rates, fees and charges, and restore regularity of payments within 2 years.

It is acknowledged that experiencing unfortunate events may not be a one-off lifetime event and that some ratepayers may need to make application for Financial Hardship more than once.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting, the Town will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, one further opportunity of adhering to a payment plan that will clear the total debt within the allowed timeframe is possible.

Review position and date

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

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Town of Port Hedland Policy

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request. We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicant requesting financial hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Definitions

Financial Hardship	When a Ratepayer is willing but unable to pay their rates because of unforeseen and unexpected events that impacts substantially upon short term cash flow, for example: • Changes in employment status (such as losing a job or having hours significantly reduced). • Significant life events such as serious illness, a relationship breakdown or death in the family. • Significant loss of revenue. • Emergency event or natural disaster.
State Concessions	Meeting eligibility criteria for approved Pensioner or State Concession Card, Commonwealth Seniors Health Card with a WA Seniors Card.
Payment Arrangement	A payment plan (Also known as a Direct debit agreement) is an agreement between the Town and the rate payer, to receive a certain amount of money in regular instalments over an agreed timeframe.
Payment Options	Centrepay, BPAY, BPoint, direct debit, telephone, mail or POST Bill pay.
Relevant Legislation	*Local Government Act 1995* Part 6, Division 4, Clause 6.13 – Interest on money owing to governments

Town of Port Hedland Policy

Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges

Part 6, Division 6, Subdivision 4, Clause 6.51 – Accrual of interest on overdue rates or service charges

Part 6, Division 6, Subdivision 5, Clause 6.56 – Rates or service charges recoverable in court

Part 6, Division 6, Subdivision 5, Clause 6.60 – Local government may require lessee to pay rent

Part 6, Division 6, Subdivision 6, Clause 6.64 – Action to be taken

Rates and Charges (Rebates and Deferments) Act 1992

Debt Collectors Licencing Act 1964

Delegated Authority	Chief Executive Officer
Business Unit	Financial Services
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption Date
	V01	CM202324/234	27 March 24
	V02	CM202324/XXX	27 August 25
Review Frequency	Annually		

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Reference	Latest Revision	Policy Name	Policy Objective / Statement	Responsible Officer	Last Adopted/ Endorsed	Priority for review	Review Due Date	Proposed Presentation to Council Meeting	Review Frequency	Owner
1/001	V01	Council Framework Policy	This framework aims to establish clear guidelines for policy governance, operational procedures and compliance, ensuring transparency, accountability, and efficiency in service delivery and resources management.	Manager Governance	25/09/24	Current - within review period	Sep-25	Oct-25	Annually	Governance
1/009	V03	Legal Representation for Council Members and Employees	This policy is designed to protect the interests of Council members and Employees (including past members and former employees) of the Town of Port Hedland if they become involved in legal proceedings because of their official functions. In these situations the Town may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.	Manager Governance	27/07/22	Current - within review period	Jul-25	Aug-25	3 Yearly	Governance
1/014	V05	Execution Of Documents And Application Of The Common Seal	To ensure a consistent and transparent approach to the execution of documents by the Town of Port Hedland (the Town), including the affixing of the Common Seal, in compliance with the Local Government Act 1995. To authorise the: (a)execution of documents by the Mayor, Chief Executive Officer, Directors and/or their delegates; and (b)affixing of the Common Seal of the Town of Port Hedland (the Town)	Manager Governance	05/03/25	Current - within review period	Mar-28	Apr-28	3 Yearly	Governance
1/015	V05	Livestreaming and Recording of Council Meetings	To enhance accessibility, transparency, and community engagement in Council proceedings through live streaming and audio/video recording of Council meetings. This ensures public access to Council decisions, assists in accurate minute-taking, and eliminates barriers to physical attendance. This policy complies with relevant legislation of the Local Government Act 1995 s. 5.23A(2) and its associated regulations.	Manager Governance	05/03/25	Current - within review period	Mar-28	Apr-28	3 Yearly	Governance
1/017	V06	Order Of Business For Council And Committee Meetings	The Town of Port Hedland Standing Orders Local Law 2014 clause 5.2 allows for the order of business of all Council and Committee meetings to be determined by Council from time to time. The order of business outlines how the agenda for the meeting will be structured and in what order all meeting will be run.	Manager Governance	05/03/25	Current - within review period	Mar-27	Apr-27	2 Yearly	Governance
1/019	V06	Council Briefings - (Name change to Council Briefings and Forums Policy)	The object of this policy is to set up a well-structured framework that will provide the Council and Town officers the opportunity to: • Share information on upcoming projects linked to the Town's Strategic Community Plan and associated vision • Discuss future Town strategies and associated projects implementation • Clarify outstanding matters Recording of meetings	Manager Governance	29/11/23	Current - within review period	Nov-26	Nov-26	3 Yearly	Governance

1/020	**V02**	**Honorary Freeman**	To provide guidelines for conferral of the honour of Honorary Freeman of the Town of Port Hedland and the administration of Honorary Freeman Entitlements.	Manager Governance	22/07/20	Overdue - past review period	Jun-23	July 2023	3 Yearly	Governance
1/022	**V03**	**Risk Management Policy**	The Town of Port Hedland is committed to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.	Senior Audit, Risk and Insurance Advisor	25/09/24	Current - within review period	Sep-26	Oct-26	2 Yearly	Governance ARC
1/023	**V02**	**Public Interest Disclosure**	To encourage employees, elected members, contractors and consultants to report unlawful unethical, or undesirable conduct ("Misconduct") that they genuinely believe has been committed by a person or persons in breach of the Town of Port Hedland's Code of Conduct, policies or the law.	Manager Governance	27/04/22	WIP	Sep-25	Sep-25	3 Yearly	Governance
1/024	**V02**	**Fraud And Corruption Prevention**	The objectives of this Policy are to – • Articulate that the Town of Port Hedland is intolerant of fraud and corruption; • Prevent fraud or corruption occurring at the Town of Port Hedland.	Senior Audit, Risk and Insurance Advisor	25/09/24	Current - within review period	Sep-26	Oct-26	2 Yearly	Office of the CEO
1/025	**V02**	**Media And Communications Policy**	This Policy establishes clear protocols for the Town of Port Hedland's official communications. It aims to ensure consistent, transparent and accurate information sharing that reflects the values, objectives and strategic priorities of the Town of Port Hedland	Manager Public Affairs	05/02/25	Current - within review period	Feb-28	Mar-28	3 Yearly	Public Affairs
1/026	**V03**	**Feedback, Complaints and Suggestions**	This Policy provides guidance for the management and handling of customer feedback, complaints and suggestions. The Town of Port Hedland is committed to delivering an accessible, responsive and accountable framework that promotes continuous improvement. Feeback, whether positive or negative, enables the Town to enhance its services and maintain strong customer focus.	Manager IT & Customer Experience	05/03/25	Current - within review period	Mar-28	Apr-28	3 Yearly	Customer Service - Corporate Services
1/028	**V03**	**Related Party Disclosures**	This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.	Manager Governance	05/03/25	Current - within review period	Mar-26	Apr-26	Annually	Financial Services

1/029	**V02**	**Attendance at Events**	The objective of this policy is to provide for a framework to transparently manage invitations and offers of tickets to events for Elected Members and the Chief Executive Officer (CEO), whether free of charge, part of a sponsorship agreement, or paid for by the Town of Port Hedland or another party, and to avoid any real or perceived undue influence, conflicts of interest, preferment or favouritism in decision-making. This policy conforms to the requirements of section 5.90A of the Local Government Act 1995 (the Act).	Manager Governance	05/03/25	Current - within review period	Mar-27	Apr-27	2 Yearly	Governance
1/030	**V01**	**Records Management Policy**	The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to create, capture and manage records, in all formats, of all business activities carried out by Councillors, Employees, and Contractors. This commitment will achieve compliance with all applicable legislation, regulations and standards, including the Australian and Internatioanl standard for records management AS/ISO 15489.	Senior Records Officer	25/09/24	Current - within review period	Sep-25	Sep-25	Annually	Corporate Services
1/031	**V01**	**Privacy Policy**	The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to protect the privacy of all persons associated with the Town when collecting, using, disclosing, and managing personal information. This commitment will achieve compliance with the State Privacy and Responsible Sharing (PRIS) Act 2024 and its Information Privacy Principles (IPPs).	Senior Records Officer	27/11/24	Current - within review period	Nov-25	Dec-25	Annually	Corporate Services - IT & program delivery
1/032		**Information Breach Policy**	The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to manage the Town's information. Information, its integrity and security, is critical to how the Town makes decisions, acts transparently, demonstrates accountability, collaborates, develops policy and delivers services to the Town and broader community. This commitment will achieve compliance with all applicable State Legislation, Regulations and Standards.		27/11/24	Current - within review period	Nov-26	Dec-26	2 Yearly	
1/033	**V01**	**Information Classification Policy**	The objective of this policy is to provide the Town of Port Hedland (the Town) with an information classification framework that enables the Town to label information according to its sensitivity. Information will be identified for its sensitivity and protective security measures applied and communicated within the Town, with other Local Government agencies, and third-party organisations (where relevant). This will build trust for information sharing by using widely understood labels and increase the literacy and awareness of the Town workforce.	Senior Records Officer	27/11/24	Current - within review period	Nov-25	Dec-25	Annually	IT & Program Delivery

1/034	**V01**	**Information Management Policy**	The objective of this policy is to state the Town of Port Hedland's (the Town) commitment to manage the Town's information. Information, its integrity and security, is critical to how the Town makes decisions, acts transparently, demonstrates accountability, collaborates, develops policy and delivers services to the Town and broader community. This commitment will achieve compliance with all applicable State Legislation, Regulations and Standards.	Senior Records Officer	27/11/24	Current - within review period	Nov-25	Dec-25	Annually	IT & Program Delivery
2/004	**V04**	**Rating**	Provides the administrative framework to outline the principles and methodology used in respect to rates raised and waived under the Local Government Act 1995	Manager Financial Services	25/06/24	WIP to be adopted by council 27 August 2025 OCM	25/06/25	27-Aug	Annually	Financial Services
2/005	**V01**	**Financial Hardship**	The objective of this policy is recognise there are unforeseen cases of genuine financial hardship where payment of outstanding rates would cause the ratepayer futhuer distress. The Policy outlines the scope and criteria for determining applications for rating relief. This policy applies to Owner/Occupier residential and small business owner ratepayers. However, the Town encourages any ratepayers experiencing payment diffculty to make contact with the Town.	Manager Financial Services	27/03/24	WIP to be adopted by council 27 August 2025 OCM	Mar-25	Aug-25	Annually	Corporate Services
2/007	**V10**	**Procurement Policy**	The Town of Port Hedland is committed to procurement practices that achieve value for money in an equitable, transparent, and legal way.	Senior Procurement Advisor	27/11/24	Current - within review period	Nov-27	Dec-27	3 Yearly	Governance
2/010	**V07**	**Council Investments**	To provide a framework for the investment of Council funds that seeks to maximise the return to Council whilst having due consideration for the risk and security of each investment; and ensures that Council's liquidity requirements are being satisfied.	Manager Financial Services	27/03/24	WIP to be adopted by council 27 August 2025 OCM	Sep-26	Oct-26	Every two years	Financial Services
2/010 is still current, so Council may choose to defer until the new Council Plan is adopted										
2/016	**V04**	**Regional Price Preference**	To promote local business partnerships within the Town of Port Hedland (Town) by giving preferential consideration to regional suppliers in the procurement of goods or services via tender or quotation.	Senior Procurement Advisor	05/02/20	Overdue - past review period	2/1/2022+	Feb-22	As required	Governance (Procurement)
2/017	**V01**	**Grant Funding**	The objective of the External Grant Funding Policy is to provide a framework for correct and consistent applications, acceptance and acquittals of grant funding within the Town of Port Hedland.	Manager Public Affairs	27/05/15	Overdue - past review period // requested by Simon (Public Affairs) to amend, August 2024	May-16	October 2020	Annually	Financial Services

2/018	**V02**	**Borrowings**	The policy has been drafted to provide a framework for Town of Port Hedland Council borrowings, so that there is a controlled and disciplined approach to the borrowing of funds for the purpose of: • Funding new infrastructure • Renewal or upgrading of existing infrastructure	Manager Financial Services	25/06/2024	WIP	Jun-25	2025 July	Annually	Financial Services
2/019	**V05**	**Financial Reserves**	The objective of the Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves.	Manager Financial Services	25/06/24	WIP to be adopted by council 27 August 2025 OCM	Jun-25	2025 July	Annually	Financial Services
2/020	**V01**	**Fees and Charges Waiver Policy**	This Policy aims to define the Council's position on requests to waive various fees and charges, partially or fully. Its purpose is to ensure these requests are managed consistently, transparently and equitably.	Manager Financial Services	27/10/24	Current - within review period	Oct-26	Nov-26	Every two years	Financial Services
2/021	**V04**	**Credit and Purchase Card**	This policy sets out the guidelines and principles that need to be followed by the Credit Card holders at the Town of Port Hedland.	Manager Financial Services	27/07/22	Current - within review period	Jul-24	Aug-22	Every two years	Financial Services
2/022	**V02**	**Panel of Pre-Qualified Suppliers**	In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where the following factors apply: • A range of similar goods and services are required to be purchased on a continuing and regular basis; • There are numerous potential suppliers in the local area, that would satisfy the test of 'value for money'; • The purchasing activity under the intended panel is assessed as being of a low to medium risk; • The panel will streamline and improve procurement processes; and • The Town of Port Hedland (ToPH) has the capability to establish, manage the risks and achieve the benefits expected of the proposed panel.	Senior Procurement Advisor	25/09/19	Overdue - past review period	Mar-20	September 2020	Bi-Annually (twice per year)	Governance (Procurement)
3/004	**V01**	**CEO Recruitment, Performance and Termination**	To set out the principles and criteria under which Council manage the Recruitment & Selection, Performance Review and Termination processes for the position of Chief Executive Officer (CEO) at the Town of Port Hedland (the Town), in accordance with the Local Government Act 1995 (Act) and the Local Government (Administration) Regulations 1996, as amended (Regulations).	Executive Manager Human Resources	12/12/24	Current - within review period	Nov-27	Dec-27	3 Yearly	Governance

4/001	**V01**	**Continuing Professional Development**	Clarity around continuing professional development with implementations of actions to address Council Improvement Plan, as agreed with the Dept of Local Government.	Director Corporate Services	N/A	WIP - to be adopted by Council at 30 August 2025 OCM	Aug-25	Aug-25	Following each ordinary election	Governance
4/006	**V03**	**Elections – Caretaker Period Policy**	The primary objective of this Policy is to avoid the Council of the Town of Port Hedland making major decisions, prior to election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous to, or promoting, the sitting Elected Members who are seeking re-election, or new candidates, and ensuring the Town of Port Hedland administration acts impartially in relation to candidates.	Manager Governance	03/06/21	Overdue - past review period	Oct-23	March 2021	Prior to any election	Governance
4/008	**V09**	**Elected Member Allowances Facilities and Expenses**	This policy sets out the level of fees, allowances and reimbursements available to Elected Members to ensure they are able to effectively carry out these functions and ensure that they are not financially disadvantaged when performing their duties.	Manager Governance	27/07/22	Overdue - past review period	Jul-25	Feb-26	Following each ordinary election	Governance
4/009	**V01**	**Significant Decision Making**	The Town of Port Hedland's Council has duties and commitments to the community of Port Hedland when making decisions that substantially affect the lives or future of Port Hedland. The purpose of this policy is to strongly articulate Council's intent to support public involvement in significant decision-making, which will ensure good decision-making. This policy should be read in conjunction with the principles outlined in the Town of Port Hedland – Community Engagement Strategy.	Senior Community Development Officer	23/08/17	Overdue - past review period	Aug-18	Sep-22	Annually	Governance
4/010	**V04**	**Elected Member Professional Development**	The Policy deals with the voluntary training and development activties referred to in section 5.128 of the Act. This policy does not apply to the mandatory training referred to in s.5.126 of the Act and in Part 10 of the Local Government (Administration) Regulations 1996.	Manager Governance	07/09/22	to be rescinded and replaced with 4/001 Continuing Professional Development	Nov-23	May-25	Following each ordinary election	Governance
4/011	**V01**	**Electronic Meetings and Electronic Attendance Policy**	The objective of this policy is to provide the framework for electronic meeting requests, electronic attendance at meetings, and the requirements expected from Council and Committee Members participating in meetings remotly, including appropriate equipment and location.	Manager Governance	28/06/23	Current - within review period	Jul-25		2 Yearly	Corporate & Performance

6/003	**V06**	**Community Grants Program**	The objective of this policy is to ensure Council allocates financial support to the community in the most effective manner. This allows Council to be transparent about the types and levels of funding provided to the community.	Senior Community Development Officer	26/08/20	Overdue - past review period	Oct-21	August 2020	Annually	Community Engagement Team
6/006	**V04**	**Consumption Of Alcohol At Town Of Port Hedland Owned And Managed Property**	To provide clear guidelines for the consumption and sale of alcohol at Town of Port Hedland owned and managed property.	Manager Recreation and Leisure Facilities	26/08/20	Overdue - past review period	Apr-23	August 2020	3 Yearly	Community Services & Development
6/010	**V03**	**Recreation Reserve And Facilities – Seasonal Hire**	The purpose of this policy is to provide the Town of Port Hedland with guidelines for usage of the Town's recreation reserves and facilities by sporting groups.	Manager Recreation and Leisure Facilities	26/08/20	Overdue - past review period	Aug-22	August 2022	2 Yearly	Recreation and Community
6/011	**V03**	**Recreation Reserve And Facilities – Casual Hire And Events**	The Town of Port Hedland will ensure its recreation reserves and parks are available for informal use and hire by the community.	Manager Recreation and Leisure Facilities	26/08/20	Overdue - past review period	Aug-22	August 2022	As Required - Recommend 2 Yearly	Recreation and Community
7/002	**V01**	**Art Collection Policy - 26/03/25** (former Acquisition And Management Of Artworks)	The objective of this policy is to outline the management of the Town of Port Hedland's Art Collection.	Manager Events, Arts & Culture	26/03/25	Current - within review period	Mar-27	Apr-27	2 Yearly	Marketing, Events & Communications
8/003	**V02**	**Access And Inclusion**	To provide context for the Town of Port Hedland's commitment to supporting a welcoming, accessible and inclusive community. // check if needed as now have Access and Inclusion Plan	Senior Community Development Officer	23/03/16	Overdue - past review period	Jun-21	July 2021	5 Yearly - Recommend review 3 yearly	Community Development

8/004	**V03**	**Community Leasing**	The objectives of this policy is to:- •Establish a framework of reference to ensure there is an equitable and consistent approach in providing lease/ licensing arrangements for community and sporting groups •Establish lease and licence fees and access granted to Council property is in accordance with community needs and expectations •Ensure organisations value, protect and preserve the community assets for the ongoing benefit of the community. •Ensure fair and consistent leasing and licensing conditions are provided to organisations Does not apply to the occasional use or hiring of ToPH facilities or sporting grounds.	Coordinator Property Management	03/06/21	Overdue - past review period	Jun-23	Jul-23	2 Yearly	Property Management
9/004	**V03**	**Precyclone Green Waste Collection**	This policy has been adopted to ensure that residents and business located within the Town of Port Hedland are adequately prepared for the cyclone season by ensuring that the opportunity has been given for all vegetation located on private property to be pruned.	Manager Waste Services	24/06/20	Overdue - past review period	May 2023	June 2023	3 Yearly	Infrastructure Operations
9/005	**V03**	**Vehicle Crossovers**	The objective of this policy is to ensure that vehicle crossovers are constructed in accordance with the Town's Crossover Guidelines and the requirements of the Local Government Act 1995.	Manager Town Planning and Development	22/05/19	Overdue - past review period	Apr-22	May 2022	3 Yearly	Infrastructure Operations
9/009	**V02**	**Vehicles (on hold)**	Policy to be Rescinded	Manager Depot Operations	30/04/2025	Not rescinded				Depot Operations
9/010	**V02**	**Asset Management**	The objective of asset management in the Town of Port Hedland is to ensure the sustainable management of assets for current and future generations by adopting industry standard and complying asset management practices.	Manager Financial Services	27/11/24	Current - within review period	Nov-26	Dec-26	2 Yearly	Financial Services
10/003	**V03**	**Landscaping**	The objective of this policy is to provide requirements and identify benchmarks for the planning, design and installation of landscaping on Town owned or managed properties, including verges, public open spaces (POS), open stormwater drains and facilities.	Manager Infrastructure Operations	26/08/20	Overdue - past review period	Sep-23	Oct-23	3 Yearly	Parks & Gardens
12/010	**V02**	**Naming of Roads and Places**	To provide Council with a consistent set of guidelines when assessing applications for the naming of parks, reserves, bridges and buildings.	Manager Town Planning and Development	30/07/2025	Current - within review period	Jan-26	Jul-26	2 Yearly	Town Planning and Development

13/006	**V02**	**Camping other than at a Caravan Park or Camping Ground**	The objective of this policy is to provide guidance about the regulation of camping on land that is not a licensed caravan park or camping ground.	Manager Environmental Services	27/11/19	Overdue - past review period	Nov-22	Dec-22	3 Yearly	Environmental Health - Regulatory Services
13/012	**V05**	**Funeral Directors – Issuing of an Annual Funeral Director's Licence and Single Funeral Permits**	In pursuance of its responsibilities under the Cemeteries Act 1986 the Council adopts as policy the following procedures for issuing a Funeral Director's Licence and the Standard Requirements it will consider when dealing with an application.	Manager Environmental Services	15/12/21	Overdue - past review period	Dec-23	December 2023	2 Yearly	Governance
13/014	**V05**	**Trading In Public Places**	The objective of this policy is to provide guidance to event organisers and mobile food vendors about the processes required for the assessment and licensing of local events, temporary stalls and roadside trading.	Manager Environmental Services	05/02/20	Overdue - past review period	Jan-21	Feb-21	Annually	Environmental Health
13/016	**V02**	**Waste Collection and Bin Replacement**	The purpose of this policy is to provide details and clear guidelines to residents and businesses located within the Town of Port Hedland around the three (3) waste service types that are available: 1.Classic, 2.Premium, and 3.Additional Assistance Service (DAIP) Collection The policy also sets out the methodology for applying charges for replacement bins.	Manager Waste Services	22/04/20	Overdue - past review period	Apr-23	May-23	3 Yearly	Waste Operations
15/003	**V04**	**Video Surveillance**	The Town is committed to community safety and identifies the role CCTV has within the Port Hedland community. The revision of the CCTV Policy is to ensure the Town acknowledges and practices up to date legislation that guides best practice of use, monitoring and dissemination of CCTV material. The proposed CCTV policy informs the Port Hedland community that the Town practices within these guidelines to ensure transparency, accountability and best ethical practice.	Manager IT & Customer Experience	28/07/21	Overdue - past review period	Jul-24	Aug-24	3 Yearly	ICT
LPP/07	**V01**	**Port Hedland Coastal Planning Policy**	The purpose of this Policy is to outline the Town's consideration of land identified as being at risk from coastal inundation and coastal erosian.	Manager Planning and Economic Development	11/24/2022	Current - within review period	Nov-24		2 Yearly	Town Planning and Development

LPP/11	**V01**	**Stormwater Management**	The purpose of this Policy is to assist developers, engineers, landowners and gocvenment to integrate suitable design measured into their own stormwater systems. A subdivision or development stormwater management plan is required at lodgement of a ubdivision or development application to demonstrate in detail that all water matters within or impacting on the site will be appropriately managed. The Explanatory Guidelines provide reasons for the development of this Policy, common issues and design solutions.	Manager Town Planning and Development	11/24/2021	Overdue - past review period	Nov-23		2 Yearly	Town Planning and Development
N/A	**V01**	**Model Code of Conduct for Elected Members, Committee Members and Candidates**			28/04/21	Medium - Review due now	Apr-24		3 Yearly	Governance

Hammond Woodhouse Advisory

DISCUSSION PAPER

REVIEW OF COUNCIL POLICY - PROFESSIONAL DEVELOPMENT

Background

Hammond Woodhouse Advisory ("HWA") has been engaged by the Town of Port Hedland ("the Town") to undertake a review of the Council Policy - Professional Development.

This review follows the outcomes and recommendations of the Council Improvement Plan adopted by Council in 2024.

Statutory Context

Section 5.128 of the Local Government Act 1995 ("the Act") provides that the local government must prepare and adopt a policy in relation to the continuing professional development of elected members.

Section 5.129 of the Act provides that a local government may prepare and adopt a policy relating to the payment of fees and reimbursement of expenses to elected members participating in professional development activities.

Policy Context

The Town adopted Policy 4/010 - Elected Member Professional Development ("the Policy") on 13/12/2017. The Policy was last reviewed by the Council on 7/9/2022.

The Town has not adopted a policy in relation to section 5.12. However, the Policy does provide for the reimbursement of expenses to elected members having undertaken professional development under Policy 4/008 – Elected Members Allowances, Facilities and Expenses (see clause 2.2).

Hammond Woodhouse Advisory

Policy Review

HWA has reviewed the Policy and puts forward the following suggestions for improvement:

- The Policy provides no real clarity on what continuing professional development ("CPD") actually is in the context of section 5.128 of the Act notwithstanding some references to different activities in clause 2.1.4.

  We suggest that a definition be developed that incorporates the typical CPD activities that are undertaken by elected members. The definition should ensure that activities are congruent with the intent of sections 2.7, 2.8, 2.9 and 2.10 of the Act about the role of the Council, the Mayor, the Deputy Mayor and Councillors.

- Clause 2.1.3 of the Policy refers to "Mandatory Training" which bears no relevance to the intent of section 5.128, which clearly relates to CPD. Mandatory training is provided for under a separate section of the Act and, in our opinion, serves little or no purpose in being included in the Policy.

  The Act clearly separates mandatory training and CPD for good reason. Completing mandatory training is a statutory obligation prescribed by the Act, CPD is voluntary and at the discretion of the local government.

  We suggest that reference to mandatory training be removed from the Policy.

- Clause 2.1.5 refers to an annual CPD budget allocation for each elected member. We were unable to locate any reference to CPD allocations in the 2024/2025 budget.

  This clause also authorises the Mayor and CEO to approve budget reallocations for training requests that *"cannot be met within the budget allocation"*. Under the Act, the Mayor has no authority to

approve expenditure. Similarly, the CEO does not have authority to vary the budget irrespective of retrospective council approval.

We suggest that reference to the Mayor's and CEO's authorisation to approve budget reallocations be removed.

We suggest that a more strategic approach be applied in identifying and responding to elected member CPD needs.

- Clause 2.1.5 (this may more correctly be 2.1.6) refers to elected members participating in CPD in the "caretaker period". Regulation 37(3) of the Local Government (Administration) Regulations 1996 provides that a policy for the reimbursement of CPD expenses must not authorise reimbursement for activities occurring in the final three months of a term or leading up to a tendered resignation.

  In our opinion, this highlights the need for better definition of CPD with regards to the current practice of treating forums, conferences and (non-mandatory) training in a similar policy context.

  We suggest that this provision, relating to the caretaker period, be removed from the Policy and that Policy 4/008 – Elected Members Allowances, Facilities and Expenses be reviewed accordingly.

Elected Member Discussion Points

- What are the types of CPD training activities that elected members should undertake?

- What are the types of CPD training activities that should not be undertaken?

- Is attending a conference or a forum CPD or is it something different?

Hammond Woodhouse Advisory

- Is there a better way of identifying and responding to elected member CPD needs?

    - Based on individual interests or identified skill gaps;
    - Identified annually in time for budget allocation;
    - Skills gap analysis undertaken after each election.

Andrew Hammond
Principal Consultant
14 April 2025

Town of Port Hedland

Policy

4/001 Continuing Professional Development

1. Objective

The purpose of this policy is to facilitate access by elected members to certain training course and to certain conference.

It is intended that those courses and conferences would enhance the skills and capability of elected members when performing their role under section 2.10(1)(f) of the *Local Government Act 1995* ("the Act").

2. Policy Statement

2.1 Application of this Policy

This policy deals with the voluntary training and development activities referred to in section 5.128 of the Act.

This policy does not apply to the mandatory training referred to in section 5.126 of the Act and in Part 10 of the *Local Government (Administration) Regulations 1996.*

2.2 Training Courses

Elected members are encouraged to participate in training courses provided by the WA Local Government Association (WALGA) and by the Australian Institute of Company Directors.

An elected member who wishes to attend such a course should give notice to the CEO of his or wish to attend that training. The elected member should give that notice on or before March of each year to inform the setting of the Town's annual budget.

An elected member who wishes to pursue another training course requires the approval of the Council.

The CEO may identify any other training course that is considered to be relevant to issues which are specific to the Town of Port Hedland. In that case, the CEO is to arrange for the delivery of the course to all elected members.

2.3 Conferences

The attendance at certain conferences can provide elected members with the opportunity to improve their knowledge and awareness of contemporary local government issues and to engage with colleagues across the local government sector.

Elected members are encouraged to attend the annual state WALGA conference and the national Australian Local Government Association (ALGA) conference.

The Mayor and the Deputy Mayor are authorised to attend those conferences.

An estimated timeline for the 2026 National General Assembly of Local Government (NGA):

Call for Motions Opens:	Mid-to late- December
Deadline for Submissions:	End of March
NGA Event:	Late June (usually the last week in June)

An estimated timeline for the 2026 WALGA Local Government Convention

Submission deadline for member motions:	Early to mid-August
Local Government Convention:	Likely September

Elected members are encouraged to attend other special interest conferences provided that the subject matter of the conference clearly relates to the role of the elected members. The role is set out in section 2.10 of the Act.

In February each year, the CEO is to distribute to the elected members a list of conferences usually held during the year. Following the distribution of the list, the elected members are to nominate their interest in attending any of those conferences. It is intended that this will inform the Council's consideration and adoption of the Annual Elected Member Conference Attendance Programme ("the Programme").

The Council is to consider and adopt the Programme in March of each year subject to funding of the Programme in the Town's annual budget.

Attendance by an elected member at any conference which is not included in the Programme requires the approval of the Council.

Elected members are encouraged to attend regional and local association and sector related meetings and gatherings which are relevant to their role.

The CEO should ensure that minutes or summaries of these meetings or gatherings are distributed via the Docs on Tap portal. It is not necessary for a delegate or attendee to submit a summary in relation to that meeting or gathering.

2.4 Orientation

The CEO is to facilitate the development and delivery of an orientation programme for elected members to be held within 6 weeks after the completion of the October biennial election.

The orientation programme is to be of a bespoke nature relating to the Town of Port Hedland and its operations, activities, challenges and strategic opportunities. The programme should comprise the following topics:

- Standing Orders, Council Meetings and Briefings Policy and conflicts of interest;

- the current financial situation, the strategic financial outlook and understanding financial decision making and reporting;
- the role of local government and other tiers of government; and
- a strategic briefing from CEO and the Directors on the role and function of their respective portfolios and relevant Port Hedland specific challenges, risks and opportunities.

If an elected member considers that further training or orientation would be beneficial to effectively undertake the elected member's role, particularly in the formative stage of his or her term, the elected member should provide details to the CEO for consideration.

The CEO is to consider the need for further targeted training and orientation to assist individual elected members in this regard.

2.5 Expenses

Refer to Council Policy 4/008 – Elected Members Allowances, Facilities and Expenses, in conjunction with relevant Internal Operating Procedure, GOV008 Town of Port Hedland Representatives Travel and Accommodation.

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Town of Port Hedland **Policy**

Definitions

Nil

Relevant legislation	*Local Government Act 1995*
Delegated authority	N/A
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03 V04 V04 V05	CM201718/110 CM201819/007 CM201819/034 CM202021/170 CM202223/018 DRAFT	13 December 2017 25 July 2018 26 September 2018 3 June 2021 7 September 2022
Review frequency	Following each ordinary election		

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

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Town of Port Hedland

Policy

4/001 Continuing Professional Development

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An elected member who wishes to attend such a course should give notice to the CEO of his or wish to attend that training. The elected member should give that notice on or before March of each year to inform the setting of the Town's annual budget.

An elected member who wishes to pursue another training course requires the approval of the Council.

The CEO may identify any other training course that is considered to be relevant to issues which are specific to the Town of Port Hedland. In that case, the CEO is to arrange for the delivery of the course to all elected members.

2.3 Conferences

The attendance at certain conferences can provide elected members with the opportunity to improve their knowledge and awareness of contemporary local government issues and to engage with colleagues across the local government sector.

Elected members are encouraged to attend the annual state WALGA conference and the national Australian Local Government Association (ALGA) conference.

The Mayor and the Deputy Mayor are authorised to attend those conferences.

Provisions for pre-conference (ALGA/WALGA) briefings will be scheduled to provide elected members the ability to align on motions and positions prior to attending the conference. These briefings aim to enhance the effectiveness of their participation by ensuring a clear understanding of the agenda, strategic priorities, and key issues to be addressed during the conferences. The scheduling of these briefings will be communicated in advance, allowing members sufficient time to prepare and engage actively in the conference proceedings.

An estimated timeline for the 2026 National General Assembly of Local Government (NGA):

Call for Motions Opens:	Mid-to late- December
Deadline for Submissions:	End of March
NGA Event:	Late June (usually the last week in June)

An estimated timeline for the 2026 WALGA Local Government Convention

Submission deadline for member motions:	Early to mid-August
Local Government Convention:	Likely September

Elected members are encouraged to attend other special interest conferences provided that the subject matter of the conference clearly relates to the role of the elected members. The role is set out in section 2.10 of the Act.

In February each year, the CEO is to distribute to the elected members a list of conferences usually held during the year. Following the distribution of the list, the elected members are to nominate their interest in attending any of those conferences. It is intended that this will inform the Council's consideration and adoption of the Annual Elected Member Conference Attendance Programme ("the Programme").

The Council is to consider and adopt the Programme in March of each year subject to funding of the Programme in the Town's annual budget.

Attendance by an elected member at any conference which is not included in the Programme requires the approval of the Council.

Elected members are encouraged to attend regional and local association and sector related meetings and gatherings which are relevant to their role.

The CEO should ensure that minutes or summaries of these meetings or gatherings are distributed via the Docs on Tap portal. It is not necessary for a delegate or attendee to submit a summary in relation to that meeting or gathering.

Optional: Elected members are encouraged to provide a report summary of the information gathered at *any* conference attended during the year. These reports will be uploaded to Docs on Tap and could provide a great resource for members who were unable to attend.

Town of Port Hedland **Policy**

2.4 Orientation

The CEO is to facilitate the development and delivery of an orientation programme for elected members to be held within 6 weeks after the completion of the October biennial election.

The orientation programme is to be of a bespoke nature relating to the Town of Port Hedland and its operations, activities, challenges and strategic opportunities. The programme should comprise the following topics:

- Standing Orders, Council Meetings and Briefings Policy and conflicts of interest;
- the current financial situation, the strategic financial outlook and understanding financial decision making and reporting;
- the role of local government and other tiers of government; and
- a strategic briefing from CEO and the Directors on the role and function of their respective portfolios and relevant Port Hedland specific challenges, risks and opportunities.

If an elected member considers that further training or orientation would be beneficial to effectively undertake the elected member's role, particularly in the formative stage of his or her term, the elected member should provide details to the CEO for consideration.

The CEO is to consider the need for further targeted training and orientation to assist individual elected members in this regard.

2.5 Expenses

Refer to Council Policy 4/008 – Elected Members Allowances, Facilities and Expenses, in conjunction with relevant Internal Operating Procedure, GOV008 Town of Port Hedland Representatives Travel and Accommodation.

Definitions

Nil

Relevant legislation	*Local Government Act 1995*
Delegated authority	N/A
Business unit	Governance
Directorate	Corporate Services

Governance to complete this section			
Version Control	Version No.	Resolution No.	Adoption date
	V01 V02 V03	CM201718/110 CM201819/007 CM201819/034	13 December 2017 25 July 2018 26 September 2018

Town of Port Hedland **Policy**

	V04 V04 V05	CM202021/170 CM202223/018 DRAFT	3 June 2021 7 September 2022
Review frequency	Following each ordinary election		

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

DRAFT

Government of **Western Australia**
Department of **Communities**

Disability Access and Inclusion Plan (DAIP) Progress Report 2024-2025

Reporting period: 1 July 2024 – 30 June 2025

The *Disability Services Act 1993* requires public authorities to:

- develop and implement a Disability Access and Inclusion Plan (DAIP).
- report annually on the progress made in achieving the seven DAIP outcomes.

Please submit your completed DAIP Progress Report 2024-2025 (in Word format only) to StateDisabilityStrategy@communities.wa.gov.au by **4.30pm, Wednesday 16 July 2025.**

PUBLIC AUTHORITY DETAILS

Public Authority Name	Town of Port Hedland
Contact Person	Anna Savill
Position Title	Manager Youth & Community Development
Email	asavill@porthedland.wa.gov.au
Phone	(08) 9158 9778
Date DAIP lodged with Department of Communities	15/07/2025
Date DAIP published on public authority's website	16/03/2023
Website link for published DAIP	porthedland.wa.gov.au/documents/376/access-and-inclusion-plan-2023-2026
Has your public authority taken all practical measures to ensure its DAIP is implemented by relevant agents and contractors?	Yes

Completing Sections 1-7

Sections 1-7 require public authorities to list the **actions** implemented against each of the seven DAIP outcomes. DAIPs can list strategies only, or both strategies and actions. Where your DAIP includes Strategies only, the DAIP actions will be in an implementation plan, action plan or other internal working document.

What is a Strategy and what is, an Action?

A **strategy** is a broad direction or approach to be taken to achieve a desired outcome.

An **action** is the activity, project or program delivered to achieve a strategy. An action is not the individual tasks, checklists or steps to complete the action.

DAIP examples:

1. Strategies only: City of Mandurah and Department of Treasury
   OR
2. Strategies and actions: City of Perth and Child and Adolescent Health Service.

To complete the tables in Sections 1-7:

- Column 1 – Strategy Number
  - Enter the number of your DAIP Strategy (text is not required).
- Column 2 – DAIP Action
  - Copy and paste the action wording from your DAIP, internal working document, operational or implementation plan.
- Column 3 - SDS outcome:
  - select one State Disability Strategy outcome from 1 – 15. Refer to the State Disability Strategy Outcomes Guide (provided with this template) to identify the most appropriate outcome.
- Progress status is selected from:
  - **To be commenced**: the action is not scheduled to start yet.
  - **In progress**: the action is underway or is incorporated into business as usual.
  - **Completed**: the action has been implemented and completed.
  - **Not progressed**: the action has been delayed or discontinued.

SECTION 1: DAIP OUTCOME 1 – SERVICES AND EVENTS

People with disability have the same opportunities as other people to access the services and events of a public authority.

QUESTION	ANSWER
Did your authority organize events in 2024-2025 that positively impacted community attitudes towards people with disability? If yes, indicate the event: ☒ International Day of People with Disability ☒ Other: National Carers Week, Abilities Unleashed Event Events that contribute to positive community attitude change are those that: • Raise the profile of people with disability. • Facilitate community interaction between the general public and people with disability. • Incorporate explicit disability awareness activities. For example: an Auslan choir, wheelchair basketball, sensory room.	YES

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1.1	For all major events run by the Town of Port Hedland (the 'Town'): • An Accessible Events Checklist is required to be completed as part of event planning; • If events are held on grass, special efforts are made to ensure accessibility for wheelchair and pram users; and • Information on event accessibility is included in promotional material for the event, as well as emailed directly to local disability services providers prior to the event. In addition, when Town facilities are booked for external events, hirers are prompted to consider accessible events guidelines.	7. Welcomed and accepted	In Progress
1.1.3 1.1.4	A 'Quiet Zone' is available at all community events run by the Town, providing a safe and comfortable environment for attendees with sensory needs, including: • Noise-cancelling headphones • Shaded area with soft lighting • Sensory activities • Educational resources on sensory needs • Communication PODD Books for non-verbal communication Items and activities in this space have been developed in consultation with local community stakeholders. The Town is working towards Social Storyboards of event venues also being available in these spaces.	7. Welcomed and accepted	In Progress

1.1.4	In June 2025, Disability Sports Australia delivered an Abilities Unleashed event, engaging and including community members with varying disabilities to take part in a fun and inclusive day of activities. This event connected people with disabilities to local sport and active recreation opportunities.	8. Recreation, Social, Arts and Culture	Completed

SECTION 2: DAIP OUTCOME 2 – BUILDINGS AND FACILITIES

People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
2.1	During this reporting period the Town has undertaken Stage 1 of the Cooke Point Shared Footpath upgrades. This project aims to connect the missing link in a coastal shared footpath. The shared footpath is designed to be DAIP-compliant, ensuring accessibility and includes a shade structure and outdoor furniture which meet DAIP standards. In addition, refurbishment of the changing rooms of the Tennis and Hockey Club facilities is being completed, including to ensure compliant ambulant ablutions and universal access toilets, as well as a 1:14 ramp entering the facility to support full access.	5. Community Infrastruce	Completed
2.1.2	The Town of Port Hedland is undertaking ongoing construction to improve accessibility of its coastal precinct, including: • Additional seating at coastal access nodes along the Sutherland St footpath. • Reinstating beach access that was damaged during Tropical Cyclone Veronica in 2019 • Additional shade structures and outdoor furniture along Sutherland Street, designed to be DAIP-compliant.	5. Community Infrastruce	In Progress
2.1.9	Upgrades have been completed to the Koombana Lookout to increase accessibility and enjoyment of this space by the community, including: • Construction of a new 1:14 ramp connecting the lookout to the Civic Centre carpark; and • A rear-opening wheelchair parking spot for those visiting Koombana lookout via vehicle transportation.	5. Community Infrastruce	Complete
2.1.10	'Quiet Hour' runs at the Wanangkura Stadium gym on a weekly basis, during which • Music levels are lowered or turned off • Lighting in the surrounding foyer and crèche area is dimmed	8. Recreation, Social, Arts and Culture	In Progress

	• Squash and basketball courts are not in use • TV screens are switched off or muted This initiative aims to promote social inclusion and create a more inclusive and comfortable environment for people sensitive to excessive stimuli, by reducing visual and auditory stimulation. This has also been extended to local shopping centres, running from a Monday to Friday from 10am to 11am.		
2.1.9	The Town is engaging with the Open Doors Project to coordinate a free workshop, equipping community stakeholders and local businesses with skills and resources to increase inclusion and accessibility in workplaces and facilities. Scheduled for October 2025, the workshop will cover the following. • Increasing disability awareness, particularly focusing on the inclusion of people with communication and intellectual disabilities. • Growing social and economic participation of people living with disabilities. • Contributing to positive community attitudes about disability and diversity in participating communities. • Boost feelings of community safety. • Enhance community pride.	1. Education and training	To be commenced

SECTION 3: DAIP OUTCOME 3 – INFORMATION

People with disability receive information from a public authority in a format that enables them to access the information as readily as other people.

QUESTION	ANSWER
Does your authority have accessible formats for your Disability Access and Inclusion Plan? Accessible formats include accessible word and pdf versions, audio, Easy Read.	YES

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
3.1	The Town is currently undertaking a refresh of its website, with completion due in November 2025. This includes ensuring content meets the *Web Content Accessibility Guidelines (WCAG) 2.2* and enabling the website to be available in additional languages.	15. Information	In Progress
3.2.1	The Town strives to utilize accessible language across all communication channels. Professional graphic designers are engaged in the development of official and public-facing Town documents, to ensure artwork meets accessibility requirements and best practice.	15. Information	In Progress

3.4.1	The Town is investigating the implementation of communication boards at public parks, with an initial board to be introduced to the Spoilbank Marina park in 2026. Communication books, known as 'PODD books' are being implemented at all publicly facing Town facilities, providing an option for non-verbal communication and increasing visibility of community needs. Staff will be trained on the use of PODD Books and social stories, to educate and improve services.	3. Leadership and influence	In Progress
3.4.2	Information and educational resources on sensory needs is displayed and available from 'Quiet Zone' spaces at Town events.	15. Information	In Progress

SECTION 4: DAIP OUTCOME 4 – SERVICE QUALITY

People with disability receive the same level and quality of service from the staff of a public authority as other people receive.

QUESTION	ANSWER
Did your authority deliver training in 2024-2025 that improved staff capacity to respond positively to people with disability? If yes, what type of training was provided: ☒ Disability awareness ☒ Disability awareness refresher ☒ Other: PODD Book Communication Tools For Other: Examples include disability confident recruiter, Auslan, Easy Read.	Yes

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
4.1.1	Disability and Inclusion training is mandatory for all Town staff and is scheduled every quarter.	1. Education and training	In Progress
4.1.2	In the 2025-2026 financial year, Town customer service staff will receive PODD book communication training, led by members of the Hedland Access and Inclusion community group, particularly staff from Cassia Primary School, Special Needs Education assistants.	3. Leadership and influence	To be commenced
4.1.3	Disability and Inclusion training for Elected members was completed in December 2024.	1. Education and training	Completed

SECTION 5: DAIP OUTCOME 5 – COMPLAINTS

People with a disability have the same opportunities as other people to make complaints to a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
5.1.1	Complaints may be lodged with the Town through a variety of communication channels, including via email, phone, the 'Snap Send Solve' phone application, and in-person at Town facilities.	13. Voices are heard	In Progress
5.1.2	The Town works closely with the Hedland Access & Inclusion Action Group, as well as other community stakeholders, including the Cassia Primary School special education unit staff, students and families, to ensure community and lived experience voices are heard.	13. Voices are heard	In Progress

SECTION 6: DAIP OUTCOME 6 – CONSULTATION

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

QUESTION	ANSWER
Does your authority have a DAIP advisory, reference or working group with members who have lived experience of disability? A DAIP advisory, reference or working group is one whose purpose is to: • Shape your public authority's access and inclusion initiatives. • Raise the profile of access and inclusion within your public authority. • Influence of change in policy and practices relating to access and inclusion.	Yes

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
6.1.1	The Town strives to ensure opportunities to provide feedback and for community participation are accessible, by providing a variety of community engagement forums, including online, face-to-face, pop-up engagements and conversations at community events. The Town regularly consults with disability support organisations, the Hedland Access and Inclusion Action Group and community members with lived experience. In addition, the Town meets with the Cassia Primary School Special Education Unit on a regular basis to discuss community accessibility, improvements, and quick wins.	13. Voices are heard	In Progress
6.1.2	The Town is an active member and supporter of the Hedland Action & Inclusion Action Group (HAIAG). HAIAG meets monthly and provides a platform for stakeholders to collaboratively address issues of accessibility and inclusion in the Hedland region. The Town regularly utilises this forum	3. Leadership and influence	In Progress

	to discuss ideas, seek feedback and input into initiatives and projects.		

SECTION 7: DAIP OUTCOME 7 – EMPLOYMENT

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

QUESTION	ANSWER
Local Government: How many elected members disclose they have disability?	**0**
State Government: Does your authority have a government board/s? If yes, how many board members disclose they have a disability?	N/A

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
7.1.1	The Town of Port Hedland is committed to eliminating all forms of discrimination, including in relation to its hiring practices. We strongly encourage applications from community with lived experience, and people living with a disability. Diversity & Inclusion Training is provided for leaders, covering inclusive recruitment strategies as an initiative to raise leadership awareness. The Town will continue to review its current recruitment process and strategies to improve and encourage the attraction and retention of employees with a disability.	12. Legislation and Justice	In Progress
7.1.2	The Towns Diversity statement is displayed on all job vacancies.	12. Legislation and Justice	In Progress
7.1.3	The Town is exploring partnership opportunities and plans to begin a formal program of corporate volunteering in 2025/2026	2. Employment and economic independence	To be commenced

SECTION 8: DAIP OUTCOME 8 – ADVOCATE FOR AN INCREASE IN INCLUSION

The Town of Port Hedland will provide opportunities and advocate for an increase in inclusion.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
8.1.1	The Town continuously seeks opportunities to advocate for improved accessibility outcomes in our community. For example, in August 2024, in collaboration with the Hedland Access and Inclusion Action Group and other community stakeholders, the Town successfully campaigned for the implementation of a Quiet Hour at the Coles supermarket in South Hedland.	13. Voices are heard	In Progress
8.1.2	The Town seeks opportunities to work closely with people with lived experience, and translate this collaboration to action, including through the Town's involvement with the Hedland Access and Inclusion Action Group. For example, as a direct result of feedback received from a community member in relation to difficulties with the disabled toilets at the South Hedland Aquatic Centre, action has been taken to improve signage and operational procedures.	14. Safety	To be commenced

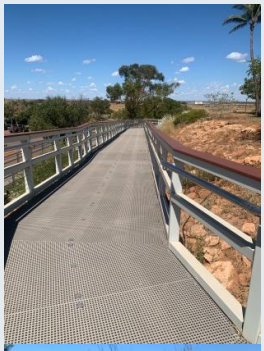
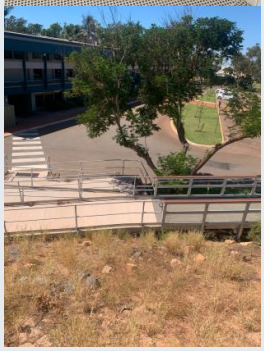
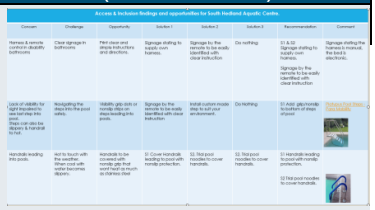
SECTION 8: ACHIEVEMENTS

- Select three achievements – the third must be an achievement from either DAIP Outcome 3, 4, 5, or 6.
- Limit the achievement description to 150 words maximum.
- Achievements must demonstrate at least one of the following:
  - Resulted in positive change: what happened and what changed.
  - Innovation: implemented or created something new to address a need, gap or solve a problem.
  - Improvement in disability access and inclusion practice. For example: building project progressing from minimum standards to application of universal design principles.
  - Outcomes: where change has been measured. For example: increased awareness, satisfaction, knowledge, confidence.

Photos

- Insert a maximum of two photos per achievement.
- Only submit photos where permission to publish the image has been obtained.
- Photos should be in jpeg format and be a minimum of 300 dpi.

ACHIEVEMENT 1 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 1. Events and Services	
Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi	
Achievement: Abilities Unleashed. In June 2025, the Town of Port Hedland hosted Disability Sports Australia to run an 'Abilities Unleashed' sports day. This event encouraged those living with a disability to come and have a go at a sport or fun active games. Aiming to motivate and enable participants to discover local active opportunities within a fun, safe, and inclusive environment. This was the first time Abilities Unleashed came to Port Hedland, community members that participated had fun, laughed together, and encouraged each other positively. What began as a shy bunch of strangers, most preferring to sit back and watch, quickly turned into friendly competitive banter and lasting friendships. The Town received great feedback from the day, with participants expressing they would like to see activities like this available on a regular basis.	

ACHIEVEMENT 2 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 2, Buildings and Facilities Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi Achievement: (Pathway Upgrades) Koombana Look Out Upgrades are now complete at the Koombana lookout. Accessway from the Civic Centre car park up to Koombana will now give the community with disability the opportunity to scoot, pram or wheelchair to one of the most beautiful views in Port Hedland. For those using transportation to access the lookout, a new disability parking bay has been added, giving the option for rear opening wheelchairs vans to safely unload passengers.	 
ACHIEVEMENT 3 (maximum word count: 150)	**Photos (insert max. 2)**
Achievement is from DAIP Outcome: 6. Consultation Photos: ☐ Permission to publish confirmed ☐ Minimum 300 dpi The Town has developed a clear and effective approach for consultation with our disability service providers and lived experience community members, grounded in strong relationships of mutual trust and respect. The Town regularly engages with community champions through the Hedland Access and Inclusion Action Group and seeks advice from this group on strategies for consultation and engagement. The Town then uses this advice to ensure best practice approaches are adopted in adapting the communication of engagement opportunity and processes. This allows community voices to be heard and captured correctly. For example, the Town will ensure a variety of formats for engagement are available, including paper forms, capturing live data through on-the-spot questions, QR codes to take away or the availability of a support person. The results of consultation have been used to support improved outcomes for accessibility in the Hedland community.	

ACHIEVEMENT 4 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 3, Information Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi Achievement: Quiet Zone Signage. Clear signage was developed to educate community of the Quiet Zone space supplied at all Town led events. This ensures the space is reserved as a sensory-friendly area for those requiring a safe and non-stimulating space, as intended, rather than a play area or waiting area. Adding Clear signage on a sandwich board educated our community to better target the audience this space was designed for. We are continually improving this space with the valuable feedback we received from our community with lived experience, including the use of a PODD book and rocking chairs. While displaying signage may seem to be a small token, the outcome of this gesture and had huge wins with an increase in participation from community with sensory processing needs.	

PHOTOS: ☒ PERMISSION TO PUBLISH CONFIRMED

If your public authority produced video or social media clips to promote and demonstrate the impact of any of your DAIP actions or activities – please include hyperlinks below.

DAIP stories in digital form

Did your authority produce video or social media clips on any DAIP actions/activities in 2024-2025?	YES
If yes, please provide hyperlinks to digital content if publicly available online.	
Hyperlink 1: Any links from Town FB post Abilities Unleashed. https://www.facebook.com/share/p/1ARJb6U2iu/	
Hyperlink 2: Hedland Access and Inclusion member speaking on the radio - Autism Horses 220724.mp3	
Hyperlink 3:	

Please submit your completed Disability Access and Inclusion Plan (DAIP) Progress Report 2024-2025

to: StateDisabilityStrategy@communities.wa.gov.au **by 4pm, Wednesday 16 July 2025.**

Town of Port Hedland Access & Inclusion Plan - 2024-2025 Progress Report

OUTCOME 1: EVENTS AND SERVICES						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
1.1 Events offered by the Town are planned to maximise physical accessibility and social inclusivity.	1.1.1 General and specific physical access issues are considered and catered for at Town events	85% of items on the Access Institute General and Specific Access Issues Checklist for events are met. Advice on specific and general access requirements of events is sought from the Senior Community Development Officer.	Provider Funder Facilitator Regulator	Events Community Development	Ongoing	*For all major events run by the Town: -An Accessible events checklist is required to be completed as part of the planning - If events are held on grass, special efforts are made to ensure accessibility for wheelchair and pram users -Information on event accessibility is included in promotional material for the event, as well as emailed directly to local disability service providers prior to the event. *When Town facilities are booked for external events, hirers are prompted to consider accessible events guidelines.
	1.1.2 Make provision for additional accessible parking and alternative at events.	Where practical, at least 5% of parking bays at major Town events will be accessible parking bays. Provide alternatives to parking Town events such as pick up and drop off areas.	Provider Facilitator Regulator	Events Community Development	Ongoing	*Accessible car parks and loading zones are available at all major Town events. Where practical, rear opening vehicle bays are included.
	1.1.3 Town events include sensory-friendly opportunities.	Social Stories (part of creating a sensory-friendly environment) are available on the Town's website to a minimum of four events annually. Consideration of Inclusion of sensory-friendly zones at all community events and programs.	Provider Funder Facilitator	Events Community Development	Ongoing	*A 'Quiet Zone' is available at all community events run by the Town, providing a safe and comfortable environment for attendees with sensory needs. This includes noise cancelling headphones, a shaded area with soft lighting, sensory activities, educational resources on sensory needs and PODD Books for non-verbal communication. Items and activities in this space have been developed in consultation with local community stakeholders. *The Town is working towards Social Storyboards of event venues being available in the Quiet Zone.
	1.1.4 Programming at Town events considers the social inclusion needs of people with different abilities.	The Town will enhance access and inclusion when planning services and programs.	Provider Facilitator	Community Development	Ongoing	*In June 2025, Disability Sports Australia delivered an Abilities unleashed event, engaging and including community members with varying disabilities to take part in a fun and inclusive day of activities. This event connected people with disabilities to local sport and active recreation opportunities.
	1.1.5 Youth Programs accommodate young people with disability.	The Town will advocate to improve access and inclusion at events held by the Town and others at Town facilities and venues	Advocator Regulator Facilitator	Youth	Ongoing	*Efforts are made to ensure all youth programming run by the Town is welcoming and accessibility for young people of all abilities.

OUTCOME 2: BUILDINGS AND FACILITIES						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
	2.1.1 Where relevant and practical, consideration is given to redevelopments and new buildings exceeding the minimum accessibility requirements.	When building new facilities or refurbishing existing facilities, access will be ensured, and enhancement of access will be explored.	Advocator Provider Funder Facilitator Partner	Projects Community Development	Ongoing	During this reporting period: *The Town has undertaken Stage 1 of the Cooke Point Shared Footpath upgrades. This project aims to connect the missing link in a coastal shared footpath. The shared footpath is designed to be DAIP-compliant, ensuring accessibility and includes a shade structure and outdoor furniture which meet DAIP standards. *Refurbishment of the changing rooms is being undertaken of the Tennis and Hockey Club facilities, including to ensure compliant ambulant ablutions and universal access toilets, as well as a 1:14 ramp entering the facility to support full access.

2.1 New and redevelopment works provide access to people of all abilities.	2.1.2 Install additional accessible seating in parks and along walking trails.	Improved access, amenity and liveability.	Provider Funder	Planning Infrastructure Operations	Ongoing	*The Town is undertaking ongoing construction to improve accessibility of its coastal precinct, including additional seating. During this reporting period, this has been completed through Stage 1 of the Cooke Point Shared Footpath upgrades.
	2.1.3 Consider the provision of more than the minimum required number of accessible parking bays at Town facilities where relevant and practical.	Improved access, amenity and liveability.	Provider Funder	Projects	Ongoing	During the reporting period: *New ACROD carparks were introduced at the Tennis and Hockey clubroom facilities *New accessible parking, including a rear opening disability car park was introduced at the Koombana Lookout
	2.1.4 Consider provision of appropriate ACROD parking bays to accommodate rear loading vehicles where practical.	Improved access, amenity and liveability	Provider Funder Facilitator	Projects Planning	Ongoing	
	2.1.5 Consult with Community Development Team, or, if appropriate, an external access consultant, is consulted for access advice during the design and planning of 100% of new or redeveloped buildings.	When building new facilities or refurbishing existing facilities, access will be ensured, and enhancement of access will be explored	Provider Funder Facilitator	Projects Community Development	Ongoing	*The Community Development Team is regularly consulted on the designing of construction works.
	2.1.6 Investigate improving access to the coast with the accessibility of beaches and foreshore environments.	Investigate accessible beach infrastructure options. Seek State Government Grant Funding or plan and budget for the addition of one beach wheelchair. Participate as an active partner in the Accessible Beaches for All Working Group.	Provider	Planning	Ongoing	*The Town has undertaken Stage 1 of the Cooke Point Shared Footpath upgrades. This project aims to connect the missing link in a coastal shared footpath. The shared footpath is designed to be DAIP-compliant, ensuring accessibility. *The Town is undertaking ongoing construction to improve accessibility of its coastal precinct, including additional seating, reinstating beach access damaged during Tropical Cyclone Veronica in 2019 and constructing additional shade structure and outdoor furniture along Sutherland Street, designed to be DAIP compliant.
	2.1.9 Improved amenity and recreational infrastructure for improved social inclusivity.	Improved amenity and liveability.	Provider Funder Facilitator Partner	Planning	Ongoing	*Upgrades have been completed to the Koombana Lookout to increase accessibility and enjoyment of this space by the community, including construction of a new 1:14 ramp, connecting the lookout to the Civic Centre carpark and the introduction of a rear-opening wheelchair parking spot. *The Town has undertaken Stage 1 of the Cooke Point Shared Footpath upgrades. This project aims to connect the missing link in a coastal shared footpath. The shared footpath is designed to be DAIP-compliant, ensuring accessibility.
	2.1.10 Promote physical accessibility and social inclusion with increased people coming to the community with disabilities.	The Town will provide meaningful information and promote the accessibility of our facilities and venues.	Provider Funder Facilitator Partner	Planning Projects Public Affairs Leisure Community Development	Ongoing	*'Quiet Hour' runs at the Wanangkura Stadium gym on a weekly basis, during which time music levels are lowered or turned off, lighting is dimmed to the extent it is safe to do so and TV screens are switched off or muted to create a sensory-friendly environment to support users with sensory sensitivities. *A 'Quiet Zone' is available at all community events run by the Town, providing a safe and comfortable environment for attendees with sensory needs. This includes noise cancelling headphones, a shaded area with soft lighting, sensory activities, educational resources on sensory needs and PODD Books for non-verbal communication.

2.2 Provide accessible streetscapes	2.2.1 Pathways are monitored for obstruction by vehicles. Accessible parking bays are monitored for misuse	Reduction in complaints for misuse. Improved accessibility and inclusion within the community	Provider Funder Facilitator Partner	Infrastructure Operations	Ongoing	*The implementation of the Town's Active Transport Strategy 2023-2033 will see all paths and roads maintained and/or upgraded to be compliant with Australia standards and best practice.
	2.2.2Ensure maintenance, repair and upgrades of pathways and kerb ramps.	Reductions in community complaints due to annual works program being implemented and monitored.	Provider Funder Facilitator Partner	Infrastructure Operations Planning	Ongoing	
2.3 Increased care facilities	Increased care facilities for more children in need of support services.	Advocate for private allied health service providers to come to the Pilbara improving the service offering in the community	Advocate Facilitator Partner	Youth & Community Development	Ongoing	*The Town works with the Hedland Action and Inclusion Action Group to address issues of access to services and support improved referral pathways.

Outcome 3: Accessible Information						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
3.1 All Town websites are accessible and user-friendly.	3.1.1 The Town website meets Level A level as a mandatory minimum, preferably with level AA level features where reasonable, practical, and aspiring to the Level AAA of the Web Content Accessibility Guidelines 2.0.	Undertake an audit of Town's Websites. Implement recommendations of audit in Town media platforms where identified. Corporate website is reviewed every two years to ensure accessibility	Provider Funder Facilitator Regulator	Public Affairs	Ongoing	*The Town is currently undertaking a refresh of its website, with completion due in November 2025. This includes ensuring content meets the Web Content Accessibility Guidelines (WCAG) 2.2 and enabling the website to be available in additional languages.
3.2 People with disability have access to information through social media and publications.	3.2.1 When providing information across social media platforms the Town will use best practice to ensure the information is as accessible as possible.	Guidelines for accessibility of published material are implemented. Readily provide information in a format that is accessible on request	Provider Regulator	Public Affairs	Ongoing	*The Town strives to utilise accessible language across all communications channels.
	3.2.2 Town publications are designed in line with the Town's guidelines for accessibility of printed material.	Guidelines for accessibility of published material are reviewed and updated.	Provider Regulator	Public Affairs	Ongoing	*Professional graphic designers are engaged in the development of official and public-facing Town documents, to ensure artwork and design meet accessibility requirements and best practice, such as minimum font sizes.
	3.2.3 Ensure the statement 'Available in alternative formats and languages upon request' is printed on relevant Town publications.	Town publications are designed in line with the Town's Guidelines for accessibility of printed material.	Provider Regulator	Public Affairs	Ongoing	*Work is currently underway to implement a checklist to ensure the accessibility statement is included on all publications.
3.3 Improve community awareness of the accessibility of Town of Port Hedland services and events.	3.3.1 Produce a publication or marketing campaign for staff and the community which outlines the Town's accessible services and events.	Develop an Accessible and Inclusive Communities for Everyone communications campaign and implement.	Provider Funder Facilitator	Community Development Public Affairs	Ongoing	*Information relating to the accessibility of Town major events is included on the website page for each event. This information is also shared and promoted to the Hedland Access and Inclusion Action Group.

3.4 Improve community awareness on social and cultural inclusion.	3.4.1 Produce communications materials that encourage the community to connect with each other.	Develop an annual Social and Cultural communications plan and implement.	Provider Funder Facilitator	Community Development Public Affairs	Ongoing	*The Town is investigating the implementation of communication boards at public parks, with an initial board to be introduced to the Spoilbank Marina playground in 2026. *Communication books, known as 'PODD Books' are being implemented at all publicly facing Town facilities, providing an option for non-verbal communication and increasing visibility of community needs. Staff will be trained on the use of PODD Books and social stories, to educate and improve services. *The Town is engaging with the Open Doors Project to coordinate a free workshop, equipping community stakeholders and local businesses with skills and resources to increase inclusion and accessibility in workplaces and facilities. The workshop is scheduled for October 2025.
	3.4.2 Improve community awareness and understanding of disability needs.	Develop material regarding access and inclusion and implement this through communication channels to promote community awareness and understanding.	Provider Funder Facilitator	Community Development Public Affairs	Ongoing	*Information and educational resources on sensory needs are displayed an available from the 'Quiet Zone' space at Town events.

Outcome 4: Quality of Service						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
4.1 Improve and sustain staff and Elected Member awareness of access and inclusion issues and improve skills to provide good service to people of all abilities.	4.1.1 Staff to attend mandatory training on access and inclusion.	All employees participate in access and inclusion training over the four-year life of The Plan, enhancing customer service for people with disability.	Provider Funder Facilitator Regulator	Training	Ongoing	*Disability and Inclusion training is mandatory for all Town staff and is scheduled every quarter.
	4.1.2 Develop staff awareness of supports and services available to promote a greater level of service is provided to people with disability.	The Town will continue to seek feedback and improve the customer service provided to people with disability.	Provider Funder Facilitator Regulator	Community Development Public Affairs	Ongoing	*In the 2025-2026 financial year, Town customer service staff will receive PODD book communication training, led by members of the Hedland Access and Inclusion Action Group, particularly staff from the Cassia Primary School special education unit.
	4.1.3 Provide training for Elected Members on access and inclusion.	All Elected Members are offered access and inclusion training as part of their induction process.	Provider Funder Facilitator Regulator	Office of the CEO Training	Completed	*Disability and Inclusion Training for Elected Members was completed in December 2024.

Outcome 5: Opportunities to Provide Feedback						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
5.1 Ensure that current feedback mechanisms are accessible to people of all abilities.	5.1.1 Ensure a variety of ways are available for customers to lodge a compliment or complaint with the Town.	The Town will review and maintain our accessible complaints procedure to ensure it meets the needs of people with disability and that all feedback is heard.	Provider Funder	Community Development Public Affairs	Ongoing	*Compliments or complaints may be lodged with the Town through a variety of communication channels, including via email, phone, the 'Snap Send Solve' phone application and in-person at Town facilities.
	5.1.2 Improve collaboration between Hedland and the broader Pilbara region DAIP network in working together.	Re-establishment of Hedland Health and Disability Interest Group	Advocator Facilitator Partner	Community Development	Ongoing	*The Town supported the development of the Hedland Access & Inclusion Action Group and now works closely with the group to seek feedback and champion community-wide, collaborative initiatives.

Outcome 6: Public Consultation						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
6.1 Improve community awareness about	6.1.1 Provide alternative engagement feedback methods when appropriate	As part of the engagement processes the Town will ensure best practice is followed when holding consultation to enhance accessibility and inclusion.	Provider Facilitator Partner	Community Development	Ongoing	*To ensure opportunities to provide feedback are accessible, a variety of community engagement forums are facilitated, including online, face-to-face, pop-up engagements and conversations at community events. The Town also seeks feedback from the Hedland Access and Inclusion Action Group and community members with lived experience on its engagement methods.

consultation processes in place.	6.1.2 The Town will consult people with disability on new projects and for strategic planning to ensure the Town's services are meeting the needs of the community.	The Town will ensure feedback methods include consideration for those experiencing disabilities and/ or social isolation.	Provider Funder Facilitator	Community Development	Ongoing	*The Town regularly consults with disability support organisations, the Hedland Access and Inclusion Action Group and community members with lived experience of disabilities, as part of its engagement campaigns and on an ad hoc basis.

Outcome 7: Employment Opportunities						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
7.1 Review the recruitment policies and practices.	7.1.1 Develop and implement guidelines which facilitate greater interview opportunities for people with disability, people from CaLD backgrounds and Aboriginal and Torres Strait Islander people	Adaptive technology will be investigated/ offered for employees. The Town will promote, update and review the employment strategies of the Town to ensure they improve the attraction and retention of employees with disability.	Provider Funder Facilitator Partner	Human Resources	Ongoing	*The Town facilitates Diversity & Inclusion Training specifically for its leaders, which includes information on inclusive recruitment strategies. *The Town will continue to review its current recruitment process and strategies to improve the attraction and retention of employees with a disability, employees from CaLD backgrounds and Aboriginal and Torres Strait Islander People.
	7.1.2 Develop a recruitment Diversity Statement that reflects the Town's commitment to workplace diversity.	100% of vacancies advertised include the Diversity Statement	Provider Regulator	Human Resources	Complete	*The Town's recruitment diversity statement, reflecting the Town's commitment to workplace diversity is displayed on all Town job advertisements.
	7.1.3 The Town will increase opportunities for sector relevant staff volunteerism.	Establishment of partnerships with service providers to facilitate staff volunteer opportunities.	Facilitator Partner	Human Resources	In Progress	*The Town has started to explore partnership opportunities and plans to begin a formal program of corporate volunteering in 25/26

Outcome 8: Advocate for an Increase in Inclusion						
Outcomes	**Strategic Response**	**Performance Measure**	**Town's Role**	**Departments**	**Status**	**Actions/Outcomes**
8.1 Investigate and implement ways of encouraging and supporting access and inclusion in the community.	8.1.1 Town officers to play an advocacy role in relation to access and inclusion issues for matters of broader community impact.	Access and inclusion issues brought to the Town's attention are investigated and responded to with advocacy, referral or support.	Advocate Facilitator	Community Development	Ongoing	*The Town actively seeks opportunities to receive and action feedback in relation to issues of accessibility. For example, as a direct result of feedback received from a community member in relation to difficulties with the disabled toilets at the South Hedland Aquatic Centre, action has been taken to improve signage and operational procedures. *In August 2024, the Town worked in collaboration with the Hedland Access and Inclusion Action Group and other community stakeholders to successfully advocate for the implementation of 'Quiet Hour' at the Coles supermarket in South Hedland.
	8.1.2 People with lived experience are given the opportunity to collaborate directly with the Town on matters of access and inclusion.	Establishment of an Inclusion Working Group/s which may include Town officers, local service providers and community members with lived experience. Meetings are held by Town officers with local service providers and community members to consult on matters of access and inclusion as required.	Advocate Facilitator Partner	Community Development	Ongoing	*The Town has worked with local community stakeholders to establish the Hedland Access and Inclusion Action Group, a collective of local individuals and organisations with either lived experience or experience working within the disability and accessibility sector. This group seeks to work collectively to address issues of accessibility and inclusion within Port Hedland.

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Town of Port Hedland
Local Planning Scheme No. 7

Amendment No. 6

Summary of Amendment Details

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

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FORM 2A

Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Town of Port Hedland Local Planning Scheme No. 7
Amendment No. 6

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

1. In clause 37(1), 'Terms used':
   A. Delete the definition for *Short-term accommodation.*

   B. Amend the general definition for *Cabin* to:
   means a building that -
   (a) is an individual unit other than a chalet; and
   (b) forms part of -
   (i) tourist and visitor accommodation; or
   (ii) a caravan park;
   and
   (c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

   C. Amend the general definition for *Chalet* to:
   means a building that —
   (a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and
   (b) forms part of –
   (i) tourist and visitor accommodation; or
   (ii) a caravan park;
   (c) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

2. In clause 38, 'Land use terms used':
   A. Delete the definitions for:
   - *Bed and breakfast*;
   - *Holiday accommodation;*
   - *Holiday house;*
   - *Motel;*
   - *Serviced apartment; and*
   - *Tourist development.*

   B. Amend the existing land use term for *Road house* by deleting paragraph (d) and inserting:
   (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.

C. Insert the definition for *Tourist and visitor accommodation* as per Schedule 1 – Model Provisions:

(a) means a building, or a group of buildings forming a complex, that —

(i) is wholly managed by a single person or body; and

(ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and

(iii) may include on-site services and facilities for use by guests; and

(iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;

and

(b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but

(c) does not include any of the following —

(i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);

(ii) a caravan park;

(iii) hosted short-term rental accommodation;

(iv) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);

(v) a park home park;

(vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);

(vii) a road house;

(viii) workforce accommodation;

3. In Table 4 - 'Zoning Table', insert in alphabetical order the following land uses and permissibility:

A. *Hosted-short term rental accommodation;* designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.

B. *Unhosted short term rental accommodation*;
   - designate as a 'P' use in the Tourism zone;
   - designate as a 'D' use in the Centre, Commercial and Mixed Use zones;
   - designate as an 'A' use Residential, Rural and Rural Residential zones; and
   - designate as an 'X' use in all other zones.

C. *Tourist and visitor accommodation;*
   - designate as a 'P' use in the Tourism zone;
   - designate as a 'D' use in the Centre, Commercial and Mixed Use zones;
   - designate as an 'A' use in the Residential, Rural and Rural Residential zones; and
   - designate as an 'X' use in all other zones.

4. In Table 4 - 'Zoning Table', delete all references to:
   A. *Bed and breakfast*;
   B. *Holiday accommodation;*
   C. *Holiday house;*
   D. *Motel;*
   E. *Serviced apartment; and*

F. *Tourist development.*

5. In Table 6 - 'Special use zones in Scheme area':

   A. Delete the following special uses for 'SU1':
      - *Motel; and*
      - *Serviced apartment.*

   B. Delete the following special uses for 'SU3':
      - *Serviced apartment; and*
      - *Tourist development.*

   C. Include in alphabetical order the special use of *Tourist and visitor accommodation* for 'SU1' and 'SU3' and designate as follows:
      - An 'A' use for 'SU1'; and
      - A 'D' use for 'SU3'.

6. In Schedule 1, 'Car Parking Standards':

   A. Insert in alphabetical order the following land uses and minimum car parking space requirements:

Land Use	Minimum Car Parking Spaces
Hosted short-term rental accommodation	*1 additional bay per bedroom*
Tourist and visitor accommodation	*1.5 bays per accommodation unit; and 1 bay for every employee*
Unhosted short-term rental accommodation	*1 bay per 2 bedrooms*

   B. Amend the reference to *Hotel & Motel* to *Hotel.*

   C. Delete all references to:
      - *Bed and breakfast;*
      - *Holiday accommodation;*
      - *Holiday house;*
      - *Motel;*
      - *Serviced apartment; and*
      - *Tourist development.*

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The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;

2. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

3. the amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20___

_____
(Chief Executive Officer)

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Scheme Amendment Report

1. Introduction

The purpose of this amendment is to amend the Town's local planning scheme to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the Town.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia.* This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Town to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

Locally, the Town's Local Planning Strategy that was endorsed in 2021 identified diversification of tourism accommodation as an area of focus. This amendment therefore provides an opportunity to address this, whilst promoting short stay accommodation be located in higher amenity areas and managing any potential land-use conflicts with residential uses.

3. State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;

ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;

iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;

iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and

v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Town are detailed further in the following sections of this report.

4. Local Planning Context

As identified in the Town's Local Planning Strategy, data from 2018 recorded in excess of 250,000 visitors for the year, with the majority of visitors coming to the region for business purposes (aligned to mining in the region). The Town is renowned for its sizeable resources industry, private railways, large ships, and export tonnage port which provide visitors with a unique opportunity to view the export operations of Australia's iron ore mining industry. In addition, the Town also provides key visitor attractions including proximity to Karijini National Park, Spinifex Hill Studios, Courthouse Gallery, Cemetery Beach Park, Redbank Bridge Salt and Train Lookout, and Don Rhodes Mining Museum. Popular tourist events include the Port Hedland Cup (Heddy Cup) and Spinifex Spree.

With respect to tourism, the Strategy seeks to actively purpose opportunities to diversify the economy and promote the Town's unique offerings.
At present, Local Planning Scheme No. 7 provides for short-term rental accommodation via the 'bed and breakfast' and 'holiday house' land uses which differ in their permissibility but predominantly, where such uses are permissible, require the exercise of discretion and therefore, a development application.

To date, the Town has had no issues to date in relation to short-term rental accommodation uses and would like to promote such uses close to areas of high amenity such as the Centre and Mixed use zones, as well as in Tourism zones to co-locate with complementary and compatible tourism land uses. The Town also aims to ensure that any potential land-use conflicts with residential uses are sufficiently managed.

5. Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with short-term rental accommodation, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the Town's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

<u>Deemed Short-Term Rental Accommodation Land Use Classes</u>

Whilst the new 'deemed' land use classes are automatically read into the Town's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Town's planning framework.

To implement the required changes, this amendment requires deletion of all references to the land use classes of *bed and breakfast* and *holiday house*, replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation.* This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility

standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a Permitted use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions';
- 'Unhosted short-term rental accommodation' is proposed to be listed as a D or A use in zones where any type of 'dwelling' is capable of approval, that being:
    - A D use in the Centre, Commercial, Mixed Use and Tourism zones;
    - An A use in the Residential, Rural and Rural Residential zones; and
    - An X use in all other zones.

Aside from the above, where the uses of holiday house and bed and breakfast are referenced in other sections of the scheme text, these are to be cross-referenced accordingly. This includes the minimum car parking standards contained within Schedule 1, although 'Unhosted short-term rental accommodation' is to now have a minimum parking requirement of 1 bay per 2 bedrooms.

It has been clarified with the Department of Planning, Lands and Heritage that whilst Local Planning Scheme No. 7 currently permits caretaker dwellings in the Town's industrial zones, the intent is for them to not be included in the requirement for Hosted STRA to be a 'P' use in zoning tables. This is because caretaker's dwellings by definition can only be associated with an industrial land use and are to be occupied by a supervisor of that building, operation or plant, so in this sense their use and location is already restricted and incidental.

<u>Model 'Tourist and Visitor Accommodation' Land Use</u>

A new model land use class of 'Tourist and Visitor Accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the Town's scheme, uses to be deleted through this change include:

- *Holiday accommodation – specifically referenced in the new land use class definition;*
- *Motel – specifically referenced in the new land use class definition;*
- *Serviced apartment – specifically referenced in the new land use class definition; and*
- *Tourist development – directly replaced by the new use class.*

Under Local Planning Scheme No. 7, the land uses which are to be superseded had varying permissibilities which the Town is now required to capture as one. Reflecting the Town's desire to promote tourist accommodation uses close to areas of high amenity and to co-locate with complementary and compatible tourism land uses, the Town is opting to adopt a similar approach to 'unhosted short-term rental accommodation'. That is, 'tourist and visitor accommodation' is to become:

- A D use in the Centre, Commercial, Mixed Use and Tourism zones;
- An A use in the Residential, Rural and Rural Residential zones; and
- An X use in all other zones.

In relation to the Town's Special Use zones, the superseded land use terms will be replaced with the new model land use term, however the Town is not proposing any change to the land use permissibility.

With respect to the minimum car parking standards within Schedule 1, the parking requirement for 'Hotel' is to retain the existing requirement of 1 bay for every bedroom and 1 bay for every employee. Having regard to the various parking requirements for the superseded uses, a consolidated requirement of 1.5 bays per accommodation unit plus 1 bay for every employee is proposed for 'Tourist and Visitor Accommodation'.

New and Revised Land Use & General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new short-term rental accommodation land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet', as well as the land use term for 'road house'. The new model terms are proposed to be introduced into the scheme text through this amendment.

Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions; this being:

> *accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.*

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Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Town of Port Hedland Local Planning Scheme No. 7
Amendment No. 6

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   (iv) a caravan park;
   and
   (c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

   C. Amend the general definition for *Chalet* to:
   means a building that —
   (a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and
   (b) forms part of –
   (iii) tourist and visitor accommodation; or
   (iv) a caravan park;
   (c) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

2. In clause 38, 'Land use terms used':
   A. Delete the definitions for:
   - *Bed and breakfast*;
   - *Holiday accommodation;*
   - *Holiday house;*
   - *Motel;*
   - *Serviced apartment; and*
   - *Tourist development.*

   B. Amend the existing land use term for *Road house* by deleting paragraph (d) and inserting:
   (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.

   C. Insert the definition for *Tourist and visitor accommodation* as per Schedule 1 – Model Provisions:
   (a) means a building, or a group of buildings forming a complex, that —
   (i) is wholly managed by a single person or body; and

(ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and
(iii) may include on-site services and facilities for use by guests; and
(iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;

and

(b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but

(c) does not include any of the following —
(i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);
(ii) a caravan park;
(iii) hosted short-term rental accommodation;
(iv) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);
(v) a park home park;
(vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);
(vii) a road house;
(viii) workforce accommodation;

3. In Table 4 - 'Zoning Table', insert in alphabetical order the following land uses and permissibility:

   A. *Hosted-short term rental accommodation;* designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.

   B. *Unhosted short term rental accommodation*;
      - designate as a 'P' use in the Tourism zone;
      - designate as a 'D' use in the Centre, Commercial and Mixed Use zones;
      - designate as an 'A' use Residential, Rural and Rural Residential zones; and
      - designate as an 'X' use in all other zones.

   C. *Tourist and visitor accommodation;*
      - designate as a 'P' use in the Tourism zone;
      - designate as a 'D' use in the Centre, Commercial and Mixed Use zones;
      - designate as an 'A' use in the Residential, Rural and Rural Residential zones; and
      - designate as an 'X' use in all other zones.

4. In Table 4 - 'Zoning Table', delete all references to:
   A. *Bed and breakfast*;
   B. *Holiday accommodation;*
   C. *Holiday house;*
   D. *Motel;*
   E. *Serviced apartment; and*
   F. *Tourist development.*

5. In Table 6 - 'Special use zones in Scheme area':

   A. Delete the following special uses for 'SU1':

- *Motel; and*
- *Serviced apartment.*

B. Delete the following special uses for 'SU3':
   - *Serviced apartment; and*
   - *Tourist development.*

C. Include in alphabetical order the special use of *Tourist and visitor accommodation* for 'SU1' and 'SU3' and designate as follows:
   - An 'A' use for 'SU1'; and
   - A 'D' use for 'SU3'.

6. In Schedule 1, 'Car Parking Standards':

A. Insert in alphabetical order the following land uses and minimum car parking space requirements:

Land Use	Minimum Car Parking Spaces
Hosted short-term rental accommodation	*1 additional bay per bedroom*
Tourist and visitor accommodation	*1.5 bays per accommodation unit; and* *1 bay for every employee*
Unhosted short-term rental accommodation	*1 bay per 2 bedrooms*

B. Amend the reference to *Hotel & Motel* to *Hotel.*

C. Delete all references to:
   - *Bed and breakfast;*
   - *Holiday accommodation;*
   - *Holiday house;*
   - *Motel;*
   - *Serviced apartment; and*
   - *Tourist development.*

UNOFFICIAL

FORM 6A

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [day] day of [month], 20[year].

.....

MAYOR/SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....

MAYOR/SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the Town of Port Hedland at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year] and the Common Seal of the Town of Port Hedland was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

MAYOR/SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....

DELEGATED UNDER S.16 OF THE P&D ACT 2005

UNOFFICIAL

DATE.....

FORM 6A - CONTINUED

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

ATTACHMENT 1 – CONDITIONS OF APPROVAL

APPLICATION TO AMEND DEVELOPMENT APPROVAL FOR TEMPORARY WORKFORCE ACCOMMODATION ON LOT 2 (NO. 15) DEMPSTER STREET, PORT HEDLAND

Conditions:

Term of Approval Conditions

1. This approval is limited to the temporary use of only sixty-four (64) transportable buildings with a maximum of 208 persons for Workforce Accommodation and associated buildings for dining/kitchen and laundry facilities, until 30 April 2033.

2. All development and use of the site must be carried out in accordance with the approved plans and all information submitted as part of this application. These details shall not be altered without prior written consent of the Town of Port Hedland. This approval does not relate to any other development on this lot.

3. If the use of the land is terminated early pursuant to Condition 6, the landowner must remove all transportable buildings from the land by no later than twelve (12) months of the date of early termination.

4. This approval supersedes previous development approval 2022/191 and all associated conditions.

The following conditions must be cleared prior to the date mentioned

Building Report and Site Safety

5. By 1 December 2025 the landowner is to submit to the Town a Building Report prepared by a suitably qualified person which includes an assessment of all buildings on site, their ability to be safely occupied and/or repaired, or removed, the proposed timeframe for their repair or removal, and identify any which contain asbestos material.

Early Termination of Use

6. If any building required to be removed from the land mentioned in the Building Report is not demolished and removed by the time as agreed between the Town of Port Hedland and the landowner, this approval to use the land temporarily for workforce accommodation shall immediately terminate. For the removal of doubt, the early termination operates notwithstanding Conditions 1 and 2.

Social Impact Assessment

7. Within six (6) months of this approval, Social Impact Assessment and Social Impact Management Plan shall be submitted to and approved by the Town of Port Hedland, which:

    7.1 Includes an adequate level of community consultation with surrounding residents and Aboriginal groups;

    7.2 Includes adequate strategies and actions to ensure mental health and wellbeing of occupiers through provision of leisure and recreation options;

    7.3 Include timeframes for agreed KPI's;

    7.4 Provides details on annual monitoring and reporting of the effectiveness of the SIMP, which shall be submitted by the developer to the Town at the end of every financial year. The SIMP shall be modified in response to any socio-economic issues identified by the Town (based on agreed KPI's) that are a direct result of the approved development's operations.

    7.5 Annual monitoring and reporting of the SIMP's implementation shall commence on 1 July 2026 and be reported on 1 July each year thereafter, for the duration of the approval.

Access to Rooms

8. By 1 July 2026, the landowner shall enter into an agreement with the Town of Port Hedland for access to 10 rooms at all times to the benefit of the Town of Port Hedland and/or its contractors, at a nominal cost. The agreement shall include at a minimum the following:

    8.1 The rooms shall be available each day the facility is in operation, at all times, and be accessible within 48 hours of a booking being made.

    8.2 No exclusion periods are to be implemented by the operator.

    8.3 The Town is responsible for booking the rooms, with invoices and payments being made by the occupier.

    8.4 Nominal cost to incorporate the provision of meals, cleaning and laundry services at cost and be set at the beginning of each financial year (subject to CPI).

    The agreement shall be prepared by the Town's solicitors at full cost to the applicant and be in place prior to 1 July 2026.

Landscaping Plan

9. The approved amended landscaping plan shall be implemented before 1 March 2026 and maintained thereafter, to the satisfaction of the Town.

Notification on Title – Vulnerable Coastal Area

10. By 1 July 2026 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification that the lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years and is subject to conditions of development approval which may limit the term of the approval. The notification is to state as follows:

    "VULNERABLE COASTAL AREA –This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years. Development on this lot is subject to conditions of development approval which limit the term of approval and require the development to be removed and the land reinstated to its predevelopment condition. Refer to the Town of Port Hedland for details."

Notification on Title – Bushfire Management Plan

11. By 1 July 2026 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification of the existence of the approved Bushfire Fire Management Plan and advise landowners of their obligations in respect to the use and ongoing management of the land. The notification is to state as follows:

    "This land is within a bushfire prone area as designated by an order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land."

Site Rehabilitation Plan

12. A site rehabilitation plan shall be submitted to and approved by the Town of Port Hedland by 31 October 2031.

    12.1 The landowner must remove all transportable buildings from the land by no later than 30 April 2034 in accordance with an approved Site Rehabilitation Plan, on the termination of workforce accommodation use.

Community Contribution

13. At the applicant's cost, enter into an agreement with Town of Port Hedland to provide a contribution to a value of $67,109 for the ten (10) year period, ending

2033. The contribution shall only be used for the establishment of community infrastructure within close proximity to the facility which occupiers and residents can utilise for recreation purposes. The contribution shall be paid in full (lump sum) unless other alternative arrangements are agreed in writing with the Town.

General Conditions

Building report

14. The landowner is required to comply with the recommendations of the Building Report, if approved by the Town, including repairing or demolishing the building to a standard outlined in the Building Report.

Operational Management Plan

15. The development must be carried out in accordance with the approved Operational Management Plan.

Stormwater Management

16. All stormwater to be contained and disposed of on-site, to the satisfaction of the Town.

Traffic Impact Assessment

17. The development must be carried out in accordance with the approved Traffic Impact Assessment dated 31 July 2023, to the satisfaction of the Town.

Karratha office | Perth office
P.O. Box 88, Karratha, WA 6714
info@rffaustralia.com

Chaz Roberts
Manager Planning and Economic Development
Town of Port Hedland
PO Box 41
Port Hedland WA 6721

3 June 2025

Dear Chaz

Proposed Amendment to DA 2022/191 – Lot 2 (No. 15) Dempster Street, Port Hedland

RFF Australia, on behalf of our client, D A Campbell Property Holdings PTY Ltd as trustee for the KDDA Trust (Campbell Transport), are seeking the Town of Port Hedland's support to amend the current development approval for the former immigration detention centre site at 15 Dempster Street, Port Hedland ('the subject site'), which was granted approval at the Special Council Meeting held by Council on 15 May 2023.

The proposed amendments include:

- A five-year extension to the current approval period, extending the expiry date from 30 April 2028 to 30 April 2033; and
- Modifications or deletions to several conditions which, due to procedural delays and evolving site complexity, have become impractical to implement as originally drafted.

These changes are proposed pursuant to Schedule 2, Clause 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which enables a decision-maker to amend or cancel a development approval where appropriate justification is provided. In this instance, the justification for the proposed amendments is based on the following:

- A five-year extension is sought in response to complex and time-consuming condition clearance processes, which have necessitated ongoing engagement with the Town to clarify conditions and refine documentation.
- The extension will support alignment with broader strategic planning processes underway for the site, including consideration of CHRMAP outcomes, National Construction Code compliance, and subdivision feasibility.
- A longer timeframe is necessary to mitigate the risk of technical non-compliance with the current approval, thereby ensuring that future development remains lawful and orderly.
- The extension will facilitate a staged and coordinated approach to redevelopment, allowing for site improvements, such as landscaping and fencing upgrades, to be implemented in line with the site's long-term vision.

- Sufficient time is required to complete feasibility investigations, secure funding, and pursue investment opportunities that will support more diverse land use outcomes.
- The additional timeframe provides essential planning certainty, particularly in light of delays to the structure planning process and reduces the risk of premature or fragmented development decisions.
- The continued use of the site for workforce accommodation during this interim period represents an efficient and responsive use of existing infrastructure and built form, particularly in the context of ongoing housing constraints across the Pilbara region.

In summary, the proposed amendments are intended to maintain a planning framework that is adaptive, pragmatic, and consistent with the principles of orderly and proper planning.

Background

The subject site, formerly operated as the Port Hedland Detention Centre and later as Beachfront Village, was acquired in 2022 by Campbell Transport via its subsidiary, D A Campbell Property Holdings Pty Ltd. Following this acquisition, a Development Application was submitted to enable reactivation of the site to provide accommodation for a mix of transient and permanent staff associated with Campbell Transport, while also allowing surplus capacity to be made available to third parties, including community organisations and contractors requiring short-term accommodation in Port Hedland.

Development Approval 2022/197 was granted by the Town of Port Hedland at its Special Council Meeting held on 15 May 2023. The approval related to the temporary use of the existing site infrastructure as workforce accommodation, inclusive of both transportable and in-situ buildings, for a period of five years.

Refer Attachment A – Development Approval (DA2022/197).

Since the time of approval, the project team has been actively working through the implementation of the development conditions, with particular focus on addressing the more substantive requirements. A key priority has been progressing the preparation of a Structure Plan for the site, as required by Condition 22 of the development approval, which stipulates that a Structure Plan must be submitted to the Town of Port Hedland by 1 July 2025. This requirement is central to ensuring longer-term planning and redevelopment of the site is considered in a manner consistent with the objectives of the Town's Local Planning Strategy and the Local Planning Scheme No. 7.

Amended Proposal

The following provides a summary of the proposed amendments to the Development Approval. The proposed amendments have been broken down by theme as separated by conditions, and as granted on the approval.

Attachment B provides a detailed and specific description of the amendments proposed, as they relate to specific conditions.

Condition 1: Approval Extent

Condition 1	*This approval is limited to the temporary use of only sixty four (64) transportable buildings for residential accommodation (Workforce Accommodation) and associated buildings for dining / kitchen and*

	laundry facilities, until 30 April 2028, but only in accordance with the following conditions of approval.

Justification

The current five-year approval period, granted on 28 July 2023, was originally considered sufficient for the land use proposed. However, numerous approval conditions have proven resource-intensive, requiring considerable coordination and site-wide planning. Despite the applicant's best efforts, protracted Town response times have delayed progress and have ultimately delayed occupation of the development.

Additionally, Condition 22 requires the submission of a Structure Plan by July 2025. The process is currently underway and involves a range of complex technical inputs, including coastal management, wind conditions, redevelopment feasibility, and the potential repurposing or demolition of existing buildings. Due to its complexity, the Structure Plan demands substantial time and technical investment and will likely require ongoing resourcing through to its eventual approval.

A five-year extension is therefore sought to:

- Allow sufficient time for structure plan finalisation and staged implementation.
- Coordinate site redevelopment with regulatory, physical, and financial constraints.
- Enable the continued use of the site during the progression of longer-term strategic planning, which is subject to a protracted consideration and approval process.

Proposed Amendment

It is proposed that Condition 1 be amended as follows:

Condition 1 (amended)	*This approval is limited to the temporary use of only sixty four (64) transportable buildings for residential accommodation (Workforce Accommodation) and associated buildings for dining / kitchen and laundry facilities, until 30 April 2033, but only in accordance with the following conditions of approval.*

Conditions 12 & 13: Landscaping

Condition 12	*The landowner is to submit a landscaping plan to the satisfaction of the Town on or before 1 July 2023. The landscape plan shall depict but not be limited to following:* *12.1 Installation of new planting within the verge area consisting of ground cover and shrubs, to the satisfaction of the Town.* *12.2 Installation of reticulation within new and existing landscaping areas, within streetscape, to the satisfaction of the Town.* *12.3 all cracker dust is to be removed from the verge and streetscape areas.* *12.4 removal of mesh security fencing along the Dempster Street boundary and within the streetscape area, to the satisfaction of the Town.* *12.5 removal of all barbed wire within streetscape and the property.* *12.6 Indicate either no fence or new fence style and materials, within the Dempster Street streetscape. If new fencing proposed, elevation plan of new fence is required to be provided to a visually permeable standard.*

	12.7 a schedule of plants and materials in accordance with the Town's Landscaping Guidelines and Preferred Planting Guide.
Condition 13	*The approved landscaping plan shall be implemented before 1 May 2024 and maintained thereafter, to the satisfaction of the Town.*

Justification

The applicant submitted a detailed Landscaping Plan to the Town of Port Hedland on 3 July 2023, in accordance with Condition 7 and 13 of Development Approval 2022/197. The plan was subsequently reviewed and approved by the Town on 7 March 2025. However, due to the extended assessment timeframe, it was not feasible to implement the required landscaping by the original deadline of 1 May 2024.

The delay in approval intersected with the region's climatic and seasonal constraints, which make landscaping works—particularly planting and soil treatment—impractical or ineffective during the hotter, drier months. As a result, proceeding with the works earlier would have risked plant failure and compromised the effectiveness of the landscaping outcomes anticipated under the development approval, with a significant cost to the developer.

Campbell Transport is now actively progressing with the landscaping in full accordance with the approved plan. The implementation program has been revised to align with the most suitable planting window and will ensure high-quality and sustainable outcomes. The following key milestones are scheduled:

- Reticulation installation to be completed by the end of May 2025;
- Planting, soil conditioning, and mulch installation are programmed for completion by the end of June 2025.

The applicant is committed to fulfilling all landscaping obligations and delivering an outcome that aligns with the amenity and environmental expectations of the Town. The extension sought reflects a pragmatic response to procedural and climatic constraints and ensures that the approved landscaping will be implemented to a standard that is both effective and enduring.

Proposed Amendment

Condition 12 (amended)	*To be deleted.*
Condition 13 (amended)	*The approved landscaping plan shall be implemented before 1 March 2026 and maintained thereafter, to the satisfaction of the Town.*

Condition 16 to 19: Site Safety

Condition 16 & 17: Building Condition

Condition 16	*By 1 August 2023 the landowner is to submit to the Town a Building Report prepared by a suitably qualified person which includes an assessment of all buildings on site, their ability to be safely occupied and/or repaired, and identifies any which contain asbestos material.*
Condition 17	*In respect of buildings identified in the Building Report as being incapable of safe occupation, the landowner shall, either –* *17.1 demolish the building or buildings and remove them from the site by a date stipulated by the Town, which subject to Condition 17.2, shall be no later than 30 April 2028; or*

	17.2 if approved by the Town, repair the building to a standard outlined in the Building Report.

Justification

A Building Report was submitted by Peritas on 10 October 2023. In March 2025, the Town requested minor clarifications relating to Unit 51 and Laundry 3. The report found that:

- Temporary buildings can be made safe with minor upgrades.
- Permanent buildings are in poorer condition and require further scoping for cyclone resilience.
- J-Block does not present immediate safety concerns and is in better condition than others.

Further action has been deferred to ensure alignment with broader planning and redevelopment feasibility assessments currently underway. These include architectural concept planning, coastal process analysis, demolition costings, and potential repurposing options. As such, Campbell Transport is now ready to recommence scoping for safety works.

Following this feedback, Campbell Transport has not undertaken further work on the building report, primarily due to the broad and non-prescriptive nature of the Peritas recommendations, which highlight the need for additional scoping and cost analysis before any works can be meaningfully progressed.

However, progressing such works in isolation, particularly for medium-term upgrades, would be premature without first resolving the broader question of which structures are likely to remain as part of any future redevelopment. Addressing these matters must be aligned with the strategic planning of the site.

To this end, Campbell Transport has prioritised a series of interrelated planning and feasibility tasks over the past 12 months to guide long-term decision-making. These include:

- Engaging building designers to prepare concept plans for the potential repurposing of in-situ buildings.
- Commissioning a quantity surveyor to assess demolition costs.
- Engaging architects to produce redevelopment concepts that respond to wind and coastal hazard constraints.
- Undertaking feasibility assessments of various redevelopment options across the site.

Given these ongoing investigations and the need to coordinate site-wide planning outcomes, further scoping and implementation of the building recommendations have been temporarily deferred. Campbell Transport is now able to progress the required building assessments, in parallel with the next phase of detailed planning and feasibility work, ensuring a coordinated and cost-effective approach to site redevelopment.

With respect to asbestos management there is a discrepancy between the NVS asbestos report and on-site observations which has led Campbell Transport to commission certification of the report, which is currently underway. Following this, new samples will be collected and certified, with the aim of completing all asbestos remediation works by the end of August 2025.

Condition 16 (amended)	*By 1 October 2025 the landowner is to submit to the Town an Amended Building Report prepared by a suitably qualified person which includes an assessment of all buildings on site, their ability to be*

	safely occupied and/or repaired, and identifies any which contain asbestos material.
Condition 17 (amended)	*The applicant is required to comply with the recommendations of the Building Report.*

Condition 18 and 19: Demolition (including J-Block)

Condition 18	*In respect of the building referred to as 'J' Block (former high security isolation facility of the former Detention Centre use); the landowner shall, before 1 July 2025, either –* *18.1 demolish the building and remove it from the land; or* *18.2 if approved by the Town, renovate the building to a standard agreed by the Town.*
Condition 19	*If any building required to be demolished and removed from the land is not demolished and removed by the time required by Condition 17 or 18 (as the case may be), this approval to use the land temporarily for workforce accommodation shall immediately terminate. For the removal of doubt, the early termination operates notwithstanding Conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove buildings from the site pursuant to Conditions 17 and 18.*

Justification

The current requirement under Condition 18 mandates the demolition or renovation of J-Block by 1 July 2025. However, this condition isolates J-Block from the broader site context and prioritises its removal without reference to its structural condition, broader planning outcomes, or strategic redevelopment considerations. The urgency placed on demolishing J-Block appears to stem from streetscape concerns along Dempster Street rather than any substantiated safety or structural risk.

The Building Report prepared by Peritas confirms that J-Block does not pose any immediate safety hazards and, in fact, is in better condition than many other structures on-site. Elevating its demolition above other potentially higher-risk buildings is inconsistent with the engineering evidence and the principles of risk-based prioritisation.

More critically, approaching demolition decisions in isolation undermines the integrated planning now being progressed across the site. Several ongoing investigations—including coastal process assessments, revised wind rating requirements, feasibility studies, and architectural concept planning—are evaluating the viability of retaining and repurposing existing buildings as part of the long-term redevelopment strategy. Given the implications of the coastal erosion setback line and new wind classification zones, the existing in-situ structures may represent valuable assets if retained and adapted, offering cost and compliance efficiencies not available with new builds in constrained areas of the site.

For these reasons, a site-wide Demolition Plan, informed by the Building Report and coordinated with ongoing planning and feasibility work, represents a more appropriate and strategic mechanism. It ensures that demolition activities are not carried out in a piecemeal or premature manner, but rather support a staged, cost-effective, and context-responsive redevelopment of the site.

Accordingly, Condition 18 has been amended to require submission of a Demolition Plan by 1 October 2025 that aligns with broader planning outcomes. Condition 19, which imposes a blanket termination of approval for non-compliance, is proposed to be deleted

to reflect the more nuanced and integrated approach to redevelopment now being pursued.

Condition 18 (amended)	*By 1 November 2025 the landowner shall prepare and submit a Demolition Plan to the satisfaction of the local government. The Demolition Plan shall:* *a. Clearly identify all buildings and structures proposed to be demolished;* *b. Specify the indicative timeframes and target dates for demolition of each structure; and* *c. Be consistent with the recommendations of the Building Report.* *The demolishing shall thereafter be carried out in accordance with the approved Demolition Plan, unless otherwise agreed in writing by the local government.*
Condition 19 (amended)	*To be deleted.*

Conclusion

In summary, the applicant seeks the Town's support for the following amendments to Development Approval 2022/197 for Lot 2 (No. 15) Dempster Street, Port Hedland:

- Condition 1: Extend the current approval period from 30 April 2028 to 30 April 2033. This extension is necessary to provide sufficient time for coordinated implementation of site improvements, completion of the structure planning process, and the staged delivery of redevelopment outcomes in alignment with the Town's strategic planning framework.
- Conditions 12 & 13: Replace the original landscaping timeframe with a revised and achievable delivery program. The approved Landscaping Plan, endorsed on 7 March 2025, is currently being implemented, with reticulation to be completed by May 2025 and planting works by June 2025. Condition 12 is proposed to be deleted (having been satisfied), and Condition 13 amended to require completion of landscaping works by 1 March 2026. This reflects seasonal constraints and ensures high-quality outcomes.
- Condition 16: Extension of the submission deadline to 1 October 2025 to allow alignment with ongoing site-wide planning and feasibility work, ensuring a coordinated and cost-effective approach to building assessments, safety scoping, and potential redevelopment.
- Condition 17: Amended to require compliance with the outcomes of the Building Report.
- Condition 18: Replaced with a requirement to submit a Demolition Plan that aligns with the findings of the Building Report and broader site-wide planning objectives, supporting a coordinated approach to demolition and the potential reuse of structures as part of the long-term redevelopment strategy, rather than targeting individual buildings (e.g. J-Block) in isolation.
- Condition 19: Deleted to prevent automatic termination of the approval where demolition or compliance actions are underway and being implemented in good faith and in coordination with the Town.

RFF Australia

These amendments are intended to support a more flexible, staged, and strategically coherent redevelopment process. They will also ensure the site continues to contribute to local workforce housing needs during a period of constrained supply, while enabling orderly transition to a long-term use consistent with the Town's Local Planning Strategy and Local Planning Scheme.

We trust this submission provides a sound and reasonable basis for the proposed modifications and look forward to the Town's support in progressing this amendment.

Regards

Owen Hightower
Director
RFF Australia

8.2 Regulatory Services

8.2.1 TEMPORARY APPROVAL OF WORKFORCE ACCOMMODATION (FORMER PORT HEDLAND DETENTION CENTRE) AT LOT 2 (NO.15) DEMPSTER STREET, PORT HEDLAND

Author: Senior Urban Planner
Authorising Officer: Manager Town Planning and Development
Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

CM202223/055 COUNCIL DECISION

MOVED: CR CHRISTENSEN SECONDED: CR ECKHART

That Council, pursuant to Clause 74 and Clause 77 of Schedule 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, APPROVES an amendment to the Planning Application 2009/504 on Lot 2 (No. 15) Dempster Street, Port Hedland for Temporary Workforce Accommodation subject to the following conditions and advice notes:

Extent

1. This approval is limited to the temporary use of only sixty-four (64) transportable buildings for residential accommodation (Workforce Accommodation) and associated buildings for dining / kitchen and laundry facilities, until 30 April 2028, but only in accordance with the following conditions of approval.

2. Subject to Conditions 19 and 23, the landowner shall cease the approved use by 30 April 2028.

3. Subject to Condition 4, the landowner must remove all transportable buildings from the land by no later than 30 April 2029 in accordance with an approved Site Rehabilitation Plan, which shall be submitted to and approved by the Town of Port Hedland by 31 October 2027.

4. If the use of the land is terminated early pursuant to Condition 19 or 23, the landowner must remove all transportable buildings from the land by no later than six months after the date of early termination.

5. This decision to approve shall expire if the development has not substantially commenced within two (2) years of the decision date.

6. This approval supersedes previous development approval 2009/504 and all associated conditions.

7. Pursuant to Clause 74 of the Deemed Provisions, the development may not be commenced until the Town of Port Hedland has approved the plans required by conditions 9 and 10,

Limitations on use

8. A maximum of 208 persons are permitted to be accommodated on the property at any one time, including workforce and service workforce staff.

Plans

9. The landowner to submit amended and accurate plans to the satisfaction of the Town for approval on or before 1 July 2023. The approved development shall be in accordance with the stamped approved plans.

10. The landowner must submit an Operational Management Plan, on or before 1 August 2023, outlining the following, for approval by the Town:

    10.1 Complaints Management Procedure.

    10.2 Contact details of the landowner and site manager.

    10.3 Fire and Emergency Management Plan.

    10.4 Noise Management Plan.

    10.5 Vehicle and Bicycle Parking Management Plan, to include but not be limited to the following:

    - show which car parking bays will be allocated for visitors, occupants, staff and disabled person/s.
    - bicycle allocations for the workforce and location of bicycle parking area(s).
    - parking bays to designed as 'User Class 3A' instead of current 'User Class 1A'.
    - location of bus parking area on site.
    - provide an accurate site plan depicting locations of all parking areas.

    10.6 Traffic Management Plan, to include but not be limited to the following:
    - how workforce trips will be controlled.
    - details or estimated times of movements (or update Traffic Impact Assessment report).

    10.7 Lighting Management Plan to include but not be limited to the following:
    - A floodlight plan indicating location, type and lumens of all lighting.
    - Indicate lighting management strategy for consideration of sensitive adjoining marine and native fauna.

    10.8 Cyclone Management Plan to include but not be limited to the following:
    - Identify the buildings which are proposed for emergency cyclone sheltering purposes and their level of importance.

- The actions to be taken at each cyclone alert level.
- Alternative measures to ensure the safe relocation of residents to appropriate facilities in the event of a cyclone.

10.9 Health and Safety Management Plan for occupants and visitors, with reference but not limited to the following:

- location and provision of private, communal and general open space areas on and off the property.
- how privacy / minimum areas can be achieved with screening and/or fencing,
- opportunities for recreation facilities on and off site.
- location of CCTV or other security systems to be used.
- opportunity for and location of end-of-trip facilities for service staff.

10.10 Details of any food, beverage and liquor to be sold or consumed on site, including details of how this may impact or benefit the surrounding community, and detail of how any identified impacts can be effectively managed.

11. The development must be carried out in accordance with the approved Operational Management Plan.

12. The landowner is to submit a landscaping plan to the satisfaction of the Town on or before 1 July 2023. The landscape plan shall depict but not be limited to following:

12.1 Installation of new planting within the verge area consisting of ground cover and shrubs, to the satisfaction of the Town.
12.2 Installation of reticulation within new and existing landscaping areas, within streetscape, to the satisfaction of the Town.
12.3 all cracker dust is to be removed from the verge and streetscape areas.
12.4 removal of mesh security fencing along the Dempster Street boundary and within the streetscape area, to the satisfaction of the Town.
12.5 removal of all barbed wire within streetscape and the property.
12.6 Indicate either no fence or new fence style and materials, within the Dempster Street streetscape. If new fencing proposed, elevation plan of new fence is required to be provided to a visually permeable standard.
12.7 a schedule of plants and materials in accordance with the Town's Landscaping Guidelines and Preferred Planting Guide.

13. The approved landscaping plan shall be implemented before 1 May 2024 and maintained thereafter, to the satisfaction of the Town.

14. The landowner to submit an amended Traffic Impact Assessment for approval by the Town on or before 1 August 2023. The development must comply with any requirements arising from the approved Traffic Impact Assessment.

15. Within six months of commencement of the development, an updated Social Impact Assessment and Social Impact Management Plan shall be submitted to and approved by the Town of Port Hedland, which:

15.1 Includes an adequate level of community consultation with surrounding residents and Aboriginal groups;
15.2 Includes adequate strategies and actions to ensure mental health and wellbeing of occupiers through provision of leisure and recreation options;
15.3 Include timeframes for agreed KPI's;
15.4 Provides details on annual monitoring and reporting of the effectiveness of the SIMP, which shall be submitted by the developer to the Town at the end of every financial year. The SIMP shall be modified in response to any socio-economic issues identified by the Town (based on agreed KPI's) that are a direct result of the approved development's operations.
15.5 Annual monitoring and reporting of the SIMP's implementation shall commence on 1 July 2024 and be reported on 1 July each year thereafter, for the duration of the approval.

Site safety

16. By 1 August 2023 the landowner is to submit to the Town a Building Report prepared by a suitably qualified person which includes an assessment of all buildings on site, their ability to be safely occupied and/or repaired, and identifies any which contain asbestos material.

17. In respect of buildings identified in the Building Report as being incapable of safe occupation, the landowner shall, either –

17.1 demolish the building or buildings and remove them from the site by a date stipulated by the Town, which subject to Condition 17.2, shall be no later than 30 April 2028; or
17.2 if approved by the Town, repair the building to a standard outlined in the Building Report.

18. In respect of the building referred to as 'J' Block (former high security isolation facility of the former Detention Centre use); the landowner shall, before 1 July 2025, either –

18.1 demolish the building and remove it from the land; or

18.2 if approved by the Town, renovate the building to a standard agreed by the Town.

19. If any building required to be demolished and removed from the land is not demolished and removed by the time required by Condition 17 or 18 (as the case may be), this approval to use the land temporarily for workforce accommodation shall immediately terminate. For the removal of doubt, the early termination operates notwithstanding Conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove buildings from the site pursuant to Conditions 17 and 18.

20. All stormwater to be contained and disposed of on-site, to the satisfaction of the Town.

Contributions

21. Prior to occupation of the site, the developer shall make a community contribution of $63,840, for the purpose of expenditure by the Town of Port Hedland on local community infrastructure, including but not limited to shared paths within close proximity to the facility which occupiers and residents can utilise for recreation purposes. The contribution shall be paid in full (lump sum) unless other alternative arrangements are agreed in writing with the Town.

Future planning

22. In recognition of the fact that the land is in an area for which the preparation of a structure plan is required and that this approval represents a temporary land use pending redevelopment in accordance with an approved structure plan, the landowner is to submit a structure plan and supporting technical documents as required by the Town in accordance with the Department of Planning Lands and Heritage Structure Plan Guidelines*, Local Planning Scheme No. 7* and the *Planning and Development (Local Planning Schemes) Regulations 2015* on or before 1 July 2025.

23. If the structure plan and supporting technical documents are not submitted in accordance with the preceding condition, the approval to use the land for temporary workforce accommodation shall terminate on 30 April 2026. For the removal of doubt, the early termination operates notwithstanding conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove any building pursuant to conditions 17 or 18.

Notifications

24. By 1 July 2023 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification that the lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years and is subject to conditions of development approval which may limit the term of the approval. The notification is to state as follows:

> "VULNERABLE COASTAL AREA –This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years. Development on this lot is subject to conditions of development approval which limit the term of approval and require the development to be removed and the land reinstated to its predevelopment condition. Refer to the Town of Port Hedland for details."

25. By 1 July 2023 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification of the existence of the approved Bushfire Fire Management Plan and advise landowners of their obligations in respect to the use and ongoing management of the land. The notification is to state as follows:

"This land is within a bushfire prone area as designated by an order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land."

Access to Rooms

26. The landowner to enter into an agreement with the Town for granting access to 10-rooms to the benefit of the Town of Port Hedland and its contractors associated with Town of Port Hedland projects, at a nominal cost. The agreement shall include at a minimum the following:
    a. The rooms shall be available each day the facility is in operation, at all times, and accessible within 48 hours of a booking being made
    b. No exclusion periods are to be implemented by the operator
    c. The Town is responsible for booking the rooms, with invoices for payments being made by the occupier.
    d. Nominal cost to incorporate provision of meals, cleaning and laundry services at cost and be set at the beginning of each financial year (subject to CPI).

    The agreement shall be prepared by the Town's solicitors at the full cost of the applicant and be in place prior to operation of the facility.

CARRIED BY SIMPLE MAJORITY (8/0)

PURPOSE

The purpose of this report is for Council to consider a proposal for workforce accommodation and ancillary uses (dining / kitchen and laundry) at Lot 2 (No. 15) Dempster Street, Port Hedland (Attachment 4).

The application is re-presented for determination as the Applicant has amended the proposal after the decision of the Council not to support the officer's recommendation when presented to the Ordinary Council Meeting on 29 March 2023.

The proposal remains a significant development and future development area, and will introduce workforce accommodation within the townsite boundaries, now proposing only use of 64 transportable dwellings, with a total of 208 rooms.

DETAIL

Council Meeting 29 March 2023

The application was presented to the Council meeting on 29 March 2023. After considerable discussion, the motion to support the officer's recommendation was lost (Item 12.3.4 – Council Decision Reference CM202223/022).

The initial proposal and application (Attachment 1) was recommended for approval as per the following:

"That Council, pursuant to Clause 74 and Clause 77 of Schedule 2 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, APPROVES Amendment to the Planning Application 2009/504 on Lot 2 (No. 15) Dempster Street, Port Hedland for Temporary Workforce Accommodation subject to the following conditions and advice notes:

Extent

1 *This approval is limited to the temporary use of only sixty four (64) transportable buildings for residential accommodation (Workforce Accommodation) and associated buildings for dining / kitchen and laundry facilities, until 30 April 2028, but only in accordance with the following conditions of approval.*

2 *Subject to Conditions 19 and 23,the landowner shall cease the approved use by 30 April 2028.*

3 *Subject to Condition 4, the landowner must remove all transportable buildings from the land by no later than 30 April 2029 in accordance with an approved Site Rehabilitation Plan, which shall be submitted to and approved by the Town of Port Hedland by 31 October 2027.*

4 *If the use of the land is terminated early pursuant to Condition 19 or 23, the landowner must remove all transportable buildings from the land by no later than six months after the date of early termination.*

5 *This decision to approve shall expire if the development has not substantially commenced within two (2) years of the decision date.*

6 *This approval supersedes previous development approval 2009/504 and all associated conditions.*

7 *Pursuant to Clause 74 of the Deemed Provisions, the development may not be commenced until the Town of Port Hedland has approved the plans required by conditions 9 and 10,*

Limitations on use

8 *A maximum of 208 persons are permitted to be accommodated on the property at any one time, including workforce and service workforce staff.*

Plans

9 *The landowner to submit amended and accurate plans to the satisfaction of the Town for approval on or before 1 July 2023. The approved development shall be in accordance with the stamped approved plans.*

10 *The landowner must submit an Operational Management Plan, on or before 1 August 2023, outlining the following, for approval by the Town:*
   - *10.1 Complaints Management Procedure.*
   - *10.2 Contact details of the landowner and site manager.*
   - *10.3 Fire and Emergency Management Plan.*
   - *10.4 Noise Management Plan.*
   - *10.5 Vehicle and Bicycle Parking Management Plan, to include but not be limited to the following:*
     - *show which car parking bays will be allocated for visitors, occupants, staff and disabled person/s.*
     - *bicycle allocations for the workforce and location of bicycle parking area(s).*
     - *parking bays to designed as 'User Class 3A' instead of current 'User Class 1A'.*
     - *location of bus parking area on site.*
     - *provide an accurate site plan depicting locations of all parking areas.*
   - *10.6 Traffic Management Plan, to include but not be limited to the following:*
     - *how workforce trips will be controlled.*

- *details or estimated times of movements (or update Traffic Impact Assessment report).*

10.7 Lighting Management Plan to include but not be limited to the following:

- *A floodlight plan indicating location, type and lumens of all lighting.*
- *Indicate lighting management strategy for consideration of sensitive adjoining marine and native fauna.*

10.8 Cyclone Management Plan to include but not be limited to the following:

- *Identify the buildings which are proposed for emergency cyclone sheltering purposes and their level of importance.*
- *The actions to be taken at each cyclone alert level.*
- *Alternative measures to ensure the safe relocation of residents to appropriate facilities in the event of a cyclone.*

10.9 Health and Safety Management Plan for occupants and visitors, with reference but not limited to the following:

- *location and provision of private, communal and general open space areas on and off the property.*
- *how privacy / minimum areas can be achieved with screening and/or fencing,*
- *opportunities for recreation facilities on and off site.*
- *location of CCTV or other security systems to be used.*
- *opportunity for and location of end-of-trip facilities for service staff.*

10.10 Details of any food, beverage and liquor to be sold or consumed on site, including details of how this may impact or benefit the surrounding community, and detail of how any identified impacts can be effectively managed.

11 The development must be carried out in accordance with the approved Operational Management Plan.

12 The landowner is to submit a landscaping plan to the satisfaction of the Town on or before 1 July 2023. The landscape plan shall depict but not be limited to following:

12.1 Installation of new planting within the verge area consisting of ground cover and shrubs, to the satisfaction of the Town.

12.2 Installation of reticulation within new and existing landscaping areas, within streetscape, to the satisfaction of the Town.

12.3 all cracker dust is to be removed from the verge and streetscape areas.

12.4 removal of mesh security fencing along the Dempster Street boundary and within the streetscape area, to the satisfaction of the Town.

12.5 removal of all barbed wire within streetscape and the property.

12.6 Indicate either no fence or new fence style and materials, within the Dempster Street streetscape. If new fencing proposed, elevation plan of new fence is required to be provided to a visually permeable standard.

12.7 a schedule of plants and materials in accordance with the Town's Landscaping Guidelines and Preferred Planting Guide.

13 The approved landscaping plan shall be implemented before 1 May 2024 and maintained thereafter, to the satisfaction of the Town.

14 The landowner to submit an amended Traffic Impact Assessment for approval by the Town on or before 1 August 2023. The development must comply with any requirements arising from the approved Traffic Impact Assessment.

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15.2 Includes adequate strategies and actions to ensure mental health and wellbeing of occupiers through provision of leisure and recreation options;
15.3 Include timeframes for agreed KPI's;
15.4 Provides details on annual monitoring and reporting of the effectiveness of the SIMP, which shall be submitted by the developer to the Town at the end of every financial year. The SIMP shall be modified in response to any socio-economic issues identified by the Town (based on agreed KPI's) that are a direct result of the approved development's operations.
15.5 Annual monitoring and reporting of the SIMP's implementation shall commence on 1 July 2024 and be reported on 1 July each year thereafter, for the duration of the approval.

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17 In respect of buildings identified in the Building Report as being incapable of safe occupation, the landowner shall, either –

17.1 demolish the building or buildings and remove them from the site by a date stipulated by the Town, which subject to Condition 17.2, shall be no later than 30 April 2028; or
17.2 if approved by the Town, repair the building to a standard outlined in the Building Report.

18 In respect of the building referred to as 'J' Block (former high security isolation facility of the former Detention Centre use); the landowner shall, before 1 July 2025, either –
18.1 demolish the building and remove it from the land; or
18.2 if approved by the Town, renovate the building to a standard agreed by the Town.

19 If any building required to be demolished and removed from the land is not demolished and removed by the time required by Condition 17 or 18 (as the case may be), this approval to use the land temporarily for workforce accommodation shall immediately terminate. For the removal of doubt, the early termination operates notwithstanding Conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove buildings from the site pursuant to Conditions 17 and 18.

20 All stormwater to be contained and disposed of on-site, to the satisfaction of the Town.

Contributions

21 Prior to occupation of the site, the developer shall make a community contribution of $63,840, for the purpose of expenditure by the Town of Port Hedland on local community infrastructure, including but not limited to shared paths within close proximity to the facility which occupiers and residents can utilise for recreation purposes. The contribution shall be paid in full (lump sum) unless other alternative arrangements are agreed in writing with the Town.

Future planning

22 In recognition of the fact that the land is in an area for which the preparation of a structure plan is required and that this approval represents a temporary land use pending redevelopment in accordance with an approved structure plan, the landowner is to submit a structure plan and supporting technical documents as required by the Town in accordance with the Department of Planning Lands and Heritage Structure Plan Guidelines, Local Planning Scheme No. 7 and the Planning and Development (Local Planning Schemes) Regulations 2015 on or before 1 July 2025.

23 If the structure plan and supporting technical documents are not submitted in accordance with the preceding condition, the approval to use the land for temporary workforce accommodation shall terminate on 30 April 2026. For the removal of doubt, the early termination operates

notwithstanding conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove any building pursuant to conditions 17 or 18.

Notifications

24 *By 1 July 2023 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification that the lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years and is subject to conditions of development approval which may limit the term of the approval. The notification is to state as follows:*

"VULNERABLE COASTAL AREA –This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years. Development on this lot is subject to conditions of development approval which limit the term of approval and require the development to be removed and the land reinstated to its predevelopment condition. Refer to the Town of Port Hedland for details."

25 *By 1 July 2023 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification of the existence of the approved Bushfire Fire Management Plan and advise landowners of their obligations in respect to the use and ongoing management of the land. The notification is to state as follows:*

"This land is within a bushfire prone area as designated by an order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land." "

Site Context

Lot 2 (No. 15) Dempster Street, Port Hedland is 3.23 hectares in area. The lot is located east side of the Port Hedland suburban area and abuts the foreshore reserve and dunes (north). Immediately north-east of the subject site, two lots contain, single and two storey grouped dwellings. Two properties abutting to the west and south-west also contain single and two storey grouped dwellings and a former recreation facility, presently privately owned and disused. The land opposite, along the Dempster Street frontage contain two storey grouped dwellings.

Community uses located within 300 metres from the subject site are:

- 'One Tree Len Taplin' childcare centre, located south-east on Dempster Street.
- YMCA Port Hedland Early Learning Centre located on corner of Dempster Street and Keesing Street.
- Andrew McLaughlin Community Centre, located east on Keesing Street
- Cooke Point Playgroup located east on Keesing Street.

Dempster street and immediate surrounding streets are local roads. Connector streets for through access in the locale are Keesing Street, Robinson Street, Thompson Street, Tinder Street, Corney Street, Sutherland Street and Anderson Street. Larger capacity streets or 'District Distributor Roads' for access to commercial uses in around the port facilities, local

shopping, and other employment attractors are Athol Street, McGregor Street, Cooke Point Road. Wilson Street is a Primary Distributor Road in the road hierarchy.

The subject site presently contains 76 separate buildings, estimated to contain a total of 510 bedrooms. The buildings are made up of:

- 64 single storey transportable buildings, of which:
  - 13 units have 3 bedrooms (Total: 39 bedrooms).
  - 50 units have 4 bedrooms (Total: 171 bedrooms).
  - 1 unit laundry facilities;
- 8 two storey in-situ residential buildings (each with 30 bedrooms) (Total: 240 bedrooms);
- 1 two storey building (referred to as 'J - Block') (former high security isolation facility of the former detention centre use) (can be modified for accommodation – potential 30 rooms);
- 1 two storey administration building (can be used for accommodation – potential 30 rooms);
- 1 single storey dining and kitchen building; and
- 1 single storey building (former gymnasium recreation building).

Aerial Photo – 15 Dempster St, Port Hedland

Background

Lot 2 was previously owned by the Commonwealth of Australia Department of Home Affairs. It was purchased in September 2022 by DA Campbell Property Holdings Pty Ltd (subsidiary of Campbell Transport).

The applicant seeks to amend a former development approval issued by the Town on 6 October 2009. Pursuant to clause 77 of the Deemed Provisions, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the owner of land in respect of the development approval granted, can make an application to amend or delete any condition to which the approval is relevant.

The development approval (DA2009/540) is described in Town's records as "Temporary Use – Residential Buildings Including 14 Additional Temporary Buildings". The approval document states the conditions as:

"1. This approval relates only to the proposed TEMPORARY USE - RESIDENTIAL BUILDINGS - including 14 additional temporary buildings and other incidental development, as indicated on the approved plans. It does not relate to any other development on this lot.

2. The temporary use of the site for RESIDENTIAL BUILDINGS is valid until 30 April 2012 only.

3. This buildings and works approved by this permit must be commenced within twelve (12) months (sic).

4. A maximum of 432 persons may be accommodated on site at any one time.

5. A minimum of 304 parking bays must be provided for the use including a minimum of 6 disabled bays and 15 oversize vehicle bays to the satisfaction of the Manager Planning.

6. Car parking bays and accessways required by Condition 5 must be designed in accordance with the requirements of the Town of Port Hedland Town Planning Scheme No. 5 - Appendix 8. Such areas are to be constructed, sealed, drained, kerbed, marked and signposted and thereafter maintained to the satisfaction of the Manager Planning.

7. Within 30 days of the date of this approval, a detailed landscaping plan for the eastern portion of the site (approximately 70m) along Dempster Street must be submitted to and approved by the Manager Planning. Such landscaping plan must take into consideration the existing landscaping works in the locality including works that have been undertaken within the road verge.

8. Within 60 days, or such further period as may be agreed by the Manager Planning, landscaping and reticulation must be established in accordance with the approved detailed plans to the satisfaction of the Manager Planning.

9. The Stormwater disposal to be designed in accordance with Council's Engineering Department Guidelines, and all to the satisfaction of the Manager Planning.

10. No access is permitted to Reserve 30768 (Foreshore Reserve) without the further written consent of Council.

11. Any roof mounted or freestanding plant or equipment such as air conditioning units to be located and/or screened so as not to be visible from beyond the boundaries of the development site.

12. *Within 60 days of the expiry of this permit, all temporary buildings must be removed from the site and the land made good to the satisfaction of the manager planning."*

History

1967-1974	Mt Newman Mining Company constructed the single men's accommodation due to lack of housing in the boom years of the 1960-1970 period.
1991	The BHP single men's quarters were converted into an immigration detention center (Port Hedland Detention Centre).
April 2001	The Port Hedland Detention Centre had a holding capacity for 820 persons, but housed 400 detainees.
May 2004	The last 17 detainees were removed from Port Hedland Detention Centre.
2007	Port Hedland Detention Centre was decommissioned.
28 Nov 2007	The former Port Hedland Detention Centre is recognised in the Town of Port Hedland Local Heritage Survey.
21 Dec 2007	Development Approval from the Town for Change of use – 'use not listed (detention center)' to residential building and addition of 49 transportable buildings.
6 Oct 2009	Development Approval issued by the Town for Temporary use - Residential Buildings, including 14 additional temporary buildings.
June 2013	An heritage assessment was completed by AECOM Australia on behalf of the Department of Finance and Deregulation, with amendments and/or additions by the Heritage Council and the Department of Planning, Lands and Heritage
2017	The property and buildings are list under the Town's Municipal Heritage Inventory.
11 Dec 2020	The Port Hedland Detention Centre (former) is assessed by the Heritage Council of Western Australia and declared to have insufficient cultural heritage significance at the State level for inclusion in the State Register of Heritage Places.
May 2021	Stephen Carrick Architects was engaged by the Department of Home Affairs to prepare an Archival Record for the Port Hedland Detention Centre.
6 Dec 2022	Formal Lodgment of this Application for Development Approval with the Town of Port Hedland
13 Feb 2023	Applicant and landowner conducted an onsite meeting-inspection with Town of Port Hedland Councillors, and officers.

Proposal

Further to the Council decision on 29 March 2023, the applicant has amended the application (submitted 1 May 2023) **(Attachment 4)** proposing the following:

"The proposed development is seeking to permit the use of the transportable buildings only (a total of 208-rooms) as temporary workforce accommodation for a period not longer than 5-years. The grant would be subject to conditions agreed with the Town of Port Hedland including the provision of 10-rooms to the Town of Port Hedland at cost for the organisations or the community's benefit.

No other changes are proposed other than what may be required through conditions of approval agreed with the Town of Port Hedland.

The proposal contemplates use of the existing site for a five-year period to

- Provide accommodation for Campbell transport staff, shifting their operations from residential rental accommodation making available around 40 dwellings to the broader property market in doing so;

- deliver the Town of Port Hedland additional rooms to meet their requirements or to benefit the broader community at cost estimated to be between $80 - $100 p/night."

The application formerly proposed to reactivate the use of the entire site by use all 76 buildings.

Supporting and technical documents submitted with the application are:
1. Copy of certificate of title and deposited plan.
2. Copy of plans (only the former approved plans for DA2009/540).
3. Transport Impact Assessment by Flyt Pty Ltd (Transport Consultancy).
4. Social Impact Assessment by Lucid Economics (Economic Consultancy).
5. Bush Fire Management Plan by Linfire Consultancy.

Planning Framework

- Planning and Development (Local Planning Schemes) Regulations 2015
- Local Planning Strategy
- Local Planning Scheme No. 5 (Reference only)
- Local Planning Scheme No. 7
- Local Planning Policy – 05 'Workforces Accommodation'
- Local Planning Policy - 06 'Social Impact Assessment'

Determination Options

Given the nature of the development being predominantly for 'Workforce Accommodation', the general limitation placed by this and the amendment to the proposal, it is considered there are 2 options available for how the Council can determine the application.

	Conditions	Comments
Option 1:	• Approve the partial use of the site, limited to 64 transportable buildings (a maximum of 208 persons) and an associated dining and kitchen building only.	• Partial use of site permits the landowner to use about 64 buildings on site. • The use assists the owner to support the financial investment. • The limited use will limit wider impact on the amenity of the surrounding residential use. • The partial use gives an opportunity to test the landowner's/operator's ability to manage the site and any issues that arise. • The established car parking of 145 bays, can only support, a workforce of 150 persons. • The former approval (DA2009/540) required a minimum of 304 car parking bays be provided on site for the 432 persons originally permitted. The full use of the site cannot be established without the removal of some buildings for additional parking. • No building have been removed since the issue of the former approval. • The living environment i.e. landscaping/ private open space can be improved by removal/demolition of some buildings. The availability of some rooms for rental will assist with the shortage of rental accommodation in town.
Option 2:	• Refuse the application.	• The development may have a detrimental impact on the residential community. • The 24hr nature of the use for workforce accommodation could be incompatible with the residential amenity of the locality. • Full use of the site will have wider impact on the amenity of the surrounding residential area. • The living environment i.e. landscaping/ private open space and on-site amenities are limited and not suitable for workforce accommodation.

Social Impact Assessment

Social Impact Assessment (SIA) is a process for identifying analysis, assessment, management and monitoring of the potential positive and negative social impacts of a project.

The Town's Local Planning Policy – 06 'Social Impact Assessment', states the following objectives:

1. To encourage early identification and assessment of positive and negative social impacts of a planning proposal, through the development of a Social Impact Assessment (SIA) and Social Impact Management Plan (SIMP) to mitigate the adverse effects and maximise positive social outcomes for the impacted community.
2. To outline the Town's expectations concerning the key elements of a Social Impact Assessment, including genuine engagement with stakeholders.

3. To support informed decision-making through the incorporation of quality, evidence-based information, and management measures monitored through key performance indicators.

The applicant has submitted an SIA prepared by Lucid Economics consultancy. The assessment is lacking detail, commitment and doesn't provide assistance for the on-site and surrounding community. Should the Council approve the development, whether in part or full and due to the ongoing use for 5 years, it is still recommended a condition be applied requiring completion of an updated SIA and SIMP by a suitably qualified practitioner.

Traffic Impact Assessment

A transport impact assessment (TIA) has been prepared by Flyt Pty Ltd (Transport Consultancy) for the proposal based on an accommodation capacity of 432 persons. The report essentially supported the development with a full capacity of 432 persons. The report provided a general assessment and the Town's Infrastructure Services has requested an update to the document for clarity and consistency between the proposal documents and to ensure proposed impacts of the development are clearly mitigated. The report needs further justification on parking availability, separation and impact. Should the Council support the application, it is still recommended an appropriate condition be applied requiring amendments to the TIA.

Landscaping

There is some mature vegetation around the site between the transportable buildings and along the boundary perimeters. The applicant has suggested that a landscaping plan is being prepared but has not been lodged at the time the initial and or current reports were prepared. The applicant has agreed to having a condition applied to the development in relation to landscaping. Should the Council support the application an appropriate condition has been recommended requiring the following:

a) Installation of new planting within the verge area consisting of ground cover and shrubs, to the satisfaction of the Town.
b) Installation of reticulation within new and existing landscaping areas, within streetscape, to the satisfaction of the Town.
c) all cracker dust is to be removed from the verge and streetscape areas.
d) removal of mesh security fencing along the Dempster Street boundary and within the streetscape area, to the satisfaction of the Town.
e) removal of all barbed wire within streetscape and the property.
f) Indicate either no fence or new fence style and materials, within the Dempster Street streetscape. If new fencing proposed, elevation plan of new fence is required to be provided to a visually permeable standard.
g) a schedule of plants and materials in accordance with the Town's Landscaping Guidelines and Preferred Planting Guide.

Heritage Assessments

There have been three heritage assessments undertaken for the site and buildings, two by the Federal Government, and one by the State Heritage Commission. The State's assessment of the site found, the place did not have the cultural heritage significance required to meet entry to the State Register.

The lot and buildings were identified under the Town's Municipal Heritage Inventory in 2017-(No.52), Level of significance: Grade C. Even though the site has considerable history, ie *was the first facility specifically established in Australia for the detention of illegal maritime arrivals ('boat people'),* the retention of buildings over demolition is not strongly committed in any document, possibly arising from and stigma of the living conditions in this and other centres and the community's sentiment against the Federal Government's migration policy. For the purposes of this application, it is considered appropriate, that heritage matters be addressed as part of long-term redevelopment of the site, not under the temporary approval of this application.

Rooms Numbers on Site

The application is still lacking information about total bedroom numbers on site. The current amendment proposes use of only the 64 transportable dwellings with a maximum of 208 rooms. The Town's previous assessment and agreement was support for a maximum of 208 persons, which is reflected in the recommended conditions.

The former approval 2009, did not identify room numbers except for limiting the development to a maximum of 432 persons, under Condition 4 (DA2009/540). The applicant has not provided floor plans of the transportable buildings, relying on and lodging the same plans approved by the Town in 2009, for endorsement. The former 2009 plans only indicated the number of rooms for the 14 new transportable buildings approved.

The applicant was requested to provide a full set of plans / information on 30 January 2023, however, has suggested that the Town consider and rely on the plans (limited information) as submitted. To date no further plans have been lodged.

For the purposes of this assessment the information provided under the suggested Social Impact Statement, states there are a total of 450 bedrooms for use. In considering all information and the Town's records, the total number of rooms has been estimated as 510 rooms.

The Lucid Economics, Social Impact Statement indicates room numbers as:

> *"Campbell Transport is proposing to transition its workforce to the former Beachfront Village site. Such a move would allow Campbell Transport to expand its accommodation capacity, allowing the business to expand in order to meet market demand. Campbell Transport estimates that it will require 208 of the 450 rooms available at the Beachfront Village. As Campbell Transport transitions its workforce from the existing housing, the move will introduce 40 houses into the local market. Additionally, Campbell Transport is amenable to opening the remaining 242 rooms at the Beachfront Village for key service worker accommodation, which would allow numerous small businesses in Port Hedland to expand and hire new staff."*

Should the Council support the proposal, it is recommended that the condition be applied requiring lodgement of detailed plans of all buildings on site and a report on the suitability of the buildings to be retained and used for accommodation.

It is also recommended that a temporary approval be limited to use of only the 64 transportable dwellings and a maximum of 208 persons be permitted to be accommodated on the property at any one time, including workforce and service workforce staff. The applicant's correspondence suggests support for these conditions.

Issues to be Considered

Other matters to be considered, prior to deciding on this application:

a) The impact of the use, in light of the current proposal to partially activate the 64 transportable dwellings, with a maximum of 208 persons.

b) The assessment of the information provided indicates the use is aligned with 'Workforce Accommodation' use class being predominantly for Campbell Transport staff (presently 150 persons). This would be varied if service workers accommodation is allowed.

c) How the site is managed if the property is opened again for residential accommodation. The landowner has indicated at a site meeting, he will be employing staff / company to run the workforce accommodation facility.

d) The risk of not issuing an approval, could mean that the site remains in its current disused state and potentially not be redeveloped in the future.

e) A commitment to prepare a structure plan and redevelop the site have been indicated by the applicant but not landowner. Conditions have been applied to ensure that structure plan framework is established to enable the redevelopment of the site. The Town can enter into a legal agreement with the landowner for preparing a Structure plan, demolishing buildings and general improvements (removal of fencing) and installation of improvement landscaping along the Dempster Street frontage.

Temporary use and Structure Planning Milestones

As the subject site is zoned Urban Development and is highlighted as priority urban land in the Town's Local Planning Strategy, Council does have the option of refusing this development application altogether as no Structure Plan has been prepared for the land which guides its future residential development. However, Officers are cognisant of the commercial factors driving this proposal and are willing to work in good faith with the developer to establish a longer term vision for the site with an agreement to Structure Planning milestones and building demolition.

As this proposal is for Workforce Accommodation, the Local Planning Scheme allows imposing conditions of approval to limit the term of approval. The unique nature of this site, and for protection of the Town's strategic interests in this site being redeveloped in a form different to its current vernacular (a former Detention Centre) and more consistent with higher quality, permanent residential development, it is considered essential to tie this temporary approval to milestones to achieve a community assisted vision for the land.

The conditions of development approval that have been formulated to achieve this outcome, which includes building assessments and demolition of unusable or unsuitable buildings within specified timeframes. The timeframes proposed in the conditions recommended have been vetted by the Town's lawyers.

Operational Management Plan

The Operational Management Plan has been required to provide to enable the applicant to provide proper assessment of proposed operations of the facility and impact on the amenity of

the locality. The detail within this plan is considered crucial to determining potential and actual impacts on surrounding amenity. This is also pertinent to proposed Conditions 16 and 17, which take a precautionary approach due to a lack of detail provided from the proponent on proposal's operations, the community's ability to access the site, and Officer concerns regarding occupier antisocial behaviour associated with introduction of a licenced premises into a residential area, particularly as the site is located in close proximity to sensitive uses including a primary school and several child care premises. No detail was provided from the applicant in this respect.

Legal Advice

At the time the report was prepared, a copy of the approval conditions recommended to Council, were provided to the applicant and landowner for consideration and consent. The landowner referred the conditions their solicitor, where the conditions were mostly accepted, except for following:

i) removal of the requirement for the deed of agreement and milestones for preparation of a structure plan.

ii) Increase in maximum number of persons permitted to be accommodated on the property at any one time from 150 to 208 persons.

iii) Including a further 6 months for remove of all transportable buildings from the land by 30 April 2029.

iv) deletion of conditions relating to selling food products made on site or prepacked and any liquor products.

A meeting was held with the applicant and landowner on 23 March 2023, to discuss the preferred conditions and reasons for variations. Points ii) to iv) were accepted but agreement could not made about a condition relating to the Deed. It was concluded, all conditions would be referred to the Town's lawyers for advice and then reporting to Council, which was done on 23 March 2023.

Advice received from the Town's lawyers generally supports the conditions subject to some changes including removal of the requirement for the deed of agreement. The Town's lawyer's amendments to the conditions have been recommended as part of this report. It's recommended, the Council support the application with the conditions as indicated.

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of medium significance, because the subject site is noted as a priority site for redevelopment for residential purposes in the Town's Local Planning Strategy.

CONSULTATION

Internal

- Building Services
- Environmental Health Services
- Infrastructure Services (Engineering)

External Agencies

- Nil

Community

Three (3) submissions were received. Where relevant, the internal and external referral comments have been addressed in the detail section of the report, and a detailed outline, and officer recommendations on submission are included under Attachment (2) of this report.

As per Schedule 2, Part 8, Clause 64, Advertising applications, the application was considered a major application and advertised to neighbouring landowners and occupiers within 200m of the proposal site, an advertisement was placed in the newspaper and on the Town's website. The application was considered a major application, due to it being an amendment to a former approved use, a reactivation of significant development site.

LEGISLATION AND POLICY CONSIDERATIONS

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Town of Port Hedland Local Planning Strategy
- Town of Port Hedland Local Planning Scheme No.7
- Town of Port Hedland Local Planning Scheme No.5
- Local Planning Policy – 05 'Workforce Accommodation'
- Local Planning Policy - 06 'Social Impact Assessment'
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas
- Local Planning Policy 11 – Stormwater Management

FINANCIAL AND RESOURCES IMPLICATIONS

The proposal attracted a standard application fee. Its anticipated there will be no additional financial impacts for the Town based on the recommendation being supported. If the recommendation is not supported the matter could be referred to the State Administrative Tribunal which may also require a legal opinion and/or specialist consultancy skills.

The Applicant will be contributing approximately $63,000 towards the development of the shared footpath adjacent to the property. The addition of the 10 rooms for the Town's use, at an indicative cost of $80 to $100 per night represents a saving of over $100 per room when compared to other workforce accommodation facilities that the Town has access to. This equates to a potential saving of $7000 per week, or $364,000 over the course of the year assuming that all the rooms are taken up by the Town or the community for every night of the year.

STRATEGIC AND SUSTAINABILITY IMPLICATIONS

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

2.2 Enhanced local training and workforce opportunities

RISK MANAGEMENT CONSIDERATIONS

There is a compliance risk associated with this item because the applicant may fail to comply with the recommended conditions of approval. the risk rating is considered to be low (4), which is determined by a likelihood of unlikely (2) and a consequence of minor (2). the risk is negated by the Town's ability to undertake compliance action in accordance with the *Planning and Development Act 2005.*

There is a reputational risk associated with this item if referred to State Administrative Tribunal and may assess this application and can make determination without consideration of the Town's position or conditions. The risk rating is considered to be low (4), which is determined by a likelihood of unlikely (2) and a consequence of minor (2). The risk is negated by the Council adopting this recommendation, and the Town providing a formal response based on this recommendation.

OPTIONS

Option 1 – Adopt officer's recommendation

Option 2 – Do not adopt officer's recommendation

CONCLUSION

The landowner has amended the proposal by seeking to use only the 64 transportable dwelling for a total of 208 rooms and grant provision of 10-rooms to the Town of Port Hedland at cost for the organisations or the community's benefit /use. In consideration of all matters, the application is recommended for approval with a maximum of 208 persons. It is considered the partial use of site permits the use of the majority of buildings on site, which assists the landowner to support the financial investment. The partial use of the site may have a limited impact on the amenity of the surrounding residential use and provides the opportunity to test the landowner's/operator's ability to manage the potential amenity issues associated with site operations and any issues that arise. Furthermore, the development as existing cannot support additional car parking bays without the demolition of buildings. It is estimated that a workforce of 150 persons, as need to be accommodated by the landowner can be readily catered for by the existing 145 bays. The former approval (DA2009/540) required a minimum of 304 car parking bays be provided on site for the 432 persons originally permitted. The applicant has also offered 10 rooms for the Town's use at cost to provide community benefit.

ATTACHMENTS

1. Application Report and Supporting Documents (under separate cover)
2. Schedule of Submissions (under separate cover)
3. Bushfire Management Plan (under separate cover)
4. Amended Proposal Report-1 May 2023 (under separate cover)

ATTACHMENT 4 – TABLE OF OFFICER RESPONSE TO PROPOSED AMENDED CONDITIONS

APPLICATION TO AMEND DEVELOPMENT APPROVAL FOR TEMPORARY WORKFORCE ACCOMMODATION ON LOT 2 (NO. 15) DEMPSTER STREET, PORT HEDLAND

Condition No.	Existing Conditions (as per approval dated)	Proposed Amended Conditions	Officer's Comments
1.	This approval is limited to the temporary use of only sixty four (64) transportable buildings for residential accommodation (Workforce Accommodation) and associated buildings for dining / kitchen and laundry facilities, until 30 April 2028, but only in accordance with the following conditions of approval.	Modify: This approval is limited to the temporary use of only sixty four (64) transportable buildings for residential accommodation (Workforce Accommodation) and associated Buildings for dining / kitchen and foundry facilities, until 30 April 2033, but only in accordance with the following conditions of approval.	Support. Condition modified and included original Condition 8 limiting occupancy. Referring to Attachment 1, Condition 1.
2.	Subject to Conditions 19 and 23, the landowner shall cease the approved use by 30 April 2028.	Modify: Subject to Conditions 19 and 23, the landowner shall cease the approved use by 30 April 2033.	Condition 2 has been deleted due to Condition 19 has been modified and 23 has been removed.
3.	Subject to Condition 4, the landowner must remove all transportable buildings from the land by no later than 30 April 2029 in accordance with an approved Site Rehabilitation Plan, which shall be submitted to and approved by the Town of Port Hedland by 31 October 2027.	Modify: Subject to Condition 4, the landowner must remove all transportable buildings from the land by no later than 30 April 2035 in accordance with an approved Site Rehabilitation Plan, which shall be submitted to and approved by the Town of Port Hedland by 31 October 2031.	Support in part. The condition has been modified and refer to Attachment 1, Condition 9.
4.	If the use of the land is terminated early pursuant to Condition 19 or 23, the landowner must remove all transportable buildings from the land by no later than six months after the date of early termination.	No change.	Modification has been made from 6 to 12 months., Refer to Attachment 1, Condition 3
5.	This decision to approve shall expire if the development has not substantially commenced within two (2) years of the decision date.	Remove.	The development has substantially commenced. Condition can be removed.
6.	This approval supersedes previous development approval 2009/504 and all associated conditions.	Modify: This approval supersedes previous development approval	Support.

		2022/191 and all associated conditions.	
7.	Pursuant to Clause 74 of the Deemed Provisions, the development may not be commenced until the Town of Port Hedland has approved the plans required by conditions 9 and 10.	No change.	Condition deleted.
8.	A maximum of 208 persons are permitted to be accommodated on the property at any one time, including workforce and service workforce staff.	No change.	Condition combined with condition 1. Refer to Attachment 1.
9.	The landowner to submit amended and accurate plans to the satisfaction of the Town for approval on or before 1 July 2023. The approved development shall be in accordance with the stamped approved plans.	Modify: The approved development shall be in accordance with stamped approved plans.	Support, amended plans were submitted and stamped approved plans issued. The current proposal does not request changes to the approved plans. Refer to Attachment 1, Condition 2.
10.	The landowner must submit an Operational Management Plan, on or before 1 August 2023, outlining the following, for approval by the Town: 10.1 Complaints Management Procedure. 10.2 Contact details of the landowner and site manager. 10.3 Fire and Emergency Management Plan. 10.4 Noise Management Plan. 10.5 Vehicle and Bicycle Parking Management Plan, to include but not be limited to the following: • show which car parking bays will be allocated for visitors, occupants, staff and disabled person/s. • bicycle allocations for the workforce and location of bicycle parking area(s). • parking bays to designed as 'User Class 3A' instead of current 'User Class 1A'. • location of bus parking area on site. • provide an accurate site plan depicting locations of all parking areas.	Remove.	The condition is redundant. The operational management plan has been lodged by the applicant and approved by the Town.

	10.6 Traffic Management Plan, to include but not be limited to the following: • how workforce trips will be controlled. • details or estimated times of movements (or update Traffic Impact Assessment report). 10.7 Lighting Management Plan to include but not be limited to the following: • A floodlight plan indicating location, type and lumens of all lighting. • Indicate lighting management strategy for consideration of sensitive adjoining marine and native fauna. 10.8 Cyclone Management Plan to include but not be limited to the following: • Identify the buildings which are proposed for emergency cyclone sheltering purposes and their level of importance. • The actions to be taken at each cyclone alert level. • Alternative measures to ensure the safe relocation of residents to appropriate facilities in the event of a cyclone. 10.9 Health and Safety Management Plan for occupants and visitors, with reference but not limited to the following: • location and provision of private, communal and general open space areas on and off the property. • how privacy / minimum areas can be achieved with screening and/or fencing, • opportunities for recreation facilities on and off site. • location of CCTV or other security systems to be used. • opportunity for and location of end-of-trip facilities for service staff. 10.10 Details of any food, beverage and liquor to be sold or consumed on site, including details of how this may impact or benefit the		

	surrounding community, and detail of how any identified impacts can be effectively managed.		
11.	The development must be carried out in accordance with the approved Operational Management Plan.	No change.	No comment. Refer to Attachment 1, Condition 10.
12.	The landowner is to submit a landscaping plan to the satisfaction of the Town on or before 1 July 2023. The landscape plan shall depict but not be limited to following: 12.1 Installation of new planting within the verge area consisting of ground cover and shrubs, to the satisfaction of the Town. 12.2 Installation of reticulation within new and existing landscaping areas, within streetscape, to the satisfaction of the Town. 12.3 All cracker dust is to be removed from the verge and streetscape areas. 12.4 Removal of mesh security fencing along the Dempster Street boundary and within the streetscape area, to the satisfaction of the Town. 12.5 removal of all barbed wire within streetscape and the property. 12.6 Indicate either no fence or new fence style and materials, within the Dempster Street streetscape. If new fencing proposed, elevation plan of new fence is required to be provided to a visually permeable standard. 12.7 a schedule of plants and materials in accordance with the Town's Landscaping Guidelines and Preferred Planting Guide.	Remove.	Support. The landscaping plan has been lodged and approved.
13.	The approved landscaping plan shall be implemented before 1 May 2024 and maintained thereafter, to the satisfaction of the Town.	Modify: The approved landscaping plan shall be implemented before 1 March 2026 and maintained thereafter, to the satisfaction of the Town.	Support. Refer to Attachment 1, Condition 8.

14.	The landowner to submit an amended Traffic Impact Assessment for approval by the Town on or before 1 August 2023. The development must comply with any requirements arising from the approved Traffic Impact Assessment.	Modify: The development is to comply with the approved Traffic Impact Assessment dated 31 July 2023.	Support. Refer to Attachment 1, Condition 12
15.	Within six months of commencement of the development, an updated Social Impact Assessment and Social Impact Management Plan shall be submitted to and approved by the Town of Port Hedland, which: 15.1 Includes an adequate level of community consultation with surrounding residents and Aboriginal groups; 15.2 Includes adequate strategies and actions to ensure mental health and wellbeing of occupiers through provision of leisure and recreation options; 15.3 Include timeframes for agreed KPI's; 15.4 Provides details on annual monitoring and reporting of the effectiveness of the SIMP, which shall be submitted by the developer to the Town at the end of every financial year. The SIMP shall be modified in response to any socio-economic issues identified by the Town (based on agreed KPI's) that are a direct result of the approved development's operations. 15.5 Annual monitoring and reporting of the SIMP's implementation shall commence on 1 July 2024 and be reported on 1 July each year thereafter, for the duration of the approval.	No change.	No comment. Refer to Attachment 1, Condition 7.
16.	By 1 August 2023 the landowner is to submit to the Town a Building Report prepared by a suitably qualified person which includes an assessment of all buildings on site, their ability to be safely occupied and/or repaired, and identifies any which contain asbestos material.	Modify: By 1 October 2025 the landowner is to submit to the Town on Amended Building Report prepared by a suitably qualified person which includes an assessment of off buildings on site, their ability to be safely occupied and/or repaired, and identifies any which contain asbestos material.	Support with modification. Refer to Attachment 1, Condition 5.

17.	In respect of buildings identified in the Building Report as being incapable of safe occupation, the landowner shall, either – 17.1 demolish the building or buildings and remove them from the site by a date stipulated by the Town, which subject to Condition 17.2, shall be no later than 30 April 2028; or 17.2 if approved by the Town, repair the building to a standard outlined in the Building Report.	Modify: The applicant is required to comply with the recommendations of the Building Report.	Support in part. Refer to Attachment 1, Condition 14.
18.	In respect of the building referred to as 'J' Block (former high security isolation facility of the former Detention Centre use); the landowner shall, before 1 July 2025, either – 18.1 demolish the building and remove it from the land; or 18.2 if approved by the Town, renovate the building to a standard agreed by the Town.	Modify: By November 2025 the landowner shall prepare and submit a Demolition Plan to the satisfaction of the local government, The Demolition Plan shall: Clearly identify all buildings and structures proposed to be demolished; Specify the indicative timeframes and target dates for demolition of each structure; and Be consistent with the recommendations of the Building Report. The demolishing shall thereafter be carried out in accordance with the approved Demolition Plan, unless otherwise agreed in writing by the local government.	The condition can be removed. The demolition work of 'J' Block has been commenced. Refer to Attachment 5.
19.	If any building required to be demolished and removed from the land is not demolished and removed by the time required by Condition 17 or 18 (as the case may be), this approval to use the land temporarily for workforce accommodation shall immediately terminate. For the removal of doubt, the early termination operates notwithstanding Conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove buildings from the site pursuant to Conditions 17 and 18.	Remove.	The condition should remain. It has been modified. Referring to Attachment 1, Condition 6.
20.	All stormwater to be contained and disposed of on-site, to the satisfaction of the Town.	No change.	No comment.

21.	Prior to occupation of the site, the developer shall make a community contribution of $63,840, for the purpose of expenditure by the Town of Port Hedland on local community infrastructure, including but not limited to shared paths within close proximity to the facility which occupiers and residents can utilise for recreation purposes. The contribution shall be paid in full (lump sum) unless other alternative arrangements are agreed in writing with the Town.	Remove.	Support. The community contribution has been paid by the applicant on 16 April 2024.
22.	In recognition of the fact that the land is in an area for which the preparation of a structure plan is required and that this approval represents a temporary land use pending redevelopment in accordance with an approved structure plan, the landowner is to submit a structure plan and supporting technical documents as required by the Town in accordance with the Department of Planning Lands and Heritage Structure Plan Guidelines, Local Planning Scheme No. 7 and the Planning and Development (Local Planning Schemes) Regulations 2015 on or before 1 July 2025.	No change.	The structure plan has been lodged for assessment. The condition can be deleted.
23.	If the structure plan and supporting technical documents are not submitted in accordance with the preceding condition, the approval to use the land for temporary workforce accommodation shall terminate on 30 April 2026. For the removal of doubt, the early termination operates notwithstanding conditions 1 and 2, and does not affect the landowner's obligation to demolish and remove any building pursuant to conditions 17 or 18.	No change.	The structure plan and technical documents have been lodged for assessment. The condition can be deleted.
24.	By 1 July 2023 the landowner shall give written consent to the lodgment on the certificate of title to the land of a notification pursuant to Section 70A of	No change.	No comment.

	the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification that the lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years and is subject to conditions of development approval which may limit the term of the approval. The notification is to state as follows: "VULNERABLE COASTAL AREA –This lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years. Development on this lot is subject to conditions of development approval which limit the term of approval and require the development to be removed and the land reinstated to its predevelopment condition. Refer to the Town of Port Hedland for details."		
25.	By 1 July 2023 the landowner shall give written consent to the lodgement on the certificate of title to the land of a notification pursuant to Section 70A of the Transfer of Land Act. The notification shall be prepared and lodged by the Town's Solicitors at the full cost of the landowner, and shall give notification of the existence of the approved Bushfire Fire Management Plan and advise landowners of their obligations in respect to the use and ongoing management of the land. The notification is to state as follows: "This land is within a bushfire prone area as designated by an order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land."	No change.	No comment.
26.	The landowner to enter into an agreement with the Town for granting access to 10-rooms to the benefit of the Town of Port Hedland and its contractors	No change.	No comment.

	associated with Town of Port Hedland projects, at a nominal cost. The agreement shall include at a minimum the following: 26.1. The rooms shall be available each day the facility is in operation, at all times, and accessible within 48 hours of a booking being made 26.2. No exclusion periods are to be implemented by the operator 26.3. The Town is responsible for booking the rooms, with invoices for payments being made by the occupier. 26.4. Nominal cost to incorporate provision of meals, cleaning and laundry services at cost and be set at the beginning of each financial year (subject to CPI). The agreement shall be prepared by the Town's solicitors at the full cost of the applicant and be in place prior to operation of the facility.		

SITE INSPECTION PHOTOS - LOT 2 (NO. 15) DEMPSTER STREET, PORT HEDLAND

Photos taken on 31 July 2025 by Stephy Ma ..... Page **1** of **2**

SITE INSPECTION PHOTOS - LOT 2 (NO. 15) DEMPSTER STREET, PORT HEDLAND

Photos taken on 31 July 2025 by Stephy Ma ..... Page **2** of **2**

Conditions:

Term of approval conditions:

1. All development and use of the land must be carried out in accordance with the approved plans, as listed below, or any minor modifications approved in writing by the Town:

   Figure 1-1: Site plan;

   Figure 4-1: Indicative Engine Hall Elevation;

   save that, in the event of an inconsistency between the approved plans and a requirement of the conditions set out below, the requirement of the conditions shall prevail.

2. If the development, the subject of this approval, is not substantially commenced within a period of four years from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.

The following conditions shall be cleared prior to the commencement of works:

3. The following detailed plans shall be prepared and submitted to the specification of the Town and approved:
   a. Elevations;
   b. Floor plans;
   c. Site plans;
   d. Civil plans;
   e. Traffic Management Plan; and
   f. Construction Management Plan

   The approved plans shall be implemented and maintained thereafter to the satisfaction of the Town.

4. A Stormwater Management Plan shall be prepared and submitted to the specification of the Town and approved.

5. Prior to the commencement of works, a Landscaping Plan shall be prepared and submitted to the specification of the Town and approved. This shall include tree planting along the frontage of the property to assist in the screening of the development.

6. Prior to the commencement of works, a road dilapidation report shall be submitted to the Town. This shall assess and identify the condition of the Boodarie Station Access Road and any incidental infrastructure. The developer shall prepare and enter into a legal agreement with the Town, at the developer's expense, confirming that any damage done during the construction phase shall be repaired. Any damage to the road shall be repaired to the specification and satisfaction of the Town. All expenses incurred by the Town in relation to the preparation and review of the legal agreement shall be reimbursed by the developer.

7. The developer/proponent shall elect to either provide, or make a cash-in-lieu payment, for public art, in accordance with the Town of Port Hedland's Local Planning Policy 04 Percent for Public Art. Public art shall be to a minimum value of 1% (capped at $150,000) of the estimated total construction cost of the development. The following requirements shall apply depending on what the developer/proponent elects:
    a. Option 1: Applicant chooses to coordinate the Public Art project themselves or by engaging an art consultant. This shall be designed and completed prior to the occupation or use of the development, to the specification and satisfaction of the Town; or
    b. Option 2: Applicant chooses to pay cash-in-lieu. This shall be paid prior to the commencement of works.

The following conditions shall be cleared prior to the occupation or use of the development:

8. Prior to the occupation or use of the development, the approved Stormwater Management Plan shall be implemented in full and maintained thereafter, to the satisfaction of the Town.

9. The approved Landscaping Plan shall be implemented in full and maintained thereafter, to the satisfaction of the Town.

Advice Notes

1. In relation to the preparation of a Construction Management Plan, this will need to address, but not be limited to:
    a. How materials and equipment will be delivered and removed from the site;
    b. How materials and equipment will be stored on the site;
    c. Parking arrangements for contractors;
    d. Construction waste disposal strategy and location of waste disposal bins;
    e. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
    f. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works; and
    g. Other matters likely to impact on the surrounding properties, infrastructure or assets.

2. In relation to the preparation of a Stormwater Management Plan, this will need to be consistent with *Local Planning Policy 11 Stormwater Management*.

3. In relation to the preparation of a Landscaping Plan, this will need to include endemic tree species.

4. In relation to the preparation of the road dilapidation report, this will need to include, but not be limited to, photographs, general comments on the condition, identification of any defects and their location.

5. This approval relates to the details provided in the application and any minor variations approved in writing by the Town. To undertake the development in a different manner to that stated in the application, a fresh application for planning approval must be submitted to the Town of Port Hedland.

6. This is a development approval issued under the *Planning and Development Act 2005*. This does not obviate the responsibility to obtain any other approvals required under any other legislation.

The exhaust stacks on the gas-fuelled reciprocating engines generating sets are expected to be approximately 15-18 metres tall and the main building on site is approximately 8-10 metres tall (subject to final design).

Figure 4-1 below shows the elevation of an indicative engine hall to be installed for the Project.

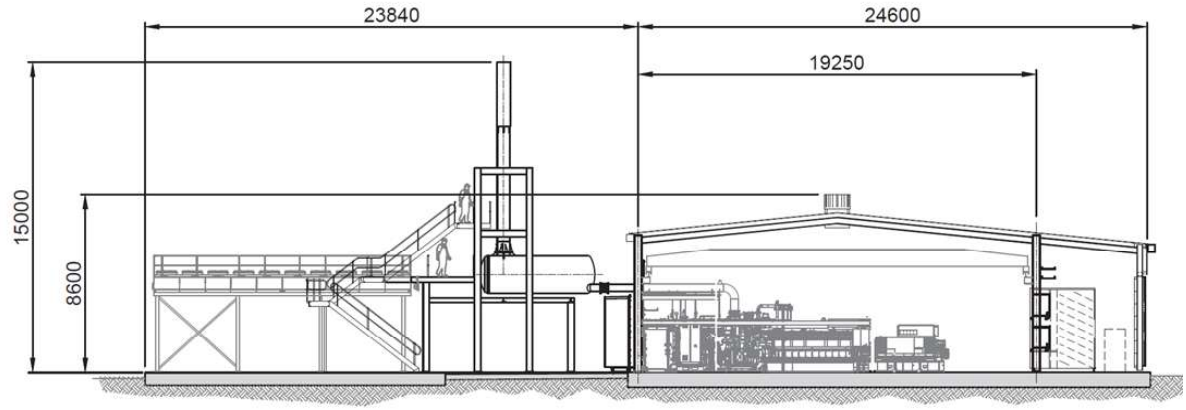
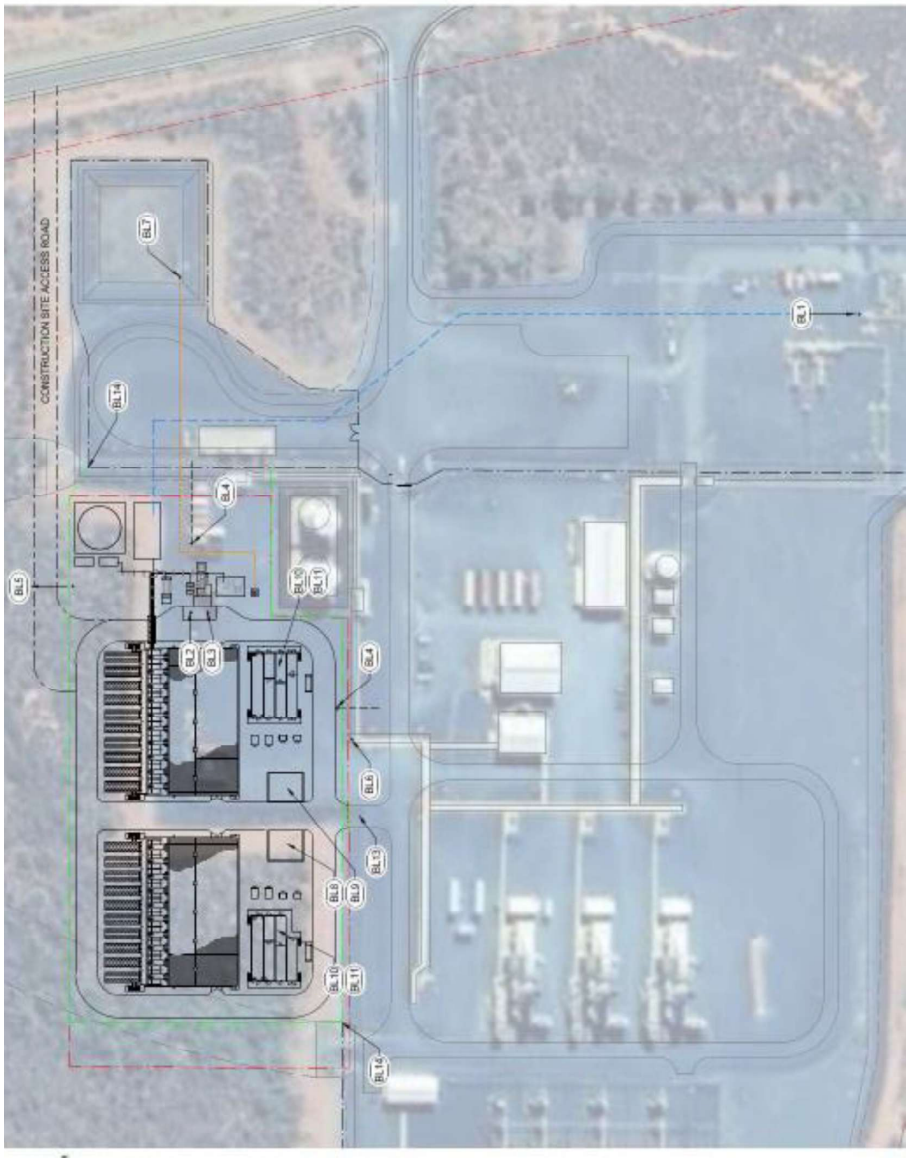


Figure 4-1 Indicative Engine Hall Elevation

Figure 1-1 Site plan



listen. think. deliver.

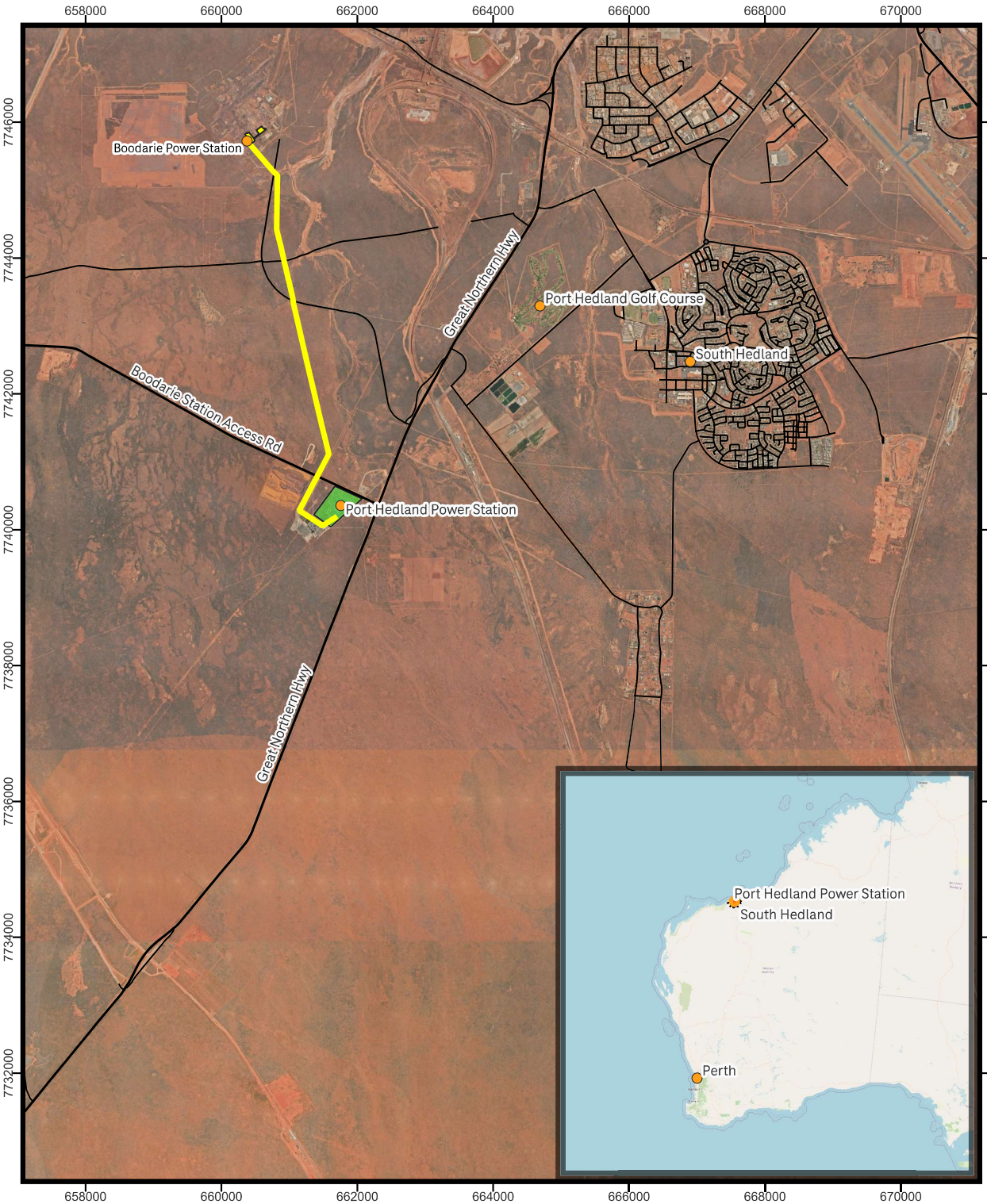


Figure 1-2: Regional Location of Port Hedland Power Station

LEGEND

- Port Hedland Power Station
- Boodarie Transmission Line
- Boodarie Power Station

Road network

- Labelled
- Unlabelled

N

0 1 2 3 4 km

Scale @A4 1: 75000
Projection: GDA94 / MGA zone 50

Client: APA
Project and Phase: 1001821.2
Data: WA SLIP data, APA provided data
Imagery Landgate / SLIP, OpenStreetMap (openstreetmap.org/copyright)

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Drawn By: oostveenperryl Date: 20 Feb 2025 \\cdminc.internal.cdm.com\offices\AUST\Project\1001821 - Secondary Approvals for Hemi gold Power Supply\7Work\3GIS\QGZ\1001821 LOP figure edits 20250220.qgz

Conditions:

Term of approval conditions:

1. All development and use of the land must be carried out in accordance with the approved plans, as listed below, or any minor modifications approved in writing by the Town:

   Figure 1: Site location;

   Figure 3-1: Indicative Drawing of Transmission Tower;

   Figure 3-2: Indicative Drawing of Suspension Pole; and

   Figure 3-3: Indicative Drawing of Substation within PHPS Crown lease

   save that, in the event of an inconsistency between the approved plans and a requirement of the conditions set out below, the requirement of the conditions shall prevail.

2. If the development, the subject of this approval, is not substantially commenced within a period of four years from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.

The following conditions shall be cleared prior to the commencement of works:

3. A Visual Landscape Management Strategy shall be prepared and submitted to the specification of the Town and approved.

4. The following detailed plans shall be prepared and submitted to the specification of the Town and approved:
   a. Elevations;
   b. Floor plans;
   c. Site plans;
   d. Civil plans;
   e. Traffic Management Plan; and
   f. Construction Management Plan

   The approved plans shall be implemented and maintained thereafter to the satisfaction of the Town.

5. Prior to the commencement of works, a Stormwater Management Plan shall be prepared and submitted to the specification of the Town and approved.

6. The developer/proponent shall elect to either provide, or make a cash-in-lieu payment, for public art, in accordance with the Town of Port Hedland's Local Planning Policy 04 Percent for Public Art. Public art shall be to a minimum value of 1% (capped at $150,000) of the estimated total construction cost of the development. The following requirements shall apply depending on what the developer/proponent elects:

a. Option 1: Applicant chooses to coordinate the Public Art project themselves or by engaging an art consultant. This shall be designed and completed prior to the occupation or use of the development, to the specification and satisfaction of the Town; or
b. Option 2: Applicant chooses to pay cash-in-lieu. This shall be paid prior to the commencement of works.

The following conditions shall be cleared prior to the occupation or use of the development:

7. The approved Visual Landscape Management Strategy shall be implemented and thereafter maintained to the satisfaction of the Town.

8. The approved Stormwater Management Plan shall be implemented in full and maintained thereafter, to the satisfaction of the Town.

Advice Notes:

1. In relation to the Visual Landscape Management Strategy, this shall be prepared in accordance with the Western Australian Planning Commission's *Visual Landscape Planning In Western Australia a manual for evaluation, assessment, siting and design*.

2. In relation to the preparation of a Construction Management Plan, this will need to address, but not be limited to:
    a. How materials and equipment will be delivered and removed from the site;
    b. How materials and equipment will be stored on the site;
    c. Parking arrangements for contractors;
    d. Construction waste disposal strategy and location of waste disposal bins;
    e. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;
    f. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works; and
    g. Other matters likely to impact on the surrounding properties, infrastructure or assets.

3. In relation to the preparation of a Stormwater Management Plan, this will need to be consistent with *Local Planning Policy 11 Stormwater Management*.

4. This approval relates to the details provided in the application and any minor variations approved in writing by the Town. To undertake the development in a different manner to that stated in the application, a fresh application for planning approval must be submitted to the Town of Port Hedland.

5. This is a development approval issued under the *Planning and Development Act 2005*. This does not obviate the responsibility to obtain any other approvals required under any other legislation.

6. The Water Corporation advises the following:

Water
Reticulated water is available and connected to the subject lot. The landowner will be responsible for funding any costs of a new or upgrade of the water connections (meters) and make payment of the appropriate fees and charges and/or applicable Standard Infrastructure Contributions attributed to the nominated size and flow rate of the connection/s required.

Approval for works
Any works carried out in proximity to our Assets must receive prior approval by applying for an Asset Protection Risk Assessment (APRA) To assess whether the proposed development will require and APRA details of the Prescribed Proximities and relevant legislation are available in our guidelines.

Building Approval Application
Prior to construction the landowner is required to submit a Commercial Application by using our online portal BuilderNet. Attachments required for approval will include Final construction site & architectural floor plans.

The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.

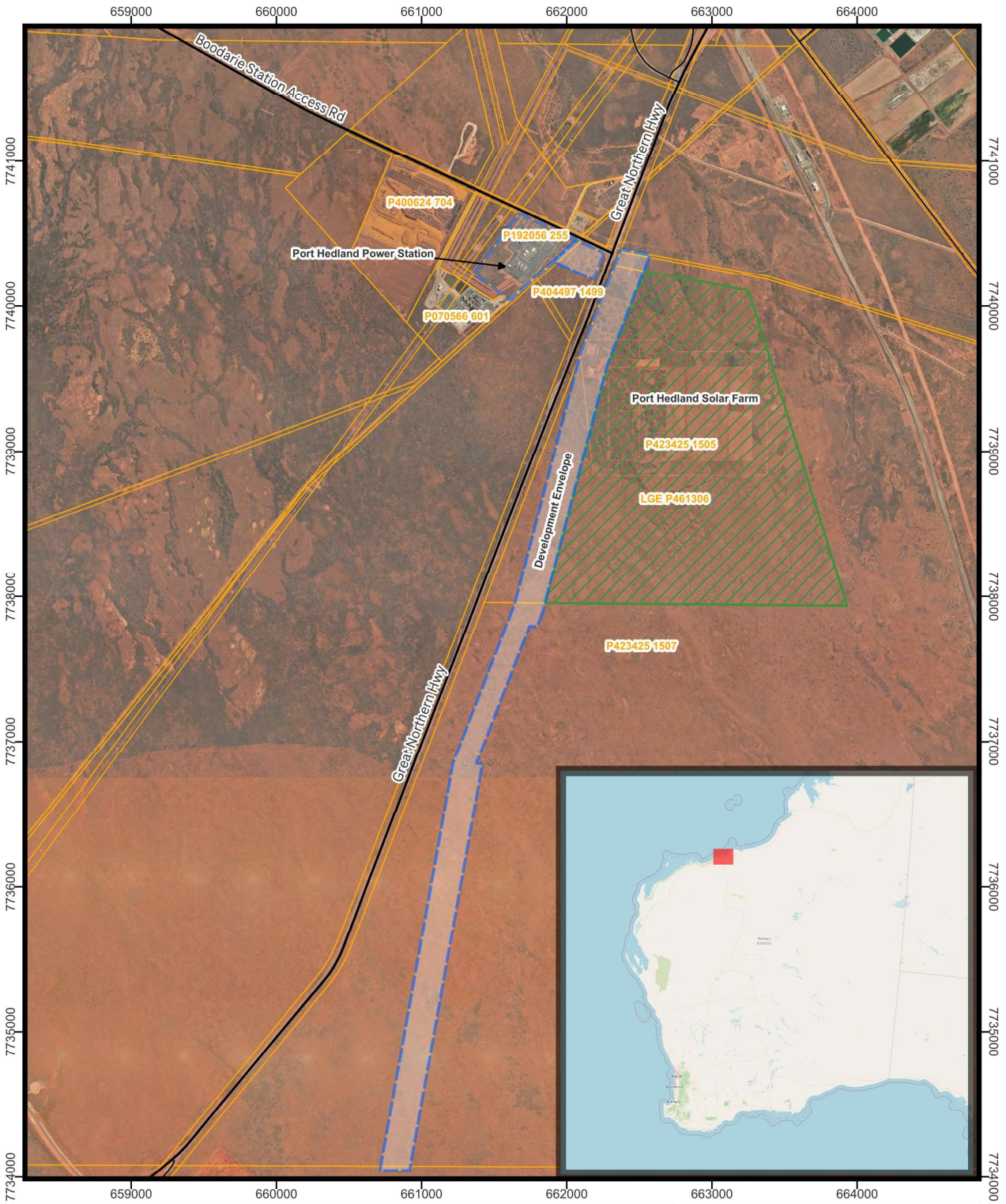

Figure 1: Site Location

LEGEND

- Development Envelope
- Cadastral Boundary
- Port Hedland Solar Farm Development Envelope

N

0 500 1,000 1,500 m

Scale @A4 1: 35000
Projection: GDA94 / MGA zone 50

Client: APA
Project and Phase: 1001821.2
Data: WA SLIP data, APA provided data
Imagery Landgate / SLIP

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Drawn By: STEELED Date: 3 Dec 2024 \\cdminc.internal.cdm.com\offices\AUST\Project\1001821 - Secondary Approvals for Hemi gold Power Supply\7Work\3GIS\QGZ\1001821 master DS 12092024.qgs

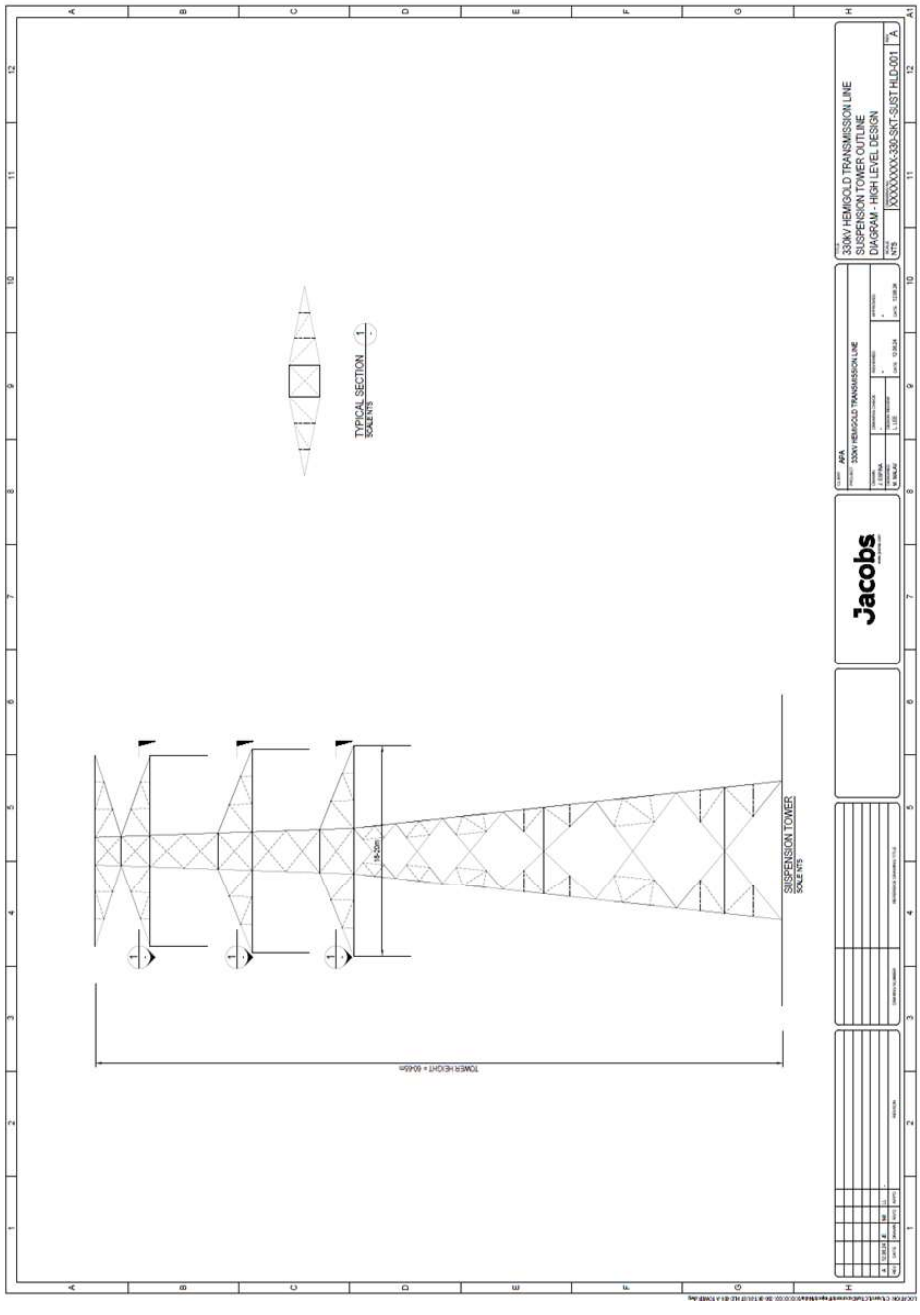


Figure 3-1 Indicative Drawing of Transmission Tower

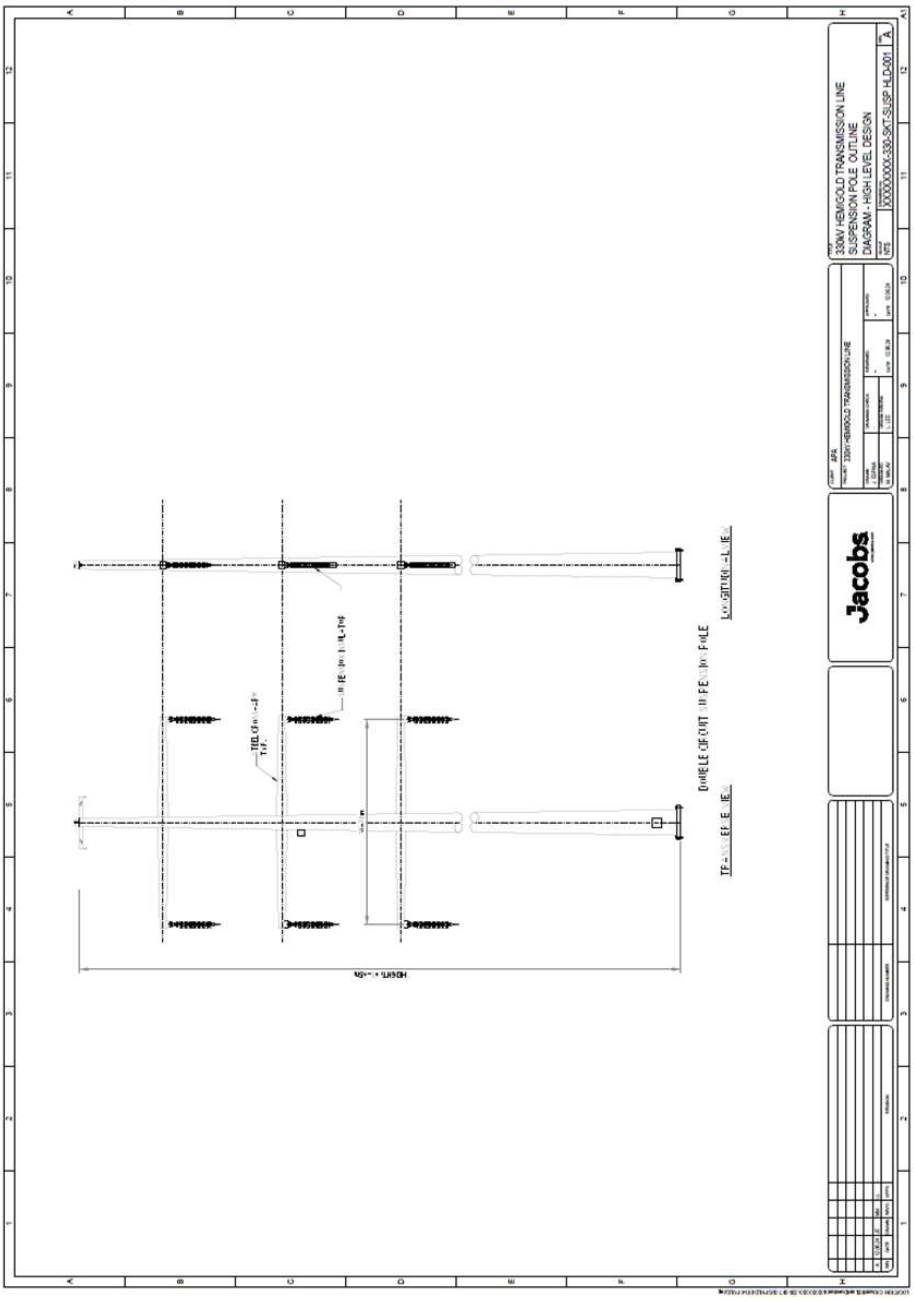


Figure 3-2 Indicative Drawing of Suspension Pole

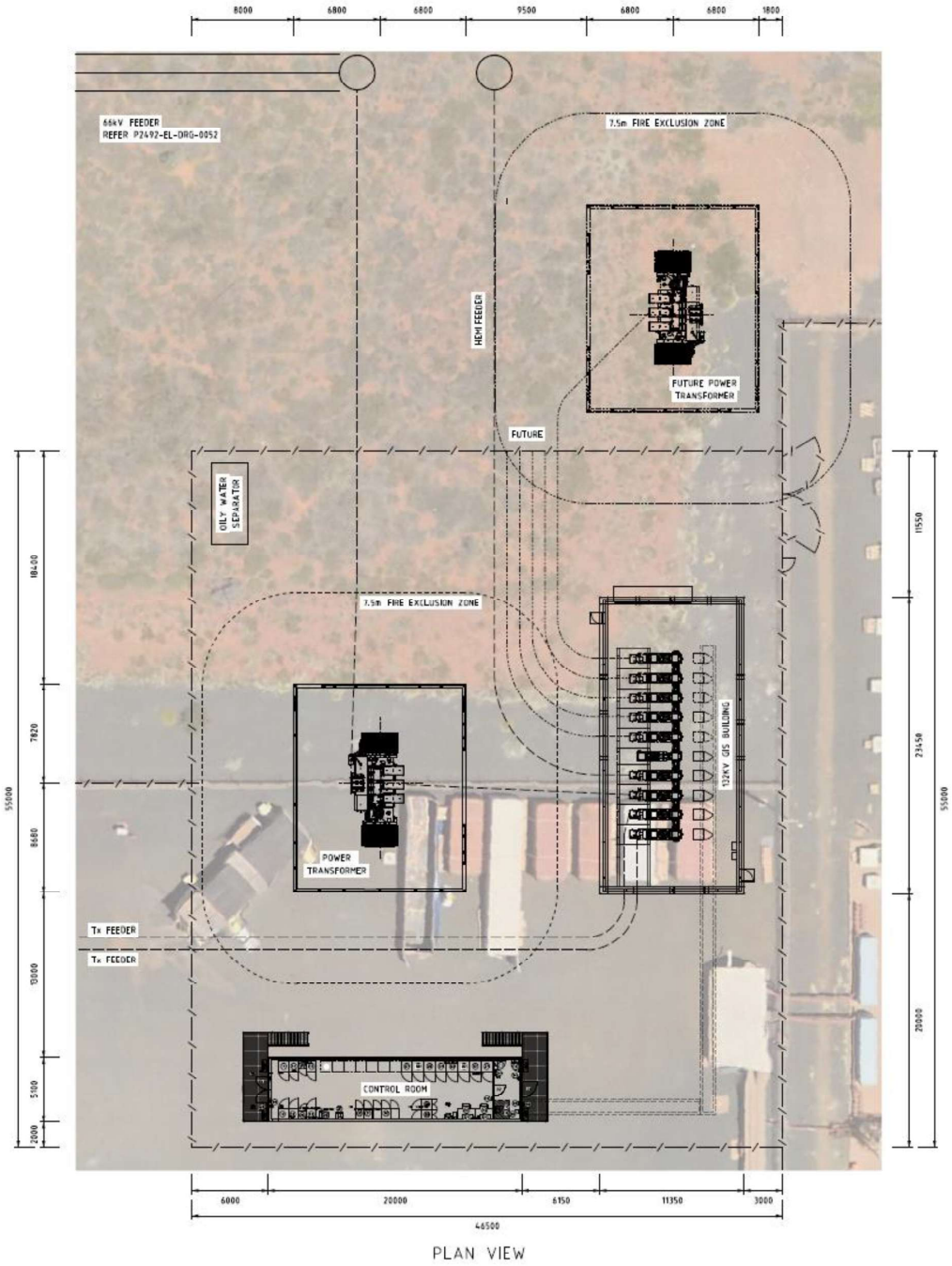


Figure 3-3 Indicative Drawing of Substation within PHPS Crown lease

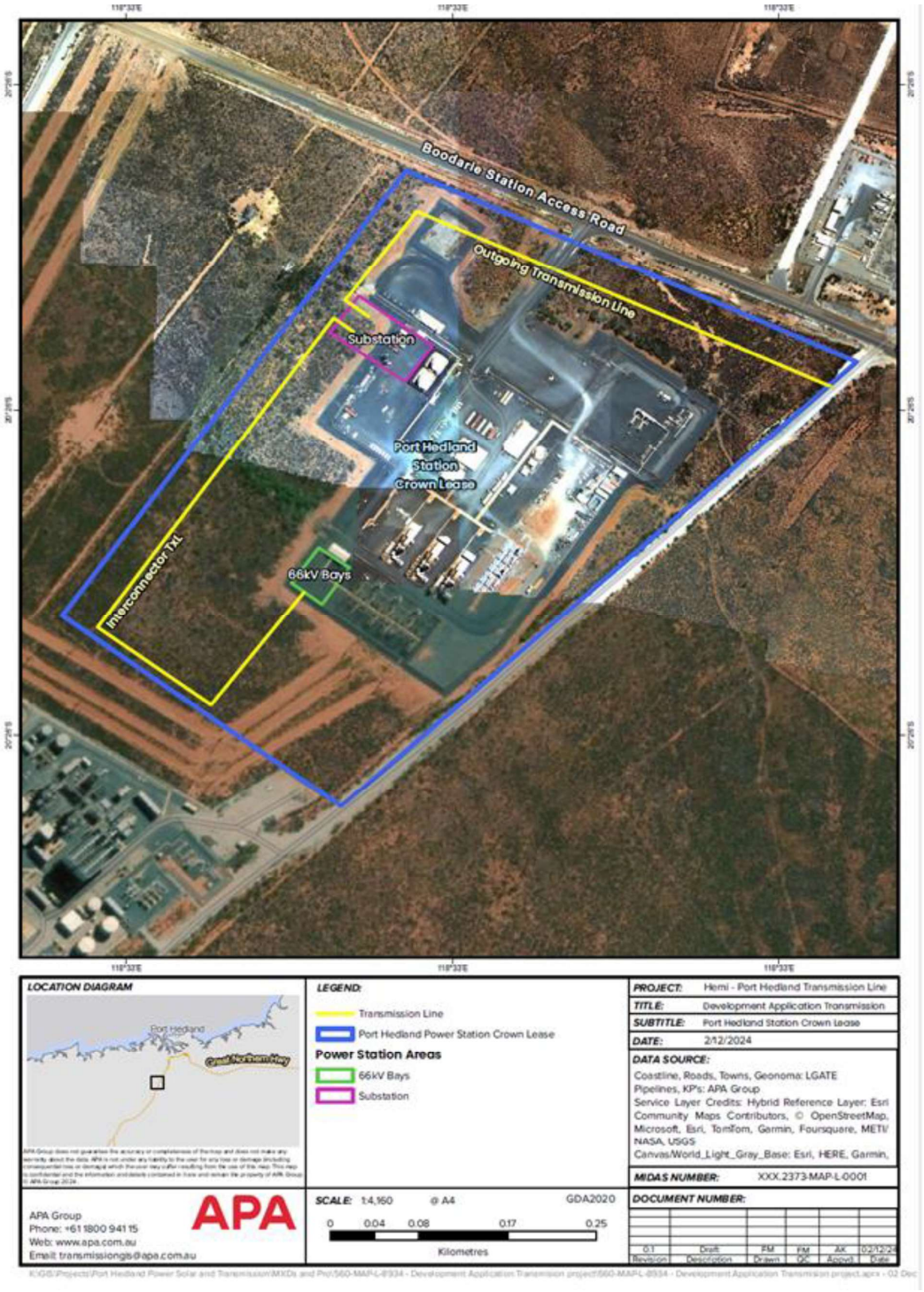


Figure 3-4 Indicative layout of transmission line, substation and switchyard extension within PHPS Crown lease

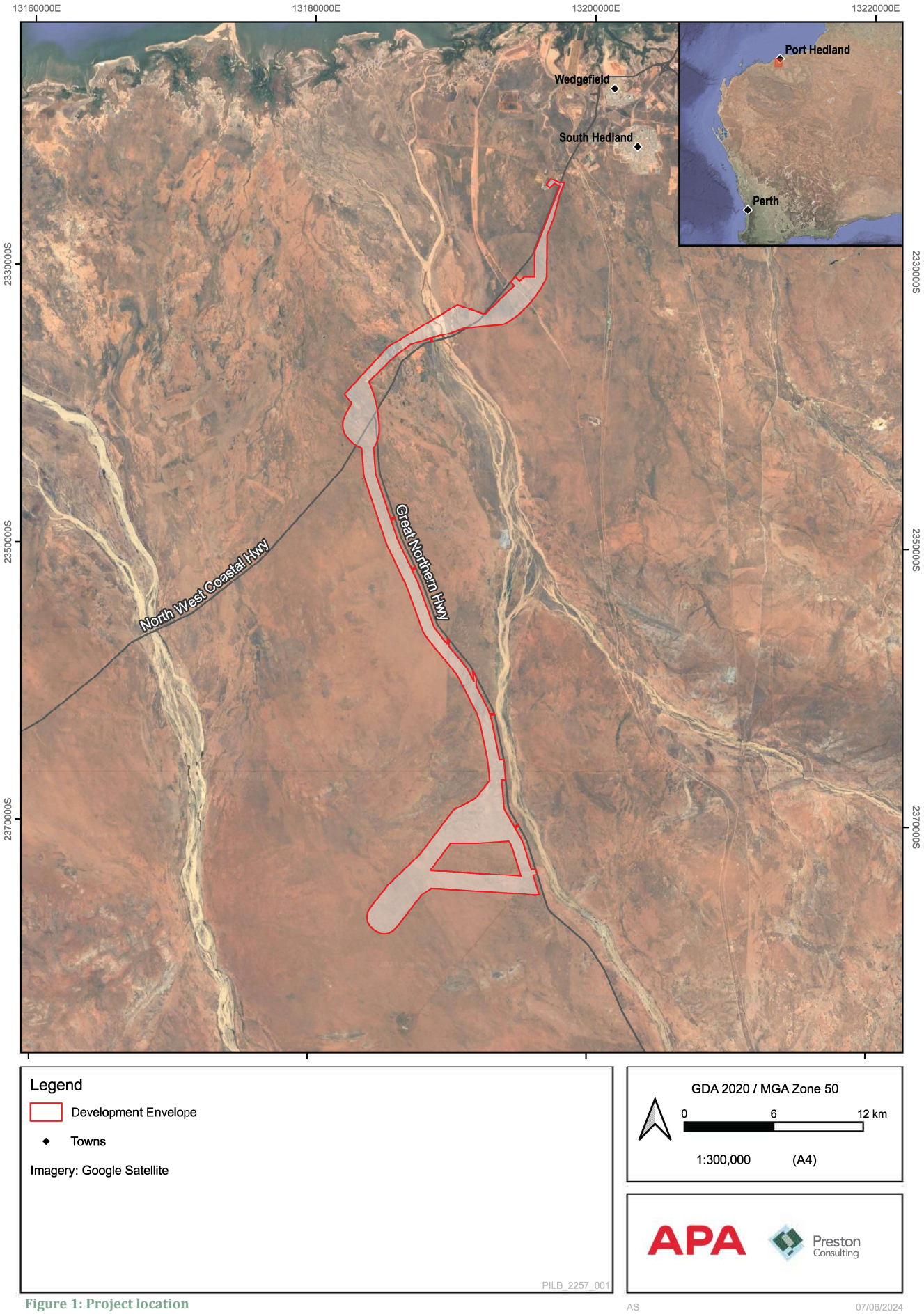
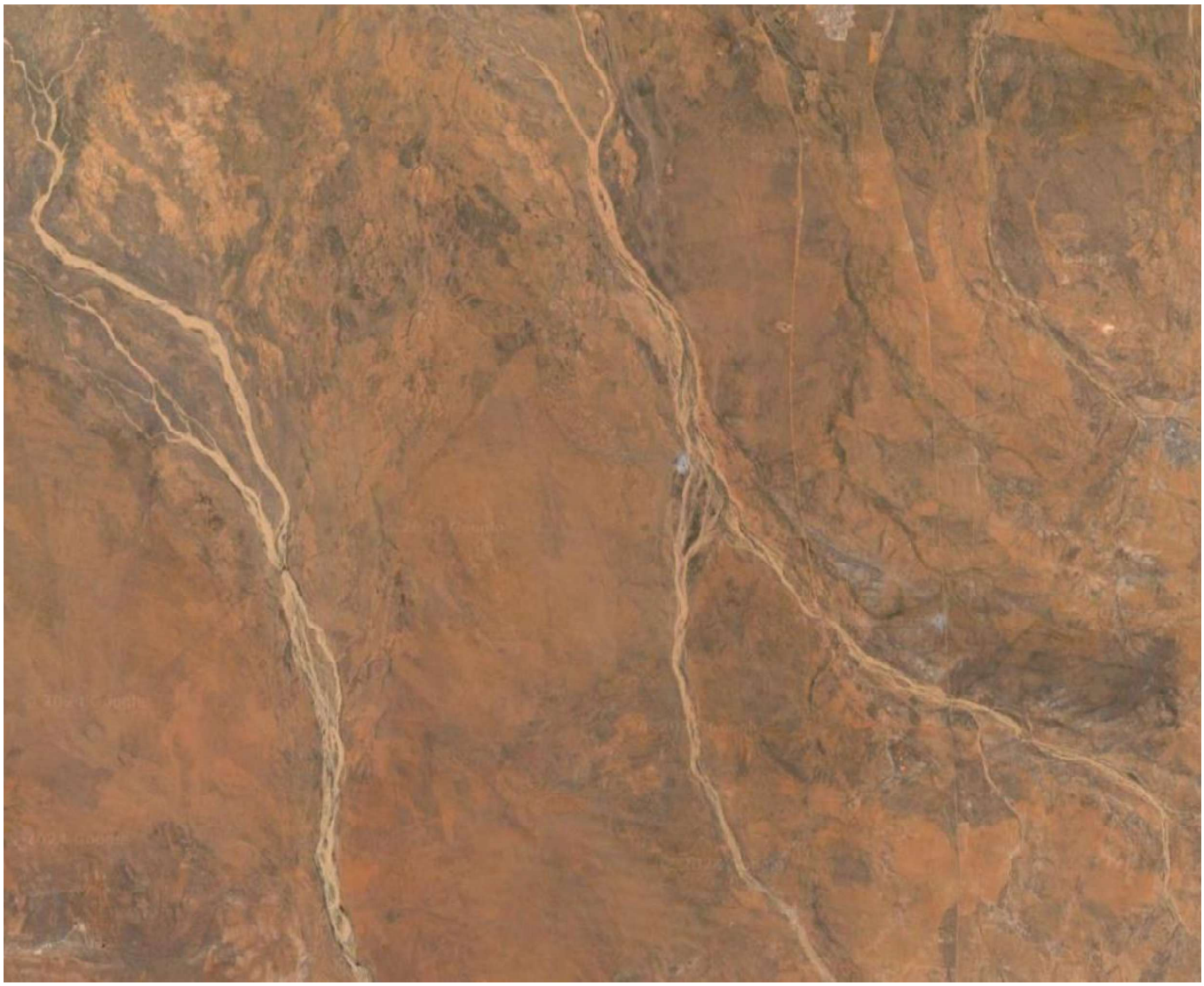


Figure 1: Project location



VISUAL IMPACT ASSESSMENT

EAST PILBARA NETWORK STAGE 1

19 November 2024
PREPARED FOR APA PILBARA HOLDINGS PTY LTD
BY PRESTON CONSULTING PTY LTD AND CAD RESOURCES

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ACKNOWLEDGEMENT OF COUNTRY

Preston Consulting acknowledges the Traditional Owners of the lands on which it works, the Kariyarra People, the Traditional Custodians of the land on which the activity is proposed. Preston Consulting pays its respects to Elders past and present, to emerging community leaders and to all Aboriginal and Torres Strait Islander peoples.

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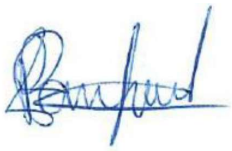
Author	Phoebe Ranford Environmental Consultant Preston Consulting Pty Ltd		19/11/2024
Checked	Gavin Edwards Director Preston Consulting Pty Ltd		19/11/2024
Authorisation	Briana Wingfield Planning and Environment Lead APA Pilbara Holdings Pty Ltd		19/11/2024

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1 INTRODUCTION

1.1 BACKGROUND

APA Pilbara Holdings Pty Ltd (APA Pilbara) is a subsidiary of APA Group Limited (APA) and owns and operates various power generation and transmission assets in the Pilbara region of Western Australia (WA) through its subsidiaries.

APA Pilbara is in advanced commercial discussions with De Grey Mining Ltd to provide power to the Hemi Gold Project (Hemi Gold) in the Pilbara region of WA. Hemi Gold is expected to require power in the first half of 2026.

APA Pilbara is proposing to construct and operate a High Voltage Electrical Transmission Line (HVT) from APA's existing power generation facilities at the Port Hedland Power Station (originally commissioned in 1995) (PHPS) within the Boodarie Strategic Industrial Area (BSIA). This includes delivery of renewable power generated from the Port Hedland Solar Farm (PHSF) and Port Hedland Battery Energy System project and firming power supply from the gas fired PHPS to Hemi Gold, located approximately 65 kilometres (km) south west of Port Hedland (Project; Figure 1).

The route for the HVT includes exiting the BSIA to the east side of Great Northern Highway (GNH), along a defined route shown in Figure 2. There are two ingress options at the south end of the line to access Hemi Gold, of which one will be constructed. The chosen option will depend on ongoing consultation with the Civil Aviation Safety Authority due to potential safety risks for the proposed airstrip for Hemi Gold.

The Project consists of:

- Clearing for geotechnical investigations to inform detailed designs (any geotechnical areas not required for construction and/or operation will be rehabilitated);
- Construction and operation of a HVT, which may include:
    - Some short, underground sections requiring trenching or horizontal drilling (this will be determined during detailed design phase);
    - Temporary clearing for construction/laydown areas;
    - Clearing for substations, installation of tower footings and unsealed access tracks; and
    - Installation and stringing of towers with an indicative height of 40 - 70 m and typical span between towers of 300 - 500 m (height and spacing subject to final design and will vary to accommodate infrastructure crossings and terrain features).

The Project is expected to require clearing of up to 150 hectares (ha) of vegetation. Only a portion of this is expected to be permanent clearing, as cleared vegetation between the towers will be rehabilitated.

Construction is planned to commence in Q1 2025 for an approximate 18 month period, and operation of the HVT is expected to commence in the first half of 2026.

The Project was referred to the Department of Climate Change, Energy, the Environment and Water under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) on 12 July 2024. APA Pilbara expects the referral to receive a 'Not a Controlled Action' decision, as there are minimal potential impacts to Matters of National Environmental Significance.

APA Pilbara has assessed the potential impacts of the Project and determined that there were no impacts expected to result in significant environmental impacts requiring referral under the Part IV of the *Environmental Protection Act 1986* (WA; EP Act). Other legislation (such as Part V of the EP Act, *Mining Act 1978* or *Land Administration Act 1997* will be able to regulate the environmental impacts of the Project.

1.2 PURPOSE

The purpose of the Visual Impact Assessment was to assess impacts to inform approvals by the Town of Port Hedland (ToPH).

If relevant to a project, significant visual amenity impacts are assessed by the Environmental Protection Authority (EPA) under the 'Social Surroundings' Key Environmental Factor. The EPA's objective for Social Surroundings is 'to protect social surroundings from significant harm' (EPA, 2023a).

While the Project is considered unlikely to result in significant visual impacts that require assessment by the EPA, the Social Surroundings Environmental Factor Guideline (EPA, 2023b) can still be used to guide visual impact assessments. The Guideline indicates that the information required for environmental impact assessment of Social Surroundings includes landscape and visual impact studies based on recognised methodology. The preparation of this Visual Impact Assessment (VIA) has been undertaken in consideration of the method outlined in the Western Australian Planning Commission (WAPC) and the then Department for Planning and Infrastructure's (DPI) '*Visual Landscape Planning in Western Australia: A Manual for Evaluation, Assessment, Siting and Design*' (WAPC and DPI, 2007).

The Environmental Factor Guideline recognises that amenity values include visual amenity and that natural landscapes often contribute to visual amenity. There are a number of sensitive receptors in proximity to the Project, including residences and public recreation areas. This VIA has been undertaken to determine the potential visual amenity impacts that may be experienced at these sensitive receptors.

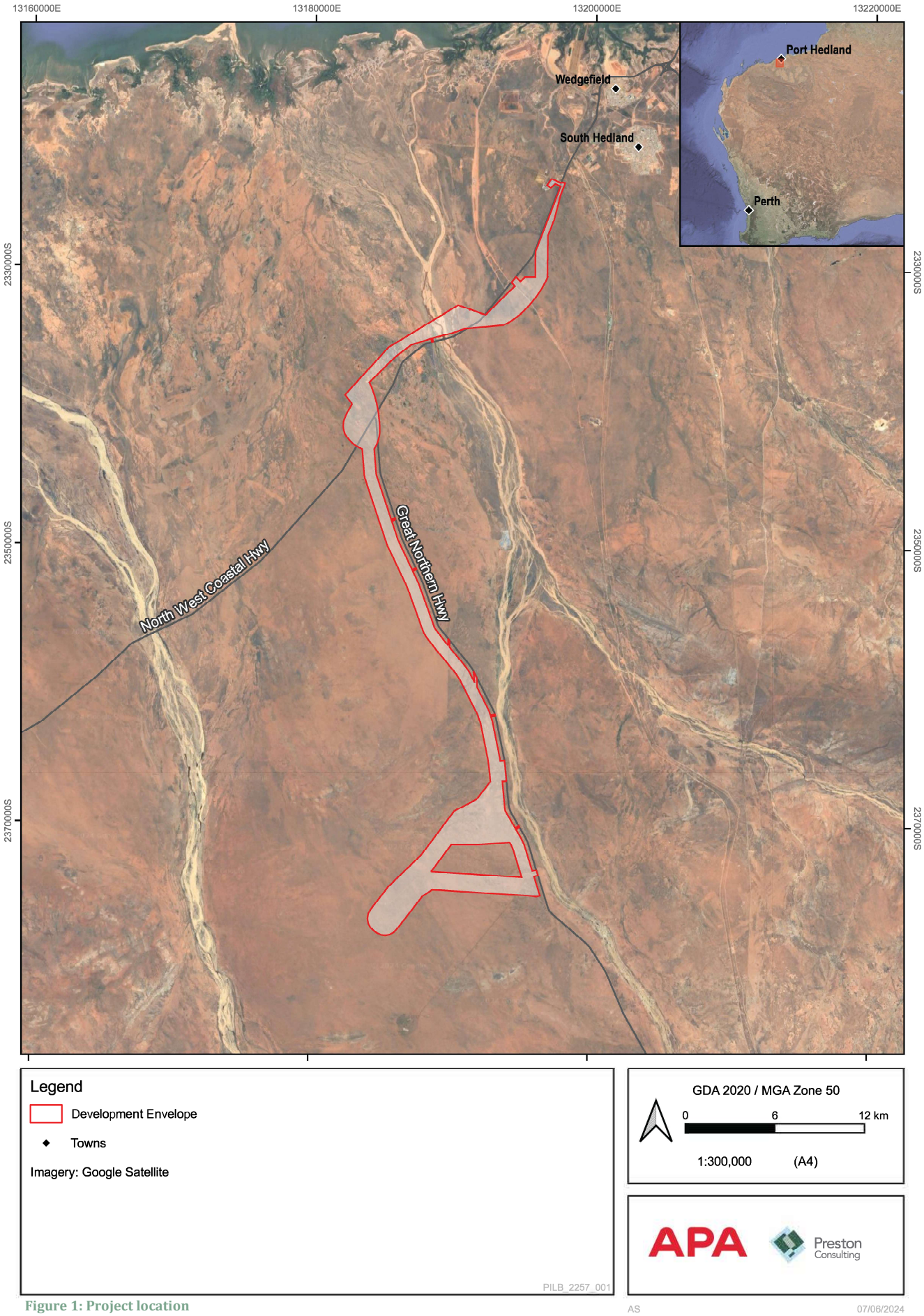

Figure 1: Project location

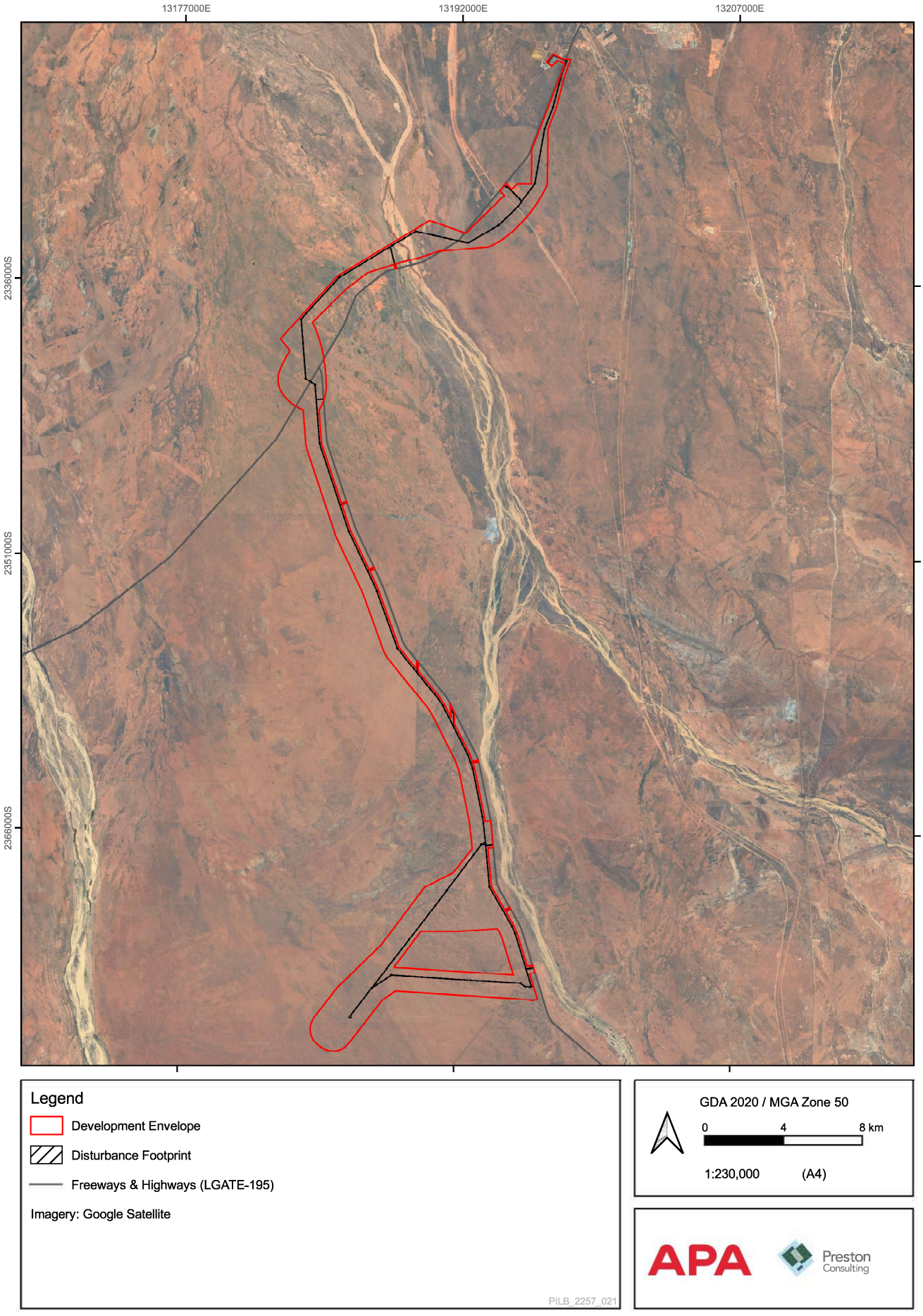

Figure 2: Proposed route

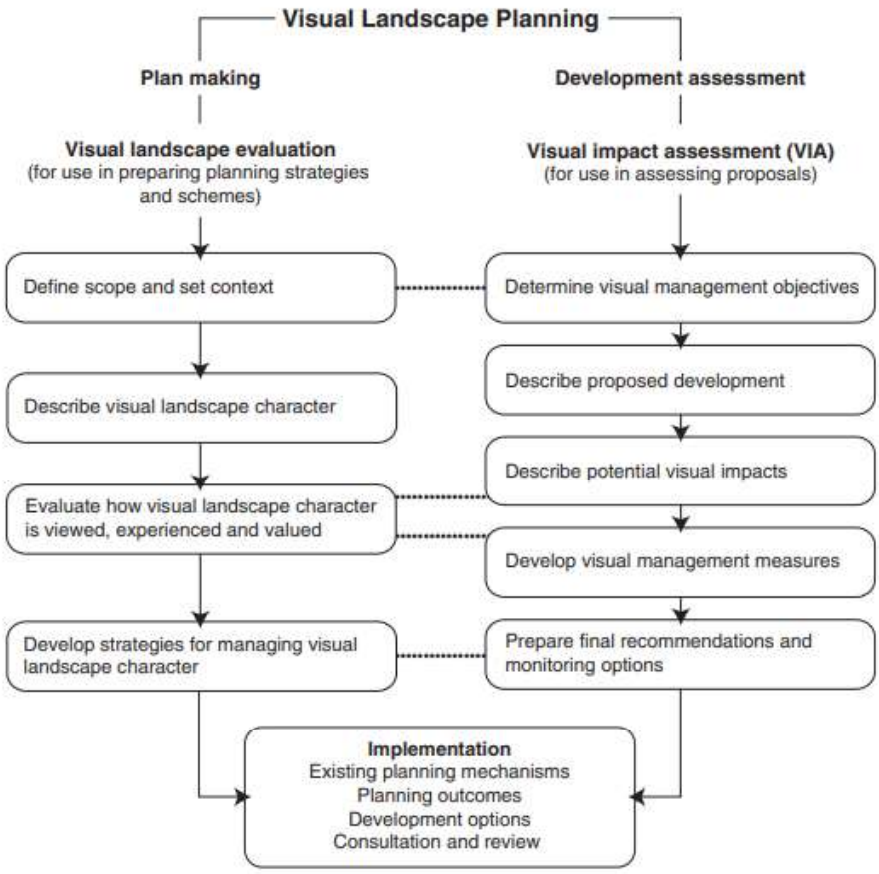

Figure 3: Relationship between visual landscape evaluation and visual impact assessment (WAPC and DPI, 2007)

1.3 SCOPE AND OBJECTIVES

The '*Visual Landscape Planning in Western Australia: A Manual for Evaluation, Assessment, Siting and Design*' (WAPC and DPI, 2007) has been used to develop the VIA methodology. The principle objectives to conduct the evaluation and assessment include:

1. Describe the existing visual landscape character;
2. Describe the proposed development;
3. Describe and evaluate the potential visual impacts; and
4. Develop visual management measures.

The VIA was completed to determine visual amenity impact to different areas within the ToPH

2 EXISTING ENVIRONMENT

2.1 LANDSCAPE AND VEGETATION CHARACTERISTICS

The Project lies within the Fortescue Botanical District of the Pilbara region. The vegetation of WA has also been assigned to bioregions and subregions under the Interim Biogeographical Regionalisation for Australia (IBRA). The Project is within the Chichester and Roebourne subregion of the Pilbara Craton bioregion (Biologic, 2024).

The Chichester subregion has undulating Archaean granite and basalt plains including significant areas of basaltic ranges. Plains support a shrub steppe characterised by *Acacia pyrifolia* over *Triodia pungens* hummock grasslands, while *Eucalyptus leucophloia* tree steppes occur on the ranges (McKenize et. al., 2005). The dominant land use within the Chichester subregion is grazing of native pastures, Aboriginal lands and Reserves, Unallocated Crown Land, Crown Reserves, Conservation and Mining leases (Kendrick & McKenzie, 2001)

The Roebourne subregion comprises Quaternary alluvial and older colluvial coastal and sub-coastal plains, with a grass savanna of mixed bunch and hummock grasses, and dwarf shrub steppe of *Acacia translucens* or A. *pyrifolia* and A. *inequilatera*. Resistant linear ranges of basalts occur across the coastal plains. These uplands are dominated by *Triodia* hummock grasslands. Ephemeral drainage lines support Eucalyptus woodlands. Samphire, Sporobolus grasslands and mangal occur on the marine alluvial flats and river deltas. The islands are Quaternary sand accumulations, basalt and/or limestone (McKenize, Keighery and Gibson, 2005). The dominant land use within the Roebourne subregion is grazing of native pastures, Aboriginal lands and Reserves, Conservation, Mining lease and Urban (Kendrick & Stanley, 2001).

Four land systems, identified by the Department of Primary Industries and Regional Development, intersect the Project. The details of these land systems are provided in Table 1.

Table 1: Land systems

Land System	Description	Area within the Project (ha)
Mallina System	Sandy surfaced alluvial plains supporting soft spinifex grasslands and minor hard spinifex and tussock grasslands.	3,015.3
River System	Narrow, seasonally active flood plains and major river channels supporting moderately close, tall shrublands or woodlands of acacias and fringing communities of eucalypts sometimes with tussock grasses or spinifex.	301.7
Ruth System	Hills and ridges of volcanic and other rocks supporting shrubby hard spinifex and occasionally soft spinifex grasslands.	57.3
Uaroo System	Broad sandy plains, pebbly plains and drainage tracts supporting hard and soft spinifex hummock grasslands with scattered acacia shrubs.	5,229.1

Twenty-two vegetation communities were defined and mapped across the Project. The vegetation to be disturbed ranges from completely degraded (cleared) to excellent condition. The areas mapped as 'completely degraded' are areas generally associated with roads or infrastructure associated with Hemi Gold.

The field surveys conducted to date recorded that approximately:

- 93.6% was considered to be very good to excellent condition native vegetation; and
- The remaining 2.7% of the surveyed area was classes as completely degraded to good vegetation (Biologic, 2024; Phoenix, 2022; Umwelt, 2023).

2.2 SOCIO-ECONOMIC SETTING

Land Uses and Social Value

The Project is situated on three pastoral leases; Boodarie Station (1,723.8 ha), Mundabullangana Station (2,273.2 ha) and Indee Station (4,617.3 ha). Dominant land use within the Development Envelope is native pasture associated with the three pastoral leases. The Project also has minor intersections with:

- Railway reserves; and
- Road reserves.

There are multiple mining developments in the area, the nearest being Hemi Gold.

The Project is located approximately 14 km southwest of Port Hedland and approximately 636 km east of Whim Creek. The Project intersects with North West Coastal Highway (NWCH) and GNH.

The Project lies within the Kariyarra native title claim boundaries (WAD6169/1998). In December 2023, APA Pilbara undertook an ethnographic heritage survey with Kariyarra representatives which did not identify any Aboriginal ethnographic sites or places within the Project area. In October 2024, APA undertook an archaeological survey with Kariyarra representatives with preliminary observations that no new archaeological sites were recorded. Demography and Economy

The Project is located within the ToPH. According to the 2021 census, up to 15,684 people live in the ToPH and the median age of residents is 32 (ABS, 2021). Comparatively, the median age of people living in Greater Perth is 37. Approximately 25% of people living the ToPH own the property they reside in, with the majority of the remaining occupiers being renters (~67%).

3 PROPOSED DEVELOPMENT

APA is proposing to construct and operate a HVT from APA's existing power generation facilities at the PHPS within the BSIA. This includes delivery of renewable power generated from the PHSF and Port Hedland Battery Energy System project and firming power supply from the gas fired Port Hedland Power Station to Hemi Gold, located approximately km south west of Port Hedland.

The route for the HVT includes exiting the BSIA to the east side of GNH, along a defined route shown in Figure 2. There are two ingress options at the south end of the line to access Hemi Gold, of which one will be constructed. The chosen option will depend on ongoing consultation with the Civil Aviation Safety Authority due to potential safety risks for the proposed airstrip for Hemi Gold.

The Project consists of:

- Clearing for geotechnical investigations to inform detailed designs (any geotechnical areas not required for construction and/or operation will be rehabilitated);
- Construction and operation of a HVT, which may include:
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    - Temporary clearing for construction/laydown areas;
    - Clearing for substations, installation of tower footings and unsealed access tracks; and
    - Installation and stringing of towers with an indicative height of 40 - 70 m and typical span between towers of 300 - 500 m (height and spacing subject to final design and will vary to accommodate infrastructure crossings and terrain features).

4 METHODOLOGY

The '*Visual Landscape Planning in Western Australia: A Manual for Evaluation, Assessment, Siting and Design'* (WAPC and DPI, 2007) has been used to develop the VIA methodology.

Preston Consulting was assisted by CAD Resources in carrying out this VIA. In particular CAD Resources completed geographic information system services and image capture and compilation for the photomontages described below.

4.1 DESKTOP ASSESSMENT

A 3D model was generated using aerial imagery, digital elevation model and site infrastructure. The towers were modelled at their maximum possible height of 65 m.

Viewpoints were selected from aerial imagery and through stakeholder consultation and include major roads and public viewing areas. Locations that were assessed at the screening stage as having an extremely low risk of visual impacts due to their position in the landscape were not considered further.

Twelve viewpoints were selected during the desktop assessment and visited in the field (Figure 4). Details on the 12 viewpoints are provided in Table 2.

A key location for this assessment is GNH, as identified through consultation with the ToPH. The transmission line will run parallel with GNH for a large section of the Project and therefore will be most visible from this viewpoint.

Table 2: Viewpoint details

Viewpoint	Details	Type
1	Wedgefield	Industrial
2	South Hedland	Residential
3	FMG Rail Lookout	Recreational (Lookout)
4	Boodarie Station Access Road	Pastoral
5	GNH Location 1	Transport Corridor
6	Mount Nelson	Recreational (Lookout)
7	GNH and NWCH Intersection	Transport Corridor
8	NWCH	Transport Corridor
9	Indee Homestead Access Road	Pastoral
10	GNH Location 2	Transport Corridor
Crossing 01	GNH Crossing North	Transport Corridor
Crossing 02	GNH Crossing South	Transport Corridor

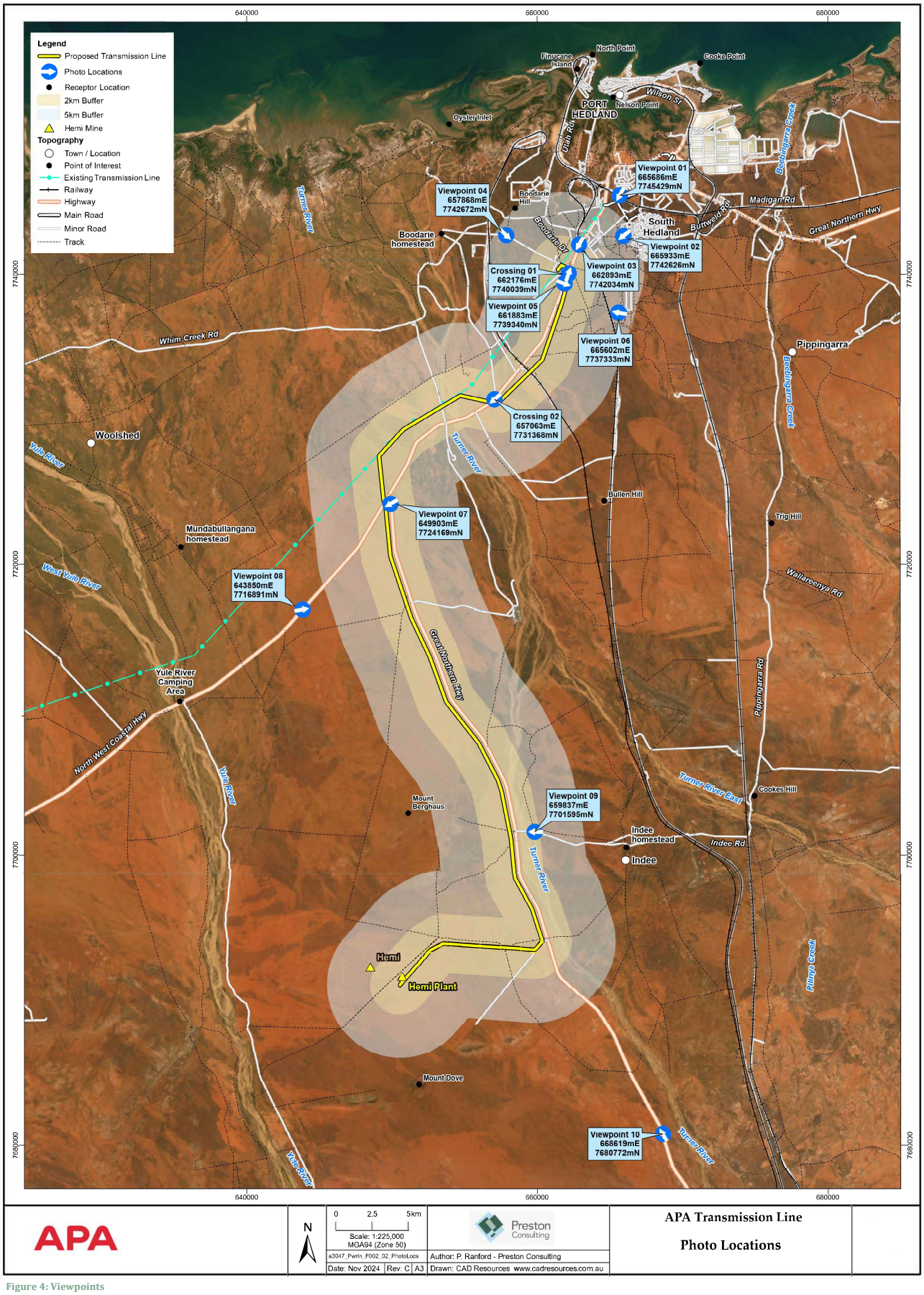

Figure 4: Viewpoints

4.2 FIELD SURVEY

Each of the 12 viewpoints identified in the desktop assessment were visited on either 6 August or 17 October 2024. GPS coordinates, photographs and site characteristics were recorded at each of the sites. The photographs for Viewpoint 1 – 10 were taken on a tripod approximately 160 cm above the ground using a DSL camera with a focal length of 70 mm to mimic the focal scale of the human eye. A spread of photos was captured to allow a panoramic photo montage (with 20% overlap allowed between each photo). The photographs for Crossing 01 and 02 were captured on a OnePlus11 mobile with a focal length of 24 mm. The details on each viewpoint were recorded at the time the photos taken.

4.3 INCORPORATION OF 3D MODEL

The 3D model was used to overlay the transmission towers and powerlines onto the photos captured during the field survey to generate images showing the likely view during operations. The images captured were used to create 'before' and 'after' construction visuals for the Project. No closure visuals were developed as all above ground infrastructure will be removed at closure returning the landscape to the 'before' construction visual.

4.4 MULTI CRITERIA ANALYSIS

A Multi-Criteria Assessment (MCA) was used to determine the visual risk for each viewpoint using the information collected during the field survey and the generated 3D model images. The MCA assessed each viewpoint against four categories to determine the likely scale of impacts on that viewpoint. The criteria have also been assigned a weighting based on their relative importance in determining the extent of impact. These criteria, with their weighting in brackets, are:

1. **Proportion of viewshed impacted (25%)**– the proportion of the horizontal viewshed which is taken up by the towers;
2. **Position within the viewshed (30%)** – where the towers sit in the depth of field, i.e., nearfield, middle of the depth of field or on the horizon;
3. **Presence of other industrial features (15%)** - the extent to which the viewshed is already impacted by industrial features; and
4. **Level of sensitivity (30%)** – whether the viewpoint has a high level of public use or other sensitivity to visual impact.

Table 3 provides detail on the criteria and how they were scored.

Table 3: MCA scoring criteria

Score	Proportion of viewshed impacted	Position within the viewshed	Presence of other industrial features	Level of sensitivity
2 = Low.	Less than 20%	Tower located on the horizon	Viewshed currently contains significant amount of industrial features	Limited public use and interest at viewpoint (i.e., industrial site, transport corridor)
4 = Medium	20 - 40%	Tower located in the middle of the depth of field	Viewshed currently contains a moderate amount of industrial features	Moderate level of public use and interest at viewpoint (i.e., low number of residences, lookout)
6 = High	Over 40%	Tower located in the nearfield	Viewshed is relatively pristine, with minimal industrial features	High level of public use and interest for viewpoint (i.e., town, suburb)

Table 4 provides the impact range on a viewshed based on an assessment against the scoring criteria in Table 3.

Table 4: MCA outcome range

Score range	Impact on viewshed	Description
2.0-3.5	Low	Has a minor impact on the viewshed. Difficult to distinguish from surrounding landscape
3.5-4.5	Medium	Has a moderate impact on viewshed. Easy to distinguish from the surrounding landscape
4.6-6	High	High impact on the viewshed. Will become a dominant feature in the viewshed or significantly change the viewshed quality

5 RESULTS

5.1 VIEWSHED ANALYSIS

The photos captured during the field survey and the 3D model were used to generate images showing the likely view of the Project during operations. These images are shown in Figure 5 - Figure 16

Figure 5: Viewpoint 1 - Wedgefield

Criteria	Characteristics
General	Wedgefield
Location	665,686 E 7,745,429 N
View direction (Bearing in degrees)	210
Elevation (RL)	9.8
Land use	Industrial Area
MCA considerations	Existing powerline visible from this location. Project only just visible in the horizon amongst existing towers. The site is located within an industrial area and is surrounded by existing infrastructure including a rail line.

Figure 6: Viewpoint 2 – South Hedland (not visible from this location)

Criteria	Characteristics
General	South Hedland
Location	665,933 E 7,742,626 N
View direction (Bearing in degrees)	230
Elevation (RL)	15.3
Land use	Residential - suburb in the ToPH
MCA considerations	The Project is not visible from this location.

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Figure 7: Viewpoint 3 – FMG Rail Lookout

Criteria	Characteristics
General	FMG Lookout
Location	662,893 E 7,742,034 N
View direction (Bearing in degrees)	210
Elevation (RL)	13.5
Land use	Recreational, Lookout Tourist Attraction
MCA considerations	Viewshed already dominated by existing powerlines. Very little natural screening, vegetation in the viewshed consists of low/medium shrubs.

Criteria	Characteristics
General	Boodarie Station Access Road
Location	657,868 E 7,742,672 N
View direction (Bearing in degrees)	135
Elevation (RL)	16.3
Land use	Pastoral, and access road to industrial area
MCA considerations	The powerline will be visible from this location in the horizon. Vegetation in this location is low to medium with very little screening ability. The existing transmission line is just visible in the horizon.

Figure 8: Viewpoint 4 – Boodarie Station Access Road

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Figure 9: Viewpoint 5 – GNH Location 1

Criteria	Characteristics
General	GNH Location 1
Location	661,883 E 7,739,340 N
View direction (Bearing in degrees)	110
Elevation (RL)	17.2
Land use	Transport Corridor (Highway)
MCA considerations	The Project is immediately adjacent to this location and clearly visible. The location is close to the existing TransAlta power station and APA Port Hedland Power Station. The Port Hedland Solar Farm is located on the other side of the road.

Figure 10: Viewpoint 6 – Mount Nelson

Criteria	Characteristics
General	Mount Nelson
Location	665.602 E 7.737.333 N
View direction (Bearing in degrees)	280
Elevation (RL)	24.6
Land use	Recreational, lookout, public access area
MCA considerations	The Project visible in the horizon. Existing powerline and power station also visible. Low vegetation provides no screening ability.

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Figure 11: Viewpoint 7 - GNH and NWCH Intersection

Criteria	Characteristics
General	GNH and NWCH Intersection
Location	649,903 E 7,724,169 N
View direction (Bearing in degrees)	240
Elevation	29.1
Land use	Transport Corridor, highway intersection
MCA considerations	Directly adjacent to the Project with the towers clearly visible. Vegetation low to medium with very little screening ability.

Figure 12: Viewpoint 8 - NWCH

Criteria	Characteristics
General	NWCH
Location	643,850 E 7,716,891 N
View direction (Bearing in degrees)	80
Elevation	34.5
Land use	Transport Corridor, highway
MCA considerations	The Project visible in the horizon. There are some taller scattered trees which provide some natural screening.

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Criteria	Characteristics
General	Indee Homestead Access Road
Location	659,837 E 7,701,595 N
View direction (Bearing in degrees)	270
Elevation	72.7
Land use	Pastoral, homestead access road
MCA considerations	One tower visible in the horizon. Natural vegetation provides some screening of the Project from this location.

Figure 13: Viewpoint 9 - Indee Homestead Access Road

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Criteria	Characteristics
General	GNH Location 2
Location	668,619 E 7,680,772 N
View direction (Bearing in degrees)	330
Elevation	112.0
Land use	Transport Corridor, highway
MCA considerations	The Project is not visible from this location.

Figure 14: Viewpoint 10 - GNH Location 2 (not visible from this location)

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Figure 15: Crossing 01 – GNH Crossing North

Criteria	Characteristics
General	GNH Crossing North
Location	662,176 E 7,740,039 N
View direction (Bearing in degrees)	290
Elevation (RL)	15.3
Land use	Transport corridor (Highway)
MCA considerations	The transmission line crosses GNH west to east as it exits the power station. Towers are immediately clear in the view. This visual represents the view of drivers on GNH.

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Criteria	Characteristics
General	GNH Crossing South
Location	657,063 E 7,731,368 N
View direction (Bearing in degrees)	140
Elevation (RL)	28.0
Land use	Transport corridor (Highway)
MCA considerations	The transmission line crosses GNH east to west, just northeast of Turner River. Towers are immediately clear in the view. This visual represents the view of drivers on GNH.

Figure 16: Crossing 02 – GNH Crossing South

5.2 MULTI-CRITERIA ANALYSIS

Results

The MCA assessed each of the 12 viewpoints against the criteria in Table 3 and then classified the impact on the viewshed based on the outcome range in Table 4. The results are provided in Table 5.

Table 5: MCA results

Viewpoint	Proportion of horizontal viewshed	Position within the viewshed	Presence of other industrial features	Level of sensitivity	Total Score	Weighted score
Wedgefield	2	2	2	2	8	2
South Hedland	N/A – not visible from this viewpoint					
FMG Rail Lookout	2	2	2	4	10	2.6
Boodarie Station Access Road	2	2	4	2	10	2.3
GNH Location 1	6	2	4	2	14	3.3
Mount Nelson	2	2	4	4	12	2.9
GNH and NWCH Intersection	6	4	4	2	16	3.9
NWCH	2	2	4	2	10	2.3
Indee Homestead Access Road	2	2	6	2	12	2.6
GNH 2	N/A – not visible from this viewpoint					
Crossing 01	6	6	2	2	14	4.2
Crossing 02	6	6	4	2	16	4.5

5.3 SUMMARY OF RESULTS

The Project will only affect more than 20% of the horizonal viewshed for four of the 12 viewpoints, all of which are associated with GNH. In comparison to larger infrastructure, such as a power station, at longer distances a transmission line is able to blend in with the horizon, making it more difficult to see.

For the majority of the viewpoints (i.e., Figure 10, Figure 12 and Figure 13) the Project was only just visible in the horizon, and at two of the viewpoints, GNH 2 and South Hedland, the Project was not visible at all. This is primarily due to the distance of the viewpoint from the Project and the height of the infrastructure.

The viewpoints with the greatest visual impact are GNH Location 1 (Viewpoint 5), GNH and NWCH Intersection (Viewpoint 7), GNH Crossing North (Crossing 01) and GNH Crossing South (Crossing 02). This is primarily because the powerline is aligned with GNH or crosses it. This means that the Project will be highly visible at any location along the highway in the northern section of the Project. There is very little screening ability in these locations as it is adjacent to the highway and established vegetation consists of only low to medium height shrubs. Viewpoint 5 and Viewpoint 7 are however located adjacent to a highway and close to an industrial area, meaning the viewsheds are not currently pristine. The two crossing locations represent the viewshed for vehicles travelling along GNH and are the two locations whether the transmission line will cross over the highway to the opposite side. Similar to Viewpoint 5 and 7, Crossing 01 and 02 are located within an already disturbed landscape with an existing powerline visible in both visuals. The viewshed impact is also temporary for these crossings, as the receptors are vehicles travelling along GNH. The visual impact will increase gradually until the vehicle passes under the transmission line, at which point there will be no more visual impact.

Given the proximity to GNH, there is very little management that can be implemented to reduce the visual impact of the Project. However given the nature of the viewpoints and the presence of existing infrastructure, the Project is unlikely to cause a visual impact that would significant impact on a person's amenity.

The most sensitive areas to visual impacts are residential areas. South Hedland is the only residential area that is within proximity to the Project which had the potential to be impacted. The VIA however determined that the Project would not be visible from this viewpoint despite conservatively selecting a location that was clear of infrastructure and vegetation.

6 MANAGEMENT ACTIONS

The VIA identified that the Project would be visible from 10 of the 12 viewpoints, albeit to greatly varying degrees. Due to the location of the Project and the surrounding industrial uses, there is very little additional design or management actions that can be implemented to reduce the visual impact of the Project.

7 CONCLUSIONS

As demonstrated in the visuals, the Project is only likely to significantly affect the viewshed along GNH in the northern section of the Project. These areas are however already heavily influenced by infrastructure such as roads and industrial facilities. The impacts of the Project on visual amenity are therefore unlikely to be significant for the viewpoints assessed in this VIA. The Project will not result in any significant visual impacts to sensitive locations such as South Hedland.

8 GLOSSARY

Term	Definition
APA	APA Group Limited
APA Pilbara	APA Pilbara Holdings Pty Ltd
Biologic	Biologic Environmental Survey Pty Ltd
BSIA	the Boodarie Strategic Industrial Area
DPI	Department for Planning and Infrastructure
EPA	Environmental Protection Authority
EP Act	*Environmental Protection Act 1986*
GNH	Great Northern Highway
ha	Hectares
Hemi Gold	Hemi Gold Mining Project
HVT	High Voltage Electrical Transmission Line
IBRA	Interim Biographical Regionalisation for Australia
km	Kilometres
m	Metre
MCA	Multi Criteria Analysis
NWCH	North West Coastal Highway
PHPS	Port Hedland Power Station
PHSF	Port Hedland Solar Farm
Project	East Pilbara Network Stage 1
RL	Relative Level
ToPH	Town of Port Hedland
VIA	Visual Impact Assessment
WA	Western Australia
WAPC	Western Australian Planning Commission

9 REFERENCES

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TOWN OF PORT HEDLAND IMPROVEMENT PLAN (AUGUST 2024) – PROGRESS REPORT

The traffic light system has been used in this report to distinguish the progress made with each deliverable of the improvement plan. election, using the following traffic light system:

Completed	Progressing	Not Commenced	Not Proceeding

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
						Progress
1	Council briefings policy	A review of the Council Briefings Policy should be undertaken by the Administration and the review, and a revised Policy should then be considered by the Council. In relation to "Agenda Briefings", and as part of the recommended review, consideration should be given to the following: • The draft agenda should be distributed prior the briefing to all elected members with sufficient time for it to be adequately considered. • Consistently with clause 4(2) of the Model Code of Conduct, all elected members should attend the Agenda Briefing, should be properly prepared and	☒Agree ☐Disagree • The administration will establish a timeline of 5-7 business days for providing agenda information prior to meetings, with flexibility for potentially shorter timelines for briefings. • The administration will develop a procedure for recording attendance at briefings and workshops and communicate instances of non-attendance to the CEO and Council. Within this procedure, consideration will be given to the potential for	DLGSC 1 DLGSC 4 DLGSC 6	High	

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
		should be ready to ask any questions they might have. • The draft agenda should be made available to the public and the Agenda Briefing should be open to the public. In relation to "Council Briefings", and as part of the review, consideration should be given to the following: • Establishing and defining both "briefings" and "workshops" as the two main components of the policy outside of agenda briefings; • Setting policy guidelines that prescribe the types of key strategic documents that should be the subject of workshops and when and how often they should be discussed; • Setting policy guidelines as to what matters should be the subject of briefings and the	publishing attendance records to enhance accountability. • The Council and administration will open agenda briefings to the public for in-person attendance and viewing of proceedings, while noting that livestreaming will not be provided. • The administration will undertake a review of Council Briefings Policy to define "briefings" and "workshops" as distinct components, establish guidelines for strategic document discussions, and determine the authority and process for setting agendas. These considerations will be integrated into policy development.			

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
		authority or process involved in determining the subject matter and setting the agenda; and • Setting policy guidelines on the lead time that is required for the delivery of supporting papers and documentation to council members prior to the briefing. This review should be undertaken as a matter of priority.				
2	Corporate response to social media use	A draft Policy in relation to communications including social media use by elected members should be developed by the Administration and the draft Policy should then be considered by the Council. The development and presentation of the draft Policy should be undertaken as soon as practicable.	☒Agree ☐Disagree A review of Council Policy 1/025 Media and Communications will be undertaken to ensure its continued relevance and to address any emerging risks effectively.	DLGSC 6	Low	
3	Conduct of meetings	Tailored training should be arranged by the Town as follows:	☒Agree ☐Disagree	DLGSC 5	High	

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
		• To the Mayor and the Deputy Mayor in relation to the powers and responsibilities of the presiding person with particular attention being paid to: ○ Public question time procedure; ○ Questions by elected members and related requirements; and ○ Dealing with points of order. • To all other elected members in relation to meeting procedure generally with particular attention being paid to: ○ Moving, seconding and amending motions; ○ The order of debate; ○ Raising points of order; and ○ The role of the chair in meetings.	The Town will arrange tailored training sessions as follows: • **For the Mayor and Deputy Mayor –** Focus on the powers and responsibilities of the presiding person, including public question time procedures, addressing member questions, and managing points of order. • **For All Elected Members –** Training on meeting procedures with an emphasis on motion management, debate order, raising points of order, and the role of the chair during meetings.			

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
4	Financial reporting	The CEO and the Director Corporate Services should engage with the Council to agree upon a format for financial reporting that addresses the elected members' desire to see a simplified version of the regular financial reports. This would be in addition to the usual reports which meet the required accounting standards and include information on operational revenue and expenditure. Particular attention and priority should be given to the provision of information and reports that underpin discussions relating to the review of the long-term financial plan. Bespoke training on local government financial oversight and planning should be arranged by the Town for elected members (this should be through WALGA).	☒Agree ☐Disagree • The CEO and Director of Corporate Services will work with the Council to develop a simplified financial reporting format, complementing existing reports that meet accounting standards. • Priority will be given to providing essential information for long-term financial planning discussions. • Bespoke training on financial oversight and planning will be provided to elected members through WALGA.	DLGSC 6	High	

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
		This recommendation should be implemented in the medium term or sooner if possible.				
5	Code of conduct training	The Town should arrange training for all elected members in relation to the Model Code of Conduct. The training should focus on the importance of both the "general principles" and the "requirements" relating to the behaviour of council members and the mechanisms for dealing with breaches of the requirements. This training should be arranged as soon as practicable.	☒Agree ☐Disagree • Further mechanisms will be explored for implementing alternative options for conflict resolution through review of policy and procedure. • The Town will establish a refresher course schedule to ensure continuous awareness and compliance with the Model Code of Conduct.	DLGSC 8	High	
6	Conflict of interest training	The Town should arrange conflict of interest training for all elected members that specifically provides clear guidance in respect of the requirements of the *Local Government Act 1995*, the relevant regulations and any code of conduct	☐Agree ☒Disagree Training has already been provided through the induction process.	DLGSC 6	Low	

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
		requirements relating to disclosing and managing conflicts of interest. This training should be arranged as soon as practicable.				
7	Major project reporting	The Administration should implement reporting on all major projects (including non-infrastructure projects) which details progress, cost performance and adherence to scope (i.e. project/program objectives). The recommended reporting should be put in place in the medium term or sooner if possible.	☒Agree ☐Disagree The administration will implement reporting on all major projects, including non-infrastructure projects, covering progress, cost performance, and scope adherence. This reporting will be established in the medium term or sooner if feasible.	DLGSC 6	Medium	
8	Council chamber seating arrangements	The Town should undertake a review of the existing seating arrangements for elected members in the council chamber during council meetings. The review should endeavour to propose a revised seating arrangement that will allow:	☐Agree ☒Disagree The current seating arrangement optimises Council operations and public visibility. Changing it could disrupt workflows without	N/A	Low	

Item	Area for improvement	Recommended improvement	Council's action plan	Addresses DLGSC recommendation(s)		
		• The presiding person and the elected members to have eye contact with each other during the debate; • The elected members to address their speeches to the presiding person and the other members; and • Each member to address points of order to the presiding person and vice versa. The revised arrangements should continue to allow the public to see the council members during a debate. This review should be undertaken as soon as practicable.	improving meeting effectiveness, as the existing setup already supports adequate interaction among members and the presiding member. Additionally, the public can observe proceedings, so altering the arrangement may add complexity without clear benefits.			

Council observed that the HWA improvement plan did not address all the DLGSC's recommendations. The below contains recommended improvements made by **Town Management** in addition to the recommended improvements made by HWA.						
Item	**Area for improvement**	**Recommended improvement**	**Council's action plan**	**Addresses DLGSC recommendation(s)**	**Priority**	
9	Leadership workshops	Conduct leadership and relationship workshops with Council members and key staff.	☒Agree ☐Disagree Discussion required on the mechanism for implementing the program.	DLGSC 7	High	
10	Communication protocol	Establishing clear communication protocols and understanding of roles for Council members, CEO, and Town administration staff.	☒Agree ☐Disagree A communication protocol will be drafted pursuant to the Local Government Act Reform Amendments. A Councillor Portal has recently been developed and further communication initiatives will be considered during implementation.	DLGSC 2	Medium	

			business of the local government.			
12	Strategic Forums	Establish strategic forums in addition to those outlined by HWA to ensure alignment between Council members and the Town's staff on key issues.	☒Agree ☐Disagree Strategic forums will be considered through the review of the Council Agenda Briefing Policy.	DLGSC 6	Medium	
Emerging themes were identified as part of this body of work.						
13	WHS Roles and Responsibilities	Training to be provided on the WHS roles and responsibilities of the Council.	☒Agree ☐Disagree Training to be provided to ensure Council members understand their WHS obligations.	DLGSC 7	High	
14	Review work loads	Review reporting and level of information coming before the Council (delegation).	☒Agree ☐Disagree The review will assess the current workload to ensure it is manageable and aligns with effective governance.	DLGSC 6	Medium	
15	Review Councillor Professional Development Policy	Review Policy to include a matrix of required skills including Improvement Plan recommendations.	☒Agree ☐Disagree The policy will be reviewed to integrate a skills matrix that aligns with the Improvement	DLGSC 7	Medium	

			Plan's recommendations, ensuring Councillors have the necessary competencies.		

Timeline for implementation

Priority	Implementation timeline
High	Within 4 months
Medium	Within 8 months
Low	Within 12 months

Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Our Ref E25030070
Enquiries Laura Hunter
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Email laura.hunter@dlgsc.wa.gov.au

Mr Mark Dacombe
Chief Executive Officer
Town of Port Hedland

Email: ceo@porthedland.wa.gov.au

Dear Mr Dacombe

GOVERNANCE IMPROVEMENT PLAN

I refer to the Town of Port Hedland (the Town)'s Governance Improvement Plan (the Plan) adopted by Council on 28 August 2024, and a subsequent progress report and update, endorsed by Council on 5 February 2025. I also refer to an updated progress report prepared by the Town which you provided by email to Ms Laura Hunter and Mr Ethan Redshaw on 5 March 2025.

Firstly, I would like to apologise for the delay in providing this response and thank the Town for providing the Department of Local Government, Sport and Cultural Industries (DLGSC) with a copy of its Plan and the two above-mentioned progress reports. The DLGSC has reviewed the Plan's identified improvement actions in relation to the recent progress reports provided.

I am advised that the Town has now completed the following improvement actions:

- reviewing and updating the Media and Communications Policy which was endorsed by Council on 5 February 2025
- arranging tailored training sessions for council members on meeting procedures and conduct; and
- developing a portal for councillor information.

I understand that the Town is currently progressing the implementation of several other improvement actions within the Plan including:

- reviewing and updating policies including the Council Briefing, Councillor Professional Development and Code of Conduct Complaints policies
- developing processes to open agenda briefing sessions to the public
- developing simplified financial reporting processes
- providing training for council members on financial oversight, work health and safety and the Model Code of Conduct.

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I also note that your progress report of 5 March 2025 identifies that the Town has yet to begin certain Plan actions, such as creating a communication protocol for council members and establishing a process for reporting to Council on major projects.

While it is acknowledged that implementing the Plan will take time, I strongly encourage the Town to commence work on these actions as soon as practicable. The development of clear and understood communication protocols, and processes for reporting on critical and contentious issues to council such as major projects, are important actions to address some of the Town's identified governance concerns.

As part of the Town's commitment to improving its governance practices, DLGSC requests that you continue to provide updates on the Plan's progress, both through your ongoing discussions with Ms Laura Hunter, A/Executive Director Local Government - Support and Compliance, and through quarterly written reports. It would be appreciated if the Town could submit the next formal progress update to DLGSC by 30 June 2025.

If you require further advice or assistance from DLGSC to assist with implementing the Plan's outstanding actions, or have any queries or concerns about this letter, please continue to liaise with Ms Hunter.

Thank you for your commitment to improving the governance and operations of the Town in service of the Port Hedland community.

Yours sincerely

Lanie Chopping
DIRECTOR GENERAL

14 April 2025

Town of Port Hedland

Enquiries: Tom Kettle – Manager Governance
Direct Line: (08) 9158 9300

Lanie Chopping
Director General

Department of Local Government, Industry Regulation and Safety

140 William Street

PERTH WA 6000

Dear Ms Chopping

RESPONSE TO DIRECTOR GENERAL AND REPORT ON ELECTED MEMBER IMPROVEMENT PLAN STATUS

Thank you for your correspondence dated 14 April 2025 and I note this was presented to the Council at the Ordinary Council Meeting on 28 May 2025.

Please accept this letter as a formal response and a progress update on the implementation of the Council Improvement Plan, passed by the Council at the Ordinary Council Meeting on the 27th August 2025.

To clarify the implementation of certain initiatives outlined in your correspondence it is important to highlight:

- The Council has adopted a revised Council Briefings Policy, however this does not include opening briefing sessions to the public currently.
- A review of current communications protocols was facilitated by Hammond Woodhouse Advisory and deemed generally suitable. The Town is awaiting the Department's proposed model Council Communication Protocol in the Local Government Reform package.
- Major project reporting is occurring and will continue to be refined as part of the Town's Major Strategic Review in 2026.
- Training on understanding financial reports, WHS roles and responsibilities and leadership was scheduled and postponed due to Councillor availability. This will be included as part of the Councillor Induction programme after the October Ordinary Election.

Herewith, I provide you with a copy of the agenda report and attachment presented to Council on the 27th August 2025, for purpose of update of the implementation of the plan.

Please do not hesitate to contact me should you require any further clarification or information.

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DRAFT

Thank you to you and your teams' efforts to ensure good governance in Local Government. I trust that the information provided satisfies your needs.

Yours Sincerely,

Peter Carter

MAYOR

XX August 2025

DRAFT

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